STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref no.3/4/2/5

2026-07-24

NOTICE OF THE 42ND MEETING OF THE COUNCIL OF STELLENBOSCH MUNICIPALITY WEDNESDAY, 2026-07-29 AT 10:00

TO

The Speaker, Cllr Q Smit [Chairperson]
The Executive Mayor, Ald JS Fasser

The Council Whip, Cllr P Crawley

COUNCILLORS

RA Adams
J Andrews
Ald JC Anthony
BR Buys
R Cupido
MM Danana
JA Davids
I De Taillerfer
R Du Toit
A Ferns
E Groenewald
AJ Hanekom
RB Hendrikse
SC Heneke
J Joon
O Jooste
TO Kumm
JC Macfarlane
N Mananga-Gugushe
C Manuel
EP Masimini
NE Mcombring
XL Mdemka
NM Mkhontwana
NR Ndalasi
L Nkamisa
M Nkopane
N Ntsunguzi
N Olayi
GA Petersen
WC Petersen
RO Pheiffer
WF Pietersen
MG Rataza
Cllr M Slabbert
Ald JP Serdyn
SR Schäfer
A Tomose
RB Van Rooyen
M Van Stade
E Vermeulen
J Williams

Notice is hereby given in terms of Section 29, read with Section 18(2) of the *Local Government: Municipal Structures Act, 117 of 1998*, as amended, that the **42ND MEETING** of the **COUNCIL** of **STELLENBOSCH MUNICIPALITY** will be held in the **COUNCIL CHAMBER, PLEIN STREET, STELLENBOSCH** on **WEDNESDAY, 29 JULY 2026** at **10:00** to consider the items on the Agenda.

SPEAKER
CLLR Q SMIT

AGENDA

42 ND MEETING OF COUNCIL

OF STELLENBOSCH MUNICIPALITY

2026-07-29

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2.	**MAYORAL ADDRESS**

3.	**COMMUNICATIONS BY THE SPEAKER**

4.	**COMMUNICATIONS BY THE MUNICIPAL MANAGER**

5.	**DISCLOSURE OF INTERESTS**

6.	**APPLICATION FOR LEAVE OF ABSENCE**

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

7.1	**41ST COUNCIL MEETING: 2026-05-27**

The minutes of the 41st Council meeting: 2026-05-27 is attached as **APPENDIX 1.**

FOR CONFIRMATION

APPENDIX 1

STELLENBOSCH
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Ref no.3/4/2/5

2026-05-27

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MINUTES

41ST COUNCIL MEETING OF THE COUNCIL OF STELLENBOSCH MUNICIPALITY

2026-05-27 AT 10:00

M I N U T E S

41ST MEETING OF COUNCIL

OF STELLENBOSCH MUNICIPALITY

2026-05-27

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

MINUTES **41ST MEETING OF THE COUNCIL OF STELLENBOSCH MUNICIPALITY** **2026-05-27**

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

COUNCILLORS

RA Adams	NM Mkhontwana
J Andrews	NR Ndalasi
Ald JC Anthony	L Nkamisa
R Cupido	M Nkopane (until 12:30)
MM Danana (until 12:30)	N Ntsunguzi (until 12:30)
JA Davids (until 12:30)	N Olayi
I De Taillerfer	Z Olayi
R Du Toit	WC Petersen
A Ferns	RO Pheiffer
E Groenewald (online)	WF Pietersen
AJ Hanekom	Ald JP Serdyn
SC Heneke	SR Schäfer
J Joon	A Tomose (until 11:36)
TO Kumm	RB Van Rooyen
C Manuel	M Van Stade
EP Masimini (until 12:30)	E Vermeulen
XL Mdemka	J Williams

****

OFFICIALS Municipal Manager (G Mettler)
Chief Financial Officer: (K Carolus)
Director: Community and Protection Services G Boshoff)
Director: Infrastructure (S Chandaka)
Director: Planning and Economic Development (A Barnes)
Acting Director: Corporate Services (Dr. L Kaywood)
Chief Audit Executive (L Mvandedwa)
Senior Administration Officer (T Samuels)

****

1.	**OPENING AND WELCOME**

The Speaker welcomed all present at the 41st Council meeting dated 2026-05-27 which was held in the Council Chamber.

He extended a special welcome to the following individuals who recently joined the municipality:

- the newly elected Ward Councillor (Ward 16) - Cllr E Vermeulen of the Patriotic Alliance (PA); and
- the Acting Director for Corporate Services - Dr. L Kaywood.

2.	MAYORAL ADDRESS

"Honourable Speaker,

Council Chief Whip,

Mayoral Committee,

MPAC Chairperson,

All Councillors,

Municipal Manager,

All Directors,

All Officials present; and

All our residents

All our guests in the gallery.

It is good to gather once again as we continue what has been an exceptionally busy and productive period for the municipality. But I also want to thank every resident, every stakeholder, every official, and all my councillors who participated in our IDP and budget public participation processes. This year's engagement period was hugely successful. We received hundreds of inputs from residents across the municipality through our public meetings, our online platforms, all written submissions, stakeholder engagement and direct engagements with our communities. This level of participation is especially encouraging because it shows that the residents of Stellenbosch deeply care about the future of our town. I want to echo that all our voices of our residents matter. Their concerns are being heard and their contributions help shape the direction of our municipality. Last week, together with our local economic development teams, we hosted a successful LED forum, which brought together stakeholders and all role players from a wide range of sectors and industries to collaborate on economic growth, job creation, especially within our municipality.

It was also an incredible busy month across the municipality as a whole, from the vibrant atmosphere of the Franschhoek Literary Festival to exciting Derby actions happening in Cloetesville Sport and Groendal. This is where communities came together to celebrate sport, culture, and the unbreakable community spirit.

As we all are aware, many residents were impacted by the recent severe storm that affected large parts of the province, particularly the Western Cape District municipality and, of course, our own municipal area. Multiple incidents were reported, including fallen trees, damaged power lines, and localised flooding. But I want to commend our Municipal teams from parks, electricity, disaster management, fire services and storm water for their rapid and coordinated responses. In many cases, officials even work late into the evening to clear incidents and restore services. Mopping up operations and response efforts are continuing where necessary. I also personally visited several affected areas, alongside with Director Chandaka, with MMC Pheiffer, and we assessed the damage, we conduct oversight, and we engaged directly with residents and businesses that were impacted by the storm.

On behalf of Council, we want to officially welcome Dr. L Kaywood, as Stellenbosch Municipal's new acting Director: Corporate Services. Dr. Kaywood brings with her more than two decades of experience in the public sector in terms of leadership, governance and administration, as well as an extensive experience in corporate services, programme management, municipal finance and stakeholder engagement.

Doc, as we normally refer to our colleagues, your academic and professional background will be a valuable asset to us at the municipality and we wish you well with your time here with us.

We want to remind all our residents that illegal stormwater connections into sewer systems are a criminal offence and it places a huge, huge risk into our sewer systems, especially during times of flooding. And we want to encourage all our residents to report any illegal connection or emergencies immediately. In closing, I want to thank every Council, official, stakeholder, and resident who continues to work alongside us to build a stronger and more resilient municipality.

We want to extend our warmest wishes to the Muslim community, celebrating Eid. May this blessed day bring peace, happiness, good health and prosperity to you and all your loved ones.

Thank you."

3.	COMMUNICATIONS BY THE SPEAKER

DECLARATION OF INTEREST FORMS

Two Councillors have not yet submitted their signed Declaration of Interest Forms. Failure to submit these forms before the close of this Council meeting will result in the Speaker informing the MEC for Local Government and recommending that the Councillors concerned be removed from office.

DEADLINE FOR WARD ALLOCATIONS

A communication regarding the 2026/2027 Ward Allocations was distributed by Mr D Muller and the deadline for the submission of this information is 30 May 2026.

BIRTHDAYS

The following Councillors celebrated and will celebrate their birthdays during May and June:

Cllr J Williams	-	7 May
Cllr E Vermeulen	-	20 May
Cllr NR Ndalasi	-	12 June
Cllr R Cupido	-	28 June

JUNE COUNCIL RECESS

Council will go on recess on 26 June 2026 and will be back in office on 20 July 2026.

ITEM 23.1 ON THE IN-COMMITTEE AGENDA TO MOVE TO THE OPEN AGENDA

Kindly note that the Item about the Upper limits that was distributed under the In-Committee Agenda, will serve on the Open Agenda under item 12.8 and not on Item 23.1 in the In-Committee Agenda.

4.	COMMUNICATIONS BY THE MUNICIPAL MANAGER

- The Municipal Manager reported that the recent severe weather conditions caused significant disruptions across the municipal area, resulting in damage to infrastructure, prolonged electricity outages in certain Eskom supply areas, and hardship for many residents. She commended the Disaster Management Teams, Technical Staff, Emergency Services, and Infrastructure Department for their tireless efforts in responding to emergencies, restoring services, and supporting affected communities under challenging conditions. Special acknowledgement was given to the Director: Infrastructure, Mr S Chandaka for his continuous engagement in resolving electricity-related issues. The Municipal Manager further noted the increasing impact of climate change and shifting rainfall patterns, highlighting the need for ongoing climate adaptation and flood mitigation measures. She also expressed gratitude that the municipality was not as severely affected as neighbouring regions within the Cape Winelands, although certain roads, including Franschhoek Pass, remain closed due to safety concerns and repair work.

- The Municipal Manager noted that Pentecost was commemorated during the week, recognising it as a significant Christian observance marking the descent of the Holy Spirit upon the Apostles and the birth of the Christian Church, while also reflecting on the meaning and significance of Easter.

- She extended Eid Mubarak wishes to all Muslim staff and residents celebrating the occasion on 28 May 2026.

- The Municipal Manager noted that Africa Day was commemorated on Monday, 25 May 2026, marking its 63rd anniversary, with this year's theme focusing on unity, integration and development. She highlighted that Africa Day reflects the collective commitment of African states to support one another in pursuit of peace, progress and integration, and serves as a reminder of South Africa's role in promoting a more equitable and inclusive society.

- She noted that Youth Day will be celebrated on 16 June, and highlighted the importance of recognising the role of the youth in contributing to the struggle that helped bring about South Africa's democratic dispensation.

5.	DISCLOSURE OF INTERESTS

41ST COUNCIL MEETING: 2026-05-27: ITEM 5.1

The following Councillors disclosed their interest in Item 10.1.3:

Ald JC Anthony;
Cllr L Nkamisa;
Cllr M Nkopane; and
Cllr WF Pietersen.

6.	APPLICATION FOR LEAVE OF ABSENCE

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

Cllr RB Hendrikse	-	27 May 2026
Cllr O Jooste	-	27 May 2026
Cllr JC Macfarlane	-	27 May 2026
Cllr N Mananga-Gugushe	-	27 May 2026
Cllr NE Mcombring	-	22 April 2026
Cllr GA Petersen	-	27 May 2026
Cllr MG Rataza	-	27 May 2026
Cllr J M Slabbert	-	27 May 2026

6.2 ABSENT:

Cllr A Tomose	-	27 May 2026	(directed by Speaker to recuse himself from Chamber at 11:36)
Cllr MM Danana	-	27 May 2026	(invoked Rule 14 by walking out at 12:30)
Cllr JA Davids	-	27 May 2026	(invoked Rule 14 by walking out at 12:30)
Cllr EP Masimini	-	27 May 2026	(invoked Rule 14 by walking out at 12:30)
Cllr M Nkopane	-	27 May 2026	(invoked Rule 14 by walking out at 12:30)
Cllr N Ntsunguzi	-	27 May 2026	(invoked Rule 14 by walking out at 12:30)

7.	CONFIRMATION OF THE MINUTES OF PREVIOUS MEETING/S

7.1	40TH COUNCIL MEETING: 2026-04-22

The minutes of the 40th Council meeting: 2026-04-22 **were confirmed as correct without any changes.**

8.	STATUTORY MATTERS

8.1	ADOPTION OF THE 4TH REVIEW OF THE 5TH GENERATION INTEGRATED DEVELOPMENT PLAN (IDP) 2022 – 2027

Collaborator No:
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: 20 May 2026 and 27 May 2026

1. SUBJECT: ADOPTION OF THE 4TH REVIEW OF THE 5TH GENERATION INTEGRATED DEVELOPMENT PLAN (IDP) 2022 – 2027

2. PURPOSE

To submit the following to the Council for adoption:

(a) The 4th review of the 5th Generation Integrated Development Plan (IDP) 2022 – 2027, attached as **ANNEXURE A;** and

(b) The community input and comments, written submissions, and the Provincial Government SIME Assessment Report on the draft 4th review of the 5th Generation IDP 2022 - 2027, attached as **ANNEXURE B.**

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

In terms of Section 34(a)(i)(ii) and Section 41 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) (MSA), Stellenbosch Municipality undertook its annual review on the 5th Generation IDP 2022 – 2027. Following this process, the draft 4th review of the 5th Generation IDP 2022 – 2027 was approved by the Council on 31 March 2026, which informs the municipality's budget, a performance assessment of the IDP deliverables, and specifies the municipality's intended plans to realise the vision, mission, strategic objectives, and needs of the community.

The public participation period on the approved draft 4th review of the 5th Generation IDP 2022 – 2027 and draft Budget 2026/27 – 2028/29 commenced from **07 - 28 April 2026** for a period of not less than 21 days in terms of Chapter 4, Section 15(3) of the Local Government: Municipal Planning and Performance Management Regulations, 2001. This public participation period was intended to offer community members and stakeholders ample opportunity to submit verbal and written input / comments on the draft IDP, draft Budget and related budget policies.

In addition, area-based open days were held from **08 – 15 April 2026** in the respective areas, with transport made available to the venues. The IDP and Budget open days were a platform for community members to engage in one–on–one discussion with departmental representatives and submit verbal input. A stakeholder engagement was held on 21 April 2026, attended by councillors, senior management, stakeholders, and other role-players in the Stellenbosch municipal area.

41ST COUNCIL MEETING: 2026-05-27: ITEM 8.1

RESOLVED (majority vote with 3 abstentions)

(a) that the Stellenbosch Municipality's 4th review of the 5th Generation IDP 2022 – 2027 be adopted in terms of Section 34 of the MSA, attached as ANNEXURE A;

(b) that the community input and written submissions on the draft 4th review of the 5th Generation IDP 2022 – 2027 and the Provincial Government SIME Assessment Report, attached as ANNEXURE B, be noted;

(c) that the four late submissions are noted as late submissions and that the submissions be transferred to the September 2026 IDP process;

(d) that a notice be placed on the municipal website of the municipality and in the local newspaper notifying the public that the 4th review of the 5th Generation IDP 2022 – 2027 has been adopted by the Council; and

(e) that the adopted 4th review of the 5th Generation IDP 2022 – 2027 be submitted to the MEC for Local Government, Environmental Affairs and Development Planning, Western Cape: Department of Local Government, Western Cape: Provincial Treasury, National Treasury, the Cape Winelands District Municipality, and the Office of the Provincial Speaker.

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	**08 May 2026**

8.2	MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK 2026/2027-2028/2029

Collaborator No:
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: 20 May 2026 and 27 May 2026

1. SUBJECT: MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK 2026/2027-2028/2029

2. PURPOSE

The purpose of this report is as follows:

(a) To consider the views/submissions of the local community in terms of Section 23(1) (a) of Municipal Finance Management Act (Act 56 of 2003), herein after called the MFMA and to allow the Executive Mayor to respond to the views of the public envisaged in terms of Section 23 (2) (a) and (b).

(b) The Executive Mayor to approve the Medium-Term Revenue and Expenditure Framework (inclusive of property rates charges and taxes, tariffs and service charges), annexures and proposed amendments to the budget related policies and other policies to Council for approval in terms of Section 16(2) of the Municipal Finance Management Act, (Act 56 of 2003).

(c) That Council specifically note and consider the need to take up external loans to fund critically needed refurbishment of infrastructure to the amount of R520 million of which over the MTREF R187 million will be required in year one, R199 million in year two and R134 million in year three (refer to Section G: High Level Budget Overview and Table A1 Budget Summary) and confirms draft approval of same in order for the Chief Financial Officer to attend to the necessary legislative requirements.

3. DELEGATED AUTHORITY

COUNCIL

4. EXECUTIVE SUMMARY

BUDGET

Attached as **APPENDIX 1** is an executive summary by the Accounting Officer.

41ST COUNCIL MEETING: 2026-05-27: ITEM 8.2

The Speaker afforded the Executive Mayor the opportunity to deliver his Budget Speech (attached as an **APPENDIX**).

During deliberations on this matter, the Speaker directed Cllr A Tomose to recuse himself (at 11:36) from the Chamber for contravening Rule 32 of Council's Rules of Order.

The ANC requested a caucus, which the Speaker allowed after all the other parties debated the matter.

RESOLVED (majority vote with 4 abstentions)

(a) that the High-Level Budget Summary, as set out in APPENDIX 1 – PART 1 – SECTION C; be approved;

(b) that the Annual Budget Tables as prescribed by the Budgeting and Reporting Regulations, as set out in APPENDIX 1 – PART 1 – SECTION D, be approved;

(c) that the three-year Capital Budget for 2026/2027, 2027/2028 and 2028/2029, as set out in APPENDIX 1 – PART 2 – SECTION N, be approved;

(d) that the proposed rates on properties in WCO24, tariff structures and service charges for water, electricity, refuse, sewerage and other municipal services, as set out in APPENDIX 3, be approved;

(e) that the proposed amendments to existing budget related policies, other policies and by-laws as set out in APPENDICES 4 - 36, be approved;

(f) that Council specifically note and consider the need to take up an external loan, needed for investment in income generating infrastructure to the amount of R520 million of which R187 million will be required in year one, R199 million in year two and R134 million in year three (refer to Section G: High Level Budget Overview and Table A1 Budget Summary) and confirm approval of same;

(g) that Council specifically take note of the fact that the proposed electricity charges and tariff structure is subject to NERSA approval that could change materially; and

(h) that Council takes note of MFMA circulars 132 & 134 that was published to guide the MTREF for 2026/2027 to 2028/2029 as set out in APPENDICES 37- 38;

(i) that Council takes note of the mSCOA Road Map as set out in APPENDIX 39;

(j) that Council takes note of the Capital Projects above R50 million and confirm approval of same; and

(k) that Council takes note that the public comments and submissions were considered with the compilation of the final budget.

Following the conclusion of and vote on the above matter, the Speaker granted a 15-minute caucus at the request of the ANC.

Upon resumption of the meeting, the ANC requested the Speaker to withdraw his ruling and permit Cllr Tomose to return to the meeting. The Speaker declined to retract his ruling, whereafter, at 12:30, the following ANC Councillors invoked Rule 14 of Council's Rules of Order by withdrawing (walkout) of the meeting.

Cllrs MM Danana; JA Davids; EP Masimini; M Nkopane and N Ntsunguzi.

NAME	**KEVIN CAROLUS**
POSITION	***DIRECTOR: FINANCIAL SERVICES***
DIRECTORATE	***FINANCIAL SERVICES***
CONTACT NUMBERS	***021 808 8528***
E-MAIL ADDRESS	***kevin.carolus@stellenbosch.gov.za***
REPORT DATE	***13 May 2026***

8.3	MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR THE PERIOD 09 APRIL 2026 TO 13 MAY 2026

Collaborator No:
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: 20 May 2026 and 27 May 2026

1. SUBJECT: MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR THE PERIOD 09 APRIL 2026 TO 13 MAY 2026

2. PURPOSE

To comply with Regulation 36(2) of the Municipal Supply Chain Management Regulations and Section 36 of the Supply Chain Management Policy 2025/2026 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 (2025/2026) stipulate that SCM deviations be reported to the Council. In compliance thereto, this report presents to the Council the SCM deviations that occurred during the period 09 April 2026 to 13 May 2026.

41ST COUNCIL MEETING: 2026-05-27: ITEM 8.3

NOTED

the approved deviations for the period 09 April 2026 to 13 May 2026.

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	***30 April 2026***

9.	**ITEMS FOR NOTING**

9.1	**REPORT/S BY THE EXECUTIVE MAYOR**

NONE

9.2	**REPORT/S BY THE SPEAKER**

NONE

9.3	**REPORT/S BY THE MUNICIPAL MANAGER [MS G METTLER]**

NONE

10.	**CONSIDERATION OF ITEMS BY THE EXECUTIVE MAYOR: [CLLR J FASSER]**

10.1	**COMMUNITY & PROTECTION SERVICES: (PC: CLLR S HENEKE)**

10.1.1	**ADOPTION OF THE DISASTER MANAGEMENT POLICY**

Collaborator No:
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: 20 May 2026 and 27 May 2026

1. SUBJECT: ADOPTION OF THE DISASTER MANAGEMENT POLICY

2. PURPOSE

To submit the draft Disaster Management Policy of Stellenbosch Municipality to Council for Approval.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

This item seeks Council approval of the Disaster Management Policy for Stellenbosch Municipality. This policy strengthens legislative compliance, institutional governance, and climate change integration, while positioning disaster risk management as a core component of municipal planning and service delivery.

The Policy aligns with the Disaster Management Act 57 of 2002 (as amended), the Municipal Systems Act 32 of 2000, the Municipal Finance Management Act 56 of 2003, and the National and Western Cape Disaster Management Frameworks. It consolidates governance obligations into a clear and defensible framework, ensuring compliance with provincial oversight requirements and strengthening audit readiness.

The Policy formally recognises that disaster management is a coordination and oversight function led by the Municipal Disaster Management Centre (MDMC), while operational responsibilities remain vested within line departments. It reinforces institutional accountability, clarifies roles, and embeds disaster risk reduction and climate preparedness into departmental plans, budgets, infrastructure planning, and performance management systems.

41ST COUNCIL MEETING: 2026-05-27: ITEM 10.1.1

RESOLVED (nem con)

(a) that Council approves the Disaster Management Policy of Stellenbosch Municipality;

(b) that Council Authorizes the Municipal Manager to implement and integrate the policy with the IDP, SDF, the municipal and performance management systems; and

(c) that Council Mandates the Municipal Manager to submit an annual Compliance and Implementation Report.

FOR FURTHER DETAILS CONTACT:

NAME	Wayne Smith
POSITION	***Manager: Fire Services and Disaster Management***
DIRECTORATE	***Community and Protection Services***
CONTACT NUMBERS	*Ext 8771*
E-MAIL ADDRESS	*wayne.smith@stellenbosch.gov.za*
REPORT DATE	***02 March 2026***

10.1.2	REVIEW OF THE DISASTER MANAGEMENT POLICY

Collaborator No: 805052
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: 20 May 2026 and 27 May 2026

1. SUBJECT: REVIEW OF THE DISASTER MANAGEMENT PLAN

2. PURPOSE

To submit the revised Disaster Management Plan for approval and adoption by Council.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

As required by the Disaster Management Act, Stellenbosch Municipality has developed a disaster plan. Given the ever-changing nature of disaster management, it is essential to review the plan annually. Thus, the disaster management section initiated a consultative process, engaging extensively with various stakeholders and institutions to gather and verify the information and data necessary for updating the plan where needed.

41ST COUNCIL MEETING: 2026-05-27: ITEM 10.1.2

RESOLVED (nem con)

that Council approves and adopts the revised Disaster Management Plan.

FOR FURTHER DETAILS CONTACT:

NAME	Wayne Smith
POSITION	***Manager: Fire Services and Disaster Management***
DIRECTORATE	***Community and Protection Services***
CONTACT NUMBERS	***Ext 8878 /8771***
E-MAIL ADDRESS	***wayne.smith@stellenbosch.gov.za***
REPORT DATE	***31 March 2026***

10.1.3	2026/2027 GRANT IN AID APPLICATIONS AND RECOMMENDED DONATIONS

Collaborator No: 805057
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: 20 May 2026 and 27 May 2026

1. SUBJECT: 2026/2027 GRANT IN AID APPLICATIONS AND RECOMMENDED DONATIONS

2. PURPOSE

To obtain Council's approval for Grant-in-Aid (GiA) applications and recommended donations for the financial year 2026-2027.

3. DELEGATED AUTHORITY

FOR DECISION BY MUNICIPAL COUNCIL

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

4. EXECUTIVE SUMMARY

The 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) and bodies that are used by government as an agency to serve the poor, marginalised or otherwise vulnerable as envisaged by the Grant in Aid Policy approved at the Council Meeting in May 2025.

Grant in Aid is made possible through provisions in the MFMA and associated National Treasury Circular 131 using public funds. Legislation and municipal policy guiding Grant in Aid donations must meet all control measures as required by law when dealing with public funds. All decisions and processes relating to Sect 67 donations must be transparent and accountable to the public.

41ST COUNCIL MEETING: 2026-05-27: ITEM 10.1.3

Before deliberations on this item, the following Councillors declared their interest in this matter and recused themselves from Chambers:

Ald JC Anthony; Cllr L Nkamisa and Cllr WF Pietersen.

RESOLVED (majority vote with 5 abstention)

(a) that Council notes the organisations that are receiving funding are organisations or bodies serving the poor;

(b) that Council notes that the Cat A donation allows for a maximum amount of R40 000 to be allocated per organisation;

(c) that Council considers and approves the recommended donations to organizations as per attached detailed register inclusive of public comments and feedback received as part of the draft budget public participation process; and

(d) that the Accounting Officer certifies to the Auditor General that the compliance requirements in terms of section 67 (1) (a) of the MFMA are uneconomical and unreasonable for organisations receiving Cat A donation.

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	*07/05/2026*

10.2	SPORT, YOUTH AND CULTURE: (PC: CLLR N OLAYI)

NONE

10.3	CORPORATE SERVICES: (PC: CLLR L NKAMISA)

NONE

10.4	FINANCIAL SERVICES: (PC: ALD JC ANTHONY)

NONE

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

10.5.1	THE ANNUAL REVIEW OF STELLENBOSCH MUNICIPALITY HOUSING PIPELINE FOR THE MTREF PERIOD OF 2026/27 – 2028/29

Collaborator No: 805099
IDP KPA Ref No: Good Governance
Meeting Date: 20 May 2026 and 27 May 2026

1. SUBJECT: THE ANNUAL REVIEW OF STELLENBOSCH MUNICIPALITY HOUSING PIPELINE FOR THE MTREF PERIOD OF 2026/27 – 2028/29

2. PURPOSE

To seek Council's approval of the Stellenbosch Municipality's Housing Pipeline (Projects) for the Medium-Term Revenue and Expenditure Framework (MTREF) period 2026/27 to 2028/29 attached herein as **ANNEUXRE 1**.

To inform Council of the Human Settlement Development Grant (HSDG) and the Informal Settlements Upgrading Partnership Grant (ISUPG) allocation for human settlements development projects received from the Provincial Department of Infrastructure (PDoI) for the (MTREF) 2026/27 to 2028/29.

To inform Council on the process being followed to prepare a Development Plan for Stellenbosch Urban Core PHSHDA (Priority Human Settlement and Housing Development Area) within the jurisdiction area of the Stellenbosch Municipality in conjunction with the Provincial Department of Infrastructure.

To request that the Housing Pipeline be submitted to the Provincial Department of Infrastructure upon attainment of Council's approval.

To provide a status report to Council on the progress of existing human settlement development projects that were previously approved on the Housing Pipeline.

To request consideration of new projects for approval and inclusion in the revision of the Housing Pipeline for the (MTREF) 2026/27 to 2028/29 period.

To request that Council accept the recommendation to conduct an updated feasibility study and submit an application to the Provincial Department of Infrastructure for the acquisition of additional land for housing development.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

This Council item relates to the annual review of the Stellenbosch Municipality's Housing Pipeline for the MTREF period 2026/27 to 2028/29.

The Provincial Department of Infrastructure (PDoI) requires that every Municipality must have a Housing Pipeline. The Housing Pipeline is premised on a ten-year horizon and serves as the planning and budgeting tool for the implementation of Human Settlements initiatives.

41ST COUNCIL MEETING: 2026-05-27: ITEM 10.5.1

RESOLVED (majority vote with 4 abstention)

(a) that **Council approves** the reviewed annual Housing Pipeline (Projects) for the Medium-Term Expenditure Framework ("MTREF") period 2026/27 - 2028/29 for Stellenbosch Municipality, attached as **ANNEUXRE 1** to this report;

(b) that **Council takes note** of the Human Settlement Development Grant ("HSDG") and Informal Settlements Upgrading Partnership Grant ("ISUPG") budget allocations for human settlements development projects received from the Provincial Department of Infrastructure (PDoI) for the MTREF period of 2026/27 - 2028/29;

(c) that **Council takes note** that the reviewed annual Housing Pipeline is aligned to the Stellenbosch Municipality's Spatial Development Framework ("MSDF") as amended in 2023; and the Stellenbosch Municipality's Capital Expenditure Framework (CEF);

(d) that **Council approves** the submission of the revised Stellenbosch Municipality's Housing Pipeline to the Provincial Department of Infrastructure (PDoI);

(e) that **Council approves** in principle that negotiation commence with the landowner with regards to the acquisition of land or a portion thereof, for Farm 744/7, Klapmuts;

(f) that a detailed report be submitted to Council on the outcome of the negotiations in order for Council to take an informed decision pertaining to the proposal in (e) above;

(g) that **Council approves** the newly proposed projects for inclusion in the Housing Pipeline as reflected in table 1 below and allow the Section: Housing Development to apply to the Provincial Department of Infrastructure (PDoI) for funding;

DESCRIPTION	OWNERSHIP	EXTENT
Farms 737/8, 736/5 and 739, Paarl Road (Social Housing and mixed use housing)	Stellenbosch Municipality	51.35 hectares
Erf 342, Klapmuts (mixed-use housing)	Stellenbosch Municipality	8.42 hectares

Table 1

(h) that **Council takes note** of the progress of the human settlements development projects that are at pre-planning, and/or planning phase as reflected in table 2 below, as contained in this report; and

*PRE-PLANNING AND/OR PLANNING PHASE					
Name of project / settlement		Type of project / subsidy Mechanism	Estimated Number of opportunities	Status of project	Progress update
1.	Adam Tas Precinct 10 (Northern Extension), Kayamandi, Stellenbosch	IRDP, Formal Housing Finance (formally known as FLISP")	3355 residential opportunities	Detailed planning	The Land Use Application (LUA) and Basic Assessment Report (BAR) has been finalised and submitted to Section: Land Use Management and Department of Environmental Affairs and Development Planning (DEA&DP). All specialist studies have been completed. The Municipal Planning Tribunal (MPT) approved the Land Use Application on 24 April 2026. Appeal period ongoing. Awaiting Environmental Authorisation from DEA&DP in order for Phase 1 to commence.
2.	Erf 64, Kylemore	IRDP	418 service sites and top structures	Detailed planning	The Land Use Application (LUA) and Basic Assessment Report (BAR) has been finalised and submitted to Section: Land Use Management and Department of Environmental Affairs and Development Planning (DEA&DP). All specialist studies have been completed. Numerous objections and comments were received during the public participation process. The Land Use Application is due to serve at Municipal Planning Tribunal (MPT) during May 2026. Awaiting Environmental Authorisation from DEA&DP.
3.	Jamestown Development: Phase 4, Jamestown	IRDP, Formal Housing Finance (FHF — formally known as FLISP")	±1400 mix use opportunities	Detailed planning	A service provider has been appointed to undertake planning studies and obtain development rights for mixed-used housing development. Specialist studies have been undertaken and completed. A draft conceptual urban design framework has been finalised in correlation with the proposed Master Transport Plan for the Jamestown area. The Land Use Application will be submitted during the final quarter of the 2025/26 FY.
4.	Erven 412, 217, and 284 Groendal, Franschhoek	IRDP, FHF (formally known as FLISP")	Business opportunities	Pre-planning	The Section: Property Management was requested to appoint a professional valuer to assess Erven 412, 217, and 284 based on its size in order to establish the land cost.
5.	Portion of Erf 6847, Cloetesville, Stellenbosch	FHF (formally known as FLISP")	Service sites and top structures to be determined	Planning	Council has approved the project to proceed with detailed planning studies. No funding has been allocated on the PDoI Business Plan.

Name of project / settlement		Type of project / subsidy Mechanism	Estimated Number of opportunities	Status of project	Progress update
6.	La Motte Old Forest Station, La Motte, Franschhoek	IRDP, FHF (formally known as FLISP")	±1000 sites serviced sites; possible temporary relocation units	Planning	The Housing Development Agency (HDA) has been appointed to facilitate the transfer of land from NDoPW&I. The HDA submitted a new request for the State Land Release for the subject property. HDA is conducting a bulk infrastructure assessment.
7.	Droë Dyke, Stellenbosch	TBD	TBD	Planning	The Housing Development Agency (HDA) has been appointed to facilitate the transfer of land from NDoPW&I. The HDA submitted a new request for State Land Release for the subject property. The Municipality is experiencing challenges to arrange meaningful discussions with Department of Agriculture and Land Reform & Rural Development (DALRRD). The reason for the discussions is the use of land parcels owned by the National Department of Public Works and Infrastructure (NDoPW&I) for mixed-use development. A high-level meeting to be arranged by the Municipality with DALRRD, HDA as well as NDoPW&I to discuss the land parcels.
*Social Housing Projects					
Name of project / settlement		Type of project / subsidy Mechanism	Estimated Number of opportunities	Status of project	Progress update
8.	Cloetesdal Social Housing, Stellenbosch (Farms 81/2 and 81/9),	Social Housing	Rental units still to be determined.	Detailed planning	Crowie Property Solutions were appointed in February 2024. The Land Availabilty Agreement (LAA) was signed on 23 June 2025. The Land Use Application and Basic Assessment Report (BAR) has been finalised and submitted to Section: Land Use Management and Department of Environmental Affairs and Development Planning (DEA&DP). The Municipal Planning Tribunal (MPT) approved the Land Use Application on 24 April 2026. Appeal period ongoing and await Environmental Authorisation from DEA&DP.
Name of project / settlement		Type of project / subsidy Mechanism	Estimated Number of opportunities	Status of project	Progress update
9.	Lapland Precinct, Stellenbosch	Social Housing	±368 rental units	Feasibility study	The Municipality appointed a professional Social Housing team to undertake various studies to determine the viability of a Social Housing Project. These studies will be submitted during the 2025/26 financial year.
10.	Nietvoorbij Stellenbosch	Social Housing	TBD	Feasibility study	To be investigated

*Formalising and upgrading of informal settlements and existing settlements					
Name of project / settlement		Type of project / subsidy Mechanism	Estimated Number of opportunities	Status of project	Progress update
11.	Erf 2183, La Rochelle, Klapmuts	UISP	109 opportunities	Implementation	The Municipal Planning Tribunal (MPT) approved the Land Use Application (LUA) at the end of February 2024. The PDoI approved the funding for the installation of the services. The user department appointed a service provider for the detailed design of all associated infrastructure services. This will also include the construction phase and management of the project until occupation of the units. The Department of Environmental Affairs and Development Planning issued a compliance notice in terms of Section 31L of the National Environmental Management Act, 1998 (NEMA) for the change of Land Use to establish low-income housing on Farm 744.3, Klapmuts. The Municipality has appointed Environmental Consultants as independent environmental assessment practitioners to undertake the required Section 24G process.
Name of project / settlement		Type of project / subsidy Mechanism	Estimated Number of opportunities	Status of project	Progress update
12.	Langrug Dam, Franschhoek	UISP	250 - 300 sites	Detailed planning	The appointment of a service provider for finalizing detailed conceptual layout plans for the rehabilitation of the freshwater dam and implementation of an in-situ upgrade project has been completed. The relocation of the families from the Langrug Dam to the TRA (Erf 3229, Mooiwater) has been completed. Funding applications have been submitted to the PDoI for the planning and implementation of the project. Funding for Interim Basic Services (IBS) has been approved by the PDoI. The Section: Informal Settlements, in collaboration with the Project Management Unit (PMU), appointed a qualified service provider to construct the rehabilitation of Langrug Dam. The Municipality is currently investigating all options to prevent land invasion and safeguarding the dam.
13.	Kayamandi Town Centre, Kayamandi, Stellenbosch	UISP, Institutional	1854 service sites and top structures	Detailed planning	The service provider submitted the land use application to obtain development rights for township establishments for 3-storey (BNG) walk-ups. A service provider has been appointed during April 2026 to update the Traffic Impact Assessment (TIA) study before a Municipal Planning Tribunal (MPT) decision can be made.
14.	Enkanini, Kayamandi	UISP	1300 sites	Implementation	A service provider has been appointed to design infrastructure services and design options for ablution facilities. The implementation will commence during the 2026/27 FY.

15.	Five housing projects in Kayamandi	Township establishment	137 erven	Detailed planning	The MPT approved the 4 projects on 27 January 2023, and the registration of 4 projects was registered at the Surveyor General (SG)'s office. One project that was submitted to Land Use Planning is currently withheld due to an outstanding PoA of Erf 66 which is not in ownership of the Municipality. The matter is currently being dealt with by Directorate: Corporate Services.
16.	3460 Meerlust, Franschhoek (200)	IRDP	200 housing units	Feasibility study	The HDA has been appointed to facilitate the transfer of land and to finalise detailed planning studies for township establishment. HDA conducts bulk infrastructure and pre-feasibility assessments.
Name of project / settlement		Type of project / subsidy Mechanism	Estimated Number of opportunities	Status of project	Progress update
17.	Jonkershoek, Stellenbosch	Township Establishment, IRDP, FHF (formally known as FLISP)	Units and sites TBD, together with 40 existing units	Feasibility study	The HDA has been appointed to facilitate the transfer of land from NDoPW&I and to finalise detailed planning studies for township establishment. HDA conducts bulk infrastructure costing and pre-feasibility assessments.

Table 2

(i) that **Council take note** of the projects under construction (within the implementation phase which is dealt by the Section: Project Management Unit (PMU) and/or Section: Housing Development), as reflected in table 3 below contained in this report:

Name of project / settlement		Type of project / subsidy Mechanism	Estimated Number of opportunities	Status of project	Progress update
18.	Erf 7001, Cloetesville ("Soek-mekaar"), Stellenbosch	IRDP, FHF (formally known as FLISP")	201 opportunities (GAP-housing)	Implementation	The development rights have been obtained to develop middle- to higher GAP-housing. The project is approved and funded by PDoI. The Section: Housing Development advertised a tender for the appointment of an Implementing Agent; no bids were received. The user department will re-visit the specifications and will re-advertise in 2026/27 FY.
19.	ISSP Kayamandi Zone O (711) UISP, Stellenbosch	UISP	170 sites	Implementation	The Section: Project Management Unit (PMU) advertised a tender for the appointment of a contractor for the construction of 170 top structures. No responsive bidders were received. Tender to be readvertised in 2026/27 FY
20.	Jamestown Development: Phases 2 & 3, Jamestown	IRDP, FHF (formally known as FLISP")	274 service sites (top structures TBD)	Implementation	The project is approved and funded by PDoI and the tender was recommended by the BAC on 28 April 2026 to the Accounting Officer for approval. A letter of award has been issued with a 21-day appeal period to all bidders. Once the appeal period has lapsed and there are no objections, the project will commence. If an appeal is registered, it will be dealt with in accordance with SCM procedures.

21.	Watergang Phase 2C – Portion of Erf 3603, Kayamandi, Stellenbosch	UISP	86 sites	Implementation	The vandalised services have been repaired by the Section: PMU, the only outstanding matter is the provision of electricity. The Section: Housing Administration in process to register erven to commence with the beneficiary process.
Name of project / settlement		Type of project / subsidy Mechanism	Estimated Number of opportunities	Status of project	Progress update
22.	Maasdorp Village, Franschhoek	Township establishment	16 subdivided erven	Detailed planning	The MPT approved the Land Use Application, and a funding model needs to be developed to address the specific needs of the Forest Village, as it relates to bulk and internal services.

Table 3

FOR FURTHER DETAILS CONTACT:

NAME	***Lester van Stavel***
POSITION	***Manager: Housing Development***
DIRECTORATE	***Planning and Economic Development***
CONTACT NUMBERS	***021 808 8462***
E-MAIL ADDRESS	***Lester.vanstavel@stellenbosch.gov.za***
REPORT DATE	***5 May 2026***

10.6	INFRASTRUCTURE SERVICES : (PC : R PHEIFFER)

10.6.1	STATUS REPORT ON THE ALTERNATIVE ENERGY GENERATION PROGRAMME – MAY 2026

Collaborator No: 805078
IDP KPA Ref No: Green & Sustainable Valley
Meeting Date: 20 May 2026 and 27 May 2026

1. SUBJECT: STATUS REPORT ON THE ALTERNATIVE ENERGY GENERATION PROGRAMME – MAY 2026

2. PURPOSE

For Council to note the progress of the Alternative Energy Programme projects which are underway at present.

3. DELEGATED AUTHORITY

Municipal Council.

4. EXECUTIVE SUMMARY

4.1 20-Megawatt MW Independent Power Producer Plant: A partial version of the Power Purchase Agreement (PPA) was submitted to the winning bidder on 21 April 2026 after vetting by the Municipality's appointed Legal Firm and Legal Services. The Bidder is perusing the document and will revert with their response for finalisation. Once signed by all parties, the obtainment of development rights will proceed for the project.

4.2 50-Megawatt MW Independent Power Producer Tender: The tender has closed. The first Bid Evaluation Committee (BEC) meeting was held on 20 February 2026, in which permission was given to obtain clarification from certain bidders. The second BEC meeting was held on 24 April 2026 and the Item will then serve at the Bid Adjudication Committee (BAC) once the Bid Evaluation Committee is satisfied with all procedural requirements.

4.3 Supervisory Control and Data Acquisition (SCADA) Telemetry Project – Phase 3: The Scope of works entails remote monitoring and remote switching functionality at 11kV secondary substations. The project is in construction at present and planned to be completed by June 2026. The following substations will be completed in Phase 3:

- Main substation
- University substation
- La Terra substation
- Techo Park
- Huguenot
- Tennant

4.4 Fire Station Progress: The system is currently operating in accordance with the design specifications. The actual energy production for some months exceeded the projected production.

41ST COUNCIL MEETING: 2026-05-27: ITEM 10.6.1

NOTED

that Council notes the latest progress with the Alternative Energy Generation projects in implementation at present.

NAME	***Nombulelo Zwane / Rendani Makungo***
POSITION	***Senior Manager: Electrical Services / AEG Project Manager***
DIRECTORATE	***Infrastructure Services***
CONTACT NUMBERS	***021 808 8335/ 021 808 8334***
E-MAIL ADDRESS	nombulelo.zwane@stellenbosch.gov.za / rendani.makungo@stellenbosch.gov.za
REPORT DATE	***28 April 2026***

10.7	**PARKS,OPEN SPACES AND ENVIRONMENT: (PC: CLLR J WILLIAMS)**

NONE

10.8	**PLANNING AND LOCAL ECONOMIC DEVELOPMENT AND TOURISM: (PC: CLLR T KUMM)**

10.8.1	**TO OBTAIN COUNCIL'S APPROVAL OF NEW DESIGNATED MOBILE FOOD AND COFFEE TRAILERS AND EXISTING INFORMAL TRADING SITES**

Collaborator No: 805133
IDP KPA Ref No: Valley of Opportunity
Meeting Date: 20 May 2026 and 27 May 2026

1. SUBJECT: TO OBTAIN COUNCIL'S APPROVAL OF NEW DESIGNATED MOBILE FOOD AND COFFEE TRAILERS AND EXISTING INFORMAL TRADING SITES

2. PURPOSE

To provide feedback and obtain approval of new designated mobile and existing informal trading sites within the Stellenbosch municipal area.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

Mobile food and coffee trailers and informal traders, often referred to as street vendors or mobile food operators, play an important role in supporting local economic activity within towns. These enterprises contribute to the accessibility of goods and services, promote entrepreneurship and small business development, and add vibrancy to public spaces.

Informal trading is widely recognised as a catalyst for local economic development, providing livelihood opportunities and enabling emerging entrepreneurs to participate in the local economy.

In line with Council's commitment to support inclusive economic growth, additional potential sites for mobile and informal trading within the WC024 municipal area have been identified. These sites were advertised for public comment in accordance with Council's previous resolutions.

This report provides feedback on the process undertaken and seeks Council's approval for the designation of additional mobile and informal trading sites within the municipal area.

41ST COUNCIL MEETING: 2026-05-27: ITEM 10.8.1

RESOLVED (majority vote with 3 abstention)

that Council approve the additional mobile food and coffee-trailer sites and the existing historical informal trading sites (see Table 2).

NAME	Lesley van Gensen
POSITION	Manager: Economic Development and Tourism
DIRECTORATE	Planning & Economic Development
CONTACT NUMBERS	021 808 8179
E-MAIL ADDRESS	Lesley.vangensen@stellenbosch.gov.za
REPORT DATE	12 May 2026

10.8.2	APPROVAL OF THE REVISED AND UPDATED INTEGRATED CAPITAL EXPENDITURE FRAMEWORK, 2025/2026

Collaborator No: 805134
IDP KPA Ref No: Valley of Opportunity
Meeting Date: 20 May 2026 and 27 May 2026

1. SUBJECT: APPROVAL OF THE REVISED AND UPDATED INTEGRATED CAPITAL EXPENDITURE FRAMEWORK, 2025/2026

2. PURPOSE

To request Council approval to approve the revised and updated Integrated Capital Expenditure Framework, 2025/2026 ("CEF").

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The purpose of the report is to provide Council with the pertinent facts to approve the Revised and Updated Integrated Capital Expenditure Framework ("CEF"), 2025/2026 as part of the SDF / IDP / Budget, as prescribed in terms of:

- Sections 29 of the Municipal Systems Act (Act 32 of 2000) ("MSA");
- Section 21(1) of the Municipal Finance Management Act (Act 56 of 2003) ("MFMA") and;
- Section 21 of the Spatial Planning and Land Use Management Act (Act 16 of 2013 ("SPLUMA").

41ST COUNCIL MEETING: 2026-05-27: ITEM 10.8.2

RESOLVED (majority vote with 3 abstention)

that Council **approves** the Revised and Updated Integrated Capital Expenditure Framework ("CEF"), 2025/2026, attached as **APPENDIX 1** to this report.

FOR FURTHER DETAILS CONTACT:

NAME	**Chantel Hauptfleisch**
POSITION	***Senior Spatial Planner***
DIRECTORATE	***Planning and Economic Development***
CONTACT NUMBERS	***021 808 8607***
E-MAIL ADDRESS	***Chantel.Hauptfleisch@stellenbosch.gov.za***
REPORT DATE	***14 May 2026***

10.9	**RURAL MANAGEMENT: (PC: CLLR C MANUEL)**

NONE

10.10	**MUNICIPAL MANAGER (G METTLER)**

NONE

11.	**CONSIDERATION OF ITEMS, REPORTS, COMMUNICATIONS, PETITIONS AND APPLICATIONS SUBMITTED VIA THE OFFICE OF THE MUNICIPAL MANAGER**

11.1	**MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC): [CLLR WF PIETERSEN]**

NONE

12.	REPORTS BY THE MUNICIPAL MANAGER (G METTLER)

12.1	APPROVAL AND ADOPTION OF THE WATER SERVICES DEVELOPMENT PLAN 2025-2027

Collaborator No:
IDP KPA Ref No: *Good Governance & Compliance*
Meeting Date: 27 May 2026

1. SUBJECT: APPROVAL AND ADOPTION OF THE WATER SERVICES DEVELOPMENT PLAN 2025-2027

2. PURPOSE

For Council to approve the proposed Water Service Development Plan 2025-2027 of the Municipality after the public participation process has concluded.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

The current Municipal Water Services Development Plan (WSDP) must be updated every five years as directed by the Water Services Act (Act 108 of 1997) and regulations relating to the compulsory “National Standard Measures to Conserve Water”.

The Water Services Development Plan contains provisions in support of basic human services, replacement and upgrading of old infrastructure, cleaned piped water, sanitation services and procedures relating to service connections to consumers, services specifications, compliance regulations and obligation matters relating to the Municipality’s constitutional obligation to effective service delivery, as well as to all relevant legislation.

The WSDP 2025-2027 ends with the current IDP cycle in 2027 and proposes to regulate all activities, infrastructure and entities associated with potable water, wastewater generation, and the disposal of sewerage effluent by all types of consumers. The proposed plan is in congruence with existing policies (eg, Credit Control Policy. etc.).

We confirm that the WSDP 2025-2027 was made available for a period of 21 days to the public for comment, and we confirm that no comments nor objections were received during this period. The plan is thus tabled for adoption by Council.

41ST COUNCIL MEETING: 2026-05-27: ITEM 12.1

RESOLVED (nem con)

(a) that the content of this report be noted.

(b) that Council notes that the WSDP was public participated for the required period of 21 days and that no comments or objections were received from the Public.

(c) that Council therefore approves and formally adopts the Water Services Development Plan (2025-2027).

FOR FURTHER DETAILS CONTACT:

NAME	Preshane Chandaka
POSITION	***Director***
DIRECTORATE	***Infrastructure Services***
CONTACT NUMBERS	***021 808 8213***
E-MAIL ADDRESS	***Shane.chandaka@stellenbosch.gov.za***
REPORT DATE	***20 May 2026***

12.2	**REQUEST FOR COUNCIL APPROVAL FOR THE UTILISATION OF BLOEMHOF PARKING AREA FOR THE INSTALLATION OF NPK BUILDING SOLAR PHOTOVOLTAIC (PV) AND BATTERY ENERGY STORAGE SYSTEM (BESS) PROJECT**

Collaborator No:
IDP KPA Ref No: Green & Sustainable Valley
Meeting Date: 27 May 2026

1. SUBJECT: REQUEST FOR COUNCIL APPROVAL FOR THE UTILISATION OF BLOEMHOF PARKING AREA FOR THE INSTALLATION OF NPK BUILDING SOLAR PHOTOVOLTAIC (PV) AND BATTERY ENERGY STORAGE SYSTEM (BESS) PROJECT

2. PURPOSE

To request Council's approval for the utilisation of the Bloemhof Parking Area, for the proposed NPK Building PV and BESS project as part of the Stellenbosch Municipality's Alternative Energy Generation (AEG) Programme.

3. DELEGATED AUTHORITY

Municipal Council.

4. EXECUTIVE SUMMARY

Stellenbosch Municipality is implementing a range of Alternative Energy Generation (AEG) initiatives under the Council-approved AEG Programme to enhance energy security, ensure business continuity at municipal critical facilities, and reduce reliance on Eskom supply. These initiatives include the installation of Solar Photovoltaics (PV) and Battery Energy Storage Systems (BESS) at identified municipal critical buildings.

The NPK Building was identified as one of the buildings for the installation of PV and BESS. However, due to insufficient roof space for the required PV capacity at the NPK building, the nearby Bloemhof Parking Area was identified as a technically suitable alternative location based on proximity to the building and infrastructure integration requirements. Kindly note that the installation of the solar PV will be on structures above ground and not on the ground itself, thus it is envisaged that only four parking bays will be lost for the equipment installation etc. The remainder of the parking lot will not be affected by the solar installation.

During a meeting held on 26 November 2025 with the Municipality's Heritage Department, the Heritage Department indicated that the parking area is located within a designated heritage site, and as such, the proposed project is subject to statutory heritage compliance processes, such as a Visual Impact Assessment Report. The Heritage Department also requested confirmation of Council's position regarding the intended use of the site. We now confirm that the Visual Impact Report has been completed **(Annexure B)** and the Heritage Department has approved the site for the project **(Annexure A).**

This report therefore seeks approval for the utilisation of the Bloemhof Parking Area for the implementation of the proposed NPK Building PV and BESS project.

41ST COUNCIL MEETING: 2026-05-27: ITEM 12.2

RESOLVED (majority vote with 3 abstentions)

(a) that Council approves the utilisation of the Bloemhof Parking Area for the proposed installation of the NPK Building PV and BESS as part of the Municipality's AEG Programme;

(b) that Council notes that:

- A Visual Impact Assessment (VIA) for the proposed development has been completed by an appointed heritage specialist and submitted to the Heritage Department.

- Formal heritage approval for the proposed development was obtained on 11 May 2026.

FOR FURTHER DETAILS CONTACT:

NAME	***Nombulelo Zwane / Rendani Makungo***
POSITION	***Senior Manager: Electrical Services / AEG Project Manager***
DIRECTORATE	***Infrastructure Services***
CONTACT NUMBERS	***021 808 8335/ 021 808 8334***
E-MAIL ADDRESS	nombulelo.zwane@stellenbosch.gov.za / rendani.makungo@stellenbosch.gov.za
REPORT DATE	***19 May 2026***

12.3	**USE OF MUNICIPAL PROPERTY LOCATED AT DEVON VALLEY (PAPPLAAS), REMAINDER FARM 183, STELLENBOSCH FOR THE CONSTRUCTION OF KENNELS FOR THE NEW MUNICIPAL K9 UNIT**

Collaborator No:
Files
IDP KPA Ref No: Good governance and compliance
Meeting Date: 27 May 2026

1. SUBJECT: USE OF MUNICIPAL PROPERTY LOCATED AT DEVON VALLEY (PAPPLAAS), REMAINDER FARM 183, STELLENBOSCH FOR THE CONSTRUCTION OF KENNELS FOR THE NEW MUNICIPAL K9 UNIT

2. PURPOSE

To request Council to:

1. Retract the in-principal approval of the establishment of a K9 Unit facility at Mountain Breeze Caravan Park.

2. Utilise the old Law Enforcement animal pound at Devon Valley (Papplaas) Remainder Farm 183, Stellenbosch for the establishment of the new K9 Unit Deployment Facility and Tactical Response Unit Training Facility.

3. The construction of:

    - Purpose-built kennels
    - A canine dip tank
    - A service dog training area
    - A Tactical Response Unit training area
    - A deployment office

4. The connection and utilisation of municipal services (water, sewage and electricity).

5. The phased establishment of a municipal service dog breeding programme to support internal capacity and other municipal K9 units.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

Council previously granted in principle approval **(39TH COUNCIL MEETING: 2026-03-31: ITEM 10.1.3)** for the establishment of a K9 Unit and Tactical Response Unit facility at the Mountain Breeze Caravan Park. Subsequent financial and operational assessments have identified the Devon Valley (Papplaas) municipal property, Remainder Farm 183, Stellenbosch as a more financially viable and sustainable alternative, primarily due to reduced site preparation requirements and the proximity of municipal services.

The Municipality continues to experience increasing operational demands relating to:

- Theft and vandalism of municipal infrastructure
- Drug-related activity
- Public order incidents
- High-risk law enforcement operations
- Illegal occupation, trespassing and rural crime

41ST COUNCIL MEETING: 2026-05-27: ITEM 12.3

RESOLVED (majority vote with 4 abstentions)

(a) that Council rescinds the in-principle approval granted for the establishment of the K9 Unit facility at Mountain Breeze Caravan Park;

(b) that Council approves the use of the Devon Valley (Papplaas) municipal property, Remainder Farm 183, Stellenbosch for the establishment of the K9 Unit Deployment Facility and the Tactical Response Unit training facility;

(c) that Council approves the construction of kennels, a canine dip tank, a service dog training area, a tactical response training area and a K9 deployment office at Devon Valley (Papplaas), Remainder Farm 183;

(d) that Council approves the utilisation and connection of adjacent municipal water, sewage and electricity services to the site;

(e) that Council supports the phased implementation of a municipal service dog breeding programme to strengthen internal capacity and long-term sustainability.

FOR FURTHER DETAILS CONTACT:

NAME	*Charl Kitching*
POSITION	*Senior Manager: Protection Services*
DIRECTORATE	*Community and Protection Services*
CONTACT NUMBERS	*021 808 8815*
E-MAIL ADDRESS	*charl.kitching@stellenbsoch.gov.za*
REPORT DATE	*15 May 2026*

12.4	WRITE-OFF OF IRRECOVERABLE AND PRESCRIBED INDIGENT DEBT OLDER THAN 90 DAYS

Collaborator No:
Files
IDP KPA Ref No:
Meeting Date: 27 May 2026

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

2. PURPOSE

To obtain approval from Council to write-off irrecoverable debt older than 90 days, including prescribed indigent debt, as per Section 3(1) (i) of the Irrecoverable Debt Policy.

3. DELEGATED AUTHORITY

Council to approve in terms of Section 1 and 3(1)(i) of the Irrecoverable Debt Policy.

4. EXECUTIVE SUMMARY

Indigent consumers' debt increases constantly, although it is periodically written off. This is mainly due to new indigent applications, financial distress of indigent consumers, lack of enforceability and other challenges that the administration experience during the debt collection process. The municipality cannot restrict the electricity supply in areas where Eskom is the service provider. Excessive and uncontrollable water consumption also contributes to the huge outstanding debt. In addition, debt associated with indigent consumers often accumulates, despite the support measures, resulting in administrative burdens and distortion of the debtor's book.

The installation of Water Management Devices (WMD's) will provide relief to above-mentioned challenges, and it will also prevent the indigent consumers from building up huge arrears on their municipal accounts. The Finance Department, together with the Engineering Department is in the process to source and install the water management devices to prevent excessive water consumption. The finance department already identified properties with high water consumptions and Indigent consumers. Listings have been submitted to the Engineering Department for installation and 675 WMD's have been already installed. Currently new listings are prepared and will also be sent to the Engineering Services Department for installation.

The attached Appendix 1 contains outstanding indigent debt older than 90 days and debt that has prescribed due to various reasons and circumstances. Therefore, in terms of legislation, the outstanding debt is no longer recoverable, is not financially viable to collect or to continue with further litigation. Same will also be extremely costly, time consuming and ineffective.

In order to ensure prudent financial management, compliance with accounting standards, improve accuracy of the Municipality's financial position and 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 29 175 879.74**), plus any costs/interest levy after date of this report, be written off as irrecoverable. It must be noted that the administration simultaneously is strengthening internal controls and enforcement mechanisms.

41ST COUNCIL MEETING: 2026-05-27: ITEM 12.4

RESOLVED (majority vote with 3 abstentions)

(a) that the Accounts listed in Appendix 1 are regarded as irrecoverable and that the total outstanding balances of **R 29 175 879.74**, at the time of drafting the report, plus any interest or costs levied after this report, be written off;

(b) that the Engineering Department, in conjunction with the Finance Department, continues with the installation of Water Management Devices as a matter of urgency, for all households as per Appendix 1;

(c) that all the eligible consumers be issued with a formal notice before installation;

(d) that all leaks will be repaired by the Engineering Department, and that such meters be capped at a maximum of 12 kiloliters per month as per Council's Credit Control and Debt Collection Policy;

(e) that should consumers fail to pay the allocated 12 kiloliters, the WMD's be further restricted to the subsidized 6 kiloliters of water as per Council's Credit Control and Debt Collection Policy;

(f) that in cases where consumers refuse that WMD's are installed, the reasons for the refusal be recorded and that the arrear debt be collected as per the Credit Control and Debt Collection Policy of Council;

(g) that administration continues with ongoing verification and review of indigent status of consumers;

(h) that the administration continues with measures to prevent abuse of the indigent support system;

(i) that the administration continues with regular reassessments as per the Indigent Policy of Council;

(j) that the write-off of outstanding debt be reversed and immediately recovered through the normal legal processes, if the administration discovers any irregularities with an indigent application; and

(k) that the write-off of arrear debt on a property be reversed if the property is sold within 24 months from the date when the write-off took place.

FOR FURTHER DETAILS CONTACT:

NAME	**Henry Mitchell**
POSITION	***Senior Manager: Revenue and Expenditure***
DIRECTORATE	***Finance***
CONTACT NUMBERS	***021 808 85016***
E-MAIL ADDRESS	**Henry.Mitchell@stellenbosch.gov.za**
REPORT DATE	***6 May 2026***

12.5	WRITE-OFF OF IRRECOVERABLE AND PRESCRIBED DEBT THAT IS OLDER THAN 90 DAYS

Collaborator No:
Files
IDP KPA Ref No:
Meeting Date: 27 May 2026

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

2. PURPOSE

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

3. DELEGATED AUTHORITY

Council to approve in terms of Par 1 and 3(1)(i) of the Irrecoverable Debt Policy.

4. EXECUTIVE SUMMARY

The attached Appendix 1 contains instances where:

- Outstanding debt has prescribed due to various reasons and circumstances and is therefore, in terms of legislation, no longer recoverable.
- It will be no longer be financially viable to continue with further litigation to recover these outstanding debt as it will be extremely costly, time consuming and ineffective.

Debt could become uneconomical or irrecoverable to collect due to one of the following reasons:

1. Debt prescribed (older than three years).
2. Consumer could not be traced.
3. Consumer went overseas.
4. Arrear amounts is not cost effective to collect.
5. Liquidation/Insolvent consumer.

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) (R110 783 482.96), plus any costs/interest levied after the date of this report, be written off as irrecoverable.

The write-off of these debts could be financed from the Provision for Bad Debts.

41ST COUNCIL MEETING: 2026-05-27: ITEM 12.5

RESOLVED (majority vote with 4 abstentions)

that the accounts listed in APPENDIX 1 be regarded as irrecoverable and that the total outstanding balances of R110 783 482.96 at the time of drafting the report, plus any interest or costs levied after this report, be written off against the Provision for Bad Debts.

FOR FURTHER DETAILS CONTACT:

NAME	***H Mitchell***
POSITION	***Senior Manager Revenue & Expenditure***
DIRECTORATE	***Finance***
CONTACT NUMBERS	***021 808 8016***
E-MAIL ADDRESS	Henry.Mitchell@stellenbosch.gov.za
REPORT DATE	***MAY 2026***

12.6	APPROVAL OF DEBT AGREEMENT

Collaborator No:
Files
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: 27 May 2026

1. SUBJECT: APPROVAL OF DEBT AGREEMENT

2. PURPOSE

To obtain Council's approval for the raising of an external loan in terms of Section 46 (2) of the Municipal Finance Management Act (Act No 56 of 2003).

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

During April 2026, an advertisement was placed in the newspaper "Die Burger", Eikestad nuus, the e-portal and municipal website, inviting interested parties to make submissions regarding the financing of the proposed loan of R198 019 488.

Submissions were received from four authorized financial institutions:

(a) ABSA Bank
(b) Nedbank
(c) Standard Bank
(d) First National Bank (FNB)

After due process, in terms of the municipality's approved Supply Chain Management Policy, the offer of *Nedbank for the term of 15 years*, was adjudicated by the Bid Adjudication Committee and approved by the Municipal Manager as being the most favorable for Council.

41ST COUNCIL MEETING: 2026-05-27: ITEM 12.6

RESOLVED (majority vote with 2 abstentions)

(a) that Council approves the debt agreement as stipulated in **ANNEXURE A**;

(b) that the community input and written submissions, as well as Provincial- and National Treasury letters received, attached as **ANNEXURE B,** be noted; and

(b) that the Municipal Manager be mandated to enter into a loan agreement with Nedbank.

FOR FURTHER DETAILS CONTACT:

NAME	Monique Steyl
POSITION	***Senior Manager: Financial Management Services***
DIRECTORATE	***Financial Services***
CONTACT NUMBERS	***021 808 8512***
E-MAIL ADDRESS	***Monique.Steyl@stellenbosch.gov.za***
REPORT DATE	***21 May 2026***

12.7	FINAL SUSTAINABLE DEVELOPMENT GOALS (SDGs) VOLUNTARY LOCAL REVIEW (VLR) REPORT OF STELLENBOSCH MUNICIPALITY

Collaborator No:
Files
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: 27 May 2026

1. SUBJECT: FINAL SUSTAINABLE DEVELOPMENT GOALS (SDGs) VOLUNTARY LOCAL REVIEW (VLR) REPORT OF STELLENBOSCH MUNICIPALITY

2. PURPOSE

To submit to the Council the Final Sustainable Development Goals (SDGs) Voluntary Local Review (VLR) Report, for consideration for approval.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

Stellenbosch Municipality was selected for Phase 2 of the SDG Localisation Programme, focusing on Voluntary Local Reviews (VLRs), asset management, and intergovernmental collaboration. The programme is a partnership between SALGA, the National Planning Commission (NPC), Stats SA, UN agencies, and other stakeholders.

The municipality recognises the strategic importance of this initiative for advancing sustainable development at the local level and reiterates its commitment to aligning municipal planning, implementation, and reporting processes with the broader national and global SDG agenda. In South Africa, the municipal-level VLR process is still emerging, with a few metros and local municipalities having undertaken their first reviews in 2023.

As part of the SDG Localisation Programme, the Stellenbosch Municipality is required to draft a VLR report to highlight the municipality's contribution to achieving the targets set for the SDGs 2030. However, there are 17 SDGs, and the municipality cannot report on them all comprehensively. Consequently, only six (6) SDGs were selected on which the municipality realistically reported on, given the timeframe set by the SDG Localisation Programme in which the municipality is participating.

The draft VLR report was released for public input during the IDP and Budget public participation period in April 2026. Inputs received were considered and included in the final report where possible.

41ST COUNCIL MEETING: 2026-05-27: ITEM 12.7

RESOLVED (majority vote with 2 abstentions)

(a) that the Council takes note of the input received on the draft VLR report; and

(b) that the Council Approves the final VLR report.

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	20 May 2026

12.8	NOTICE: UPPER LIMITS OF TOTAL REMUNERATION PACKAGES PAYABLE TO MUNICIPAL MANAGERS AND MANAGERS DIRECTLY ACCOUNTABLE TO MUNICIPAL MANAGERS

Collaborator No:
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: 27 May 2026

1. SUBJECT: NOTICE: UPPER LIMITS OF TOTAL REMUNERATION PACKAGES PAYABLE TO MUNICIPAL MANAGERS AND MANAGERS DIRECTLY ACCOUNTABLE TO MUNICIPAL MANAGERS

2. PURPOSE

This item serves to inform the Council of Government Notice No. 7368, issued by the Minister of Cooperative Governance and Traditional Affairs (COGTA) in Government Gazette No. 54505 for approval.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

(a) The Local Government: Regulations on the Appointment and Conditions of Employment of Senior Managers, 2014, obligate the Minister of Cooperative Governance and Traditional Affairs to establish the maximum thresholds for total compensation packages allotted to Senior Managers through a formal notice in the Government Gazette.

(b) The replacement Upper Limits Notice was disseminated in Government Gazette No. 54505 on 14 April 2026. It **takes effect from 1 July 2024** and officially replaces the previous Government Gazette No. 53882 issued on 18 December 2025.

(c) To resolve previous technical anomalies and support legally compliant application, the Minister issued **Circular No. 6 of 2026** on 14 April 2026.

(d) Notably, this new framework removes the historical pre-calculated municipal grading annexure. Municipalities are now legally required to self-determine their categorization grade utilizing a strict points-allocation system based on certified 2023/24 indicators (Income, Population, and Equitable Share), which must be submitted to the MEC for verification.

(e) The framework reinforces rules-based, evidence-driven salary placements (Minimum, Lower, Midpoint, Upper, and Maximum bands), requiring strict due diligence and performance verification before placing any manager on an Upper or Maximum notch.

(f) The Amendment Notice further confirms legal certainty and continuity by providing that any council resolution, remuneration adjustment, or other administrative decision lawfully implemented in reliance on Government Gazette No. 53882, published on 18 December 2025, prior to the publication of the Amendment Notice, and which was lawful and compliant with the provisions of that Notice, shall remain valid and enforceable notwithstanding the subsequent replacement of the Upper Limits framework.

5. RECOMMENDATIONS

It is recommended that Council:

(a) notes of the *Replacement* Notice on the Upper Limits of Total Remuneration Packages payable to Municipal Managers and Managers directly accountable to Municipal Managers, effective from 1 July 2024;

(b) notes of COGTA Ministry Circular No. 6 of 2026, which definitively overrides any previous conflicting interpretations;

(c) approves the calculation of Stellenbosch Municipality's grading score utilising the essential multi-criteria formula specified in the Notice for the purposes of determining salaries;

(d) directs the administration to guarantee that all future senior management notch placements strictly comply with the rule-based due diligence criteria, thereby eliminating irregular expenditures and audit findings, which will fortify our fiscal responsibility and public trust; and

6. DISCUSSION / CONTENTS

6.1 Summary of the Preamble and Purpose of the Notice

The replacement Upper Limits Notice was disseminated in Government Gazette No. 54505 on 14 April 2026. It takes effect from 1 July 2024 and officially replaces the previous Government Gazette No. 53882 issued on 18 December 2025.

This notice stipulates the revised upper limits for total remuneration packages applicable to Municipal Managers and those Senior Managers who are directly accountable to them, with an effective date retroactively set to 01 July 2024. Furthermore, it elaborates on the obligatory transition towards the implementation of calculated municipal grading and the rules-based notch placements within Stellenbosch Municipality, as per the directives outlined in COGTA Circular No. 6 of 2026.

The notice also makes an attempt to balance national consistency with municipal operational realities, recognising exceptional circumstances such as salary creep among others as circumstances that may warrant deviation from prescribed upper limits, subject to Council approval and Ministerial consultation.

Unlike previous years, the new Notice contains no pre-determined list of municipal grades but guides the grading formula. As such, Stellenbosch Municipality calculated its own categorisation score utilising three statutory focus areas from the 2023/24 fiscal indicators:

a) **Municipal Income**: Points allocated based on actual gross income derived from property rates, service fees, surcharges, traffic fines, and interest, while strictly excluding national/provincial fiscus transfers and VAT refunds.

b) **Population size**: Points allocated using official 2022 Census data compiled by the Statistician-General.

c) **Municipal Equitable Share**: Points allocated from the official 2023/24 equitable share allocation.

6.2 Job Grades and Notches Applicable to Stellenbosch Municipality

6.2.1 The total number of points allocated to a municipality, in terms of items 2, 3, and 4 respectively, determines the grade of such municipality. As such, Stellenbosch Municipality remains a category 5 Municipality in terms of the prescribed formula.

Determination of grade of municipality

Description	Amounts	Points
Total Municipal Income	R2 753 925 056	57
Total Population	175 411	9
Equitable Share	R215 604 000	8
Total Points		74
Grading	71 - 78	5

Accordingly, tables 1 and 2 depicts the salary payable to the Municipal Manger and Senior Managers in Stellenbosch Municipality respectively

Table 1: Annual total remuneration packages of municipal managers

Annual total remuneration packages of municipal managers

The upper limits of the annual total remuneration packages for municipal managers are as follows:

MUNICIPAL GRADE	MINIMUM	LOWER	MIDPOINT	UPPER	MAXIMUM
1	R1,419,659	R1,453,731	R1,488,620	R1,524,347	R1,560,932
2	R1,560,932	R1,598,394	R1,636,755	R1,676,038	R1,716,262
3	R1,716,262	R1,757,453	R1,799,632	R1,842,823	R1,887,050
4	R1,887,050	R1,932,340	R1,978,716	R2,026,205	R2,074,834
5	R2,074,834	R2,124,630	R2,175,621	R2,227,836	R2,281,304
6	R2,281,304	R2,336,055	R2,392,121	R2,449,532	R2,508,320
7	R2,508,320	R2,568,520	R2,630,165	R2,693,288	R2,757,927
8	R2,757,927	R2,824,118	R2,891,896	R2,961,302	R3,032,373
9	R3,032,373	R3,105,150	R3,179,674	R 3,255,986	R3,334,130
10	R3,334,130	R3,414,149	R3,496,088	R 3,579,994	R3,665,914

Table 2: Annual total remuneration packages of managers directly accountable to municipal managers

The upper limits of the annual total remuneration packages for managers directly accountable to municipal managers are as follows:

MUNICIPAL GRADE	MINIMUM	LOWER	MIDPOINT	UPPER	MAXIMUM
1	R1,068,004	R1,093,636	R1,119,883	R1,146,761	R1,174,283
2	R1,174,283	R1,202,466	R1,231,325	R1,260,877	R1,291,138
3	R1,291,138	R1,322,125	R1,353,856	R1,386,348	R1,419,621
4	R1,419,621	R1,453,692	R1,488,580	R1,524,306	R1,560,890
5	R1,560,890	R1,598,351	R1,636,711	R1,675,992	R1,716,216
6	R1,716,216	R1,757,405	R1,799,583	R1,842,773	R1,887,000
7	R1,887,000	R1,932,288	R1,978,663	R2,026,151	R2,074,778
8	R2,074,778	R2,124,573	R2,175,563	R2,227,776	R2,281,243
9	R2,281,243	R2,335,993	R2,392,056	R2,449,466	R2,508,253
10	R2,508,253	R2,568,451	R2,630,094	R2,693,216	R2,757,853

6.2.2 The Upper Limits Notice also contains provisions relating to pay progression, which set out the criteria applicable to determine progression from one salary notch to another. The prescribed pay progression criteria were applied in determining the applicable notches for the Municipal Manager and Directors. The notches for the Municipal Manager and Directors are set out on the tables below.

Notably, when benchmarked against SALGBC structures, the TCOE packages for these TASK levels exceed the prescribed upper limits for Directors but remain below the maximum limits permitted for the Municipal Manager.

6.3 Transition to the TASK Job Evaluation System

The notice reflects the transition to the TASK job evaluation system as a standardised, skills-based framework for the evaluation of Municipal Manager and Director posts. This approach aims to enhance comparability, transparency and alignment between job complexity, responsibility and remuneration across municipalities.

6.4 Cell phone and data allowance

Stellenbosch Municipality currently pays the Municipal Manager and Directors a cell phone and data allowance of R3 400 per month. This amount exceeds the R2 500 allowance prescribed in the Upper Limits Notice. The notice does provide for transitional arrangements for contracts entered into before the notice, allowing for continuation of existing benefits.

6.5 Financial Implications

The Municipality remains within its applicable municipal category for purposes of the 2025 Upper Limits Notice. Budgetary provision exists to accommodate remuneration within the prescribed upper limits and approved waivers, subject to finalisation of the Directors' waiver.

6.7 Legal Implications

Compliance with the Upper Limits Notice is mandatory in terms of the Municipal Systems Act and the 2014 Regulations. The Notice makes provision for Stellenbosch Municipality to address the salary creep using regulation 14(6) of the Notice. Circular No. 6 of 2006 guides the implementation thereof. The salary creep shall be dealt with in a separate report.

As is, the item and recommendations comply with the applicable legislation.

6.8 Staff Implications

The notice applies exclusively to the Municipal Manager and Managers directly accountable to the Municipal Manager. Other employees are not affected, as their remuneration is regulated through collective bargaining processes.

6.9 Risk Implications

Non-compliance with the notice may expose the Municipality to regulatory and audit risks.

6.10 Comments from Municipal Manager

MM notes the Notice.

41ST COUNCIL MEETING: 2026-05-27: ITEM 12.8

RESOLVED (majority vote with 2 abstentions)

(a) that Council takes notes of the *Replacement* Notice on the Upper Limits of Total Remuneration Packages payable to Municipal Managers and Managers directly accountable to Municipal Managers, effective from 1 July 2024;

(b) that Council takes notes of COGTA Ministry Circular No. 6 of 2026, which definitively overrides any previous conflicting interpretations;

(c) that Council approves the calculation of Stellenbosch Municipality's grading score utilising the essential multi-criteria formula specified in the Notice for the purposes of determining salaries; and

(d) that Council directs the administration to guarantee that all future senior management notch placements strictly comply with the rule-based due diligence criteria, thereby eliminating irregular expenditures and audit findings, which will fortify our fiscal responsibility and public trust.

Appendices

Appendix A: *The Replacement* Upper Limits Notice in Government Gazette No. 54505 dated 14 April 2026 - Upper limits of total remuneration packages payable to Municipal Managers and Managers directly accountable to municipal managers.

Appendix B: Government Gazette No. 53882 dated 18 December 2025 – Notice on the Upper Limits of Total Remuneration Packages payable to Municipal Managers and Managers directly accountable to Municipal Managers for the 2025/2026 financial year.

Appendix D: Circular No. 6 of 2026 which guides municipalities on the implementation of Government Notice No. 7368 published under Government Gazette No. 54505 setting out the upper limits of total remuneration packages of Municipal managers and Managers directly accountable to Municipal Managers.

FOR FURTHER DETAILS CONTACT:

NAME	**Kevin Carolus**
POSITION	***Chief Financial Officer***
DIRECTORATE	***Financial Services***
CONTACT NUMBERS	***021 808 8156***
E-MAIL ADDRESS	*Kevin.carolus@stellenbosch.gov.za*
REPORT DATE	***25 May 2026***

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

13.1	**NOTICE OF A QUESTION BY CLLR G PETERSEN OF THE GOOD PARTY: ELECTRICITY OUTAGES IN VARIOUS AREAS**

A Notice of a Question, dated 2026-05-14, was received from Councillor G Petersen regarding electricity outages in various areas.

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

41ST COUNCIL MEETING: 2026-05-27 ITEM 13.1

that it be noted that Cllr G Petersen was not present at the meeting, but a written response was provided and Speaker ruled that this matter was dealt with and cannot serve again.

13.2	NOTICE OF A QUESTION BY CLLR G PETERSEN OF THE GOOD PARTY: MUNICIPAL WATER AND ELECTRICITY ACCOUNTS

A Notice of a Question, dated 2026-05-14, was received from Councillor G Petersen regarding electricity outages in various areas.

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

41ST COUNCIL MEETING: 2026-05-27 ITEM 13.2

that it be noted that Cllr G Petersen was not present at the meeting, but a written response was provided and Speaker ruled that this matter was dealt with and cannot serve again.

13.3	NOTICE OF A QUESTION BY CLLR M VAN STADE OF THE GOOD PARTY: STORM WATER AND SEWERAGE

A Notice of a Question, dated 2026-05-14, was received from Councillor M van Stade regarding storm water and sewerage.

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

41ST COUNCIL MEETING: 2026-05-27 ITEM 13.3

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

13.4	NOTICE OF A QUESTION BY CLLR M VAN STADE OF THE GOOD PARTY: WATER DITCH

A Notice of a Question, dated 2026-05-14, was received from Councillor M van Stade regarding water ditch.

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

41ST COUNCIL MEETING: 2026-05-27 ITEM 13.4

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

14.	CONSIDERATION OF URGENT MOTIONS

NONE

15.	URGENT MATTERS SUBMITTED BY THE MUNICIPAL MANAGER

NONE

16.	REPORTS SUBMITTED BY THE SPEAKER

NONE

17.	REPORTS SUBMITTED BY THE EXECUTIVE MAYOR

NONE

18.	MATTERS TO BE CONSIDERED IN–COMMITTEE

(SEE PINK DOCUMENTATION)

The meeting adjourned at 14:55.

CHAIRPERSON: ……

DATE: ……

Confirmed on ……

8.	**STATUTORY MATTERS**

8.1	**MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR THE PERIOD 13 MAY 2026 TO 09 JUNE 2026**

Collaborator No:
IDP KPA Ref No: **Good Governance and Compliance**
Meeting Date: **29 July 2026**

1. SUBJECT: MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR THE PERIOD 13 MAY 2026 TO 09 JUNE 2026

2. PURPOSE

To comply with Regulation 36(2) of the Municipal Supply Chain Management Regulations and Section 36 of the Supply Chain Management Policy 2025/2026 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 (2025/2026) stipulate that SCM deviations be reported to the Council. In compliance thereto, this report presents to the Council the SCM deviations that occurred during the period 13 May 2026 to 09 June 2026.

5. RECOMMENDATION

that Council notes the deviations approved for the period 13 May 2026 to 09 June 2026.

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 the period 13 May 2026 to 09 June 2026:

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 17/26	2026/05/22	Enderstein Malumbete Attorneys	Review proceedings against the ruling of commissioner Makasi in the matter between Stellenbosch Municipality and Senior Manager Human Resources.	Exceptional case and it is impractical or impossible to follow the official procurement processes	The Legal Tender B/SM 111/25 was implemented on 30 October 2025. However, Enderstein Malumbete Attorneys is not listed under the labour law category of the approved service providers in terms of the said tender. Notwithstanding the above, Enderstein Malumbete Attorneys was duly appointed on 6 October 2025 by way of deviation in terms of section 36 of the Supply Chain Management Policy, as the tender process had not yet been finalized at the time and the services were urgently required. The appointment related to the investigation of allegations against the Senior Manager Human Resources at Stellenbosch Municipality. The disciplinary proceedings subsequently gave rise to litigation before the SALGBC, culminating in an arbitration ruling dated 21 April 2026 which was found against the Municipality. Enderstein Malumbete Attorneys advised that, having considered the ruling, the Commissioner materially erred both in law and fact and failed to properly consider the evidence presented. It was accordingly advised that the ruling is reviewable in terms of section 145 of the	R109 023.45 (Incl. VAT)

					Labour Relations Act 66 of 1995. This deviation accordingly seeks approval of the appointment of Enderstein Malumbete Attorneys to include all litigation arising from the disciplinary proceedings against Kannemeyer, including the contemplated Labour Court review proceedings and any appeals/litigation subsequently instituted.	
D/SM 18/26	2026/05/17	Various service providers	Extensive infrastructure damages caused by storm events and heavy rains in the western cape (Dwarsriver area) from the 10th – 12th May 2026	Emergency	The deviation was approved, in terms of Section 36 of the Supply Chain Management Policy, to deviate from normal procurement processes following the severe storm and flooding events of 10–12 May 2026, which were subsequently classified as a National Disaster. The storms caused extensive damage to critical municipal infrastructure in the Dwarsriver and Franschhoek areas, severely impacting water, wastewater, electrical, roads and stormwater services. Significant damage occurred to the Pniel sewer rising main, the Franschhoek raw water pipeline, the Wemmershoek Wastewater Treatment Works standby generator system, the Huguenot 11kV Substation, as well as various roads, bridges, culverts and stormwater infrastructure. These failures posed immediate risks to public health, environmental compliance, service delivery, public safety and the continued operation of essential municipal services. The Municipality could not follow normal SCM processes due to the emergency nature of the situation, the absence of suitable existing contracts, and the need for immediate intervention to prevent further infrastructure deterioration, environmental pollution and service interruptions. Specialist contractors and consultants were therefore approached on an emergency basis, with quotations assessed against existing	Estimated cost: R10 932 015.83 (VAT inclusive)

					tender rates where possible to ensure value for money. Emergency and permanent repair works include reinstatement of damaged sewer and water pipelines, repair of the Wemmershoek WWTW generator changeover system, assessment and design of flood-damaged roads and stormwater infrastructure, and flood-resilience upgrades to the Huguenot 11kV Substation. The Municipality also adopted a "build back better" approach to improve resilience against future climate-related disasters. The total estimated cost of the emergency interventions amounts to R10 932 015.83 (VAT inclusive), comprising R2.18 million for Water and Wastewater Services, R69 788.90 for Wemmershoek WWTW repairs, R3 million for Roads and Stormwater assessments and repairs, and R5.68 million for Electrical Services	

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 audits the deviations during the yearly audit.

6.7 Comments from Senior Management:

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

6.7.1 Municipal Manager

Supports the recommendations.

RECOMMENDATION FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2026-06-17: ITEM 6.1

that Council notes the deviations approved for the period 13 May 2026 to 09 June 2026.

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***

8.2	**APPROVED TOP LAYER (TL) SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) AND SIGNED PERFORMANCE AGREEMENTS OF THE MUNICIPAL MANAGER AND MANAGERS DIRECTLY ACCOUNTABLE TO THE MUNICIPAL MANAGER (THE CFO AND DIRECTORS) FOR THE 2026/27 FINANCIAL YEAR**

Collaborator No:
IDP KPA Ref No: **Good Governance and Compliance**
Meeting Date: **22 July 2026**

1. SUBJECT: APPROVED TOP LAYER (TL) SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) AND SIGNED PERFORMANCE AGREEMENTS OF THE MUNICIPAL MANAGER AND MANAGERS DIRECTLY ACCOUNTABLE TO THE MUNICIPAL MANAGER (THE CFO AND DIRECTORS) FOR THE 2026/27 FINANCIAL YEAR

2. PURPOSE

To submit the following documents to the Council for notification:

(a) The TL SDBIP 2026/27, as approved by the Executive Mayor on 24 June 2026;

(b) The signed performance agreements of the Municipal Manager and Managers Directly Accountable to the Municipal Manager for the 2026/27 financial year.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

Top Layer (TL) Service Delivery and Budget Implementation Plan (SDBIP)

Section 53(1)(c)(ii) of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) (MFMA) requires the mayor of a municipality to take all reasonable steps to ensure that the municipality's Service Delivery and Budget Implementation Plan (SDBIP) is approved by the mayor within 28 days after the approval of the budget.

The TL SDBIP 2026/27 was approved by the Executive Mayor on 24 June 2026, which falls within the prescribed 28 days after the approval of the Budget.

The TL SDBIP 2026/27 is herewith submitted to the Council for notification.

Performance Agreements of the Municipal Manager, CFO and Directors

According to Section 57(2) of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) (MSA), the performance agreement(s) must be concluded annually:

"(a) …within one month after the beginning of each financial year of the municipality."

The Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) (MFMA) additionally mandates the prompt submission of the signed performance agreements to the Council.

The Performance Agreements 2026/27 were developed in consultation with the Municipal Manager, CFO, and Directors and signed on 24 June 2026.

5. RECOMMENDATIONS

(a) that the approved TL SDBIP 2026/27 attached hereto as **ANNEXURE A** be noted; and

(b) that the signed Performance Agreements 2026/27 of the Municipal Manager, the CFO, and the Directors attached hereto as **ANNEXURE B** be noted.

6. DISCUSSION

6.1 Background

Top Layer (TL) Service Delivery and Budget Implementation Plan (SDBIP)

The draft Top Layer SDBIP 2026/27 was made public for public participation in April 2026 as part of the IDP and Budget consultative process.

The Municipal Manager, Chief Financial Officer (CFO), Directors and all affected managers participated in setting the key performance indicators and targets.

The Municipal IDP and Budget were approved by the Council on 27 May 2026. As a result, the TL SDBIP 2026/27 was submitted to the Executive Mayor for consideration on 10 June 2026, which was subsequently approved by the Executive Mayor on 24 June 2026.

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. The local community was notified in terms of Regulation 19 of the Local Government: Municipal Budget and Reporting Regulations, 2009.

The approved TL SDBIP 2026/27 must be read together with the approved fourth review of the 5th Generation IDP 2022 – 2027.

Performance Agreements 2026/27 of the Municipal Manager, CFO, and Directors

Regulation 4(4)(a) of the Local Government: Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers, 2006, requires that a separate performance agreement be signed within ninety (90) calendar days after the assumption of duty and annually within one month after the commencement of the new financial year.

The performance agreements 2026/27 of the Municipal Manager, the CFO, and Directors were concluded on 24 June 2026. The municipality complied with Regulation (4)(4)(a) of the Local Government: Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers, 2006.

6.2 Financial Implications

There are no financial implications beyond which have been provided for in the 2026/27 MTREF Budget.

6.3. Legal Implications

In terms of Section 53(1)(c)(ii) of the MFMA, the mayor of a municipality must take all reasonable steps to ensure that the municipality's service delivery and budget implementation plan is approved by the mayor within 28 days after the approval of the budget.

According to Section 57(2) of the MSA, the performance agreement(s) must be concluded annually: "(a) …within one month after the beginning of each financial year of the municipality."

In terms of Section 53(3)(b) of the MFMA, the Executive Mayor must ensure that the performance agreements are *"…submitted to the council and the MEC for local government in the province."*

The MFMA also requires the municipality, in terms of Section 53(3)(b), to make public the signed performance agreements.

According to Regulation 23 of the Local Government: Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers, 805 of 2006, the purpose of the agreement is to:

"(1) comply with the provisions of Section 57(1)(b),(4A), (4B), (46) and (5) of the Act as well as the employment contract entered between the parties;

(2) specify objectives and targets defined and agreed with the employee and to communicate to the employee the employer 's expectations of the employee's performance and accountabilities in alignment with the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the municipality;

(3) specify accountabilities as set out in a performance plan, which forms an annexure to the performance agreement;

(4) monitor and measure performance against set targeted outputs;

(5) use the performance agreement as the basis for assessing whether the employee has met the performance expectations applicable to his or her job;

(6) in the event of outstanding performance, to appropriately reward the employee; and

(7) give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery."

Regulation 4(4)(a) of the Local Government: Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers, 2006, requires that a separate performance agreement be signed within ninety (90) calendar days after the assumption of duty and annually within one month after the commencement of the new financial year.

6.4. Staff Implications

This report has no staff implications for the municipality.

6.5. Risk Implications

None.

6.6. Comments from Senior Management

6.6.1. Director: Community and Protection Services

Supported.

6.6.2. Chief Financial Officer

Supported.

6.6.3. Director: Infrastructure Services

Supported.

6.6.4. Director: Corporate Services

Supported.

6.6.5. Director: Planning and Economic Development

Supported.

6.6.6. Comments from the Municipal Manager

Supported.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2026-07-22: ITEM 6.1

(a) that the approved TL SDBIP 2026/27 attached hereto as ANNEXURE A be noted; and

(b) that the signed Performance Agreements 2026/27 of the Municipal Manager, the CFO, and the Directors attached hereto as ANNEXURE B be noted.

ANNEXURES

Annexure A: Approved TL SDBIP 2026/27

Annexure B: Performance Agreements 2026/27 for:

- Geraldine Mettler- Municipal Manager (Annexure 1);
- Kevin Carolus – Chief Financial Officer (Annexure 2);
- Anthony Barnes- Director: Planning and Economic Development (Annexure 3);
- Preshane Chandaka: Infrastructure Services (Annexure 4);
- Gary Boshoff – Director: Community and Protection Services (Annexure 5); and
- Dr Lungelwa Kaywood – Acting Director: Corporate Services (Annexure 6).

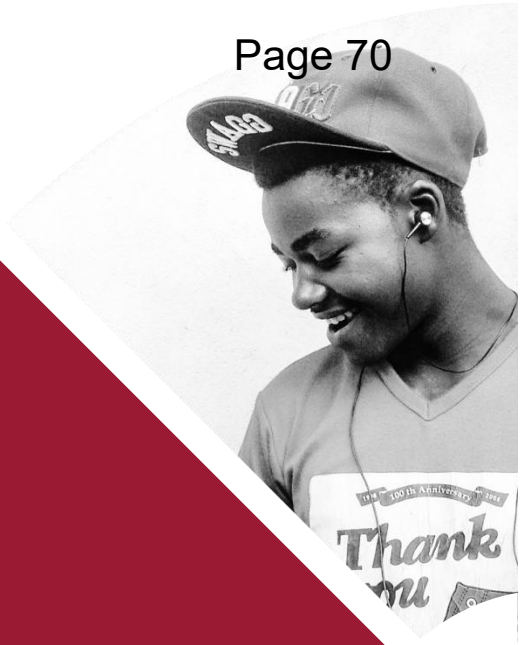
NAME	Geraldine Mettler
POSITION	Municipal Manager
DIRECTORATE	Office of the Municipal Manager
CONTACT NUMBERS	021 808 8025
E-MAIL ADDRESS	Municipal.manager@stellenbosch.gov.za
REPORT DATE	14 July 2026

ANNEXURE A

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TOP LAYER SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN 2026/27

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1. MUNICIPAL MANAGER'S QUALITY CERTIFICATE

I, Geraldine Mettler, the Municipal Manager of the Stellenbosch Municipality, hereby submit the Top Layer (TL) Service Delivery and Budget Implementation Plan (SDBIP) for the 2026/27 financial year for consideration and approval by the Executive Mayor. This TL SDBIP 2026/27 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 the regulations made under this Act.



GERALDINE METTLER
MUNICIPAL MANAGER

Date: 24/06/26

2. EXECUTIVE MAYOR'S CERTIFICATE OF APPROVAL

I, Cllr Jeremy Fasser, in my capacity as the Executive Mayor of the Stellenbosch Municipality, hereby submit the approved Top Layer (TL) Service Delivery and Budget Implementation Plan (SDBIP) for the 2026/27 financial year to the Council for notification, as required in terms of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) and the regulations made under this Act.



CLLR JEREMY FASSER
EXECUTIVE MAYOR

Date: 24/06/2026

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 the 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 the Budget of the Municipality. It is a contract between the administration, Council and community expressing the goals and objectives set by Council as quantifiable outcomes that can be implemented by the administration over the next twelve months. This provides the basis for measuring the performance in service delivery against end-of-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. TOP LAYER SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) 2026/27: 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 (2024/25)	Annual Target 2026/27	TOP LAYER: Service Delivery and Budget Implementation Plan (2026/27)				Delivery Indicator
									Q1	Q2	Q3	Q4	
KPI003	Planning and Economic Development	The number of jobs created through the municipality's local economic development initiatives including capital projects (NKPI Proxy - MSA, Reg. S10(d))	Number of job opportunities created through the municipality's local economic development initiatives including capital projects by 30 June	Programme	ALL	1 100 per annum	1 341	1 100 job opportunities created through the municipality's local economic development initiatives including capital projects by 30 June	664 (664)	800 (800)	950 (950)	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	80% per annum	87.50%	80% of land-use applications submitted to the MPT within 120 days from the conclusion of the administrative processing of the application	80%	80%	80%	80%	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	12 per annum	14	12 quarterly training opportunities provided to entrepreneurs and SMMEs	3 (3)	3 (6)	3 (9)	3 (12)	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									TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				
IDP Ref No	Directorate	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator Type	Wards	5-year target	Baseline (Actual result (2024/25)	Annual Target 2026/27	Q1	Q2	Q3	Q4	Delivery Indicator
KPI014	Planning and Economic Development	Process building plan applications of <500sqm within 30 days after the date of receipt	Percentage of building plan applications of <500sqm processed within 30 days after the date of receipt	Programme	All	60% per annum	87.41%	75% of building plan applications of <500sqm processed within 30 days after the date of receipt	75%	75%	75%	75%	Outcome
KPI016	Infrastructure Services	Reduce organic waste	Percentage of organic waste reduced by 30 June	Programme	All	20% per annum	37.06%	20% of organic waste reduced by 30 June	n/a	n/a	n/a	20%	Output
KPI019	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	58.74%	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 2024/25)	Annual Target 2026/27	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				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 Plan to the Municipal Manager	Number of revised Safety and Security Plans submitted to the Municipal Manager by 30 April	Programme	All	1 per annum	1	1 revised Safety and Security Plan 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 (2024/25)	Annual Target 2026/27	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Delivery Indicator
									Q1	Q2	Q3	Q4	
KPI028	Infrastructure Services	Provision of waterborne toilet facilities in informal settlements as identified by the Department: Integrated Human Settlements	Number of waterborne toilet facilities provided in Informal settlements as identified by the Department: Integrated Human Settlements by 30 June	Programme	All	20 per annum	46	20 waterborne toilet facilities provided in Informal settlements as identified by the Department: Integrated Human Settlements by 30 June	n/a	n/a	n/a	20	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	5.61%	<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 Programme	All	90% per annum	93.57%	90% of water quality level as per the analysis certificate, measured quarterly	90%	90%	90%	90%	Outcome
KPI031	Infrastructure Services	Limit unaccounted water to less than 25%	Percentage of average unaccounted water, measured by 30 June	Programme	All	<25% per annum	31.20%	<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 (2024/25)	Annual Target 2026/27	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				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	28 000 per annum	27 486	28 000 formal households with access to water, measured quarterly	28 000 (28 000)	28 000 (28 000)	28 000 (28 000)	28 000 (28 000)	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	28 000 per annum	27 486	28 000 formal households with access to electricity, measured quarterly	28 000 (28 000)	28 000 (28 000)	28 000 (28 000)	28 000 (28 000)	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	28 000 per annum	27 486	28 000 formal households with access to refuse removal, measured quarterly	28 000 (28 000)	28 000 (28 000)	28 000 (28 000)	28 000 (28 000)	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 (2024/25)	Annual Target 2026/27	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				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	28 000 per annum	27 486	28 000 formal households with access to sanitation, measured quarterly	28 000 (28 000)	28 000 (28 000)	28 000 (28 000)	28 000 (28 000)	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 2024/25)	Annual Target 2026/27	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				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	89.29%	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	3.02	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	97.21%	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	75%	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 2024/25)	Annual Target 2026/27	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				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 spent on implementing its Workplace Skills Plan ((Total Actual Training Expenditure / Total Annual payroll Budget) x 100), measured by 30 June	Programme	All	0.20% per annum	0.82%	0.20% of the municipality's payroll budget 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	36.22%	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	24.59%	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 Audit and Performance Audit Committee (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 2024/25)	Annual Target 2026/27	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Delivery Indicator
									Q1	Q2	Q3	Q4	
KPI050	Office of the Municipal Manager	Submission of the revised Strategic Risk Register (SRR) to the Ethics, Risk, and Fraud Management Committee	Number of revised SRRs submitted to the Ethics, Risk, and Fraud Management Committee by 30 June	Programme	All	1 per annum	1	1 revised SRR submitted to the Ethics, Risk, and Fraud 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
KPI060	Infrastructure Services	Submission of the updated Comprehensive Integrated Transport Plan (CITP) 2023 - 2028 to the Municipal Manager	Number of updated CITPs 2023 - 2028 submitted to the Municipal Manager by 30 June	Programme	All	1 per annum	1	1 updated CITP 2023 - 2028 submitted to the Municipal Manager by 30 June	n/a	n/a	n/a	1	Output

Annexure A:
Revenue by source projections for the 2026/27 financial year

Revenue by source projections for the 2026/2027 financial year

Revenue	July	August	September	October	November	December	January	February	March	April	May	June
Exchange Revenue												
Service charges - Electricity	-98 400 600	-108 804 600	-35 365 600	-81 950 600	-81 044 600	-83 035 600	-83 685 600	-84 904 600	-78 530 600	-78 639 600	-67 950 600	-491 541 776
Service charges - Water	-15 355 500	-13 290 000	-19 354 900	-17 153 000	-18 935 100	-18 525 000	-25 709 300	-28 524 300	-14 621 200	-16 521 200	-21 706 300	-14 954 859
Service charges - Waste Water Management	-16 366 000	-10 964 000	-11 684 000	-10 988 700	-10 868 700	-11 062 000	-10 684 000	-10 684 000	-10 884 000	-10 884 000	-10 884 000	-14 086 146
Service charges - Waste Management	-17 700 700	-8 000 000	-8 501 200	-8 005 500	-7 902 000	-9 318 500	-8 904 800	-8 922 000	-9 301 700	-8 920 500	-8 920 500	-20 459 455
Sale of Goods and Rendering of Services	-3 223 000	-3 045 200	-2 164 287	-4 480 841	-5 618 043	-2 684 138	-1 171 265	-405 079	-1 676 782	-1 878 933	-1 883 100	-5 989 536
Agency services	-165 535	-370 754	-303 384	-467 412	-453 819	-129 643	-130 000	-467 506	-416 519	-410 000	-410 000	-434 796
Interest	-	-	-	-	-	-	-	-	-	-	-	-
Interest earned from Receivables	-1 695 118	-1 704 671	-1 820 607	-1 886 085	-1 769 618	-1 746 226	-1 806 041	-1 852 831	-1 818 559	-950 000	-1 455 936	-1 320 230
Interest earned from Current and Non Current Assets	-3 990 191	-4 285 809	-4 933 185	-4 406 284	-4 812 459	-3 967 750	-4 498 301	-4 150 000	-4 150 000	-4 150 000	-4 150 000	-3 812 436
Development Charges	-660 435	-55 239	-512 368	-3 337 429	-978 921	-1 874 876	-4 395 288	-7 833 141	-2 790 861	-3 746 194	-3 537 194	-21 416 733
Dividends	-	-	-	-	-	-	-	-	-	-	-	-
Rent on Land	-	-	-	-	-	-	-	-	-	-	-	-
Rental from Fixed Assets	543 600	-884 820	-866 477	-593 600	-753 000	-900 127	-916 209	-959 500	-3 496 327	-1 037 700	-1 039 500	-4 058 302
Licence and permits	-158 188	-701 924	-696 215	-902 674	-648 862	-533 685	-755 410	-1 389 065	-634 587	-751 000	-813 341	-1 207 237
Operational Revenue	-368 828	-215 988	-494 696	-774 667	-338 032	-418 781	-670 894	-601 485	-275 450	-590 808	-477 543	-5 827 265
Non-Exchange Revenue	-	-	-	-	-	-	-	-	-	-	-	-
Property rates	-65 279 301	-40 297 798	-42 793 367	-41 713 156	-42 576 910	-41 514 912	-42 226 588	-42 163 104	-42 598 022	-42 149 622	-42 597 622	-131 066 671
Surcharges and Taxes	-	-	-	-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits	-6 924	-6 604	-393 422	-41 271	-21 974	-63 355 834	-17 807	-71 168 816	-6 393 904	-6 012 572	-25 382 574	-9 271 268
Licences or permits	-	-	-	-	-	-	-	-	-	-	-	-
Transfer and subsidies - Operational	-92 701 678	-1 501 678	-7 223 928	-1 649 802	-1 501 678	-162 359 928	-1 501 678	-1 501 678	-7 371 170	-1 501 678	-1 501 678	-7 223 935
Interest	-332 579	-340 465	-334 902	-334 000	180 486	-372 130	-378 926	-384 852	-384 880	-340 000	-413 341	-151 250
Fuel Levy	-	-	-	-	-	-	-	-	-	-	-	-
Operational Revenue	-400 000	-250 000	-250 000	-250 000	-250 000	-250 000	-250 000	-250 000	-250 000	-250 000	-250 000	-565 237
Gains on disposal of Assets	-	-	-	-	-	-	-	-	-	-	-	-
Other Gains	-	-	-	-	-	-	-	-	-	-	-	-
Discontinued Operations	-	-	-	-	-	-	-	-	-	-	-	-
Transfers and subsidies - capital (monetary allocations)	-	-5 410 458	-12 472 204	-6 998 719	-5 046 915	-12 928 139	-2 654 423	-4 386 801	-12 928 139	-2 654 423	-4 500 000	-9 764 679
Transfers and subsidies - capital (in-kind)	-	-	-	-	-	-	-	-	-	-	-	-
Grand Total	**-316 260 977**	**-200 130 008**	**-150 164 742**	**-185 933 740**	**-183 340 145**	**-414 977 269**	**-190 356 530**	**-270 548 758**	**-198 522 700**	**-181 388 230**	**-197 873 229**	**-743 151 811**

Annexure B:
Expenditure by type projections for the 2026/27 financial year

Expenditure by type projections for the 2026/2027 financial year

Expenditure by Type	July	August	September	October	November	December	January	February	March	April	May	June
Employee related costs	61 521 719	61 521 719	61 521 719	61 521 719	61 521 719	61 521 719	61 521 719	61 521 719	61 521 719	61 521 719	61 521 719	107 049 402
Remuneration of councillors	2 414 427	2 414 427	2 414 427	2 414 427	2 414 427	2 414 427	2 414 427	2 414 427	2 414 427	2 414 427	2 414 427	2 414 396
Inventory consumed	4 772 636	9 241 170	9 572 585	10 113 572	9 317 183	9 690 274	10 427 649	10 991 696	4 972 880	3 760 799	3 522 464	44 515 196
Debt impairment	-	-	-	-	-	-	-	-	-	-	-	79 651 355
Depreciation and amortisation	19 394 958	19 394 958	19 394 958	19 394 958	19 394 958	19 394 958	19 394 958	19 394 958	19 394 958	19 394 958	19 394 958	19 394 550
Bulk purchases - electricity	95 074 289	97 133 070	95 222 921	63 705 900	61 469 834	59 516 694	53 534 991	57 549 106	94 208 537	95 074 289	95 074 289	95 074 292
Interest	-	-	-	-	-	32 048 077	-	-	-	-	-	40 582 847
Contracted services	1 620 764	13 650 603	29 791 524	23 230 177	23 474 820	30 766 879	25 036 536	27 452 439	24 477 163	3 550 526	5 919 061	206 700 573
Transfers and subsidies	-	2 632 525	845 750	605 830	444 836	523 260	1 004 434	1 200 748	-	-	-	2 507 716
Irrecoverable debts written off	-	-	11 606	-	-	214 730	-	-	4 610	-	-	132 172 987
Operational costs	21 047 817	12 438 706	13 131 464	18 453 408	14 670 093	16 404 914	9 421 374	14 617 122	6 655 081	2 590 731	2 667 019	87 605 430
Losses on disposal of Assets	-	-	-	-	-	-	-	-	-	-	-	-
Other Losses	-	-	-	-	-	-	-	-	-	-	-	4 655 433
Grand Total	**205 846 610**	**218 427 178**	**231 906 954**	**199 439 991**	**192 707 870**	**232 495 932**	**182 756 088**	**195 142 215**	**213 649 375**	**188 307 449**	**190 513 937**	**822 324 177**

Annexure C:
Projections for the 2026/27 Financial Year

Projections for the 2026/2027 financial year

Operational Expenditure

Directorates	July	August	September	October	November	December	January	February	March	April	May	June	Total
Municipal Manager	1 361 725	1 657 671	1 562 501	1 511 773	1 629 816	1 359 666	1 647 925	1 571 243	1 812 500	1 488 554	1 678 183	5 814 051	23 095 608
Planning and Economic Development	6 970 467	8 202 680	16 696 797	10 203 753	10 029 087	17 552 735	11 223 176	11 849 913	17 419 251	8 806 584	10 849 914	28 181 879	157 986 236
Infrastructure Services	135 660 111	147 241 725	153 095 513	121 495 750	118 177 473	149 226 679	112 622 844	117 999 777	141 143 464	134 330 660	134 038 993	388 937 879	1 853 970 868
Community and Protection Services	24 896 354	33 206 219	34 814 402	34 496 922	37 904 182	35 538 920	33 792 847	36 547 535	32 225 250	24 404 343	24 704 343	266 102 229	618 633 546
Corporate Services	13 623 338	17 846 500	14 307 987	19 541 088	12 084 099	16 931 854	13 197 450	17 493 873	11 351 421	10 513 855	10 503 763	100 701 130	258 096 358
Financial Services	23 334 615	10 272 383	11 429 754	12 190 705	12 883 213	11 886 078	10 271 846	9 679 874	9 697 489	8 763 453	8 738 741	32 587 009	161 735 160
Grand Total	**205 846 610**	**218 427 178**	**231 906 954**	**199 439 991**	**192 707 870**	**232 495 932**	**182 756 088**	**195 142 215**	**213 649 375**	**188 307 449**	**190 513 937**	**822 324 177**	**3 073 517 776**

Operational Revenue

Directorates	July	August	September	October	November	December	January	February	March	April	May	June	Total
Municipal Manager	-	-	-	-	-	-	-	-	-	-	-	-	-
Planning and Economic Development	- 1 415 248	- 2 798 079	- 11 740 430	- 1 879 510	- 5 682 138	- 11 749 228	- 1 648 168	- 547 329	- 13 959 875	- 1 882 623	- 1 882 623	- 12 246 387	- 67 431 638
Infrastructure Services	- 206 972 019	- 148 839 542	- 86 327 540	- 130 909 146	- 127 109 432	- 241 873 171	- 138 210 065	- 142 530 883	- 127 466 018	- 122 741 530	- 118 984 143	- 574 456 171	- 2 166 419 660
Community and Protection Services	- 1 802 867	- 2 251 718	- 2 528 711	- 4 720 910	- 2 226 124	- 66 178 510	- 2 160 021	- 79 369 320	- 8 591 464	- 8 611 582	- 28 617 456	- 13 337 127	- 220 395 810
Corporate Services	- 934 542	- 946 998	- 831 230	- 1 553 419	- 606 297	- 627 842	- 700 303	- 646 500	- 956 385	- 832 973	- 809 144	- 4 351 639	- 13 797 272
Financial Services	- 105 136 301	- 45 293 671	- 48 736 831	- 46 870 755	- 47 716 154	- 94 548 518	- 47 637 973	- 47 454 726	- 47 548 958	- 47 319 522	- 47 579 863	- 138 760 487	- 764 603 759
Grand Total	**- 316 260 977**	**- 200 130 008**	**- 150 164 742**	**- 185 933 740**	**- 183 340 145**	**- 414 977 269**	**- 190 356 530**	**- 270 548 758**	**- 198 522 700**	**- 181 388 230**	**- 197 873 229**	**- 743 151 811**	**- 3 232 648 139**

Capital Expenditure

Directorates	July	August	September	October	November	December	January	February	March	April	May	June	Total
Municipal Manager	-	-	10 000	-	-	10 000	-	-	10 000	-	-	30 000	60 000
Planning and Economic Development	-	701 250	2 280 174	2 317 965	3 291 251	1 145 277	1 511 883	3 543 859	3 958 899	3 695 730	2 961 714	8 717 063	34 125 065
Infrastructure Services	10 016 612	13 106 114	16 776 726	17 335 945	24 788 915	26 423 546	20 696 842	38 325 415	34 887 915	32 363 415	23 205 136	179 668 423	437 595 004
Community and Protection Services	217 391	434 783	802 174	5 743 478	3 905 071	1 508 984	3 028 984	7 728 984	3 978 984	4 353 984	7 701 809	12 117 156	51 521 782
Corporate Services	-	825 000	2 500 000	3 625 000	6 200 000	4 400 000	4 625 000	5 025 000	6 575 000	4 750 000	3 275 000	10 300 000	52 100 000
Financial Services	-	-	350 000	1 000 000	-	350 000	-	-	1 850 000	-	-	350 000	3 900 000
Grand Total	**10 234 003**	**15 067 147**	**22 719 074**	**30 022 388**	**38 185 237**	**33 837 807**	**29 862 709**	**54 623 258**	**51 260 798**	**45 163 129**	**37 143 659**	**211 182 642**	**579 301 851**

Annexure D:
Capital Budget 2026/27

Directorate	Department	Project name	Strategic Objectives	Final Budget 2026/27	Final Budget 2027/28	Final Budget 2028/29	Total MTREF
Municipal Manager	Executive Support: Office of the Municipal Manager	Furniture, Tools & Equipment: MM	Good Governance and Compliance	60 000	60 000	60 000	180 000
Total Municipal Manager				**60 000**	**60 000**	**60 000**	**180 000**
Planning and Economic Development	Building Control	Furniture, Tools & Equipment: Building Control	Dignified Living	150 000	150 000	180 000	480 000
Planning and Economic Development	Development Planning	Furniture, Tools and Equipment: Spatial Planning	Dignified Living	80 000	85 000	90 000	255 000
Planning and Economic Development	Economic Development & Tourism	Furniture, Tools & Equipment: LED	Dignified Living	80 000	80 000	85 000	245 000
Planning and Economic Development	Economic Development & Tourism	Restoration of Landbou Saal	Good Governance and Compliance	1 612 500	537 500	-	2 150 000
Planning and Economic Development	Housing Administration	Flats: Interior Upgrading - Kayamandi	Dignified Living	6 300 000	4 700 000	-	11 000 000
Planning and Economic Development	Housing Administration	Furniture, Tools & Equipment: Housing Administration	Dignified Living	170 000	180 000	190 000	540 000
Planning and Economic Development	Housing Administration	Kayamandi Hostels	Dignified Living	1 613 913			1 613 913
Planning and Economic Development	Housing Administration	Upgrading of Flats: General	Dignified Living	3 000 000	-	-	3 000 000
Planning and Economic Development	Housing Administration	Upgrading of Lapland waste water	Dignified Living	4 000 000	2 000 000	-	6 000 000
Planning and Economic Development	Housing Administration	Vehicles fleet : Housing Administration	Good Governance and Compliance	1 000 000	-	-	1 000 000
Planning and Economic Development	Housing Development	Adam Tas Corridor Precinct 10	Dignified Living	-	8 695 652	20 000 000	28 695 652
Planning and Economic Development	Housing Development	Erf 7001 Cloetesville (380) FLISP	Dignified Living	6 956 522	6 956 522	-	13 913 044
Planning and Economic Development	Housing Development	Furniture, Tools & Equipment: Housing Development	Good Governance and Compliance	150 000	80 000	85 000	315 000
Planning and Economic Development	Housing Development	Housing projects	Dignified Living	320 000	330 000	340 000	990 000
Planning and Economic Development	Housing Development	ISSP Kayamandi	Dignified Living	869 565	869 565	-	1 739 130
Planning and Economic Development	Housing Development	Kayamandi Town Centre	Dignified Living	-	434 782	-	434 782
Planning and Economic Development	Housing Development	Jamestown: Housing (Phase 2 & 3)	Dignified Living	4 347 826	13 913 043	-	18 260 869
Planning and Economic Development	Housing Development	Klapmuts La Rochelle (100)	Dignified Living	329 739	2 608 696	3 130 435	6 068 870
Planning and Economic Development	Housing Development	La Motte Old Forest Station (±430 services & ±430 units)	Dignified Living	-	3 260 870	6 521 739	9 782 609
Planning and Economic Development	IHS: Informal Settlements	Access to Basic Services	Dignified Living	1 000 000	1 000 000	1 500 000	3 500 000
Planning and Economic Development	IHS: Informal Settlements	Furniture, Tools & Equipment: Informal Settlements	Dignified Living	50 000	50 000	51 000	151 000
Planning and Economic Development	IHS: Informal Settlements	Emergency Housing	Dignified Living	2 000 000	2 000 000	2 000 000	6 000 000
Planning and Economic Development	Town Planning	Furniture, Tools & Equipment: Town Planning	Dignified Living	95 000	100 000	110 000	305 000
Total Planing and Economic Development				**34 125 065**	**48 031 630**	**34 283 174**	**116 439 869**
Infrastructure Services	Electrical Services	20MW Renewable energy project	Green and Sustainable Valley	520 000	-	-	520 000
Infrastructure Services	Electrical Services	Ad-Hoc Provision of Streetlighting	Safe Valley	2 289 800	2 450 086	2 621 592	7 361 478
Infrastructure Services	Electrical Services	Automatic Meter Reader	Green and Sustainable Valley	484 000	532 400	585 640	1 602 040
Infrastructure Services	Electrical Services	Battery Storage systems and rooftop PV for critical buildings	Green and Sustainable Valley	3 452 580	-	-	3 452 580
Infrastructure Services	Electrical Services	Battery Storage systems and rooftop PV for critical plants	Green and Sustainable Valley	3 000 000	3 000 000	-	6 000 000
Infrastructure Services	Electrical Services	Bien don 66/11kV substation new	Valley of Possibility	35 913 852	45 843 905	58 200 000	139 957 757
Infrastructure Services	Electrical Services	Cable Network: Franschhoek	Dignified Living	5 000 000	-	-	5 000 000
Infrastructure Services	Electrical Services	Cable replacement 66kV	Valley of Possibility	-	11 036 500	10 800 000	21 836 500
Infrastructure Services	Electrical Services	Control Room implementation	Green and Sustainable Valley	-	300 000	-	300 000
Infrastructure Services	Electrical Services	Demand Side Management Geyser Control	Green and Sustainable Valley	500 000	3 500 000	3 500 000	7 500 000
Infrastructure Services	Electrical Services	Electricity Network: Pniel	Valley of Possibility	3 500 000	3 500 000	3 500 000	10 500 000
Infrastructure Services	Electrical Services	Electrification INEP	Valley of Possibility	-	9 036 522	9 445 217	18 481 739
Infrastructure Services	Electrical Services	Energy Balancing - Metering and Mini-Substations	Valley of Possibility	-	500 000	250 000	750 000
Infrastructure Services	Electrical Services	Furniture, Tools and Equipment: Electrical Services	Good Governance and Compliance	-	403 151	443 466	846 617
Infrastructure Services	Electrical Services	Hot water load control	Green and Sustainable Valley	500 000	-	-	500 000
Infrastructure Services	Electrical Services	Integrated National Electrification Programme	Valley of Possibility	-	321 957	321 957	643 914

Directorate	Department	Project name	Strategic Objectives	Final Budget 2026/27	Final Budget 2027/28	Final Budget 2028/29	Total MTREF
Infrastructure Services	Electrical Services	Jan Marais Upgrade: Remove Existing Tx and replace with 20MVA	Valley of Possibility	16 900 000	-	-	16 900 000
Infrastructure Services	Electrical Services	Northern Extension Bulk Supply	Dignified Living	27 000 000	35 500 000	-	62 500 000
Infrastructure Services	Electrical Services	Kayamandi new substation 11 kV switching station	Dignified Living	25 500 000	7 200 000	-	32 700 000
Infrastructure Services	Electrical Services	Meter Panels	Green and Sustainable Valley	250 000	250 000	250 000	750 000
Infrastructure Services	Electrical Services	Network Cable Replace 11 Kv	Valley of Possibility	3 630 000	3 993 000	4 392 300	12 015 300
Infrastructure Services	Electrical Services	Replace Control Panels 66 kV & Circuit breakers	Dignified Living	2 500 000	-	-	2 500 000
Infrastructure Services	Electrical Services	Replace Ineffective Meters	Green and Sustainable Valley	100 000	500 000	402 628	1 002 628
Infrastructure Services	Electrical Services	SCADA Implementation	Green and Sustainable Valley	4 000 000	4 000 000	-	8 000 000
Infrastructure Services	Electrical Services	STB Switchgear (11kV) SF6	Valley of Possibility	-	-	0	0
Infrastructure Services	Electrical Services	Streetlights R304	Dignified Living	1 000 000	7 816 990	-	8 816 990
Infrastructure Services	Electrical Services	Substation 66kV equipment (Jan Marais)	Dignified Living	1 590 341	1 457 812	1 749 375	4 797 528
Infrastructure Services	Electrical Services	Substation 66kV equipment (Main s)	Dignified Living	1 590 341	1 457 812	1 749 375	4 797 528
Infrastructure Services	Electrical Services	Substation 66kV equipment (Golf,)	Dignified Living	1 590 341	1 457 812	1 749 375	4 797 528
Infrastructure Services	Electrical Services	Substation 66kV equipment (Markotter)	Dignified Living	397 585	1 457 812	1 749 375	3 604 772
Infrastructure Services	Electrical Services	Switchgear Substation Blake 2	Valley of Possibility	3 500 000	-	-	3 500 000
Infrastructure Services	Electrical Services	Switchgear Substation Cascade	Valley of Possibility	-	4 500 000	-	4 500 000
Infrastructure Services	Electrical Services	Switchgear Substation Papegaairand	Valley of Possibility	-	4 500 000	-	4 500 000
Infrastructure Services	Electrical Services	Switchgear Substation Paradyskloof	Valley of Possibility	3 500 000	-	-	3 500 000
Infrastructure Services	Electrical Services	Switchgear Substation Technopark	Valley of Possibility	-	4 500 000	-	4 500 000
Infrastructure Services	Electrical Services	Switchgear Substation University	Valley of Possibility	-	20 000 000	-	20 000 000
Infrastructure Services	Electrical Services	Switchgear Substation van der Stel	Valley of Possibility	3 500 000	-	-	3 500 000
Infrastructure Services	Electrical Services	Switchgear Substation Welgevonden	Valley of Possibility	-	4 500 000	-	4 500 000
Infrastructure Services	Electrical Services	Switvhgear Substation Kayamandi	Valley of Possibility	3 500 000	-	-	3 500 000
Infrastructure Services	Electrical Services	System Control Centre & Upgrade Telemetry:	Dignified Living	4 791 600	2 506 454	2 631 777	9 929 831
Infrastructure Services	Electrical Services	Third transformer and associated works 20MVA Cloetesville	Dignified Living	-	-	-	-
Infrastructure Services	Electrical Services	Turnkey - EPC of Hybrid inverter with Battery Storage Systems at Stellenbosch Community Buildings	Green and Sustainable Valley	3 210 185	-	-	3 210 185
Infrastructure Services	Electrical Services	Uninterupted Power Supply for buildings	Safe Valley	-	2 000 000	-	2 000 000
Infrastructure Services	Electrical Services	Upgrade transformers at Main substation 7.5MVA to 20MVA	Dignified Living	18 000 000	11 300 000	-	29 300 000
Infrastructure Services	Electrical Services	Vehicles: Electrical Services	Dignified Living	350 000	-	-	350 000
Infrastructure Services	Infrastructure Services	Furniture, Tools & Equipment: IS	Good Governance and Compliance	65 000	115 000	115 000	295 000
Infrastructure Services	Project Management Unit (PMU)	Furniture, Tools & Equipment: PMU	Dignified Living	110 000	120 000	130 000	360 000
Infrastructure Services	Project Management Unit (PMU)	Upgrading Ad hoc Housing Projects	Dignified Living	400 000	500 000	500 000	1 400 000
Infrastructure Services	Roads and Stormwater	Adhoc Reconstruction Of Roads (WC024)	Valley of Possibility	5 000 000	5 000 000	8 000 000	18 000 000
Infrastructure Services	Roads and Stormwater	Bridge Assessment and Design - Lacotte River Flood Resilieance	Dignified Living	2 000 000	4 000 000	7 000 000	13 000 000
Infrastructure Services	Roads and Stormwater	Bridge Assessment and Design - Stiebeuel River Pedestrian Bridges	Dignified Living	1 700 000	1 000 000	1 000 000	3 700 000
Infrastructure Services	Roads and Stormwater	Bridge Assessment and Design Stellenbosch and surrounding	Dignified Living	1 500 000	1 500 000	500 000	3 500 000
Infrastructure Services	Roads and Stormwater	Devon Valley Roads - Safety Improvements Structural Repairs	Dignified Living	500 000	-	-	500 000
Infrastructure Services	Roads and Stormwater	Furniture, Tools & Equipment: Roads & Stormwater	Good Governance and Compliance	100 000	400 000	400 000	900 000
Infrastructure Services	Roads and Stormwater	Parking Area Upgrades - Stellenbosch	Valley of Possibility	-	1 000 000	-	1 000 000
Infrastructure Services	Roads and Stormwater	Reseal Roads - Franschhoek & Surrrounding	Dignified Living	1 500 000	2 000 000	3 000 000	6 500 000
Infrastructure Services	Roads and Stormwater	Reseal Roads - Klapmuts, Raithby & Surrounding	Dignified Living	1 000 000	-	-	1 000 000
Infrastructure Services	Roads and Stormwater	Reseal Roads - Kylemore & Surrounding	Dignified Living	-	1 500 000	1 500 000	3 000 000
Infrastructure Services	Roads and Stormwater	Reseal Roads - Stellenbosch & Surrrounding	Dignified Living	3 500 000	5 000 000	8 000 000	16 500 000

Directorate	Department	Project name	Strategic Objectives	Final Budget 2026/27	Final Budget 2027/28	Final Budget 2028/29	Total MTREF
Infrastructure Services	Roads and Stormwater	River Rehabilitation Implementation	Dignified Living	1 500 000	2 000 000	1 500 000	5 000 000
Infrastructure Services	Roads and Stormwater	Specialized Vehicles: Roads and Stormwater	Good Governance and Compliance	6 000 000	2 000 000	5 000 000	13 000 000
Infrastructure Services	Roads and Stormwater	Upgrade Stormwater Retention Facilities	Dignified Living	-	500 000	-	500 000
Infrastructure Services	Roads and Stormwater	Upgrade Stormwater System	Dignified Living	300 000	600 000	400 000	1 300 000
Infrastructure Services	Roads and Stormwater	Upgrade: Lower Dorp Street	Dignified Living	4 000 000	4 000 000	-	8 000 000
Infrastructure Services	Roads and Stormwater	Vehicles Fleet: Roads and Stormwater	Good Governance and Compliance	-	500 000	500 000	1 000 000
Infrastructure Services	Roads and Stormwater	Wilderbosch Extension to Trumali	Valley of Possibility	-	1 500 000	-	1 500 000
Infrastructure Services	Roads and Stormwater	Wilderbosch Extention to Technopark	Valley of Possibility	-	2 000 000	2 000 000	4 000 000
Infrastructure Services	Traffic Engineering	Adhoc Intersection Improvements	Safe Valley	-	-	2 000 000	2 000 000
Infrastructure Services	Traffic Engineering	Bird Street Dualling - Adam Tas to Kayamandi	Dignified Living	-	10 000 000	50 000 000	60 000 000
Infrastructure Services	Traffic Engineering	Furniture, Tools & Equipment: Traffic Engineering	Dignified Living	100 000	150 000	150 000	400 000
Infrastructure Services	Traffic Engineering	Jamestown Transport Network - School Street	Dignified Living	16 000 000	-	-	16 000 000
Infrastructure Services	Traffic Engineering	Main Road Intersection Improvements: Franschhoek	Dignified Living	-	-	1 500 000	1 500 000
Infrastructure Services	Traffic Engineering	Main road intersection improvements: Helshoogte rd/La Colline	Dignified Living	-	-	2 000 000	2 000 000
Infrastructure Services	Traffic Engineering	Main Road Intersection Improvements: R44 / Merriman Street	Dignified Living	1 500 000	3 000 000	2 000 000	6 500 000
Infrastructure Services	Traffic Engineering	Main Road Intersection Improvements: Strand / Adam Tas / Alexander	Dignified Living	17 000 000	24 943 007	-	41 943 007
Infrastructure Services	Traffic Engineering	Pedestrian Crossing Implementation	Safe Valley	300 000	-	-	300 000
Infrastructure Services	Traffic Engineering	Raised Intersection Implementation	Safe Valley	500 000	600 000	-	1 100 000
Infrastructure Services	Traffic Engineering	Road Safety Improvements	Safe Valley	500 000	1 000 000	500 000	2 000 000
Infrastructure Services	Traffic Engineering	Road Upgrades at School Precincts	Dignified Living	500 000	500 000	500 000	1 500 000
Infrastructure Services	Traffic Engineering	Specialized Equipment: Roadmarking Machine + Trailer	Good Governance and Compliance	-	1 000 000	500 000	1 500 000
Infrastructure Services	Traffic Engineering	Traffic Calming Projects: Implementation	Safe Valley	1 000 000	1 000 000	1 000 000	3 000 000
Infrastructure Services	Traffic Engineering	Traffic Management Improvement Programme	Safe Valley	1 000 000	-	-	1 000 000
Infrastructure Services	Traffic Engineering	Traffic Signal Control: Installation and Upgrading of Traffic Signals and Associated Components	Safe Valley	1 700 000	1 700 000	1 700 000	5 100 000
Infrastructure Services	Traffic Engineering	Traffic Signal Management System	Safe Valley	500 000	1 500 000	1 500 000	3 500 000
Infrastructure Services	Traffic Engineering	Universal Access Implementation	Safe Valley	300 000	-	-	300 000
Infrastructure Services	Transport Planning	Adam Tas - Corridor Transport	Safe Valley	1 500 000	1 000 000	-	2 500 000
Infrastructure Services	Transport Planning	Adam Tas - Technopark Link Road	Safe Valley	3 998 047	5 000 000	25 000 000	33 998 047
Infrastructure Services	Transport Planning	Bicycle Lockup Facilities	Safe Valley	300 000	-	-	300 000
Infrastructure Services	Transport Planning	Comprehensive Integrated Transport Plan	Good Governance and Compliance	2 570 435	1 910 522	1 623 478	6 104 435
Infrastructure Services	Transport Planning	Cycle Plan - Design & Implementation	Safe Valley	500 000	500 000	500 000	1 500 000
Infrastructure Services	Transport Planning	Non-Motorised Transport Implementation	Safe Valley	2 000 000	3 000 000	4 000 000	9 000 000
Infrastructure Services	Transport Planning	Non-Motorised Transport Plan	Safe Valley	2 000 000	-	1 000 000	3 000 000
Infrastructure Services	Transport Planning	Park and Ride (Transport Interchange)	Safe Valley	-	2 000 000	5 000 000	7 000 000
Infrastructure Services	Transport Planning	Provision of Bulk Parking Planning & Development	Safe Valley	500 000	-	-	500 000
Infrastructure Services	Transport Planning	Public Transport Facilities (taxi ranks) new	Safe Valley	500 000	500 000		1 000 000
Infrastructure Services	Transport Planning	Public Transport Facilities (Taxi Ranks) Adhoc Upgrades	Safe Valley	500 000	500 000	-	1 000 000
Infrastructure Services	Transport Planning	Public Transport Infrastructure (Public Transport Shelters & Embayments)	Valley of Possibility	400 000	400 000	400 000	1 200 000
Infrastructure Services	Transport Planning	Public Transport Planning - WC024	Valley of Possibility	1 000 000	1 000 000	-	2 000 000
Infrastructure Services	Transport Planning	Re-design of Bergzicht Public Transport Facility	Valley of Possibility	1 000 000	1 500 000	2 000 000	4 500 000
Infrastructure Services	Transport Planning	Stellenbosch - Bicycle network	Valley of Possibility	200 000	-	-	200 000
Infrastructure Services	Waste Management: Solid Waste Management	Expansion of the landfill site (New cells)	Green and Sustainable Valley	-	23 000 000	-	23 000 000
Infrastructure Services	Waste Management: Solid Waste Management	Furniture, Tools & Equipment: Solid Waste	Dignified Living	50 000	50 000	50 000	150 000
Infrastructure Services	Waste Management: Solid Waste Management	Landfill Gas To Energy	Green and Sustainable Valley	-	2 000 000	-	2 000 000

Directorate	Department	Project name	Strategic Objectives	Final Budget 2026/27	Final Budget 2027/28	Final Budget 2028/29	Total MTREF
Infrastructure Services	Waste Management: Solid Waste Management	Major Drop-Offs: Construction - Franschoek	Green and Sustainable Valley	1 000 000	5 000 000	-	6 000 000
Infrastructure Services	Waste Management: Solid Waste Management	Major Drop-offs: Construction - Klapmuts	Green and Sustainable Valley	7 141 917	2 000 000	-	9 141 917
Infrastructure Services	Waste Management: Solid Waste Management	Mini Waste drop-off facilities	Green and Sustainable Valley	500 000	200 000	-	700 000
Infrastructure Services	Waste Management: Solid Waste Management	Plant and Vehicles: Solid Waste	Dignified Living	9 000 000	4 500 000	5 000 000	18 500 000
Infrastructure Services	Waste Management: Solid Waste Management	Upgrade Material Recovery Facility	Dignified Living	500 000	4 300 000	1 000 000	5 800 000
Infrastructure Services	Waste Management: Solid Waste Management	Waste containers	Green and Sustainable Valley	200 000	200 000	-	400 000
Infrastructure Services	Waste Management: Solid Waste Management	Waste Minimization Projects	Green and Sustainable Valley	-	-	500 000	500 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Compilation of Water Service Development Plan (tri-annually)	Good Governance and Compliance	1 000 000	815 000	500 000	2 315 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Construction of New Dwarsriver Sewer Pumpstation.	Dignified Living	1 500 000	15 000 000	20 000 000	36 500 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Extention Of WWTW: Stellenbosch	Dignified Living	-	-	36 250 000	36 250 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Furniture, Tools & Equipment: Sanitation	Dignified Living	200 000	400 000	500 000	1 100 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Pond rehabilitation and pond pumping systems construction WWTW	Dignified Living	250 000	4 100 000	-	4 350 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Refurbish Plant & Equipment - Raithby WWTW	Dignified Living	1 000 000	8 000 000	-	9 000 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Sewer Pumpstation & Telemetry Upgrade	Dignified Living	3 750 000	1 500 000	2 500 000	7 750 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Sewerpipe Replacement	Dignified Living	7 000 000	5 000 000	8 000 000	20 000 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Specialized Vehicles: Sanitation	Dignified Living	3 000 000	3 000 000	3 000 000	9 000 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Update Sewer Masterplan	Good Governance and Compliance	1 500 000	750 000	1 500 000	3 750 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Upgrade Laboratory Equipment	Dignified Living	-	250 000	250 000	500 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Upgrade of Dwarsriver Bulk Sewer network and pump lines	Dignified Living	-	2 000 000	2 000 000	4 000 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Upgrade of WWTW Wemmershoek	Dignified Living	1 000 000	-	-	1 000 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Upgrade of WWTW: Klapmuts	Dignified Living	30 272 850	2 500 000	30 000 000	62 772 850
Infrastructure Services	Water and Wastewater Services: Sanitation	Vehicles: Sanitation	Good Governance and Compliance	1 000 000	-	1 250 000	2 250 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Vlottenburg Outfall Sewer: Construction of Digteby Sewerpipe (Servitude)	Dignified Living	50 000	-	-	50 000
Infrastructure Services	Water and Wastewater Services: Water	Bulk Water Supply Pipe and Reservoir: Stellenbosch	Valley of Possibility	30 890 632	8 000 000	-	38 890 632
Infrastructure Services	Water and Wastewater Services: Water	Bulk Water Supply Pipe: Cloetesville/ Idas Valley	Valley of Possibility	24 000 000	-	-	24 000 000
Infrastructure Services	Water and Wastewater Services: Water	Bulk Water Upgrades Franschoek	Valley of Possibility	500 000	-	-	500 000
Infrastructure Services	Water and Wastewater Services: Water	Chlorination Installation: Upgrade	Valley of Possibility	500 000	-	-	500 000
Infrastructure Services	Water and Wastewater Services: Water	Dwarsriver Bulk Supply Augmentation and Network Upgrades	Valley of Possibility	-	-	500 000	500 000
Infrastructure Services	Water and Wastewater Services: Water	Furniture, Tools & Equipment: Water	Dignified Living	200 000	200 000	250 000	650 000
Infrastructure Services	Water and Wastewater Services: Water	New Reservoir & Pipeline: Vlottenburg	Dignified Living	11 985 498	18 000 000	4 000 000	33 985 498
Infrastructure Services	Water and Wastewater Services: Water	Reservoirs and Dam Safety	Dignified Living	1 250 000	2 000 000	3 000 000	6 250 000
Infrastructure Services	Water and Wastewater Services: Water	Specialized Vehicles: Water	Good Governance and Compliance	3 000 000	3 000 000	6 000 000	12 000 000
Infrastructure Services	Water and Wastewater Services: Water	Uniepark & Helshoogte Storage and Supply scheme	Dignified Living	1 000 000	1 000 000	-	2 000 000
Infrastructure Services	Water and Wastewater Services: Water	Update Water Masterplan	Dignified Living	1 250 000	1 500 000	1 500 000	4 250 000
Infrastructure Services	Water and Wastewater Services: Water	Upgrade and Replace Water Meters	Dignified Living	6 000 000	7 000 000	7 000 000	20 000 000
Infrastructure Services	Water and Wastewater Services: Water	Upgrade of IdasValley WTP	Dignified Living	1 500 000	40 000 000	10 000 000	51 500 000
Infrastructure Services	Water and Wastewater Services: Water	Vehicles: Water	Good Governance and Compliance	3 000 000	2 000 000	750 000	5 750 000
Infrastructure Services	Water and Wastewater Services: Water	Water Conservation & Demand Management	Good Governance and Compliance	2 000 000	2 500 000	3 000 000	7 500 000
Infrastructure Services	Water and Wastewater Services: Water	Water Telemetry Upgrade	Good Governance and Compliance	2 000 000	3 000 000	-	5 000 000
Infrastructure Services	Water and Wastewater Services: Water	Waterpipe Replacement	Dignified Living	10 000 000	10 000 000	10 000 000	30 000 000

Directorate	Department	Project name	Strategic Objectives	Final Budget 2026/27	Final Budget 2027/28	Final Budget 2028/29	Total MTREF
Total Infrastructure Services				**437 595 004**	**480 025 742**	**405 060 555**	**1 322 681 301**
Corporate Services	Information and Communications Technology (ICT)	Fibre Optic Implementation	Good Governance and Compliance	3 000 000	2 500 000	2 500 000	8 000 000
Corporate Services	Information and Communications Technology (ICT)	ICT Cable Reticulation and Management	Valley of Possibility	1 000 000	1 500 000	500 000	3 000 000
Corporate Services	Information and Communications Technology (ICT)	Purchase and Replacement of Computer/software and Peripheral devices	Good Governance and Compliance	2 500 000	3 500 000	2 000 000	8 000 000
Corporate Services	Information and Communications Technology (ICT)	Server Storage expansion and upgrades	Good Governance and Compliance	2 000 000	2 000 000	1 000 000	5 000 000
Corporate Services	Information and Communications Technology (ICT)	Upgrade and Expansion of IT Infrastructure Platforms	Good Governance and Compliance	2 000 000	2 000 000	2 500 000	6 500 000
Corporate Services	Information and Communications Technology (ICT)	Upgrading Communication Network	Safe Valley	1 500 000	2 250 000	1 100 000	4 850 000
Corporate Services	Properties and Municipal Building Maintenance	Airconditioners	Dignified Living	200 000	-	-	200 000
Corporate Services	Properties and Municipal Building Maintenance	Furniture, Tools & Equipment: Property Management	Good Governance and Compliance	-	250 000	500 000	750 000
Corporate Services	Properties and Municipal Building Maintenance	Kayamandi: Upgrading of Makapula Hall	Dignified Living	500 000	-	-	500 000
Corporate Services	Properties and Municipal Building Maintenance	La Motte Fire Station	Safe Valley	100 000		-	100 000
Corporate Services	Properties and Municipal Building Maintenance	Structural Improvement: General	Valley of Possibility	-	-	2 000 000	2 000 000
Corporate Services	Properties and Municipal Building Maintenance	Structural Maintenance/Upgrade: Beltana	Valley of Possibility	30 000 000	-	-	30 000 000
Corporate Services	Properties and Municipal Building Maintenance	Structural Upgrade: Heritage Building	Valley of Possibility	400 000	1 500 000	-	1 900 000
Corporate Services	Properties and Municipal Building Maintenance	Traffic Offices	Safe Valley	1 000 000	7 000 000	7 000 000	15 000 000
Corporate Services	Properties and Municipal Building Maintenance	Upgrading and conversion of Fire House to a Training Centre	Good Governance and Compliance	-	400 000	1 500 000	1 900 000
Corporate Services	Properties and Municipal Building Maintenance	Upgrading Fencing	Safe Valley	300 000	500 000	500 000	1 300 000
Corporate Services	Properties and Municipal Building Maintenance	Upgrading of New Office Space: Ryneveld Street	Valley of Possibility	1 600 000	-	-	1 600 000
Corporate Services	Properties and Municipal Building Maintenance	Upgrading of Office Space: Community Services (Urban Forestry)	Good Governance and Compliance	1 000 000		80 000	1 080 000
Corporate Services	Properties and Municipal Building Maintenance	Upgrading: Admin Building and Community Halll	Valley of Possibility	2 250 000	250 000	-	2 500 000
Corporate Services	Properties and Municipal Building Maintenance	Upgrading: Law Enforcement Offices	Safe Valley	2 500 000	2 500 000	-	5 000 000
Corporate Services	Properties and Municipal Building Maintenance	Upgrading: Main Office Complex	Valley of Possibility	250 000	5 000 000	10 000 000	15 250 000
Total Corporate Services				**52 100 000**	**31 150 000**	**31 180 000**	**114 430 000**
Community and Protection Services	Cemeteries	Calcatta Memorial Park	Dignified Living	3 043 478	-	-	3 043 478
Community and Protection Services	Cemeteries	Vehicle Fleet: Cemeteries	Good Governance and Compliance	1 000 000	1 000 000	-	2 000 000
Community and Protection Services	Community Development	Furniture, Tools & Equipment: Comm Development	Good Governance and Compliance	50 000	60 000	70 000	180 000
Community and Protection Services	Community Development	Upgrading: Early Childhood Development Centres on Municipal Land	Good Governance and Compliance	2 173 913	2 608 696	6 500 000	11 282 609
Community and Protection Services	Community Services: Library Services	Furniture, Tools & Equipment: Pniel Library	Good Governance and Compliance	-	35 000	20 000	55 000
Community and Protection Services	Community Services: Library Services	Furniture, Tools and Equipment: Kayamandi	Good Governance and Compliance	-	10 000	-	10 000
Community and Protection Services	Community Services: Library Services	Library Books	Good Governance and Compliance	200 000	210 000	21 000	431 000
Community and Protection Services	Community Services: Library Services	Vehicles	Good Governance and Compliance	-	300 000	-	300 000
Community and Protection Services	Director: Community & Protection Services	Furniture, Tools & Equipment : Protection Services	Good Governance and Compliance	-	400 000	-	400 000
Community and Protection Services	Disaster Management	Re tarring of the Stellenbosch fire station drill yard	Safe Valley	1 000 000	1 000 000	-	2 000 000
Community and Protection Services	Disaster Management	Vehicle fleet: Disaster Management	Safe Valley	-	5 000 000	-	5 000 000
Community and Protection Services	Environmental Management: Implementation	Furniture, Tools & Equipment: Air and Noise Control	Good Governance and Compliance	-	-	150 000	150 000
Community and Protection Services	Environmental Management: Implementation	Furniture, Tools & Equipment: Environmental Management	Good Governance and Compliance	200 000	-	250 000	450 000
Community and Protection Services	Environmental Management: Urban Forestry	Design and implement electronic Urban Forestry management tool	Green and Sustainable Valley	-	500 000	-	500 000

Directorate	Department	Project name	Strategic Objectives	Final Budget 2026/27	Final Budget 2027/28	Final Budget 2028/29	Total MTREF
Community and Protection Services	Environmental Management: Urban Forestry	Fencing :Urban Forestry	Good Governance and Compliance	1 500 000	-	-	1 500 000
Community and Protection Services	Environmental Management: Urban Forestry	Furniture, Tools & Equipment: Urban Forestry	Good Governance and Compliance	-	2 000 000	1 000 000	3 000 000
Community and Protection Services	Environmental Management: Urban Forestry	Specialized equipment: Urban Forestry	Good Governance and Compliance	-	2 500 000	-	2 500 000
Community and Protection Services	Environmental Management: Urban Forestry	Vehicle Fleet : Urban Foestry	Good Governance and Compliance	1 200 000	-	-	1 200 000
Community and Protection Services	Fire and Rescue Services	Fire Station - Jamestown	Safe Valley	7 000 000	3 650 000	13 826 675	24 476 675
Community and Protection Services	Fire and Rescue Services	Furniture, Tools & Equipment: Fire	Good Governance and Compliance	500 000	100 000	1 000 000	1 600 000
Community and Protection Services	Fire and Rescue Services	Rescue equipment	Safe Valley	1 000 000	-	1 000 000	2 000 000
Community and Protection Services	Fire and Rescue Services	Specialized Vehicles: Fire	Safe Valley	-	-	3 000 000	3 000 000
Community and Protection Services	Fire and Rescue Services	Vehicle fleet: Fire Services	Safe Valley	-	1 000 000	-	1 000 000
Community and Protection Services	Halls	Furniture, Tools & Equipment: Halls	Good Governance and Compliance	200 000	250 000	250 000	700 000
Community and Protection Services	Halls	Upgrading of Halls	Dignified Living	1 000 000	500 000	500 000	2 000 000
Community and Protection Services	Halls	Vehicle Fleet: Halls	Good Governance and Compliance	500 000	500 000	-	1 000 000
Community and Protection Services	Law Enforcement and Security	Furniture, Tools & Equipment: Law Enforcement	Good Governance and Compliance	-	200 000	200 000	400 000
Community and Protection Services	Law Enforcement and Security	Install and Upgrade CCTV/ LPR Cameras In WC024	Safe Valley	2 500 000	2 500 000	3 000 000	8 000 000
Community and Protection Services	Law Enforcement and Security	Install Computerized Access Security Systems and CCTV Cameras At Municipal Buildings	Safe Valley	2 000 000	1 500 000	1 500 000	5 000 000
Community and Protection Services	Law Enforcement and Security	K9 Unit	Safe Valley	869 565	-	-	869 565
Community and Protection Services	Law Enforcement and Security	Law Enforcement Tools and Equipment	Safe Valley	1 500 000	750 000	750 000	3 000 000
Community and Protection Services	Law Enforcement and Security	Neighborhood Watch Safety equipment	Safe Valley	500 000	500 000	500 000	1 500 000
Community and Protection Services	Law Enforcement and Security	Security Upgrades	Safe Valley	-	250 000	250 000	500 000
Community and Protection Services	Law Enforcement and Security	Vehicle Fleet: Law Enforcement	Good Governance and Compliance	3 000 000	3 000 000	3 000 000	9 000 000
Community and Protection Services	Parks and Cemeteries	Beautification of Parks and Cemeteries	Green and Sustainable Valley	5 865 261	1 869 565	2 000 000	9 734 826
Community and Protection Services	Parks and Cemeteries	Fencing :Parks and Gardens	Safe Valley	1 869 565	869 565	1 000 000	3 739 130
Community and Protection Services	Parks and Cemeteries	Furniture, Tools & Equipment: Parks & Cemetries	Good Governance and Compliance	300 000	200 000	500 000	1 000 000
Community and Protection Services	Parks and Cemeteries	Purchase of Specialised Vehicles	Good Governance and Compliance	1 200 000	-	-	1 200 000
Community and Protection Services	Parks and Cemeteries	Upgrading of Parks	Green and Sustainable Valley	200 000	-	500 000	700 000
Community and Protection Services	Parks and Cemeteries	Urban Greening: Beautification: Main Routes and Tourist Routes	Green and Sustainable Valley	200 000	200 000	200 000	600 000
Community and Protection Services	Parks and Cemeteries	Vehicle Fleet: Parks & Cemeteries	Good Governance and Compliance	-	1 000 000	-	1 000 000
Community and Protection Services	Sports Grounds and Picnic Sites	Fencing: Sport Grounds (WC024)	Safe Valley	1 300 000	500 000	500 000	2 300 000
Community and Protection Services	Sports Grounds and Picnic Sites	Furniture, Tools & Equipment: Sports	Good Governance and Compliance	350 000	400 000	400 000	1 150 000
Community and Protection Services	Sports Grounds and Picnic Sites	Installation of cricket nets	Dignified Living	250 000	150 000	150 000	550 000
Community and Protection Services	Sports Grounds and Picnic Sites	Jonkershoek Picnic Site	Valley of Possibility	300 000	200 000	200 000	700 000
Community and Protection Services	Sports Grounds and Picnic Sites	Recreational Equipment Sport	Valley of Possibility	100 000	300 000	300 000	700 000
Community and Protection Services	Sports Grounds and Picnic Sites	Re-Surface of Netball/Tennis Courts	Valley of Possibility	400 000	400 000	500 000	1 300 000
Community and Protection Services	Sports Grounds and Picnic Sites	Specialized Vehicles: Sports	Dignified Living	700 000	1 200 000	1 200 000	3 100 000
Community and Protection Services	Sports Grounds and Picnic Sites	Upgrade of Sport Facilities	Dignified Living	3 200 000	3 700 000	4 200 000	11 100 000
Community and Protection Services	Traffic Services	Furniture, Tools & Equipment: Traffic Services	Good Governance and Compliance	350 000	200 000	-	550 000
Community and Protection Services	Traffic Services	Replacement of vehicles	Safe Valley	2 500 000	2 500 000	-	5 000 000

Directorate	Department	Project name	Strategic Objectives	Final Budget 2026/27	Final Budget 2027/28	Final Budget 2028/29	Total MTREF
Community and Protection Services	Traffic Services	Specialized Vehicles: Traffic	Good Governance and Compliance	-	3 000 000	-	3 000 000
Community and Protection Services	Traffic Services	Traffic Fleet	Safe Valley	1 500 000	1 500 000	1 500 000	4 500 000
Total Community and Protection Services				**51 521 782**	**48 512 826**	**49 937 675**	**149 972 283**
Financial Services	Financial Management Services	Furniture, Tools & Equipment: FS	Good Governance and Compliance	100 000	90 000	100 000	290 000
Financial Services	Financial Management Services	Furniture, Tools & Equipment: Rev n Exp	Good Governance and Compliance	150 000	80 000	75 000	305 000
Financial Services	Financial Management Services	Furniture, Tools & Equipment: SCM	Good Governance and Compliance	150 000	80 000	75 000	305 000
Financial Services	Financial Management Services	Vehicle Fleet: FMS	Good Governance and Compliance	2 500 000	1 000 000	-	3 500 000
Financial Services	Financial Management Stores	Upgrade Municipal Stores	Good Governance and Compliance	1 000 000	1 000 000	-	2 000 000
Total Financial Services				**3 900 000**	**2 250 000**	**250 000**	**6 400 000**
Grand Total				**579 301 851**	**610 030 198**	**520 771 404**	**1 710 103 453**

ANNEXURE B

STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Performance Agreement

2026/27

Municipal Manager

PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN
STELLENBOSCH MUNICIPALITY AS HEREBY REPRESENTED BY:

THE EXECUTIVE MAYOR
Cllr Jeremy Fasser
(herein and after referred to as the Employer**)**

AND

MUNICIPAL MANAGER
Ms Geraldine Mettler
(herein and after referred to as the Employee**)**

FOR THE FINANCIAL YEAR:

01 JULY 2026 – 30 JUNE 2027

Municipal Manager
Ms Geraldine Mettler

Executive Mayor:
Cllr Jeremy Fasser

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Municipal Manager
Ms Geraldine Mettler

Executive Mayor:
Cllr Jeremy Fasser

1. INTRODUCTION

1.1 The Employer, duly represented by **Cllr Jeremy Fasser** in his capacity as the Executive Mayor, has entered into a contract of employment with the Employee, **Ms Geraldine Mettler**, in terms of section 57(1)(a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The Employer and the Employee are hereinafter referred to as "the Parties";

1.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the Parties to conclude an annual performance agreement;

1.3 The Parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will promote local government policy goals;

1.4 The Parties wish to ensure that there is compliance with Sections 57(4B) and 57(5) of the Systems Act;

1.5 In this Agreement, the following terms will have the meaning ascribed thereto:

1.5.1 "this Agreement" – means the performance agreement between the Employer and the employee and the Annexures thereto;

1.5.2 "the Executive Mayor" – means the **Executive Mayor** elected in terms of Section 55 of the Local Government: Municipal Structures Act 117 of 1998 ("the Structures Act") as represented by its chairperson, the Executive Mayor;

1.5.3 "the Employee" means the **Municipal Manager** appointed in terms of Section 54(A) and 56 of the Systems Act;

1.5.4 "the Employer" means **Stellenbosch Municipality**; and

1.5.5 "the Parties" means the Employer and Employee.

2. PURPOSE OF THIS AGREEMENT

2.1 To comply with the provisions of Section 57(1)(b), (4B) and (5) of the Systems Act as well as the Contract of Employment entered into between the Parties;

2.2 To specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance targets and accountabilities;

2.3 To specify accountabilities as set out in the Performance Plan (Annexure A);

2.4 To monitor and measure performance against set targeted outputs and outcomes;

2.5 To establish a transparent and accountable working relationship;

2.6 To appropriately reward the employee in accordance with section 11 of this agreement; and

2.7 To give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining improved service delivery.

3. COMMENCEMENT AND DURATION

3.1 This Agreement will commence on **01 July 2026** and will remain in force until **30 June 2027,** whereafter a new Performance Agreement shall be concluded between the parties for the next financial year or any portion thereof;

3.2 The Parties will conclude a new Performance Agreement that replaces this Agreement at least once a year by not later than 31 July of the succeeding financial year;

3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason; and

3.4 The content of this Agreement may be revised at any time during the abovementioned period to determine the current applicability of the matters previously agreed upon.

4. PERFORMANCE OBJECTIVES

4.1 The Performance Plan (Annexure A) sets out –

4.1.1 The performance objectives and targets that must be met by the Employee;

4.1.2 The time frames within which those performance objectives and targets must be met; and

4.1.3 The core competency requirements (Annexure B – definitions) as the management skills regarded as critical to the position held by the Employee.

4.2 The performance objectives and targets reflected in Annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Employer, and shall include:

4.2.1 Key objectives that describe the main tasks that need to be done;

4.2.2 Key performance indicators (KPIs) that provide the details of the evidence that must be provided to show that a key objective has been achieved;

4.2.3 Target dates that describe the timeframe in which the targets must be achieved; and

4.2.4 Weightings showing the relative importance of the key objectives to each other.

4.3 The Personal Development Plan (Annexure C) sets out the Employee's personal development requirements in line with the objectives and targets of the Employer; and

4.4 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

5. PERFORMANCE MANAGEMENT SYSTEM

5.1 The Employee agrees to participate in the performance management system that the Employer has adopted for the employees of the Employer;

5.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the employees and service providers in performing to the standards required;

5.3 The Employer will consult the Employee about the specific performance standards and targets that will be included in the performance management system applicable to the Employee;

5.4 The Employee undertakes to actively focus on the promotion and implementation of the Strategic Focus Areas (SFAs) (including special projects relevant to the employee's responsibilities) within the local government framework;

5.5 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, SFAs and Competency Framework requirements as per the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, both of which shall be contained in the Performance Agreement;

5.6 The Employee's assessment will be based on his performance in terms of the outputs / outcomes (KPIs) identified as per the attached Performance Plan (Annexure A), which are linked to the SFAs applicable to the Employee and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee.

Table 1: Strategic Focus Areas

Strategic Focus Areas
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

5.7 The competency requirements for senior managers as per Regulation 9 of Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers will make up the other 20% of the Employee's assessment score. The competencies will be assessed every six (6) months (January and July).

Table 2: Leading and Core Competencies

Leading and Core Competencies		
1.	Strategic direction and leadership	• Impact and influence • Institutional performance management • Strategic planning and management • Organisational awareness
2.	People management	• Human capital planning and development • Diversity management • Employee relations management • Negotiation and dispute management
3.	Programme and project management	• Programme and project planning and implementation • Service delivery management • Programme and project monitoring and evaluation
4.	Financial management	• Budget planning and execution • Financial strategy and delivery • Financial reporting and delivery
5.	Change leadership	• Change vision and strategy • Process design and improvement • Change impact monitoring and evaluation
6.	Governance leadership	• Policy formulation • Risk and compliance management • Cooperative Governance
7.	Moral competence	• Core Competency
8.	Planning and organising	• Core Competency
9.	Analysis and innovation	• Core Competency
10.	Knowledge and information management	• Core Competency
11.	Communication	• Core Competency
12.	Results and quality focus	• Core Competency

6. PERFORMANCE ASSESSMENT

6.1 The Performance Plan (Annexure A) to this Agreement sets out –

6.1.1 The standards and procedures for evaluating the Employee's performance; and

6.1.2 The intervals for the evaluation of the Employee's performance.

6.2 Despite the establishment of agreed intervals for evaluation, the Employer may, in addition, review the Employee's performance at any stage while the contract of employment remains in force;

.....
Municipal Manager
Ms Geraldine Mettler

.....
Executive Mayor:
Cllr Jeremy Fasser

6.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan, as well as the actions agreed to, and implementation must take place within set time frames;

6.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan (IDP) as described in 6.6 – 6.12 below;

6.5 The Employee will submit quarterly performance reports (SDBIP) and a comprehensive annual performance report at least one week before the performance assessment meetings to the Evaluation Panel Chairperson for distribution to the panel members for preparation purposes;

6.6 Assessment of the achievement of results as outlined in the performance plan:

6.6.1 Each KPI or group of KPIs shall be assessed according to the extent to which the specified standards or performance targets have been met, and with due regard to ad-hoc tasks that had to be performed under the KPI;

6.6.2 A rating on the five-point scale shall be provided for each KPI or group of KPIs, which will then be multiplied by the weighting to calculate the final score;

6.6.3 The Employee will submit their self-evaluation to the Employer before the formal assessment;

6.6.4 In the instance where the employee could not perform due to reasons outside the control of the employer and employee, the KPI will not be considered during the evaluation. The employee should provide sufficient evidence in such instances; and

6.6.5 An overall score will be calculated based on the total of the scores calculated above.

6.7 Assessment of the Competencies:

6.7.1 Each Competency shall be assessed in terms of the description provided in (Annexure B);

6.7.2 A rating shall be provided for each Competency, which will then be multiplied by the weighting to calculate the final score; and

6.7.3 An overall score will be calculated based on the total of the scores calculated above.

6.8 Overall rating

6.8.1 An overall rating is calculated by adding the overall scores as calculated in 6.6.5 and 6.7.3 above; and

6.8.2 Such an overall rating represents the outcome of the performance appraisal.

6.9 The assessment of the performance of the Employee will be based on the following rating scales for SFAs and Competencies respectively:

6.9.1 Rating scale for SFAs - as mentioned in paragraph 5.6:

Table 3: Performance rating scale

Level	Terminology	Description
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators, and fully achieved all others throughout the year.
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has achieved effective results against all significant performance criteria and indicators specified in the PA and Performance Plan.
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against more than half of the key performance criteria and indicators as specified in the PA and Performance Plan.
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against almost all the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.

6.9.2 Rating scale for Competencies -as mentioned in paragraph 5.7:

Table 4: Rating scale for Competencies

Level	Achievement Levels	Description
5	Superior	Has a comprehensive understanding of local government operations, critical in shaping strategic direction and change, develops, and applies comprehensive concepts and methods
4	Advanced	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in-depth analyses

SM
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Municipal Manager
Ms Geraldine Mettler

.....
Executive Mayor:
Cllr Jeremy Fasser

Level	Achievement Levels	Description
3	Competent	Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analyses
2	Basic	Applies basic concepts, methods, and understanding of local government operations, but requires supervision and development intervention
1	Sub Standard	Applies little to no basic concepts, methods, and understanding of local government operations.

6.10 For purposes of evaluating the performance of the Employee for the year-end reviews, an evaluation panel constituted of the following persons will be established–

6.10.1 Executive Mayor;

6.10.2 Mayor from another municipality;

6.10.3 Chairperson of the Performance Audit Committee or, in his / her absence thereof, the Chairperson of the Audit Committee; and

6.10.4 The Member of the Mayoral Committee (Portfolio Chairperson).

6.10.5 A Member of a ward committee as nominated by the Executive Mayor.

6.11 The Executive Mayor will evaluate the performance of the Employee as at the end of the 1st, and 3rd quarters; and

6.12 The Executive Mayor will give performance feedback to the Employee within five (5) working days after each quarterly and annual assessment meeting.

7. SCHEDULE FOR PERFORMANCE REVIEWS

7.1 The performance of the Employee in relation to his performance agreement shall be reviewed on the following dates.

Table 5: Schedule for performance reviews

Quarter	Review Period	Review to be completed by
1	July – September	October / November 2026 (Informal)
2	October – December	January / February 2027 (Formal)
3	January – March	April / May 2027 (Informal)
4	April – June	After the receipt of the AGSA's Management Report

7.2 The Employer shall keep a record of the mid-year and year-end assessment meetings;

7.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance;

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Municipal Manager
Ms Geraldine Mettler

.....
Executive Mayor:
Cllr Jeremy Fasser

7.4 The Employer will be entitled to review and make reasonable changes to the provisions of Annexure A from time to time for operational reasons. The Employee will be fully consulted before any such change is made; and

7.5 The Employer may amend the provisions of Annexure A whenever the performance management system is adopted, implemented, and / or amended, as the case may be. In that case, the Employee will be fully consulted before any such change is made.

8. DEVELOPMENTAL REQUIREMENTS

8.1 The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure C. Such a Plan may be implemented and / or amended as the case may be after each assessment. In that case, the Employee will be fully consulted before any such change or plan is made.

9. OBLIGATIONS OF THE EMPLOYER

9.1 The Employer shall-

9.1.1 Create an enabling environment to facilitate effective performance by the Employee;

9.1.2 Provide access to skills development and capacity-building opportunities;

9.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact the performance of the Employee;

9.1.4 On the request of the Employee, delegate such powers reasonably required by the Employee to enable him to meet the performance objectives and targets established in terms of this Agreement; and

9.1.5 Make available to the Employee such resources as the Employee may reasonably require from time to time, assisting him to meet the performance objectives and targets established in terms of this Agreement.

10. CONSULTATION

10.1 The Employer agrees to consult the Employee timeously where the exercising of its powers will have amongst others-

10.1.1 A direct effect on the performance of any of the Employee's functions;

10.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer; and

10.1.3 A substantial financial effect on the Employer.

10.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in clause 12.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

11. REWARD

11.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance;

11.2 The payment of the performance bonus is determined by the performance score obtained during the 4th quarter and as informed by the quarterly performance assessments;

11.3 A performance bonus of between 5% to 14% of the all-inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance to be constituted as follows:

Table 6: Performance bonus calculations

Performance Rating		Bonus Calculation
0% - 64%	Poor Performance	0% of the total package
65% - 69%	Average Performance	5% of the total package
70% - 74%	Fair Performance	9% of the total package
75% - 79%	Good Performance	11% of the total package
80% - 100%	Excellent Performance	14% of the total package

11.4 In the event of the Employee terminating his services during the validity period of this Agreement, the Employee's performance will be evaluated for the portion during which he / she was employed, and he / she will be entitled to a pro-rata performance bonus based on his evaluated performance for the period of actual service; and

11.5 The Employer will submit the total score of the annual assessment and of the Employee to the full Council for the purpose of recommending the bonus allocation.

12. MANAGEMENT OF EVALUATION OUTCOMES

12.1 Where the Employer is, at any time during the Employee's employment, not satisfied with the Employee's performance with respect to any matter dealt with in this Agreement, the Employer will give notice to the Employee to attend a meeting;

12.2 The Employee will have the opportunity at the meeting to satisfy the Employer of the measures being taken to ensure that his performance becomes satisfactory and any programme, including any dates, for implementing these measures;

12.3 Where there is a dispute or difference as to the performance of the Employee under this Agreement, the Parties will confer with a view to resolving the dispute or difference; and

12.4 In the case of unacceptable performance, the Employer shall –

12.4.1 Provide systematic remedial or developmental support to assist the Employee to improve his performance; and

12.4.2 After appropriate performance counselling and having provided the necessary guidance and / or support as well as a reasonable time for improvement in performance, the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his or her duties.

13. DISPUTE RESOLUTION

13.1 If the Employee is dissatisfied with any decision or action of the Employer in terms of this Agreement, or where a dispute or difference arises as to the extent to which the Employee has achieved the performance objectives and targets established in terms of this Agreement, the Employee may, within 3 (three) business days, meet with the Employer with a view to resolving the issue. The Employer will record the outcome of the meeting in writing;

13.2 If the Parties cannot resolve the issues within 10 (ten) business days, an independent arbitrator, acceptable to both parties, shall be appointed to resolve the matter within 30 (thirty) business days; and

13.3 If the mediation process contemplated above fails, the relevant clause of the Contract of Employment, together with the relevant laws and regulations, shall apply.

14. GENERAL

14.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer; and

14.2 Nothing in this agreement diminishes the obligations, duties, or accountabilities of the Employee in terms of his contract of employment, or the effects of existing or new regulations, circulars, policies, directives, or other instruments.

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Municipal Manager
Ms Geraldine Mettler

.....
Executive Mayor:
Cllr Jeremy Fasser

Thus, done and signed at Stellenbosch on the 24th day of June 2026.

MUNICIPAL MANAGER

AS WITNESSES:

1.

2.

Thus, done and signed at Stellenbosch on the 24th day of June 2026.

EXECUTIVE MAYOR

AS WITNESSES:

1.

2.

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Annexure A
Performance Plan

MUNICIPAL MANAGER

Municipal Manager
Ms Geraldine Mettler

Executive Mayor:
Cllr Jeremy Fasser

The Performance Plan sets out:

a) Key Performance Areas that the employee should focus on, performance objectives, key performance indicators and targets that must be met within a specific timeframe; and

b) The Competencies required from employees are prescribed in the Regulations on the appointment and conditions of employment of senior managers, R21 of 2014.

KEY PERFORMANCE INDICATORS

The key performance areas, performance objectives, key performance indicators and targets that must be met within the agreed timeframe are described below. The assessment of these performance indicators will account for 80% (**eighty per cent)** of the total employee assessment score.

Part 1: Implementation of Service Delivery and Budget Implementation Plan (80%)

MUNICIPAL MANAGER													
IDP / Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Director: Corporate Services	Percentage of indicators of the Director: Corporate Services achieved, measured quarterly	Outcome	77.08%	80% per annum	80%	SM	80%	80%	80%	80%	5
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Chief Financial Officer (CFO)	Percentage of indicators of the CFO achieved, measured quarterly	Outcome	89.38%	80% per annum	80%	SM	80%	80%	80%	80%	5

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MUNICIPAL MANAGER													
IDP / Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Director: Planning and Economic Development	Percentage of indicators of the Director: Planning and Economic Development achieved, measured quarterly	Outcome	78%	80% per annum	80%	SM	80%	80%	80%	80%	5
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Director: Infrastructure Services	Percentage of indicators of the Director: Infrastructure Services achieved, measured quarterly	Outcome	76.75%	80% per annum	80%	SM	80%	80%	80%	80%	5
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Director: Community and Protection Services	Percentage of indicators of the Director: Community and Protection Services achieved, measured quarterly	Outcome	68.75%	80% per annum	80%	SM	80%	80%	80%	80%	5
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Section: Internal Audit	Percentage of indicators of the Section: Internal Audit achieved, measured quarterly	Outcome	93.50%	80% per annum	80%	SM	80%	80%	80%	80%	3
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Section: IDP/PMS/PP	Percentage of indicators of the Section: IDP/PMS/PP achieved, measured quarterly	Outcome	89.50%	80% per annum	80%	SM	80%	80%	80%	80%	3
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Section: Communication	Percentage of indicators of the Section: Communication achieved, measured quarterly	Outcome	100%	80% per annum	80%	SM	80%	80%	80%	80%	3
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Section: Risk Management	Percentage of indicators of the Section: Risk Management achieved, measured quarterly	Outcome	100%	80% per annum	80%	SM	80%	80%	80%	80%	3

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IDP / Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Section: Office of the Municipal Manager	Percentage of indicators of the Section: Office of the Municipal Manager achieved, measured quarterly	Outcome	100%	80% per annum	80%	SM	80%	80%	80%	80%	3
KPI044	SFA 5: Good Governance and Compliance	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	Outcome	75%	50% per annum	50%	SM	N/A	N/A	N/A	50%	3
KPI048	SFA 5: Good Governance and Compliance	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	Output	1	1 per annum	1	SM	N/A	N/A	N/A	1	2
KPI049	SFA 5: Good Governance and Compliance	Submission of the Auditor General of South Africa (AGSA) Audit Action Plan (AAP) to the Audit and Performance Audit Committee (APAC)	Number of AGSA Audit Action Plans submitted to the APAC by 31 March	Output	1	1 per annum	1	SM	N/A	N/A	1	N/A	2
KPI050	SFA 5: Good Governance and Compliance	Submission of the revised Strategic Risk Register (SRR) to the Ethics, Risk, and Fraud Management Committee	Number of revised SRRs submitted to the Ethics, Risk, and Fraud Management Committee by 30 June	Output	1	1 per annum	1	SM	N/A	N/A	N/A	1	2
KPI053	SFA 5: Good Governance and Compliance	Submission of the draft Integrated Development Plan (IDP) to the Council	Number of draft IDPs submitted to the Council by 31 March	Output	1	1 per annum	1	SM	N/A	N/A	1	N/A	3
KPI054	SFA 5: Good Governance and Compliance	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	Output	1	1 per annum	1	SM	1	N/A	N/A	N/A	2

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MUNICIPAL MANAGER													
IDP / Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Conclude performance agreements with the Chief Financial Officer (CFO) and Directors	Number of performance agreements with the CFO and Directors concluded by 31 July	Output	5	5 per annum	5	SM	5	N/A	N/A	N/A	2
TBC	SFA 5: Good Governance and Compliance	Conclude performance plans with all identified personnel	Number of performance plans with all identified personnel concluded by 30 July	Output	5	6 per annum	6	SM	6	N/A	N/A	N/A	2
TBC	SFA 5: Good Governance and Compliance	Conduct annual performance evaluations with the Chief Financial Officer (CFO) and Directors	Number of annual performance evaluations with the CFO and Directors conducted by 28 February	Output	10	6 per annum	6	SM	N/A	N/A	5	N/A	2
TBC	SFA 5: Good Governance and Compliance	Conduct mid-year performance evaluations with the Chief Financial Officer (CFO) and Directors	Number of mid-year performance evaluations conducted with the Chief Financial Officer (CFO) and Directors by 28 February	Output	New KPI	6 per annum	6	SM	N/A	N/A	5	N/A	2
TBC	SFA 5: Good Governance and Compliance	Conduct annual performance evaluations with all identified personnel	Number of annual performance evaluations conducted with all identified personnel by 31 August	Output	11	6 per annum	6	SM	6	N/A	N/A	N/A	2
TBC	SFA 5: Good Governance and Compliance	Conduct mid-year performance evaluations with all identified personnel	Number of mid-year performance evaluations conducted with all identified personnel by 31 January	Output	New KPI	6 per annum	6	SM	N/A	N/A	6	N/A	1
TBC	SFA 5: Good Governance and Compliance	Facilitation of Strategic Management meetings	Number of Strategic Management meetings facilitated per month	Output	39	20 per annum	20	SM	5 (5)	5 (10)	5 (15)	5 (20)	2
TBC	SFA 5: Good Governance and Compliance	Implementation of the Directors Forum resolutions	Percentage of the Directors Forum Resolutions implemented, measured quarterly	Output	85.36%	80% per annum	80%	SM	80%	80%	80%	80%	2

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MUNICIPAL MANAGER													
IDP / Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Spend the Office of the Municipal Manager's approved Capital Budget	Percentage of the approved Capital Budget of the Office of the Municipal Manager actually spent by 30 June	Input	100%	90% per annum	90%	SM	10%	30%	60%	90%	3
TBC	SFA 5: Good Governance and Compliance	Develop an Annual Departmental Risk Register	Number of Annual Departmental Risk Registers developed by 31 July	Output	1	1 per annum	1	SM	1	N/A	N/A	N/A	1
TBC	SFA 5: Good Governance and Compliance	Evaluation of the Departmental Risk Register	Number of Departmental Risk Registers evaluated by 31 May	Output	2	2 per annum	2	SM	N/A	1 (1)	N/A	1 (2)	1
TBC	SFA 5: Good Governance and Compliance	Implementation of the Council resolutions	Percentage of the Council resolutions implemented, measured quarterly	Output	92.33%	70% per annum	70%	SM	70%	70%	70%	70%	2
TBC	SFA 5: Good Governance and Compliance	Submission of a combined assurance report to the Council	Number of combined assurance reports submitted to the Council by 30 September	Output	1	1 per annum	1	SM	1	N/A	N/A	N/A	1
TBC	SFA 5: Good Governance and Compliance	Implementation of the Directorate's actions as per the Audit General of South Africa (AGSA) Audit Action Plan	Percentage of the Directorate's actions as per the AGSA Audit Action Plan implemented by 30 June	Output	100%	100% per annum	100%	SM	N/A	N/A	50%	100%	1
TBC	SFA 5: Good Governance and Compliance	Attend Universal Access Policy meetings	Number of Universal Access Policy meetings attended, measured quarterly	Output	New KPI	4 per annum	4	SM	1 (1)	1 (2)	1 (3)	1 (4)	1

Municipal Manager
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MUNICIPAL MANAGER													
IDP / Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator Type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Submission of personal development plans (PDPs) of identified personnel to the Sub-section: Skills Development	Number of personal PDPs of identified personnel submitted to the Sub-section: Skills Development by 30 September	Output	New KPI	6 per annum	6	SM	6	N/A	N/A	N/A	1
												Total	80

Municipal Manager
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Executive Mayor:
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Part 2: Competency Requirements (20%)

Ref	Leading and Core Competencies	(January) 1st Assessment	(July) Final Assessment	Weights	Comments
2.1	**Strategic direction and leadership**			**1.66%**	
2.2	**People management**			**1.66%**	
2.3	**Programme and project management**			**1.66%**	
2.4	**Financial management**			**1.66%**	
2.5	**Change leadership**			**1.67%**	
2.6	**Governance leadership**			**1.67%**	
2.7	**Moral competence**			**1.67%**	
2.8	**Planning and organising**			**1.67%**	
2.9	**Analysis and innovation**			**1.67%**	
2.10	**Knowledge and information management**			**1.67%**	
2.11	**Communication**			**1.67%**	
2.12	**Results and quality focus**			**1.67%**	
Total				**20%**	

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Annexure B
Competency Framework

MUNICIPAL MANAGER

Municipal Manager
Ms Geraldine Mettler

Executive Mayor:
Cllr Jeremy Fasser

CLUSTER:	**LEADING COMPETENCIES**
COMPETENCY NAME:	**Strategic Direction and Leadership**
COMPETENCY DEFINITION:	**Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate.**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Understand Institutional and departmental strategic objectives, but • lacks the ability to inspire others to achieve set mandate.	• Give direction to a team in realising the institution's strategic mandate and set objectives.	• Evaluate all activities to determine value and alignment to strategic intent.	• Structure and position the institution to local government priorities.
• Describe how specific tasks link to institutional strategies but have limited influence in directing a strategy.	• Has a positive impact and influence on the morale, engagement and participation of team members.	• Display in-depth knowledge and understanding of strategic planning.	• Actively use in-depth knowledge and understanding to develop and implement a comprehensive institutional framework.
• Has a basic understanding of institutional performance management, but lacks the ability to integrate systems into a collective whole.	• Develop action plans to execute and guide strategy.	• Align strategy and goals across all functional areas.	• Hold self-accountable for strategy execution and results.
	• Assist in defining performance measures to monitor the progress and effectiveness of the institution.	• Actively define performance measures to monitor the progress and effectiveness of the institution.	• Provide impact and influence through building and maintaining strategic relationships.
	• Displays an awareness of institutional structures and political factors.	• Consistently challenge strategic plans to ensure relevance.	• Create an environment that facilitates loyalty and innovation. Display a superior level of self-discipline and integrity in actions.
• Demonstrate basic understanding of key decision making.	• Effectively communicate barriers to execution to relevant parties.	• Understand institutional structures and political factors, and the consequences of actions.	• Integrate various systems into a collective whole to optimise institutional performance management.
	• Provide guidance to all stakeholders in the achievement of the strategic mandate.	• Empower others to follow the strategic direction and deal with complex situations.	
	• Understand the aim and objectives of the institution and relate it to own work.	• Guide the institution through complex and ambiguous concern. • Use understanding of power relationships and dynamic tensions among key players to frame communications and develop strategies, positions and alliances.	• Uses understanding of competing interests to maneuver successfully to a win / win outcome.

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Municipal Manager
Ms Geraldine Mettler

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Executive Mayor:
Cllr Jeremy Fasser

CLUSTER:	LEADING COMPETENCIES		
COMPETENCY NAME:	**People Management**		
COMPETENCY DEFINITION:	**Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives.**		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
• Participate in team goal-setting and problem-solving.	• Seek opportunities to increase team contribution and responsibility.	• Identify ineffective team and work processes and recommend remedial interventions.	• Develop and incorporate best practice people management processes, approaches and tools across the institution.
• Interact and collaborate with people of diverse backgrounds.	• Respect and support the diverse nature of others and be aware of the benefits of a diverse approach.	• Recognise and reward effective and desired behaviour.	• Foster a culture of discipline, responsibility and accountability.
	• Effectively delegate tasks and empower others to increase contribution and execute functions optimally.	• Provide mentoring and guidance to others in order to increase personal effectiveness.	• Understand the impact of diversity on performance and actively incorporate a diversity strategy in the institution.
	• Apply relevant employee legislation fairly and consistently.	• Identify development and learning needs within the team.	• Develop comprehensive integrated strategies and approaches to human capital development and management.
• Aware of guidelines for employee development, but requires support in implementing development initiatives.		• Inspire a culture of performance excellence by giving positive and constructive feedback to the team. • Achieve agreement or consensus in adversarial environments. • Lead and unite diverse teams across divisions to achieve institutional objectives.	
	• Effectively identify capacity requirements to fulfill the strategic mandate.		• Actively identify trends and predict capacity requirements to facilitate unified transition and performance management.

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Municipal Manager
Ms Geraldine Mettler

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Executive Mayor:
Cllr Jeremy Fasser

CLUSTER:	**LEADING COMPETENCIES**
COMPETENCY NAME:	**Programme and Project Management**
COMPETENCY DEFINITION:	**Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives.**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Initiate projects after approval from higher authorities.	• Establish broad stakeholder involvement and communicate the project status and key milestones.	• Manage multiple programs and balance priorities and conflicts according to institutional goals.	• Understand and conceptualise the long-term implications of desired project outcomes.
• Understand procedures of program and project management methodology, implications and stakeholder involvement.	• Define the roles and responsibilities of the project team and create clarity around expectations.	• Apply effective risk management strategies through impact assessment and resource requirements.	• Direct a comprehensive strategic macro and micro analysis and scope projects accordingly to realise institutional objectives.
• Understand the rationale of projects in relation to the institution's strategic objectives.	• Find a balance between project deadline and the quality of deliverables.	• Modify project scope and budget when required without compromising the quality and objectives of the project.	• Influence people in positions of authority to implement outcomes of projects
• Document and communicate factors and risks associated with own work.	• Identify appropriate project resources to facilitate the effective completion of the deliverables.	• Involve top-level authorities and relevant stakeholders in seeking project buy-in.	• Lead and direct translation of policy into workable action plans
• Use results and approaches of successful project implementation as a guide.	• Comply with statutory requirements and apply policies in a consistent manner. • Monitor progress and use of resources and make needed adjustments to timelines, steps and resource allocation.	• Identify and apply contemporary project management methodology • Influence and motivate the project team to deliver exceptional results. • Monitor policy implementation and apply procedures to manage risks.	• Ensures that programs are monitored to track progress and optimal resource utilisation, and that adjustments are made as needed.

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Municipal Manager
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CLUSTER:	**LEADING COMPETENCIES**
COMPETENCY NAME:	**Change Leadership**
COMPETENCY DEFINITION:	**Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community.**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Display an awareness of change interventions and the benefits of transformation initiatives.	• Perform an analysis of the change impact on the social, political and economic environment.	• Actively monitor change impact and results and convey progress to relevant stakeholders.	• Sponsor change agents and create a network of change leaders who support the interventions.
• Able to identify basic needs for change.	• Maintain calm and focus during change.	• Secure buy-in and sponsorship for change initiatives.	• Actively adapt current structures and processes to incorporate the change interventions.
• Identify gaps between the current and desired state.	• Able to assist team members during change and keep them focused on the deliverables.	• Continuously evaluate change strategy and design and introduce new approaches to enhance the institution's effectiveness.	• Mentor and guide team members on the effects of change, resistance factors and how to integrate change.
• Identify potential risks and challenges to transformation, including resistance to change factors.	• Volunteer to lead change efforts outside of own work team.	• Build and nurture relationships with various stakeholders to establish a strategic alliance in facilitating change.	
• Participate in change programs and piloting change interventions.	• Able to gain buy-in and approval for change from relevant stakeholders.	• Take the lead in impactful change programmes.	
	• Identify change readiness levels and assist in resolving resistance to change factors.	• Benchmark change interventions against best change practices.	• Motivate and inspire others around change initiatives.
• Understand the impact of change interventions on the institution within the broader scope of local government.	• Design change interventions that are aligned with the institution's strategic objectives and goals.	• Understand the impact and psychology of change and put remedial interventions in place to facilitate effective transformation. • Take calculated risks and seek new ideas from best practice scenarios and identify the potential for implementation.	

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Municipal Manager
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Executive Mayor:
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CLUSTER:	**LEADING COMPETENCIES**
COMPETENCY NAME:	**Financial Management**
COMPETENCY DEFINITION:	**Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Understand basic financial concepts and methods as they relate to institutional processes and activities	• Exhibit knowledge of general financial concepts, planning, budgeting and forecasting and how they interrelate	• Take active ownership of planning, budgeting and forecasting processes and provide credible answers to queries within own responsibility.	• Develop planning tools to assist in evaluating and monitoring future expenditure trends.
• Display awareness into the various sources of financial data, reporting mechanisms, financial governance, processes and systems	• Assess, identify and manage financial risks.	• Prepare budgets that are aligned with the strategic objectives of the institution.	• Set budget frameworks for the institution.
• Understand the importance of financial accountability	• Assume a cost-saving approach to financial management.	• Address complex budgeting and financial management concerns.	• Set strategic direction for the institution on expenditure and other financial processes.
	• Prepare financial reports based on specified formats.	• Put systems and processes in place to enhance the quality and integrity of financial management practices.	• Build and nurture partnerships to improve financial management and achieve financial savings.
	• Consider and understand the financial implications of decisions and suggestions.	• Advise on policies and procedures regarding asset control.	• Actively identify and implement new methods to improve asset control.
• Understand the importance of asset control.	• Ensure that delegation and instructions as required by National Treasury guidelines are reviewed and updated. • Identify and implement proper monitoring and evaluation practices to ensure appropriate spending against the budget.	• Promote the National Treasury's regulatory framework for Financial Management.	• Display professionalism in dealing with financial data and processes.

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Municipal Manager
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CLUSTER:	**LEADING COMPETENCIES**
COMPETENCY NAME:	**Governance Leadership**
COMPETENCY DEFINITION:	**Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships.**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Display a basic awareness of risk, compliance and governance factors but require guidance and development in implementing such requirements.	• Display a thorough understanding of governance and risk and compliance factors and implement plans to address these.	• Able to link risk initiatives into key institutional objectives and drivers.	• Demonstrate a high level of commitment in complying with governance requirements.
• Understand the structure of cooperative government, but requires guidance on fostering workable relationships between stakeholders.	• Demonstrate understanding of the techniques and processes for optimising risk-taking decisions within the institution.	• Identify, analyse and measure risk, create valid risk forecasts and map risk profiles.	• Implement governance and compliance strategy to ensure achievement of institutional objectives within the legislative framework.
		• Apply risk control methodology and approaches to prevent and reduce risk that impede on the achievement of institutional objectives.	• Able to advise local government on risk management, best practice interventions and compliance management.
		• Demonstrate a thorough understanding of risk retention plans.	• Able to forge positive relationships on a cooperative governance level to enhance the effectiveness of local government.
• Provide input into policy formulation.	• Actively drive policy formulation within the institution to ensure the achievement of objectives.	• Identify and implement comprehensive risk management systems and processes.	
		• Implement and monitor the formulation of policies, identify and analyse constraints and challenges with implementation and provide recommendations for improvement.	• Able to shape, direct and drive the formulation of policies on a macro level.

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Executive Mayor:
Cllr Jeremy Fasser

CLUSTER:	**CORE COMPETENCIES**
COMPETENCY NAME:	**Moral Competence**
COMPETENCY DEFINITION:	**Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behavior that reflects moral competence**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Realise the impact of acting with integrity, but requires guidance and development in implementing principles.	• Conduct self in alignment with the values of local government and the institution.	• Identify, develop and apply measures of self-correction.	• Create an environment conducive to moral practices.
• Follow basic rules and regulations of the institution.	• Able to openly admit own mistakes and weaknesses and seek assistance from others when unable to deliver.	• Able to gain trust and respect through aligning actions with commitments.	• Actively develop and implement measures to combat fraud and corruption.
	• Actively report fraudulent activity and corruption with the local government.	• Make proposals and recommendations that are transparent and gain the approval of relevant stakeholders.	• Set integrity standards and shared accountability measures across the institution to support the objectives of local government.
	• Understand and honour the confidential nature of matters without seeking personal gain.	• Present values, beliefs and ideas that are congruent with the institution's rules and regulations.	
• Able to identify basic moral situations, but requires guidance and development in understanding and reasoning with moral intent.		• Takes an active stance against corruption and dishonesty when noted.	
	• Able to deal with situations of conflict of interest promptly and in the best interest of local government.	• Actively promote the value of the institution to internal and external stakeholders.	• Take responsibility for own actions and decisions, even if the consequences are unfavourable.
		• Able to work in unity with a team and not seek personal gain.	
		• Apply universal moral principles consistently to achieve moral decisions.	

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Municipal Manager
Ms Geraldine Mettler

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Executive Mayor:
Cllr Jeremy Fasser

CLUSTER:	**CORE COMPETENCIES**
COMPETENCY NAME:	**Planning and Organising**
COMPETENCY DEFINITION:	**Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk.**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Able to follow basic plans and organise tasks around set objectives.	• Actively and appropriately organise information and resources required for a task.	• Able to define institutional objectives, develop comprehensive plans, integrate and coordinate activities and assign appropriate resources for successful implementation.	• Focus on broad strategies and initiatives when developing plans and actions.
• Understand the process of planning and organising, but requires guidance and development in providing detailed and comprehensive plans.	• Recognise the urgency and importance of tasks.	• Identify in advance the required stages and actions to complete tasks.	• Able to protect and forecast short, medium and long-term requirements of the institution and local government.
• Able to follow existing plans and ensure that objectives are met.	• Balance short and long-term plans and goals and incorporate them into the team's performance objectives.	• Schedule realistic timelines, objectives and milestones for tasks and projects.	
• Focus on short-term objectives in developing plans and actions	• Schedule tasks to ensure they are performed within budget and with efficient use of time and resources.	• Produce clear, detailed and comprehensive plans to achieve institutional objectives.	
		• Identify possible risk factors and design and implement appropriate contingency plans.	• Translate policy into relevant projects to facilitate the achievement of institutional objectives.
• Arrange information and resources required for a task, but require further structure and organisation.	• Measures progress and monitors performance results.	• Adapt plans in light of changing circumstances.	
		• Prioritise tasks and projects according to their relevant urgency and importance.	

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Municipal Manager
Ms Geraldine Mettler

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Executive Mayor:
Cllr Jeremy Fasser

CLUSTER:	CORE COMPETENCIES
COMPETENCY NAME:	**Analysis and Innovation**
COMPETENCY DEFINITION:	**Able to critically analyse information, challenges and trends to establish and implement fact-based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Understand the basic operation of analysis, but lack detail and thoroughness.	• Demonstrate logical problem-solving techniques and approaches and provide rationale for recommendations.	• Coaches team members on analytical and innovative approaches and techniques.	• Demonstrate complex analytical and problem-solving approaches and techniques.
• Able to balance independent analysis with requesting assistance from others.	• Demonstrate objectivity, insight and thoroughness when analysing problems.	• Engage with appropriate individuals in analysing and resolving complex problems.	• Create an environment conducive to analytical and fact-based problem solving.
• Recommend new ways to perform tasks within own function.	• Able to break down complex problems into manageable parts and identify solutions.	• Identify solutions in various areas of the institution.	• Analyse, recommend solutions and monitor trends in key challenges to prevent and manage occurrences.
• Propose simple remedial interventions that marginally challenge the status quo.	• Consult internal and external stakeholders on opportunities to improve processes and service delivery.	• Formulate and implement new ideas throughout the institution.	• Create an environment that fosters innovative thinking and follows a learning organisation approach.
	• Clearly communicate the benefits of new opportunities and innovative solutions and stakeholders.	• Able to gain approval and buy-in for proposed interventions from relevant stakeholders.	• Be a thought leader on innovative customer service delivery and process optimisation.
• Listen to the ideas and perspectives of others and explore opportunities to enhance such innovative thinking.	• Continuously identify opportunities to enhance internal processes.	• Identify trends and best practices in process and service delivery, and propose institutional application.	• Play an active role in sharing best practice solutions and engage in national and international local government seminars and conferences.
	• Identify and analyse opportunities conducive to innovative approaches and propose remedial intervention.	• Continuously engage in research to identify client needs.	

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Municipal Manager
Ms Geraldine Mettler

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Executive Mayor:
Cllr Jeremy Fasser

CLUSTER:	CORE COMPETENCIES
COMPETENCY NAME:	**Knowledge and Information Management**
COMPETENCY DEFINITION:	**Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Collect, categorise and track relevant information required for specific tasks and projects.	• Use appropriate information systems and technology to manage institutional knowledge and information sharing.	• Effectively predict future information and knowledge management requirements and systems.	• Create and support a vision and culture where team members are empowered to seek, gain and share knowledge and information.
• Analyse and interpret information to draw conclusions.	• Evaluate data from various sources and use information effectively to influence decisions and provide solutions.	• Develop standards and processes to meet future knowledge management needs.	• Establish partnerships across local government to facilitate knowledge management.
• Seek new sources of information to increase the knowledge base.	• Actively create mechanisms and structures for sharing information.	• Share and promote best-practice knowledge management across various institutions.	• Demonstrate a mature approach.
• Regularly share information and knowledge with internal stakeholders and team members.	• Use external and internal resources to research and provide relevant and cutting-edge knowledge to enhance institutional effectiveness and efficiency.	• Establish accurate measures and monitoring systems for knowledge and information management. • Create a culture conducive of learning and knowledge sharing. • Hold regular knowledge and information sharing sessions to elicit new ideas and share best practice approaches.	• Recognise and exploit knowledge points in interactions with internal and external stakeholders.

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Municipal Manager
Ms Geraldine Mettler

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Executive Mayor:
Cllr Jeremy Fasser

CLUSTER:	CORE COMPETENCIES
COMPETENCY NAME:	Communication
COMPETENCY DEFINITION:	**Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome.**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Demonstrate an understanding for communication levers and tools appropriate for the audience, but requires guidance in utilising such tools.	• Express ideas to individuals and groups in formal and informal settings in a manner that is interesting and motivating.	• Effectively communicate high-risk and sensitive matters to relevant stakeholders.	• Regarded as a specialist in negotiations and representing the institution.
• Express ideas in a clear and focused manner, but does not always take the audience into consideration.	• Able to understand, tolerate and appreciate diverse perspectives, attitudes and beliefs.	• Develop a well-defined communication strategy.	• Able to inspire and motivate others through positive communication that is impactful and relevant.
	• Adapt communication content and style to suit the audience and facilitate optimal information transfer.	• Balance political perspectives with institutional needs when communicating viewpoints on complex issues.	• Creates an environment conducive to transparent and productive communication and critical appreciate conversations.
	• Deliver content in a manner that gains support, commitment and agreement from relevant stakeholders.	• Able to effectively direct negotiations around complex.	
• Disseminate and convey information and knowledge adequately.		• Market and promote the institution to external stakeholders and seek to enhance a positive image of the institution.	• Able to coordinate negotiations at different levels within local government and externally.
	• Compile clear, focused, concise and well-structured written documents.	• Able to communicate with the media with high levels of moral competence and discipline.	

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Municipal Manager
Ms Geraldine Mettler

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Executive Mayor:
Cllr Jeremy Fasser

CLUSTER:	**CORE COMPETENCIES**
COMPETENCY NAME:	**Results and Quality Focus**
COMPETENCY DEFINITION:	**Able to maintain high-quality standards, focus on achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives.**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Understands the quality of work but requires guidance in attending to important matters.	• Focus on high-priority actions and does not become distracted by lower-priority activities.	• Consistently verify own standards and outcomes to ensure quality output.	• Coach and guide others to exceed quality standards and results.
• Show a basic commitment to achieving the correct results.	• Display firm commitment and pride in achieving the correct results.	• Focus on the end result and avoid being distracted	• Develop challenging, client-focused goals and set high standards for personal performance.
• Produce the minimum level of results required in the role.	• Set quality standards and design processes and tasks around achieving set standards.	• Demonstrate a determined and committed approach to achieving results and quality standards.	• Commit to exceeding the results and quality standards, monitor own performance and implement remedial interventions when required.
• Produce outcomes that are of a good standard.	• Produce output of high quality.	• Follow tasks and projects through to completion.	• Work with the team to set ambitious and challenging team goals, communicating long- and short term expectations.
• Focus on the quantity of output, but requires development in incorporating the quality of work.	• Able to balance the quantity and quality and quality of results in order to achieve objectives.	• Set challenging goals and objectives for self and team and display commitment to achieving expectations.	• Take appropriate risks to accomplish goals.
		• Maintain a focus on quality outputs when placed under pressure.	• Overcome setbacks and adjust action plans to realise goals.
• Produce quality work in general circumstances, but fails to meet expectation when under pressure.	• Monitors progress, quality of work and use of resources; provide status updates and make adjustments as needed.	• Establishing institutional systems for managing and assigning work, defining responsibilities, tracking, monitoring and measuring success, evaluating and valuing the work of the institution.	• Focus people on critical activities that yield a high impact.

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Municipal Manager
Ms Geraldine Mettler

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Executive Mayor
Cllr Jeremy Fasser

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Annexure C

Personal Development Plan

MUNICIPAL MANAGER

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Municipal Manager
Ms Geraldine Mettler

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Executive Mayor:
Cllr Jeremy Fasser

Skills Performance Gap	Outcomes Expected	Suggested training and / or development activity	Suggested mode of delivery	Suggested Time Frames	Work opportunity created to practice skill / development area	Support Person
1.						
2.						
3.						

Signed and accepted by the Employee

Date: 24/06/2026.

Signed by the Executive Mayor on behalf of the Municipality

Date: 24/06/2026

STELLENBOSCH

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Performance Agreement

2026/27

Chief Financial Officer

PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN
STELLENBOSCH MUNICIPALITY AS HEREBY REPRESENTED BY:

THE MUNICIPAL MANAGER
Ms Geraldine Mettler
(herein and after referred to as the Employer)

AND

CHIEF FINANCIAL OFFICER
Mr Kevin Carolus
(herein and after referred to as the Employee)

FOR THE FINANCIAL YEAR:

01 JULY 2026 – 30 JUNE 2027

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Chief Financial Officer
Mr Kevin Carolus

Municipal Manager:
Ms Geraldine Mettler

1. INTRODUCTION

1.1 The Employer, duly represented by **Ms Geraldine Mettler**, in her capacity as the Municipal Manager, has entered into a contract of employment with the Employee, **Mr Kevin Carolus**, in terms of section 57(1)(a) of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) ("the Systems Act"). The Employer and the Employee are hereinafter referred to as "the Parties";

1.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the Parties to conclude an annual performance agreement;

1.3 The Parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will promote local government policy goals;

1.4 The Parties wish to ensure that there is compliance with Sections 57(4B) and 57(5) of the Systems Act;

1.5 In this Agreement, the following terms will have the meaning ascribed thereto:

1.5.1 "this Agreement" – means the performance agreement between the Employer and the employee and the Annexures thereto;

1.5.2 "the **Municipal Manager**" – means the Municipal Manager of the Municipality appointed in terms of Section 54(A) of the Systems Act;

1.5.3 "the Employee" means the **Chief Financial Officer** appointed in terms of Section 56 of the Systems Act;

1.5.4 "the Employer" means the **Stellenbosch Municipality**; and

1.5.5 "the Parties" means the Employer and Employee.

2. PURPOSE OF THIS AGREEMENT

2.1 To comply with the provisions of Section 57(1)(b), (4B) and (5) of the Systems Act as well as the Contract of Employment entered into between the Parties;

2.2 To specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance targets and accountabilities;

2.3 To specify accountabilities as set out in the Performance Plan (Annexure A);

2.4 To monitor and measure performance against set targeted outputs and outcomes;

2.5 To establish a transparent and accountable working relationship;

2.6 To appropriately reward the employee in accordance with section 11 of this agreement; and

2.7 To give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining improved service delivery.

3. COMMENCEMENT AND DURATION

3.1 This Agreement will commence on **01 July 2026** and will remain in force until **30 June 2027,** whereafter a new Performance Agreement shall be concluded between the parties for the next financial year or any portion thereof;

3.2 The Parties will conclude a new Performance Agreement that replaces this Agreement at least once a year by not later than 31 July of the succeeding financial year;

3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason; and

3.4 The content of this Agreement may be revised at any time during the abovementioned period to determine the current applicability of the matters previously agreed upon.

4. PERFORMANCE OBJECTIVES

4.1 The Performance Plan (Annexure A) sets out –

4.1.1 The performance objectives and targets that must be met by the Employee;

4.1.2 The time frames within which those performance objectives and targets must be met; and

4.1.3 The core competency requirements (Annexure B – definitions) as the management skills regarded as critical to the position held by the Employee.

4.2 The performance objectives and targets reflected in Annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Employer, and shall include:

4.2.1 Key objectives that describe the main tasks that need to be done;

4.2.2 Key performance indicators (KPIs) that provide the details of the evidence that must be provided to show that a key objective has been achieved;

4.2.3 Target dates that describe the timeframe in which the targets must be achieved; and

4.2.4 Weightings showing the relative importance of the key objectives to each other.

4.3 The Personal Development Plan (Annexure C) sets out the Employee's personal development requirements in line with the objectives and targets of the Employer; and

4.4 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

5. PERFORMANCE MANAGEMENT SYSTEM

5.1 The Employee agrees to participate in the performance management system that the Employer has adopted for the employees of the Employer;

5.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the employees and service providers in performing to the standards required;

5.3 The Employer will consult the Employee about the specific performance standards and targets that will be included in the performance management system applicable to the Employee;

5.4 The Employee undertakes to actively focus on the promotion and implementation of the Strategic Focus Areas (SFAs) (including special projects relevant to the employee's responsibilities) within the local government framework;

5.5 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, SFAs and Competency Framework requirements as per the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, both of which shall be contained in the Performance Agreement;

5.6 The Employee's assessment will be based on his performance in terms of the outputs / outcomes (KPIs) identified as per the attached Performance Plan (Annexure A), which are linked to the SFAs applicable to the Employee and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee.

Table 1: Strategic Focus Areas

Strategic Focus Areas
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

Chief Financial Officer
Mr Kevin Carolus

Municipal Manager:
Ms Geraldine Mettler

5.7 The competency requirements for senior managers as per Regulation 9 of Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers will make up the other 20% of the Employee's assessment score. The competencies will be assessed every six (6) months (January and July).

Table 2: Leading and Core Competencies

Leading and Core Competencies		
1.	Strategic direction and leadership	• Impact and influence • Institutional performance management • Strategic planning and management • Organisational awareness
2.	People management	• Human capital planning and development • Diversity management • Employee relations management • Negotiation and dispute management
3.	Programme and project management	• Programme and project planning and implementation • Service delivery management • Programme and project monitoring and evaluation
4.	Financial management	• Budget planning and execution • Financial strategy and delivery • Financial reporting and delivery
5.	Change leadership	• Change vision and strategy • Process design and improvement • Change impact monitoring and evaluation
6.	Governance leadership	• Policy formulation • Risk and compliance management • Cooperative Governance
7.	Moral competence	• Core Competency
8.	Planning and organising	• Core Competency
9.	Analysis and innovation	• Core Competency
10.	Knowledge and information management	• Core Competency
11.	Communication	• Core Competency
12.	Results and quality focus	• Core Competency

6. PERFORMANCE ASSESSMENT

6.1 The Performance Plan (Annexure A) to this Agreement sets out –

6.1.1 The standards and procedures for evaluating the Employee's performance; and

6.1.2 The intervals for the evaluation of the Employee's performance.

6.2 Despite the establishment of agreed intervals for evaluation, the Employer may, in addition, review the Employee's performance at any stage while the contract of employment remains in force;

6.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan, as well as the actions agreed to, and implementation must take place within set time frames;

6.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan (IDP) as described in 6.6 – 6.12 below;

6.5 The Employee will submit quarterly performance reports (SDBIP) and a comprehensive annual performance report at least one week before the performance assessment meetings to the Evaluation Panel Chairperson for distribution to the panel members for preparation purposes;

6.6 Assessment of the achievement of results as outlined in the performance plan:

6.6.1 Each KPI or group of KPIs shall be assessed according to the extent to which the specified standards or performance targets have been met, and with due regard to ad-hoc tasks that had to be performed under the KPI;

6.6.2 A rating on the five-point scale shall be provided for each KPI or group of KPIs, which will then be multiplied by the weighting to calculate the final score;

6.6.3 The Employee will submit their self-evaluation to the Employer before the formal assessment;

6.6.4 In the instance where the employee could not perform due to reasons outside the control of the employer and employee, the KPI will not be considered during the evaluation. The employee should provide sufficient evidence in such instances; and

6.6.5 An overall score will be calculated based on the total of the scores calculated above.

6.7 Assessment of the Competencies:

6.7.1 Each Competency shall be assessed in terms of the description provided in (Annexure B);

6.7.2 A rating shall be provided for each Competency, which will then be multiplied by the weighting to calculate the final score; and

6.7.3 An overall score will be calculated based on the total of the scores calculated above.

6.8 Overall rating

6.8.1 An overall rating is calculated by adding the overall scores as calculated in 6.6.5 and 6.7.3 above; and

6.8.2 Such an overall rating represents the outcome of the performance appraisal.

6.9 The assessment of the performance of the Employee will be based on the following rating scales for SFAs and Competencies, respectively:

6.9.1 Rating scale for SFAs - as mentioned in paragraph 5.6:

Table 3: Performance rating scale

Level	Terminology	Description
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators, and fully achieved all others throughout the year.
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has achieved effective results against all significant performance criteria and indicators specified in the PA and Performance Plan.
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against more than half of the key performance criteria and indicators as specified in the PA and Performance Plan.
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against almost all the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.

6.9.2 Rating scale for Competencies -as mentioned in paragraph 5.7:

Table 4: Rating scale for Competencies

Level	Achievement Levels	Description
5	Superior	Has a comprehensive understanding of local government operations, critical in shaping strategic direction and change, develops, and applies comprehensive concepts and methods.
4	Advanced	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in-depth analyses.

Chief Financial Officer
Mr Kevin Carolus

Municipal Manager:
Ms Geraldine Mettler

Level	Achievement Levels	Description
3	Competent	Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analyses.
2	Basic	Applies basic concepts, methods, and understanding of local government operations, but requires supervision and development intervention.
1	Sub Standard	Applies little to no basic concepts, methods, and understanding of local government operations.

6.10 For purposes of evaluating the performance of the Employee for the year-end reviews, an evaluation panel constituted of the following persons will be established–

6.10.1 Municipal Manager;

6.10.2 Municipal Manager from another municipality;

6.10.3 Chairperson of the Performance Audit Committee or, in his / her absence thereof, the Chairperson of the Audit Committee; and

6.10.4 The Member of the Mayoral Committee (Portfolio Chairperson).

6.11 The Municipal Manager will evaluate the performance of the Employee as at the end of the 1st, and 3rd quarters; and

6.12 The Municipal Manager will give performance feedback to the Employee within five (5) working days after each quarterly and annual assessment meeting.

7. SCHEDULE FOR PERFORMANCE REVIEWS

7.1 The performance of the Employee in relation to his performance agreement shall be reviewed on the following dates.

Table 5: Schedule for performance reviews

Quarter	Review Period	Review to be completed by
1	July - September	October / November 2026 (Informal)
2	October – December	January / February 2027 (Formal)
3	January – March	April / May 2027 (Informal)
4	April - June	After the receipt of the AGSA's Management Report

7.2 The Employer shall keep a record of the mid-year and year-end assessment meetings;

7.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance;

7.4 The Employer will be entitled to review and make reasonable changes to the provisions of Annexure A from time to time for operational reasons. The Employee will be fully consulted before any such change is made; and

7.5 The Employer may amend the provisions of Annexure A whenever the performance management system is adopted, implemented, and / or amended as the case may be. In that case, the Employee will be fully consulted before any such change is made.

8. DEVELOPMENTAL REQUIREMENTS

8.1 The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure C. Such a Plan may be implemented and / or amended as the case may be after each assessment. In that case, the Employee will be fully consulted before any such change or plan is made.

9. OBLIGATIONS OF THE EMPLOYER

9.1 The Employer shall-

9.1.1 Create an enabling environment to facilitate effective performance by the Employee;

9.1.2 Provide access to skills development and capacity-building opportunities;

9.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact the performance of the Employee;

9.1.4 On the request of the Employee, delegate such powers reasonably required by the Employee to enable him to meet the performance objectives and targets established in terms of this Agreement; and

9.1.5 Make available to the Employee such resources as the Employee may reasonably require from time to time, assisting him to meet the performance objectives and targets established in terms of this Agreement.

10. CONSULTATION

10.1 The Employer agrees to consult the Employee timeously where the exercising of its powers will have amongst others-

10.1.1 A direct effect on the performance of any of the Employee's functions;

10.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer; and

10.1.3 A substantial financial effect on the Employer.

10.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in clause 12.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

11. REWARD

11.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance;

11.2 The payment of the performance bonus is determined by the performance score obtained during the 4th quarter and as informed by the quarterly performance assessments;

11.3 A performance bonus of between 5% to 14% of the all-inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance to be constituted as follows:

Table 6: Performance bonus calculations

Performance Rating		Bonus Calculation
0% - 64%	Poor Performance	0% of the total package
65% - 69%	Average Performance	5% of the total package
70% - 74%	Fair Performance	9% of the total package
75% - 79%	Good Performance	11% of the total package
80% - 100%	Excellent Performance	14% of the total package

11.4 In the event of the Employee terminating his services during the validity period of this Agreement, the Employee's performance will be evaluated for the portion during which he was employed, and he will be entitled to a pro-rata performance bonus based on his evaluated performance for the period of actual service; and

11.5 The Employer will submit the total score of the annual assessment and of the Employee to the full Council for the purpose of recommending a bonus allocation.

12. MANAGEMENT OF EVALUATION OUTCOMES

12.1 Where the Employer is, at any time during the Employee's employment, not satisfied with the Employee's performance with respect to any matter dealt with in this Agreement, the Employer will give notice to the Employee to attend a meeting;

12.2 The Employee will have the opportunity at the meeting to satisfy the Employer of the measures being taken to ensure that his performance becomes satisfactory and any programme, including any dates, for implementing these measures;

12.3 Where there is a dispute or difference as to the performance of the Employee under this Agreement, the Parties will confer with a view to resolving the dispute or difference; and

12.4 In the case of unacceptable performance, the Employer shall –

12.4.1 Provide systematic remedial or developmental support to assist the Employee to improve his performance; and

12.4.2 After appropriate performance counselling and having provided the necessary guidance and / or support as well as a reasonable time for improvement in performance, the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his or her duties.

13. DISPUTE RESOLUTION

13.1 If the Employee is dissatisfied with any decision or action of the Employer in terms of this Agreement, or where a dispute or difference arises as to the extent to which the Employee has achieved the performance objectives and targets established in terms of this Agreement, the Employee may, within 3 (three) business days, meet with the Employer with a view to resolving the issue. The Employer will record the outcome of the meeting in writing;

13.2 If the Parties cannot resolve the issues within 10 (ten) business days, an independent arbitrator, acceptable to both parties, shall be appointed to resolve the matter within 30 (thirty) business days; and

13.3 If the mediation process contemplated above fails, the relevant clause of the Contract of Employment, together with the relevant laws and regulations, shall apply.

14. GENERAL

14.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer; and

14.2 Nothing in this agreement diminishes the obligations, duties, or accountabilities of the Employee in terms of his contract of employment, or the effects of existing or new regulations, circulars, policies, directives, or other instruments.

Thus, done and signed at Stellenbosch on the 24th day of June 2026.

CHIEF FINANCIAL OFFICER

AS WITNESSES:

1. _____

2. _____

Thus, done and signed at Stellenbosch on the 24th day of June 2026.

MUNICIPAL MANAGER

AS WITNESSES:

1. _____

2. _____

MEMBER OF MAYORAL COMMITTEE
(Portfolio: Financial Services)
Cllr JC Anthony

Chief Financial Officer
Mr Kevin Carolus

Municipal Manager:
Ms Geraldine Mettler

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Annexure A
Performance Plan

CHIEF FINANCIAL OFFICER

Chief Financial Officer
Mr Kevin Carolus

Municipal Manager:
Ms Geraldine Mettler

The Performance Plan sets out:

a) Key Performance Areas that the employee should focus on, performance objectives, key performance indicators and targets that must be met within a specific timeframe; and

b) The Competencies required from employees are prescribed in the Regulations on the appointment and conditions of employment of senior managers, R21 of 2014.

KEY PERFORMANCE INDICATORS

The key performance areas, performance objectives, key performance indicators and targets that must be met within the agreed timeframe are described below. The assessment of these performance indicators will account for 80% (**eighty per cent)** of the total employee assessment score.

Part 1: Implementation of Service Delivery and Budget Implementation Plan (80%)

CHIEF FINANCIAL OFFICER													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Department: Financial Management Services	Percentage of indicators of the Department: Financial Management Services achieved, measured quarterly	Outcome	96%	80% per annum	80%	SM	80%	80%	80%	80%	3
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Department: Revenue and Expenditure	Percentage of indicators of the Department: Revenue and Expenditure achieved, measured quarterly	Outcome	93%	80% per annum	80%	SM	80%	80%	80%	80%	3

Chief Financial Officer
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Municipal Manager:
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CHIEF FINANCIAL OFFICER													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Department: Supply Chain Management (SCM)	Percentage of indicators of the Department: Supply Chain Management (SCM) achieved, measured quarterly	Outcome	96%	80% per annum	80%	SM	80%	80%	80%	80%	3
KPI032	SFA 4 - Dignified Living	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	Outcome	100%	100% per annum	100%	SM	100%	100%	100%	100%	3
KPI033	SFA 4 - Dignified Living	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	Output	100%	100% per annum	100%	SM	100%	100%	100%	100%	3
KPI034	SFA 4 - Dignified Living	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	Output	100%	100% per annum	100%	SM	100%	100%	100%	100%	3
KPI035	SFA 4 - Dignified Living	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	Output	100%	100% per annum	100%	SM	100%	100%	100%	100%	3
KPI036	SFA 4 - Dignified Living	Formal households with access to water (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to water, measured quarterly	Output	27 486	28 000 per annum	28 000	SM	28 000 (28 000)	28 000 (28 000)	28 000 (28 000)	28 000 (28 000)	3
KPI037	SFA 4 - Dignified Living	Formal households with access to electricity (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to electricity, measured quarterly	Output	27 486	28 000 per annum	28 000	SM	28 000 (28 000)	28 000 (28 000)	28 000 (28 000)	28 000 (28 000)	3

Chief Financial Officer
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CHIEF FINANCIAL OFFICER													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
KPI038	SFA 4 - Dignified Living	Formal households with access to refuse removal (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to refuse removal, measured quarterly	Output	27 486	28 000 per annum	28 000	SM	28 000 (28 000)	28 000 (28 000)	28 000 (28 000)	28 000 (28 000)	3
KPI039	SFA 4 - Dignified Living	Formal households with access to sanitation (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to sanitation, measured quarterly	Output	27 486	28 000 per annum	28 000	SM	28 000 (28 000)	28 000 (28 000)	28 000 (28 000)	28 000 (28 000)	3
KPI040	SFA 5: Good Governance and Compliance	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	Input	89.29%	90% per annum	90%	SM	10%	30%	60%	90%	1
KPI042	SFA 5: Good Governance and Compliance	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)	Input	3.02	2 per annum	2 (months)	SM	N/A	N/A	N/A	2 (months)	3
KPI043	SFA 5: Good Governance and Compliance	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	Outcome	97.21%	96% per annum	96%	SM	N/A	N/A	N/A	96%	3
KPI046	SFA 5: Good Governance and Compliance	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	Outcome	36.22%	15% per annum	15%	SM	N/A	N/A	N/A	15%	3

Chief Financial Officer
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CHIEF FINANCIAL OFFICER													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
KPI047	SFA 5: Good Governance and Compliance	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	Outcome	24.59%	27% per annum	27%	SM	N/A	N/A	N/A	27%	3
TBC	SFA 5: Good Governance and Compliance	Implementation of the Mayoral Outcomes in the Integrated Development Plan (IDP) for the 2026/27 financial year	Percentage of the Mayoral Outcomes in the IDP for the 2026/27 financial year implemented by 30 June	Outcome	100%	80% per annum	80%	SM	80%	80%	80%	80%	1
TBC	SFA 5: Good Governance and Compliance	Implementation of the Portfolio: Financial Services Outcomes in the Integrated Development Plan (IDP) for the 2026/27 financial year	Percentage of the Portfolio: Financial Services' Outcomes in the IDP for the 2026/27 financial year, implemented by 30 June	Outcome	100%	80% per annum	80%	SM	80%	80%	80%	80%	1
TBC	SFA 5: Good Governance and Compliance	Implementation of the Municipal Manager's Outcomes in the Integrated Development Plan (IDP) for the 2026/27 financial year	Percentage of the Municipal Manager's Outcomes in the IDP for the 2026/27 financial year implemented by 30 June	Outcome	100%	80% per annum	80%	SM	80%	80%	80%	80%	1
TBC	SFA 5: Good Governance and Compliance	Spend the Directorate: Financial Services' approved Capital Budget	Percentage of the approved Capital Budget of the Directorate: Financial Services actually spent by 30 June	Input	97%	90% per annum	90%	SM	10%	30%	60%	90%	10
TBC	SFA 5: Good Governance and Compliance	Submission of detailed procurement needs for all operational projects to the Supply Chain Management (SCM) Department	Number of quarterly detailed procurement needs submitted to the SCM Department 10 days before the start of the quarter	Output	4	4 per annum	4	SM	1 (1)	1 (2)	1 (3)	1 (4)	1
TBC	SFA 5: Good Governance and Compliance	Conclude performance plans with all identified personnel	Number of performance plans concluded with all identified personnel by 30 July	Output	3	4 per annum	4	SM	4	N/A	N/A	N/A	1

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Municipal Manager:
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CHIEF FINANCIAL OFFICER													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Conduct formal annual performance evaluations with all identified personnel	Number of formal annual performance evaluations conducted with all identified personnel by 31 August	Output	6	4 per annum	4	SM	4	N/A	N/A	N/A	1
TBC	SFA 5: Good Governance and Compliance	Conduct mid-year performance evaluations with all identified personnel	Number of mid-year performance evaluations conducted with all identified personnel by 31 January	Output	New KPI	4 per annum	4	SM	N/A	N/A	4	N/A	1
TBC	SFA 5: Good Governance and Compliance	Develop an Annual Departmental Risk Register	Number of Annual Departmental Risk Registers developed by 31 July	Output	1	1 per annum	1	SM	1	N/A	N/A	N/A	1
TBC	SFA 5: Good Governance and Compliance	Evaluation of the Departmental Risk Register	Number of Departmental Risk Registers evaluated by 31 May	Output	2	2 per annum	2	SM	N/A	1 (1)	N/A	1 (2)	1
TBC	SFA 5: Good Governance and Compliance	Implementation of the Directors Forum resolutions	Percentage of the Directors Forum Resolutions implemented in accordance with due dates	Output	60%	80% per annum	80%	SM	80%	80%	80%	80%	1
TBC	SFA 5: Good Governance and Compliance	Implementation of the Council resolutions	Percentage of the Council resolutions implemented, measured quarterly	Output	100%	70% per annum	70%	SM	70%	70%	70%	70%	2
TBC	SFA 5: Good Governance and Compliance	Implementation of the adopted Revenue Enhancement Strategy	Number of actions implemented as identified in the Revenue Enhancement Strategy by 30 June	Output	4	2 per annum	2	SM	N/A	1 (1)	N/A	1 (2)	1

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Chief Financial Officer
Mr Kevin Carolus

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Municipal Manager:
Ms Geraldine Mettler

CHIEF FINANCIAL OFFICER									Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Q1	Q2	Q3	Q4	Weight
TBC	SFA 5: Good Governance and Compliance	Resolve formal revenue complaints received	Percentage of formal revenue complaints resolved within 10 working days after the date of receipt	Outcome	90%	90% per annum	90%	SM	90%	90%	90%	90%	1
TBC	SFA 5: Good Governance and Compliance	Implementation of the Directorate's actions as per the AGSA Audit Action Plan	Percentage of the Directorate's actions as per the AGSA Audit Action Plan implemented by 30 June	Outcome	100%	100% per annum	100%	SM	N/A	N/A	50%	100%	2
TBC	SFA 5: Good Governance and Compliance	Receive an unqualified audit opinion from the AGSA	Number of unqualified audit opinions from AGSA received by 30 November	Outcome	New KPI	1 per annum	1	SM	N/A	1	N/A	N/A	5
TBC	SFA 5: Good Governance and Compliance	Implementation of succession planning initiatives	Number of succession planning initiatives implemented by 30 June	Output	New KPI	1 per annum	1	SM	N/A	N/A	N/A	1	1
TBC	SFA 5: Good Governance and Compliance	Attend Universal Access Policy meetings	Number of Universal Access Policy meetings attended, measured quarterly	Output	New KPI	4`per annum	4	SM	1 (1)	1 (2)	1 (3)	1 (4)	1
TBC	SFA 5: Good Governance and Compliance	Submission of personal development plans (PDPs) of identified personnel to the Sub-section: Skills Development	Number of personal PDPs of identified personnel submitted to the Sub-section: Skills Development by 30 September	Output	New KPI	4 per annum	4	SM	4	N/A	N/A	N/A	1
												Total	80

Chief Financial Officer
Mr Kevin Carolus

Municipal Manager:
Ms Geraldine Mettler

Part 2: Competency Requirements (20%)

Ref	Leading and Core Competencies	(January) 1st Assessment	(July) Final Assessment	Weights	Comments
2.1	**Strategic direction and leadership**			**1.66%**	
2.2	**People management**			**1.66%**	
2.3	**Programme and project management**			**1.66%**	
2.4	**Financial management**			**1.66%**	
2.5	**Change leadership**			**1.67%**	
2.6	**Governance leadership**			**1.67%**	
2.7	**Moral competence**			**1.67%**	
2.8	**Planning and organising**			**1.67%**	
2.9	**Analysis and innovation**			**1.67%**	
2.10	**Knowledge and information management**			**1.67%**	
2.11	**Communication**			**1.67%**	
2.12	**Results and quality focus**			**1.67%**	
Total				**20%**	

Chief Financial Officer
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Municipal Manager:
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Annexure B
Competency Framework

CHIEF FINANCIAL OFFICER

Chief Financial Officer
Mr Kevin Carolus

Municipal Manager:
Ms Geraldine Mettler

CLUSTER :	**LEADING COMPETENCIES**
COMPETENCY NAME :	**Strategic Direction and Leadership**
COMPETENCY DEFINITION :	**Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate.**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Understand Institutional and departmental strategic objectives, but • lacks the ability to inspire others to achieve set mandate.	• Give direction to a team in realising the institution's strategic mandate and set objectives.	• Evaluate all activities to determine value and alignment to strategic intent.	• Structure and position the institution to local government priorities.
• Describe how specific tasks link to institutional strategies but have limited influence in directing a strategy.	• Has a positive impact and influence on the morale, engagement and participation of team members.	• Display in-depth knowledge and understanding of strategic planning.	• Actively use in-depth knowledge and understanding to develop and implement a comprehensive institutional framework.
• Has a basic understanding of institutional performance management, but lacks the ability to integrate systems into a collective whole.	• Develop action plans to execute and guide strategy.	• Align strategy and goals across all functional areas.	• Hold self-accountable for strategy execution and results.
	• Assist in defining performance measures to monitor the progress and effectiveness of the institution.	• Actively define performance measures to monitor the progress and effectiveness of the institution.	• Provide impact and influence through building and maintaining strategic relationships.
	• Displays an awareness of institutional structures and political factors.	• Consistently challenge strategic plans to ensure relevance.	• Create an environment that facilitates loyalty and innovation. Display a superior level of self-discipline and integrity in actions.
• Demonstrate basic understanding of key decision making.	• Effectively communicate barriers to execution to relevant parties.	• Understand institutional structures and political factors, and the consequences of actions.	• Integrate various systems into a collective whole to optimise institutional performance management.
	• Provide guidance to all stakeholders in the achievement of the strategic mandate.	• Empower others to follow the strategic direction and deal with complex situations.	
	• Understand the aim and objectives of the institution and relate it to own work.	• Guide the institution through complex and ambiguous concern. • Use understanding of power relationships and dynamic tensions among key players	• Uses understanding of competing interests to maneuver successfully to a win/win outcome.

Chief Financial Officer
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Municipal Manager:
Ms Geraldine Mettler

CLUSTER :	LEADING COMPETENCIES		
COMPETENCY NAME :	Strategic Direction and Leadership		
COMPETENCY DEFINITION :	Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate.		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
		to frame communications and develop strategies, positions and alliances.	

Chief Financial Officer
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Municipal Manager:
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CLUSTER :	**LEADING COMPETENCIES**
COMPETENCY NAME :	**People Management**
COMPETENCY DEFINITION :	**Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives.**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Participate in team goalsetting and problem solving.	• Seek opportunities to increase team contribution and responsibility.	• Identify ineffective team and work processes and recommend remedial interventions.	• Develop and incorporate best practice people management processes, approaches and tools across the institution.
• Interact and collaborate with people of diverse backgrounds.	• Respect and support the diverse nature of others and be aware of the benefits of a diverse approach.	• Recognise and reward effective and desired behavior.	• Foster a culture of discipline, responsibility and accountability.
	• Effectively delegate tasks and empower others to increase contribution and execute functions optimally.	• Provide mentoring and guidance to others in order to increase personal effectiveness.	• Understand the impact of diversity in performance and actively incorporate a diversity strategy in the institution.
• Aware of guidelines for employee development, but requires support in implementing development initiatives.	• Apply relevant employee legislation fairly and consistently.	• Identify development and learning needs within the team.	• Develop comprehensive integrated strategies and approaches to human capital development and management.
	• Effectively identify capacity requirements to fulfill the strategic mandate.	• Inspire a culture of performance excellence by giving positive and constructive feedback to the team. • Achieve agreement or consensus in adversarial environments. • Lead and unite diverse teams across divisions to achieve institutional objectives.	• Actively identify trends and predict capacity requirements to facilitate unified transition and performance management.

Chief Financial Officer
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Municipal Manager:
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CLUSTER :	**LEADING COMPETENCIES**
COMPETENCY NAME :	**Programme and Project Management**
COMPETENCY DEFINITION :	**Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives.**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Initiate projects after approval from higher authorities.	• Establish broad stakeholder involvement and communicate the project status and key milestones.	• Manage multiple programs and balance priorities and conflicts according to institutional goals.	• Understand and conceptualize the long-term implications of desired project outcomes.
• Understand procedures of program and project management methodology, implications and stakeholder involvement.	• Define the roles and responsibilities of the project team and create clarity around expectations.	• Apply effective risk management strategies through impact assessment and resource requirements.	• Direct a comprehensive strategic macro and micro analysis and scope projects accordingly to realize institutional objectives.
• Understand the rational of projects in relation to the institution's strategic objectives.	• Find a balance between project deadline and the quality of deliverables.	• Modify project scope and budget when required without compromising the quality and objectives of the project.	• Influence people in positions of authority to implement outcomes of projects
• Document and communicate factors and risk associated with own work.	• Identify appropriate project resources to facilitate the effective completion of the deliverables.	• Involve top-level authorities and relevant stakeholders in seeking project buy-in.	• Lead and direct translation of policy into workable action plans
• Use results and approaches of successful project implementation as guide.	• Comply with statutory requirements and apply policies in a consistent manner. • Monitor progress and use of resources and make needed adjustments to timelines, steps and resource allocation.	• Identify and apply contemporary project management methodology • Influence and motivate project team to deliver exceptional results. • Monitor policy implementation and apply procedures to manage risks.	• Ensures that programs are monitored to track progress and optimal resource utilization, and that adjustments are made as needed.

Chief Financial Officer
Mr Kevin Carolus

Municipal Manager:
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CLUSTER :	**LEADING COMPETENCIES**
COMPETENCY NAME :	**Change Leadership**
COMPETENCY DEFINITION :	**Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community.**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Display an awareness of change interventions and the benefits of transformation initiatives.	• Perform an analysis of the change impact on the social, political and economic environment.	• Actively monitor change impact and results and convey progress to relevant stakeholders.	• Sponsor change agents and create a network of change leaders who support the interventions.
• Able to identify basic needs for change.	• Maintain calm and focus during change.	• Secure buy-in and sponsorship for change initiatives.	• Actively adapt current structures and processes to incorporate the change interventions.
• Identify gaps between the current and desired state.	• Able to assist team members during change and keep them focused on the deliverables.	• Continuously evaluate change strategy and design and introduce new approaches to enhance the institution's effectiveness.	• Mentor and guide team members on the effects of change, resistance factors and how to integrate change.
• Identify potential risk and challenges to transformation, including resistance to change factors.	• Volunteer to lead change efforts outside of own work team.	• Build and nurture relationships with various stakeholders to establish strategic alliance in facilitating change.	
• Participate in change programs and piloting change interventions.	• Able to gain buy-in and approval for change from relevant stakeholders.	• Take the lead in impactful change programs.	
	• Identify change readiness levels and assist in resolving resistance to change factors.	• Benchmark change interventions against best change practices.	• Motivate and inspire others around change initiatives.
• Understand the impact of change interventions on the institution within the broader scope of local government.	• Design change interventions that are aligned with the institution's strategic objectives and goals.	• Understand the impact and psychology of change and put remedial interventions in place to facilitate effective transformation. • Take calculated risk and seek new ideas from best practice scenarios and identify the potential for implementation.	

Chief Financial Officer
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CLUSTER :	**LEADING COMPETENCIES**
COMPETENCY NAME :	**Financial Management**
COMPETENCY DEFINITION :	**Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognized financial practices. Further to ensure that all financial transactions are managed in an ethical manner**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Understand basic financial concepts and methods as they relate to institutional processes and activities	• Exhibit knowledge of general financial concepts, planning, budgeting and forecasting and how they interrelate	• Take active ownership of planning, budgeting and forecasting processes and provides credible answers to queries within own responsibility.	• Develop planning tools to assist in evaluating and monitoring future expenditure trends.
• Display awareness into the various sources of financial data, reporting mechanisms, financial governance, processes and systems	• Assess, identify and manage financial risks.	• Prepare budgets that are aligned to the strategic objectives of the institution.	• Set budget frameworks for the institution.
• Understand the importance of financial accountability	• Assume a cost-saving approach to financial management.	• Address complex budgeting and financial management concerns.	• Set strategic direction for the institution on expenditure and other financial processes.
	• Prepare financial reports based on specified formats.	• Put systems and processes in place to enhance the quality and integrity of financial management practices.	• Build and nurture partnerships to improve financial management and achieve financial savings.
• Understand the importance of asset control.	• Consider and understand the financial implications of decisions and suggestions. • Ensure that delegation and instructions as required by National Treasury guidelines are reviewed and updated. • Identify and implement proper monitoring and evaluation practices to ensure appropriate spending against budget.	• Advise on policies and procedures regarding asset control. • Promote National Treasury's regulatory framework for Financial Management.	• Actively identify and implement new methods to improve asset control. • Display professionalism in dealing with financial data and processes.

Chief Financial Officer
Mr Kevin Carolus

Municipal Manager:
Ms Geraldine Mettler

CLUSTER :	**LEADING COMPETENCIES**
COMPETENCY NAME :	**Governance Leadership**
COMPETENCY DEFINITION:	**Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualization of relevant policies and enhance cooperative governance relationships.**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Display a basic awareness of risk, compliance and governance factors but require guidance and development in implementing such requirements.	• Display a thorough understanding of governance and risk and compliance factors and implement plans to address these.	• Able to link risk initiatives into key institutional objectives and drivers.	• Demonstrate a high level of commitment in complying with governance requirements.
• Understand the structure of cooperative government but requires guidance on fostering workable relationships between stakeholders.	• Demonstrate understanding of the techniques and processes for optimising risk taking decisions within the institution.	• Identify, analyse and measure risk, create valid risk forecasts and map risk profiles.	• Implement governance and compliance strategy to ensure achievement of institutional objectives within the legislative framework.
		• Apply risk control methodology and approaches to prevent and reduce risk that impede on the achievement of institutional objectives.	• Able to advise local government on risk management, best practice interventions and compliance management.
		• Demonstrate a thorough understanding of risk retention plans.	• Able to forge positive relationships on cooperative governance level to enhance the effectiveness of local government.t
• Provide input into policy formulation.	• Actively drive policy formulation within the institution to ensure the achievement of objectives.	• Identify and implement comprehensive risk management systems and processes.	
		• Implement and monitor the formulation of policies, identify and analyse constraints and challenges with implementation and provide recommendations for improvement.	• Able to shape, direct and drive the formulation of policies on a macro level.

Chief Financial Officer
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Municipal Manager:
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CLUSTER :	**CORE COMPETENCIES**
COMPETENCY NAME :	**Moral Competence**
COMPETENCY DEFINITION :	**Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behavior that reflects moral competence**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Realise the impact of acting with integrity, but requires guidance and development in implementing principles.	• Conduct self in alignment with the values of local government and the institution.	• Identify, develop and apply measures of self-correction.	• Create an environment conducive of moral practices.
• Follow basic rules and regulations of the institution.	• Able to openly admit own mistakes and weaknesses and seek assistance from others when unable to deliver.	• Able to gain trust and respect through aligning actions with commitments.	• Actively develop and implement measures to combat fraud and corruption.
	• Actively report fraudulent activity and corruption with local government.	• Make proposals and recommendations that are transparent and gain the approval of relevant stakeholders.	• Set integrity standards and shared accountability measures across the institution to support the objectives of local government.
	• Understand and honor the confidential nature of matters without seeking personal gain.	• Present values, beliefs and ideas that are congruent with the institution's rules and regulations.	
• Able to identify basic moral situations, but requires guidance and development in understanding and reasoning with moral intent.		• Takes an active stance against corruption and dishonesty when noted.	
	• Able to deal with situations of conflict of interest promptly and in the best interest of local government.	• Actively promote the value of the institution to internal and external stakeholders.	• Take responsibility for own actions and decisions, even if the consequences are unfavorable.
		• Able to work in unity with a team and not seek personal gain.	
		• Apply universal moral principles consistently to achieve moral decisions.	

Chief Financial Officer
Mr Kevin Carolus

Municipal Manager:
Ms Geraldine Mettler

CLUSTER :	**CORE COMPETENCIES**
COMPETENCY NAME :	**Planning and Organising**
COMPETENCY DEFINITION :	**Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk.**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Able to follow basic plans and organise tasks around set objectives.	• Actively and appropriately organise information and resources required for a task.	• Able to define institutional objectives, develop comprehensive plans, integrate and coordinate activities and assign appropriate resources for successful implementation.	• Focus on broad strategies and initiatives when developing plans and actions.
• Understand the process of planning and organising but requires guidance and development in providing detailed and comprehensive plans.	• Recognise the urgency and importance of tasks.	• Identify in advance required stages and actions to complete tasks.	• Able to protect and forecast short, medium and long term requirements of the institution and local government.
• Able to follow existing plans and ensure that objectives are met.	• Balance short and long-term plans and goals and incorporate into the team's performance objectives.	• Schedule realistic timelines, objectives and milestones for tasks and projects.	
• Focus on short-term objectives in developing plans and actions	• Schedule tasks to ensure they are performed within budget and with efficient use of time and resources.	• Produce clear, detailed and comprehensive plans to achieve institutional objectives.	
		• Identify possible risk factors and design and implement appropriate contingency plans.	• Translate policy into relevant projects to facilitate the achievement of institutional objectives.
• Arrange information and resources required for a task, but require further structure and organisation.	• Measures progress and monitor performance results.	• Adapt plans in light of changing circumstances.	
		• Prioritise tasks and projects according to their relevant urgency and importance.	

Chief Financial Officer
Mr Kevin Carolus

Municipal Manager:
Ms Geraldine Mettler

CLUSTER :	**CORE COMPETENCIES**
COMPETENCY NAME :	**Analysis and Innovation**
COMPETENCY DEFINITION :	**Able to critically analyse information, challenges and trends to establish and implement fact-based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Understand the basic operation of analysis, but lack detail and thoroughness.	• Demonstrate logical problem-solving techniques and approaches and provide rationale for recommendations.	• Coaches team members on analytical and innovative approaches and techniques.	• Demonstrate complex analytical and problem-solving approaches and techniques.
• Able to balance independent analysis with requesting assistance from others.	• Demonstrate objectivity, insight and thoroughness when analysing problems.	• Engage with appropriate individuals in analysing and resolving complex problems.	• Create an environment conducive to analytical and fact-based problem-solving.
• Recommend new ways to perform tasks within own function.	• Able to break down complex problems into manageable parts and identify solutions.	• Identify solutions on various areas in the institution.	• Analyse, recommend solutions and monitor trends in key challenges to prevent and manage occurrence.
• Propose simple remedial interventions that marginally challenges the status quo.	• Consult internal and external stakeholders on opportunities to improve processes and service delivery.	• Formulate and implement new ideas throughout the institution.	• Create an environment that fosters innovative thinking and follows a learning organisation approach.
	• Clearly communicate the benefits of new opportunities and innovative solutions and stakeholders.	• Able to gain approval and buy-in for proposed interventions from relevant stakeholders.	• Be a thought leader on innovative customer service delivery and process optimisation.
• Listen to the ideas and perspectives of others and explore opportunities to enhance such innovative thinking.	• Continuously identify opportunities to enhance internal processes.	• Identify trends and best practices in process and service delivery and propose institutional application.	• Play an active role in sharing best practice solutions and engage in national and international local government seminars and conferences.
	• Identify and analyse opportunities conducive to innovative approaches and propose remedial intervention.	• Continuously engage in research to identify client needs.	

Chief Financial Officer
Mr Kevin Carolus

Municipal Manager:
Ms Geraldine Mettler

CLUSTER :	CORE COMPETENCIES		
COMPETENCY NAME :	**Knowledge and Information Management**		
COMPETENCY DEFINITION :	**Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government**		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
• Collect, categorise and track relevant information required for specific tasks and projects.	• Use appropriate information systems and technology to manage institutional knowledge and information sharing.	• Effectively predict future information and knowledge management requirements and systems.	• Create and support a vision and culture where team members are empowered to seek, gain and share knowledge and information.
• Analyse and interpret information to draw conclusions.	• Evaluate data from various sources and use information effectively to influence decisions and provide solutions.	• Develop standards and processes to meet future knowledge management needs.	• Establish partnerships across local government to facilitate knowledge management.
• Seek new sources of information to increase the knowledge base.	• Actively create mechanisms and structures for sharing information.	• Share and promote best-practice knowledge management across various institutions.	• Demonstrate a mature approach.
• Regularly share information and knowledge with internal stakeholders and team members.	• Use external and internal resources to research and provide relevant and cutting-edge knowledge to enhance institutional effectiveness and efficiency.	• Establish accurate measures and monitoring systems for knowledge and information management. • Create a culture conducive of learning and knowledge sharing. • Hold regular knowledge and information sharing sessions to elicit new ideas and share best practice approaches.	• Recognise and exploit knowledge points in interactions with internal and external stakeholders.

Chief Financial Officer
Mr Kevin Carolus

Municipal Manager:
Ms Geraldine Mettler

CLUSTER :	**CORE COMPETENCIES**
COMPETENCY NAME :	**Communication**
COMPETENCY DEFINITION :	**Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome.**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Demonstrate an understanding for communication levers and tools appropriate for the audience, but requires guidance in utilising such tools.	• Express ideas to individuals and groups in formal and informal settings in a manner that is interesting and motivating.	• Effectively communicate high-risk and sensitive matters to relevant stakeholders.	• Regarded as a specialist in negotiations and representing the institution.
• Express ideas in a clear and focused manner, but does not always take the audience into consideration.	• Able to understand, tolerate and appreciate diverse perspectives, attitudes and beliefs.	• Develop a well-defined communication strategy.	• Able to inspire and motivate others through positive communication that is impactful and relevant.
	• Adapt communication content and style to suit the audience and facilitate optimal information transfer.	• Balance political perspectives with institutional needs when communicating viewpoints on complex issues.	• Creates an environment conducive to transparent and productive communication and critical appreciate conversations.
	• Deliver content in a manner that gains support, commitment and agreement from relevant stakeholders.	• Able to effectively direct negotiations around complex.	
• Disseminate and convey information and knowledge adequately.		• Market and promote the institution to external stakeholders and seek to enhance a positive image of the institution.	• Able to coordinate negotiations at different levels within local government and externally.
	• Compile clear, focused, concise and well-structured written documents.	• Able to communicate with the media with high levels of moral competence and discipline.	

Chief Financial Officer
Mr Kevin Carolus

Municipal Manager:
Ms Geraldine Mettler

CLUSTER :	**CORE COMPETENCIES**
COMPETENCY NAME :	**Results and Quality Focus**
COMPETENCY DEFINITION :	**Able to maintain high quality standards, focus on achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives.**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Understand quality of work but requires guidance in attending to important matters.	• Focus on high-priority actions and does not become distracted by lower-priority activities.	• Consistently verify own standards and outcomes to ensure quality output.	• Coach and guide others to exceed quality standards and results.
• Show a basic commitment to achieving the correct results.	• Display firm commitment and pride in achieving the correct results.	• Focus on the end result and avoids being distracted	• Develop challenging, client-focused goals and sets high standards for personal performance.
• Produce the minimum level of results required in the role.	• Set quality standards and design processes and tasks around achieving set standards.	• Demonstrate a determined and committed approach to achieving results and quality standards.	• Commit to exceed the results and quality standards, monitor own performance and implement remedial interventions when required.
• Produce outcomes that is of a good standard.	• Produce output of high quality.	• Follow task and projects through to completion.	• Work with team to set ambitious and challenging team goals, communicating long- and short-term expectations.
• Focus on the quantity of output but requires development in incorporating the quality of work.	• Able to balance the quantity and quality and quality of results in order to achieve objectives.	• Set challenging goals and objectives to self and team and display commitment to achieving expectations.	• Take appropriate risks to accomplish goals.
		• Maintain a focus on quality outputs when placed under pressure.	• Overcome setbacks and adjust action plans to realise goals.
• Produce quality work in general circumstances, but fails to meet expectation when under pressure.	• Monitors progress, quality of work and use of resources; provide status updates and make adjustments as needed.	• Establishing institutional systems for managing and assigning work, defining responsibilities, tracking, monitoring and measuring success, evaluating and valuing the work of the institution.	• Focus people on critical activities that yield a high impact.

Chief Financial Officer
Mr Kevin Carolus

Municipal Manager:
Ms Geraldine Mettler

STELLENBOSCH
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Annexure C:

Personal Development Plan

CHIEF FINANCIAL OFFICER

Chief Financial Officer
Mr Kevin Carolus

Municipal Manager:
Ms Geraldine Mettler

Skills Performance Gap	Outcomes Expected	Suggested training and / or development activity	Suggested mode of delivery	Suggested Time Frames	Work opportunity created to practice skill / development area	Support Person
1.						
2.						
3.						

Signed and accepted by the Employee

Date: 24/06/2026

Signed by the Municipal Manager on behalf of the Municipality

Date: 24/06/2026.

STELLENBOSCH

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Performance Agreement

2026/27

Director: Planning and Economic Development

PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN
STELLENBOSCH MUNICIPALITY AS HEREBY REPRESENTED BY:

THE MUNICIPAL MANAGER
Ms Geraldine Mettler
(herein and after referred to as the Employer**)**

AND

DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT
Mr Anthony Barnes
(herein and after referred to as the Employee**)**

FOR THE FINANCIAL YEAR:

01 JULY 2026 – 30 JUNE 2027

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Director: Planning and Economic Development
Mr Anthony Barnes

Municipal Manager
Ms Geraldine Mettler

1. INTRODUCTION

1.1 The Employer, duly represented by **Ms Geraldine Mettler**, in her capacity as the Municipal Manager, has entered into a contract of employment with the Employee, **Mr Anthony Barnes**, in terms of section 57(1)(a) of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) ("the Systems Act"). The Employer and the Employee are hereinafter referred to as "the Parties";

1.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the Parties to conclude an annual performance agreement;

1.3 The Parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will promote local government policy goals;

1.4 The Parties wish to ensure that there is compliance with Sections 57(4B) and 57(5) of the Systems Act;

1.5 In this Agreement, the following terms will have the meaning ascribed thereto:

1.5.1 "this Agreement" – means the performance agreement between the Employer and the employee and the Annexures thereto;

1.5.2 "the **Municipal Manager**" – means the Municipal Manager of the Municipality appointed in terms of Section 54(A) of the Systems Act;

1.5.3 "the Employee" means the **Director: Planning and Economic Development** appointed in terms of Section 56 of the Systems Act;

1.5.4 "the Employer" means **Stellenbosch Municipality**; and

1.5.5 "the Parties" means the Employer and Employee.

2. PURPOSE OF THIS AGREEMENT

2.1 To comply with the provisions of Section 57(1)(b), (4B) and (5) of the Systems Act as well as the Contract of Employment entered into between the Parties;

2.2 To specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance targets and accountabilities;

2.3 To specify accountabilities as set out in the Performance Plan (Annexure A);

2.4 To monitor and measure performance against set targeted outputs and outcomes;

2.5 To establish a transparent and accountable working relationship;

2.6 To appropriately reward the employee in accordance with section 11 of this agreement; and

2.7 To give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining improved service delivery.

3. COMMENCEMENT AND DURATION

3.1 This Agreement will commence on **01 July 2026** and will remain in force until **30 June 2027,** whereafter a new Performance Agreement shall be concluded between the parties for the next financial year or any portion thereof;

3.2 The Parties will conclude a new Performance Agreement that replaces this Agreement at least once a year by not later than 31 July of the succeeding financial year;

3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason; and

3.4 The content of this Agreement may be revised at any time during the abovementioned period to determine the current applicability of the matters previously agreed upon.

4. PERFORMANCE OBJECTIVES

4.1 The Performance Plan (Annexure A) sets out –

4.1.1 The performance objectives and targets that must be met by the Employee;

4.1.2 The time frames within which those performance objectives and targets must be met; and

4.1.3 The core competency requirements (Annexure B – definitions) as the management skills regarded as critical to the position held by the Employee.

4.2 The performance objectives and targets reflected in Annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Employer, and shall include:

4.2.1 Key objectives that describe the main tasks that need to be done;

4.2.2 Key performance indicators (KPIs) that provide the details of the evidence that must be provided to show that a key objective has been achieved;

4.2.3 Target dates that describe the timeframe in which the targets must be achieved; and

4.2.4 Weightings showing the relative importance of the key objectives to each other.

4.3 The Personal Development Plan (Annexure C) sets out the Employee's personal development requirements in line with the objectives and targets of the Employer; and

4.4 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

5. PERFORMANCE MANAGEMENT SYSTEM

5.1 The Employee agrees to participate in the performance management system that the Employer has adopted for the employees of the Employer;

5.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the employees and service providers to perform to the standards required;

5.3 The Employer will consult the Employee about the specific performance standards and targets that will be included in the performance management system applicable to the Employee;

5.4 The Employee undertakes to actively focus on the promotion and implementation of the Strategic Focus Areas (SFAs) (including special projects relevant to the employee's responsibilities) within the local government framework;

5.5 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, SFAs and Competency Framework requirements as per the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, both of which shall be contained in the Performance Agreement;

5.6 The Employee's assessment will be based on his performance in terms of the outputs / outcomes (KPIs) identified as per the attached Performance Plan (Annexure A), which are linked to the SFAs applicable to the Employee and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee.

Table 1: Strategic Focus Areas

Strategic Focus Areas
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

5.7 The competency requirements for senior managers as per Regulation 9 of Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers will make up the other 20% of the Employee's assessment score. The competencies will be assessed every six (6) months (January and July).

Table 2: Leading and Core Competencies

Leading and Core Competencies		
1.	Strategic direction and leadership	• Impact and influence • Institutional performance management • Strategic planning and management • Organisational awareness
2.	People management	• Human capital planning and development • Diversity management • Employee relations management • Negotiation and dispute management
3.	Programme and project management	• Programme and project planning and implementation • Service delivery management • Programme and project monitoring and evaluation
4.	Financial management	• Budget planning and execution • Financial strategy and delivery • Financial reporting and delivery
5.	Change leadership	• Change vision and strategy • Process design and improvement • Change impact monitoring and evaluation
6.	Governance leadership	• Policy formulation • Risk and compliance management • Cooperative governance
7.	Moral competence	• Core Competency
8.	Planning and organising	• Core Competency
9.	Analysis and innovation	• Core Competency
10.	Knowledge and information management	• Core Competency
11.	Communication	• Core Competency
12.	Results and quality focus	• Core Competency

6. PERFORMANCE ASSESSMENT

6.1 The Performance Plan (Annexure A) to this Agreement sets out –

6.1.1 The standards and procedures for evaluating the Employee's performance; and

6.1.2 The intervals for the evaluation of the Employee's performance.

6.2 Despite the establishment of agreed intervals for evaluation, the Employer may, in addition, review the Employee's performance at any stage while the contract of employment remains in force;

6.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan, as well as the actions agreed to, and implementation must take place within set time frames;

6.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan (IDP) as described in 6.6 – 6.12 below;

6.5 The Employee will submit quarterly performance reports (SDBIP) and a comprehensive annual performance report at least one week before the performance assessment meetings to the Evaluation Panel Chairperson for distribution to the panel members for preparation purposes;

6.6 Assessment of the achievement of results as outlined in the performance plan:

6.6.1 Each KPI or group of KPIs shall be assessed according to the extent to which the specified standards or performance targets have been met, and with due regard to ad-hoc tasks that had to be performed under the KPI;

6.6.2 A rating on the five-point scale shall be provided for each KPI or group of KPIs, which will then be multiplied by the weighting to calculate the final score;

6.6.3 The Employee will submit their self-evaluation to the Employer before the formal assessment;

6.6.4 In the instance where the employee could not perform due to reasons outside the control of the employer and employee, the KPI will not be considered during the evaluation. The employee should provide sufficient evidence in such instances; and

6.6.5 An overall score will be calculated based on the total of the scores calculated above.

6.7 Assessment of the Competencies:

6.7.1 Each Competency shall be assessed in terms of the description provided in (Annexure B);

6.7.2 A rating shall be provided for each Competency, which will then be multiplied by the weighting to calculate the final score; and

6.7.3 An overall score will be calculated based on the total of the scores calculated above.

6.8 Overall rating

6.8.1 An overall rating is calculated by adding the overall scores as calculated in 6.6.5 and 6.7.3 above; and

6.8.2 Such an overall rating represents the outcome of the performance appraisal.

6.9 The assessment of the performance of the Employee will be based on the following rating scales for SFAs and Competencies, respectively:

6.9.1 Rating scale for SFAs - as mentioned in paragraph 5.6:

Table 3: Performance rating scale

Level	Terminology	Description
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators, and fully achieved all others throughout the year.
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has achieved effective results against all significant performance criteria and indicators specified in the PA and Performance Plan.
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against more than half of the key performance criteria and indicators as specified in the PA and Performance Plan.
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against almost all the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.

6.9.2 Rating scale for Competencies -as mentioned in paragraph 5.7:

Table 4: Rating scale for Competencies

Level	Achievement Levels	Description
5	Superior	Has a comprehensive understanding of local government operations, critical in shaping strategic direction and change, develops, and applies comprehensive concepts and methods.
4	Advanced	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in-depth analyses.

Level	Achievement Levels	Description
3	Competent	Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analyses.
2	Basic	Applies basic concepts, methods, and understanding of local government operations, but requires supervision and development intervention.
1	Sub Standard	Applies little to no basic concepts, methods, and understanding of local government operations.

6.10 For purposes of evaluating the performance of the Employee for the year-end reviews, an evaluation panel constituted of the following persons will be established–

6.10.1 Municipal Manager;

6.10.2 Municipal Manager from another municipality;

6.10.3 Chairperson of the Performance Audit Committee or, in his / her absence thereof, the Chairperson of the Audit Committee; and

6.10.4 The Member of the Mayoral Committee (Portfolio Chairperson).

6.11 The Municipal Manager will evaluate the performance of the Employee as at the end of the 1st, and 3rd quarters; and

6.12 The Municipal Manager will give performance feedback to the Employee within five (5) working days after each quarterly and annual assessment meeting.

7. SCHEDULE FOR PERFORMANCE REVIEWS

7.1 The performance of the Employee in relation to his performance agreement shall be reviewed on the following dates.

Table 5: Schedule for performance reviews

Quarter	Review Period	Review to be completed by
1	July - September	October / November 2026 (Informal)
2	October – December	January / February 2027 (Formal)
3	January – March	April / May 2027 (Informal)
4	April - June	After the receipt of the AGSA's Management Report

7.2 The Employer shall keep a record of the mid-year and year-end assessment meetings;

7.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance;

7.4 The Employer will be entitled to review and make reasonable changes to the provisions of Annexure A from time to time for operational reasons. The Employee will be fully consulted before any such change is made; and

AB
Director: Planning and Economic Development
Mr Anthony Barnes

SM
Municipal Manager
Ms Geraldine Mettler

7.5 The Employer may amend the provisions of Annexure A whenever the performance management system is adopted, implemented, and / or amended as the case may be. In that case, the Employee will be fully consulted before any such change is made.

8. DEVELOPMENTAL REQUIREMENTS

8.1 The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure C. Such a Plan may be implemented and / or amended as the case may be after each assessment. In that case, the Employee will be fully consulted before any such change or plan is made.

9. OBLIGATIONS OF THE EMPLOYER

9.1 The Employer shall-

9.1.1 Create an enabling environment to facilitate effective performance by the Employee;

9.1.2 Provide access to skills development and capacity building opportunities;

9.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact the performance of the Employee;

9.1.4 On the request of the Employee, delegate such powers reasonably required by the Employee to enable him to meet the performance objectives and targets established in terms of this Agreement; and

9.1.5 Make available to the Employee such resources as the Employee may reasonably require from time to time, assisting him to meet the performance objectives and targets established in terms of this Agreement.

10. CONSULTATION

10.1 The Employer agrees to consult the Employee timeously where the exercising of its powers will have amongst others-

10.1.1 A direct effect on the performance of any of the Employee's functions;

10.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer; and

10.1.3 A substantial financial effect on the Employer.

10.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in clause 12.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

AB

Director: Planning and Economic Development
Mr Anthony Barnes

SM

Municipal Manager
Ms Geraldine Mettler

11. REWARD

11.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance;

11.2 The payment of the performance bonus is determined by the performance score obtained during the 4th quarter and as informed by the quarterly performance assessments;

11.3 A performance bonus of between 5% to 14% of the all-inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance to be constituted as follows:

Table 6: Performance bonus calculations

Performance Rating		Bonus Calculation
0% - 64%	Poor Performance	0% of the total package
65% - 69%	Average Performance	5% of the total package
70% - 74%	Fair Performance	9% of the total package
75% - 79%	Good Performance	11% of the total package
80% - 100%	Excellent Performance	14% of the total package

11.4 In the event of the Employee terminating his services during the validity period of this Agreement, the Employee's performance will be evaluated for the portion during which he was employed, and he will be entitled to a pro-rata performance bonus based on his evaluated performance for the period of actual service; and

11.5 The Employer will submit the total score of the annual assessment and of the Employee, to the full Council for purposes of recommending the bonus allocation.

12. MANAGEMENT OF EVALUATION OUTCOMES

12.1 Where the Employer is, at any time during the Employee's employment, not satisfied with the Employee's performance with respect to any matter dealt with in this Agreement, the Employer will give notice to the Employee to attend a meeting;

12.2 The Employee will have the opportunity at the meeting to satisfy the Employer of the measures being taken to ensure that his performance becomes satisfactory and any programme, including any dates, for implementing these measures;

12.3 Where there is a dispute or difference as to the performance of the Employee under this Agreement, the Parties will confer with a view to resolving the dispute or difference; and

12.4 In the case of unacceptable performance, the Employer shall –

12.4.1 Provide systematic remedial or developmental support to assist the Employee to improve his performance; and

12.4.2 After appropriate performance counselling and having provided the necessary guidance and / or support as well as a reasonable time for improvement in performance, the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his or her duties.

13. DISPUTE RESOLUTION

13.1 If the Employee is dissatisfied with any decision or action of the Employer in terms of this Agreement, or where a dispute or difference arises as to the extent to which the Employee has achieved the performance objectives and targets established in terms of this Agreement, the Employee may, within 3 (three) business days, meet with the Employer with a view to resolving the issue. The Employer will record the outcome of the meeting in writing;

13.2 If the Parties cannot resolve the issues within 10 (ten) business days, an independent arbitrator, acceptable to both parties, shall be appointed to resolve the matter within 30 (thirty) business days; and

13.3 If the mediation process contemplated above fails, the relevant clause of the Contract of Employment, together with the relevant laws and regulations, shall apply.

14. GENERAL

14.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer; and

14.2 Nothing in this agreement diminishes the obligations, duties, or accountabilities of the Employee in terms of his contract of employment, or the effects of existing or new regulations, circulars, policies, directives, or other instruments.

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Mr Anthony Barnes

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Municipal Manager
Ms Geraldine Mettler

Thus, done and signed at Stellenbosch on the 24th day of June 2026

DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT

AS WITNESSES:

1.

2.

Thus, done and signed at Stellenbosch on the 24th day of June 2026

MUNICIPAL MANAGER

AS WITNESSES:

1.

2.

MEMBER OF MAYORAL COMMITTEE
(Portfolio: Human Settlements)
Cllr R du Toit

MEMBER OF MAYORAL COMMITTEE
(Portfolio: Planning, Local Economic Development, and Tourism)
Cllr T Kumm

MEMBER OF MAYORAL COMMITTEE
(Portfolio: Rural Management)
Cllr C Manuel

Director: Planning and Economic Development
Mr Anthony Barnes

Municipal Manager
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Annexure A
Performance Plan

DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT

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The Performance Plan sets out:

a) Key Performance Areas that the employee should focus on, performance objectives, key performance indicators and targets that must be met within a specific timeframe; and

b) The Competencies required from employees are prescribed in the Regulations on the appointment and conditions of employment of senior managers, R21 of 2014.

KEY PERFORMANCE INDICATORS

The key performance areas, performance objectives, key performance indicators and targets that must be met within the agreed timeframe are described below. The assessment of these performance indicators will account for 80% (**eighty per cent)** of the total employee assessment score.

Part 1: Implementation of Service Delivery and Budget Implementation Plan (80%)

DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Department: Development Management	Percentage of indicators of the Department: Development Management achieved, measured quarterly	Outcome	87.81%	80% per annum	80%	SM	80%	80%	80%	80%	5

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DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Department: Development Planning	Percentage of indicators of the Department: Development Planning achieved, measured quarterly	Outcome	81.99%	80% per annum	80%	SM	80%	80%	80%	80%	5
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Department: Integrated Human Settlements	Percentage of indicators of the Department: Integrated Human Settlements achieved, measured quarterly	Outcome	91.40%	80% per annum	80%	SM	80%	80%	80%	80%	6
KPI003	SFA 1: Valley of Possibility	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	Output	1 341	1 100 per annum	1 100	SM	664 (664)	800 (800)	950 (950)	1 100 (1 100)	6
KPI004	SFA 1: Valley of Possibility	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	Output	87.50%	80% per annum	80%	SM	80%	80%	80%	80%	3
KPI005	SFA 1: Valley of Possibility	Provide training opportunities to entrepreneurs and Small, Medium and Micro Enterprises (SMMEs)	Number of quarterly training opportunities provided to entrepreneurs and SMMEs	Output	14	12 per annum	12	SM	3 (3)	3 (6)	3 (9)	3 (12)	4

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IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
KPI007	SFA 1: Valley of Possibility	Submission of the revised Housing Pipeline (document) to the MayCo	Number of revised Housing Pipelines (document) submitted to the MayCo by 31 May	Output	1	1 per annum	1	SM	N/A	N/A	N/A	1	4
KPI014	SFA 2: Green and Sustainable Valley	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	Outcome	87.41%	75% per annum	75%	SM	75%	75%	75%	75%	6
TBC	SFA 5: Good Governance and Compliance	Implementation of the Mayoral Outcomes in the Integrated Development Plan (IDP) for the 2026/27 financial year	Percentage of the Mayoral Outcomes in the IDP for the 2026/27 financial year implemented by 30 June	Outcome	79.41%	80% per annum	80%	SM	80%	80%	80%	80%	1
TBC	SFA 5 – Good Governance and Compliance	Implementation of the Portfolio: Planning, LED, and Tourism's Outcomes in the Integrated Development Plan (IDP) for the 2026/27 financial year	Percentage of the Portfolio: Planning, LED, and Tourism's Outcomes in the IDP for the 2026/27 financial year implemented by 30 June	Outcome	95.30%	80% per annum	80%	SM	80%	80%	80%	80%	1
TBC	SFA 5 – Good Governance and Compliance	Implementation of the Portfolio: Human Settlements' Outcomes in the Integrated Development Plan (IDP) for the 2026/27 financial year	Percentage of the Portfolio: Human Settlements' Outcomes in the IDP for the 2026/27 financial year implemented by 30 June	Outcome	83.33%	80% per annum	80%	SM	80%	80%	80%	80%	1

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IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5 – Good Governance and Compliance	Implementation of the Portfolio: Rural Management's Outcomes in the Integrated Development Plan (IDP) for the 2026/27 financial year	Percentage of the Portfolio: Rural Management's Outcomes in the IDP for the 2026/27 financial year implemented by 30 June	Outcome	80%	80% per annum	80%	SM	80%	80%	80%	80%	1
TBC	SFA 5 – Good Governance and Compliance	Implementation of the Municipal Manager's Outcomes in the Integrated Development Plan (IDP) for the 2026/27 financial year	Percentage of the Municipal Manager's Outcomes in the IDP for the 2026/27 financial year implemented by 30 June	Outcome	80.38%	80% per annum	80%	SM	80%	80%	80%	80%	1
TBC	SFA 5: Good Governance and Compliance	Spend the Directorate: Planning and Economic Development's approved Capital Budget	Percentage of the approved Capital Budget of the Directorate: Planning and Economic Development actually spent by 30 June	Input	88.16%	90% per annum	90%	SM	10%	30%	60%	90%	20
TBC	SFA 5: Good Governance and Compliance	Submission of the final bid specifications for all capital projects to the Bid Specification Committee (BSC) (2027/28)	Percentage of the final bid specifications for all capital projects submitted to the BSC by 30 June (50% by 31 March 2027 and 100% by 30 June 2026 for the 2027/28 financial year)	Output	100%	100% per annum	100%	SM	N/A	N/A	50%	100%	3
TBC	SFA 5: Good Governance and Compliance	Submission of detailed procurement needs for all operational projects to the Supply Chain Management (SCM) Department	Number of quarterly detailed procurement needs submitted to SCM 10 days before the start of the quarter	Output	4	4 per annum	4	SM	1 (1)	1 (2)	1 (3)	1 (4)	1
TBC	SFA 5: Good Governance and Compliance	Conclude performance plans with all identified personnel	Number of performance plans concluded with all identified personnel by 30 July	Output	6	6 per annum	6	SM	6	N/A	N/A	N/A	1

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DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Conduct annual performance evaluations with all identified personnel	Number of annual performance evaluations conducted with all identified personnel by 31 August	Output	60	6 per annum	6	SM	6	N/A	N/A	N/A	1
TBC	SFA 5: Good Governance and Compliance	Conduct mid-year performance evaluations with all identified personnel	Number of mid-year performance evaluations conducted with all identified personnel by 31 January	Output	6	4 per annum	4	SM	N/A	N/A	4	N/A	1
TBC	SFA 5: Good Governance and Compliance	Develop an Annual Departmental Risk Register	Number of Annual Departmental Risk Registers developed by 31 July	Output	1	1 per annum	1	SM	1	N/A	N/A	N/A	1
TBC	SFA 5: Good Governance and Compliance	Evaluation of the Departmental Risk Register	Number of Departmental Risk Registers evaluated by 31 May	Output	2	2 per annum	2	SM	N/A	1 (1)	N/A	1 (2)	1
TBC	SFA 5: Good Governance and Compliance	Implementation of the Directors Forum resolutions	Percentage of the Directors Forum Resolutions implemented in accordance with due dates	Output	80.65%	80% per annum	80%	SM	80%	80%	80%	80%	1
TBC	SFA 5: Good Governance and Compliance	Implementation of the Council resolutions	Percentage of the Council resolutions implemented, measured quarterly	Output	78.73%	70% per annum	70%	SM	70%	70%	70%	70%	1
TBC	SFA 5: Good Governance and Compliance	Raise / Collect Operating Budget revenue of the Department: Planning and Economic Development as per the approved budget	Percentage of the Department: Planning and Economic Development revenue raised / collected as per the approved budget by 30 June	Outcome	73.21%	96% per annum	96%	SM	25%	50%	75%	96%	1

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IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Implementation of the Directorate's actions as per the Audit General of South Africa (AGSA) Audit Action Plan	Percentage of the Directorate's actions as per the AGSA Audit Action Plan implemented by 30 June	Output	100%	100% per annum	100%	SM	N/A	N/A	50%	100%	1
TBC	SFA 5: Good Governance and Compliance	Implementation of succession planning initiatives	Number of succession planning initiatives implemented by 30 June	Output	New KPI	1 per annum	1	SM	N/A	N/A	N/A	1	1
TBC	SFA 5: Good Governance and Compliance	Attend Universal Access Policy meetings	Number of Universal Access Policy meetings attended, measured quarterly	Output	New KPI	4`per annum	4	SM	1 (1)	1 (2)	1 (3)	1 (4)	1
TBC	SFA 5: Good Governance and Compliance	Submission of personal development plans (PDPs) of identified personnel to the Sub-section: Skills Development	Number of personal PDPs of identified personnel submitted to the Sub-section: Skills Development by 30 September	Output	New KPI	6 per annum	6	SM	6	N/A	N/A	N/A	1
												Total	80

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Part 2: Competency Requirements (20%)

Ref	Leading and Core Competencies	(January) 1st Assessment	(July) Final Assessment	Weights	Comments
2.1	**Strategic direction and leadership**			**1.66%**	
2.2	**People management**			**1.66%**	
2.3	**Programme and project management**			**1.66%**	
2.4	**Financial management**			**1.66%**	
2.5	**Change leadership**			**1.67%**	
2.6	**Governance leadership**			**1.67%**	
2.7	**Moral competence**			**1.67%**	
2.8	**Planning and organising**			**1.67%**	
2.9	**Analysis and innovation**			**1.67%**	
2.10	**Knowledge and information management**			**1.67%**	
2.11	**Communication**			**1.67%**	
2.12	**Results and quality focus**			**1.67%**	
Total				**20%**	

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Annexure B
Competency Framework

DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT

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CLUSTER:	**LEADING COMPETENCIES**
COMPETENCY NAME:	**Strategic Direction and Leadership**
COMPETENCY DEFINITION:	**Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate.**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Understands institutional and departmental strategic objectives, but • lacks the ability to inspire others to achieve set mandate.	• Give direction to a team in realising the institution's strategic mandate and set objectives.	• Evaluate all activities to determine value and alignment to strategic intent.	• Structure and position the institution to local government priorities.
• Describe how specific tasks link to institutional strategies but have limited influence in directing a strategy.	• Has a positive impact and influence on the morale, engagement and participation of team members.	• Display in-depth knowledge and understanding of strategic planning.	• Actively use in-depth knowledge and understanding to develop and implement a comprehensive institutional framework.
• Has a basic understanding of institutional performance management, but lacks the ability to integrate systems into a collective whole.	• Develop action plans to execute and guide strategy.	• Align strategy and goals across all functional areas.	• Hold self-accountable for strategy execution and results.
	• Assist in defining performance measures to monitor the progress and effectiveness of the institution.	• Actively define performance measures to monitor the progress and effectiveness of the institution.	• Provide impact and influence through building and maintaining strategic relationships.
	• Displays an awareness of institutional structures and political factors.	• Consistently challenge strategic plans to ensure relevance.	• Create an environment that facilitates loyalty and innovation. Display a superior level of self-discipline and integrity in actions.
• Demonstrate basic understanding of key decision making.	• Effectively communicate barriers to execution to relevant parties.	• Understand institutional structures and political factors, and the consequences of actions.	• Integrate various systems into a collective whole to optimise institutional performance management.
	• Provide guidance to all stakeholders in the achievement of the strategic mandate.	• Empower others to follow the strategic direction and deal with complex situations.	
	• Understand the aim and objectives of the institution and relate it to own work.	• Guide the institution through complex and ambiguous concern. • Use understanding of power relationships and dynamic tensions among key players	• Uses understanding of competing interests to maneuver successfully to a win/win outcome.

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CLUSTER:	LEADING COMPETENCIES		
COMPETENCY NAME:	Strategic Direction and Leadership		
COMPETENCY DEFINITION:	Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate.		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
		to frame communications and develop strategies, positions and alliances.	

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CLUSTER:	LEADING COMPETENCIES		
COMPETENCY NAME:	**People Management**		
COMPETENCY DEFINITION:	**Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives.**		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
• Participate in team goalsetting and problem solving.	• Seek opportunities to increase team contribution and responsibility.	• Identify ineffective team and work processes and recommend remedial interventions.	• Develop and incorporate best practice people management processes, approaches and tools across the institution.
• Interact and collaborate with people of diverse backgrounds.	• Respect and support the diverse nature of others and be aware of the benefits of a diverse approach.	• Recognise and reward effective and desired behavior.	• Foster a culture of discipline, responsibility and accountability.
	• Effectively delegate tasks and empower others to increase contribution and execute functions optimally.	• Provide mentoring and guidance to others in order to increase personal effectiveness.	• Understand the impact of diversity in performance and actively incorporate a diversity strategy in the institution.
	• Apply relevant employee legislation fairly and consistently.	• Identify development and learning needs within the team.	• Develop comprehensive integrated strategies and approaches to human capital development and management.
• Aware of guidelines for employee development, but requires support in implementing development initiatives.		• Inspire a culture of performance excellence by giving positive and constructive feedback to the team. • Achieve agreement or consensus in adversarial environments. • Lead and unite diverse teams across divisions to achieve institutional objectives.	
	• Effectively identify capacity requirements to fulfill the strategic mandate.		• Actively identify trends and predict capacity requirements to facilitate unified transition and performance management.

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CLUSTER:	LEADING COMPETENCIES		
COMPETENCY NAME:	**Programme and Project Management**		
COMPETENCY DEFINITION:	**Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives.**		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
• Initiate projects after approval from higher authorities.	• Establish broad stakeholder involvement and communicate the project status and key milestones.	• Manage multiple programs and balance priorities and conflicts according to institutional goals.	• Understand and conceptualise the long-term implications of desired project outcomes.
• Understand procedures of program and project management methodology, implications and stakeholder involvement.	• Define the roles and responsibilities of the project team and create clarity around expectations.	• Apply effective risk management strategies through impact assessment and resource requirements.	• Direct a comprehensive strategic macro and micro analysis and scope projects accordingly to realise institutional objectives.
• Understand the rational of projects in relation to the institution's strategic objectives.	• Find a balance between project deadline and the quality of deliverables.	• Modify project scope and budget when required without compromising the quality and objectives of the project.	• Influence people in positions of authority to implement outcomes of projects
• Document and communicate factors and risk associated with own work.	• Identify appropriate project resources to facilitate the effective completion of the deliverables.	• Involve top-level authorities and relevant stakeholders in seeking project buy-in.	• Lead and direct translation of policy into workable action plans
• Use results and approaches of successful project implementation as guide.	• Comply with statutory requirements and apply policies in a consistent manner. • Monitor progress and use of resources and make needed adjustments to timelines, steps and resource allocation.	• Identify and apply contemporary project management methodology • Influence and motivate project team to deliver exceptional results. • Monitor policy implementation and apply procedures to manage risks.	• Ensures that programs are monitored to track progress and optimal resource utilisation, and that adjustments are made as needed.

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CLUSTER :	**LEADING COMPETENCIES**
COMPETENCY NAME :	**Change Leadership**
COMPETENCY DEFINITION :	**Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community.**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Display an awareness of change interventions and the benefits of transformation initiatives.	• Perform an analysis of the change impact on the social, political and economic environment.	• Actively monitor change impact and results and convey progress to relevant stakeholders.	• Sponsor change agents and create a network of change leaders who support the interventions.
• Able to identify basic needs for change.	• Maintain calm and focus during change.	• Secure buy-in and sponsorship for change initiatives.	• Actively adapt current structures and processes to incorporate the change interventions.
• Identify gaps between the current and desired state.	• Able to assist team members during change and keep them focused on the deliverables.	• Continuously evaluate change strategy and design and introduce new approaches to enhance the institution's effectiveness.	• Mentor and guide team members on the effects of change, resistance factors and how to integrate change.
• Identify potential risk and challenges to transformation, including resistance to change factors.	• Volunteer to lead change efforts outside of own work team.	• Build and nurture relationships with various stakeholders to establish strategic alliance in facilitating change.	
• Participate in change programs and piloting change interventions.	• Able to gain buy-in and approval for change from relevant stakeholders.	• Take the lead in impactful change programs.	
	• Identify change readiness levels and assist in resolving resistance to change factors.	• Benchmark change interventions against best change practices.	• Motivate and inspire others around change initiatives.
• Understand the impact of change interventions on the institution within the broader scope of local government.	• Design change interventions that are aligned with the institution's strategic objectives and goals.	• Understand the impact and psychology of change and put remedial interventions in place to facilitate effective transformation. • Take calculated risk and seek new ideas from best practice scenarios and identify the potential for implementation.	

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CLUSTER :	**LEADING COMPETENCIES**
COMPETENCY NAME :	**Financial Management**
COMPETENCY DEFINITION :	**Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Understand basic financial concepts and methods as they relate to institutional processes and activities	• Exhibit knowledge of general financial concepts, planning, budgeting and forecasting and how they interrelate	• Take active ownership of planning, budgeting and forecasting processes and provides credible answers to queries within own responsibility.	• Develop planning tools to assist in evaluating and monitoring future expenditure trends.
• Display awareness into the various sources of financial data, reporting mechanisms, financial governance, processes and systems	• Assess, identify and manage financial risks.	• Prepare budgets that are aligned to the strategic objectives of the institution.	• Set budget frameworks for the institution.
• Understand the importance of financial accountability	• Assume a cost-saving approach to financial management.	• Address complex budgeting and financial management concerns.	• Set strategic direction for the institution on expenditure and other financial processes.
	• Prepare financial reports based on specified formats.	• Put systems and processes in place to enhance the quality and integrity of financial management practices.	• Build and nurture partnerships to improve financial management and achieve financial savings.
	• Consider and understand the financial implications of decisions and suggestions.	• Advise on policies and procedures regarding asset control.	• Actively identify and implement new methods to improve asset control.
• Understand the importance of asset control.	• Ensure that delegation and instructions as required by National Treasury guidelines are reviewed and updated.		
	• Identify and implement proper monitoring and evaluation practices to ensure appropriate spending against budget.	• Promote National Treasury's regulatory framework for Financial Management.	• Display professionalism in dealing with financial data and processes.

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CLUSTER :	**LEADING COMPETENCIES**
COMPETENCY NAME :	**Governance Leadership**
COMPETENCY DEFINITION:	**Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships.**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Display a basic awareness of risk, compliance and governance factors but require guidance and development in implementing such requirements.	• Display a thorough understanding of governance and risk and compliance factors and implement plans to address these.	• Able to link risk initiatives into key institutional objectives and drivers.	• Demonstrate a high level of commitment in complying with governance requirements.
• Understand the structure of cooperative government but requires guidance on fostering workable relationships between stakeholders.	• Demonstrate understanding of the techniques and processes for optimising risk taking decisions within the institution.	• Identify, analyse and measure risk, create valid risk forecasts and map risk profiles.	• Implement governance and compliance strategy to ensure achievement of institutional objectives within the legislative framework.
		• Apply risk control methodology and approaches to prevent and reduce risk that impede on the achievement of institutional objectives.	• Able to advise local government on risk management, best practice interventions and compliance management.
		• Demonstrate a thorough understanding of risk retention plans.	• Able to forge positive relationships on cooperative governance level to enhance the effectiveness of local government.t
• Provide input into policy formulation.	• Actively drive policy formulation within the institution to ensure the achievement of objectives.	• Identify and implement comprehensive risk management systems and processes.	
		• Implement and monitor the formulation of policies, identify and analyse constraints and challenges with implementation and provide recommendations for improvement.	• Able to shape, direct and drive the formulation of policies on a macro level.

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CLUSTER :	**CORE COMPETENCIES**
COMPETENCY NAME :	**Moral Competence**
COMPETENCY DEFINITION :	**Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behavior that reflects moral competence**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Realise the impact of acting with integrity, but requires guidance and development in implementing principles.	• Conduct self in alignment with the values of local government and the institution.	• Identify, develop and apply measures of self-correction.	• Create an environment conducive of moral practices.
• Follow basic rules and regulations of the institution.	• Able to openly admit own mistakes and weaknesses and seek assistance from others when unable to deliver.	• Able to gain trust and respect through aligning actions with commitments.	• Actively develop and implement measures to combat fraud and corruption.
	• Actively report fraudulent activity and corruption with local government.	• Make proposals and recommendations that are transparent and gain the approval of relevant stakeholders.	• Set integrity standards and shared accountability measures across the institution to support the objectives of local government.
	• Understand and honor the confidential nature of matters without seeking personal gain.	• Present values, beliefs and ideas that are congruent with the institution's rules and regulations.	
• Able to identify basic moral situations, but requires guidance and development in understanding and reasoning with moral intent.		• Takes an active stance against corruption and dishonesty when noted.	
	• Able to deal with situations of conflict of interest promptly and in the best interest of local government.	• Actively promote the value of the institution to internal and external stakeholders.	• Take responsibility for own actions and decisions, even if the consequences are unfavorable.
		• Able to work in unity with a team and not seek personal gain.	
		• Apply universal moral principles consistently to achieve moral decisions.	

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Municipal Manager:
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CLUSTER :	**CORE COMPETENCIES**
COMPETENCY NAME :	**Planning and Organising**
COMPETENCY DEFINITION :	**Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk.**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Able to follow basic plans and organise tasks around set objectives.	• Actively and appropriately organise information and resources required for a task.	• Able to define institutional objectives, develop comprehensive plans, integrate and coordinate activities and assign appropriate resources for successful implementation.	• Focus on broad strategies and initiatives when developing plans and actions.
• Understand the process of planning and organising but requires guidance and development in providing detailed and comprehensive plans.	• Recognise the urgency and importance of tasks.	• Identify in advance required stages and actions to complete tasks.	• Able to protect and forecast short, medium and long term requirements of the institution and local government.
• Able to follow existing plans and ensure that objectives are met.	• Balance short and long-term plans and goals and incorporate into the team's performance objectives.	• Schedule realistic timelines, objectives and milestones for tasks and projects.	
• Focus on short-term objectives in developing plans and actions	• Schedule tasks to ensure they are performed within budget and with efficient use of time and resources.	• Produce clear, detailed and comprehensive plans to achieve institutional objectives.	
• Arrange information and resources required for a task, but require further structure and organisation.	• Measures progress and monitor performance results.	• Identify possible risk factors and design and implement appropriate contingency plans. • Adapt plans in light of changing circumstances. • Prioritise tasks and projects according to their relevant urgency and importance.	• Translate policy into relevant projects to facilitate the achievement of institutional objectives.

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Director: Planning and Economic Development
Mr Anthony Barnes

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Municipal Manager:
Ms Geraldine Mettler

CLUSTER :	**CORE COMPETENCIES**
COMPETENCY NAME :	**Analysis and Innovation**
COMPETENCY DEFINITION :	**Able to critically analyse information, challenges and trends to establish and implement fact-based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Understand the basic operation of analysis, but lack detail and thoroughness.	• Demonstrate logical problem solving techniques and approaches and provide rationale for recommendations.	• Coaches team members on analytical and innovative approaches and techniques.	• Demonstrate complex analytical and problem solving approaches and techniques.
• Able to balance independent analysis with requesting assistance from others.	• Demonstrate objectivity, insight and thoroughness when analysing problems.	• Engage with appropriate individuals in analysing and resolving complex problems.	• Create an environment conducive to analytical and fact-based problem solving.
• Recommend new ways to perform tasks within own function.	• Able to break down complex problems into manageable parts and identify solutions.	• Identify solutions on various areas in the institution.	• Analyse, recommend solutions and monitor trends in key challenges to prevent and manage occurrence.
• Propose simple remedial interventions that marginally challenges the status quo.	• Consult internal and external stakeholders on opportunities to improve processes and service delivery.	• Formulate and implement new ideas throughout the institution.	• Create an environment that fosters innovative thinking and follows a learning organisation approach.
	• Clearly communicate the benefits of new opportunities and innovative solutions and stakeholders.	• Able to gain approval and buy-in for proposed interventions from relevant stakeholders.	• Be a thought leader on innovative customer service delivery and process optimisation.
• Listen to the ideas and perspectives of others and explore opportunities to enhance such innovative thinking.	• Continuously identify opportunities to enhance internal processes.	• Identify trends and best practices in process and service delivery and propose institutional application.	• Play an active role in sharing best practice solutions and engage in national and international local government seminars and conferences.
	• Identify and analyse opportunities conducive to innovative approaches and propose remedial intervention.	• Continuously engage in research to identify client needs.	

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Director: Planning and Economic Development
Mr Anthony Barnes

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Municipal Manager:
Ms Geraldine Mettler

CLUSTER :	CORE COMPETENCIES		
COMPETENCY NAME :	**Knowledge and Information Management**		
COMPETENCY DEFINITION :	**Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government**		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
• Collect, categorise and track relevant information required for specific tasks and projects.	• Use appropriate information systems and technology to manage institutional knowledge and information sharing.	• Effectively predict future information and knowledge management requirements and systems.	• Create and support a vision and culture where team members are empowered to seek, gain and share knowledge and information.
• Analyse and interpret information to draw conclusions.	• Evaluate data from various sources and use information effectively to influence decisions and provide solutions.	• Develop standards and processes to meet future knowledge management needs.	• Establish partnerships across local government to facilitate knowledge management.
• Seek new sources of information to increase the knowledge base.	• Actively create mechanisms and structures for sharing information.	• Share and promote best-practice knowledge management across various institutions.	• Demonstrate a mature approach.
• Regularly share information and knowledge with internal stakeholders and team members.	• Use external and internal resources to research and provide relevant and cutting-edge knowledge to enhance institutional effectiveness and efficiency.	• Establish accurate measures and monitoring systems for knowledge and information management. • Create a culture conducive of learning and knowledge sharing. • Hold regular knowledge and information sharing sessions to elicit new ideas and share best practice approaches.	• Recognise and exploit knowledge points in interactions with internal and external stakeholders.

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Director: Planning and Economic Development
Mr Anthony Barnes

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Municipal Manager:
Ms Geraldine Mettler

CLUSTER :	**CORE COMPETENCIES**
COMPETENCY NAME :	**Communication**
COMPETENCY DEFINITION :	**Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome.**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Demonstrate an understanding for communication levers and tools appropriate for the audience, but requires guidance in utilising such tools.	• Express ideas to individuals and groups in formal and informal settings in a manner that is interesting and motivating.	• Effectively communicate high-risk and sensitive matters to relevant stakeholders.	• Regarded as a specialist in negotiations and representing the institution.
• Express ideas in a clear and focused manner, but does not always take the audience into consideration.	• Able to understand, tolerate and appreciate diverse perspectives, attitudes and beliefs.	• Develop a well-defined communication strategy.	• Able to inspire and motivate others through positive communication that is impactful and relevant.
	• Adapt communication content and style to suit the audience and facilitate optimal information transfer.	• Balance political perspectives with institutional needs when communicating viewpoints on complex issues.	• Creates an environment conducive to transparent and productive communication and critical appreciate conversations.
	• Deliver content in a manner that gains support, commitment and agreement from relevant stakeholders.	• Able to effectively direct negotiations around complex.	
• Disseminate and convey information and knowledge adequately.		• Market and promote the institution to external stakeholders and seek to enhance a positive image of the institution.	• Able to coordinate negotiations at different levels within local government and externally.
	• Compile clear, focused, concise and well-structured written documents.	• Able to communicate with the media with high levels of moral competence and discipline.	

Director: Planning and Economic Development
Mr Anthony Barnes

Municipal Manager:
Ms Geraldine Mettler

CLUSTER :	**CORE COMPETENCIES**
COMPETENCY NAME :	**Results and Quality Focus**
COMPETENCY DEFINITION :	**Able to maintain high quality standards, focus on achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives.**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Understand quality of work but requires guidance in attending to important matters.	• Focus on high-priority actions and does not become distracted by lower-priority activities.	• Consistently verify own standards and outcomes to ensure quality output.	• Coach and guide others to exceed quality standards and results.
• Show a basic commitment to achieving the correct results.	• Display firm commitment and pride in achieving the correct results.	• Focus on the end result and avoids being distracted	• Develop challenging, client-focused goals and sets high standards for personal performance.
• Produce the minimum level of results required in the role.	• Set quality standards and design processes and tasks around achieving set standards.	• Demonstrate a determined and committed approach to achieving results and quality standards.	• Commit to exceed the results and quality standards, monitor own performance and implement remedial interventions when required.
• Produce outcomes that is of a good standard.	• Produce output of high quality.	• Follow task and projects through to completion.	• Work with team to set ambitious and challenging team goals, communicating long- and short term expectations.
• Focus on the quantity of output but requires development in incorporating the quality of work.	• Able to balance the quantity and quality and quality of results in order to achieve objectives.	• Set challenging goals and objectives to self and team and display commitment to achieving expectations.	• Take appropriate risks to accomplish goals.
		• Maintain a focus on quality outputs when placed under pressure.	• Overcome setbacks and adjust action plans to realise goals.
• Produce quality work in general circumstances, but fails to meet expectation when under pressure.	• Monitors progress, quality of work and use of resources; provide status updates and make adjustments as needed.	• Establishing institutional systems for managing and assigning work, defining responsibilities, tracking, monitoring and measuring success, evaluating and valuing the work of the institution.	• Focus people on critical activities that yield a high impact.

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Director: Planning and Economic Development
Mr Anthony Barnes

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Municipal Manager:
Ms Geraldine Mettler

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Annexure C

Personal Development Plan

DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT

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Director: Planning and Economic Development
Mr Anthony Barnes

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Municipal Manager:
Ms Geraldine Mettler

Skills Performance Gap	Outcomes Expected	Suggested training and / or development activity	Suggested mode of delivery	Suggested Time Frames	Work opportunity created to practice skill / development area	Support Person
1.						
2.						
3.						

Signed and accepted by the Employee

Date: 24/06/2026

Signed by the Municipal Manager on behalf of the Municipality

Date: 24/06/2026.

STELLENBOSCH

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Performance Agreement

2026/27

Director:
Infrastructure Services

PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN
STELLENBOSCH MUNICIPALITY AS HEREBY REPRESENTED BY:

THE MUNICIPAL MANAGER
Ms Geraldine Mettler
(herein and after referred to as the Employer)

AND

DIRECTOR: INFRASTRUCTURE SERVICES
Mr Preshane Chandaka
(herein and after referred to as the Employee)

FOR THE FINANCIAL YEAR:

01 JULY 2026 – 30 JUNE 2027

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Director: Infrastructure Services
Mr Preshane Chandaka

Municipal Manager:
Ms Geraldine Mettler

1. INTRODUCTION

1.1 The Employer, duly represented by **Ms Geraldine Mettler**, in her capacity as the Municipal Manager, has entered into a contract of employment with the Employee, **Mr Shane Chandaka**, in terms of section 57(1)(a) of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) ("the Systems Act"). The Employer and the Employee are hereinafter referred to as "the Parties";

1.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the Parties to conclude an annual performance agreement;

1.3 The Parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will promote local government policy goals;

1.4 The Parties wish to ensure that there is compliance with Sections 57(4B) and 57(5) of the Systems Act;

1.5 In this Agreement, the following terms will have the meaning ascribed thereto:

1.5.1 "this Agreement" – means the performance agreement between the Employer and the employee and the Annexures thereto;

1.5.2 "the **Municipal Manager**" – means the Municipal Manager of the Municipality appointed in terms of Section 54(A) of the Systems Act;

1.5.3 "the Employee" means the **Director: Infrastructure Services** appointed in terms of Section 56 of the Systems Act;

1.5.4 "the Employer" means **Stellenbosch Municipality**; and

1.5.5 "the Parties" means the Employer and Employee.

2. PURPOSE OF THIS AGREEMENT

2.1 To comply with the provisions of Section 57(1)(b), (4B) and (5) of the Systems Act as well as the Contract of Employment entered into between the Parties;

2.2 To specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance targets and accountabilities;

2.3 To specify accountabilities as set out in the Performance Plan (Annexure A);

2.4 To monitor and measure performance against set targeted outputs and outcomes;

2.5 To establish a transparent and accountable working relationship;

2.6 To appropriately reward the employee in accordance with section 11 of this agreement; and

2.7 To give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining improved service delivery.

3. COMMENCEMENT AND DURATION

3.1 This Agreement will commence on **01 July 2026** and will remain in force until **30 June 2027,** whereafter a new Performance Agreement shall be concluded between the parties for the next financial year or any portion thereof for the 2026/27 financial year;

3.2 The Parties will conclude a new Performance Agreement that replaces this Agreement at least once a year by not later than 31 July of the succeeding financial year;

3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason; and

3.4 The content of this Agreement may be revised at any time during the abovementioned period to determine the current applicability of the matters previously agreed upon.

4. PERFORMANCE OBJECTIVES

4.1 The Performance Plan (Annexure A) sets out –

4.1.1 The performance objectives and targets that must be met by the Employee;

4.1.2 The time frames within which those performance objectives and targets must be met; and

4.1.3 The core competency requirements (Annexure B – definitions) as the management skills regarded as critical to the position held by the Employee.

4.2 The performance objectives and targets reflected in Annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Employer, and shall include:

4.2.1 Key objectives that describe the main tasks that need to be done;

4.2.2 Key performance indicators (KPIs) that provide the details of the evidence that must be provided to show that a key objective has been achieved;

4.2.3 Target dates that describe the timeframe in which the targets must be achieved; and

4.2.4 Weightings showing the relative importance of the key objectives to each other.

4.3 The Personal Development Plan (Annexure C) sets out the Employee's personal development requirements in line with the objectives and targets of the Employer; and

4.4 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

5. PERFORMANCE MANAGEMENT SYSTEM

5.1 The Employee agrees to participate in the performance management system that the Employer has adopted for the employees of the Employer;

5.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the employees and service providers in performing to the standards required;

5.3 The Employer will consult the Employee about the specific performance standards and targets that will be included in the performance management system applicable to the Employee;

5.4 The Employee undertakes to actively focus on the promotion and implementation of the Strategic Focus Areas (SFAs) (including special projects relevant to the employee's responsibilities) within the local government framework;

5.5 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, SFAs and Competency Framework requirements as per the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, both of which shall be contained in the Performance Agreement;

5.6 The Employee's assessment will be based on his performance in terms of the outputs / outcomes (KPIs) identified as per the attached Performance Plan (Annexure A), which are linked to the SFAs applicable to the Employee, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee.

Table 1: Strategic Focus Areas

Strategic Focus Areas
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

5.7 The competency requirements for senior managers as per Regulation 9 of Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers will make up the other 20% of the Employee's assessment score. The competencies will be assessed every six (6) months (January and July).

Table 2: Leading and Core Competencies

Leading and Core Competencies		
1.	Strategic direction and leadership	• Impact and influence • Institutional performance management • Strategic planning and management • Organisational awareness
2.	People management	• Human capital planning and development • Diversity management • Employee relations management • Negotiation and dispute management
3.	Programme and project management	• Programme and project planning and implementation • Service delivery management • Programme and project monitoring and evaluation
4.	Financial management	• Budget planning and execution • Financial strategy and delivery • Financial reporting and delivery
5.	Change leadership	• Change vision and strategy • Process design and improvement • Change impact monitoring and evaluation
6.	Governance leadership	• Policy formulation • Risk and compliance management • Cooperative Governance
7.	Moral competence	• Core Competency
8.	Planning and organising	• Core Competency
9.	Analysis and innovation	• Core Competency
10.	Knowledge and information management	• Core Competency
11.	Communication	• Core Competency
12.	Results and quality focus	• Core Competency

6. PERFORMANCE ASSESSMENT

6.1 The Performance Plan (Annexure A) to this Agreement sets out –

6.1.1 The standards and procedures for evaluating the Employee's performance; and

6.1.2 The intervals for the evaluation of the Employee's performance.

6.2 Despite the establishment of agreed intervals for evaluation, the Employer may, in addition, review the Employee's performance at any stage while the contract of employment remains in force;

Director: Infrastructure Services
Mr Preshane Chandaka

Municipal Manager:
Ms Geraldine Mettler

6.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan, as well as the actions agreed to, and implementation must take place within set time frames;

6.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan (IDP) as described in 6.6 – 6.12 below;

6.5 The Employee will submit quarterly performance reports (SDBIP) and a comprehensive annual performance report at least one week before the performance assessment meetings to the Evaluation Panel Chairperson for distribution to the panel members for preparation purposes;

6.6 Assessment of the achievement of results as outlined in the performance plan:

6.6.1 Each KPI or group of KPIs shall be assessed according to the extent to which the specified standards or performance targets have been met, and with due regard to ad-hoc tasks that had to be performed under the KPI;

6.6.2 A rating on the five-point scale shall be provided for each KPI or group of KPIs, which will then be multiplied by the weighting to calculate the final score;

6.6.3 The Employee will submit their self-evaluation to the Employer before the formal assessment;

6.6.4 In the instance where the employee could not perform due to reasons outside the control of the employer and employee, the KPI will not be considered during the evaluation. The employee should provide sufficient evidence in such instances; and

6.6.5 An overall score will be calculated based on the total of the scores calculated above.

6.7 Assessment of the Competencies:

6.7.1 Each Competency shall be assessed in terms of the description provided in (Annexure B);

6.7.2 A rating shall be provided for each Competency, which will then be multiplied by the weighting to calculate the final score; and

6.7.3 An overall score will be calculated based on the total of the scores calculated above.

6.8 Overall rating

6.8.1 An overall rating is calculated by adding the overall scores as calculated in 6.6.5 and 6.7.3 above; and

6.8.2 Such an overall rating represents the outcome of the performance appraisal.

6.9 The assessment of the performance of the Employee will be based on the following rating scales for SFAs and Competencies respectively:

6.9.1 Rating scale for SFAs - as mentioned in paragraph 5.6:

Table 3: Performance rating scale

Level	Terminology	Description
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators, and fully achieved all others throughout the year.
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has achieved effective results against all significant performance criteria and indicators specified in the PA and Performance Plan.
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against more than half of the key performance criteria and indicators as specified in the PA and Performance Plan.
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against almost all the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.

6.9.2 Rating scale for Competencies -as mentioned in paragraph 5.7:

Table 4: Rating scale for Competencies

Level	Achievement Levels	Description
5	Superior	Has a comprehensive understanding of local government operations, critical in shaping strategic direction and change, develops, and applies comprehensive concepts and methods
4	Advanced	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in-depth analyses

Level	Achievement Levels	Description
3	Competent	Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analyses
2	Basic	Applies basic concepts, methods, and understanding of local government operations, but requires supervision and development intervention
1	Sub Standard	Applies little to no basic concepts, methods, and understanding of local government operations.

6.10 For purposes of evaluating the performance of the Employee for the year-end reviews, an evaluation panel constituted of the following persons will be established–

6.10.1 Municipal Manager;

6.10.2 Municipal Manager from another municipality;

6.10.3 Chairperson of the Performance Audit Committee or in his / her absence thereof, the Chairperson of the Audit Committee; and

6.10.4 The Member of the Mayoral Committee (Portfolio Chairperson).

6.11 The Municipal Manager will evaluate the performance of the Employee as at the end of the 1st, and 3rd quarters; and

6.12 The Municipal Manager will give performance feedback to the Employee within five (5) working days after each quarterly and annual assessment meeting.

7. SCHEDULE FOR PERFORMANCE REVIEWS

7.1 The performance of the Employee in relation to his performance agreement shall be reviewed on the following dates.

Table 5: Schedule for performance reviews

Quarter	Review Period	Review to be completed by
1	July - September	October / November 2026 (Informal)
2	October – December	January / February 2027 (Formal)
3	January – March	April / May 2027 (Informal)
4	April - June	After the receipt of the AGSA's Management Report

7.2 The Employer shall keep a record of the mid-year and year-end assessment meetings;

7.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance;

7.4 The Employer will be entitled to review and make reasonable changes to the provisions of Annexure A from time to time for operational reasons. The Employee will be fully consulted before any such change is made; and

7.5 The Employer may amend the provisions of Annexure A whenever the performance management system is adopted, implemented, and/or amended, as the case may be. In that case, the Employee will be fully consulted before any such change is made.

8. DEVELOPMENTAL REQUIREMENTS

8.1 The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure C. Such a Plan may be implemented and / or amended as the case may be after each assessment. In that case, the Employee will be fully consulted before any such change or plan is made.

9. OBLIGATIONS OF THE EMPLOYER

9.1 The Employer shall-

9.1.1 Create an enabling environment to facilitate effective performance by the employee;

9.1.2 Provide access to skills development and capacity-building opportunities;

9.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact the performance of the Employee;

9.1.4 On the request of the Employee, delegate such powers reasonably required by the Employee to enable him to meet the performance objectives and targets established in terms of this Agreement; and

9.1.5 Make available to the Employee such resources as the Employee may reasonably require from time to time, assisting him to meet the performance objectives and targets established in terms of this Agreement.

10. CONSULTATION

10.1 The Employer agrees to consult the Employee timeously where the exercising of its powers will have amongst others-

10.1.1 A direct effect on the performance of any of the Employee's functions;

10.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer; and

10.1.3 A substantial financial effect on the Employer.

10.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in clause 12.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

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Director: Infrastructure Services
Mr Preshane Chandaka

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Municipal Manager:
Ms Geraldine Mettler

11. REWARD

11.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance;

11.2 The payment of the performance bonus is determined by the performance score obtained during the 4th quarter and as informed by the quarterly performance assessments;

11.3 A performance bonus of between 5% to 14% of the all-inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance to be constituted as follows:

Table 6: Performance bonus calculations

Performance Rating		Bonus Calculation
0% - 64%	Poor Performance	0% of the total package
65% - 69%	Average Performance	5% of the total package
70% - 74%	Fair Performance	9% of the total package
75% - 79%	Good Performance	11% of the total package
80% - 100%	Excellent Performance	14% of the total package

11.4 In the event of the Employee terminating his services during the validity period of this Agreement, the Employee's performance will be evaluated for the portion during which he was employed, and he will be entitled to a pro-rata performance bonus based on his evaluated performance for the period of actual service; and

11.5 The Employer will submit the total score of the annual assessment and of the Employee, to the full Council for purposes of recommending the bonus allocation.

12. MANAGEMENT OF EVALUATION OUTCOMES

12.1 Where the Employer is, at any time during the Employee's employment, not satisfied with the Employee's performance with respect to any matter dealt with in this Agreement, the Employer will give notice to the Employee to attend a meeting;

12.2 The Employee will have the opportunity at the meeting to satisfy the Employer of the measures being taken to ensure that his performance becomes satisfactory and any programme, including any dates, for implementing these measures;

12.3 Where there is a dispute or difference as to the performance of the Employee under this Agreement, the Parties will confer with a view to resolving the dispute or difference; and

12.4 In the case of unacceptable performance, the Employer shall –

12.4.1 Provide systematic remedial or developmental support to assist the Employee to improve his performance; and

12.4.2 After appropriate performance counselling and having provided the necessary guidance and / or support, as well as a reasonable time for improvement in performance, the Employer may consider steps to terminate the contract of employment of the Employee on the grounds of unfitness or incapacity to carry out his or her duties.

13. DISPUTE RESOLUTION

13.1 If the Employee is dissatisfied with any decision or action of the Employer in terms of this Agreement, or where a dispute or difference arises as to the extent to which the Employee has achieved the performance objectives and targets established in terms of this Agreement, the Employee may, within 3 (three) business days, meet with the Employer with a view to resolving the issue. The Employer will record the outcome of the meeting in writing;

13.2 If the Parties cannot resolve the issues within 10 (ten) business days, an independent arbitrator, acceptable to both parties, shall be appointed to resolve the matter within 30 (thirty) business days; and

13.3 If the mediation process contemplated above fails, the relevant clause of the Contract of Employment, together with the relevant laws and regulations, shall apply.

14. GENERAL

14.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer; and

14.2 Nothing in this agreement diminishes the obligations, duties, or accountabilities of the Employee in terms of his contract of employment, or the effects of existing or new regulations, circulars, policies, directives, or other instruments.

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Director: Infrastructure Services
Mr Preshane Chandaka

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Municipal Manager:
Ms Geraldine Mettler

Thus, done and signed at Stellenbosch on the 24th day of JUNE 2026.

DIRECTOR: INFRASTRUCTURE SERVICES

AS WITNESSES:

1.

2.

Thus, done and signed at Stellenbosch on the 24th day of June 2026

MUNICIPAL MANAGER

AS WITNESSES:

1.

2.

Director: Infrastructure Services
Mr Preshane Chandaka

Municipal Manager:
Ms Geraldine Mettler

MEMBER OF MAYORAL COMMITTEE
(Portfolio: Infrastructure Services)
Cllr R Pheiffer

Director: Infrastructure Services
Mr Preshane Chandaka

Municipal Manager:
Ms Geraldine Mettler

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Annexure A
Performance Plan

DIRECTOR: INFRASTRUCTURE SERVICES

Director: Infrastructure Services
Mr Preshane Chandaka

Municipal Manager:
Ms Geraldine Mettler

The Performance Plan sets out:

a) Key Performance Areas that the employee should focus on, performance objectives, key performance indicators and targets that must be met within a specific timeframe; and

b) The Competencies required from employees are prescribed in the Regulations on the appointment and conditions of employment of senior managers, R21 of 2014.

KEY PERFORMANCE INDICATORS

The key performance areas, performance objectives, key performance indicators and targets that must be met within the agreed timeframe are described below. The assessment of these performance indicators will account for 80% (**eighty per cent)** of the total employee assessment score.

Part 1: Implementation of Service Delivery and Budget Implementation Plan (80%)

DIRECTOR: INFRASTRUCTURE SERVICES													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Department: Water and Wastewater Services	Percentage of indicators of the Department: Water and Wastewater Services achieved, measured quarterly	Outcome	76.26%	80% per annum	80%	SM	80%	80%	80%	80%	5
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Department: Infrastructure Planning, Development and Implementation	Percentage of indicators of the Department: Infrastructure Planning, Development and Implementation achieved, measured quarterly	Outcome	97.73%	80% per annum	80%	SM	80%	80%	80%	80%	5

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DIRECTOR: INFRASTRUCTURE SERVICES									Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Q1	Q2	Q3	Q4	Weight
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Department: Roads, Transport and Storm Water (RTS)	Percentage of indicators of the Department: Roads, Transport and Storm Water (RTS) achieved, measured quarterly	Outcome	86.81%	80% per annum	80%	SM	80%	80%	80%	80%	5
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Department: Electrical Services	Percentage of indicators of the Department: Electrical Services achieved, measured quarterly	Outcome	77.65%	80% per annum	80%	SM	80%	80%	80%	80%	5
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Department: Waste Services	Percentage of indicators of the Department: Waste Services achieved, measured quarterly	Outcome	92.39%	80% per annum	80%	SM	80%	80%	80%	80%	5
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Section: Support Services	Percentage of indicators of the Section: Support Services achieved, measured quarterly	Outcome	92.39%	80% per annum	80%	SM	80%	80%	80%	80%	5
KPI016	SFA 2 - Green and Sustainable Valley	Reduce organic waste	Percentage of organic waste reduced by 30 June	Output	37%	20% per annum	20%	SM	N/A	N/A	N/A	20%	1
KPI019	SFA 2 - Green and Sustainable Valley	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	Output	1	1 per annum	1	SM	N/A	N/A	N/A	1	1
KPI021	SFA 2 - Green and Sustainable Valley	Implementation of identified waste minimisation projects	Number of identified waste minimisation projects implemented by 30 June	Output	2	2 per annum	2	SM	N/A	N/A	1 (1)	1 (2)	2

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IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
KPI022	SFA 2 - Green and Sustainable Valley	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	Outcome	57.75%	70% per annum	70%	SM	70%	70%	70%	70%	1
KPI028	SFA 4 - Dignified Living	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	Output	46	20 per annum	20	SM	N/A	N/A	N/A	20	1
KPI029	SFA 4 - Dignified Living	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	Outcome	5.63%	<9% per annum	<9%	SM	N/A	N/A	N/A	<9%	2
KPI030	SFA 4 - Dignified Living	Water quality measured quarterly ito the SANS 241 physical and micro parameters	Percentage of water quality level as per the analysis certificate, measured quarterly	Outcome	93.98%	90% per annum	90%	SM	90%	90%	90%	90%	2
KPI031	SFA 4 - Dignified Living	Limit unaccounted water to less than 25%	Percentage of average unaccounted water, measured by 30 June	Outcome	31.20%	<25% per annum	<25%	SM	N/A	N/A	N/A	<25%	2
KPI060	SFA 5: Good Governance and Compliance	Submission of the updated Comprehensive Integrated Transport Plan (CITP) 2023 - 2028 to the Municipal Manager	Number of updated CITPs 2023 - 2028 submitted to the Municipal Manager by 30 June	Output	1	1 per annum	1	SM	N/A	N/A	N/A	1	1

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IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Implementation of the Mayoral Outcomes in the Integrated Development Plan (IDP) for the 2026/27 financial year	Percentage of the Mayoral Outcomes in the IDP for the 2026/27 financial year implemented by 30 June	Outcome	80.98%	80% per annum	80%	SM	80%	80%	80%	80%	1
TBC	SFA 5: Good Governance and Compliance	Implementation of the Portfolio: Infrastructure Services' Outcomes in the Integrated Development Plan (IDP) for the 2026/27 financial year	Percentage of the Portfolio: Infrastructure Services' Outcomes in the IDP for the 2026/27 financial year implemented by 30 June	Outcome	80.86%	80% per annum	80%	SM	80%	80%	80%	80%	1
TBC	SFA 5: Good Governance and Compliance	Implementation of the Municipal Manager's Outcomes in the Integrated Development Plan (IDP) for the 2026/27 financial year	Percentage of the Municipal Manager's Outcomes in the IDP for the 2026/27 financial year implemented by 30 June	Outcome	75.79%	80% per annum	80%	SM	80%	80%	80%	80%	1
TBC	SFA 5: Good Governance and Compliance	Spend the Directorate: Infrastructure Services' approved Capital Budget	Percentage of the approved Capital Budget of the Directorate: Infrastructure Services actually spent by 30 June	Input	91.70%	90% per annum	90%	SM	10%	30%	60%	90%	16
TBC	SFA 5: Good Governance and Compliance	Submission of the final bid specifications for all capital projects to the Bid Specification Committee (BSC) *(2027/28)*	Percentage of the final bid specifications for all capital projects submitted to the BSC by 30 June *(50% by 31 March 2027 and 100% by 30 June 2027 for the 2027/28 financial year)*	Output	90.91%	100% per annum	100%	SM	N/A	N/A	50%	100%	1
TBC	SFA 5: Good Governance and Compliance	Submission of detailed procurement needs for all operational projects to the Supply Chain Management (SCM) Department	Number of quarterly detailed procurement needs submitted to the SCM Department within 10 days before the start of the quarter	Output	4	4 per annum	4	SM	1 (1)	1 (2)	1 (3)	1 (4)	1

Director: Infrastructure Services
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IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Conclude performance plans with all identified personnel	Number of performance plans concluded with all identified personnel by 30 July	Output	6	7 per annum	7	SM	7	N/A	N/A	N/A	1
TBC	SFA 5: Good Governance and Compliance	Conduct annual performance evaluations with all identified personnel	Number of annual performance evaluations conducted with all identified personnel by 31 August	Output	18	7 per annum	7	SM	7	N/A	N/A	N/A	1
TBC	SFA 5: Good Governance and Compliance	Conduct mid-year performance evaluations with all identified personnel	Number of mid-year performance evaluations conducted with all identified personnel by 31 January	Output	New KPI	7 per annum	7	SM	N/A	N/A	7	N/A	1
TBC	SFA 5: Good Governance and Compliance	Develop an Annual Departmental Risk Register	Number of Annual Departmental Risk Registers developed by 31 July	Output	1	1 per annum	1	SM	1	N/A	N/A	N/A	1
TBC	SFA 5: Good Governance and Compliance	Evaluation of the Departmental Risk Register	Number of Departmental Risk Registers evaluated by 31 May	Output	2	2 per annum	2	SM	N/A	1 (1)	N/A	1 (2)	1
TBC	SFA 5: Good Governance and Compliance	Implementation of the Directors Forum resolutions	Percentage of the Directors Forum Resolutions implemented in accordance with due dates	Output	84%	80% per annum	80%	SM	80%	80%	80%	80%	1
TBC	SFA 5: Good Governance and Compliance	Implementation of the Council resolutions	Percentage of the Council resolutions implemented, measured quarterly	Output	70%	70% per annum	70%	SM	70%	70%	70%	70%	1
TBC	SFA 5: Good Governance and Compliance	Raise / Collect Operating Budget revenue of the Directorate: Infrastructure Services as per the approved budget	Percentage of the Directorate: Infrastructure Services revenue raised / collected as per the approved budget by 30 June	Outcome	97%	96% per annum	96%	SM	25%	50%	75%	96%	2

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DIRECTOR: INFRASTRUCTURE SERVICES													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 2 - Green and Sustainable Valley	Construction of Non-Motorised Transport (NMT) facilities within the Stellenbosch Municipal area	Number of kms of Non-Motorised Transport (NMT) facilities constructed within the Stellenbosch Municipal area by 30 June	Outcome	1 km	1 km per annum	1 km	SM	N/A	N/A	N/A	1	1
TBC	SFA 2 - Green and Sustainable Valley	Implementation of the Integrated Waste Management Plan	Number of Integrated Waste Management Plan progress reports submitted to the Municipal Manager, measured bi-annually	Outcome	2	2 per annum	2	SM	N/A	1 (1)	N/A	1 (2)	1
TBC	SFA 5: Good Governance and Compliance	Resolve formal complaints received *(As captured on the customer care system)*	Percentage of formal complaints resolved within 10 working days after the date of receipt *(As captured on the customer care system)*	Outcome	82.08%	90% per annum	90%	SM	90%	90%	90%	90%	1
TBC	SFA 5: Good Governance and Compliance	Implementation of the Directorate's actions as per the Audit General of South Africa (AGSA) Audit Action Plan	Percentage of the Directorate's actions as per the AGSA Audit Action Plan implemented by 30 June	Outcome	100%	100% per annum	100%	SM	N/A	N/A	50%	100%	1
TBC	SFA 5: Good Governance and Compliance	Implementation of succession planning initiatives	Number of succession planning initiatives implemented by 30 June	Output	New KPI	1 per annum	1	SM	N/A	N/A	N/A	1	1
TBC	SFA 5: Good Governance and Compliance	Attend Universal Access Policy meetings	Number of Universal Access Policy meetings attended, measured quarterly	Output	New KPI	4 per annum	4	SM	1 (1)	1 (2)	1 (3)	1 (4)	1
TBC	SFA 5: Good Governance and Compliance	Submission of personal development plans (PDPs) of identified personnel to the Sub-section: Skills Development	Number of personal PDPs of identified personnel submitted to the Sub-section: Skills Development by 30 September	Output	New KPI	7 per annum	7	SM	7	N/A	N/A	N/A	1
												Total	80

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Part 2: Competency Requirements (20%)

Ref	Leading and Core Competencies	(January) 1st Assessment	(July) Final Assessment	Weights	Comments
2.1	**Strategic direction and leadership**			**1.66%**	
2.2	**People management**			**1.66%**	
2.3	**Programme and project management**			**1.66%**	
2.4	**Financial management**			**1.66%**	
2.5	**Change leadership**			**1.67%**	
2.6	**Governance leadership**			**1.67%**	
2.7	**Moral competence**			**1.67%**	
2.8	**Planning and organising**			**1.67%**	
2.9	**Analysis and innovation**			**1.67%**	
2.10	**Knowledge and information management**			**1.67%**	
2.11	**Communication**			**1.67%**	
2.12	**Results and quality focus**			**1.67%**	
Total				**20%**	

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Annexure B
Competency Framework

DIRECTOR: INFRASTRUCTURE SERVICES

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CLUSTER :	**LEADING COMPETENCIES**
COMPETENCY NAME :	**Strategic Direction and Leadership**
COMPETENCY DEFINITION :	**Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate.**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Understands institutional and departmental strategic objectives, but • lacks the ability to inspire others to achieve set mandate.	• Give direction to a team in realising the institution's strategic mandate and set objectives.	• Evaluate all activities to determine value and alignment to strategic intent.	• Structure and position the institution to local government priorities.
• Describe how specific tasks link to institutional strategies but have limited influence in directing a strategy.	• Has a positive impact and influence on the morale, engagement and participation of team members.	• Display in-depth knowledge and understanding of strategic planning.	• Actively use in-depth knowledge and understanding to develop and implement a comprehensive institutional framework.
• Has a basic understanding of institutional performance management, but lacks the ability to integrate systems into a collective whole.	• Develop action plans to execute and guide strategy.	• Align strategy and goals across all functional areas.	• Hold self-accountable for strategy execution and results.
	• Assist in defining performance measures to monitor the progress and effectiveness of the institution.	• Actively define performance measures to monitor the progress and effectiveness of the institution.	• Provide impact and influence through building and maintaining strategic relationships.
	• Displays an awareness of institutional structures and political factors.	• Consistently challenge strategic plans to ensure relevance.	• Create an environment that facilitates loyalty and innovation. Display a superior level of self-discipline and integrity in actions.
	• Effectively communicate barriers to execution to relevant parties.	• Understand institutional structures and political factors, and the consequences of actions.	• Integrate various systems into a collective whole to optimise institutional performance management.
• Demonstrate basic understanding of key decision making.	• Provide guidance to all stakeholders in the achievement of the strategic mandate.	• Empower others to follow the strategic direction and deal with complex situations.	
		• Guide the institution through complex and ambiguous concern.	• Uses understanding of competing interests to maneuver successfully to a win/win outcome.
	• Understand the aim and objectives of the institution and relate it to own work.	• Use understanding of power relationships and dynamic tensions among key players to frame communications and develop strategies, positions and alliances.	

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CLUSTER :	**LEADING COMPETENCIES**
COMPETENCY NAME :	**People Management**
COMPETENCY DEFINITION :	**Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives.**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Participate in team goalsetting and problem solving.	• Seek opportunities to increase team contribution and responsibility.	• Identify ineffective team and work processes and recommend remedial interventions.	• Develop and incorporate best practice people management processes, approaches and tools across the institution.
• Interact and collaborate with people of diverse backgrounds.	• Respect and support the diverse nature of others and be aware of the benefits of a diverse approach.	• Recognise and reward effective and desired behavior.	• Foster a culture of discipline, responsibility and accountability.
	• Effectively delegate tasks and empower others to increase contribution and execute functions optimally.	• Provide mentoring and guidance to others in order to increase personal effectiveness.	• Understand the impact of diversity in performance and actively incorporate a diversity strategy in the institution.
	• Apply relevant employee legislation fairly and consistently.	• Identify development and learning needs within the team.	• Develop comprehensive integrated strategies and approaches to human capital development and management.
• Aware of guidelines for employee development, but requires support in implementing development initiatives.	• Effectively identify capacity requirements to fulfill the strategic mandate.	• Inspire a culture of performance excellence by giving positive and constructive feedback to the team. • Achieve agreement or consensus in adversarial environments. • Lead and unite diverse teams across divisions to achieve institutional objectives.	• Actively identify trends and predict capacity requirements to facilitate unified transition and performance management.

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CLUSTER :	**LEADING COMPETENCIES**
COMPETENCY NAME :	**Programme and Project Management**
COMPETENCY DEFINITION :	**Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives.**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Initiate projects after approval from higher authorities.	• Establish broad stakeholder involvement and communicate the project status and key milestones.	• Manage multiple programs and balance priorities and conflicts according to institutional goals.	• Understand and conceptualise the long-term implications of desired project outcomes.
• Understand procedures of program and project management methodology, implications and stakeholder involvement.	• Define the roles and responsibilities of the project team and create clarity around expectations.	• Apply effective risk management strategies through impact assessment and resource requirements.	• Direct a comprehensive strategic macro and micro analysis and scope projects accordingly to realise institutional objectives.
• Understand the rational of projects in relation to the institution's strategic objectives.	• Find a balance between project deadline and the quality of deliverables.	• Modify project scope and budget when required without compromising the quality and objectives of the project.	• Influence people in positions of authority to implement outcomes of projects
• Document and communicate factors and risk associated with own work.	• Identify appropriate project resources to facilitate the effective completion of the deliverables.	• Involve top-level authorities and relevant stakeholders in seeking project buy-in.	• Lead and direct translation of policy into workable action plans
• Use results and approaches of successful project implementation as guide.	• Comply with statutory requirements and apply policies in a consistent manner. • Monitor progress and use of resources and make needed adjustments to timelines, steps and resource allocation.	• Identify and apply contemporary project management methodology • Influence and motivate project team to deliver exceptional results. • Monitor policy implementation and apply procedures to manage risks.	• Ensures that programs are monitored to track progress and optimal resource utilisation, and that adjustments are made as needed.

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CLUSTER :	**LEADING COMPETENCIES**
COMPETENCY NAME :	**Change Leadership**
COMPETENCY DEFINITION :	**Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community.**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Display an awareness of change interventions and the benefits of transformation initiatives.	• Perform an analysis of the change impact on the social, political and economic environment.	• Actively monitor change impact and results and convey progress to relevant stakeholders.	• Sponsor change agents and create a network of change leaders who support the interventions.
• Able to identify basic needs for change.	• Maintain calm and focus during change.	• Secure buy-in and sponsorship for change initiatives.	• Actively adapt current structures and processes to incorporate the change interventions.
• Identify gaps between the current and desired state.	• Able to assist team members during change and keep them focused on the deliverables.	• Continuously evaluate change strategy and design and introduce new approaches to enhance the institution's effectiveness.	• Mentor and guide team members on the effects of change, resistance factors and how to integrate change.
• Identify potential risk and challenges to transformation, including resistance to change factors.	• Volunteer to lead change efforts outside of own work team.	• Build and nurture relationships with various stakeholders to establish strategic alliance in facilitating change.	
• Participate in change programs and piloting change interventions.	• Able to gain buy-in and approval for change from relevant stakeholders.	• Take the lead in impactful change programs.	
	• Identify change readiness levels and assist in resolving resistance to change factors.	• Benchmark change interventions against best change practices.	• Motivate and inspire others around change initiatives.
• Understand the impact of change interventions on the institution within the broader scope of local government.	• Design change interventions that are aligned with the institution's strategic objectives and goals.	• Understand the impact and psychology of change and put remedial interventions in place to facilitate effective transformation. • Take calculated risk and seek new ideas from best practice scenarios and identify the potential for implementation.	

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CLUSTER :	**LEADING COMPETENCIES**
COMPETENCY NAME :	**Financial Management**
COMPETENCY DEFINITION :	**Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Understand basic financial concepts and methods as they relate to institutional processes and activities	• Exhibit knowledge of general financial concepts, planning, budgeting and forecasting and how they interrelate	• Take active ownership of planning, budgeting and forecasting processes and provides credible answers to queries within own responsibility.	• Develop planning tools to assist in evaluating and monitoring future expenditure trends.
• Display awareness into the various sources of financial data, reporting mechanisms, financial governance, processes and systems	• Assess, identify and manage financial risks.	• Prepare budgets that are aligned to the strategic objectives of the institution.	• Set budget frameworks for the institution.
• Understand the importance of financial accountability	• Assume a cost-saving approach to financial management.	• Address complex budgeting and financial management concerns.	• Set strategic direction for the institution on expenditure and other financial processes.
	• Prepare financial reports based on specified formats.	• Put systems and processes in place to enhance the quality and integrity of financial management practices.	• Build and nurture partnerships to improve financial management and achieve financial savings.
	• Consider and understand the financial implications of decisions and suggestions.	• Advise on policies and procedures regarding asset control.	• Actively identify and implement new methods to improve asset control.
• Understand the importance of asset control.	• Ensure that delegation and instructions as required by National Treasury guidelines are reviewed and updated.		
	• Identify and implement proper monitoring and evaluation practices to ensure appropriate spending against budget.	• Promote National Treasury's regulatory framework for Financial Management.	• Display professionalism in dealing with financial data and processes.

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CLUSTER :	**LEADING COMPETENCIES**
COMPETENCY NAME :	**Governance Leadership**
COMPETENCY DEFINITION:	**Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships.**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Display a basic awareness of risk, compliance and governance factors but require guidance and development in implementing such requirements.	• Display a thorough understanding of governance and risk and compliance factors and implement plans to address these.	• Able to link risk initiatives into key institutional objectives and drivers.	• Demonstrate a high level of commitment in complying with governance requirements.
• Understand the structure of cooperative government but requires guidance on fostering workable relationships between stakeholders.	• Demonstrate understanding of the techniques and processes for optimising risk taking decisions within the institution.	• Identify, analyse and measure risk, create valid risk forecasts and map risk profiles.	• Implement governance and compliance strategy to ensure achievement of institutional objectives within the legislative framework.
		• Apply risk control methodology and approaches to prevent and reduce risk that impede on the achievement of institutional objectives.	• Able to advise local government on risk management, best practice interventions and compliance management.
		• Demonstrate a thorough understanding of risk retention plans.	• Able to forge positive relationships on cooperative governance level to enhance the effectiveness of local government.t
• Provide input into policy formulation.	• Actively drive policy formulation within the institution to ensure the achievement of objectives.	• Identify and implement comprehensive risk management systems and processes.	
		• Implement and monitor the formulation of policies, identify and analyse constraints and challenges with implementation and provide recommendations for improvement.	• Able to shape, direct and drive the formulation of policies on a macro level.

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CLUSTER :	**CORE COMPETENCIES**
COMPETENCY NAME :	**Moral Competence**
COMPETENCY DEFINITION :	**Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behavior that reflects moral competence**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Realise the impact of acting with integrity, but requires guidance and development in implementing principles.	• Conduct self in alignment with the values of local government and the institution.	• Identify, develop and apply measures of self-correction.	• Create an environment conducive of moral practices.
• Follow basic rules and regulations of the institution.	• Able to openly admit own mistakes and weaknesses and seek assistance from others when unable to deliver.	• Able to gain trust and respect through aligning actions with commitments.	• Actively develop and implement measures to combat fraud and corruption.
	• Actively report fraudulent activity and corruption with local government.	• Make proposals and recommendations that are transparent and gain the approval of relevant stakeholders.	• Set integrity standards and shared accountability measures across the institution to support the objectives of local government.
	• Understand and honor the confidential nature of matters without seeking personal gain.	• Present values, beliefs and ideas that are congruent with the institution's rules and regulations.	
• Able to identify basic moral situations, but requires guidance and development in understanding and reasoning with moral intent.		• Takes an active stance against corruption and dishonesty when noted.	
	• Able to deal with situations of conflict of interest promptly and in the best interest of local government.	• Actively promote the value of the institution to internal and external stakeholders.	• Take responsibility for own actions and decisions, even if the consequences are unfavorable.
		• Able to work in unity with a team and not seek personal gain.	
		• Apply universal moral principles consistently to achieve moral decisions.	

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CLUSTER :	**CORE COMPETENCIES**
COMPETENCY NAME :	**Planning and Organising**
COMPETENCY DEFINITION :	**Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk.**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Able to follow basic plans and organise tasks around set objectives.	• Actively and appropriately organise information and resources required for a task.	• Able to define institutional objectives, develop comprehensive plans, integrate and coordinate activities and assign appropriate resources for successful implementation.	• Focus on broad strategies and initiatives when developing plans and actions.
• Understand the process of planning and organising but requires guidance and development in providing detailed and comprehensive plans.	• Recognise the urgency and importance of tasks.	• Identify in advance required stages and actions to complete tasks.	• Able to protect and forecast short, medium and long term requirements of the institution and local government.
• Able to follow existing plans and ensure that objectives are met.	• Balance short and long-term plans and goals and incorporate into the team's performance objectives.	• Schedule realistic timelines, objectives and milestones for tasks and projects.	
• Focus on short-term objectives in developing plans and actions	• Schedule tasks to ensure they are performed within budget and with efficient use of time and resources.	• Produce clear, detailed and comprehensive plans to achieve institutional objectives.	
		• Identify possible risk factors and design and implement appropriate contingency plans.	• Translate policy into relevant projects to facilitate the achievement of institutional objectives.
• Arrange information and resources required for a task, but require further structure and organisation.	• Measures progress and monitor performance results.	• Adapt plans in light of changing circumstances.	
		• Prioritise tasks and projects according to their relevant urgency and importance.	

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Director: Infrastructure Services
Mr Preshane Chandaka

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Municipal Manager:
Ms Geraldine Mettler

CLUSTER :	**CORE COMPETENCIES**
COMPETENCY NAME :	**Analysis and Innovation**
COMPETENCY DEFINITION :	**Able to critically analyse information, challenges and trends to establish and implement fact-based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Understand the basic operation of analysis, but lack detail and thoroughness.	• Demonstrate logical problem solving techniques and approaches and provide rationale for recommendations.	• Coaches team members on analytical and innovative approaches and techniques.	• Demonstrate complex analytical and problem solving approaches and techniques.
• Able to balance independent analysis with requesting assistance from others.	• Demonstrate objectivity, insight and thoroughness when analysing problems.	• Engage with appropriate individuals in analysing and resolving complex problems.	• Create an environment conducive to analytical and fact-based problem solving.
• Recommend new ways to perform tasks within own function.	• Able to break down complex problems into manageable parts and identify solutions.	• Identify solutions on various areas in the institution.	• Analyse, recommend solutions and monitor trends in key challenges to prevent and manage occurrence.
• Propose simple remedial interventions that marginally challenges the status quo.	• Consult internal and external stakeholders on opportunities to improve processes and service delivery.	• Formulate and implement new ideas throughout the institution.	• Create an environment that fosters innovative thinking and follows a learning organisation approach.
	• Clearly communicate the benefits of new opportunities and innovative solutions and stakeholders.	• Able to gain approval and buy-in for proposed interventions from relevant stakeholders.	• Be a thought leader on innovative customer service delivery and process optimisation.
• Listen to the ideas and perspectives of others and explore opportunities to enhance such innovative thinking.	• Continuously identify opportunities to enhance internal processes.	• Identify trends and best practices in process and service delivery and propose institutional application.	• Play an active role in sharing best practice solutions and engage in national and international local government seminars and conferences.
	• Identify and analyse opportunities conducive to innovative approaches and propose remedial intervention.	• Continuously engage in research to identify client needs.	

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Director: Infrastructure Services
Mr Preshane Chandaka

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Municipal Manager:
Ms Geraldine Mettler

CLUSTER :	**CORE COMPETENCIES**
COMPETENCY NAME :	**Knowledge and Information Management**
COMPETENCY DEFINITION :	**Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Collect, categorise and track relevant information required for specific tasks and projects.	• Use appropriate information systems and technology to manage institutional knowledge and information sharing.	• Effectively predict future information and knowledge management requirements and systems.	• Create and support a vision and culture where team members are empowered to seek, gain and share knowledge and information.
• Analyse and interpret information to draw conclusions.	• Evaluate data from various sources and use information effectively to influence decisions and provide solutions.	• Develop standards and processes to meet future knowledge management needs.	• Establish partnerships across local government to facilitate knowledge management.
• Seek new sources of information to increase the knowledge base.	• Actively create mechanisms and structures for sharing information.	• Share and promote best-practice knowledge management across various institutions.	• Demonstrate a mature approach.
		• Establish accurate measures and monitoring systems for knowledge and information management.	
• Regularly share information and knowledge with internal stakeholders and team members.	• Use external and internal resources to research and provide relevant and cutting-edge knowledge to enhance institutional effectiveness and efficiency.	• Create a culture conducive of learning and knowledge sharing.	• Recognise and exploit knowledge points in interactions with internal and external stakeholders.
		• Hold regular knowledge and information sharing sessions to elicit new ideas and share best practice approaches.	

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Director: Infrastructure Services
Mr Preshane Chandaka

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Municipal Manager:
Ms Geraldine Mettler

CLUSTER :	CORE COMPETENCIES
COMPETENCY NAME :	Communication
COMPETENCY DEFINITION :	**Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome.**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Demonstrate an understanding for communication levers and tools appropriate for the audience, but requires guidance in utilising such tools.	• Express ideas to individuals and groups in formal and informal settings in a manner that is interesting and motivating.	• Effectively communicate high-risk and sensitive matters to relevant stakeholders.	• Regarded as a specialist in negotiations and representing the institution.
• Express ideas in a clear and focused manner, but does not always take the audience into consideration.	• Able to understand, tolerate and appreciate diverse perspectives, attitudes and beliefs.	• Develop a well-defined communication strategy.	• Able to inspire and motivate others through positive communication that is impactful and relevant.
	• Adapt communication content and style to suit the audience and facilitate optimal information transfer.	• Balance political perspectives with institutional needs when communicating viewpoints on complex issues.	• Creates an environment conducive to transparent and productive communication and critical appreciate conversations.
	• Deliver content in a manner that gains support, commitment and agreement from relevant stakeholders.	• Able to effectively direct negotiations around complex.	
• Disseminate and convey information and knowledge adequately.		• Market and promote the institution to external stakeholders and seek to enhance a positive image of the institution.	• Able to coordinate negotiations at different levels within local government and externally.
	• Compile clear, focused, concise and well-structured written documents.	• Able to communicate with the media with high levels of moral competence and discipline.	

Director: Infrastructure Services
Mr Preshane Chandaka

Municipal Manager:
Ms Geraldine Mettler

CLUSTER :	**CORE COMPETENCIES**
COMPETENCY NAME :	**Results and Quality Focus**
COMPETENCY DEFINITION :	**Able to maintain high quality standards, focus on achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives.**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Understand quality of work but requires guidance in attending to important matters.	• Focus on high-priority actions and does not become distracted by lower-priority activities.	• Consistently verify own standards and outcomes to ensure quality output.	• Coach and guide others to exceed quality standards and results.
• Show a basic commitment to achieving the correct results.	• Display firm commitment and pride in achieving the correct results.	• Focus on the end result and avoids being distracted	• Develop challenging, client-focused goals and sets high standards for personal performance.
• Produce the minimum level of results required in the role.	• Set quality standards and design processes and tasks around achieving set standards.	• Demonstrate a determined and committed approach to achieving results and quality standards.	• Commit to exceed the results and quality standards, monitor own performance and implement remedial interventions when required.
• Produce outcomes that is of a good standard.	• Produce output of high quality.	• Follow task and projects through to completion.	• Work with team to set ambitious and challenging team goals, communicating long- and short term expectations.
• Focus on the quantity of output but requires development in incorporating the quality of work.	• Able to balance the quantity and quality and quality of results in order to achieve objectives.	• Set challenging goals and objectives to self and team and display commitment to achieving expectations.	• Take appropriate risks to accomplish goals.
		• Maintain a focus on quality outputs when placed under pressure.	• Overcome setbacks and adjust action plans to realise goals.
• Produce quality work in general circumstances, but fails to meet expectation when under pressure.	• Monitors progress, quality of work and use of resources; provide status updates and make adjustments as needed.	• Establishing institutional systems for managing and assigning work, defining responsibilities, tracking, monitoring and measuring success, evaluating and valuing the work of the institution.	• Focus people on critical activities that yield a high impact.

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Director: Infrastructure Services
Mr Preshane Chandaka

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Municipal Manager:
Ms Geraldine Mettler

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Annexure C

Personal Development Plan

DIRECTOR: INFRASTRUCTURE SERVICES

Director: Infrastructure Services
Mr Preshane Chandaka

Municipal Manager:
Ms Geraldine Mettler

Skills Performance Gap	Outcomes Expected	Suggested training and / or development activity	Suggested mode of delivery	Suggested Time Frames	Work opportunity created to practice skill / development area	Support Person
1.		Coaching and Mentoring				
2.		Artificial Intelligence				
3.						

Signed and accepted by the Employee

Date: 24/06/2026

Signed by the Municipal Manager on behalf of the Municipality

Date: 24/06/2026.

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Performance Agreement

2026/27

Director:
Community and Protection Services

PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN
STELLENBOSCH MUNICIPALITY AS HEREBY REPRESENTED BY:

THE MUNICIPAL MANAGER
Ms Geraldine Mettler
(herein and after referred to as the Employer**)**

AND

DIRECTOR: COMMUNITY AND PROTECTION SERVICES
Mr Gary Boshoff
(herein and after referred to as the Employee**)**

FOR THE FINANCIAL YEAR:

01 JULY 2026 – 30 JUNE 2027

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Director: Community and Protection Services
Mr Gary Boshoff

Municipal Manager:
Ms Geraldine Mettler

1. INTRODUCTION

1.1 The Employer, duly represented by **Ms Geraldine Mettler**, in her capacity as the Municipal Manager, has entered into a contract of employment with the Employee, **Mr Gary Boshoff**, in terms of section 57(1)(a) of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) ("the Systems Act"). The Employer and the Employee are hereinafter referred to as "the Parties";

1.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the Parties to conclude an annual performance agreement;

1.3 The Parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will promote local government policy goals;

1.4 The Parties wish to ensure that there is compliance with Sections 57(4B) and 57(5) of the Systems Act;

1.5 In this Agreement, the following terms will have the meaning ascribed thereto:

1.5.1 "this Agreement" – means the performance agreement between the Employer and the employee and the Annexures thereto;

1.5.2 "the **Municipal Manager**" – means the Municipal Manager of the Municipality appointed in terms of Section 54(A) of the Systems Act;

1.5.3 "the Employee" means the **Director: Community and Protection Services** appointed in terms of Section 56 of the Systems Act;

1.5.4 "the Employer" means **Stellenbosch Municipality**; and

1.5.5 "the Parties" means the Employer and Employee.

2. PURPOSE OF THIS AGREEMENT

2.1 To comply with the provisions of Section 57(1)(b), (4B) and (5) of the Systems Act as well as the Contract of Employment entered into between the Parties;

2.2 To specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance targets and accountabilities;

2.3 To specify accountabilities as set out in the Performance Plan (Annexure A);

2.4 To monitor and measure performance against set targeted outputs and outcomes;

2.5 To establish a transparent and accountable working relationship;

2.6 To appropriately reward the employee in accordance with section 11 of this agreement; and

2.7 To give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining improved service delivery.

3. COMMENCEMENT AND DURATION

3.1 This Agreement will commence on **01 July 2026** and will remain in force until **30 June 2027,** whereafter a new Performance Agreement shall be concluded between the parties for the next financial year or any portion thereof;

3.2 The Parties will conclude a new Performance Agreement that replaces this Agreement at least once a year by not later than 31 July of the succeeding financial year;

3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason; and

3.4 The content of this Agreement may be revised at any time during the abovementioned period to determine the current applicability of the matters previously agreed upon.

4. PERFORMANCE OBJECTIVES

4.1 The Performance Plan (Annexure A) sets out –

4.1.1 The performance objectives and targets that must be met by the Employee;

4.1.2 The time frames within which those performance objectives and targets must be met; and

4.1.3 The core competency requirements (Annexure B – definitions) as the management skills regarded as critical to the position held by the Employee.

4.2 The performance objectives and targets reflected in Annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Employer, and shall include:

4.2.1 Key objectives that describe the main tasks that need to be done;

4.2.2 Key performance indicators (KPIs) that provide the details of the evidence that must be provided to show that a key objective has been achieved;

4.2.3 Target dates that describe the timeframe in which the targets must be achieved; and

4.2.4 Weightings showing the relative importance of the key objectives to each other.

4.3 The Personal Development Plan (Annexure C) sets out the Employee's personal development requirements in line with the objectives and targets of the Employer; and

4.4 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

5. PERFORMANCE MANAGEMENT SYSTEM

5.1 The Employee agrees to participate in the performance management system that the Employer has adopted for the employees of the Employer;

5.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the employees and service providers in performing to the standards required;

5.3 The Employer will consult the Employee about the specific performance standards and targets that will be included in the performance management system applicable to the Employee;

5.4 The Employee undertakes to actively focus on the promotion and implementation of the Strategic Focus Areas (SFAs) (including special projects relevant to the employee's responsibilities) within the local government framework;

5.5 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, SFAs and Competency Framework requirements as per the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, both of which shall be contained in the Performance Agreement;

5.6 The Employee's assessment will be based on his performance in terms of the outputs / outcomes (KPIs) identified as per the attached Performance Plan (Annexure A), which are linked to the SFAs applicable to the Employee and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee.

Table 1: Strategic Focus Areas

Strategic Focus Areas
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

5.7 The competency requirements for senior managers as per Regulation 9 of Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers will make up the other 20% of the Employee's assessment score. The competencies will be assessed every six (6) months (January and July).

Table 2: Leading and Core Competencies

Leading and Core Competencies		
1.	Strategic Direction and Leadership	• Impact and influence • Institutional performance management • Strategic planning and management • Organisational awareness
2.	People management	• Human capital planning and development • Diversity management • Employee relations management • Negotiation and dispute management
3.	Programme and project management	• Programme and project planning and implementation • Service delivery management • Programme and project monitoring and evaluation
4.	Financial management	• Budget planning and execution • Financial strategy and delivery • Financial reporting and delivery
5.	Change leadership	• Change vision and strategy • Process design and improvement • Change impact monitoring and evaluation
6.	Governance leadership	• Policy formulation • Risk and compliance management • Cooperative Governance
7.	Moral competence	• Core Competency
8.	Planning and organising	• Core Competency
9.	Analysis and innovation	• Core Competency
10.	Knowledge and information management	• Core Competency
11.	Communication	• Core Competency
12.	Results and quality focus	• Core Competency

6. PERFORMANCE ASSESSMENT

6.1 The Performance Plan (Annexure A) to this Agreement sets out –

6.1.1 The standards and procedures for evaluating the Employee's performance; and

6.1.2 The intervals for the evaluation of the Employee's performance.

6.2 Despite the establishment of agreed intervals for evaluation, the Employer may, in addition, review the Employee's performance at any stage while the contract of employment remains in force;

6.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan, as well as the actions agreed to, and implementation must take place within set time frames;

6.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan (IDP) as described in 6.6 – 6.12 below;

6.5 The Employee will submit quarterly performance reports (SDBIP) and a comprehensive annual performance report at least one week before the performance assessment meetings to the Evaluation Panel Chairperson for distribution to the panel members for preparation purposes;

6.6 Assessment of the achievement of results as outlined in the performance plan:

6.6.1 Each KPI or group of KPIs shall be assessed according to the extent to which the specified standards or performance targets have been met, and with due regard to ad-hoc tasks that had to be performed under the KPI;

6.6.2 A rating on the five-point scale shall be provided for each KPI or group of KPIs, which will then be multiplied by the weighting to calculate the final score;

6.6.3 The Employee will submit their self-evaluation to the Employer before the formal assessment;

6.6.4 In the instance where the employee could not perform due to reasons outside the control of the employer and employee, the KPI will not be considered during the evaluation. The employee should provide sufficient evidence in such instances; and

6.6.5 An overall score will be calculated based on the total of the scores calculated above.

6.7 Assessment of the Competencies:

6.7.1 Each Competency shall be assessed in terms of the description provided in (Annexure B);

6.7.2 A rating shall be provided for each Competency, which will then be multiplied by the weighting to calculate the final score; and

6.7.3 An overall score will be calculated based on the total of the scores calculated above.

6.8 Overall rating

6.8.1 An overall rating is calculated by adding the overall scores as calculated in 6.6.5 and 6.7.3 above; and

6.8.2 Such an overall rating represents the outcome of the performance appraisal.

6.9 The assessment of the performance of the Employee will be based on the following rating scales for SFAs and Competencies respectively:

6.9.1 Rating scale for SFAs - as mentioned in paragraph 5.6:

Table 3: Performance rating scale

Level	Terminology	Description
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators, and fully achieved all others throughout the year.
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has achieved effective results against all significant performance criteria and indicators specified in the PA and Performance Plan.
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against more than half of the key performance criteria and indicators as specified in the PA and Performance Plan.
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against almost all the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.

6.9.2 Rating scale for Competencies -as mentioned in paragraph 5.7:

Table 4: Rating scale for Competencies

Level	Achievement Levels	Description
5	Superior	Has a comprehensive understanding of local government operations, critical in shaping strategic direction and change, develops, and applies comprehensive concepts and methods.
4	Advanced	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in-depth analyses.

Level	Achievement Levels	Description
3	Competent	Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analyses.
2	Basic	Applies basic concepts, methods, and understanding of local government operations, but requires supervision and development intervention.
1	Sub Standard	Applies little to no basic concepts, methods, and understanding of local government operations.

6.10 For purposes of evaluating the performance of the Employee for the year-end reviews, an evaluation panel constituted of the following persons will be established–

6.10.1 Municipal Manager;

6.10.2 Municipal Manager from another municipality;

6.10.3 Chairperson of the Performance Audit Committee or, in his / her absence thereof, the Chairperson of the Audit Committee; and

6.10.4 The Member of the Mayoral Committee (Portfolio Chairperson).

6.11 The Municipal Manager will evaluate the performance of the Employee as at the end of the 1st, and 3rd quarters; and

6.12 The Municipal Manager will give performance feedback to the Employee within five (5) working days after each quarterly and annual assessment meeting.

7. SCHEDULE FOR PERFORMANCE REVIEWS

7.1 The performance of the Employee in relation to his performance agreement shall be reviewed on the following dates.

Table 5: Schedule for performance reviews

Quarter	Review Period	Review to be completed by
1	July - September	October / November 2026 (Informal)
2	October – December	January / February 2027 (Formal)
3	January – March	April / May 2027 (Informal)
4	April - June	After the receipt of the AGSA's Management Report

7.2 The Employer shall keep a record of the mid-year and year-end assessment meetings;

7.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance;

7.4 The Employer will be entitled to review and make reasonable changes to the provisions of Annexure A from time to time for operational reasons. The Employee will be fully consulted before any such change is made; and

7.5 The Employer may amend the provisions of Annexure A whenever the performance management system is adopted, implemented, and / or amended, as the case may be. In that case, the Employee will be fully consulted before any such change is made.

8. DEVELOPMENTAL REQUIREMENTS

8.1 The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure C. Such a Plan may be implemented and / or amended as the case may be after each assessment. In that case, the Employee will be fully consulted before any such change or plan is made.

9. OBLIGATIONS OF THE EMPLOYER

9.1 The Employer shall-

9.1.1 Create an enabling environment to facilitate effective performance by the Employee;

9.1.2 Provide access to skills development and capacity-building opportunities;

9.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact the performance of the Employee;

9.1.4 On the request of the Employee, delegate such powers reasonably required by the Employee to enable him to meet the performance objectives and targets established in terms of this Agreement; and

9.1.5 Make available to the Employee such resources as the Employee may reasonably require from time to time, assisting him to meet the performance objectives and targets established in terms of this Agreement.

10. CONSULTATION

10.1 The Employer agrees to consult the Employee timeously where the exercising of its powers will have amongst others-

10.1.1 A direct effect on the performance of any of the Employee's functions;

10.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer; and

10.1.3 A substantial financial effect on the Employer.

10.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in clause 12.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

11. REWARD

11.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance;

11.2 The payment of the performance bonus is determined by the performance score obtained during the 4th quarter and as informed by the quarterly performance assessments;

11.3 A performance bonus of between 5% to 14% of the all-inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance to be constituted as follows:

Table 6: Performance bonus calculations

Performance Rating		Bonus Calculation
0% - 64%	Poor Performance	0% of the total package
65% - 69%	Average Performance	5% of the total package
70% - 74%	Fair Performance	9% of the total package
75% - 79%	Good Performance	11% of the total package
80% - 100%	Excellent Performance	14% of the total package

11.4 In the event of the Employee terminating his services during the validity period of this Agreement, the Employee's performance will be evaluated for the portion during which he was employed, and he will be entitled to a pro-rata performance bonus based on his evaluated performance for the period of actual service; and

11.5 The Employer will submit the total score of the annual assessment and of the Employee, to the full Council for purposes of recommending the bonus allocation.

12. MANAGEMENT OF EVALUATION OUTCOMES

12.1 Where the Employer is, at any time during the Employee's employment, not satisfied with the Employee's performance with respect to any matter dealt with in this Agreement, the Employer will give notice to the Employee to attend a meeting;

12.2 The Employee will have the opportunity at the meeting to satisfy the Employer of the measures being taken to ensure that his performance becomes satisfactory and any programme, including any dates, for implementing these measures;

12.3 Where there is a dispute or difference as to the performance of the Employee under this Agreement, the Parties will confer with a view to resolving the dispute or difference; and

12.4 In the case of unacceptable performance, the Employer shall –

12.4.1 Provide systematic remedial or developmental support to assist the Employee to improve his performance; and

12.4.2 After appropriate performance counselling and having provided the necessary guidance and / or support as well as a reasonable time for improvement in performance, the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his or her duties.

13. DISPUTE RESOLUTION

13.1 If the Employee is dissatisfied with any decision or action of the Employer in terms of this Agreement, or where a dispute or difference arises as to the extent to which the Employee has achieved the performance objectives and targets established in terms of this Agreement, the Employee may, within 3 (three) business days, meet with the Employer with a view to resolving the issue. The Employer will record the outcome of the meeting in writing;

13.2 If the Parties cannot resolve the issues within 10 (ten) business days, an independent arbitrator, acceptable to both parties, shall be appointed to resolve the matter within 30 (thirty) business days; and

13.3 If the mediation process contemplated above fails, the relevant clause of the Contract of Employment, together with the relevant laws and regulations, shall apply.

14. GENERAL

14.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer; and

14.2 Nothing in this agreement diminishes the obligations, duties, or accountabilities of the Employee in terms of his contract of employment, or the effects of existing or new regulations, circulars, policies, directives, or other instruments.

MEMBER OF MAYORAL COMMITTEE
(Portfolio: Community Development and Protection Services)
Cllr S Heneke

MEMBER OF MAYORAL COMMITTEE
(Portfolio: Parks, Open Spaces, and Environment)
Cllr J Williams

MEMBER OF MAYORAL COMMITTEE
(Portfolio: Sport, Youth, and Culture)
Cllr J N Olayi

.....
Director: Community and Protection Services
Mr Gary Boshoff

.....
Municipal Manager:
Ms Geraldine Mettler

Thus, done and signed at Stellenbosch on the 24th day of June 2026

DIRECTOR: COMMUNITY AND PROTECTION SERVICES

AS WITNESSES:

1.

2.

Thus, done and signed at Stellenbosch on the 24th day of June 2026.

MUNICIPAL MANAGER

AS WITNESSES:

1.

2.

STELLENBOSCH
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Annexure A
Performance Plan

DIRECTOR: COMMUNITY AND PROTECTION SERVICES

.....
Director: Community and Protection Services
Mr Gary Boshoff

.....
Municipal Manager:
Ms Geraldine Mettler

The Performance Plan sets out:

a) Key Performance Areas that the employee should focus on, performance objectives, key performance indicators and targets that must be met within a specific timeframe; and

b) The Competencies required from employees are prescribed in the Regulations on the appointment and conditions of employment of senior managers, R21 of 2014.

KEY PERFORMANCE INDICATORS

The key performance areas, performance objectives, key performance indicators and targets that must be met within the agreed timeframe are described below. The assessment of these performance indicators will account for 80% **(eighty per cent)** of the total employee assessment score.

Part 1: Implementation of the Service Delivery and Budget Implementation Plan (80%)

DIRECTOR: COMMUNITY AND PROTECTION SERVICES													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Department: Protection Services	Percentage of indicators of the Department: Protection Services achieved, measured quarterly	Outcome	65.03%	80%per annum	80%	SM	80%	80%	80%	80%	4
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Department: Community Services	Percentage of indicators of the Department: Community Services achieved, measured quarterly	Outcome	57.95%	80% per annum	80%	SM	80%	80%	80%	80%	4

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IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Section: Community Development	Percentage of indicators of the Section: Community Development achieved, measured quarterly	Outcome	91.43%	80%per annum	80%	SM	80%	80%	80%	80%	4
KPI024	SFA 3: Safe Valley	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	Output	1	1 per annum	1	SM	N/A	N/A	1	N/A	2
KPI025	SFA 3: Safe Valley	Submission of the revised Safety and Security Plan to the Municipal Manager	Number of revised Safety and Security Plans submitted to the Municipal Manager by 30 April	Output	1	1 per annum	1	SM	N/A	N/A	N/A	1	2
KPI026	SFA 3: Safe Valley	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	Output	1	1 per annum	1	SM	N/A	N/A	1	N/A	2
TBC	SFA 5: Good Governance and Compliance	Implementation of the Mayoral Outcomes in the Integrated Development Plan (IDP) for the 2026/27 financial year	Percentage of the Mayoral Outcomes in the IDP for the 2026/27 financial year implemented by 30 June	Outcome	78.77%	80% per annum	80%	SM	80%	80%	80%	80%	2
TBC	SFA 5: Good Governance and Compliance	Implementation of the Portfolio: Community Development and Protection Services' Outcomes in the Integrated Development Plan (IDP) for the 2026/27 financial year	Percentage of the Portfolio: Community Development and Protection Services' Outcomes in the IDP for the 2026/27 financial year implemented by 30 June	Outcome	New KPI	80% per annum	80%	SM	80%	80%	80%	80%	2

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IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Implementation of the Portfolio: Youth, Sport, and Culture's Outcomes in the Integrated Development Plan (IDP) for the 2026/27 financial year	Percentage of the Portfolio: Youth, Sport, and Culture's Outcomes in the IDP for the 2026/27 financial year implemented by 30 June	Outcome	74.77%	80% per annum	80%	SM	80%	80%	80%	80%	2
TBC	SFA 5: Good Governance and Compliance	Implementation of the Portfolio: Parks, Open Spaces and Environment Outcomes in the Integrated Development Plan (IDP) for the 2026/27 financial year	Percentage of the Portfolio: Parks, Open Spaces and Environment Outcomes in the IDP for the 2026/27 financial year implemented by 30 June	Outcome	New KPI	80% per annum	80%	SM	80%	80%	80%	80%	2
TBC	SFA 5: Good Governance and Compliance	Implementation of the Municipal Manager's Outcomes in the Integrated Development Plan (IDP) for the 2026/27 financial year	Percentage of the Municipal Manager's Outcomes in the IDP for the 2026/27 financial year implemented by 30 June	Outcome	54.11%	80% per annum	80%	SM	80%	80%	80%	80%	2
TBC	SFA 5: Good Governance and Compliance	Spend the Directorate: Community and Protection Services' approved Capital Budget	Percentage of the approved Capital Budget of the Directorate: Community and Protection Services actually spent by 30 June	Input	87.12%	90% per annum	90%	SM	10%	30%	60%	90%	20
TBC	SFA 5: Good Governance and Compliance	Submission of the final bid specifications for all capital projects to the Bid Specification Committee (BSC) *(2027/28)*	Percentage of the final bid specifications for all capital projects submitted to the BSC by 30 June *(50% by 31 March 2027 and 100% by 30 June 2027 for the 2027/28 financial year)*	Output	100%	100% per annum	100%	SM	N/A	N/A	50%	100%	2
TBC	SFA 5: Good Governance and Compliance	Submission of detailed procurement needs for all operational projects to the Supply Chain Management (SCM) Department	Number of quarterly detailed procurement needs submitted to the SCM Department within 10 days before the start of the quarter	Output	4	4 per annum	4	SM	1 (1)	1 (2)	1 (3)	1 (4)	2

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DIRECTOR: COMMUNITY AND PROTECTION SERVICES													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Conclude performance plans with all identified personnel	Number of performance plans concluded with all identified personnel by 30 July	Output	3	4 per annum	4	SM	4	N/A	N/A	N/A	2
TBC	SFA 5: Good Governance and Compliance	Conduct annual performance evaluations with all identified personnel	Number of annual performance evaluations conducted with all identified personnel by 31 August	Output	6	4 per annum	4	SM	4	N/A	N/A	N/A	1
TBC	SFA 5: Good Governance and Compliance	Conduct mid-year annual performance evaluations with all identified personnel	Number of mid-year annual performance evaluations conducted with all identified personnel by 31 January	Output	New KPI	4 per annum	4	SM	N/A	N/A	4	N/A	1
TBC	SFA 5: Good Governance and Compliance	Develop an Annual Departmental Risk Register	Number of Annual Departmental Risk Registers developed by 31 July	Output	1	1 per annum	1	SM	1	N/A	N/A	N/A	2
TBC	SFA 5: Good Governance and Compliance	Evaluation of the Departmental Risk Register	Number of Departmental Risk Registers evaluated by 31 May	Output	3	2 per annum	2	SM	N/A	1 (1)	N/A	1 (2)	2
TBC	SFA 5: Good Governance and Compliance	Implementation of the Directors Forum resolutions	Percentage of the Directors Forum Resolutions implemented in accordance with due dates	Output	81.13%	80% per annum	80%	SM	80%	80%	80%	80%	2
TBC	SFA 5: Good Governance and Compliance	Implementation of the Council resolutions	Percentage of the Council resolutions implemented, measured quarterly	Output	70%	70% per annum	70%	SM	70%	70%	70%	70%	2
TBC	SFA 3 - Safe Valley	Spend the allocated CCTV camera budget	Percentage of the allocated CCTV Cameras budget actually spend by 30 June	Output	54.50%	90% per annum	90%	SM	10%	30%	60%	90%	2

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IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Raise / Collect Operating Budget revenue of the Department: Community and Protection Services as per the approved budget	Percentage of the Department: Community and Protection Services revenue raised / collected as per the approved budget by 30 June	Outcome	87.97%	96% per annum	96%	SM	25%	50%	75%	96%	2
TBC	SFA 3 - Safe Valley	Implementation of the Safety Plan	Percentage of actions implemented for the 2026/27 financial year as per the Safety Plan by 30 June	Outcome	98%	90% per annum	90%	SM	5%	30%	60%	90%	3
TBC	SFA 5: Good Governance and Compliance	Implementation of the Sport Facilities Management Plan	Percentage of actions implemented for the 2026/27 financial year as per the Sport Facilities Management Plan by 30 June	Outcome	96.25%	90% per annum	90%	SM	5%	30%	60%	90%	2
TBC	SFA 5: Good Governance and Compliance	Implementation of the Directorate's actions as per the Audit General of South Africa (AGSA) Audit Action Plan	Percentage of the Directorate's actions as per the AGSA Audit Action Plan implemented by 30 June	Outcome	100%	100% per annum	100%	SM	N/A	N/A	50%	100%	3
TBC	SFA 5: Good Governance and Compliance	Implementation of succession planning initiatives	Number of succession planning initiatives implemented by 30 June	Output	New KPI	1 per annum	1	SM	N/A	N/A	N/A	1	2
TBC	SFA 5: Good Governance and Compliance	Attend Universal Access Policy meetings	Number of Universal Access Policy meetings attended, measured quarterly	Output	New KPI	4 per annum	4	SM	1 (1)	1 (2)	1 (3)	1 (4)	1

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DIRECTOR: COMMUNITY AND PROTECTION SERVICES													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Submission of personal development plans (PDPs) of identified personnel to the Sub-section: Skills Development	Number of personal PDPs of identified personnel submitted to the Sub-section: Skills Development by 30 September	Output	New KPI	4 per annum	4	SM	4	N/A	N/A	N/A	1
												Total	80

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Part 2: Competency Requirements (20%)

Ref	Leading and Core Competencies	(January) 1st Assessment	(July) Final Assessment	Weights	Comments
2.1	**Strategic direction and leadership**			**1.66%**	
2.2	**People management**			**1.66%**	
2.3	**Programme and project management**			**1.66%**	
2.4	**Financial management**			**1.66%**	
2.5	**Change leadership**			**1.67%**	
2.6	**Governance leadership**			**1.67%**	
2.7	**Moral competence**			**1.67%**	
2.8	**Planning and organising**			**1.67%**	
2.9	**Analysis and innovation**			**1.67%**	
2.10	**Knowledge and information management**			**1.67%**	
2.11	**Communication**			**1.67%**	
2.12	**Results and quality focus**			**1.67%**	
Total				**20%**	

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Annexure B
Competency Framework

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CLUSTER :	**LEADING COMPETENCIES**
COMPETENCY NAME :	**Strategic Direction and Leadership**
COMPETENCY DEFINITION :	**Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate.**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Understand Institutional and departmental strategic objectives, but • lacks the ability to inspire others to achieve set mandate.	• Give direction to a team in realising the institution's strategic mandate and set objectives.	• Evaluate all activities to determine value and alignment to strategic intent.	• Structure and position the institution to local government priorities.
• Describe how specific tasks link to institutional strategies but has limited influence in directing a strategy.	• Has a positive impact and influence on the morale, engagement and participation of team members.	• Display in-depth knowledge and understanding of strategic planning.	• Actively use in-depth knowledge and understanding to develop and implement a comprehensive institutional framework.
• Has a basic understanding of institutional performance management, but lacks the ability to integrate systems into a collective whole.	• Develop action plans to execute and guide strategy.	• Align strategy and goals across all functional areas.	• Hold self-accountable for strategy execution and results.
	• Assist in defining performance measures to monitor the progress and effectiveness of the institution.	• Actively define performance measures to monitor the progress and effectiveness of the institution.	• Provide impact and influence through building and maintaining strategic relationships.
	• Displays an awareness of institutional structures and political factors.	• Consistently challenge strategic plans to ensure relevance.	• Create an environment that facilitates loyalty and innovation. Display a superior level of self-discipline and integrity in actions.
• Demonstrate basic understanding of key decision making.	• Effectively communicate barriers to execution to relevant parties.	• Understand institutional structures and political factors, and the consequences of actions.	• Integrate various systems into a collective whole to optimise institutional performance management.
	• Provide guidance to all stakeholders in the achievement of the strategic mandate.	• Empower others to follow the strategic direction and deal with complex situations.	
	• Understand the aim and objectives of the institution and relate it to own work.	• Guide the institution through complex and ambiguous concern. • Use understanding of power relationships and dynamic tensions among key players	• Uses understanding of competing interests to maneuver successfully to a win/win outcome.

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CLUSTER :	LEADING COMPETENCIES		
COMPETENCY NAME :	Strategic Direction and Leadership		
COMPETENCY DEFINITION :	Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate.		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
		to frame communications and develop strategies, positions and alliances.	

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CLUSTER :	**LEADING COMPETENCIES**
COMPETENCY NAME :	**People Management**
COMPETENCY DEFINITION :	**Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives.**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Participate in team goalsetting and problem solving.	• Seek opportunities to increase team contribution and responsibility.	• Identify ineffective team and work processes and recommend remedial interventions.	• Develop and incorporate best practice people management processes, approaches and tools across the institution.
• Interact and collaborate with people of diverse backgrounds.	• Respect and support the diverse nature of others and be aware of the benefits of a diverse approach.	• Recognise and reward effective and desired behavior.	• Foster a culture of discipline, responsibility and accountability.
	• Effectively delegate tasks and empower others to increase contribution and execute functions optimally.	• Provide mentoring and guidance to others in order to increase personal effectiveness.	• Understand the impact of diversity in performance and actively incorporate a diversity strategy in the institution.
	• Apply relevant employee legislation fairly and consistently.	• Identify development and learning needs within the team.	• Develop comprehensive integrated strategies and approaches to human capital development and management.
• Aware of guidelines for employee development, but requires support in implementing development initiatives.		• Inspire a culture of performance excellence by giving positive and constructive feedback to the team. • Achieve agreement or consensus in adversarial environments. • Lead and unite diverse teams across divisions to achieve institutional objectives.	
	• Effectively identify capacity requirements to fulfill the strategic mandate.		• Actively identify trends and predict capacity requirements to facilitate unified transition and performance management.

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CLUSTER :	**LEADING COMPETENCIES**
COMPETENCY NAME :	**Programme and Project Management**
COMPETENCY DEFINITION :	**Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives.**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Initiate projects after approval from higher authorities.	• Establish broad stakeholder involvement and communicate the project status and key milestones.	• Manage multiple programs and balance priorities and conflicts according to institutional goals.	• Understand and conceptualise the long-term implications of desired project outcomes.
• Understand procedures of program and project management methodology, implications and stakeholder involvement.	• Define the roles and responsibilities of the project team and create clarity around expectations.	• Apply effective risk management strategies through impact assessment and resource requirements.	• Direct a comprehensive strategic macro and micro analysis and scope projects accordingly to realise institutional objectives.
• Understand the rational of projects in relation to the institution's strategic objectives.	• Find a balance between project deadline and the quality of deliverables.	• Modify project scope and budget when required without compromising the quality and objectives of the project.	• Influence people in positions of authority to implement outcomes of projects
• Document and communicate factors and risk associated with own work.	• Identify appropriate project resources to facilitate the effective completion of the deliverables.	• Involve top-level authorities and relevant stakeholders in seeking project buy-in.	• Lead and direct translation of policy into workable action plans
• Use results and approaches of successful project implementation as guide.	• Comply with statutory requirements and apply policies in a consistent manner. • Monitor progress and use of resources and make needed adjustments to timelines, steps and resource allocation.	• Identify and apply contemporary project management methodology • Influence and motivate project team to deliver exceptional results. • Monitor policy implementation and apply procedures to manage risks.	• Ensures that programs are monitored to track progress and optimal resource utilisation, and that adjustments are made as needed.

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CLUSTER :	**LEADING COMPETENCIES**
COMPETENCY NAME :	**Change Leadership**
COMPETENCY DEFINITION :	**Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community.**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Display an awareness of change interventions and the benefits of transformation initiatives.	• Perform an analysis of the change impact on the social, political and economic environment.	• Actively monitor change impact and results and convey progress to relevant stakeholders.	• Sponsor change agents and create a network of change leaders who support the interventions.
• Able to identify basic needs for change.	• Maintain calm and focus during change.	• Secure buy-in and sponsorship for change initiatives.	• Actively adapt current structures and processes to incorporate the change interventions.
• Identify gaps between the current and desired state.	• Able to assist team members during change and keep them focused on the deliverables.	• Continuously evaluate change strategy and design and introduce new approaches to enhance the institution's effectiveness.	• Mentor and guide team members on the effects of change, resistance factors and how to integrate change.
• Identify potential risk and challenges to transformation, including resistance to change factors.	• Volunteer to lead change efforts outside of own work team.	• Build and nurture relationships with various stakeholders to establish strategic alliance in facilitating change.	
• Participate in change programs and piloting change interventions.	• Able to gain buy-in and approval for change from relevant stakeholders.	• Take the lead in impactful change programs.	
	• Identify change readiness levels and assist in resolving resistance to change factors.	• Benchmark change interventions against best change practices.	• Motivate and inspire others around change initiatives.
• Understand the impact of change interventions on the institution within the broader scope of local government.	• Design change interventions that are aligned with the institution's strategic objectives and goals.	• Understand the impact and psychology of change and put remedial interventions in place to facilitate effective transformation. • Take calculated risk and seek new ideas from best practice scenarios and identify the potential for implementation.	

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CLUSTER :	**LEADING COMPETENCIES**
COMPETENCY NAME :	**Financial Management**
COMPETENCY DEFINITION :	**Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Understand basic financial concepts and methods as they relate to institutional processes and activities	• Exhibit knowledge of general financial concepts, planning, budgeting and forecasting and how they interrelate	• Take active ownership of planning, budgeting and forecasting processes and provides credible answers to queries within own responsibility.	• Develop planning tools to assist in evaluating and monitoring future expenditure trends.
• Display awareness into the various sources of financial data, reporting mechanisms, financial governance, processes and systems	• Assess, identify and manage financial risks.	• Prepare budgets that are aligned to the strategic objectives of the institution.	• Set budget frameworks for the institution.
• Understand the importance of financial accountability	• Assume a cost-saving approach to financial management.	• Address complex budgeting and financial management concerns.	• Set strategic direction for the institution on expenditure and other financial processes.
	• Prepare financial reports based on specified formats.	• Put systems and processes in place to enhance the quality and integrity of financial management practices.	• Build and nurture partnerships to improve financial management and achieve financial savings.
	• Consider and understand the financial implications of decisions and suggestions.	• Advise on policies and procedures regarding asset control.	• Actively identify and implement new methods to improve asset control.
• Understand the importance of asset control.	• Ensure that delegation and instructions as required by National Treasury guidelines are reviewed and updated.		
	• Identify and implement proper monitoring and evaluation practices to ensure appropriate spending against budget.	• Promote National Treasury's regulatory framework for Financial Management.	• Display professionalism in dealing with financial data and processes.

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CLUSTER :	**LEADING COMPETENCIES**
COMPETENCY NAME :	**Governance Leadership**
COMPETENCY DEFINITION:	**Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships.**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Display a basic awareness of risk, compliance and governance factors but require guidance and development in implementing such requirements.	• Display a thorough understanding of governance and risk and compliance factors and implement plans to address these.	• Able to link risk initiatives into key institutional objectives and drivers.	• Demonstrate a high level of commitment in complying with governance requirements.
• Understand the structure of cooperative government but requires guidance on fostering workable relationships between stakeholders.	• Demonstrate understanding of the techniques and processes for optimising risk taking decisions within the institution.	• Identify, analyse and measure risk, create valid risk forecasts and map risk profiles.	• Implement governance and compliance strategy to ensure achievement of institutional objectives within the legislative framework.
		• Apply risk control methodology and approaches to prevent and reduce risk that impede on the achievement of institutional objectives.	• Able to advise local government on risk management, best practice interventions and compliance management.
		• Demonstrate a thorough understanding of risk retention plans.	• Able to forge positive relationships on cooperative governance level to enhance the effectiveness of local government.t
• Provide input into policy formulation.	• Actively drive policy formulation within the institution to ensure the achievement of objectives.	• Identify and implement comprehensive risk management systems and processes.	
		• Implement and monitor the formulation of policies, identify and analyse constraints and challenges with implementation and provide recommendations for improvement.	• Able to shape, direct and drive the formulation of policies on a macro level.

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CLUSTER :	**CORE COMPETENCIES**
COMPETENCY NAME :	**Moral Competence**
COMPETENCY DEFINITION :	**Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behavior that reflects moral competence**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Realise the impact of acting with integrity, but requires guidance and development in implementing principles.	• Conduct self in alignment with the values of local government and the institution.	• Identify, develop and apply measures of self-correction.	• Create an environment conducive of moral practices.
• Follow basic rules and regulations of the institution.	• Able to openly admit own mistakes and weaknesses and seek assistance from others when unable to deliver.	• Able to gain trust and respect through aligning actions with commitments.	• Actively develop and implement measures to combat fraud and corruption.
	• Actively report fraudulent activity and corruption with local government.	• Make proposals and recommendations that are transparent and gain the approval of relevant stakeholders.	• Set integrity standards and shared accountability measures across the institution to support the objectives of local government.
	• Understand and honor the confidential nature of matters without seeking personal gain.	• Present values, beliefs and ideas that are congruent with the institution's rules and regulations.	
• Able to identify basic moral situations, but requires guidance and development in understanding and reasoning with moral intent.		• Takes an active stance against corruption and dishonesty when noted.	
	• Able to deal with situations of conflict of interest promptly and in the best interest of local government.	• Actively promote the value of the institution to internal and external stakeholders.	• Take responsibility for own actions and decisions, even if the consequences are unfavorable.
		• Able to work in unity with a team and not seek personal gain.	
		• Apply universal moral principles consistently to achieve moral decisions.	

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CLUSTER :	**CORE COMPETENCIES**
COMPETENCY NAME :	**Planning and Organising**
COMPETENCY DEFINITION :	**Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk.**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Able to follow basic plans and organise tasks around set objectives.	• Actively and appropriately organise information and resources required for a task.	• Able to define institutional objectives, develop comprehensive plans, integrate and coordinate activities and assign appropriate resources for successful implementation.	• Focus on broad strategies and initiatives when developing plans and actions.
• Understand the process of planning and organising but requires guidance and development in providing detailed and comprehensive plans.	• Recognise the urgency and importance of tasks.	• Identify in advance required stages and actions to complete tasks.	• Able to protect and forecast short, medium and long term requirements of the institution and local government.
• Able to follow existing plans and ensure that objectives are met.	• Balance short and long-term plans and goals and incorporate into the team's performance objectives.	• Schedule realistic timelines, objectives and milestones for tasks and projects.	
• Focus on short-term objectives in developing plans and actions	• Schedule tasks to ensure they are performed within budget and with efficient use of time and resources.	• Produce clear, detailed and comprehensive plans to achieve institutional objectives.	
		• Identify possible risk factors and design and implement appropriate contingency plans.	• Translate policy into relevant projects to facilitate the achievement of institutional objectives.
• Arrange information and resources required for a task, but require further structure and organisation.	• Measures progress and monitor performance results.	• Adapt plans in light of changing circumstances.	
		• Prioritise tasks and projects according to their relevant urgency and importance.	

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CLUSTER :	**CORE COMPETENCIES**
COMPETENCY NAME :	**Analysis and Innovation**
COMPETENCY DEFINITION :	**Able to critically analyse information, challenges and trends to establish and implement fact-based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Understand the basic operation of analysis, but lack detail and thoroughness.	• Demonstrate logical problem solving techniques and approaches and provide rationale for recommendations.	• Coaches team members on analytical and innovative approaches and techniques.	• Demonstrate complex analytical and problem solving approaches and techniques.
• Able to balance independent analysis with requesting assistance from others.	• Demonstrate objectivity, insight and thoroughness when analysing problems.	• Engage with appropriate individuals in analysing and resolving complex problems.	• Create an environment conducive to analytical and fact-based problem solving.
• Recommend new ways to perform tasks within own function.	• Able to break down complex problems into manageable parts and identify solutions.	• Identify solutions on various areas in the institution.	• Analyse, recommend solutions and monitor trends in key challenges to prevent and manage occurrence.
• Propose simple remedial interventions that marginally challenges the status quo.	• Consult internal and external stakeholders on opportunities to improve processes and service delivery.	• Formulate and implement new ideas throughout the institution.	• Create an environment that fosters innovative thinking and follows a learning organisation approach.
	• Clearly communicate the benefits of new opportunities and innovative solutions and stakeholders.	• Able to gain approval and buy-in for proposed interventions from relevant stakeholders.	• Be a thought leader on innovative customer service delivery and process optimisation.
• Listen to the ideas and perspectives of others and explore opportunities to enhance such innovative thinking.	• Continuously identify opportunities to enhance internal processes.	• Identify trends and best practices in process and service delivery and propose institutional application.	• Play an active role in sharing best practice solutions and engage in national and international local government seminars and conferences.
	• Identify and analyse opportunities conducive to innovative approaches and propose remedial intervention.	• Continuously engage in research to identify client needs.	

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Mr Gary Boshoff

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Municipal Manager:
Ms Geraldine Mettler

CLUSTER :	CORE COMPETENCIES
COMPETENCY NAME :	**Knowledge and Information Management**
COMPETENCY DEFINITION :	**Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Collect, categorise and track relevant information required for specific tasks and projects.	• Use appropriate information systems and technology to manage institutional knowledge and information sharing.	• Effectively predict future information and knowledge management requirements and systems.	• Create and support a vision and culture where team members are empowered to seek, gain and share knowledge and information.
• Analyse and interpret information to draw conclusions.	• Evaluate data from various sources and use information effectively to influence decisions and provide solutions.	• Develop standards and processes to meet future knowledge management needs.	• Establish partnerships across local government to facilitate knowledge management.
• Seek new sources of information to increase the knowledge base.	• Actively create mechanisms and structures for sharing information.	• Share and promote best-practice knowledge management across various institutions.	• Demonstrate a mature approach.
• Regularly share information and knowledge with internal stakeholders and team members.	• Use external and internal resources to research and provide relevant and cutting-edge knowledge to enhance institutional effectiveness and efficiency.	• Establish accurate measures and monitoring systems for knowledge and information management. • Create a culture conducive of learning and knowledge sharing. • Hold regular knowledge and information sharing sessions to elicit new ideas and share best practice approaches.	• Recognise and exploit knowledge points in interactions with internal and external stakeholders.

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Mr Gary Boshoff

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Municipal Manager:
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CLUSTER :	**CORE COMPETENCIES**
COMPETENCY NAME :	**Communication**
COMPETENCY DEFINITION :	**Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome.**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Demonstrate an understanding for communication levers and tools appropriate for the audience, but requires guidance in utilising such tools.	• Express ideas to individuals and groups in formal and informal settings in a manner that is interesting and motivating.	• Effectively communicate high-risk and sensitive matters to relevant stakeholders.	• Regarded as a specialist in negotiations and representing the institution.
• Express ideas in a clear and focused manner, but does not always take the audience into consideration.	• Able to understand, tolerate and appreciate diverse perspectives, attitudes and beliefs.	• Develop a well-defined communication strategy.	• Able to inspire and motivate others through positive communication that is impactful and relevant.
	• Adapt communication content and style to suit the audience and facilitate optimal information transfer.	• Balance political perspectives with institutional needs when communicating viewpoints on complex issues.	• Creates an environment conducive to transparent and productive communication and critical appreciate conversations.
	• Deliver content in a manner that gains support, commitment and agreement from relevant stakeholders.	• Able to effectively direct negotiations around complex.	
• Disseminate and convey information and knowledge adequately.		• Market and promote the institution to external stakeholders and seek to enhance a positive image of the institution.	• Able to coordinate negotiations at different levels within local government and externally.
	• Compile clear, focused, concise and well-structured written documents.	• Able to communicate with the media with high levels of moral competence and discipline.	

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Mr Gary Boshoff

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Municipal Manager:
Ms Geraldine Mettler

CLUSTER :	**CORE COMPETENCIES**
COMPETENCY NAME :	**Results and Quality Focus**
COMPETENCY DEFINITION :	**Able to maintain high quality standards, focus on achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives.**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Understand quality of work but requires guidance in attending to important matters.	• Focus on high-priority actions and does not become distracted by lower-priority activities.	• Consistently verify own standards and outcomes to ensure quality output.	• Coach and guide others to exceed quality standards and results.
• Show a basic commitment to achieving the correct results.	• Display firm commitment and pride in achieving the correct results.	• Focus on the end result and avoids being distracted	• Develop challenging, client-focused goals and sets high standards for personal performance.
• Produce the minimum level of results required in the role.	• Set quality standards and design processes and tasks around achieving set standards.	• Demonstrate a determined and committed approach to achieving results and quality standards.	• Commit to exceed the results and quality standards, monitor own performance and implement remedial interventions when required.
• Produce outcomes that is of a good standard.	• Produce output of high quality.	• Follow task and projects through to completion.	• Work with team to set ambitious and challenging team goals, communicating long- and short term expectations.
• Focus on the quantity of output but requires development in incorporating the quality of work.	• Able to balance the quantity and quality and quality of results in order to achieve objectives.	• Set challenging goals and objectives to self and team and display commitment to achieving expectations.	• Take appropriate risks to accomplish goals.
		• Maintain a focus on quality outputs when placed under pressure.	• Overcome setbacks and adjust action plans to realise goals.
• Produce quality work in general circumstances, but fails to meet expectation when under pressure.	• Monitors progress, quality of work and use of resources; provide status updates and make adjustments as needed.	• Establishing institutional systems for managing and assigning work, defining responsibilities, tracking, monitoring and measuring success, evaluating and valuing the work of the institution.	• Focus people on critical activities that yield a high impact.

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Mr Gary Boshoff

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Municipal Manager:
Ms Geraldine Mettler

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Annexure C:

Personal Development Plan

DIRECTOR: COMMUNITY AND PROTECTION SERVICES

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Director: Community and Protection Services
Mr Gary Boshoff

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Municipal Manager:
Ms Geraldine Mettler

Skills Performance Gap	Outcomes Expected	Suggested training and / or development activity	Suggested mode of delivery	Suggested Time Frames	Work opportunity created to practice skill / development area	Support Person
1.						
2.						
3.						

Signed and accepted by the Employee

Date: 24 June 2026

Signed by the Municipal Manager on behalf of the Municipality

Date: 24/06/2026.

STELLENBOSCH

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Performance Agreement

2026/27

Acting Director: Corporate Services

PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN
STELLENBOSCH MUNICIPALITY AS HEREBY REPRESENTED BY:

THE MUNICIPAL MANAGER
Ms Geraldine Mettler
(herein and after referred to as the Employer)

AND

ACTING DIRECTOR: CORPORATE SERVICES
Dr Lungelwa Kaywood
(herein and after referred to as the Employee)

FOR THE FINANCIAL YEAR:

01 JULY 2026 – 31 JULY 2026

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Acting Director: Corporate Services
Dr Lungelwa Kaywood

Municipal Manager:
Ms Geraldine Mettler

1. INTRODUCTION

1.1 The Employer, duly represented by **Ms Geraldine Mettler**, in her capacity as the Municipal Manager, has entered into a contract of employment with the Employee, **Dr Lungelwa Kaywood,** in terms of section 57(1)(a) of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) ("the Systems Act"). The Employer and the Employee are hereinafter referred to as "the Parties";

1.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the Parties to conclude an annual performance agreement;

1.3 The Parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will promote local government policy goals;

1.4 The Parties wish to ensure that there is compliance with Sections 57(4B) and 57(5) of the Systems Act;

1.5 In this Agreement, the following terms will have the meaning ascribed thereto:

1.5.1 "this Agreement" – means the performance agreement between the Employer and the employee and the Annexures thereto;

1.5.2 "the **Municipal Manager**" – means the Municipal Manager of the Municipality appointed in terms of Section 54(A) of the Systems Act;

1.5.3 "the Employee" means the **Acting Director: Corporate Services** appointed in terms of Section 56 of the Systems Act;

1.5.4 "the Employer" means **Stellenbosch Municipality**; and

1.5.5 "the Parties" means the Employer and Employee.

2. PURPOSE OF THIS AGREEMENT

2.1 To comply with the provisions of Section 57(1)(b), (4B) and (5) of the Systems Act as well as the Contract of Employment entered into between the Parties;

2.2 To specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance targets and accountabilities;

2.3 To specify accountabilities as set out in the Performance Plan (Annexure A);

2.4 To monitor and measure performance against set targeted outputs and outcomes;

2.5 To establish a transparent and accountable working relationship;

2.6 To appropriately reward the employee in accordance with Section 11 of this agreement; and

2.7 To give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining improved service delivery.

3. COMMENCEMENT AND DURATION

3.1 This Agreement will commence on **01 July 2026** and will remain in force until **31 July 2026,** whereafter a new Performance Agreement shall be concluded between the parties for the next financial year or any portion thereof;

3.2 The Parties will conclude a new Performance Agreement that replaces this Agreement at least once a year by not later than 31 July of the succeeding financial year;

3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason; and

3.4 The content of this Agreement may be revised at any time during the abovementioned period to determine the current applicability of the matters previously agreed upon.

4. PERFORMANCE OBJECTIVES

4.1 The Performance Plan (Annexure A) sets out –

4.1.1 The performance objectives and targets that must be met by the Employee;

4.1.2 The time frames within which those performance objectives and targets must be met; and

4.1.3 The core competency requirements (Annexure B – definitions) as the management skills regarded as critical to the position held by the Employee.

4.2 The performance objectives and targets reflected in Annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Employer, and shall include:

4.2.1 Key objectives that describe the main tasks that need to be done;

4.2.2 Key performance indicators (KPIs) that provide the details of the evidence that must be provided to show that a key objective has been achieved;

4.2.3 Target dates that describe the timeframe in which the targets must be achieved; and

4.2.4 Weightings showing the relative importance of the key objectives to each other.

4.3 The Personal Development Plan (Annexure C) sets out the Employee's personal development requirements in line with the objectives and targets of the Employer; and

4.4 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

5. PERFORMANCE MANAGEMENT SYSTEM

5.1 The Employee agrees to participate in the performance management system that the Employer has adopted for the employees of the Employer;

5.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the employees and service providers in performing to the standards required;

5.3 The Employer will consult the Employee about the specific performance standards and targets that will be included in the performance management system applicable to the Employee;

5.4 The Employee undertakes to actively focus on the promotion and implementation of the Strategic Focus Areas (SFAs) (including special projects relevant to the employee's responsibilities) within the local government framework;

5.5 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, SFAs and Competency Framework requirements as per the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, both of which shall be contained in the Performance Agreement;

5.6 The Employee's assessment will be based on his performance in terms of the outputs / outcomes (KPIs) identified as per the attached Performance Plan (Annexure A), which are linked to the SFAs applicable to the Employee and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee.

Table 1: Strategic Focus Areas

Strategic Focus Areas
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

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Dr Lungelwa Kaywood

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Municipal Manager:
Ms Geraldine Mettler

5.7 The competency requirements for senior managers as per Regulation 9 of Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers will make up the other 20% of the Employee's assessment score. The competencies will be assessed every six (6) months (January and July).

Table 2: Leading and Core Competencies

Leading and Core Competencies		
1.	Strategic direction and leadership	• Impact and influence • Institutional performance management • Strategic planning and management • Organisational awareness
2.	People management	• Human capital planning and development • Diversity management • Employee relations management • Negotiation and dispute management
3.	Programme and project management	• Programme and project planning and implementation • Service delivery management • Programme and project monitoring and evaluation
4.	Financial management	• Budget planning and execution • Financial strategy and delivery • Financial reporting and delivery
5.	Change leadership	• Change vision and strategy • Process design and improvement • Change impact monitoring and evaluation
6.	Governance leadership	• Policy formulation • Risk and compliance management • Cooperative governance
7.	Moral competence	• Core Competency
8.	Planning and organising	• Core Competency
9.	Analysis and innovation	• Core Competency
10.	Knowledge and information management	• Core Competency
11.	Communication	• Core Competency
12.	Results and quality focus	• Core Competency

6. PERFORMANCE ASSESSMENT

6.1 The Performance Plan (Annexure A) to this Agreement sets out –

6.1.1 The standards and procedures for evaluating the Employee's performance; and

6.1.2 The intervals for the evaluation of the Employee's performance.

6.2 Despite the establishment of agreed intervals for evaluation, the Employer may, in addition, review the Employee's performance at any stage while the contract of employment remains in force;

.....
Acting Director: Corporate Services
Dr Lungelwa Kaywood

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Municipal Manager:
Ms Geraldine Mettler

6.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan, as well as the actions agreed to, and implementation must take place within set time frames;

6.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan (IDP) as described in 6.6 – 6.12 below;

6.5 The Employee will submit quarterly performance reports (SDBIP) and a comprehensive annual performance report at least one week before the performance assessment meetings to the Evaluation Panel Chairperson for distribution to the panel members for preparation purposes;

6.6 Assessment of the achievement of results as outlined in the performance plan:

6.6.1 Each KPI or group of KPIs shall be assessed according to the extent to which the specified standards or performance targets have been met, and with due regard to ad-hoc tasks that had to be performed under the KPI;

6.6.2 A rating on the five-point scale shall be provided for each KPI or group of KPIs, which will then be multiplied by the weighting to calculate the final score;

6.6.3 The Employee will submit their self-evaluation to the Employer before the formal assessment;

6.6.4 In the instance where the employee could not perform due to reasons outside the control of the employer and employee, the KPI will not be considered during the evaluation. The employee should provide sufficient evidence in such instances; and

6.6.5 An overall score will be calculated based on the total of the scores calculated above.

6.7 Assessment of the Competencies:

6.7.1 Each Competency shall be assessed in terms of the description provided in (Annexure B);

6.7.2 A rating shall be provided for each Competency, which will then be multiplied by the weighting to calculate the final score; and

6.7.3 An overall score will be calculated based on the total of the scores calculated above.

6.8 Overall rating

6.8.1 An overall rating is calculated by adding the overall scores as calculated in 6.6.5 and 6.7.3 above; and

6.8.2 Such an overall rating represents the outcome of the performance appraisal.

6.9 The assessment of the performance of the Employee will be based on the following rating scales for SFAs and Competencies, respectively:

6.9.1 Rating scale for SFAs - as mentioned in paragraph 5.6:

Table 3: Performance rating scale

Level	Terminology	Description
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators, and fully achieved all others throughout the year.
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has achieved effective results against all significant performance criteria and indicators specified in the PA and Performance Plan.
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against more than half of the key performance criteria and indicators as specified in the PA and Performance Plan.
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against almost all the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.

6.9.2 Rating scale for Competencies -as mentioned in paragraph 5.7:

Table 4: Rating scale for Competencies

Level	Achievement Levels	Description
5	Superior	Has a comprehensive understanding of local government operations, critical in shaping strategic direction and change, develops, and applies comprehensive concepts and methods
4	Advanced	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in-depth analyses

Level	Achievement Levels	Description
3	Competent	Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analyses
2	Basic	Applies basic concepts, methods, and understanding of local government operations, but requires supervision and development intervention
1	Sub Standard	Applies little to no basic concepts, methods, and understanding of local government operations.

6.10 For purposes of evaluating the performance of the Employee for the year-end reviews, an evaluation panel constituted of the following persons will be established–

6.10.1 Municipal Manager;

6.10.2 Municipal Manager from another municipality;

6.10.3 Chairperson of the Performance Audit Committee or, in his / her absence thereof, the Chairperson of the Audit Committee; and

6.10.4 The Member of the Mayoral Committee (Portfolio Chairperson).

6.11 The Municipal Manager will evaluate the performance of the Employee as at the end of the 1st, and 3rd quarters; and

6.12 The Municipal Manager will give performance feedback to the Employee within five (5) working days after each quarterly and annual assessment meeting.

7. SCHEDULE FOR PERFORMANCE REVIEWS

7.1 The performance of the Employee in relation to his performance agreement shall be reviewed on the following dates.

Table 5: Schedule for performance reviews

Quarter	Review Period	Review to be completed by
1	July - September	October / November 2026 (Informal)
2	October – December	January / February 2027 (Formal)
3	January – March	April / May 2027 (Informal)
4	April - June	After the receipt of the AGSA's Management Report

7.2 The Employer shall keep a record of the mid-year and year-end assessment meetings;

7.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance;

7.4 The Employer will be entitled to review and make reasonable changes to the provisions of Annexure A from time to time for operational reasons. The Employee will be fully consulted before any such change is made; and

7.5 The Employer may amend the provisions of Annexure A whenever the performance management system is adopted, implemented, and / or amended, as the case may be. In that case, the Employee will be fully consulted before any such change is made.

8. DEVELOPMENTAL REQUIREMENTS

8.1 The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure C. Such a Plan may be implemented and / or amended as the case may be after each assessment. In that case, the Employee will be fully consulted before any such change or plan is made.

9. OBLIGATIONS OF THE EMPLOYER

9.1 The Employer shall-

9.1.1 Create an enabling environment to facilitate effective performance by the Employee;

9.1.2 Provide access to skills development and capacity-building opportunities;

9.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact the performance of the Employee;

9.1.4 On the request of the Employee, delegate such powers reasonably required by the Employee to enable him to meet the performance objectives and targets established in terms of this Agreement; and

9.1.5 Make available to the Employee such resources as the Employee may reasonably require from time to time, assisting him to meet the performance objectives and targets established in terms of this Agreement.

10. CONSULTATION

10.1 The Employer agrees to consult the Employee timeously where the exercising of its powers will have amongst others-

10.1.1 A direct effect on the performance of any of the Employee's functions;

10.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer; and

10.1.3 A substantial financial effect on the Employer.

10.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in clause 12.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

11. REWARD

11.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance;

11.2 The payment of the performance bonus is determined by the performance score obtained during the 4th quarter and as informed by the quarterly performance assessments;

11.3 A performance bonus, in terms of the relevant approved Council policy, of between 5% to 14% of the all-inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance to be constituted as follows:

Table 6: Performance bonus calculations

Performance Rating		Bonus Calculation
0% - 64%	Poor Performance	0% of the total package
65% - 69%	Average Performance	5% of the total package
70% - 74%	Fair Performance	9% of the total package
75% - 79%	Good Performance	11% of the total package
80% - 100%	Excellent Performance	14% of the total package

11.4 In the event of the Employee terminating his services during the validity period of this Agreement, the Employee's performance will be evaluated for the portion during which he / she was employed, and he / she will be entitled to a pro-rata performance bonus based on his evaluated performance for the period of actual service; and

11.5 The Employer will submit the total score of the annual assessment and of the Employee to the full Council for the purpose of recommending a bonus allocation, if applicable.

12. MANAGEMENT OF EVALUATION OUTCOMES

12.1 Where the Employer is, at any time during the Employee's employment, not satisfied with the Employee's performance concerning any matter dealt with in this Agreement, the Employer will give notice to the Employee to attend a meeting;

12.2 The Employee will have the opportunity at the meeting to satisfy the Employer of the measures being taken to ensure that his performance becomes satisfactory and any programme, including any dates, for implementing these measures;

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Acting Director: Corporate Services
Dr Lungelwa Kaywood

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Municipal Manager:
Ms Geraldine Mettler

12.3 Where there is a dispute or difference as to the performance of the Employee under this Agreement, the Parties will confer with a view to resolving the dispute or difference; and

12.4 In the case of unacceptable performance, the Employer shall –

12.4.1 Provide systematic remedial or developmental support to assist the Employee in improving his / her performance; and

12.4.2 After appropriate performance counselling and having provided the necessary guidance and / or support as well as a reasonable time for improvement in performance, the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his or her duties.

13. DISPUTE RESOLUTION

13.1 In the event that the Employee is dissatisfied with any decision or action of the Employer in terms of this Agreement, or where a dispute or difference arises as to the extent to which the Employee has achieved the performance objectives and targets established in terms of this Agreement, the Employee may within 3 (three) business days, meet with the Employer with a view to resolving the issue. The Employer will record the outcome of the meeting in writing;

13.2 If the Parties cannot resolve the issues within 10 (ten) business days, an independent arbitrator, acceptable to both parties, shall be appointed to resolve the matter within 30 (thirty) business days; and

13.3 If the mediation process contemplated above fails, the relevant clause of the Contract of Employment, together with the relevant laws and regulations, shall apply.

14. GENERAL

14.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer; and

14.2 Nothing in this agreement diminishes the obligations, duties, or accountabilities of the Employee in terms of his contract of employment, or the effects of existing or new regulations, circulars, policies, directives, or other instruments.

Thus, done and signed at Stellenbosch on the 24th day of June 2026

ACTING DIRECTOR: CORPORATE SERVICES

AS WITNESSES:

1.

2.

Thus, done and signed at Stellenbosch on the 24th day of June 2026.

MUNICIPAL MANAGER

AS WITNESSES:

1.

2.

MEMBER OF MAYORAL COMMITTEE
(Portfolio: Corporate Services)
Cllr L Nkamisa

.....
Acting Director: Corporate Services
Dr Lungelwa Kaywood

.....
Municipal Manager:
Ms Geraldine Mettler

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Annexure A
Performance Plan

ACTING DIRECTOR: CORPORATE SERVICES

Acting Director: Corporate Services
Dr Lungelwa Kaywood

Municipal Manager:
Ms Geraldine Mettler

The Performance Plan sets out:

a) Key Performance Areas that the employee should focus on, performance objectives, key performance indicators and targets that must be met within a specific timeframe; and

b) The Competencies required from employees are prescribed in the Regulations on the appointment and conditions of employment of senior managers, R21 of 2014.

KEY PERFORMANCE INDICATORS

The key performance areas, performance objectives, key performance indicators and targets that must be met within the agreed timeframe are described below. The assessment of these performance indicators will account for 80% (**eighty per cent)** of the total employee assessment score.

Part 1: Implementation of Service Delivery and Budget Implementation Plan (80%)

DIRECTOR: CORPORATE SERVICES													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Section: Registry and Office Auxiliary Services	Percentage of indicators of the Section: Registry and Office Auxiliary Services achieved, measured quarterly	Outcome	97%	80% per annum	80%	SM	80%	80%	80%	80%	4
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Section: Secretariat / Committee Services	Percentage of indicators of the Section: Secretariat / Committee Services achieved, measured quarterly	Outcome	93.05%	80% per annum	80%	SM	80%	80%	80%	80%	4

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Acting Director: Corporate Services
Dr Lungelwa Kaywood

SM
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Municipal Manager:
Ms Geraldine Mettler

DIRECTOR: CORPORATE SERVICES									Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Q1	Q2	Q3	Q4	Weight
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Department: Human Resources Management (HRM)	Percentage of indicators of the Department: Human Resources Management (HRM) achieved, measured quarterly	Outcome	96.45%	80% per annum	80%	SM	80%	80%	80%	80%	4
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Department: Information and Communications Technology (ICT)	Percentage of indicators of the Department: Information and Communications Technology (ICT) achieved, measured quarterly	Outcome	89.55%	80% per annum	80%	SM	80%	80%	80%	80%	4
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Section: Councillor's Support	Percentage of indicators of the Section: Councillor's Support achieved, measured quarterly	Outcome	98.22%	80% per annum	80%	SM	80%	80%	80%	80%	4
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Section: Properties Management and Municipal Building Maintenance	Percentage of indicators of the Section: Properties Management and Municipal Building Maintenance achieved, measured quarterly	Outcome	52.48%	80% per annum	80%	SM	80%	80%	80%	80%	4
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Section: Legal and Compliance Services	Percentage of indicators of the Section: Legal and Compliance Services achieved, measured quarterly	Outcome	78.18%	80% per annum	80%	SM	80%	80%	80%	80%	4
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Section: Municipal Court	Percentage of indicators of the Section: Municipal Court achieved, measured quarterly	Outcome	82.22%	80% per annum	80%	SM	80%	80%	80%	80%	4

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DIRECTOR: CORPORATE SERVICES													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
KPI045	SFA 5: Good Governance and Compliance	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 spent on implementing its Workplace Skills Plan ((Total Actual Training Expenditure / Total Annual payroll Budget) x 100), measured by 30 June	Input	0.82%	0.20% per annum	0.20%	SM	N/A	N/A	N/A	0.20%	2
KPI051	SFA 5: Good Governance and Compliance	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	Output	1	1 per annum	1	SM	N/A	N/A	1	N/A	2
KPI052	SFA 5: Good Governance and Compliance	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	Output	1	1 per annum	1	SM	N/A	N/A	1	N/A	2
TBC	SFA 5: Good Governance and Compliance	Spend the Directorate: Corporate Services approved Capital Budget	Percentage of the approved Capital Budget of the Directorate: Corporate Services actually spent by 30 June	Input	94.48%	90% per annum	90%	SM	10%	30%	60%	90%	12
TBC	SFA 5: Good Governance and Compliance	Submission of the final bid specifications for all capital projects to the Bid Specification Committee (BSC) *(2027/28)*	Percentage of the final bid specifications for all capital projects submitted to the BSC by 30 June *(50% by 31 March 2027 and 100% by 30 June 2027 for the 2027/28 financial year)*	Output	54.55%	100% per annum	100%	SM	N/A	N/A	50%	100%	4
TBC	SFA 5: Good Governance and Compliance	Performance plans signed with all identified personnel	Number of performance plans signed with all identified personnel by 30 July	Output	12	10 per annum	10	SM	10	N/A	N/A	N/A	4

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IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator Type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Conduct formal annual performance evaluations with all identified personnel	Number of annual performance evaluations conducted with all identified personnel by 31 August	Output	13	10 per annum	10	SM	10	N/A	N/A	N/A	2
TBC	SFA 5: Good Governance and Compliance	Conduct mid-year performance evaluations with all identified personnel	Number of mid-year performance evaluations conducted with all identified personnel by 31 January	Output	New KPI	10 per annum	10	SM	N/A	N/A	10	N/A	1
TBC	SFA 5: Good Governance and Compliance	Develop an Annual Departmental Risk Register	Number of Annual Departmental Risk Registers developed by 31 July	Output	1	1 per annum	1	SM	1	N/A	N/A	N/A	1
TBC	SFA 5: Good Governance and Compliance	Evaluation of the Departmental Risk Register	Number of Departmental Risk Registers evaluated, measured quarterly	Output	4	4 per annum	4	SM	N/A	1 (1)	N/A	1 (2)	1
TBC	SFA 5: Good Governance and Compliance	Implementation of the Directors Forum resolutions	Percentage of the Directors Forum Resolutions implemented in accordance with due dates	Output	84.50%	80% per annum	80%	SM	80%	80%	80%	80%	2
TBC	SFA 5: Good Governance and Compliance	Implementation of the Council resolutions	Percentage of the Council resolutions implemented, measured quarterly	Output	70%	70% per annum	70%	SM	70%	70%	70%	70%	2
TBC	SFA 5: Good Governance and Compliance	Implementation of the ICT Strategy	Number of actions implemented as identified in the ICT Strategy by 30 June	Outcome	4	4 per annum	4	SM	1 (1)	1 (2)	1 (3)	1 (4)	2

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DIRECTOR: CORPORATE SERVICES													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2024/25)	5-Year Target	2026/27	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2026/27)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Conduct a customer satisfaction survey (CSS)	Number of CSSs conducted by 31 March	Output	1	1 per annum	1	SM	N/A	N/A	1	N/A	1
TBC	SFA 5: Good Governance and Compliance	Submission of lease applications within 90 days from the date of application to the MayCo	Percentage of lease applications submitted to the MayCo within 90 days from the date of application, measured quarterly	Outcome	90%	90% per annum	90%	SM	90%	90%	90%	90%	1
TBC	SFA 5: Good Governance and Compliance	Submission of a draft Outdoor Dining Contravention Standard Operating Procedure (SOP) to the Municipal Manager	Number of draft Outdoor Dining Contravention SOPs submitted to the Municipal Manager by 31 August	Output	1	1 per annum	1	SM	1	N/A	N/A	N/A	2
TBC	SFA 5: Good Governance and Compliance	Implementation of the Directorate's actions as per the Auditor General of South Africa (AGSA) Audit Action Plan	Percentage of the Directorate's actions as per the AGSA Audit Action Plan implemented by 30 June	Output	0%	100%	100%	SM	N/A	N/A	50%	100%	2
TBC	SFA 5: Good Governance and Compliance	Implementation of succession planning initiatives	Number of succession planning initiatives implemented by 30 June	Output	New KPI	1 per annum	1	SM	N/A	N/A	N/A	1	2
TBC	SFA 5: Good Governance and Compliance	Attend Universal Access Policy meetings	Number of Universal Access Policy meetings attended, measured quarterly	Output	New KPI	4 per annum	4	SM	1 (1)	1 (2)	1 (3)	1 (4)	2
TBC	SFA 5: Good Governance and Compliance	Submission of personal development plans (PDPs) of identified personnel to the Sub-section: Skills Development	Number of personal PDPs of identified personnel submitted to the Sub-section: Skills Development by 30 September	Output	New KPI	10 per annum	10	SM	10	N/A	N/A	N/A	1
												Total	80

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Part 2: Competency Requirements (20%)

Ref	Leading and Core Competencies	(January) 1st Assessment	(July) Final Assessment	Weights	Comments
2.1	**Strategic direction and leadership**			**1.66%**	
2.2	**People management**			**1.66%**	
2.3	**Programme and project management**			**1.67%**	
2.4	**Financial management**			**1.67%**	
2.5	**Change leadership**			**1.66%**	
2.6	**Governance leadership**			**1.67%**	
2.7	**Moral competence**			**1.67%**	
2.8	**Planning and organising**			**1.67%**	
2.9	**Analysis and innovation**			**1.67%**	
2.10	**Knowledge and information management**			**1.67%**	
2.11	**Communication**			**1.66%**	
2.12	**Results and quality focus**			**1.67%**	
Total				**20%**	

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Annexure B
Competency Framework

DIRECTOR: CORPORATE SERVICES

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CLUSTER:	**LEADING COMPETENCIES**
COMPETENCY NAME:	**Strategic Direction and Leadership**
COMPETENCY DEFINITION:	**Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate.**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Understands institutional and departmental strategic objectives, but • lacks the ability to inspire others to achieve set mandate.	• Give direction to a team in realising the institution's strategic mandate and set objectives.	• Evaluate all activities to determine value and alignment to strategic intent.	• Structure and position the institution to local government priorities.
• Describe how specific tasks link to institutional strategies but has limited influence in directing a strategy.	• Has a positive impact and influence on the morale, engagement and participation of team members.	• Display in-depth knowledge and understanding of strategic planning.	• Actively use in-depth knowledge and understanding to develop and implement a comprehensive institutional framework.
• Has a basic understanding of institutional performance management, but lacks the ability to integrate systems into a collective whole.	• Develop action plans to execute and guide strategy.	• Align strategy and goals across all functional areas.	• Hold self-accountable for strategy execution and results.
	• Assist in defining performance measures to monitor the progress and effectiveness of the institution.	• Actively define performance measures to monitor the progress and effectiveness of the institution.	• Provide impact and influence through building and maintaining strategic relationships.
	• Displays an awareness of institutional structures and political factors.	• Consistently challenge strategic plans to ensure relevance.	• Create an environment that facilitates loyalty and innovation. Display a superior level of self-discipline and integrity in actions.
• Demonstrate basic understanding of key decision making.	• Effectively communicate barriers to execution to relevant parties.	• Understand institutional structures and political factors, and the consequences of actions.	• Integrate various systems into a collective whole to optimise institutional performance management.
	• Provide guidance to all stakeholders in the achievement of the strategic mandate.	• Empower others to follow the strategic direction and deal with complex situations.	
	• Understand the aim and objectives of the institution and relate it to own work.	• Guide the institution through complex and ambiguous concern. • Use understanding of power relationships and dynamic tensions among key players	• Uses understanding of competing interests to maneuver successfully to a win/win outcome.

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CLUSTER:	LEADING COMPETENCIES		
COMPETENCY NAME:	Strategic Direction and Leadership		
COMPETENCY DEFINITION:	Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate.		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
		to frame communications and develop strategies, positions and alliances.	

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CLUSTER :	**LEADING COMPETENCIES**
COMPETENCY NAME :	**People Management**
COMPETENCY DEFINITION :	**Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives.**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Participate in team goalsetting and problem solving.	• Seek opportunities to increase team contribution and responsibility.	• Identify ineffective team and work processes and recommend remedial interventions.	• Develop and incorporate best practice people management processes, approaches and tools across the institution.
• Interact and collaborate with people of diverse backgrounds.	• Respect and support the diverse nature of others and be aware of the benefits of a diverse approach.	• Recognise and reward effective and desired behavior.	• Foster a culture of discipline, responsibility and accountability.
	• Effectively delegate tasks and empower others to increase contribution and execute functions optimally.	• Provide mentoring and guidance to others in order to increase personal effectiveness.	• Understand the impact of diversity in performance and actively incorporate a diversity strategy in the institution.
	• Apply relevant employee legislation fairly and consistently.	• Identify development and learning needs within the team.	• Develop comprehensive integrated strategies and approaches to human capital development and management.
• Aware of guidelines for employee development, but requires support in implementing development initiatives.		• Inspire a culture of performance excellence by giving positive and constructive feedback to the team. • Achieve agreement or consensus in adversarial environments. • Lead and unite diverse teams across divisions to achieve institutional objectives.	
	• Effectively identify capacity requirements to fulfill the strategic mandate.		• Actively identify trends and predict capacity requirements to facilitate unified transition and performance management.

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CLUSTER :	**LEADING COMPETENCIES**
COMPETENCY NAME :	**Programme and Project Management**
COMPETENCY DEFINITION :	**Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives.**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Initiate projects after approval from higher authorities.	• Establish broad stakeholder involvement and communicate the project status and key milestones.	• Manage multiple programs and balance priorities and conflicts according to institutional goals.	• Understand and conceptualise the long-term implications of desired project outcomes.
• Understand procedures of program and project management methodology, implications and stakeholder involvement.	• Define the roles and responsibilities of the project team and create clarity around expectations.	• Apply effective risk management strategies through impact assessment and resource requirements.	• Direct a comprehensive strategic macro and micro analysis and scope projects accordingly to realise institutional objectives.
• Understand the rational of projects in relation to the institution's strategic objectives.	• Find a balance between project deadline and the quality of deliverables.	• Modify project scope and budget when required without compromising the quality and objectives of the project.	• Influence people in positions of authority to implement outcomes of projects
• Document and communicate factors and risk associated with own work.	• Identify appropriate project resources to facilitate the effective completion of the deliverables.	• Involve top-level authorities and relevant stakeholders in seeking project buy-in.	• Lead and direct translation of policy into workable action plans
• Use results and approaches of successful project implementation as guide.	• Comply with statutory requirements and apply policies in a consistent manner. • Monitor progress and use of resources and make needed adjustments to timelines, steps and resource allocation.	• Identify and apply contemporary project management methodology • Influence and motivate project team to deliver exceptional results. • Monitor policy implementation and apply procedures to manage risks.	• Ensures that programs are monitored to track progress and optimal resource utilisation, and that adjustments are made as needed.

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CLUSTER :	**LEADING COMPETENCIES**
COMPETENCY NAME :	**Change Leadership**
COMPETENCY DEFINITION :	**Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community.**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Display an awareness of change interventions and the benefits of transformation initiatives.	• Perform an analysis of the change impact on the social, political and economic environment.	• Actively monitor change impact and results and convey progress to relevant stakeholders.	• Sponsor change agents and create a network of change leaders who support the interventions.
• Able to identify basic needs for change.	• Maintain calm and focus during change.	• Secure buy-in and sponsorship for change initiatives.	• Actively adapt current structures and processes to incorporate the change interventions.
• Identify gaps between the current and desired state.	• Able to assist team members during change and keep them focused on the deliverables.	• Continuously evaluate change strategy and design and introduce new approaches to enhance the institution's effectiveness.	• Mentor and guide team members on the effects of change, resistance factors and how to integrate change.
• Identify potential risk and challenges to transformation, including resistance to change factors.	• Volunteer to lead change efforts outside of own work team.	• Build and nurture relationships with various stakeholders to establish strategic alliance in facilitating change.	
• Participate in change programs and piloting change interventions.	• Able to gain buy-in and approval for change from relevant stakeholders.	• Take the lead in impactful change programs.	
	• Identify change readiness levels and assist in resolving resistance to change factors.	• Benchmark change interventions against best change practices.	• Motivate and inspire others around change initiatives.
• Understand the impact of change interventions on the institution within the broader scope of local government.	• Design change interventions that are aligned with the institution's strategic objectives and goals.	• Understand the impact and psychology of change and put remedial interventions in place to facilitate effective transformation. • Take calculated risk and seek new ideas from best practice scenarios and identify the potential for implementation.	

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CLUSTER :	**LEADING COMPETENCIES**
COMPETENCY NAME :	**Financial Management**
COMPETENCY DEFINITION :	**Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Understand basic financial concepts and methods as they relate to institutional processes and activities	• Exhibit knowledge of general financial concepts, planning, budgeting and forecasting and how they interrelate	• Take active ownership of planning, budgeting and forecasting processes and provides credible answers to queries within own responsibility.	• Develop planning tools to assist in evaluating and monitoring future expenditure trends.
• Display awareness into the various sources of financial data, reporting mechanisms, financial governance, processes and systems	• Assess, identify and manage financial risks.	• Prepare budgets that are aligned to the strategic objectives of the institution.	• Set budget frameworks for the institution.
• Understand the importance of financial accountability	• Assume a cost-saving approach to financial management.	• Address complex budgeting and financial management concerns.	• Set strategic direction for the institution on expenditure and other financial processes.
	• Prepare financial reports based on specified formats.	• Put systems and processes in place to enhance the quality and integrity of financial management practices.	• Build and nurture partnerships to improve financial management and achieve financial savings.
	• Consider and understand the financial implications of decisions and suggestions.	• Advise on policies and procedures regarding asset control.	• Actively identify and implement new methods to improve asset control.
• Understand the importance of asset control.	• Ensure that delegation and instructions as required by National Treasury guidelines are reviewed and updated.		
	• Identify and implement proper monitoring and evaluation practices to ensure appropriate spending against budget.	• Promote National Treasury's regulatory framework for Financial Management.	• Display professionalism in dealing with financial data and processes.

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CLUSTER :	**LEADING COMPETENCIES**
COMPETENCY NAME :	**Governance Leadership**
COMPETENCY DEFINITION:	**Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships.**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Display a basic awareness of risk, compliance and governance factors but require guidance and development in implementing such requirements.	• Display a thorough understanding of governance and risk and compliance factors and implement plans to address these.	• Able to link risk initiatives into key institutional objectives and drivers.	• Demonstrate a high level of commitment in complying with governance requirements.
• Understand the structure of cooperative government but requires guidance on fostering workable relationships between stakeholders.	• Demonstrate understanding of the techniques and processes for optimising risk taking decisions within the institution.	• Identify, analyse and measure risk, create valid risk forecasts and map risk profiles.	• Implement governance and compliance strategy to ensure achievement of institutional objectives within the legislative framework.
		• Apply risk control methodology and approaches to prevent and reduce risk that impede on the achievement of institutional objectives.	• Able to advise local government on risk management, best practice interventions and compliance management.
		• Demonstrate a thorough understanding of risk retention plans.	• Able to forge positive relationships on cooperative governance level to enhance the effectiveness of local government.
• Provide input into policy formulation.	• Actively drive policy formulation within the institution to ensure the achievement of objectives.	• Identify and implement comprehensive risk management systems and processes.	
		• Implement and monitor the formulation of policies, identify and analyse constraints and challenges with implementation and provide recommendations for improvement.	• Able to shape, direct and drive the formulation of policies on a macro level.

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CLUSTER :	**CORE COMPETENCIES**
COMPETENCY NAME :	**Moral Competence**
COMPETENCY DEFINITION :	**Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behavior that reflects moral competence**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Realise the impact of acting with integrity, but requires guidance and development in implementing principles.	• Conduct self in alignment with the values of local government and the institution.	• Identify, develop and apply measures of self-correction.	• Create an environment conducive of moral practices.
• Follow basic rules and regulations of the institution.	• Able to openly admit own mistakes and weaknesses and seek assistance from others when unable to deliver.	• Able to gain trust and respect through aligning actions with commitments.	• Actively develop and implement measures to combat fraud and corruption.
	• Actively report fraudulent activity and corruption with local government.	• Make proposals and recommendations that are transparent and gain the approval of relevant stakeholders.	• Set integrity standards and shared accountability measures across the institution to support the objectives of local government.
	• Understand and honor the confidential nature of matters without seeking personal gain.	• Present values, beliefs and ideas that are congruent with the institution's rules and regulations.	
• Able to identify basic moral situations, but requires guidance and development in understanding and reasoning with moral intent.		• Takes an active stance against corruption and dishonesty when noted.	
	• Able to deal with situations of conflict of interest promptly and in the best interest of local government.	• Actively promote the value of the institution to internal and external stakeholders.	• Take responsibility for own actions and decisions, even if the consequences are unfavorable.
		• Able to work in unity with a team and not seek personal gain.	
		• Apply universal moral principles consistently to achieve moral decisions.	

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CLUSTER :	**CORE COMPETENCIES**
COMPETENCY NAME :	**Planning and Organising**
COMPETENCY DEFINITION :	**Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk.**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Able to follow basic plans and organise tasks around set objectives.	• Actively and appropriately organise information and resources required for a task.	• Able to define institutional objectives, develop comprehensive plans, integrate and coordinate activities and assign appropriate resources for successful implementation.	• Focus on broad strategies and initiatives when developing plans and actions.
• Understand the process of planning and organising but requires guidance and development in providing detailed and comprehensive plans.	• Recognise the urgency and importance of tasks.	• Identify in advance required stages and actions to complete tasks.	• Able to protect and forecast short, medium and long term requirements of the institution and local government.
• Able to follow existing plans and ensure that objectives are met.	• Balance short and long-term plans and goals and incorporate into the team's performance objectives.	• Schedule realistic timelines, objectives and milestones for tasks and projects.	
• Focus on short-term objectives in developing plans and actions	• Schedule tasks to ensure they are performed within budget and with efficient use of time and resources.	• Produce clear, detailed and comprehensive plans to achieve institutional objectives.	• Translate policy into relevant projects to facilitate the achievement of institutional objectives.
• Arrange information and resources required for a task, but require further structure and organisation.	• Measures progress and monitor performance results.	• Identify possible risk factors and design and implement appropriate contingency plans. • Adapt plans in light of changing circumstances. • Prioritise tasks and projects according to their relevant urgency and importance.	

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CLUSTER :	**CORE COMPETENCIES**
COMPETENCY NAME :	**Analysis and Innovation**
COMPETENCY DEFINITION :	**Able to critically analyse information, challenges and trends to establish and implement fact-based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Understand the basic operation of analysis, but lack detail and thoroughness.	• Demonstrate logical problem solving techniques and approaches and provide rationale for recommendations.	• Coaches team members on analytical and innovative approaches and techniques.	• Demonstrate complex analytical and problem solving approaches and techniques.
• Able to balance independent analysis with requesting assistance from others.	• Demonstrate objectivity, insight and thoroughness when analysing problems.	• Engage with appropriate individuals in analysing and resolving complex problems.	• Create an environment conducive to analytical and fact-based problem solving.
• Recommend new ways to perform tasks within own function.	• Able to break down complex problems into manageable parts and identify solutions.	• Identify solutions on various areas in the institution.	• Analyse, recommend solutions and monitor trends in key challenges to prevent and manage occurrence.
• Propose simple remedial interventions that marginally challenges the status quo.	• Consult internal and external stakeholders on opportunities to improve processes and service delivery.	• Formulate and implement new ideas throughout the institution.	• Create an environment that fosters innovative thinking and follows a learning organisation approach.
	• Clearly communicate the benefits of new opportunities and innovative solutions and stakeholders.	• Able to gain approval and buy-in for proposed interventions from relevant stakeholders.	• Be a thought leader on innovative customer service delivery and process optimisation.
• Listen to the ideas and perspectives of others and explore opportunities to enhance such innovative thinking.	• Continuously identify opportunities to enhance internal processes.	• Identify trends and best practices in process and service delivery and propose institutional application.	• Play an active role in sharing best practice solutions and engage in national and international local government seminars and conferences.
	• Identify and analyse opportunities conducive to innovative approaches and propose remedial intervention.	• Continuously engage in research to identify client needs.	

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CLUSTER :	**CORE COMPETENCIES**
COMPETENCY NAME :	**Knowledge and Information Management**
COMPETENCY DEFINITION :	**Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Collect, categorise and track relevant information required for specific tasks and projects.	• Use appropriate information systems and technology to manage institutional knowledge and information sharing.	• Effectively predict future information and knowledge management requirements and systems.	• Create and support a vision and culture where team members are empowered to seek, gain and share knowledge and information.
• Analyse and interpret information to draw conclusions.	• Evaluate data from various sources and use information effectively to influence decisions and provide solutions.	• Develop standards and processes to meet future knowledge management needs.	• Establish partnerships across local government to facilitate knowledge management.
• Seek new sources of information to increase the knowledge base.	• Actively create mechanisms and structures for sharing information.	• Share and promote best-practice knowledge management across various institutions.	• Demonstrate a mature approach.
• Regularly share information and knowledge with internal stakeholders and team members.	• Use external and internal resources to research and provide relevant and cutting-edge knowledge to enhance institutional effectiveness and efficiency.	• Establish accurate measures and monitoring systems for knowledge and information management. • Create a culture conducive of learning and knowledge sharing. • Hold regular knowledge and information sharing sessions to elicit new ideas and share best practice approaches.	• Recognise and exploit knowledge points in interactions with internal and external stakeholders.

.....
Acting Director: Corporate Services
Dr Lungelwa Kaywood

.....
Municipal Manager:
Ms Geraldine Mettler

CLUSTER :	**CORE COMPETENCIES**
COMPETENCY NAME :	**Communication**
COMPETENCY DEFINITION :	**Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome.**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Demonstrate an understanding for communication levers and tools appropriate for the audience, but requires guidance in utilising such tools.	• Express ideas to individuals and groups in formal and informal settings in a manner that is interesting and motivating.	• Effectively communicate high-risk and sensitive matters to relevant stakeholders.	• Regarded as a specialist in negotiations and representing the institution.
• Express ideas in a clear and focused manner, but does not always take the audience into consideration.	• Able to understand, tolerate and appreciate diverse perspectives, attitudes and beliefs.	• Develop a well-defined communication strategy.	• Able to inspire and motivate others through positive communication that is impactful and relevant.
	• Adapt communication content and style to suit the audience and facilitate optimal information transfer.	• Balance political perspectives with institutional needs when communicating viewpoints on complex issues.	• Creates an environment conducive to transparent and productive communication and critical appreciate conversations.
	• Deliver content in a manner that gains support, commitment and agreement from relevant stakeholders.	• Able to effectively direct negotiations around complex.	
• Disseminate and convey information and knowledge adequately.		• Market and promote the institution to external stakeholders and seek to enhance a positive image of the institution.	• Able to coordinate negotiations at different levels within local government and externally.
	• Compile clear, focused, concise and well-structured written documents.	• Able to communicate with the media with high levels of moral competence and discipline.	

.....
Acting Director: Corporate Services
Dr Lungelwa Kaywood

.....
Municipal Manager:
Ms Geraldine Mettler

CLUSTER :	**CORE COMPETENCIES**
COMPETENCY NAME :	**Results and Quality Focus**
COMPETENCY DEFINITION :	**Able to maintain high quality standards, focus on achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives.**

ACHIEVEMENT LEVELS			
BASIC	**COMPETENT**	**ADVANCED**	**SUPERIOR**
• Understand quality of work but requires guidance in attending to important matters.	• Focus on high-priority actions and does not become distracted by lower-priority activities.	• Consistently verify own standards and outcomes to ensure quality output.	• Coach and guide others to exceed quality standards and results.
• Show a basic commitment to achieving the correct results.	• Display firm commitment and pride in achieving the correct results.	• Focus on the end result and avoids being distracted	• Develop challenging, client-focused goals and sets high standards for personal performance.
• Produce the minimum level of results required in the role.	• Set quality standards and design processes and tasks around achieving set standards.	• Demonstrate a determined and committed approach to achieving results and quality standards.	• Commit to exceed the results and quality standards, monitor own performance and implement remedial interventions when required.
• Produce outcomes that is of a good standard.	• Produce output of high quality.	• Follow task and projects through to completion.	• Work with team to set ambitious and challenging team goals, communicating long- and short term expectations.
• Focus on the quantity of output but requires development in incorporating the quality of work.	• Able to balance the quantity and quality and quality of results in order to achieve objectives.	• Set challenging goals and objectives to self and team and display commitment to achieving expectations.	• Take appropriate risks to accomplish goals.
		• Maintain a focus on quality outputs when placed under pressure.	• Overcome setbacks and adjust action plans to realise goals.
• Produce quality work in general circumstances, but fails to meet expectation when under pressure.	• Monitors progress, quality of work and use of resources; provide status updates and make adjustments as needed.	• Establishing institutional systems for managing and assigning work, defining responsibilities, tracking, monitoring and measuring success, evaluating and valuing the work of the institution.	• Focus people on critical activities that yield a high impact.

.....
Acting Director: Corporate Services
Dr Lungelwa Kaywood

.....
Municipal Manager:
Ms Geraldine Mettler

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Annexure C

Personal Development Plan

ACTING DIRECTOR: CORPORATE SERVICES

.....
Acting Director: Corporate Services
Dr Lungelwa Kaywood

.....
Municipal Manager:
Ms Geraldine Mettler

Skills Performance Gap	Outcomes Expected	Suggested training and / or development activity	Suggested mode of delivery	Suggested Time Frames	Work opportunity created to practice skill / development area	Support Person
1.						
2.						
3.						

Signed and accepted by the Employee

Date: 24/06/2026.

Signed by the Municipal Manager on behalf of the Municipality

Date: 24/06/2026.

8.3	MFMA SECTION 52 REPORTING UP TO THE QUARTER ENDING MARCH 2026

Collaborator No:
IDP KPA Ref No: **Good Governance and Compliance**
Meeting Date: **22 July 2026**

1. SUBJECT: MFMA SECTION 52 REPORTING UP TO THE QUARTER ENDING MARCH 2026

2. PURPOSE

To comply with section 52(d) of the Municipal Finance Management Act and report to Council on the implementation of the budget; and service delivery budget plan of the Municipality for the 4th quarter of the 2025/2026 financial year.

3. DELEGATED AUTHORITY

THE EXECUTIVE MAYOR TO SUBMIT TO COUNCIL

In terms of section 52 (d) of the Municipal Finance Management Act:

"The mayor of a municipality—

(d) must, within 30 days of the end of each quarter; submit a report to the council.

4. EXECUTIVE SUMMARY

The Executive Mayor, must provide general political guidance over the fiscal and financial affairs of the Municipality and is required by Section 52(d) of the Municipal Finance Management Act to submit a report on the implementation of the budget and the financial and non-financial performance of the Municipality, to the Council within 30 days after end of each quarter.

The Section 52 report is a summary of the budget performance. It compares the implementation of the budget to the commitments made and contained in the Service Delivery and Budget Implementation Plan (SDBIP) and is intended to enable Council to give effect to their oversight responsibility.

This report provides the overall performance of the Municipality for the period 1 April 2026 to 30 June 2026.

5. RECOMMENDATION

that Council notes Section 52 Report (including quarterly performance report) – Fourth Quarter.

6. DISCUSSION / CONTENTS

6.1 Background

To comply with section 52 (d) of the Municipal Finance Management Act and report to Council on the budget; financial and service delivery budget implementation plan of the Municipality for the 4th quarter of the financial year. The report is indicated under **APPENDIX 1**.

6.2 Discussion

This report illustrates the implementation of the budget as well as the non-financial performance of the municipality for quarter 4.

In terms of the Municipal Finance Management Act (MFMA) Section 52(d) "*must, within 30 days of the end of each quarter, submit a report to the council on the implementation of the budget and the financial situation of the municipality;*""

6.3 Financial Implications

None.

6.4 Legal Implications

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

6.5 Staff Implications

This report has no staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions:

None.

6.7 Risk Implications

None.

6.8 Comments from Senior Management:

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

6.8.1 *Municipal Manager:*

Supports the recommendations.

RECOMMENDATION FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2026-07-22: ITEM 6.2

that Council notes Section 52 Report (including quarterly performance report) – Fourth Quarter.

ANNEXURES

Appendix 1 : Section 52 Report – Fourth Quarter

FOR FURTHER DETAILS CONTACT:

NAME	**Monique Steyl**
POSITION	***Senior Manager Financial Management Services***
DIRECTORATE	***Financial Services***
CONTACT NUMBER	***021 – 808 8512***
E-MAIL ADDRESS	***Monique.Steyl@stellenbosch.gov.za***
REPORT DATE	***29 July 2026***

APPENDIX 1

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QUARTERLY BUDGET MONITORING REPORT

4th Quarter 2025/26



QUALITY CERTIFICATE

I, Geraldine Mettler, the Municipal Manager of Stellenbosch Municipality, hereby certify that the quarterly report the period ending June 2026 has been prepared in accordance with Section 52 of the Municipal Finance Management Act and regulations made under the Act and accordingly submit the required quarterly statement on the state of Stellenbosch Municipality's budget reflecting the particulars up until the end of June 2026.

Name: Geraldine Mettler

Municipal Manager of Stellenbosch Municipality- WC024

Signature 

Date: 29 July 2026

To Council

In accordance with Section 52(d) of the Municipal Finance Management Act, I submit the required report on the implementation of the budget and the financial situation of Stellenbosch Municipality reflecting the particulars of the fourth quarter of the financial year 2025/26.

The submission of this report forms part of my general responsibilities as the Mayor of Stellenbosch Municipality. The purpose of the report serves to inform Council on the financial affairs of Stellenbosch Municipality and to enable Council to fulfil its oversight responsibility in this regard.

.....

Cllr Jeremy Fasser
Executive Mayor
Date: 29 July 2026

2026

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1. Recommendations

52

2026

2. Executive Summary

2.1 Introduction

52

30

The Office of the Chief Financial Officer (CFO) is currently preparing the Annual Financial Statements (AFS) for the financial year ended 30 June 2026, in accordance with the requirements of Section 126(1)(a) of the Municipal Finance Management Act (MFMA).

It should be noted that the financial information contained in this report represents preliminary results and may not accurately reflect the final financial position and performance of the Municipality. The reported figures remain subject to various year-end accounting processes, adjustments, and journal entries that are currently being completed and reviewed. The final financial position of the Municipality will be materially influenced by the completion of the following year-end activities:

- **Processing and review of accruals and payables.**
- **Review and processing of depreciation and asset-related journals.**
- **Completion of grant reconciliations and revenue recognition adjustments.**
- **Review and processing of employee benefit obligations, including leave provisions.**
- **Finalisation of intergovernmental and interdepartmental reconciliations.**
- **Processing of outstanding year-end journals and correcting entries.**
- **Completion of bank, debtor, creditor, and general ledger reconciliations.**

These year-end accounting procedures and adjustments are expected to be finalised by 31 August 2026, following which the Annual Financial Statements will provide a more accurate reflection of the Municipality's financial position and performance for the year under review.

2.2 Summary of 2025/26 budget progress / implementation

Detail	Capital Expenditure	Operating Expenditure	Operating Revenue
	642 490 175	2 741 080 854	2 869 321 198
	594 994 274	2 831 662 033	2 919 127 431
	594 994 274	2 831 662 033	2 919 127 431
Actual	**418 820 968**	**2 415 029 516**	**2 715 758 078**
	176 173 306	416 632 517	203 369 353
	-29,61%	**-14,71%**	**-6,97%**

3. Operating Revenue

4 2025 26

Operating Revenue by Source

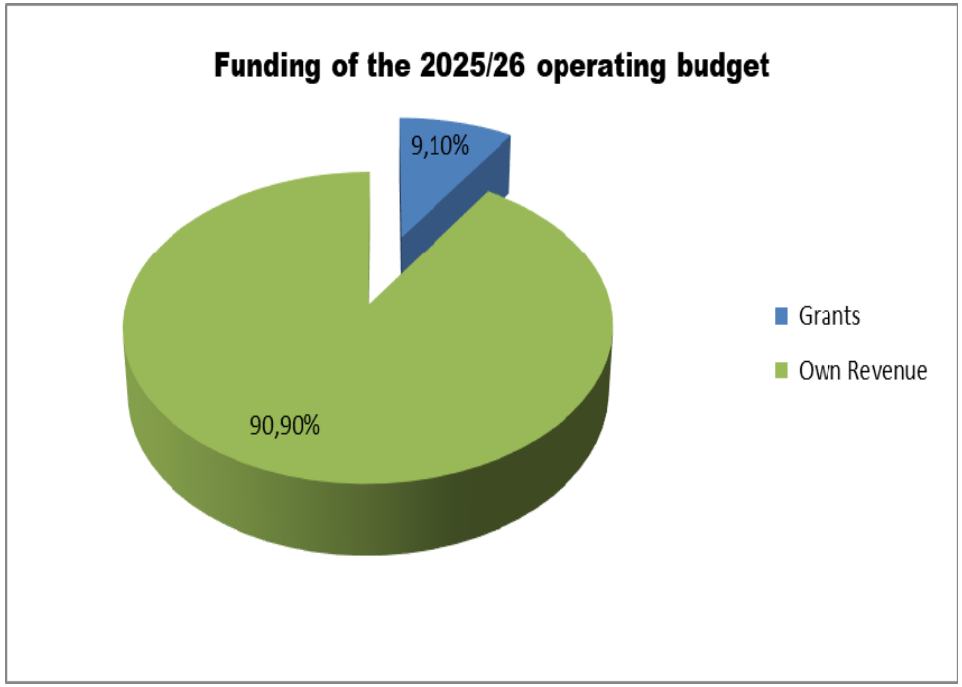
Description	ORIGINAL BUDGET	ADJUSTMENT BUDGET	QUARTER 4 2025/26			QUARTER 4 2024/25		
			PLANNED	ACTUAL	VAR	PLANNED	ACTUAL	VAR
Exchange Revenue								
	1 215 948 763 00	1 240 948 763 00	535 129 656	271 165 232	49	388 561 085	247 145 160	36
	201 453 009 00	213 953 009 00	76 565 404	76 246 630	0	44 325 347	62 489 389	41
	132 112 779 00	132 112 779 00	47 186 669	31 053 682	34	36 586 380	30 912 787	16
	112 789 486 00	117 789 486 00	30 084 663	25 200 997	16	26 928 624	22 735 615	16
	25 590 670 00	32 590 670 00	9 198 867	10 635 952	16	8 663 468	8 997 175	4
	3 961 303 00	3 961 303 00	2 095 885	1 213 426	42	1 928 934	1 336 568	31
	18 972 172 00	18 972 172 00	4 416 977	5 515 885	25	3 617 385	5 288 334	46
	63 979 577 00	52 979 577 00	11 915 175	12 683 149	6	15 143 612	15 762 082	4
	14 249 488 00	14 249 488 00	6 479 634	2 253 834	65	5 879 033	2 282 587	61
	8 754 465 00	8 754 465 00	3 510 845	1 860 794	47	3 141 884	2 482 113	21
	59 231 238 00	59 231 238 00	30 360 678	30 704 441	1	18 821 897	19 340 916	3
	571 650 678 00	577 762 768 00	125 397 060	127 280 289	2	190 501 501	114 582 000	40
	173 402 829 00	173 402 829 00	75 590 795	36 099 376	52	65 567 935	20 423 260	69
	260 585 383 00	265 779 526 00	11 701 995	3 518 215	70	161 304 755	49 206 251	69
	3 425 825 00	3 425 825 00	626 949	1 193 240	90	559 776	1 019 932	82
	3 213 533 00	3 213 533 00	752 685	1 322 599	76			0
Total Revenue (excluding capital transfers and contributions)	**2 869 321 198**	**2 919 127 431**	**971 013 937**	**637 947 741**	**-34%**	**971 531 616**	**604 004 169**	**-38%**

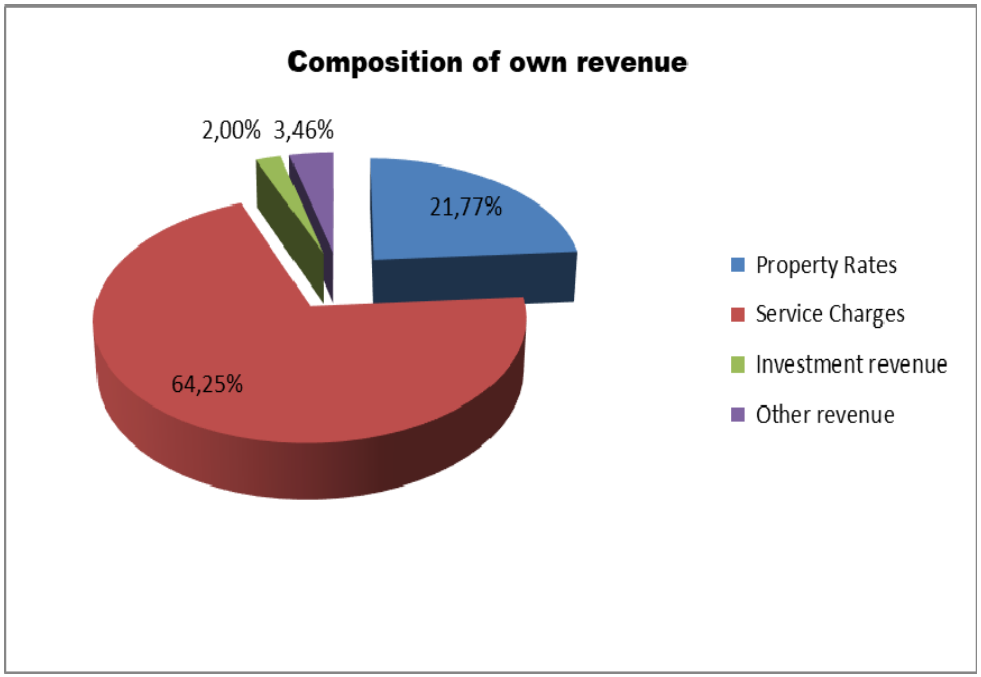
30 2026 96 95

NB: - The “year to date” actual for income refers to the total billed and earnings for the year and not actual receipts/collections.

64 25

2 653 347 905





4. Operating Expenditure

4

2025 26

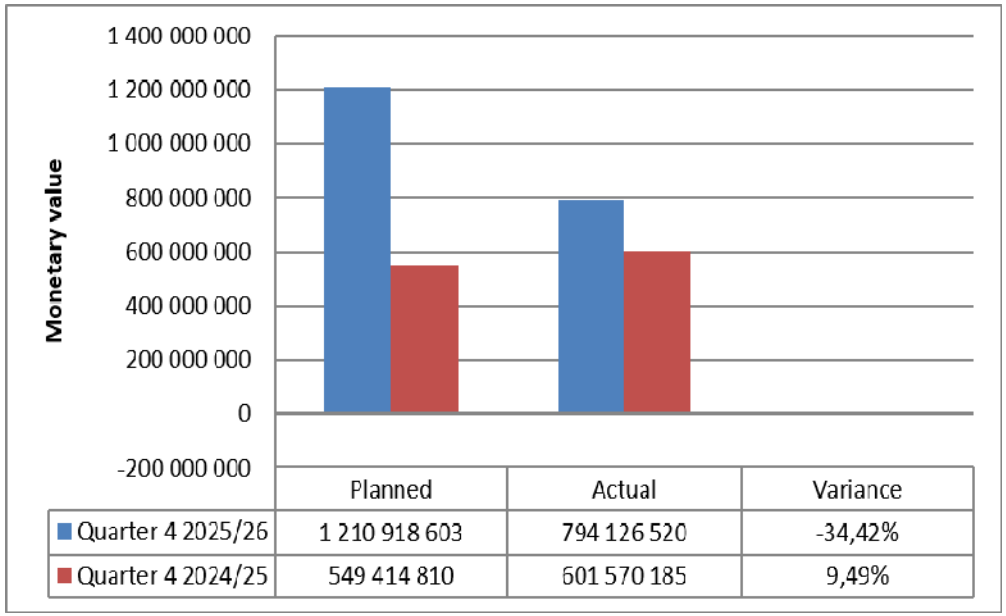
Operating Expenditure (Per Directorate):

DIRECTORATE	ORIGINAL BUDGET	AMENDED BUDGET	QUARTER 4 2025/26		QUARTER 4 2024/25		YEAR TO DATE 2025/26	
			PLANNED	ACTUALS	PLANNED	ACTUALS	PLANNED	ACTUALS
Municipal Manager	23 693 262	24 654 689	9 505 974	5 970 518	3 927 703	5 883 878	24 654 689	20 545 354
Planning & Development	130 807 404	134 714 474	50 092 592	40 170 544	23 104 408	26 971 647	134 714 474	117 822 303
Infrastructure Services	1 636 652 537	1 706 899 622	712 422 162	587 971 104	358 395 727	394 105 448	1 706 899 622	1 560 837 165
Community and Protection Services	568 392 787	578 103 041	254 813 885	113 929 118	90 417 556	88 949 369	578 103 041	398 668 912
Corporate Services	236 951 689	238 980 229	124 626 741	54 065 606	44 751 007	47 111 286	238 980 229	176 879 359
Financial Services	144 583 175	148 309 978	59 457 249	-7 980 369	28 818 409	38 548 556	148 309 978	140 276 423
TOTALS	**2 741 080 854**	**2 831 662 033**	**1 210 918 603**	**794 126 520**	**549 414 810**	**601 570 185**	**2 831 662 033**	**2 415 029 516**

794 126 520 34 42

601 570 185 9 49

2026



	Planned	Actual	Variance
Quarter 4 2025/26	1 210 918 603	794 126 520	-34,42%
Quarter 4 2024/25	549 414 810	601 570 185	9,49%

65 58

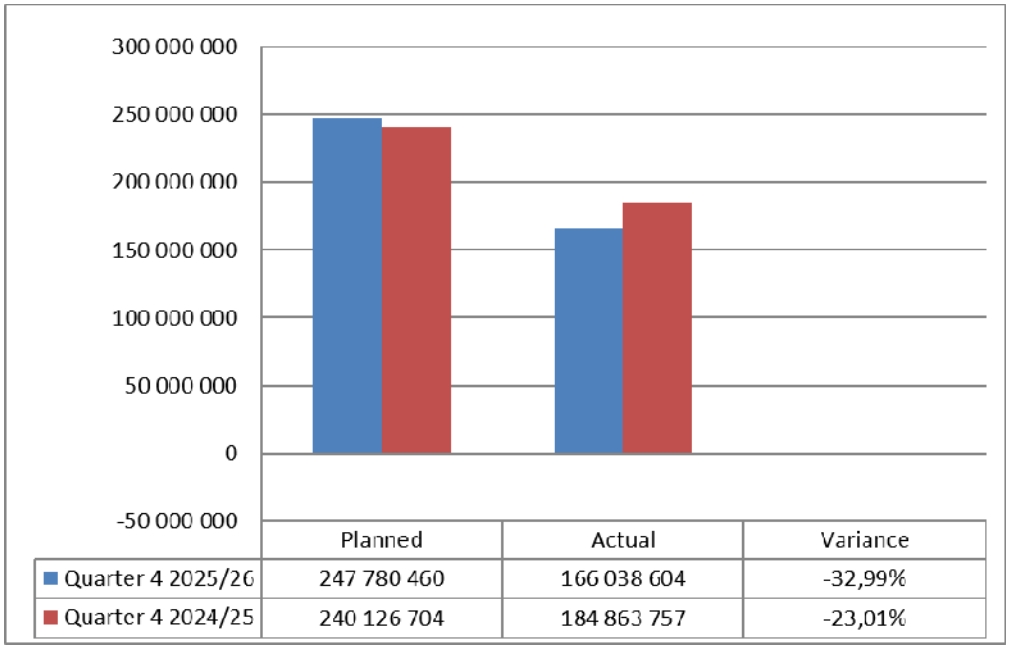
2025 26 109 49

5. Capital Expenditure

4 2025 26

DIRECTOR	ORIGINAL BUDGET	AMENDED BUDGET	QUARTER 4 2025/26			QUARTER 4 2024/25			YTD 2025/26		
			PLANNED	ACTUAL EXPENDITURE	VAR %	PLANNED	ACTUAL EXPENDITURE	VAR %	PLANNED	ACTUAL EXPENDITURE	VAR %
Municipal Manager	100 000	100 000	-	5 349	0%	599	2 961	394%	100 000	89 048	-11%
Planning & Development	35 403 912	34 485 819	17 054 427	8 818 061	-48%	20 202 583	16 575 524	-18%	34 485 819	19 520 953	-43%
Infrastructure Services	470 181 540	404 059 707	177 661 824	125 951 249	-29%	145 668 621	122 571 635	-16%	404 059 707	294 222 867	-27%
Corporate Services	81 584 723	31 663 619	10 464 467	8 194 783	-22%	31 585 013	23 040 113	-27%	31 663 619	20 654 115	-35%
Community and Protection Services	50 920 000	120 385 129	42 099 742	22 978 704	-45%	41 779 392	22 567 601	-46%	120 385 129	80 461 566	-33%
Financial Services	4 300 000	4 300 000	500 000	90 457	-82%	890 496	105 924	-88%	4 300 000	3 872 419	-0
TOTALS	**642 490 175**	**594 994 274**	**247 780 460**	**166 038 604**	**-33%**	**240 126 704**	**184 863 757**	**-23%**	**594 994 274**	**418 820 968**	**-30%**

2026



	Planned	Actual	Variance
Quarter 4 2025/26	247 780 460	166 038 604	-32,99%
Quarter 4 2024/25	240 126 704	184 863 757	-23,01%

R166 038 604 **R247 780 460**

2025/26 financial year **67.01% expenditure rate**

previous financial year **R184 863 757** **R240 126 704**

spending rate of 76.99%

6. Investments and Borrowings

6.1 Investments

ACC. NR	BANK	Type/ Period	INTEREST RATE	MATURITY DATE	BALANCE BFW	Q4		INTEREST CAPITALISED FOR THE QUARTER UNDER REVIEW	CLOSING BALANCE YTD
						INVEST	WITHDRAWAL		
	ABSA BANK								
93-6748-9415	A#9415	CALL	7,200%		**85 708 672**			1 446 713	87 155 386
20-8213-6172	A#6172	12 MTHS	8,150%	10-Jul-26	**105 917 123**			2 031 918	107 949 041
20-8242-2286	A#2286	12 MTHS	8,350%	25-Mar-27	**150 205 890**			3 156 986	153 362 877
					341 831 686			**6 635 617**	**348 467 304**
	NEDBANK								
03/7881123974/036	N#036	12 MTHS	8,695%	19-Mar-26	-			-	-
03/7881123974/037	N#037	10 MTHS	7,900%	19-Jun-26	**104 848 219**		- 106 558 082	1 709 863	0
03/7881123974/038	N#038	12 MTHS	8,085%	25-Jun-27	-	100 000 000		132 904	100 132 904
					104 848 219	**100 000 000**	**- 106 558 082**	**1 842 767**	**100 132 904**
	STANDARD BANK								
258489367-047	S#047	6 MNTHS	7,700%	21-Sep-26	**120 177 205**			2 328 986	122 506 192
258489367-046	S#046	6 MNTHS	8,300%	17-Nov-25	-			-	-
					120 177 205			**2 328 986**	**122 506 192**
INVESTMENT TOTAL					**566 857 111**	**100 000 000**	**- 106 558 082**	**10 807 371**	**571 106 399**

2026

6.2 Borrowings

Lending Institution	Balance 1/04/2026	Received Quarter 4	Interest Capitalised Quarter 4	Capital Repayments Quarter 4	Balance 30/06/2026	Percentage (%)	Sinking Funds
							(R'000)
DBSA 61001059	5 001 584	-	-	5 001 584	(0)	10,25%	
DBSA 61007281	42 002 386	-	-	4 436 482	37 565 903	9,74%	
NEBANK 05/7831035613/000001	73 858 341	-	-	9 139 455	64 718 886	9,70%	
NEBANK 05/7831035613/000002	67 205 231	-	-	4 902 932	62 302 299	8,81%	
STANDARD BANK 730033	109 917 383	-	-	6 058 675	103 858 709	11,00%	
NEDBANK 05/7831035613/000003	58 095 553	-	-	2 683 811	55 411 742	8,90%	
NEDBANK 05/7831035613/000004	123 701 484	-	-	4 581 536	119 119 947	9,40%	
NEDBANK 05/7831035613/000005	-	198 019 488		-	198 019 488	9,20%	
TOTAL	479 781 962	198 019 488	-	36 804 475	640 996 975		

7. Allocations and grant receipts and expenditure for the 4th Quarter of 2025/26

OPERATING & CAPITAL GRANTS	TOTAL 2025/26	EXPECTED ALLOCATION	UNSPENT CONDITIONAL GRANTS (ROLL OVERS)	CAPITAL DEBTORS	ACCUMULATED ACTUAL RECEIPTS	ACCUMULATED ACTUAL EXPENDITURE	QUARTER 4 ACTUAL RECEIPTS	QUARTER 4 ACTUAL EXPENDITURE	UNSPENT CONDITIONAL GRANTS - 30 June 2026
	231 793 000	231 793 000			231 793 000	168 031 558		41 332 286	63 761 442
Grand Total (Unconditional Grants)	**231 793 000**	**231 793 000**	**-**	**-**	**231 793 000**	**168 031 558**	**-**	**41 332 286**	**63 761 442**
	3 202 000	3 202 000			3 202 000	3 202 000		1 127 466	
	1 700 000	1 700 000			1 700 000	1 369 703		874 349	330 297
	6 188 000	6 188 000			6 188 000	6 014 209		2 304 926	173 791
	64 530 000	64 530 000			64 530 000	56 632 132		9 186 156	7 897 868
	5 000 000	5 000 000			5 000 000	1 396 832		1 396 832	3 603 168
	550 000	550 000				351 621			351 621
	38 000	38 000			38 000	36 877		35 630	1 123
	15 538 579	11 576 000	3 962 579		11 576 000	13 602 316		134 084	2 026 316
	17 283 614	9 283 614	1 283 614	1 644 985	2 145 798	891 258		571 642	1 254 540
	15 912 485	12 018 485	1 700 485	3 922 089	7 530 437	8 609 908	3 044 975	4 358 966	1 079 470
	1 162 000	1 162 000		437 717	1 069 507	59 500		59 500	1 010 007
	656 000	656 000			656 000	656 000		249 326	
	335 000	335 000			335 000	334 999		334 999	0
	1 337 008	800 000	537 008		800 000	792 066		322 852	7 934
	500 000	500 000							
	100 000	100 000			100 000	80 000	100 000		20 000
	250 000	250 000			250 000	75 000			175 000
	300 000	300 000			300 000	300 000		73 157	
	6 160 529		6 160 529						
	293 271		293 271		150 000				150 000
	2 412 150	2 412 150			1 006 126	1 474 609		1 474 609	468 484
9 9	400 000	400 000			400 000				400 000
Grand total (Conditional Grants)	**143 848 636**	**121 001 249**	**13 937 486**	**6 004 791**	**106 976 867**	**95 879 030**	**3 144 975**	**22 504 494**	**10 697 837**

8. Personnel Expenditure

66

Employee - Related Costs	Original Budget	Adjustments Budget	Year-to-date Budget	Year-to-date Actual	% Variance	Quarter 4 Budget	Quarter 4 Actual	% Variance
Basic Salary and Wages	428 933 361	427 768 252	427 768 252	429 084 202	0%	113 701 895	108 619 680	-4%
Bonus	35 332 275	35 332 275	35 332 275	32 803 096	-7%	8 833 062	1 628 288	-82%
Acting and Post Related Allowances	963 892	963 892	963 892	410 697	-57%	240 967	183 440	-24%
Non Structured	46 078 463	46 078 463	46 078 463	54 019 084	17%	11 519 651	14 855 381	29%
Standby Allowance	16 764 045	16 764 045	16 764 045	17 000 104	1%	4 191 018	4 290 141	2%
Travel or Motor Vehicle	14 445 705	14 445 705	14 445 705	11 579 048	-20%	3 611 406	3 108 815	-14%
Accommodation, Travel and Incidental	130 243	130 243	130 243	65 381	-50%	32 548	15 670	-52%
Bargaining Council	243 367	243 367	243 367	233 918	-4%	60 820	80 183	32%
Cellular and Telephone	3 381 116	3 381 116	3 381 116	2 449 700	-28%	845 267	638 498	-24%
Current Service Cost	6 285 000	8 671 000	8 671 000	-	0%	8 671 000	-	0%
Essential User	926 862	926 862	926 862	770 653	-17%	231 720	194 366	-16%
Entertainment	-	-	-	-	0%	-	-	0%
Fire Brigade	3 486 434	3 486 434	3 486 434	3 128 227	-10%	871 610	775 757	-11%
Group Life Insurance	6 523 464	6 523 464	6 523 464	8 759 649	34%	1 630 857	2 219 260	36%
Housing Benefits	3 655 660	3 655 660	3 655 660	2 923 736	-20%	913 945	733 946	-20%
Interest Cost	24 676 000	26 331 561	26 331 561	-	0%	26 331 561	-	0%
Leave Gratuity	10 370 784	4 972 024	4 972 024	2 561 629	0%	4 972 024	288 044	0%
Leave Pay	-	-	-	-	0%	-	-	0%
Long Term Service Awards	5 852 000	5 852 000	5 852 000	4 204 719	0%	5 852 000	1 038 827	0%
Medical	34 527 989	34 527 989	34 527 989	35 239 684	2%	8 632 064	9 250 962	7%
Non-pensionable	276 095	276 095	276 095	66 724	-76%	69 014	8 104	-88%
Pension	73 550 219	73 550 219	73 550 219	69 533 983	-5%	18 387 563	17 690 512	-4%
Scarcity Allowance	1 716 541	1 716 541	1 716 541	1 351 056	-21%	429 136	302 201	-30%
Shift Additional Remuneration	5 211 933	5 211 933	5 211 933	6 272 631	20%	1 302 981	2 028 650	56%
Structured	2 921 902	2 921 902	2 921 902	3 135 172	7%	730 474	969 107	33%
Unemployment Insurance	3 381 543	3 381 543	3 381 543	2 640 185	-22%	845 424	671 261	-21%
Totals	729 634 893	727 112 585	727 112 585	688 233 278	-5%	222 908 007	169 591 094	-24%

688 233 278 727 112 585

5

9. Withdrawals

Consolidated Quarterly Report for period 01/04/2026 to 30/06/2026				
Date	**Payee**	**Amount in R'000**	**Description and Purpose (including section reference e.g. sec 11(f))**	**Authorised by (name)**
Monthly	Provincial Government Western Cape	8 094 803	The Municipality acts as an agent for PAWC for collection of licencing fees. S 11(e)(i)	Director: Community and Protection Services
Monthly	VERSO Group Insurance and Sanlam Group Insurance	2 593 872	Group Insurance. S11(e) (ii)	Council
Ad Hoc		100 000 000	11	Accouting Officer (Municipal Manager)

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10. Cost Containment Reporting

	Cost Containment In - Year Report																
			Quarter 1			Quarter 2			Quarter 3			Quarter 4			YTD		
Measures	Original Budget	Amended Budget	Budget	Actual	Saving/ (Over spending)	Budget	Actual	Saving/ (Overspending)	Budget	Actual	Saving/ (Overspending)	Budget	Actual	Saving/ (Overspending)	Total YTD Budget	Total YTD Actual	Saving/ (Over spending)
Use of consultants	31 490 112	45 743 717	4 516 590	3 513 501	1 003 089	9 503 589	3 093 161	6 410 428	12 162 767	4 057 579	8 105 188	28 519 952	7 616 469	20 903 483	45 743 717	18 280 711	27 463 006
Vehicles used for political office - bearers	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Accommodation, Travel and Incidental costs	16 646 681	17 191 181	4 161 694	268 062	3 893 632	4 096 453	6 661 254	- 2 564 801	4 542 432	3 384 890	1 157 542	4 396 616	3 683 769	712 847	17 191 181	13 997 975	3 193 206
Sponsorships, events and catering	5 360 019	14 395 335	1 263 808	3 786 620	- 2 522 812	5 818 118	5 815 529	2 589	3 269 412	2 377 854	891 558	4 206 720	716 542	3 490 178	14 395 335	12 696 544	1 698 791
Communication	15 147 259	16 072 259	2 937 727	1 944 395	993 332	3 736 144	3 802 672	- 66 528	3 474 799	2 935 790	539 009	5 815 134	4 391 041	1 424 093	16 072 259	13 073 899	2 998 360
Other related expenditure items	54 263 706	54 263 706	13 572 954	-	13 572 954	13 553 064	30 312 368	- 16 759 304	13 553 142	15 261 381	- 1 708 239	13 584 546	17 862 578	- 4 278 032	54 263 706	63 436 327	- 9 172 621
Grand Total	**122 907 777**	**147 666 198**	**26 452 773**	**9 512 578**	**16 940 195**	**36 707 368**	**49 684 984**	**- 12 977 616**	**37 002 552**	**28 017 494**	**8 985 058**	**56 522 968**	**34 270 400**	**22 252 568**	**147 666 198**	**121 485 456**	**26 180 742**

2026

Item for report	Description	Original Budget	Amended Budget	Quarter 1		Saving/ (Over spending)	Quarter 2		Saving/ (Overspending)	Quarter 3		Saving/ (Overspending)	Quarter 4		Saving/ (Overspending)	YTD		Saving/ (Overspending)
				Budget	Actual		Budget	Actual		Budget	Actual		Budget	Actual		Total YTD Budget	Total YTD Actual	
		442 380	482 380	138 000	63 048	74 952	133 250	93 500	39 750	12 500	54 450	41 950	198 630	93 454	105 176	482 380	304 452	177 928
		4 636 883	9 851 134	805 681	885 467	79 786	480 782	205 128	275 654	2 450 499	850 702	1 599 797	6 607 877	2 040 106	4 567 771	9 851 134	3 981 403	5 869 731
		112 200	282 200					1 890	1 890	2 000	169 745	167 745	280 200	34 344	245 856	282 200	205 980	76 220
		121 352	121 352							20 000	5 957	14 043	101 352	43 581	57 771	121 352	49 537	71 815
		9 829 087	15 296 789	1 460 227	227 723	1 232 504	6 004 461	473 416	5 531 045	3 466 842	402 231	3 064 611	7 116 730	1 069 277	6 047 453	15 296 789	2 172 647	13 124 142
		3 316 405	2 692 057	5 000	423 443	418 443	711 716	52 800	658 916	1 195 436	421 439	773 997	1 179 905	477 977	701 928	2 692 057	1 375 659	1 316 398
		2 759 295	2 729 295	679 522	592 268	87 254	327 500	268 442	59 058	795 550	279 520	516 030	926 723	386 725	539 998	2 729 295	1 526 955	1 202 340
		1 050 938	1 050 938		8 000	8 000		12 000	12 000	64 162	12 000	52 162	986 776	689 688	297 088	1 050 938	721 688	329 250
		2 927 400	2 927 400	641 250	194 468	446 782	641 250	338 544	302 706	647 917	893 160	245 243	996 983	117 253	879 730	2 927 400	1 543 425	1 383 975
		5 675 140	9 968 140	664 160	1 113 840	449 680	1 081 880	1 623 286	541 406	3 357 680	918 060	2 439 620	9 782 744	2 662 364	7 120 380	9 968 140	6 317 549	3 650 591
		619 032	342 032	122 750	5 244	117 506	122 750	24 155	98 595	150 181	50 315	99 866	342 032	1 701	340 331	342 032	81 416	260 616

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Item for report	Description	Original Budget	Amended Budget	Quarter 1 Budget	Quarter 1 Actual	Saving/ (Over spending)	Quarter 2 Budget	Quarter 2 Actual	Saving/ (Overspending)	Quarter 3 Budget	Quarter 3 Actual	Saving/ (Overspending)	Quarter 4 Budget	Quarter 4 Actual	Saving/ (Overspending)	YTD Total YTD Budget	YTD Total YTD Actual	Saving/ (Overspending)
		151 776	151 776	37 944		37 944	37 944	92 539	54 595	37 944	43 708	5 764	37 944	45 000	7 056	151 776	181 247	29 471
		324 799	324 799	81 201		81 201	81 201	120 000	38 799	81 201	90 000	8 799	81 196	75 000	6 196	324 799	285 000	39 799
		52 870	52 870	13 221		13 221	13 221	3 855	9 366	13 221	857	12 364	13 207	670	12 537	52 870	5 381	47 489
		13 817 354	13 817 354	3 454 344		3 454 344	3 454 344	5 407 133	1 952 789	3 454 344	2 716 668	737 676	3 454 322	2 988 815	465 507	13 817 354	11 112 616	2 704 738
		212 360	212 360	53 091		53 091	53 091	90 000	36 909	53 091	45 000	8 091	53 087	45 000	8 087	212 360	180 000	32 360
		21 205	21 205	5 301		5 301	5 301	83 978	78 677	5 301	41 989	36 688	5 302	41 989	36 687	21 205	167 957	146 752
		212 360	212 360	53 091		53 091	53 091	91 892	38 801	53 091	45 992	7 099	53 087	45 371	7 716	212 360	183 255	29 105
											24 000	24 000					24 000	24 000
		190 852	190 852	47 712		47 712	47 712	209 519	161 807	47 712	107 500	59 788	47 716	108 138	60 422	190 852	425 158	234 306
		212 794	212 794	53 199		53 199	53 199	133 017	79 818	53 199	37 897	15 302	53 197	84 960	31 763	212 794	255 874	43 080
		35 858	54 858	8 965		8 965	4 000	32 403	28 403	21 930	5 611	16 319	19 963	700	19 263	54 858	38 715	16 143
		481 539	602 539	120 387	107 149	13 238	124 000	143 566	19 566	235 386	61 836	173 550	128 072	41 868	86 204	602 539	354 420	248 119
		238 782	379 782	59 696	49 868	9 828	35 000	45 443	10 443	119 392	16 382	103 010	167 989	110 828	57 161	379 782	222 521	157 261
		402 554	411 054	100 639	66 613	34 026		63 264	63 264	201 278	111 039	90 239	109 137	66 835	42 302	411 054	307 751	103 303
		16 717	16 717	4 185	607	3 578		1 038	1 038	8 370	68	8 302	4 162	380	3 782	16 717	2 094	14 623
		36 456	34 944	9 114	414	8 700		4 794	4 794	18 228	2 883	15 345	7 602	2 013	5 589	34 944	10 104	24 840
		14 600	14 600	3 652		3 652				7 304		7 304	3 644		3 644	14 600		14 600
		223 805	480 317	55 952	43 412	12 540	134 349	138 812	4 463	131 440	33 458	97 982	156 989	26 202	130 787	480 317	241 884	238 433
		1 978 052	2 470 588	336 521	370 132	33 611	907 115	708 701	198 414	323 885	346 521	22 636	1 013 293	525 712	487 581	2 470 588	1 951 066	519 522
		465 939	455 939		177 747	177 747	15 000		15 000	167 444	1 640	165 804	273 495	102 969	170 526	455 939	282 356	173 583
		2 916 028	11 468 808	927 287	3 238 740	2 311 453	4 896 003	5 106 828	210 825	2 778 083	2 029 693	748 390	2 919 932	87 861	2 832 071	11 468 808	10 463 122	1 005 686
		2 928 720	2 928 720	336 177	522 785	186 608	505 278	758 983	253 705	673 579	474 553	199 026	1 413 686	785 261	628 425	2 928 720	2 541 581	387 139
		3 301 020	4 351 020	636 296	1 051 133	414 837	994 462	693 610	300 852	953 925	1 050 681	96 756	1 652 352	1 461 216	191 136	4 351 020	4 256 640	94 380
		2 294 250	2 164 250	646 749	203 919	442 830	646 749	512 213	134 536	581 470	359 797	221 673	289 282	390 183	100 901	2 164 250	1 466 111	698 139
		26 000	46 000	5 000		5 000	5 000		5 000	10 000		10 000	26 000	30 607	4 607	46 000	30 607	15 393
		3 190 232	3 190 232	797 565		797 565	797 565	1 112 692	315 127	797 565	545 510	252 055	797 537	582 498	215 039	3 190 232	2 240 700	949 532
		3 407 037	3 392 037	515 940	166 559	349 381	787 090	725 174	61 916	458 260	505 250	46 990	1 636 277	1 141 276	495 001	3 392 037	2 538 259	853 778
		30 600	30 600	18 200		18 200							12 400	9 440	2 960	30 600	9 440	21 160
		20 808	20 808	1 690		1 690				78		78	19 040		19 040	20 808		20 808
	79																	
		46 078 463	46 078 463	11 519 604		11 519 604	11 519 604	26 295 534	14 775 930	11 519 604	12 868 169	1 348 565	11 519 651	14 855 381	3 335 730	46 078 463	54 019 084	7 940 621
		5 211 933	5 211 933	1 302 984		1 302 984	1 302 984	2 625 747	1 322 763	1 302 984	1 618 234	315 250	1 302 981	2 028 650	725 669	5 211 933	6 272 631	1 060 698
		2 921 902	2 921 902	730 476		730 476	730 476	1 391 087	660 611	730 476	774 978	44 502	730 474	969 107	238 633	2 921 902	3 135 172	213 270
Grand Total		**122 907 777**	**147 666 198**	**26 452 773**	**9 512 578**	**16 940 195**	**36 707 368**	**49 684 984**	**- 12 977 616**	**37 002 552**	**28 017 494**	**8 985 058**	**56 522 968**	**34 270 400**	**22 252 568**	**147 666 198**	**121 485 456**	**26 180 742**

11. Quarterly Budget Statements

Table C1: Quarterly Budget Statement Summary

WC024 Stellenbosch - Table C1 Monthly Budget Statement Summary - Q4 Fourth Quarter

Description	2024/25	Budget Year 2025/26							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Financial Performance									
Property rates	530 581	571 651	577 763	41 828	576 198	577 763	(1 565)	-0%	577 763
Service charges	1 465 254	1 662 304	1 704 804	134 512	1 494 300	1 704 804	(210 504)	-12%	1 704 804
Investment revenue	61 434	63 980	52 980	4 204	51 430	52 980	(1 550)	-3%	52 980
Transfers and subsidies - Operational	234 414	260 585	265 780	1 919	251 021	265 780	(14 759)	-6%	265 780
Other own revenue	331 943	310 802	317 802	27 454	342 809	317 802	25 008	8%	317 802
Total Revenue (excluding capital transfers and	2 623 625	2 869 321	2 919 127	209 917	2 715 758	2 919 127	(203 369)	-7%	2 919 127
Employee costs	667 075	729 635	727 113	56 692	688 233	727 113	(38 879)	-5%	727 113
Remuneration of Councillors	22 989	24 593	27 593	2 230	27 319	27 593	(274)	-1%	27 593
Depreciation and amortisation	206 752	225 960	225 960	52 851	234 364	225 960	8 404	4%	225 960
Interest	72 867	77 649	70 951	22 904	48 244	70 951	(22 707)	-32%	70 951
Inventory consumed and bulk purchases	856 759	928 091	997 679	77 991	844 431	997 679	(153 248)	-15%	997 679
Transfers and subsidies	17 868	22 631	14 048	743	10 034	14 048	(4 014)	-29%	14 048
Other expenditure	655 541	732 522	768 318	188 435	562 345	768 318	(205 973)	-27%	768 318
Total Expenditure	2 499 851	2 741 081	2 831 662	401 845	2 414 970	2 831 662	(416 692)	-15%	2 831 662
Surplus/(Deficit)	123 774	128 240	87 465	(191 928)	300 788	87 465	213 322	244%	87 465
Transfers and subsidies - capital (monetary allocations)	125 957	98 415	96 121	13 956	72 815	96 121	(23 306)	-24%	96 121
Transfers and subsidies - capital (in-kind)	4 682	–	–	–	–	–	–		–
Surplus/(Deficit) after capital transfers &	254 413	226 656	183 587	(177 972)	373 603	183 587	190 016	104%	183 587
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–		–
Surplus/ (Deficit) for the year	254 413	226 656	183 587	(177 972)	373 603	183 587	190 016	104%	183 587
Capital expenditure & funds sources									
Capital expenditure	475 622	642 490	594 994	116 744	419 153	594 994	(175 841)	-30%	594 994
Capital transfers recognised	157 500	118 636	102 584	8 327	79 229	102 584	(23 354)	-23%	102 584
Borrowing	112 295	198 019	198 019	54 925	142 078	198 019	(55 942)	-28%	198 019
Internally generated funds	201 145	325 835	294 391	53 492	197 821	294 391	(96 570)	-33%	294 391
Total sources of capital funds	470 940	642 490	594 994	116 744	419 129	594 994	(175 866)	-30%	594 994
Financial position									
Total current assets	1 039 780	932 399	864 012		1 353 365				864 012
Total non current assets	6 178 998	7 047 276	6 999 781		6 791 775				6 999 781
Total current liabilities	556 625	498 267	427 337		474 131				427 337
Total non current liabilities	824 107	1 168 172	1 166 288		1 022 128				1 166 288
Community wealth/Equity	6 275 013	6 313 236	6 270 167		6 275 268				6 270 167
Cash flows									
Net cash from (used) operating	1 021 622	572 998	455 345	49 707	887 258	455 345	(431 914)	-95%	2 831 053
Net cash from (used) investing	(486 602)	(738 582)	(694 702)	(114 917)	(520 173)	694 702	1 214 875	175%	694 702
Net cash from (used) financing	–	135 804	135 804	(21 308)	(41 633)	135 804	177 437	131%	135 804
Cash/cash equivalents at the month/year end	1 863 617	649 027	575 254	–	2 085 572	1 964 657	(120 915)	-6%	5 421 678

Debtors & creditors analysis	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total
Debtors Age Analysis									
Total By Income Source	116 643	8 699	7 655	7 616	6 332	5 409	33 948	211 672	397 974
Creditors Age Analysis									
Total Creditors	21 635	–	–	–	–	–	–	–	21 635

Table C2: Monthly Budget Statement – Financial Performance (standard classification)

WC024 Stellenbosch - Table C2 Monthly Budget Statement - Financial Performance (functional classification) - Q4 Fourth Quarter

Description	Ref	2024/25	Budget Year 2025/26							
R thousands		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
Revenue - Functional									%	
Governance and administration		719 377	743 393	739 072	49 013	730 242	739 072	(8 830)	-1%	739 072
Executive and council		980	3 585	3 503	121	988	3 503	(2 515)	-72%	3 503
Finance and administration		718 398	739 808	735 569	48 893	729 255	735 569	(6 315)	-1%	735 569
Internal audit		–	–	–	–	–	–	–		–
Community and public safety		230 780	248 319	248 870	10 416	255 180	248 870	6 310	3%	248 870
Community and social services		13 895	18 523	22 561	713	28 188	22 561	5 627	25%	22 561
Sport and recreation		778	809	780	(53)	1 113	780	333	43%	780
Public safety		196 820	188 885	189 460	5 652	208 503	189 460	19 042	10%	189 460
Housing		19 288	40 102	36 069	4 105	17 377	36 069	(18 692)	-52%	36 069
Health		–	–	–	–	–	–	–		–
Economic and environmental services		120 534	96 123	104 946	10 801	89 007	104 946	(15 938)	-15%	104 946
Planning and development		98 633	81 016	89 839	9 978	79 247	89 839	(10 592)	-12%	89 839
Road transport		21 370	13 547	13 547	816	9 593	13 547	(3 953)	-29%	13 547
Environmental protection		530	1 560	1 560	7	167	1 560	(1 393)	-89%	1 560
Trading services		1 683 572	1 879 901	1 922 361	153 642	1 714 144	1 922 361	(208 217)	-11%	1 922 361
Energy sources		1 135 871	1 326 497	1 351 497	109 294	1 143 041	1 351 497	(208 456)	-15%	1 351 497
Water management		245 639	236 747	249 247	24 823	259 469	249 247	10 222	4%	249 247
Waste water management		165 340	172 165	172 165	10 492	169 193	172 165	(2 972)	-2%	172 165
Waste management		136 723	144 492	149 452	9 034	142 440	149 452	(7 012)	-5%	149 452
Other	4	–	–	–	–	–	–	–		–
Total Revenue - Functional	2	2 754 264	2 967 736	3 015 249	223 872	2 788 573	3 015 249	(226 676)	-8%	3 015 249
Expenditure - Functional										
Governance and administration		367 220	397 039	401 777	41 102	329 358	401 777	(72 420)	-18%	401 777
Executive and council		32 505	39 693	42 915	3 483	39 601	42 915	(3 314)	-8%	42 915
Finance and administration		329 413	349 590	350 904	36 458	283 029	350 904	(67 875)	-19%	350 904
Internal audit		5 302	7 756	7 958	1 160	6 728	7 958	(1 230)	-15%	7 958
Community and public safety		535 232	639 347	652 235	54 310	436 259	652 235	(215 976)	-33%	652 235
Community and social services		29 809	57 081	58 497	5 936	50 682	58 497	(7 815)	-13%	58 497
Sport and recreation		73 303	81 539	81 050	10 328	71 214	81 050	(9 836)	-12%	81 050
Public safety		390 529	437 480	445 765	23 568	260 022	445 765	(185 743)	-42%	445 765
Housing		41 591	63 247	66 923	14 477	54 341	66 923	(12 582)	-19%	66 923
Health		–	–	–	–	–	–	–		–
Economic and environmental services		161 640	186 646	190 508	27 077	203 671	190 508	13 163	7%	190 508
Planning and development		78 879	87 905	90 568	8 015	88 778	90 568	(1 790)	-2%	90 568
Road transport		66 784	77 812	78 513	17 641	97 000	78 513	18 487	24%	78 513
Environmental protection		15 977	20 929	21 427	1 421	17 893	21 427	(3 534)	-16%	21 427
Trading services		1 435 758	1 518 048	1 587 142	279 357	1 445 683	1 587 142	(141 459)	-9%	1 587 142
Energy sources		900 255	960 718	1 030 602	94 213	881 280	1 030 602	(149 323)	-14%	1 030 602
Water management		174 987	185 692	178 778	100 979	214 880	178 778	36 102	20%	178 778
Waste water management		199 254	217 041	216 977	46 882	198 272	216 977	(18 705)	-9%	216 977
Waste management		161 262	154 598	160 785	37 282	151 251	160 785	(9 534)	-6%	160 785
Other		–	–	–	–	–	–	–		–
Total Expenditure - Functional	3	2 499 851	2 741 081	2 831 662	401 845	2 414 970	2 831 662	(416 692)	-15%	2 831 662
Surplus/ (Deficit) for the year		254 413	226 656	183 587	(177 972)	373 603	183 587	190 016	104%	183 587

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Table C3: Monthly Budget Statement – Financial Performance (revenue & expenditure by municipal vote)

WC024 Stellenbosch - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - Q4 Fourth Quarter

Vote Description	Ref	2024/25	Budget Year 2025/26							
R thousands		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Revenue by Vote	1									
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER		–	2 412	2 412	–	–	2 412	(2 412)	-100,0%	2 412
Vote 2 - PLANNING AND DEVELOPMENT SERVICES		33 291	51 760	55 266	5 681	37 392	55 266	(17 874)	-32,3%	55 266
Vote 3 - INFRASTRUCTURE SERVICES		1 783 478	1 962 772	2 006 515	162 861	1 783 052	2 006 515	(223 463)	-11,1%	2 006 515
Vote 4 - COMMUNITY AND PROTECTION SERVICES		202 004	209 812	214 396	6 318	237 885	214 396	23 489	11,0%	214 396
Vote 5 - CORPORATE SERVICES		14 493	13 891	13 809	1 489	12 083	13 809	(1 726)	-12,5%	13 809
Vote 6 - FINANCIAL SERVICES		705 425	727 090	722 851	47 524	718 161	722 851	(4 690)	-0,6%	722 851
Vote 7 - [NAME OF VOTE 7]		–	–	–	–	–	–	–		–
Vote 8 - [NAME OF VOTE 8]		–	–	–	–	–	–	–		–
Vote 9 - [NAME OF VOTE 9]		–	–	–	–	–	–	–		–
Vote 10 - [NAME OF VOTE 10]		–	–	–	–	–	–	–		–
Vote 11 - [NAME OF VOTE 11]		–	–	–	–	–	–	–		–
Vote 12 - [NAME OF VOTE 12]		–	–	–	–	–	–	–		–
Vote 13 - [NAME OF VOTE 13]		–	–	–	–	–	–	–		–
Vote 14 - [NAME OF VOTE 14]		–	–	–	–	–	–	–		–
Vote 15 - [NAME OF VOTE 15]		–	–	–	–	–	–	–		–
Total Revenue by Vote	2	2 738 692	2 967 736	3 015 249	223 872	2 788 573	3 015 249	(226 676)	-7,5%	3 015 249
Expenditure by Vote	1									
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER		16 728	23 693	24 655	2 294	20 545	24 655	(4 109)	-16,7%	24 655
Vote 2 - PLANNING AND DEVELOPMENT SERVICES		102 475	130 807	134 714	21 002	117 822	134 714	(16 892)	-12,5%	134 714
Vote 3 - INFRASTRUCTURE SERVICES		1 538 145	1 636 653	1 706 900	297 110	1 560 837	1 706 900	(146 062)	-8,6%	1 706 900
Vote 4 - COMMUNITY AND PROTECTION SERVICES		496 831	568 393	578 103	42 334	398 669	578 103	(179 434)	-31,0%	578 103
Vote 5 - CORPORATE SERVICES		195 730	236 952	238 980	21 467	176 879	238 980	(62 101)	-26,0%	238 980
Vote 6 - FINANCIAL SERVICES		149 804	144 583	148 310	17 698	140 276	148 310	(8 034)	-5,4%	148 310
Vote 7 - [NAME OF VOTE 7]		–	–	–	–	–	–	–		–
Vote 8 - [NAME OF VOTE 8]		–	–	–	–	–	–	–		–
Vote 9 - [NAME OF VOTE 9]		–	–	–	–	–	–	–		–
Vote 10 - [NAME OF VOTE 10]		–	–	–	–	–	–	–		–
Vote 11 - [NAME OF VOTE 11]		–	–	–	–	–	–	–		–
Vote 12 - [NAME OF VOTE 12]		–	–	–	–	–	–	–		–
Vote 13 - [NAME OF VOTE 13]		–	–	–	–	–	–	–		–
Vote 14 - [NAME OF VOTE 14]		–	–	–	–	–	–	–		–
Vote 15 - [NAME OF VOTE 15]		–	–	–	–	–	–	–		–
Total Expenditure by Vote	2	2 499 713	2 741 081	2 831 662	401 905	2 415 030	2 831 662	(416 633)	-14,7%	2 831 662
Surplus/ (Deficit) for the year	2	238 979	226 656	183 587	(178 032)	373 544	183 587	189 957	103,5%	183 587

Table C4: Monthly Budget Statement – Financial Performance (revenue & expenditure)

WC024 Stellenbosch - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - Q4 Fourth Quarter

Description	Ref	2024/25	Budget Year 2025/26							
R thousands		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
									%	
Revenue										
Exchange Revenue										
Service charges - Electricity		1 026 379	1 215 949	1 240 949	92 251	1 021 586	1 240 949	(219 363)	-18%	1 240 949
Service charges - Water		209 832	201 453	213 953	23 848	229 630	213 953	15 677	7%	213 953
Service charges - Waste Water Management		127 606	132 113	132 113	10 001	133 027	132 113	914	1%	132 113
Service charges - Waste management		101 437	112 789	117 789	8 412	110 058	117 789	(7 732)	-7%	117 789
Sale of Goods and Rendering of Services		39 900	25 591	32 591	6 397	37 536	32 591	4 945	15%	32 591
Agency services		3 817	3 961	3 961	447	4 186	3 961	224	6%	3 961
Interest		–	–	–	–	–	–	–		–
Interest earned from Receivables		26 447	18 972	18 972	1 494	22 453	18 972	3 481	18%	18 972
Interest earned from Current and Non Current Assets		61 434	63 980	52 980	4 204	51 430	52 980	(1 550)	-3%	52 980
Dividends		–	–	–	–	–	–	–		–
Rent on Land		–	–	–	–	–	–	–		–
Rental from Fixed Assets		11 733	14 249	14 249	745	11 913	14 249	(2 336)	-16%	14 249
Licence and permits		7 896	8 754	8 754	643	8 081	8 754	(673)	-8%	8 754
Special rating levies		–	–	–	–	–	–	–		–
Operational Revenue		50 025	59 231	59 231	16 864	61 567	59 231	2 336	4%	59 231
Non-Exchange Revenue										
Property rates		530 581	571 651	577 763	41 828	576 198	577 763	(1 565)	0%	577 763
Surcharges and Taxes		–	–	–	–	–	–	–		–
Fines, penalties and forfeits		186 289	173 403	173 403	24	187 190	173 403	13 787	8%	173 403
Licence and permits		–	–	–	–	–	–	–		–
Transfer and subsidies - Operational		234 414	260 585	265 780	1 919	251 021	265 780	(14 759)	-6%	265 780
Interest		4 522	3 426	3 426	394	4 018	3 426	592	17%	3 426
Fuel Levy		–	–	–	–	–	–	–		–
Operational Revenue		–	3 214	3 214	447	5 540	3 214	2 326	72%	3 214
Gains on disposal of Assets		2 317	–	–	–	325	–	325		–
Other Gains		(1 003)	–	–	–	–	–	–		–
Discontinued Operations		–	–	–	–	–	–	–		–
Total Revenue (excluding capital transfers and		2 623 625	2 869 321	2 919 127	209 917	2 715 758	2 919 127	–		2 919 127
Expenditure By Type										
Employee related costs		667 075	729 635	727 113	56 692	688 233	727 113	(38 879)	-5%	727 113
Remuneration of councillors		22 989	24 593	27 593	2 230	27 319	27 593	(274)	-1%	27 593
Bulk purchases - electricity		763 604	805 126	875 126	67 981	749 291	875 126	(125 835)	-14%	875 126
Inventory consumed		93 155	122 965	122 553	10 010	95 140	122 553	(27 413)	-22%	122 553
Debt impairment		24 479	77 289	(93 359)	–	–	(93 359)	93 359	-100%	(93 359)
Depreciation and amortisation		206 752	225 960	225 960	52 851	234 364	225 960	8 404	4%	225 960
Interest		72 867	77 649	70 951	22 904	48 244	70 951	(22 707)	-32%	70 951
Contracted services		283 689	328 381	362 332	34 423	257 701	362 332	(104 631)	-29%	362 332
Transfers and subsidies		17 868	22 631	14 048	743	10 034	14 048	(4 014)	-29%	14 048
Irrecoverable debts written off		176 955	126 724	274 163	135 270	135 660	274 163	(138 503)	-51%	274 163
Operational costs		161 887	199 498	224 552	18 742	168 984	224 552	(55 568)	-25%	224 552
Losses on Disposal of Assets		348	–	–	–	–	–	–		–
Other Losses		8 183	630	630	–	–	630	(630)	-100%	630
Total Expenditure		2 499 851	2 741 081	2 831 662	401 845	2 414 970	2 831 662	(416 692)	-15%	2 831 662
Surplus/(Deficit)		123 774	128 240	87 465	(191 928)	300 788	87 465	416 692	0	87 465
Transfers and subsidies - capital (monetary allocations)		125 957	98 415	96 121	13 956	72 815	96 121	(23 306)	(0)	96 121
Transfers and subsidies - capital (in-kind)		4 682	–	–	–	–	–	–		–
Surplus/(Deficit) after capital transfers &		254 413	226 656	183 587	(177 972)	373 603	183 587			183 587
Income Tax		–	–	–	–	–	–	–		–
Surplus/(Deficit) after income tax		254 413	226 656	183 587	(177 972)	373 603	183 587			183 587
Share of Surplus/Deficit attributable to Joint Venture		–	–	–	–	–	–			–
Share of Surplus/Deficit attributable to Minorities		–	–	–	–	–	–			–
Surplus/(Deficit) attributable to municipality		254 413	226 656	183 587	(177 972)	373 603	183 587			183 587
Share of Surplus/Deficit attributable to Associate		–	–	–	–	–	–			–
Intercompany/Parent subsidiary transactions		–	–	–	–	–	–			–
Surplus/ (Deficit) for the year		254 413	226 656	183 587	(177 972)	373 603	183 587			183 587

Table C5: Monthly Budget Statement – Capital Expenditure

WC024 Stellenbosch - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, functional classification and funding) - Q4 Fourth Quarter

Vote Description	Ref	2024/25	Budget Year 2025/26							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands	1									
Multi-Year expenditure appropriation	2									
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER		40	100	100	(3)	89	100	(11)	-11%	100
Vote 2 - PLANNING AND DEVELOPMENT SERVICES		29 731	29 824	30 958	6 336	16 537	30 958	(14 421)	-47%	30 958
Vote 3 - INFRASTRUCTURE SERVICES		341 132	447 282	382 889	87 173	284 247	382 889	(98 643)	-26%	382 889
Vote 4 - COMMUNITY AND PROTECTION SERVICES		32 523	66 675	90 532	6 616	63 656	90 532	(26 876)	-30%	90 532
Vote 5 - CORPORATE SERVICES		43 743	50 920	31 664	5 507	20 654	31 664	(11 010)	-35%	31 664
Vote 6 - FINANCIAL SERVICES		9 320	600	827	18	511	827	(317)	-38%	827
Vote 7 - [NAME OF VOTE 7]		–	–	–	–	–	–	–		–
Vote 8 - [NAME OF VOTE 8]		–	–	–	–	–	–	–		–
Vote 9 - [NAME OF VOTE 9]		–	–	–	–	–	–	–		–
Vote 10 - [NAME OF VOTE 10]		–	–	–	–	–	–	–		–
Vote 11 - [NAME OF VOTE 11]		–	–	–	–	–	–	–		–
Vote 12 - [NAME OF VOTE 12]		–	–	–	–	–	–	–		–
Vote 13 - [NAME OF VOTE 13]		–	–	–	–	–	–	–		–
Vote 14 - [NAME OF VOTE 14]		–	–	–	–	–	–	–		–
Vote 15 - [NAME OF VOTE 15]		–	–	–	–	–	–	–		–
Total Capital Multi-year expenditure	4,7	456 488	595 400	536 971	105 647	385 694	536 971	(151 277)	-28%	536 971
Single Year expenditure appropriation	2									
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER		–	–	–	–	264	–	264		–
Vote 2 - PLANNING AND DEVELOPMENT SERVICES		1 162	5 580	3 528	635	2 984	3 528	(544)	-15%	3 528
Vote 3 - INFRASTRUCTURE SERVICES		8 383	22 900	21 170	4 074	10 024	21 170	(11 146)	-53%	21 170
Vote 4 - COMMUNITY AND PROTECTION SERVICES		8 283	14 910	29 853	6 326	16 805	29 853	(13 047)	-44%	29 853
Vote 5 - CORPORATE SERVICES		64	–	–	–	–	–	–		–
Vote 6 - FINANCIAL SERVICES		1 242	3 700	3 473	63	3 382	3 473	(91)	-3%	3 473
Vote 7 - [NAME OF VOTE 7]		–	–	–	–	–	–	–		–
Vote 8 - [NAME OF VOTE 8]		–	–	–	–	–	–	–		–
Vote 9 - [NAME OF VOTE 9]		–	–	–	–	–	–	–		–
Vote 10 - [NAME OF VOTE 10]		–	–	–	–	–	–	–		–
Vote 11 - [NAME OF VOTE 11]		–	–	–	–	–	–	–		–
Vote 12 - [NAME OF VOTE 12]		–	–	–	–	–	–	–		–
Vote 13 - [NAME OF VOTE 13]		–	–	–	–	–	–	–		–
Vote 14 - [NAME OF VOTE 14]		–	–	–	–	–	–	–		–
Vote 15 - [NAME OF VOTE 15]		–	–	–	–	–	–	–		–
Total Capital single-year expenditure	4	19 134	47 090	58 023	11 097	33 459	58 023	(24 564)	-42%	58 023
Total Capital Expenditure	3	475 622	642 490	594 994	116 744	419 153	594 994	(175 841)	-30%	594 994
Capital Expenditure - Functional Classification										
Governance and administration		45 826	55 320	36 064	5 586	24 900	36 064	(11 164)	-31%	36 064
Executive and council		40	100	100	(3)	89	100	(11)	-11%	100
Finance and administration		45 786	55 220	35 964	5 588	24 811	35 964	(11 153)	-31%	35 964
Internal audit		–	–	–	–	–	–	–		–
Community and public safety		69 497	106 629	141 941	14 584	91 343	141 941	(50 598)	-36%	141 941
Community and social services		24 173	56 631	75 942	5 555	50 625	75 942	(25 317)	-33%	75 942
Sport and recreation		12 117	10 093	16 499	820	12 307	16 499	(4 193)	-25%	16 499
Public safety		5 788	8 261	19 241	1 960	12 339	19 241	(6 902)	-36%	19 241
Housing		27 419	31 644	30 259	6 250	16 072	30 259	(14 186)	-47%	30 259
Health		–	–	–	–	–	–	–		–
Economic and environmental services		114 732	99 849	72 340	25 234	61 350	72 340	(10 990)	-15%	72 340
Planning and development		26 522	5 135	5 848	859	4 893	5 848	(955)	-16%	5 848
Road transport		85 532	94 464	66 242	24 359	56 237	66 242	(10 005)	-15%	66 242
Environmental protection		2 678	250	250	16	220	250	(30)	-12%	250
Trading services		245 568	380 693	344 650	71 341	241 560	344 650	(103 090)	-30%	344 650
Energy sources		73 910	126 332	142 170	49 137	103 909	142 170	(38 262)	-27%	142 170
Water management		73 254	148 159	116 255	13 406	84 025	116 255	(32 230)	-28%	116 255
Waste water management		59 260	87 200	55 034	4 772	41 961	55 034	(13 073)	-24%	55 034
Waste management		39 144	19 002	31 191	4 025	11 666	31 191	(19 524)	-63%	31 191
Other		–	–	–	–	–	–	–		–
Total Capital Expenditure - Functional Classification	3	475 622	642 490	594 994	116 744	419 153	594 994	(175 841)	-30%	594 994
Funded by:										
National Government		95 420	63 693	63 693	2 373	53 621	63 693	(10 072)	-16%	63 693
Provincial Government		27 322	21 885	19 890	2 994	10 267	19 890	(9 624)	-48%	19 890
District Municipality		–	–	–	–	–	–	–		–
[redacted]										
Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporatons, Higher Educ Institutions)		34 759	33 057	19 000	2 960	15 342	19 000	(3 658)	-19%	19 000
Transfers recognised - capital		157 500	118 636	102 584	8 327	79 229	102 584	(23 354)	-23%	102 584
Borrowing	6	112 295	198 019	198 019	54 925	142 078	198 019	(55 942)	-28%	198 019
Internally generated funds		201 145	325 835	294 391	53 492	197 821	294 391	(96 570)	-33%	294 391
Total Capital Funding	7	470 940	642 490	594 994	116 744	419 129	594 994	(175 866)	-30%	594 994

Table C6: Monthly Budget Statement – Financial Position

WC024 Stellenbosch - Table C6 Monthly Budget Statement - Financial Position - Q4 Fourth Quarter

Description	Ref	2024/25	Budget Year 2025/26			
R thousands		Audited Outcome	Original Budget	Adjusted Budget	YearTD Actual	Full Year Forecast
ASSETS	1					
Current assets						
Cash and cash equivalents		549 503	649 027	562 897	645 149	562 897
Trade and other receivables from exchange transactions		260 328	223 917	216 407	69 918	216 407
Receivables from non-exchange transactions		91 604	15 459	44 745	261 792	44 745
Current portion of non-current receivables		–	–	–	–	–
Inventory		44 244	34 328	42 047	45 543	42 047
VAT		37 841	3 707	(8 045)	241 741	(8 045)
Other current assets		56 258	5 961	5 961	89 222	5 961
Total current assets		1 039 780	932 399	864 012	1 353 365	864 012
Non current assets						
Investments		–	–	–	–	–
Investment property		415 993	425 813	425 813	415 625	425 813
Property, plant and equipment		5 746 172	6 605 601	6 557 758	6 359 383	6 557 758
Biological assets		2 800	5 877	5 877	2 800	5 877
Living and non-living resources		–	–	348	–	348
Heritage assets		1 313	1 313	1 313	1 313	1 313
Intangible assets		4 398	4 074	4 074	4 333	4 074
Trade and other receivables from exchange transactions		8 304	4 582	4 582	8 304	4 582
Non-current receivables from non-exchange transactions		17	17	17	17	17
Other non-current assets		–	–	–	–	–
Total non current assets		6 178 998	7 047 276	6 999 781	6 791 775	6 999 781
TOTAL ASSETS		7 218 778	7 979 675	7 863 793	8 145 139	7 863 793
LIABILITIES						
Current liabilities						
Bank overdraft		–	–	–	–	–
Financial liabilities		71 571	62 457	62 457	(153)	62 457
Consumer deposits		25 397	23 689	23 689	28 048	23 689
Trade and other payables from exchange transactions		316 423	334 833	300 938	107 518	300 938
Trade and other payables from non-exchange transactions		27 249	(4 638)	(26 865)	39 805	(26 865)
Provision		76 144	57 205	48 649	63 037	48 649
VAT		39 841	24 721	18 470	235 878	18 470
Other current liabilities		–	–	–	–	–
Total current liabilities		556 625	498 267	427 337	474 131	427 337
Non current liabilities						
Financial liabilities		443 131	775 285	775 285	641 150	775 285
Provision		176 222	161 010	160 669	176 223	160 669
Long term portion of trade payables		–	–	–	–	–
Other non-current liabilities		204 754	231 878	230 335	204 754	230 335
Total non current liabilities		824 107	1 168 172	1 166 288	1 022 128	1 166 288
TOTAL LIABILITIES		1 380 732	1 666 439	1 593 625	1 496 259	1 593 625
NET ASSETS	2	5 838 046	6 313 236	6 270 167	6 648 880	6 270 167
COMMUNITY WEALTH/EQUITY						
Accumulated Surplus/(Deficit)		5 939 293	5 950 789	5 878 281	5 939 547	5 878 281
Reserves and funds		335 720	362 447	391 886	335 721	391 886
Other		–	–	–	–	–
TOTAL COMMUNITY WEALTH/EQUITY	2	6 275 013	6 313 236	6 270 167	6 275 268	6 270 167

Table C7: Monthly Budget Statement – Cash Flow

WC024 Stellenbosch - Table C7 Monthly Budget Statement - Cash Flow - Q4 Fourth Quarter

Description	Ref	2024/25	Budget Year 2025/26							
R thousands		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
CASH FLOW FROM OPERATING ACTIVITIES	1								%	
Receipts										
Property rates		1 149 536	548 788	554 656	116 431	1 071 704	554 656	517 048	93%	554 656
Service charges		1 270 229	1 858 920	1 903 096	164 263	1 345 395	1 903 096	(557 701)	-29%	1 903 096
Other revenue		114 956	230 996	236 346	15 396	100 798	236 346	(135 548)	-57%	236 346
Transfers and Subsidies - Operational		1 666	262 139	259 889	2	13 189	259 889	(246 699)	-95%	259 889
Transfers and Subsidies - Capital		8 002	98 415	89 921	–	91 862	89 921	1 941	2%	89 921
Interest		9 985	63 980	52 980	4 463	30 795	52 980	(22 185)	-42%	52 980
Dividends		–	–	–	–	–	–	–		–
Payments										
Suppliers and employees		(1 532 752)	(2 405 393)	(2 556 697)	(250 849)	(1 766 485)	(2 556 697)	(790 212)	31%	(180 989)
Interest		–	(62 215)	(62 215)	–	–	(62 215)	(62 215)	100%	(62 215)
Transfers and Subsidies		–	(22 631)	(22 631)	–	–	(22 631)	(22 631)	100%	(22 631)
NET CASH FROM/(USED) OPERATING ACTIVITIES		1 021 622	572 998	455 345	49 707	887 258	455 345	(431 914)	-95%	2 831 053
CASH FLOWS FROM INVESTING ACTIVITIES										
Receipts										
Proceeds on disposal of PPE		–	–	–	–	–	–	–		–
Decrease (increase) in non-current receivables		1 813	–	–	–	–	–	–		–
Decrease (increase) in non-current investments		–	–	–	–	–	–	–		–
Payments										
Capital assets		(488 415)	(738 582)	(694 702)	(114 917)	(520 173)	694 702	1 214 875	175%	694 702
NET CASH FROM/(USED) INVESTING ACTIVITIES		(486 602)	(738 582)	(694 702)	(114 917)	(520 173)	694 702	1 214 875	175%	694 702
CASH FLOWS FROM FINANCING ACTIVITIES										
Receipts										
Short term loans		–	–	–	–	–	–	–		–
Borrowing long term/refinancing		–	198 019	198 019	–	–	198 019	(198 019)	-100%	198 019
Increase (decrease) in consumer deposits		–	–	–	–	–	–	–		–
Payments										
Repayment of borrowing		–	(62 215)	(62 215)	(21 308)	(41 633)	(62 215)	(20 583)	33%	(62 215)
NET CASH FROM/(USED) FINANCING ACTIVITIES		–	135 804	135 804	(21 308)	(41 633)	135 804	177 437	131%	135 804
NET INCREASE/ (DECREASE) IN CASH HELD		535 020	(29 780)	(103 553)	(86 518)	325 453	1 285 851			3 661 559
Cash/cash equivalents at beginning:		1 328 597	678 807	678 807		1 760 119	678 807			1 760 119
Cash/cash equivalents at month/year end:		1 863 617	649 027	575 254		2 085 572	1 964 657			5 421 678

12. Supporting Documentation

Debtors Age Analysis

Supporting Table SC3: Monthly Budget Statement - Aged Debtors

WC024 Stellenbosch - Supporting Table SC3 Monthly Budget Statement - aged debtors - Q4 Fourth Quarter

Description	NT Code	Budget Year 2025/26											
R thousands		0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total	Total over 90 days	Actual Bad Debts Written Off against Debtors	Impairment - Bad Debts i.t.o Council Policy
Debtors Age Analysis By Income Source													
Trade and Other Receivables from Exchange Transactions - Water	1200	28 514	3 593	3 695	4 036	3 037	1 932	10 591	70 148	125 546	89 744	–	–
Trade and Other Receivables from Exchange Transactions - Electricity	1300	62 587	1 626	566	437	238	343	1 505	8 989	76 291	11 511	–	–
Receivables from Non-exchange Transactions - Property Rates	1400	29 157	1 393	1 223	1 120	1 042	1 245	5 695	18 794	59 668	27 895	–	–
Receivables from Exchange Transactions - Waste Water Management	1500	9 867	721	653	613	613	553	3 812	17 119	33 951	22 710	–	–
Receivables from Exchange Transactions - Waste Management	1600	7 874	918	873	844	835	816	6 038	26 873	45 070	35 406	–	–
Receivables from Exchange Transactions - Property Rental Debtors	1700	1 127	233	230	225	218	219	1 363	8 010	11 625	10 035	–	–
Interest on Arrear Debtor Accounts	1810	113	134	172	233	245	245	2 294	51 917	55 353	54 933	–	–
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	1820	–	–	–	–	–	–	–	–	–	–	–	–
Other	1900	(22 596)	81	242	108	105	59	2 650	9 822	(9 531)	12 743	–	–
Total By Income Source	2000	116 643	8 699	7 655	7 616	6 332	5 409	33 948	211 672	397 974	264 977	–	–
2024/25 - totals only										–	–		
Debtors Age Analysis By Customer Group													
Organs of State	2200	4 647	1 413	631	500	376	357	3 841	8 266	20 031	13 339	–	–
Commercial	2300	44 958	914	534	621	396	444	2 760	37 753	88 379	41 973	–	–
Households	2400	59 746	6 136	6 165	6 130	5 378	4 496	25 655	154 391	268 098	196 050	–	–
Other	2500	7 291	237	324	365	183	112	1 693	11 262	21 466	13 615	–	–
Total By Customer Group	2600	116 643	8 699	7 655	7 616	6 332	5 409	33 948	211 672	397 974	264 977	–	–

Creditors Age Analysis

Supporting Table SC4: Monthly Budget Statement – Aged Creditors

WC024 Stellenbosch - Supporting Table SC4 Monthly Budget Statement - aged creditors - Q4 Fourth Quarter

Description	NT Code	Budget Year 2025/26								
R thousands		0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	151 - 180 Days	181 Days - 1 Year	Over 1 Year	Total
Creditors Age Analysis By Customer Type										
Bulk Electricity	0100	–	–	–	–	–	–	–	–	–
Bulk Water	0200	–	–	–	–	–	–	–	–	–
PAYE deductions	0300	10 303	–	–	–	–	–	–	–	10 303
VAT (output less input)	0400	–	–	–	–	–	–	–	–	–
Pensions / Retirement deductions	0500	–	–	–	–	–	–	–	–	–
Loan repayments	0600	–	–	–	–	–	–	–	–	–
Trade Creditors	0700	11 332	–	–	–	–	–	–	–	11 332
Auditor General	0800	–	–	–	–	–	–	–	–	–
Other	0900	–	–	–	–	–	–	–	–	–
Medical Aid deductions	0950	–	–	–	–	–	–	–	–	–
Total By Customer Type	1000	21 635	–	–	–	–	–	–	–	21 635

2026

Investments and Borrowings

Supporting Table SC5: Monthly Budget Statement – Investment Portfolio

WC024 Stellenbosch - Supporting Table SC5 Monthly Budget Statement - investment portfolio - Q4 Fourth Quarter

Investments by maturity Name of institution & investment ID	Ref	Period of Investment	Type of Investment	Capital Guarantee (Yes/ No)	Variable or Fixed interest rate	Interest Rate 3	Commission Paid (Rands)	Commission Recipient	Expiry date of investment	Opening balance	Interest to be realised	Partial / Premature Withdrawal (4)	Investment Top Up	Closing Balance
R thousands		Yrs/Months												
Municipality														
A#9415		CALL ACCO	Deposits - Ba	No	Yes	7,00%	No	No	30/06/2025	86 625	530	–	–	87 155
A#5573		9M	Deposits - Ba	No	Yes	8,82%	No	No	10/07/2025	–	–	–	–	–
A#6172		1Y	Deposits - Ba	No	Yes	8,15%	No	No	10/07/2026	107 279	670	–	–	107 949
A#2286		11M	Deposits - Ba	No	Yes	8,35%	No	No	24/02/2027	152 333	1 029	–	–	153 363
N#036		1Y	Deposits - Ba	No	Yes	8,65%	No	No	31/03/2025	–	–	–	–	–
N#037		10M	Deposits - Ba	No	Yes	7,90%	No	No	19/06/2026	106 168	390	(106 558)	–	(0)
N#038		1Y	Deposits - Ba	No	Yes	8,09%	No	No	25/07/2027	–	133	–		133
S#043		9M	Deposits - Ba	No	Yes	8,80%	No	No	10/092025	–	–	–	100 000	100 000
S#046		6M	Deposits - Ba	No	Yes	8,30%	No	No	17/11/2025	–	–	–	–	–
S#047		6M	Deposits - Ba	No	Yes	7.7%	No	No	21/09/2026	121 747	759	–	–	122 506
-		–								–	–	–	–	–
-		–								–	–	–	–	–
Municipality sub-total										574 153	3 512	(106 558)	100 000	571 106
TOTAL INVESTMENTS AND INTEREST	2									574 153	3 512	(106 558)	100 000	571 106

References

Supporting Table SC6: Monthly Budget Statement – Transfers and grant receipts

WC024 Stellenbosch - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - Q4 Fourth Quarter

Description	Ref	2024/25	Budget Year 2025/26							
		Audited	Original	Adjusted	Monthly	YearTD	YearTD	YTD	YTD	Full Year
		Outcome	Budget	Budget	Actual	Actual	Budget	Variance	Variance	Forecast
R thousands									%	
RECEIPTS:	1,2									
Operating Transfers and Grants										
National Government:		221 280	239 166	239 166	–	236 695	239 166	2 471	1,0%	239 166
Operational Revenue:General Revenue:Equitable Share		215 604	231 793	231 793	–	231 793	231 793	(0)	0,0%	231 793
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]		2 021	3 202	3 202	–	3 202	3 202	–		3 202
Local Government Financial Management Grant [Schedule 5B]		1 600	1 700	1 700	–	1 700	1 700	–		1 700
Integrated Urban Development Grant		2 055	2 471	2 471	–	–	2 471	(2 471)	-100,0%	2 471
Provincial Government:		15 514	18 358	15 358	–	13 819	15 358	(1 539)	-10,0%	15 358
Community Library Service Grant		11 333	10 023	10 023	–	11 576	10 023	1 553	15,5%	10 023
Municipal Accreditation and Capacity Building Grant		249	–	–	–	–	–	–		–
Title Deeds Restoration Grant		364	1 162	1 162	–	1 070	1 162	(92)	-8,0%	1 162
Maintenance and Construction of Transport Infrastructure		380	335	335	–	335	335	–		335
Community Development Workers Operational Support Grant		38	38	38	–	38	38	–		38
RSEP/ VPUU		–	800	800	–	800	800	–		800
Human Settlements Development Grant		3 150	6 000	3 000	–	–	3 000	(3 000)	-100,0%	3 000
District Municipality:		1 319	100	850	100	350	850	(500)	-58,8%	850
Cape Winelands District Tourism Grant		–	100	100	100	100	100	–		100
Cape Winelands Distract Grant		–	–	500	–	–	500	(500)	-100,0%	500
CWDM Communinty Safety Grant		1 319	–	250	–	250	250	–		250
Other grant providers:		2 133	2 962	2 962	45	1 667	2 962	(1 295)	-43,7%	2 962
Departmental Agencies and Accounts		–	550	550	–	147	550	(403)	-73,2%	550
Foreign Government and International Organisations		–	2 412	2 412	–	859	2 412	(1 553)	-64,4%	2 412
Households		–	–	–	–	–	–	–		–
Non-profit Institutions		–	–	–	–	150	–	150		–
Private Enterprises		2 133	–	–	45	511	–	511		–
Public Corporations		–	–	–	–	–	–	–		–
Higher Educational Institutions		–	–	–	–	–	–	–		–
Parent Municipality / Entity		–	–	–	–	–	–	–		–
Total Operating Transfers and Grants	5	240 246	260 585	258 335	145	252 530	258 335	(864)	-0,3%	258 335
Capital Transfers and Grants										
National Government:		80 802	73 247	73 247	–	75 718	73 247	2 471	3,4%	73 247
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]		9 556	6 188	6 188	–	6 188	6 188	–		6 188
Municipal Disaster Relief Grant		6 000	–	–	–	–	–	–		–
Integrated Urban Development Grant		60 246	62 059	62 059	–	64 530	62 059	2 471	4,0%	62 059
Energy Efficiency and Demand Side Management Grant		5 000	5 000	5 000	–	5 000	5 000	–		5 000
Provincial Government:		24 231	25 168	16 674	–	11 032	16 674	(5 642)	-33,8%	16 674
K9 Unit (Resource Funding for Establishment and Support of K9)		–	–	400	–	400	400	–		400
Integrated Transport Planning		628	656	656	–	656	656	–		656
Human Settlements Development Grant		–	10 000	5 000	–	2 146	5 000	(2 854)	-57,1%	5 000
Development od Sport and Recreational Facilities		–	300	300	–	300	300	–		300
Informal Settlements Upgrading Partnership Grant: Provinces(Beneficiaries)		22 103	14 212	10 318	–	7 530	10 318	(2 788)	-27,0%	10 318
RSEP/ VPUU		1 500	–	–	–	–	–	–		–
District Municipality:		–	–	–	–	–	–	–		–
Other grant providers:		–	–	–	–	–	–	–		–
Departmental Agencies and Accounts		–	–	–	–	–	–	–		–
Foreign Government and International Organisations		–	–	–	–	–	–	–		–
Households		–	–	–	–	–	–	–		–
Non-Profit Institutions		–	–	–	–	–	–	–		–
Private Enterprises		–	–	–	–	–	–	–		–
Public Corporations		–	–	–	–	–	–	–		–
Higher Educational Institutions		–	–	–	–	–	–	–		–
Parent Municipality / Entity		–	–	–	–	–	–	–		–
Transfer from Operational Revenue		–	–	–	–	–	–	–		–
Total Capital Transfers and Grants	5	105 033	98 415	89 921	–	86 750	89 921	(3 171)	-3,5%	89 921
TOTAL RECEIPTS OF TRANSFERS & GRANTS	5	345 279	359 001	348 257	145	339 281	348 257	(4 035)	-1,2%	348 257

Supporting Table SC7 (1) Monthly Budget Statement – transfers and grant expenditure

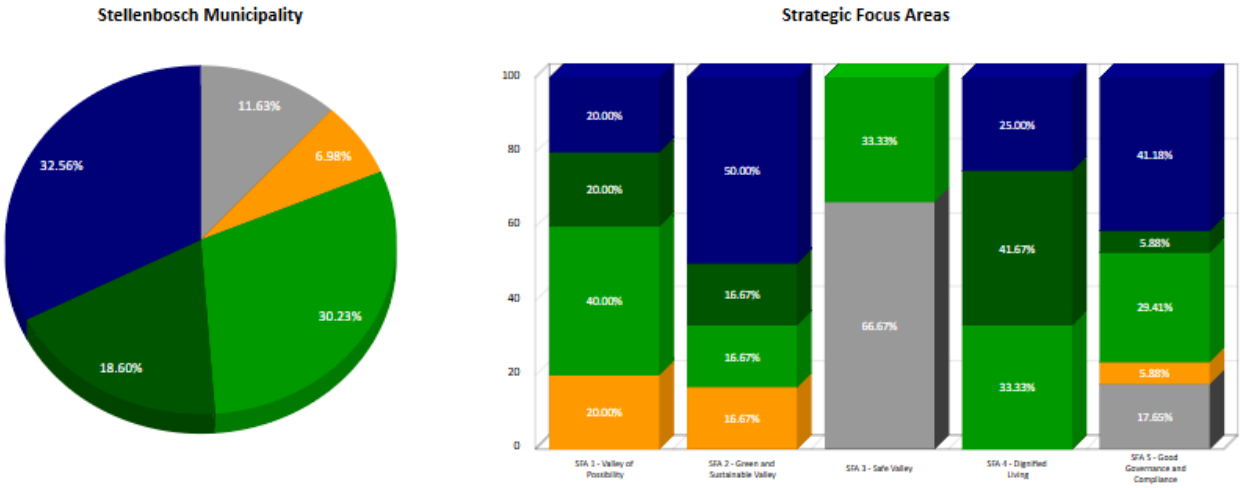
WC024 Stellenbosch - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - Q4 Fourth Quarter

Description	Ref	2024/25	Budget Year 2025/26							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands										
EXPENDITURE										
Operating expenditure of Transfers and Grants										
National Government:		221 188	239 166	239 166	16 450	175 074	239 166	(64 092)	-26,8%	(239 166)
Operational Revenue:General Revenue:Equitable Share		215 604	231 793	231 793	15 040	168 032	231 793	(63 761)	-27,5%	(231 793)
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]		2 021	3 202	3 202	608	3 202	3 202	–		(3 202)
Local Government Financial Management Grant [Schedule 5B]		1 509	1 700	1 700	802	1 370	1 700	(330)	-19,4%	(1 700)
Integrated Urban Development Grant		2 055	2 471	2 471	–	2 471	2 471	–		(2 471)
Provincial Government:		1 869	18 358	22 802	520	11 676	22 802	(11 125)	-48,8%	(22 802)
Community Library Service Grant		–	10 023	10 023	–	10 023	10 023	–		(10 023)
Municipal Accreditation and Capacity Building Grant		249	–	–	–	–	–	–		–
Title Deeds Restoration Grant		364	1 162	1 162	23	60	1 162	(1 103)	-94,9%	(1 162)
Maintenance and Construction of Transport Infrastructure		380	335	335	335	335	335	–		(335)
Community Development Workers Operational Support Grant		38	38	38	3	37	38	(1)	-3,0%	(38)
RSEP/ VPUU		–	800	800	43	331	800	(469)	-58,6%	(800)
Provincial Acceleration Grant		239	–	–	–	–	–	–		–
Human Settlements Development Grant		599	6 000	10 444	116	891	10 444	(9 553)	-91,5%	(10 444)
District Municipality:		92	100	850	–	155	850	(695)	-81,8%	(850)
Cape Winelands District Tourism Grant		92	100	100	–	80	100	(20)	-20,0%	(100)
Cape Winelands Distract Grant		–	–	500	–	–	500	(500)	-100,0%	(500)
CWDM Community Safety Grant		–	–	250	–	75	250	(175)	-70,0%	(250)
Other grant providers:		182	2 962	2 962	1 475	1 835	2 962	(1 127)	-38,1%	(2 962)
Departmental Agencies and Accounts		–	550	550	–	352	550	(198)	-36,1%	(550)
Foreign Government and International Organisations		–	2 412	2 412	1 475	1 475	2 412	(938)	-38,9%	(2 412)
Households		–	–	–	–	–	–	–		–
Non-profit Institutions		67	–	–	–	–	–	–		–
Private Enterprises		115	–	–	–	9	–	9		–
Public Corporations		–	–	–	–	–	–	–		–
Higher Educational Institutions		–	–	–	–	–	–	–		–
Parent Municipality / Entity		–	–	–	–	–	–	–		–
Total operating expenditure of Transfers and Grants:		223 331	260 585	265 780	18 445	188 740	265 780	(77 040)	-29,0%	(265 780)
Capital expenditure of Transfers and Grants										
National Government:		97 411	73 247	73 247	10 467	61 572	73 247	(11 675)	-15,9%	(73 247)
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]		9 556	6 188	6 188	1 084	6 014	6 188	(174)	-2,8%	(6 188)
Municipal Disaster Relief Grant		25 375	–	–	–	–	–	–		–
Integrated Urban Development Grant		60 246	62 059	62 059	8 366	54 161	62 059	(7 898)	-12,7%	(62 059)
Energy Efficiency and Demand Side Management Grant		2 234	5 000	5 000	1 016	1 397	5 000	(3 603)	-72,1%	(5 000)
Provincial Government:		25 779	25 168	22 874	6 334	13 607	22 874	(9 267)	-40,5%	(22 874)
K9 Unit (Resource Funding for Establishment and Support of K9)		–	–	400	–	–	400	(400)	-100,0%	(400)
Library Service : Conditional Grant		173	–	3 963	615	3 580	3 963	(383)	-9,7%	(3 963)
Human Settlements Development Grant		1 680	10 000	5 000	–	–	5 000	(5 000)	-100,0%	(5 000)
Development od Sport and Recreational Facilities		–	300	300	73	300	300	–		(300)
Informal Settlements Upgrading Partnership Grant: Provinces(Beneficiaries)		22 335	14 212	12 018	5 499	8 610	12 018	(3 409)	-28,4%	(12 018)
Integrated Transport Planning		628	656	656	86	656	656	–		(656)
RSEP/ VPUU		963	–	537	62	461	537	(76)	-14,2%	(537)
District Municipality:		–	–	–	–	–	–	–		–
Other grant providers:		–	–	–	–	–	–	–		–
Departmental Agencies and Accounts		–	–	–	–	–	–	–		–
Foreign Government and International Organisations		–	–	–	–	–	–	–		–
Households		–	–	–	–	–	–	–		–
Non-Profit Institutions		–	–	–	–	–	–	–		–
Private Enterprises		–	–	–	–	–	–	–		–
Public Corporations		–	–	–	–	–	–	–		–
Higher Educational Institutions		–	–	–	–	–	–	–		–
Parent Municipality / Entity		–	–	–	–	–	–	–		–
Transfer from Operational Revenue		–	–	–	–	–	–	–		–
Total capital expenditure of Transfers and Grants		123 190	98 415	96 121	16 800	75 179	96 121	(20 942)	-21,8%	(96 121)
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS		346 522	359 001	361 901	35 245	263 919	361 901	(97 982)	-27,1%	(361 901)

12. QUARTERLY PERFORMANCE ASSESSMENT REPORT 2025/26, Q4 (01 April – 30 June 2026)

12.1 OVERALL PERFORMANCE OF THE MUNICIPALITY

(a) Dashboard summary per Municipal Strategic Focus Area (SFA) for the 4th Quarter **(01 April – 30 June 2026)** of the 2025/26 financial year.



Stellenbosch Municipality		Municipal Strategic Focus Areas (SFAs)				
		SFA 1 - Valley of Possibility	SFA 2 - Green and Sustainable Valley	SFA 3 - Safe Valley	SFA 4 - Dignified Living	SFA 5 - Good Governance and Compliance
KPI Not Measured	5 (11.63%)	-	-	2 (66.67%)	-	3 (17.65%)
KPI Not Met	-	-	-	-	-	-
KPI Almost Met	3 (6.98%)	1 (20%)	1 (16.67%)	-	-	1 (5.88%)
KPI Met	13 (30.23%)	2 (40%)	1 (16.67%)	1 (33.33%)	4 (33.33%)	5 (29.41%)
KPI Well Met	8 (18.60%)	1 (20%)	1 (16.67%)	-	5 (41.67%)	1 (5.88%)
KPI Extremely Well Met	14 (32.56%)	1 (20%)	3 (50%)	-	3 (25%)	7 (41.18%)
Total:	43	5	6	3	12	17
	100%	11.63%	13.95%	6.98%	27.91%	39.53%

Table: 1 Overall performance for Quarter 4 (01 April – 30 June 2026) per SFA

13. ACTUAL PERFORMANCE AND CORRECTIVE MEASURES TO BE IMPLEMENTED

13.1 SFA 1 - Valley of Possibility

SFA 1 - Valley of Possibility												
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Past Year Performance (Baseline)	Original Annual Target	Revised Annual Target	01 April – 30 June 2026					
							Target	Actual	R	Performance Comment	Corrective Measures
TL151	KPI002	Submission of the revised Economic Development Strategy to the Municipal Manager	Number of revised Economic Development Strategies submitted to the Municipal Manager ~~MayCo~~ by 30 June ~~31 May~~[1]	1	1	1	1	1	G	The revised Economic Development Strategy was submitted to the Municipal Manager on 30 June 2026.	
TL152	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	1 341	1 100	1 100	1 100	1 135	G2	The overperformance of 35 job opportunities, which equates to a 3.18% overperformance, is not seen as material overperformance and is due to the efficiencies in the current Expanded Public Works Programme (EPWP) system due to excellent liaison and proactive coordination between the Local Economic Development Section (Stellenbosch EPWP Lead Coordinator) and the various user departments.	
TL153	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	87.50%	80%	80%	80%	75%	O	3 / 4 x 100 = 75% Due to staffing capacity constraints, the development of a new internal application tracking and management system could only be finalised at the end of June 2026. The	The full implementation of the new internal application management and tracking system will commence on 15 July 2026. Improved staffing and management capacity is a

[1] KPI002: The target date of the deliverable was revised from 31 May to 30 June. The target date was revised in line with available resources to realistically achieve the planned target

SFA 1 - Valley of Possibility											
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Past Year Performance (Baseline)	Original Annual Target	Revised Annual Target	01 April – 30 June 2026				
							Target	Actual	R	Performance Comment	Corrective Measures
										testing of the new internal system then followed.	necessity given the continuous rise in new applications. The proposed new organisational structure for the Division: Development Management has been submitted and discussed with the Municipal Manager (MM) and is scheduled to be tabled at the internal organisational restructuring committees by 31 August 2026.
TL154	KPI005	Provide training opportunities to entrepreneurs and Small, Medium and Micro Enterprises (SMMEs)	Number of quarterly training opportunities provided to entrepreneurs and SMMEs	14	4	21[2]	1	16	B	The overperformance is due to a strategic partnership between the municipality and the Start-Up Tribe.	The annual target for this key performance indicator (KPI) has been revised from 4 to 21. However, if the strategic partnership with the Start-Up Tribe continues, consideration should be given to upwardly adjusting the annual and quarterly targets moving forward. This consideration will be done in the next round of KPI target discussions to be held during November 2026.
TL155	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	The revised Housing Pipeline (document) was submitted to the Mayoral Committee (Mayco) agenda on 11 May 2026. The revised Housing Pipeline was tabled at the Mayco meeting on 20 May 2026, where it was recommended for approval to the Council. The document was then approved by the	

[2] KPI005: The target for quarter 1 was adjusted upwards to accommodate the overachievement of the target. The target must be realistic, and any dramatic changes in actual results should be considered when revising the target

SFA 1 - Valley of Possibility											
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Past Year Performance (Baseline)	Original Annual Target	Revised Annual Target	01 April – 30 June 2026				
							Target	Actual	R	Performance Comment	Corrective Measures
										Council at a Council Meeting held on 27 May 2026.	

Summary of Results: SFA 1 - Valley of Possibility

N/A	KPI Not Yet Measured	0
R	KPI Not Met	0
O	KPI Almost Met	1
G	KPI Met	2
G2	KPI Well Met	1
B	KPI Extremely Well Met	1
Total KPIs		**5**

13.2 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 (Baseline)	Original Annual Target	Revised Annual Target	01 April – 30 June 2026				
							Target	Actual	R	Performance Comment	Corrective Measures
TL158	KPI019	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	2	B	Two external audits of the Stellenbosch Municipal Waste Disposal Facilities were conducted during the 2025/26 financial year. One was conducted during November 2025, and one during April 2026.	
TL159	KPI021	Implementation of identified waste minimisation projects	Number of identified waste minimisation projects implemented by 30 June	2	2	2	1	10	B	It is a national imperative that all municipalities urgently divert both organic and recyclable waste from landfills. Consequently, the municipality expedited initiatives to reduce waste to facilitate this process.	
TL160	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	87.41%	75%	75%	75%	77.20%	G2	359 / 465 x 100 = 77.20%. The overperformance of this target was a result of the improved management of the building plan application process.	Due to staff capacity constraints, the municipality is cautious about the future sustainability of consistently achieving this target, despite the positive performance on this indicator. The overperformance in recent quarters has led to evident strain among the current staff. Consequently, to maintain this level of performance in the future, the personnel capacity constraints of the Building Development Management Section must be addressed.
TL161	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	58.74%	70%	70%	70%	68%	O	April 2026, 73%; May 2026, 71%; and June 2026, 60% / 3 = 68% (average) Wastewater compliance is measured by special limits at some plants, which the municipality is trying to have the	The operation of three facilities will be supervised by a new service provider from 01 July 2026. A new tender is also being prepared for the next three years and is anticipated to be awarded by 31 December 2026.

SFA 2 - Green and Sustainable Valley											
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Past Year Performance (Baseline)	Original Annual Target	Revised Annual Target	01 April – 30 June 2026				
							Target	Actual	R	Performance Comment	Corrective Measures
										Department of Water and Sanitation reduce to general limits. Thus, it is reflected as underperformance even though the general limit indicators were achieved.	
TL162	KPI016	Reduce organic waste	Percentage of organic waste reduced by 30 June	37.06%	20%	20%	20%	31.98%	B	7 687 tonnes of green organic waste were diverted from the landfill during the 2025/26 financial year. Diversion Calculation: Total Organic Waste Generated: 24 038 tonnes Organic Waste Diverted: 7 687 tonnes Percentage diverted: 7 687 / 24 038 x 100 = 31.98%	
TL193	KPI009	Upgrading of the telemetry SCADA at the Franschhoek intake substation[3] ~~Construction of a new intake substation in the Dwarsriver Valley~~	Number of telemetry SCADAs upgraded at the Franschhoek intake substation by 30 June ~~Number of new intake substations constructed in the Dwarsriver Valley by 30 June~~	New KPI	1	1	1	1	G	The telemetry SCADA upgrade at the Franschhoek intake substation was completed on 29 June 2026.	

[3] KPI009: The indicator wording was revised to indicate the specific deliverable

Summary of Results: SFA 2 - Green and Sustainable Valley

N/A	KPI Not Yet Measured	0
R	KPI Not Met	0
O	KPI Almost Met	1
G	KPI Met	1
G2	KPI Well Met	1
B	KPI Extremely Well Met	3
Total KPIs		**6**

13.3 SFA 3 - Safe Valley

SFA 3 - Safe Valley												
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Past Year Performance (Baseline)	Original Annual Target	Revised Annual Target	01 April – 30 June 2026					
							Target	Actual	R	Performance Comment	Corrective Measures
TL163	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	0	0	N/A		
TL164	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	The revised Safety and Security Strategy was submitted to the Municipal Manager on 17 April 2026.	
TL165	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	0	0	N/A		

Summary of Results: SFA 3 - Safe Valley

N/A	KPI Not Yet Measured	2
R	KPI Not Met	0
O	KPI Almost Met	0
G	KPI Met	1
G2	KPI Well Met	0
B	KPI Extremely Well Met	0
Total KPIs		3

13.4 SFA 4 - Dignified Living

SFA 4 - Dignified Living												
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Past Year Performance (Baseline)	Original Annual Target	Revised Annual Target	01 April – 30 June 2026					
							Target	Actual	R	Performance Comment	Corrective Measures
TL166	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	46	30	20[4]	20	56	B	Waterborne toilet facilities provided in Klapmuts, 20; Kayamandi Zone L, 8; Kayamandi Zone O, 6; and in Watergang, 22.	
TL167	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	5 748 / 5 748 x 100 = 100%	
TL168	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	5.61%	<9%	<9%	<9%	4.29%	B	321658 843.65kWh – 307 856 748.50kWh = 13 802 095.05kWh / 321 658 843.65kWh x 100 = 4.29% The continuous improvements made to the electricity network are yielding positive results, as well as the removal and replacement of non-functioning meters.	
TL169	KPI030	Water quality measured quarterly ito the SANS 241 physical and micro parameters	Percentage of water quality level as per the analysis certificate, measured quarterly	93.57%	90%	90%	90%	95.80%	G2	April 2026, 94.90%; May 2026, 95.60%; and June 2026, 96.90% 287.40 / 3 = 95.80% The municipality's achievement in water quality has been consistent year on year and in the same order of magnitude.	
TL170	KPI031	Limit unaccounted water to less than 25%	Percentage of average unaccounted water, measured by 30 June	31.20%	<25%	<25%	<25%	19.70%	B	13 435kL – (9 320kL + 1 472kL) / 13 435kL x 100 = 19.70%	

[4] KPI028: The target was revised in line with available resources to realistically achieve the planned target. The construction of the waterborne toilet facilities is scheduled to commence in May 2026

SFA 4 - Dignified Living												
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Past Year Performance (Baseline)	Original Annual Target	Revised Annual Target	01 April – 30 June 2026					
							Target	Actual	R	Performance Comment	Corrective Measures	
										The municipality has successfully implemented its pipe replacement programme and has also seen a reduction in residents' usage due to the water restrictions in place at the end of the financial year. Several water leaks were also repaired during the 2025/26 financial year.		
TL171	KPI033	Registered indigent formal households with access to free basic electricity provided by the municipality (NKPI Proxy - MSA, Reg. S10(a), (b)	Percentage of registered indigent formal households with access to free basic electricity provided by the municipality, measured quarterly	100%	100%	100%	100%	100%	G	5 748 / 5 748 x 100 = 100%		
TL172	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	5 748 / 5 748 x 100 = 100%		
TL173	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	5 748 / 5 748 x 100 = 100%		
TL174	KPI036	Formal households with access to water (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to water, measured quarterly	27 486	27 000	27 000	27 000	28 731	G2			
TL175	KPI037	Formal households with access to electricity (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to electricity, measured quarterly	27 486	27 000	27 000	27 000	28 731	G2			
TL176	KPI038	Formal households with access to refuse removal (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to	27 486	27 000	27 000	27 000	28 731	G2			

SFA 4 - Dignified Living											
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Past Year Performance (Baseline)	Original Annual Target	Revised Annual Target	01 April – 30 June 2026				
							Target	Actual	R	Performance Comment	Corrective Measures
			refuse removal, measured quarterly								
TL177	KPI039	Formal households with access to sanitation (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to sanitation, measured quarterly	27 486	27 000	27 000	27 000	28 731	G2		

Summary of Results: SFA 4 - Dignified Living

N/A	KPI Not Yet Measured	0
R	KPI Not Met	0
O	KPI Almost Met	0
G	KPI Met	4
G2	KPI Well Met	5
B	KPI Extremely Well Met	3
Total KPIs		**12**

13.5 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 (Baseline)	Original Annual Target	Revised Annual Target	01 April – 30 June 2026				
							Target	Actual	R	Performance Comment	Corrective Measures
TL147	KPI059	Submission of the revised Communication Policy to the MayCo	Number of revised Communication Policies submitted to the MayCo by 31 May	0	1	1	1	1	G	The revised Communication Policy was submitted to the Mayoral Committee (MayCo) on 17 October 2025 and was approved by the Council on 23 October 2025.	
TL148	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	75%	50%	50%	50%	50%	G	3 / 6 x 100 = 50%	
TL149	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	0	0	N/A		
TL150	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	0	0	N/A		
TL156	KPI055	Submission of the revised Sewer Master Plan to the Municipal Manager	Number of revised Sewer Master Plans submitted to the Municipal Manager by 30 June	0	1	1	1	1	G	The revised Sewer Master Plan was submitted to the Municipal Manager on 29 June 2026.	
TL157	KPI060	Submission of the updated Comprehensive Integrated Transport Plan (CITP) 2023 - 2028 to the Municipal Manager	Number of updated CITPs 2023 - 2028 submitted to the Municipal Manager by 30 June	1	1	1	1	1	G	The updated CITP 2023 - 2028 was submitted to the Municipal Manager on 28 June 2026.	
TL178	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	3.02	2	2	2	3.67	B	(R645 148 745 – R19 277 876) / (R2 044 946 506.70 / 12)) = 3.67 months	The annual financial statements for the financial period 01 July 2025 to 30 June 2026 are currently being prepared by the Office of the Chief Financial Officer (CFO) in accordance with Section 126

SFA 5 - Good Governance and Compliance											
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Past Year Performance (Baseline)	Original Annual Target	Revised Annual Target	01 April – 30 June 2026				
							Target	Actual	R	Performance Comment	Corrective Measures
			Operational Expenditure excluding (Depreciation)								(1)(a) of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) (MFMA). It is crucial to note that the information contained in this report is preliminary and may not be a precise representation of the municipality's financial status. This is because year-end journals and processes that have yet to be finalised will significantly impact the municipality's financial position.
TL179	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	97.21%	96%	96%	96%	96.44%	G2	((R490 855 207.11 + R2 216 338 526.22 - R10 691 884.67 - R422 081 831.02 -R147 368 033.35) / (R2 216 338 526.22 - R10 691 884.67)) x 100	
TL180	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	89.29%	90%	90%	90%	70.39%	O	(R418 820 967.70 / R594 994 274) x 100 = 70.39%	The annual financial statements for the financial period 01 July 2025 to 30 June 2026 are currently being prepared by the Office of the Chief Financial Officer (CFO) in accordance with Section 126 (1)(a) of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) (MFMA). It is crucial to note that the information contained in this report is preliminary and may not be a precise representation of the municipality's financial status. This is because year-end journals and processes that have yet to be finalised will significantly impact the municipality's financial position.

SFA 5 - Good Governance and Compliance												
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Past Year Performance (Baseline)	Original Annual Target	Revised Annual Target	01 April – 30 June 2026					
							Target	Actual	R	Performance Comment	Corrective Measures
TL181	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 spent on implementing its Workplace Skills Plan ((Total Actual Training Expenditure / Total Annual payroll Budget) x 100), measured by 30 June	0.82%	0.20%	0.20%	0.20%	1.07%	B	(R8 099 550 / R754 228 312) x 100 = 1.07% The municipality was awarded Local Government Sector Education and Training Authority (LGSETA) bursaries. In addition, R500 000 was also allocated towards the employee bursaries, which led to the overperformance.	
TL182	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	36.22%	15%	15%	15%	36.75%	B	(R2 715 758 077.97 – R251 020 875.65) / R67 076 709.38 = 36.75% By implementing prudent budgeting and maintaining fiscal discipline, the municipality is better positioned for long-term financial health, laying a stable foundation for future growth and development.	
TL183	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	24.59%	27%	27%	27%	19.78%	B	(R422 081 831 / R2 133 387 903) = 19.78% By implementing prudent budgeting and maintaining fiscal discipline, the municipality is better positioned for long-term financial health, laying a stable foundation for future growth and development.	
TL184	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	0	0	N/A		
TL185	KPI051	Submission of the revised Information and Communication Technology (ICT) Backup Disaster	Number of revised ICT Backup Disaster Recovery Plans submitted to the ICT	1	1	1	0	1	B	The ICT Backup Disaster Recovery Plan was presented at the ICT	

SFA 5 - Good Governance and Compliance												
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Past Year Performance (Baseline)	Original Annual Target	Revised Annual Target	01 April – 30 June 2026					
							Target	Actual	R	Performance Comment	Corrective Measures
		Recovery Plan to the ICT Steering Committee	Steering Committee by 31 March							Steering Committee meeting on 21 May 2026.	
TL186	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	0	1	B	The revised Strategic ICT Plan was submitted to the ICT Steering Committee on 21 May 2026.	
TL187	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	The revised Risk-Based Audit Plan was submitted to APAC on 29 May 2026 and approved.	
TL188	KPI050	Submission of the revised Strategic Risk Register (SRR) to the Ethics, Risk, and Fraud Management Committee[5] ~~Risk Management Committee~~	Number of revised SRRs submitted to the Ethics, Risk, and Fraud Management Committee ~~Risk Management Committee~~ by 30 June	1	1	1	1	4	B	The revised SRR was submitted to the Ethics, Risk, and Fraud Management Committee at four meetings during the 2025/26 financial year. (Meetings were held on 21 August and 21 October 2025, and 24 February and 21 May 2026.)	
~~TL189~~	~~KPI056~~	~~Submission of the revised Electrical Master Plan to the Council~~[6]	~~Number of revised Electrical Master Plans submitted to the Council by 30 June~~	~~0~~	~~1~~	~~1~~	~~1~~	n/a		The KPI has been removed as it was achieved in the previous year. The Electrical Master Plan is revised once every five years.	n/a

[5] KPI050: The indicator wording was revised to be in line with the correct committee's name
[6] KPI056: The KPI has been removed as it was achieved in the previous year. The Electrical Master Plan is revised once every five years

Summary of Results: SFA 5 - Good Governance and Compliance

N/A	KPI Not Yet Measured	3
R	KPI Not Met	0
O	KPI Almost Met	1
G	KPI Met	5
G2	KPI Well Met	1
B	KPI Extremely Well Met	7
Total KPIs		**17**

8.4	**OVERSIGHT ROLE OF COUNCIL: SUPPLY CHAIN MANAGEMENT POLICY-REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY OF STELLENBOSCH MUNICIPALITY: ANNUAL IMPLEMENTATION REPORT (01 JULY 2025 - 30 JUNE 2026**

Collaborator No:
IDP KPA Ref No: **Good Governance and Compliance**
Meeting Date: **22 July 2026**

1. SUBJECT: OVERSIGHT ROLE OF COUNCIL: SUPPLY CHAIN MANAGEMENT POLICY-REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY OF STELLENBOSCH MUNICIPALITY: ANNUAL IMPLEMENTATION REPORT (01 JULY 2025 - 30 JUNE 2026)

2. PURPOSE

To submit to Management a report for the period 01 July 2025 - 30 June 2026 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. FOR DECISION BY MUNICIPAL COUNCIL

Section 6 (2) (i) & 4 of the SCM Policy 2025/2026 determines that the Accounting Officer must within 30 days of the end of each financial year 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

Within 30 days of the end of each financial year the Accounting Officer must submit a report on the implementation of the Supply Chain Management Policy to the Executive Mayor. In terms of the SCM Regulations and Council's SCM Policy the SCM unit has been delegated to perform powers and functions that related to the procurement of goods and services, disposal of goods no longer needed, the selection of contractors to provide assistance in the provision of municipal services.

5. RECOMMENDATIONS

(a) that Council approves 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 30 days of the end of each financial year 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 (2) (i) of the above stated Policy determines that the Accounting Officer must within 30 days of the end of each financial year; submit a report on the implementation of the SCM Policy to the Executive Mayor.

6.3 Environmental implications

None.

6.4 Financial Implications

The financial implications are the transactions for the procurement of goods and services that were processed during the 01 July 2025 - 30 June 2026 and the payments that will derive from these commitments.

6.5 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 (2) (i) 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.

6.6 Staff Implications

None.

6.7 Previous / Relevant Council Resolutions

None.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2026-07-22: ITEM 6.3

(a) that Council approves 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.

APPENDICES

ANNEXURE A: Report for the period 01 July 2025 - 30 June 2026 on the Implementation of Council's Supply Chain Management Policy

FOR FURTHER DETAILS CONTACT:

NAME	*Dalleel Jacobs*
CONTACT NUMBERS	*021 808 8137*
E-MAIL ADDRESS	*Dalleel.Jacobs@stellenbosch.gov.za*
DIRECTORATE	*Financial Services*
REPORT DATE	*03 July 2026*

ANNEXURE A

STELLENBOSCH MUNICIPALITY

IMPLEMENTATION OF SYSTEM – SUPPLY CHAIN MANAGEMENT

SECTION 6 (2)(a)(i) OF SCM REGULATIONS:
OVERSIGHT ROLE OF COUNCIL OVER THE IMPLEMENTATION OF SCM POLICY

PERIOD: 01 JULY 2025 – 30 JUNE 2026

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 was sent for amendment in December 2022 to accommodate changes brought forth from the new PPR 2022.
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	IMPLE-MENTED	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 financial year 2025/2026, there were twenty-five (25) final awards above R10 million.
5(2)(b)	Make a final award above R300 000(VAT included), but not exceeding R10 million (VAT included).	Accounting Officer	Bid Adjudication Committee	YES	In the financial year 2025/2026, there were fifty-four (54) 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 out of petty cash, made during that month, including – (a) the amount of the award; (b) the name of the person to whom the award was given; (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 financial year:** 04 August 2025 03 September 2025 03 October 2025 04 November 2025 04 December 2025 02 January 2026 03 February 2026 03 March 2026 02 April 2026 30 April 2026 03 June 2026 03 July 2026

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE-MENTED	COMMENTS
6(1)	Maintain oversight into 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. Also sent for Amendment in December 2022.
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 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)	Direct that: 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) formal written price quotations for procurement of goods and/or services of a transaction value between R 2, 000.00 and R 300 000.00 d) A competitive bidding process be followed for any	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	IMPLE-MENTED	COMMENTS
	specific procurement of a transaction value higher than R300 000.				
12(2)(a)	Allow the Accounting Officer to lower, but not to increase, the different threshold values specified in sub regulation (1).	Accounting Officer	Chief Financial Officer	YES	Delegated officials act within delegated thresholds.
14(1)(a)(ii)	Invite prospective providers of goods and services at least once a year through newspapers commonly circulating locally, the website of the municipality	Accounting Officer	Senior: Manager SCM	YES	Done
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 on a monthly basis.	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	**Reports were submitted on the following dates within this financial year:** 04 August 2025 03 September 2025

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE-MENTED	COMMENTS
					03 October 2025 04 November 2025 04 December 2025 02 January 2026 03 February 2026 03 March 2026 02 April 2026 30 April 2026 03 June 2026 03 July 2026
16(e)	Record the name of potential providers requested to provide written quotation with their quoted prices.	Accounting Officer	Chief Financial Officer	YES	**Reports were submitted on the following dates within this financial year:** 04 August 2025 03 September 2025 03 October 2025 04 November 2025 04 December 2025 02 January 2026 03 February 2026 03 March 2026 02 April 2026 30 April 2026 03 June 2026 03 July 2026
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	
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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE-MENTED	COMMENTS
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 call for quotations.
18(d)	Notify the Accounting Officer or CFO in writing on a monthly basis of all written quotations and formal written price quotations accepted by the official acting in terms of a sub-delegation	Chief Financial Officer	Senior Manager: Supply Chain Management	YES	**Reports were submitted on the following dates within this financial year:** 04 August 2025 03 September 2025 03 October 2025 04 November 2025 04 December 2025 02 January 2026 03 February 2026 03 March 2026 02 April 2026 30 April 2026 03 June 2026 03 July 2026
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 the financial year 2025/2026, one-hundred-and-sixty-four (164) tenders specifications served before the Bid Specifications committee.
22(2)	The Accounting Officer may determine the closure	Accounting Officer		YES	None

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE-MENTED	COMMENTS
	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				
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 – (a) does not allow any preferred bidder a second or unfair opportunity; (b) is not to the detriment of any other bidder; and (c) does not lead to a higher price than the bid submitted. Minutes of such negotiations must be kept.	Accounting Officer	Relevant user department Head of Department or Director	YES	Provision for the signing of a Form of Tender/Service Level Agreement with successful vendors is being made in 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	Accounting Officer		N/A	Not Applicable

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE-MENTED	COMMENTS
	specification, evaluation or adjudication committee for an attendance and oversight process when this is appropriate for ensuring fairness and promoting transparency.				
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 by a questionnaire that the relevant department must complete. Meetings are held according to pre-determined schedule.
28(1)(a)	Evaluate bids in accordance with – (i) the specifications for a specific procurement; and (ii) The points system must be set out in the supply chain management policy of the municipality in terms of Regulation 27(2)(f) and prescribed in terms of the Preferential Procurement Policy Framework Act.	Accounting Officer	Bid Evaluation Committee upon advice of the relevant user department.	YES	Have regular BEC scheduled meetings.
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 R300 000 (VAT incl.) and make the award up to value of R10m (as per delegated authority)	Accounting Officer	Bid Adjudication Committee	YES	In the financial year 2025/2026 there were fifty-four (54) BAC meetings

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE-MENTED	COMMENTS
29(1)(b)(i)	For bids above R10 million, SCM BAC will make recommendation to the Municipal Manager to make the final award.	Accounting Officer		YES	In the financial year 2025/2026 there were twenty-five (25) 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
29(5)(b)	(i) After due consideration of the reasons for the deviation, ratify or reject the decision of the bid adjudication committee referred to in Regulation 29(5)(a); and (ii) If the decision of the bid adjudication committee is rejected, refer the decision of the adjudication committee back to that committee for reconsideration.	Accounting Officer		YES	None
29(6)	Refer to any recommendations made by the evaluation committee or adjudication committee back to that committee for reconsideration of the	Accounting Officer		YES	Nine (9) tenders were referred back to the BEC in this financial year

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE-MENTED	COMMENTS
	recommendation.				
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)	Notify SITA together with a motivation of the IT needs of the municipality if – (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 (b) the transaction value of a contract to be procured by the municipality whether for one or more years exceeds R50 million.	Accounting Officer		YES	Not Applicable
31(4)	Submit to the Council, the National Treasury, the relevant provincial treasury and the Auditor General the SITA comments and the reasons for rejecting or not following such comments if the municipality disagrees with SITA's comments.	Accounting Officer	Senior Manager: Supply Chain Management	YES	Not Applicable
32(1)	To procure goods or services for the municipality under a contract secured by another organ of state, but only if – (a) The contract has been secured by that organ of state by means of a competitive bidding process applicable to that organ of state; (b) the municipality has no reason to believe that such contract was not validly procured;	Accounting Officer	Bid Adjudication Committee	YES	None

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE-MENTED	COMMENTS
	(c) there are demonstrable discounts or benefits for the municipality; and that other organ of state and the provider have consented to such procurement in writing.				
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 taken into account when such procurements are made.	Accounting Officer	Bid Adjudication Committee	YES	New tender has been advertised
35(4)	Ensure that copyright in any document produced, and the patent rights or ownership in any plant, machinery, thing, system or process designed or devised, by a consultant in the course of the consultancy service is vested in the municipality.	Municipal Council	Relevant user Department	YES	Not Applicable
36(1)(a)	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 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	Accounting Officer	BAC considers deviations and recommends them 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.

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE-MENTED	COMMENTS
	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				
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	Done
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;	Accounting Officer		NO	None

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE-MENTED	COMMENTS
	(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.				
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 any written comments and recommendations of the National Treasury or the relevant provincial treasury.	Accounting Officer		NO	None
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 –	Accounting Officer	Internal Audit	YES	None

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE-MENTED	COMMENTS
	(i) take appropriate steps against such official or other role player; or (ii) report any alleged criminal conduct to the South African Police Service.				
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. (ii) 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.	Accounting Officer	Bid Adjudication Committee Senior Manager: Supply Chain Management	YES	Bid Evaluation checklist is in place
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	Accounting Officer	Bid Adjudication Committee Senior Manager: Supply Chain Management	YES	Bid Evaluation checklist is in place

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	benefited that person.				
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 of 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 (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).	Accounting Officer	Bid Adjudication Committee Senior Manager: Supply Chain Management	YES	Bid Evaluation checklist is in place
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

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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 plight of the poor demands otherwise	Municipal Council		YES	Not Applicable
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	Accounting Officer	Chief Financial Officer	N/A	Not Applicable

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE-MENTED	COMMENTS
	equipment.				
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 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 system	Accounting Officer	Internal Audit	YES	Busy implementing a system for risk management
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.

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE-MENTED	COMMENTS
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 record of it.
46(3)(b)	Declarations must be made to the mayor of the municipality who must ensure that such declarations are recorded in the register.	Accounting Officer	Chief Financial Officer	YES	Declarations are kept 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	Code of conduct is circulated annually to all officials
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 people 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,	Accounting Officer	Senior Manager: Supply Chain Management	YES	None.

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE-MENTED	COMMENTS
	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 of or to be disposed of by the municipality.				
49	People 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, complaints or queries received, attended to or resolved.	Accounting Officer		YES	The appointed official is responsible for the submission of the monthly report to the Municipal Manager.
51	Service provider that acts on behalf of municipality to provide any service or acts as a collector of fees, service charges or taxes and the compensation payable to service provider, contract must stipulate a cap on compensation payable to the service provider; that such compensation must be performance based.	Accounting Officer		YES	Done

8.5	**MANAGEMENT OF CONTRACTS OR AGREEMENTS AND CONTRACTOR PERFORMANCE AS AT 01 JANUARY 2026 – 30 JUNE 2026 MFMA S116(2)(d) REPORT**

Collaborator No:
IDP KPA Ref No: **Good Governance and Compliance**
Meeting Date: **22 July 2026**

1. SUBJECT: MANAGEMENT OF CONTRACTS OR AGREEMENTS AND CONTRACTOR PERFORMANCE AS AT 01 JANUARY 2026 – 30 JUNE 2026 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 January 2026 to 30 June 2026.

5. RECOMMENDATION

that the Annual MFMA S116(2)(d) report: Management of contracts or agreements and contractor performance from 01 January 2026 to 30 June 2026 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. To such 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 435.

Active contracts - does not include service providers appointed on a panel tender not used yet or not used in the period under review. Additionally, it does not include service providers appointed for 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 January 2026 to 30 June 2026. 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.	**396**
2	**Average:** The quality of the service is fair but needs monitoring and improvement to move to satisfactory standard	**35**
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.	**4**

All contracts in the contract register (available upon request) up to 30 June 2026 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 027 23 . 7	ANNUAL ELECTRICAL LABOUR TENDER ENDING 30 JUNE 2026	Bidder shows improvement, with constant monitoring.
BSM 050 23 (ESLM.1)	THE ESTABLISHMENT OF A ROSTER, FOR PROFESSIONAL ENGINEERING SERVICES FOR A TERM ENDING 30 JUNE 2026	Bidder shows improvement, with constant monitoring.

BSM 069 25	UPGRADE OF STREET LIGHT INFRASTRUCTURE AND ASSOCIATED EQUIPMENT ALONG THE ARTERIAL R304	Bidder shows improvement, with constant monitoring.
BSM 050 23 (ESP.1)	THE ESTABLISHMENT OF A ROSTER, FOR PROFESSIONAL ENGINEERING SERVICES FOR A TERM ENDING 30 JUNE 2026	Bidder shows improvement, with constant monitoring.

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 / No comments received.

6.8.7 *Municipal Manager:*

Agree with the recommendations / No comments received.

RECOMMENDATION FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2026-07-22: ITEM 6.4

that the Annual MFMA S116(2)(d) report: Management of contracts or agreements and contractor performance from 01 January 2026 to 30 June 2026 be noted.

FOR FURTHER DETAILS CONTACT:

NAME	Kevin Carolus
POSITION	***Chief Financial Officer***
DIRECTORATE	***Financial Services***
CONTACT NUMBERS	***021 808 8528***
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REPORT DATE	***02 July 2026***

8.6	**MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR THE PERIOD 09 JUNE 2026 TO 15 JULY 2026**

Collaborator No:
IDP KPA Ref No: **Good Governance and Compliance**
Meeting Date: **22 July 2026**

1. SUBJECT: MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR THE PERIOD 09 JUNE 2026 TO 15 JULY 2026

2. PURPOSE

To comply with Regulation 36(2) of the Municipal Supply Chain Management Regulations and Section 36 of the Supply Chain Management Policy 2025/2026 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 (2025/2026) stipulate that SCM deviations be reported to the Council. In compliance thereto, this report presents to the Council the SCM deviations that occurred during the period 09 June 2026 to 15 July 2026.

5. RECOMMENDATION

that Council notes the deviations approved for the period 09 June 2026 to 15 July 2026.

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 the period 09 June 2026 to 15 July 2026:

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 19/26	2026/06/25	Visit Stellenbosch Franschhoek Wine Valley	To render tourism functions and implement destination marketing services and campaigns on behalf of Stellenbosch Municipality for a period of one (1) year (2026/27 financial year)	Exceptional case and it is impractical or impossible to follow the official procurement processes	The Municipality was unable to finalise Tender B/SM 112/26 through the standard Supply Chain Management (SCM) process due to regulatory requirements relating to tender value thresholds. The tender was advertised for a period of 30 days, during which two bids were received. The bids received were found to be responsive. However, the value of the two responsive submissions, exceeded the value of R50 million. In terms of the SCM Regulations and National Treasure guidelines, any bid with an estimated value exceeding R50 million must be advertised on the 90/10 preference point system. Since the tender was advertised on the 80/20 preference point system, the process could not be concluded and was therefore rendered non-compliant. While the Department has previously advertised tenders for similar tourism services, the bids received during those procurement processes remained within the applicable threshold for bids to be advertised on the 80/20 preferential procurement point system. The current tender process however, reflects an increase in market pricing. This increase is attributed not only to prevailing market conditions and inflationary pressures, but also to an expanded scope of work, which includes additional	R6 939 100 (Incl. Vat) R4 620 573,50 (Incl.Vat)

					services requirements, enhanced performance obligations and broader destination marketing responsibilities. Comparison between the tender for the 2025/2026 and the 2026/2027 financial year is as follows:	
D/SM 20/26	2026/06/25	Datacentrix Pty Ltd	Appointment of Datacentrix for the provision of VMWare subscription licenses and VEEAM availability suite universal subscription license renewal for a 12-month period ending 30 June 2027	Emergency	A tender process was followed via BSM 97/26 however the pricing received was above the threshold estimated. The current licensing and support agreements are due to expire, and uninterrupted support is required to maintain business continuity, security compliance, software updates, and vendor technical assistance	R2 335 340,88 (Incl.Vat)
D/SM 21/26	2026/06/26	Inenzo PCI Consortium	Operation and maintenance management of the Stellenbosch, Wemmershoek and Pniel Wastewater Treatments works from 1 July 2026 to 31 December 2026	Emergency	The Water Services Act (Act No. 108 of 1997) defines sanitation services as the collection, removal, disposal or purification of human excreta, domestic wastewater, sewage and effluent treatment resulting from the use for commercial purposes. This Water Services Act aims to protect the public health, prevent water pollution, protect environment and promote dignity and quality of life. Stellenbosch Local Municipality is a Water Services Authority (WSA) and currently operates, maintains and manages water and wastewater treatment Plants. The treatment and disposal of sewage at the Stellenbosch WWTW, Wemmershoek WWTW and Pniel WWTW is deemed an essential service as part of the provision of sanitation services and to ensure compliance to the Water Services Act. The Operation and Maintenance (O&M) of the Stellenbosch Wastewater Treatment Works (WWTW), the Wemmershoek WWTW and Pniel WWTW has been performed by Service Providers over the past three years. The contracts for both service providers operating Stellenbosch WWTW, Wemmershoek WWTW and Pniel WWTW is ending on 30 June 2026. The existing contracts are: • Stellenbosch & Wemmershoek WWTW: BSM 56/24 and BSM 57/24 (Kainos)	R12 685 581.92 (Incl. Vat)

					• Pniel WWTW: BSM 101/23 (Zana Manzi) To replace the existing contracts ending the 30 June 2026, an SCM procurement process was timeously followed to appoint a new service provider to oversee the operations, maintenance and management of the above-mentioned wastewater treatment plants. Upon evaluation of the submitted bids by the bid evaluation committee, it was found that there was unfortunately no responsive bidder and the tender therefore had to be cancelled. The Department of Environmental Affairs and Development Planning (DEADP) in terms of section 28(4) of the National Environment Management Act 1998, have previously issued a Directive to the Stellenbosch municipality for the Wemmershoek WWTW. A notice to issue a Directive has also been issued for the Stellenbosch WWTW. It is therefore critical that sufficient skills and personal are utilized at the various plants to prevent non-compliance and to continue with the upward trajectory of compliance at the three WWTW's. There is still a need to appoint a service provider to manage the operations and maintenance from the 1 July 2026 due to the current staff shortages, skill levels and intended compliance objectives of the wastewater treatment plants to comply with environmental laws and regulations. At the Bid Adjudication Committee meeting of the cancellation of the tender due to non-responsiveness of the bidders, it was decided to follow a deviation route for a six-month period for a service provider to operate and maintain the three WWTW's, while a new tender was prepared to be re-tendered and appoint a three-year formal operation and maintenance of the plants, as originally intended. Quotations were obtained from service providers and were assessed by the technical managers and are presented in this deviation for approval accordingly.	

D/SM 22/26	2026/06/30	GAP Management Security	Appointment of Armed security service provider	Emergency	Tender 85/23, Appointment of Private Armed Security Service for The Greater WC024, will lapse on 30 June 2026. Tender 46/26 is still in the evaluation process. Armed security officers are deployed at the Main building, NPK building and critical infrastructure sites like electrical substations and water pump stations. The reason for the request for deviation is to appoint a service provider to provide a critical and specialised service that the municipality does not have capacity to render, but an external service provider. Therefore, critical municipal sites, property and assets need to be protected by using armed security service as from 01 July 2026 until tender BSM 46/26 is awarded and a contract entered with a service provider.	R5 473 838,39 (Incl. Vat)
D/SM 23/26	2026/06/30	Red Ants Security	Appointment of land invasive security service provider	Emergency	Tender 84/23, Appointment of private security for the monitoring, prevention and demolition of structures related to illegal occupation/invasion of municipal owned land, property and buildings in The Greater WC024, will lapse on 30 June 2026. Tender 49/26 served at the Bid Adjudication Committee (BAC) and was recommended by the BAC to be awarded. The 21-day appeal period for BSM 49/26 expires on 3 July 2026.	R2 755 934,37 (Incl. Vat)
D/SM 24/26	2026/06/30	Utshalomali Cleaning and Hygiene Solutions	Hygienic services for Stellenbosch Municipality for a period ending 30 June 2026	Emergency	The provision of hygiene services to the Municipality is vital for the health and safety of the staff and the public that utilises the Municipal facilities, specifically the ablution facilities. Over the years, the Municipality outsourced such services successfully via the tendering process. However, a new service provider is still not appointed as the tender for a new service provider is still in advertising and will only close on 20 July 2026. Therefore, due to the significant impact that the lack of hygienic services will have on the working environment and the public image of the Municipality, it is necessary that a service provider be appointed in the interim until a suitable service provider is contracted. The delay in	R 240 373.86 (Incl. Vat)

					procuring a new service provider arose from a combination of factors; one of which is the understaffing that limited the capacity to drive the procurement process to conclusion within the required timeframe. To prevent a recurrence, the Department has started the recruitment process to fill the vacant post. The accountability for contract management and timeous procurement has been formally assigned to the Facility Manager. Going forward, the procurement process in line with the Municipality's internal procurement planning guidelines. Tender B/SM 13/24 was awarded through a competitive procurement process and has run its full contracted term without prior deviation. This deviation is an isolated, once-off measure necessitated by the specific circumstances described above.	
D/SM 1/27	2026/07/10	Waste Carriers (Pty) Ltd	Off-Site Disposal of Sludge at Various Wastewater Treatment Works at Stellenbosch Municipality	Emergency	Tender BSM 120/25 for the Off-Site Disposal of Sludge at Various Wastewater Treatment Works at Stellenbosch Municipality will lapse on 30 June 2026. Tender 111/26 served at the Bid Adjudication Committee (BAC) and was recommended by the BAC to be awarded. The 21-day appeal period for BSM 111/26 expires on 17 July 2026.	Estimated cost R 1 539 247,50 (Incl.Vat)
D/SM 2/27	2026/07/14	Carpe Diem Civils (Pty) Ltd	Sewer Point Repair at 260 Bird Street	Emergency	There is currently no pipe replacement tender in place that can be utilized to repair pipes that will require specialized tools, i.e. shoring. Tender BSM 53/24 for the pipe replacement using conventional and trenchless method expired on the 30th June 2026. Consultants through tender number BSM 50/23 ND.8 was appointed in June 2026 to offer engineering consultant for pipe replacement for the duration 1 July 2026 to 30 June 2029. The Consultant is in a process of appointing the contractor for pipe replacement within the Stellenbosch Municipality jurisdiction.	R353 008,69 (Incl Vat)

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

6.7.1 Municipal Manager

Supports the recommendations.

RECOMMENDATION FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2026-07-22: ITEM 6.4

that Council notes the deviations approved for the period 09 June 2026 to 15 July 2026.

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REPORT DATE	***03 July 2026***

8.7	**OVERSIGHT ROLE OF COUNCIL: SUPPLY CHAIN MANAGEMENT POLICY-REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY OF STELLENBOSCH MUNICIPALITY: QUARTER 4 (01 APRIL 2026 – 30 JUNE 2026)**

Collaborator No:
IDP KPA Ref No: **Good Governance and Compliance**
Meeting Date: **22 July 2026**

1. SUBJECT: OVERSIGHT ROLE OF COUNCIL: SUPPLY CHAIN MANAGEMENT POLICY-REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY OF STELLENBOSCH MUNICIPALITY: QUARTER 4 (01 APRIL 2026 – 30 JUNE 2026)

2. PURPOSE

To submit to Management a report for the period 01 April 2026 – 30 June 2026 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. FOR DECISION BY MUNICIPAL COUNCIL

Section 6 (3) & 4 of the SCM Policy 2025/2026 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 approves this report and **ANNEXURE A** attached to the report, and

(b) that the report be made public in accordance with section 21A of the Municipal Systems Act.

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 Environmental implications

None.

6.4 Financial Implications

The financial implications are the transactions for the procurement of goods and services that were processed during the 01 April 2026 – 30 June 2026 and the payments that will derive from these commitments.

6.5 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 2025/2026 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.

6.6 Staff Implications

None.

6.7 Previous / Relevant Council Resolutions

None.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2026-07-22: ITEM 6.6

(a) that Council approves this report and **ANNEXURE A** attached to the report, and

(b) that the report be made public in accordance with section 21A of the Municipal Systems Act.

APPENDICES

ANNEXURE A: Report for the period 01 April 2026 – 30 June 2026 on the Implementation of Council's Supply Chain Management Policy

FOR FURTHER DETAILS CONTACT:

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DIRECTORATE	*Supply Chain Management*
REPORT DATE	*03 July 2026*

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 APRIL 2026 – 30 JUNE 2026

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 is part of the budget related policies that are annually reviewed, and we implemented the new Preferential Point system.
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	IMPLE-MENTED	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 fourth quarter, there were eleven (11) final awards above R10 million.
5(2)(b)	Make a final award above R 300 000.00 (VAT included) but not exceeding R10 million (VAT included).	Accounting Officer	Bid Adjudication Committee	YES	In the fourth quarter, there were twenty-three (23) final awards above R300 000.00 but not exceeding R10 million.
5(2)(c)	Make a final award not exceeding R300 000.00(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 out of petty cash, made during that month, including – (a) the amount of the award. (b) The name of the person to whom the award was made. (c) The reason why the award was made to that person; and (d) the BEE/HDI status of that entity/person.	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:** 30 April 2026 03 June 2026 03 July 2026
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 as well as during the first quarter.

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE-MENTED	COMMENTS
6(2)(a)(i)	Submit a report to the 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 the council whenever there are serious and material problems in the implementation of the supply chain management policy, including such a report from any municipal entity as envisaged by this Regulation 6(2)(a)(iii)	Accounting Officer		N/A	To date no serious or material problems occurred in implementing the SCM policy.
6(3)	Submit a report to the mayor of the municipality within ten days of each quarter on the implementation of the supply chain management policy.	Accounting Officer	Chief Financial Officer	YES	Done.
7(1)	Establish a supply chain management unit.	Accounting Officer	Chief Financial Officer	YES	Unit operates under the direct supervision of CFO
12(1)	Direct that: a) cash purchases up to transaction value as defined in Council's Petty Cash policy b) one verbal quotation be obtained for any specified procurement of a transaction value lower than R2,000 (VAT included) c) Formal written price quotations for procurement of goods and/or services of a transaction value between R 2, 000.00 and R 300 000.00 (VAT included) d) A competitive bidding process be followed for any specific procurement of a transaction value higher than R300 000.00	Accounting Officer	Operational delegations in place	YES	The SCM unit is responsible for procurement within these thresholds. Delegations approved and signed by the relevant officials.
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.

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE-MENTED	COMMENTS
14(1)(a)(ii)	Invite prospective providers of goods and services at least once a year through newspapers commonly circulating locally, the website of the municipality	Accounting Officer	Senior: Manager SCM	YES	Done
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 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 on a monthly basis.	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
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: 30 April 2026 03 June 2026 03 July 2026

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE-MENTED	COMMENTS
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)	We 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 call for quotations.
18(d)	Notify the Accounting Officer or CFO in writing on a monthly basis of all written quotations and formal written price quotations accepted by the official acting in terms of a sub-delegation	Chief Financial Officer	Senior Manager: Supply Chain Management	YES	Reports were submitted on the following dates within this quarter: 30 April 2026 03 June 2026 03 July 2026
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 the fourth quarter, thirty-four (34) tenders specifications served before the Bid Specifications committee.

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE-MENTED	COMMENTS
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 – (a) does not allow any preferred bidder a second or unfair opportunity. (b) is not to the detriment of any other bidder; and (c) does not lead to a higher price than the bid submitted. Minutes of such negotiations must be kept.	Accounting Officer	Relevant user department Head of Department or Director	YES	Provision for the signing of a Form of Tender/Service Level Agreement with successful vendors is being made in 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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE-MENTED	COMMENTS
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 000.00
27(1)	Compile specifications for the procurement of goods and services by the municipality.	Accounting Officer	Bid Specifications Committee, upon the advice of the relevant user department	YES	The Director signs for items to serve on the 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 the advice of the relevant user department	YES	The specifications are accompanied by a questionnaire that the relevant department must complete. Meetings are held according to pre-determined schedule.
28(1)(a)	Evaluate bids in accordance with – (i) the specifications for a specific procurement; and (ii) The points system must be set out in the supply chain management policy of the municipality in terms of Regulation 27(2)(f) and prescribed in terms of the Preferential Procurement Policy Framework Act.	Accounting Officer	Bid Evaluation Committee upon advice of the relevant user department.	YES	Have regular BEC meetings.
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	It has a screening list that must 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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE-MENTED	COMMENTS
29(1)(a)	Consider the report and recommendations of the bid evaluation committee.	Accounting Officer	Bid Adjudication Committee	YES	In the fourth quarter there were nineteen (19) BAC meetings
29(1)(b)(i)	For bids above R10 million, SCM BAC will make recommendation to the Municipal Manager to make the final award.	Accounting Officer		YES	In the fourth quarter there were eleven (11) 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	Done
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
29(5)(b)	(i) After due consideration of the reasons for the deviation, ratify or reject the decision of the bid adjudication committee referred to in Regulation 29(5)(a); and (ii) If the decision of the bid adjudication committee is rejected, refer the decision of the adjudication committee back to that committee for reconsideration.	Accounting Officer		YES	None

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE-MENTED	COMMENTS
29(6)	Refer to any recommendation made by the evaluation committee or adjudication committee back to that committee for reconsideration of the recommendation.	Accounting Officer		YES	Three (3) tender was referred back to the BEC in the fourth 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)	Notify SITA together with a motivation of the IT needs of the municipality if – (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 (b) the transaction value of a contract to be procured by the municipality whether for one or more years exceeds R50 million.	Accounting Officer		YES	Not Applicable
31(4)	Submit to the Council, the National Treasury, the relevant provincial treasury and the Auditor General the SITA comments and the reasons for rejecting or not following such comments if the municipality disagrees with SITA's comments.	Accounting Officer	Senior Manager: Supply Chain Management	YES	Not Applicable
32(1)	To procure goods or services for the municipality under a contract secured by another organ of state, but only if – (a) The contract has been secured by that organ of state by means of a competitive bidding process	Accounting Officer	Bid Adjudication Committee	YES	None

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE-MENTED	COMMENTS
	applicable to that organ of state. (b) The municipality has no reason to believe that such contract was not validly procured. (c) there are demonstrable discounts or benefits for the municipality; and that other organ of state and the provider have consented to such procurement in writing.				
35(1)	Procure consulting services above the value of R 300 000.00 (VAT incl.) provided that any Treasury guidelines in respect of consulting services or CIDB guidelines in respect of services related to the build environment and construction works are taken into account when such procurements are made.	Accounting Officer	Bid Adjudication Committee	YES	Done
35(4)	Ensure that copyright in any document produced, and the patent rights or ownership in any plant, machinery, thing, system or process designed or devised, by a consultant in the course of the consultancy service is vested in the municipality.	Municipal Council	Relevant user Department	YES	Not Applicable
36(1)(a)	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 worker of art or historical objects where specifications are	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.

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE-MENTED	COMMENTS
	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				
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	Done
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	Accounting Officer		NO	None

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE-MENTED	COMMENTS
	beneficially to, or have exceptional cost advantages for, the municipality. (c) The person who made the bid is the sole provider of the product or service; and (d) The reasons for not going through the normal bidding processes are found to be sound by the accounting officer.				
37(4)	Submit written comments received pursuant to Regulation 37(3), including any responses from the unsolicited bidder to the National Treasury and the relevant provincial treasury for comment.	Accounting Officer		NO	None
37(5)	Consider and may award the bid or make recommendations to the accounting officer depending on the delegations to the adjudication committee.	Accounting Officer	Bid Adjudication Committee	YES	None
37(7)	When considering an unsolicited bid, take into account where considering an unsolicited bid – (i) any comments submitted by the public; and any written comments and recommendations of the National Treasury or the relevant provincial treasury.	Accounting Officer		NO	None
37(8)	Submit to the Auditor General, the relevant provincial treasury and the National Treasury the reasons for rejecting or not following any recommendations of the National Treasury or provincial treasury in regard to the unsolicited bid.	Accounting Officer	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.

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE-MENTED	COMMENTS
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 an 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. (ii) 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.	Accounting Officer	Bid Adjudication Committee Senior Manager: Supply Chain Management	YES	Bid Evaluation checklist is in place
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	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	IMPLE-MENTED	COMMENTS
	(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.				
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 of 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 (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).	Accounting Officer	Bid Adjudication Committee Senior Manager: Supply Chain Management	YES	Bid Evaluation checklist is in place
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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE-MENTED	COMMENTS
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 plight of the poor demands otherwise	Municipal Council		YES	Not Applicable
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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE-MENTED	COMMENTS
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 system	Accounting Officer	Internal Audit	YES	Busy implementing a system for risk management
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 a person.	Municipal Council	Senior Manager: Supply Chain Management	YES	The Tax Clearance of vendors registered on the Central Supplier Database is checked before awards are made.
45	Disclose in the notes to the annual financial statements of the municipality particulars of any award of more than R2,000.00 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,	Municipal Council	Chief Financial Officer	YES	This information was disclosed within financial statements of the municipality.

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE-MENTED	COMMENTS
	including – (a) the name of that person. (b) the capacity in which that person is in the service of the state; and (c) the amount of the award.				
46(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	Code of conduct is circulated annually to all officials
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	Accounting Officer	Senior Manager: Supply Chain Management	YES	None.

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE-MENTED	COMMENTS
	(b) a recipient or prospective recipient of goods disposed or to be disposed of by the municipality.				
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 compliant against the decision or action.	Accounting Officer		YES	Done
50(1)	Appoint an independent and impartial person to assist in the resolution of disputes between the municipality and other persons and to deal with objections, complaints or queries as described more fully in Regulation 49.	Accounting Officer		YES	Done.
50(1)(a)	Responsible for assisting 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, complaints or queries received, attended to or resolved.	Accounting Officer		YES	The appointed official is responsible for the submission of the monthly report to the Municipal Manager.
51	Service provider that acts on behalf of municipality to provide any service or act as a collector of fees, service charges or taxes and the compensation payable to service provider, contract must stipulate a cap on compensation payable to the service provider; that such compensation must be performance based.	Accounting Officer		YES	Done
52	Stellenbosch Municipality may not enter any contract that will impose financial obligations beyond the three years covered in the annual budget for that financial year, unless the requirements of Section 33 of the Act have been fully complied with	Accounting Officer		YES	Done
53	Any increase and / or extension in the approved contract sum that may become necessary because of exceptional circumstances during the contract period must be approved by the appropriate bid committees prior to implementation	Accounting Officer	Chief Financial Officer	YES	Done

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE-MENTED	COMMENTS
54	In terms of Section 62 of the Municipal Systems Act (Act 32 of 2000 as amended), a person whose rights are affected by a decision taken by the Municipality, in terms of a delegated authority, in the implementation of its supply chain management system, may appeal against that decision by giving written notice of the appeal and reasons to the Municipal Manager within 21 days of the date of the notification of the decision	Accounting Officer	Corporate Services	YES	Done
55	The successful and unsuccessful bidders shall be notified in writing by the Supply Chain Management once a bid has been accepted	Accounting Officer	Senior Manager: Supply Chain Management	YES	Done
56	The Municipality will offer an unsuccessful bidder a debriefing upon request	Accounting Officer	Senior Manager: Supply Chain Management	YES	Done
57	Any failure to fulfil the deliverables in line with the contract or service levels constitutes a material breach or poor performance which will result in the termination of the contract and/or sanctions will be imposed in the form of suspension from the database	Accounting Officer	All Contract Owners	YES	Done
58	The municipality may, prior to the award of a tender, cancel the tender as per the prescribed circumstances	Accounting Officer	Senior Manager: Supply Chain Management	YES	Done
59	Tender documents must include a condition stating clearly that the award of the tender may be subject to price negotiation with the preferred tenderers	Accounting Officer		YES	Done

9.	**ITEMS FOR NOTING**

9.1	**REPORT/S BY THE EXECUTIVE MAYOR**

9.1.1	**REPORT ON THE DECISIONS TAKEN BY THE EXECUTIVE MAYOR FOR THE QUARTER: APRIL – JUNE 2026**

Collaborator No: 809177
IDP KPA Ref No: Good Governance
Meeting Date: 29 July 2026

1. SUBJECT: REPORT ON THE DECISIONS TAKEN BY THE EXECUTIVE MAYOR FOR THE QUARTER: APRIL – JUNE 2026

2. PURPOSE

To inform Council of the decisions taken by the Executive Mayor from April 2026 to June 2026 **(**see **APPENDIX 1)**.

3. DELEGATED AUTHORITY

As per the delegations from Council and powers vested in the Executive Mayor by legislation.

For Notification

4. EXECUTIVE SUMMARY

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

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

5. RECOMMENDATION

that Council take note of the decisions taken by the Executive Mayor.

6. DISCUSSION / CONTENTS

6.1 Background

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

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

6.2 Discussion

Council approved delegations to the Executive Mayor and legislation also contains powers that are vested in the Executive Mayor on which reports are made for notification.

The Executive Mayor also takes decisions in consultation with the Mayoral committee. The decisions of the 2025/26 financial year will be reported in a separate item.

6.3 Financial Implications

Dealt with in terms of the approved budget.

6.4 Legal Implications

The decisions are in line with approved delegations or powers vesting in the Executive Mayor.

6.5 Staff Implications

This report has no additional staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions

Item 9.1.2 – Council meeting: 2026-04-22

6.7 Risk Implications

Risk implications are mitigated when decisions taken are in line with approved powers and functions.

6.8 Comments from Senior Management

The report was not circulated for comment. The Executive Mayor discusses relevant issues with the Municipal Manager who takes up actions with the Directors directly.

ANNEXURES

Annexure 1: Decisions taken by the Executive Mayor in the period April 2026 to June 2026.

Appendix 1 – Appeal lodged in terms of section 79(2) of the Stellenbosch Municipal Land Use Planning by-law: Application for consent use on erf 834, Franschhoek.

Appendix 2 - Appeal lodged in terms of section 79(2) of the Stellenbosch Municipal Land Use Planning by-law: Application for consent use and departure on farm no. 266/11, Stellenbosch Division.

Appendix 3 - Appeal lodged in terms of section 79(2) of the Stellenbosch Municipal Land Use Planning by-law: Application for rezoning, departure and permission in terms of the zoning scheme by-law on erf 346, Stellenbosch.

Appendix 4 - Appeal lodged in terms of section 79(2) of the Stellenbosch Municipal Land Use Planning by-law: Application for amendment of a condition of approval: erf 406 and 398, Raithby [TP1308/2025]

Appendix 5 - Appeal lodged in terms of section 79(2) of the Stellenbosch Municipal Land Use Planning by-law: Application for consent use and departure on erf 1397, Stellenbosch.

FOR FURTHER DETAILS CONTACT:

NAME	DONOVAN MULLER
POSITION	***MANAGER: COUNCILLOR SUPPORT***
DIRECTORATE	***CORPORATE SERVICES***
CONTACT NUMBERS	***021 8088314***
E-MAIL ADDRESS	***Donovan.Muller@stellenbosch.gov.za***
REPORT DATE	***07 July 2026***

APPENDIX 1

DELEGATIONS EXERCISED FOR PERIOD [APRIL - JUNE 2026]

EXECUTIVE MAYOR

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
LUP 63	PLANNING	Appeal lodged in terms of section 79(2) of the Stellenbosch Municipal Land Use Planning by-law: Application for consent use on erf 834, Franschhoek.	17/04/2026	19/06/2026	VARY [see attached document – Appendix 1]
LUP 63	PLANNING	Appeal lodged in terms of section 79(2) of the Stellenbosch Municipal Land Use Planning by-law: Application for consent use and departure on farm no. 266/11, Stellenbosch Division.	17/04/2026	19/06/2026	REVOKE [see attached document – Appendix 2]
LUP 63	PLANNING	Appeal lodged in terms of section 79(2) of the Stellenbosch Municipal Land Use Planning by-law: Application for rezoning, departure and permission in terms of the zoning scheme by-law on erf 346, Stellenbosch.	19/05/2026	19/06/2026	REVOKE [see attached document – Appendix 3]
LUP 63	PLANNING	Appeal lodged in terms of section 79(2) of the Stellenbosch Municipal Land Use Planning by-law: Application for amendment of a condition of approval: erf 406 and 398, Raithby [TP1308/2025]	19/05/2026	19/06/2026	CONFIRM [see attached document – Appendix 4]
LUP 63	PLANNING	Appeal lodged in terms of section 79(2) of the Stellenbosch Municipal Land Use Planning by-law: Application for consent use and departure on erf 1397, Stellenbosch.	10/06/2026	24/06/2026	CONFIRM [see attached document – Appendix 5]

9.1.2	**REPORT ON THE DECISIONS TAKEN BY THE EXECUTIVE MAYOR ON MATTERS RESOLVED UNDER AUTHORITY DELEGATED TO THE EXECUTIVE MAYOR IN CONSULTATION WITH THE MAYORAL COMMITTEE [APRIL 2026 – JUNE 2026]**

Collaborator No: 809469
IDP KPA Ref No: Good Governance
Meeting Date: 29 July 2026

1. SUBJECT: REPORT ON THE DECISIONS TAKEN BY THE EXECUTIVE MAYOR ON MATTERS RESOLVED UNDER AUTHORITY DELEGATED TO THE EXECUTIVE MAYOR IN CONSULTATION WITH THE MAYORAL COMMITTEE [APRIL 2026 – JUNE 2026]

2. PURPOSE

To inform Council of the decisions taken by the Executive Mayor on matters resolved under the authority delegated to the Executive Mayor, in consultation with the Mayoral Committee, for meetings from April 2026 to June 2026 **(**see **APPENDIX 1)**.

3. DELEGATED AUTHORITY

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

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

4. EXECUTIVE SUMMARY

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

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

5. RECOMMENDATION

that Council take note of the decisions taken by the Executive Mayor taken in consultation with the Mayoral committee meeting from April 2026 until June 2026.

6. DISCUSSION / CONTENTS

6.1 Background and discussion.

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

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

Council approved delegations to the Executive Mayor as per EM 12 of the Stellenbosch Municipality Systems of Delegations, and legislation also contains powers that are vested in the Executive Mayor on which reports are made for notification.

6.2 Financial Implications

Dealt with in terms of the approved budget.

6.3 Legal Implications

The decisions are in line with approved delegations or powers vesting in the Executive Mayor.

6.4 Staff Implications

This report has no additional staff implications to the Municipality.

6.5 Previous / Relevant Council Resolutions

Item 9.1.1 – Council meeting: 2026-04-22.

6.6 Risk Implications

Addressed through the content of the item.

6.7 Comments from Senior Management

The report was not circulated for comment. The Executive Mayor discusses relevant issues with the Municipal Manager who takes up actions with the Directors directly.

ANNEXURES

Appendix 1: Decisions taken by the Executive Mayor in the period April 2026 to June 2026 at Mayoral Committee meetings.

FOR FURTHER DETAILS CONTACT:

NAME	DONOVAN MULLER
POSITION	***MANAGER: COUNCILLOR SUPPORT***
DIRECTORATE	***CORPORATE SERVICES***
CONTACT NUMBERS	***021 8088314***
E-MAIL ADDRESS	Donovan.Muller@stellenbosch.gov.za
REPORT DATE	***20 July 2026***

APPENDIX 1

MATTERS RESOLVED UNDER AUTHORITY DELEGATED TO THE MAYOR / MAYORAL COMMITTEE: APRIL 2026 – JUNE 2026

MAYCO Meeting Date	Agenda Item no.	Report Subject	Date Resolved	Resolution
2026-04-15				NONE
2026-05-20	**7.1.3**	STELLENBOSCH MUNICIPALITY ANNUAL UNIVERSAL ACCESS IMPLEMENTATION PROGRESS REPORT 2025-2026	2026-05-20	**EXECUTIVE MAYORAL COMMITTEE: 2026-05-20: ITEM 7.1.3** **RESOLVED** that MAYCO noted the Universal Access Progress Report and its recommendations 2025-2026.
2026-06-17	**7.1.2**	INVITATION TO A FAMILIARIZATION VISIT ON SAFETY AND SECURITY IN LUDERITZ AND AUS	2026-06-17	**EXECUTIVE MAYORAL COMMITTEE: 2026-06-17: ITEM 7.1.2** **RESOLVED** (a) that the Executive Mayoral committee approves the request for visitation to Lüderitz and Aus from the 29th of June 2026 – 01st of July; (b) that the Executive Mayoral committee approves the subsistence allowance/per diem for Mr. Kitching; and (c) that Mr. Kitching be authorized to make use of a municipal vehicle to travel to Lüderitz and Aus of which the costs will be reimbursed to the municipality.
2026-06-17	**7.8.3**	IN-KIND SUPPORT SERVICES FOR THE FRANSCHHOEK BASTILLE FESTIVAL 2026		**EXECUTIVE MAYOR, DURING RECESS RESOLVED** (a) that Council notes and supports the request received from the Franschhoek Bastille Festival 2026 for municipal in-kind support; (b) that Council acknowledges the significant economic, tourism, social and branding benefits generated by the Franschhoek Bastille Festival for the Stellenbosch municipal area; and **(c)** that Council approves the waiver of applicable municipal venue hire fees and operational assistance associated with the event, subject to compliance with

MATTERS RESOLVED UNDER AUTHORITY DELEGATED TO THE MAYOR / MAYORAL COMMITTEE: APRIL 2026 – JUNE 2026

				all applicable legislation, Council policies and budget availability to the value of R72 887.40

9.1.3	**RECONFIGURATION OF HUMAN SETTLEMENT COMMITTEE AND AMENDMENT OF COUNCIL MEMBERSHIP OF COUNCIL COMMITTEES (SECTION 80 COMMITTEES)**

Collaborator No:
IDP KPA Ref No: *Good Governance*
Meeting Date: 29 July 2026

1. SUBJECT: RECONFIGURATION OF HUMAN SETTLEMENT COMMITTEE AND AMENDMENT OF COUNCIL MEMBERSHIP OF COUNCIL COMMITTEES (SECTION 80 COMMITTEES)

2. PURPOSE

Council must approve the reconfiguration of Council Human Settlement committee and changes to membership of committees.

3. DELEGATED AUTHORITY

Council establishes the committees and appoints the members, whilst the Executive Mayor appoints the Chairpersons of the section 80 committees.

4. EXECUTIVE SUMMARY

Due to the recent resignation of Cllr Slabbert as Deputy Mayor, and resignation of Cllr Z Olayi as councillor of Stellenbosch Municipality and the replacement of Z Olayi by Cllr R Buys, the membership of certain section 80 committees must be amended.

Cllr E Vermeulen resigned as DA ward councillor and was re-elected as PA ward councillor on 29 April 2026. This brings about a reconfiguration of the Human Settlements section 80 committee from 5 members to six members.

On the 22 July 2026, the Executive Mayor informed the Municipal Manager of the reconfiguration of the Human Settlements committee, and the amendment to the membership of Community and Protection Services committee, Sport, Youth and Culture committee and Parks, Open Spaces and Environment committee (**APPENDIX 1).**

5. RECOMMENDATIONS

(a) that it be noted that the Executive Mayor has amended the membership of Community and Protection Services committee, Sport, Youth and Culture committee and Parks, Open Spaces and Environment committee (**APPENDIX 1)** as from 22 July 2026; and

(b) that Council approves the reconfiguration and membership of the Section 80 Human Settlements Committees as follows: **Human Settlements**, total 6 members:

DA – Cllr R Du Toit (Chairperson)

- Cllr N Mcombring (DA)
- Cllr X Mdemka (DA)
- Cllr E.Vermeulen (PA)
- Cllr E.Masimini (ANC)

- Cllr M.van Stade (GOOD)

6. DISCUSSION / CONTENTS

6.1 Background

Composition of Committees

In terms of Section 160(8) of the Constitution of the Republic of South Africa, members of a municipal Council are entitled to participate in its proceedings and those of its Committees in a manner that, *inter alia:*-

(a) allows parties and interests reflected within the Council to be fairly represented; and

(b) is consistent with democracy.

In terms of Section 80 of the Structures Act, if a municipality has an Executive Mayor, it may appoint Committees of Councillors to assist the Executive Mayor. Such Committees may not in number exceed the number of members of the Executive Committee (10, including the Deputy Executive Mayor).

The Executive Mayor, *inter alia:*-

- appoints a Chairperson for each Committee; and
- may delegate any powers and duties of the Executive Mayor to the Committee.

Such Committee(s) must assist the Executive Mayor in accordance with the directions of the Executive Mayor and in line with the provisions as indicated in section 80.

The members are appointed by council in accordance with the principle of representation amongst the number of members allocated to each committee.

Council established the following section 80 Committee on 29 January 2025:

- Corporate Services;
- Planning, LED and Tourism
- Financial Services;
- Human Settlements;
- Infrastructure Services;
- Protection Services
- Community Services
- Rural Management and Environment
- Youth, Sport and Culture
- Parks and Open Spaces

Based on the communication received from the Executive Mayor the following changes must be made to the membership of the following committees:

- Community and Protection Services [Cllr Z Olayi is replaced by Cllr R Buys]
- Sport, Youth and Culture [Cllr M Slabbert is added]
- Parks and Open Spaces and Environment [Cllr M Slabbert is added]

Changes were also made to the numbers serving on the Human Settlements committee:

- **Human Settlements**
  (6 members) – (3 x DA, 3 x Opposition)

6.2 Discussion

Council must now appoint the members to the committees, and the administration received a document – **APPENDIX 1** that indicates the proposed members of the Committees and the reconfiguration of Human Settlement Committee.

6.3 Financial Implications

Councillors are not remunerated additionally for attending the section 79 and 80 committee meetings. The intention is that the meetings mostly be on the electronic Teams platform. Councillors will only be allowed to claim for out-of-pocket expenses not already covered in their all-inclusive remuneration package. The chairpersons to the committees are full-time councillors.

6.4 Legal Implications

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

6.5 Staff Implications

There are no additional staff implications.

6.6 Previous / Relevant Council Resolutions:

- **ADJOURNED 1ST COUNCIL MEETING: 2021-11-23: ITEM 6.7;**

- Council resolution 23 February 2022;

- 3RD COUNCIL MEETING: 2022-03-30: ITEM 11.11.2;

- 14TH COUNCIL MEETING: 2023-05-24: ITEM 13.5;

- **SPECIAL COUNCIL MEETING: 2024-09-12: ITEM 8.1;**

- 28TH COUNCIL MEETING: 2025-01-29: ITEM 12.5

6.7 Risk Implications

Risks have been addressed through the item**.**

6.8 Comments from Senior Management:

Senior management support the item.

ANNEXURES

Appendix 1 - Proposed reconfiguration and appointments for section 80 Committees.

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	***22 July 2026***

APPENDIX 1

FINANCIAL SERVICES 1) JC Anthony (DA) 2) W.Petersen (DA) 3) J.Serdyn (DA) 4) A.Tomose (ANC) 5) G.Petersen (GOOD)	**INFRASTRUCTURE SERVICES** 1) R.Pheiffer (DA) 2) R. Van Rooyen (DA) 3) N.Mcombring (DA) 4) N.Ntsunguzi (ANC) 5) Z.Ndalasi (EFF)	**PLANNING, LED AND TOURISM** 1) T.Kumm (DA) 2) A.Ferns (DA) 3) R. Van Rooyen (DA) 4) M.Danana (ANC) 5) G. Petersen (GOOD)	**COMMUNITY & PROTECTION SERVICES** 1) S.Heneke (DA) 2) N.Mcombring (DA) 3) R. Buys (DA) 4) A.Tomose (ANC) 5) N.Mkhontwana (EFF)
SPORT, YOUTH & CULTURE 1) N.Olayi (DA) 2) R. van Rooyen (DA) 3) M. Slabbert (DA) 4) R.Hendrikse (GOOD) 5) J.Andrews (PA)	**RURAL MANAGEMENT** 1) C.Manuel (DA) 2) J.Joon (DA) 3) R.Adams (DA) 4) J.Davids (ANC)	**CORPORATE SERVICES** 1) L.Nkamisa (DA) 2) I.De Taillefer (DA) 3) J.Serdyn (DA) 4) M.Rataza (ANC) 5) JC.Macfarlane (FF+)	**HUMAN SETTLEMENT** 1) R.Du Toit (DA) 2) X.Mdemka (DA) 3) N.Mcombring (DA) 4) E.Vermeulen (PA) 5) E.Masimini (ANC) 6) M.van Stade (GOOD)
PARKS AND OPEN SPACES & ENVIRONMENT 1) J. Williams (DA) 2) I. De Taillefer (DA) 3) M. Slabbert (DA) 4) E. Vermeulen (PA) 5) M.Nkopane (ANC)			**MPAC** 1) A.Hanekom (DA) 2) S.Schäfer (DA) 3) E.Groenewald (DA) 4) R.Cupido (DA) 5) W.Pietersen (PDM) (Chair) 6) N.Gugushe (ANC) 7) O.Jooste (ACDP)

Approved by Executive Mayor:
Date: 22 JULY 2026

Received by the office of the Speaker:
Date: 22 JULY 2026

9.2	REPORT/S BY THE SPEAKER

NONE

9.3	REPORT/S BY THE MUNICIPAL MANAGER [MS G METTLER]

NONE

10.	**CONSIDERATION OF ITEMS BY THE EXECUTIVE MAYOR: [CLLR J FASSER]**

10.1	**COMMUNITY & PROTECTION SERVICES: (PC: CLLR S HENEKE)**

10.1.1	**FEEDBACK REPORT ON SWEDISH INTERNATIONAL CENTRE for LOCAL DEMOCRACY EXPANSION APPLICATION – STUDY VISITS AND ATTENDANCE OF HUMAN RIGHTS NETWORK CONFERENCE**

Collaborator No:
IDP KPA Ref No: **Good Governance and Compliance**
Meeting Date: **29 July 2026**

1. SUBJECT: FEEDBACK REPORT ON SWEDISH INTERNATIONAL CENTRE for LOCAL DEMOCRACY EXPANSION APPLICATION – STUDY VISITS AND ATTENDANCE OF HUMAN RIGHTS NETWORK CONFERENCE

2. PURPOSE

To provide Council with feedback on the Swedish International Centre for Local Democracy (ICLD) expansion project activities, including the study visit to Jönköping Municipality and participation in the Human Rights Youth Network Conference in Johannesburg, and to outline proposed actions for continued collaboration and youth participation initiatives.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

Stellenbosch Council approved an application for an expansion project to the Swedish International Centre for Local Democracy in collaboration Jönköping Municipality. The approved application included two study visits between representatives of South Africa and Sweden to develop a three-year application on Youth Participation. The report provides feedback on the outcome of the study visits and proposed future collaborations between the two municipalities.

5. RECOMMENDATIONS

(a) that Council notes the content of the report and the outcomes of the ICLD-funded engagements;

(b) that Council supports the continuation of international collaboration on youth participation initiatives;

(c) that Council supports the proposed actions to strengthen the development and institutionalisation of the Junior Town Council; and

(d) that Council supports the exploration of external funding opportunities to sustain and expand youth participation programmes.

6. DISCUSSION / CONTENTS

6.1 Background

A previously successful collaboration between Stellenbosch Municipality and Jönköping Municipality on gender-based violence provided belief that a collaboration on youth development and participation could also be successful. ICLD approval of an expansion application cemented this belief which led to the exploration of what such a collaboration could look like.

6.2 Discussion

The outcome of the study visits and participation in the Youth Network Conference are discussed in the attached report. **(ANNEXURE A).**

6.3. Financial Implications

Swedish International Centre for Local Democracy covered all costs associated with the international travel apart from S&T as per the approved policy of the municipality and visa applications.

The proposed programme to support youth participation in Stellenbosch through the continuous development of a Junior Town Council with associated resource development is budgeted for in the approved municipal budget.

6.4. Legal Implications

None.

6.5. Staff Implications

None.

6.7 Previous / Relevant Council Resolutions

36TH COUNCIL MEETING: 2025-11-26: ITEM 10.1.1

RESOLVED (nem con)

a) that Council takes note of the combined application submitted to the Swedish International Centre for Local Democracy;
b) that Council endorses the replacement of Mr J Robyn by Mrs M Aalbers along with the inclusion of Mrs P Jansen.
c) that Council takes note of the proposed visit by representatives of the Jönköping Municipality during February 2026; and
d) that Council approves the international visit to Jönköping Municipality during March 2026 by Mrs M Aalbers and Mrs P Jansen and associated travel allowances and visa cost to participate in the development of a further multi-year agreement between the two municipalities on condition of approval and funding of the expansion application by the Swedish International Centre for Local Democracy.

6.8 Risk Implications

This report has no risk implications for the Municipality.

6.9 Comments from Senior Management

6.9.1 *Director Community and Protection Services:*

Support the report.

6.9.2 *Municipal Manager:*

Support the report.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2026-06-17: ITEM 7.1.1

(a) that Council notes the content of the report and the outcomes of the ICLD-funded engagements;

(b) that Council supports the continuation of international collaboration on youth participation initiatives;

(c) that Council supports the proposed actions to strengthen the development and institutionalisation of the Junior Town Council; and

(d) that Council supports the exploration of external funding opportunities to sustain and expand youth participation programmes.

ANNEXURES

ANNEXURE A – Feedback Report: ICLD Expansion Application Study Visit to Jönköping Municipality and Attendance at the Human Rights Youth Network Conference, Johannesburg.

FOR FURTHER DETAILS CONTACT:

NAME	**Michelle Aalbers**
POSITION	**Manager Community Development**
DIRECTORATE	**Community and Protection Services**
CONTACT NUMBERS	**021- 808 8408**
E-MAIL ADDRESS	**Michelle.aalbers@stellenbosch.gov.za**
REPORT DATE	**2026-05-22**

ANNEXURE A

Feedback Report: ICLD Expansion Application Study Visit to Jönköping Municipality and Attendance at the Human Rights Youth Network Conference, Johannesburg.

PURPOSE

To provide Council with feedback on the Swedish International Centre for Local Democracy (ICLD) expansion project activities, including the study visit to Jönköping Municipality and participation in the Human Rights Youth Network Conference in Johannesburg, and to outline proposed actions for continued collaboration and youth participation initiatives.

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2. BACKGROUND



Following a successful collaboration between Stellenbosch Municipality and Jönköping Municipality focusing on gender-based violence, an application was submitted to the ICLD for an expansion project centred on youth development and participation.

The approved application provided for reciprocal study visits between the two municipalities. The Stellenbosch delegation included representatives from Stellenbosch Municipality, Stellenbosch University, and the Western Cape Department of Education (District Office).

The primary objective was to explore the development of a three-year collaborative project aimed at strengthening youth participation in local governance through the establishment of a Junior Town Council (JTC) training and facilitator's manual.

During February 2026, it was communicated that the Swedish Government had discontinued funding for the ICLD programme. Consequently, all existing projects were to be concluded, and no further funding applications would be accepted. The engagements reported herein therefore represent the final ICLD-funded activities between the partner municipalities.

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3. DISCUSSION

3.1 Jönköping Delegation Visit to Stellenbosch (23–27 February 2026)

The delegation engaged with stakeholders at Stellenbosch University, including the Division for Social Impact, the Faculty of Education, and the School of Public Leadership, to explore collaboration opportunities relating to the development of a JTC training manual.

Engagements were also held with the Western Cape Department of Education to improve recruitment and selection processes aimed at increasing school participation in youth governance structures.

A meeting with the current Junior Town Council indicated strong interest among youth to continue building international relationships with their Swedish counterparts.

Sites visited included:

- Franschhoek High School
- Kayamandi High School
- Stellenbosch High School
- Bergzicht Training Centre
- Community Keepers
- Stellenbosch Municipal Council Meeting

3.2 Stellenbosch Delegation Visit to Sweden (16–20 March 2026)

The visit coincided with the Erasmus+ Programme, allowing for shared engagements with youth from across Europe.

The delegation was introduced to Swedish municipal governance structures, with emphasis on children's rights and youth participation. Exposure was gained to municipal youth centres, schools, and participatory governance mechanisms.

The delegation also observed:

- The role of Jönköping Municipality in supporting civil society,
- Mechanisms for public participation, and
- Youth engagement in decision-making processes through school-based structures.





Despite Sweden's high voter turnout, concerns were noted regarding increasing youth disengagement, characterised by declining trust in government and a perceived lack of influence over decision-making processes.

All participating stakeholders agreed that strengthening youth participation remains a priority and that collaboration should continue, even in the absence of formal funding.

Sites visited included:

- Jönköping municipal overview sessions
- Community development initiatives
- Birka Youth House and Folketshus
- Attarps High School
- Jönköping Library and Youth Services Exhibition
- Jönköping University
- Råslätt Youth Centre






3.3 Human Rights Youth Network Conference, Johannesburg (23–27 March 2026)

The ICLD Youth Participation Network concluded with a final conference attended by municipalities from Sweden and Southern Africa. This marked Stellenbosch Municipality's first participation with a dedicated youth focus. The conference provided insight into outcomes achieved through three-year international municipal partnerships.

Participating municipalities included:

- Falkenberg, Umeå, and Lidköping (Sweden)
- Stellenbosch, Saldanha Bay, Sundays River Valley / Sarah Baartman District, and Cape Agulhas (South Africa)
- Lobatse (Botswana)
- Lusaka, Solwezi, and Livingstone (Zambia)
- Victoria Falls (Zimbabwe)



Site visits included municipalities with established JTCs:

- City of Johannesburg
- Midvaal Local Municipality
- Mogale City Local Municipality





The network established through this engagement provides a valuable platform for continued knowledge exchange and support.

4. FINDINGS

- There is strong potential for continued collaboration between Stellenbosch and Jönköping Municipalities despite the cessation of ICLD funding.
- Youth in both contexts express a need for greater inclusion and influence in governance processes.
- Existing international networks offer valuable support for the development of Stellenbosch's Junior Town Council.
- Institutional partnerships, particularly with Stellenbosch University and the Western Cape Department of Education, are critical for sustainability.

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5. WAY FORWARD

5.1 Funding Opportunities

The following potential funding avenues will be explored:

- **SA-Sweden University Forum (SASUF):**

  A research question has been submitted for presentation at AIM Day (26–27 May 2026), focusing on developing a transferable model for youth participation.

- **Erasmus+ Sub-Saharan Africa Programme:**

  Future application opportunities will be explored in collaboration with established international partners.

- **Horizon Europe Programme:**

  Relevant funding calls aligned with youth participation and governance will be assessed for potential application.

5.2 Ongoing Collaboration

It has been agreed that participating municipalities will convene virtual meetings every 6–7 weeks to monitor progress and share best practices.

For Stellenbosch Municipality, the following short term actions are proposed:

- Submit a request for formal collaboration with Stellenbosch University through the Mayor–Rector Forum
- Develop and submit a Terms of Reference for the Junior Town Council to Council
- Facilitate the first virtual engagement between youth from Stellenbosch and Jönköping.
- Participate in the SASUF AIM Day.

10.1.2	UPDATED STELLENBOSCH GIS MAP OF DISABILITIES PERSONS ORGANISATIONS

Collaborator No: 808888
IDP KPA Ref No: Dignified Living
Meeting Date: 29 July 2026

1. SUBJECT: UPDATED STELLENBOSCH GIS MAP OF DISABILITIES PERSONS ORGANISATIONS

2. PURPOSE

To present the reviewed GIS Map of Disability Persons Organisations (DPOs) serving the Stellenbosch Community.

3. DELEGATED AUTHORITY

For information to Mayco.

4. EXECUTIVE SUMMARY

The Stellenbosch Disability Network has completed a map containing the contact details of organisations serving persons with disabilities and their families within the Stellenbosch Municipal area. The map aims to provide easy access to services and contains a GIS Map as well as the contact details of the organisations. The information relating to the organisations was updated for the 2025/2026 financial year.

5. RECOMMENDATION

that Mayco note the GIS DPO reviewed map.

6. DISCUSSION / CONTENTS

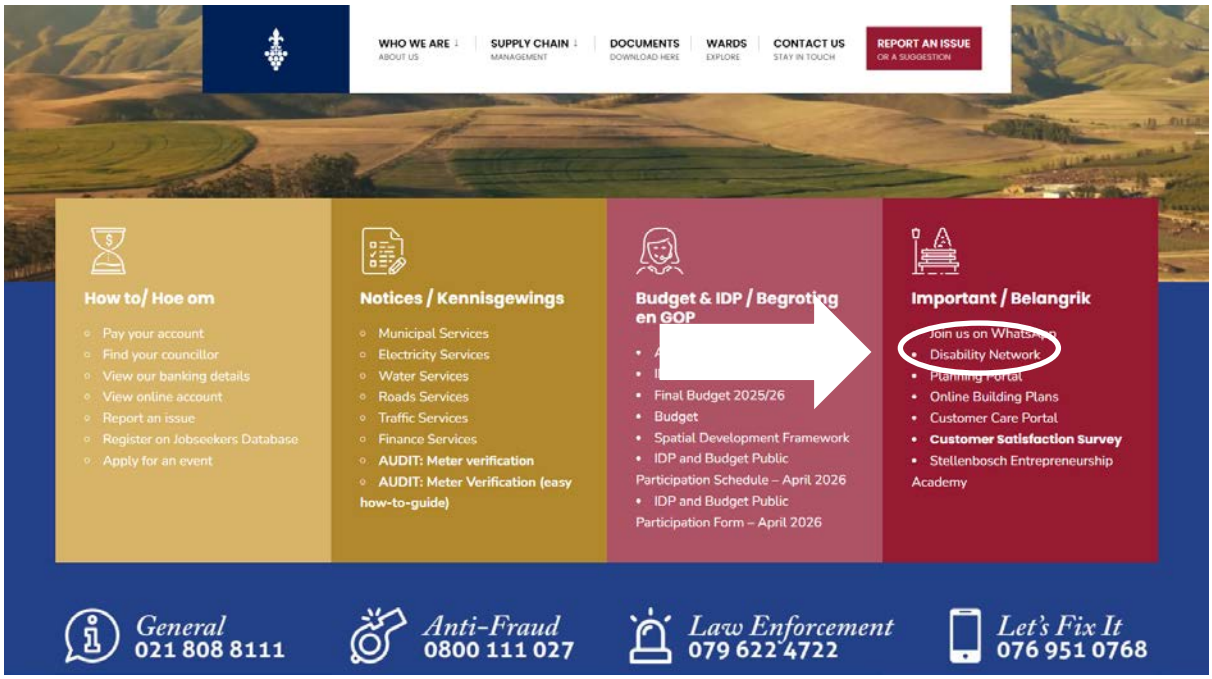
6.1 Background

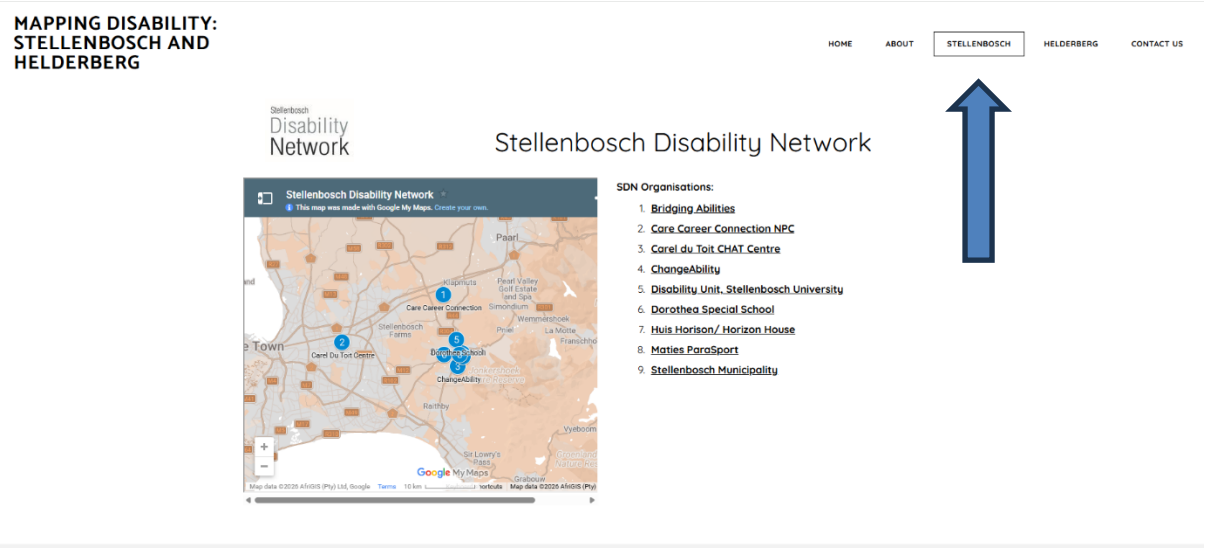
Stellenbosch Municipality approved the Universal Access Policy that guides the way in which we render services to ensure accessibility for all persons including persons with disabilities. One of the objectives of the policy is to provide quick and easy access to information on available services to the citizens of Stellenbosch through a map.

6.2 Discussion

Stellenbosch Municipality is a member of the Stellenbosch Disability Network and thus participated in the project to develop a map of all locally available services. The map is available at the following link: https://disabilitynetworkmapping.weebly.com/stellenbosch.html with further quick access from the municipality's website.

The map contains easy to access contact information of the organisations by using the drop-down menu of the Stellenbosch tab and GIS location indicators of where the organisations are situated.





The review resulted in the following updates:

a. Care Career Connection – Landline number removed and replaced with the updated cell phone contact number.

6.3. Financial Implications

The recommendation in this report has no financial implications for the municipality.

6.4 Legal Implications

The recommendation in this report complies with Council's policies and all applicable legislation and has specific bearing on the implementation of the Universal Access Policy.

6.5 Staff Implications

This report has no additional staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions:

None.

6.7 Risk Implications

Risks are addressed through the content of the report.

6.8 Comments from Senior Management:

6.8.1 Director Community and Protection Services:

Content noted.

6.8.2 *Municipal Manager:*

Content noted.

RECOMMENDATION FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2026-07-22: ITEM 7.1.1

that Council notes the GIS DPO reviewed map.

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	12-06-2026

10.2	SPORT, YOUTH AND CULTURE: (PC: CLLR N OLAYI)

10.2.1	DRAFT SPORT AND RECREATION POLICY FOR STELLENBOSCH MUNICIPALITY

Collaborator No: 808874
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: 29 July 2026

1. SUBJECT: DRAFT SPORT AND RECREATION POLICY FOR STELLENBOSCH MUNICIPALITY

2. PURPOSE

The Municipality's responsibility in respect of sport and recreation is limited to the provision of sport and recreation facilities that cater for both formal and informal sport. The organisation of sport (formal and informal sporting activities and events) falls within the ambit of the Stellenbosch Sport and Recreation Association (SSRA).

To fulfil this responsibility, the Department finds it necessary to compile a Sport and Recreation Policy that will guide the Municipality in the provision and management of sport and recreation facilities.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

At the 36th Council Meeting held on 26 November 2025; Council resolved:

4.1 That Council approves the advertisement of the Draft Sport and Recreation Policy for public comment.

4.2 That the inputs received during the above public participation process be incorporated into a final Sport and Recreation Policy to be submitted to Council for approval.

5. RECOMMENDATION

that Council approves the attached draft Sport and Recreation Policy.

6. DISCUSSION / CONTENTS

6.1 BACKGROUND

6.1.1The purpose of this policy is to provide an integrated sport and recreation framework that is equitable, affordable, and sustainable.

6.1.2 To provide clear guidelines regarding Stellenbosch Municipality's role in sport and recreation in accordance with its Integrated Development Plan (IDP).

6.1.3 To provide clear guidelines regarding Stellenbosch Municipality's provision and management of facilities, allocation of resources, coordination of events, and development of human and physical resources.

6.1.4 To provide clear guidelines regarding Stellenbosch Municipality's partnership with the civil society sport and recreation fraternity.

6.2 DISCUSSION

The Draft Sport and Recreation Policy were advertised for public comment. No comments were received during the public participation process.

The Municipality's responsibility in respect of sport and recreation is limited to the provision of sport and recreation facilities that cater for both formal and informal sport. The organisation of sport (formal and informal sporting activities and events) falls within the ambit of the Stellenbosch Sport and Recreation Association (SSRA).

6.2.1 Stellenbosch Municipality provides and maintains sport facilities that are utilised by the SSRA and its affiliates for leagues, tournaments, and other sporting activities.

6.2.2 To provide, develop, and manage sport facilities in an equitable and sustainable manner.

6.2.3 To develop and manage an integrated major events strategy in partnership with the Local Economic Development (LED) Department.

6.2.4 To promote and recognise sport and recreation as developmental platforms that facilitate social interaction among the various communities and residents of Stellenbosch Municipality.

6.2.5 To develop and promote the formation of effective and meaningful partnerships among stakeholders involved in the delivery of sport and recreation services.

6.2.6 The partnership between the Municipality and the SSRA is formalised through:

a) Memorandum of Understanding (MOU); and
b) Signed User Agreements between the Municipality and the respective Sport Councils.

6.2.7 Stellenbosch Municipality actively supports and promotes the development of sport and sport facilities as:

a) A platform to promote healthy living through physical activity.
b) An opportunity to promote sport tourism and economic development.
c) A platform to facilitate increased social interaction and diversity.
d) A platform to advance public-private partnerships and increased community participation.

6.2.8 The Municipality identifies, and records sport and recreation need and priorities, in partnership with the SSRA and its affiliated Sport Councils, through legislated municipal processes, such as the IDP and Service Delivery consultation sessions.

6.2.9 The Stellenbosch Municipality Sport and Recreation Policy are legislatively compliant and aligned with relevant influencing factors, including the strategic priorities of Stellenbosch Municipality, the principles of accessibility, affordability, sustainability, and equity, and ongoing consultation between Stellenbosch Municipality, the Stellenbosch community (WC024), and other relevant stakeholders.

6.2.10 The Municipality provides an annual administrative grant to the SSRA through the annual social grant application process.

To effectively fulfil its responsibilities, it is important for the Municipality to adopt a Sport and Recreation Policy to guide the organisation in the provision and management of sport and recreation facilities.

7. FINANCIAL IMPLICATIONS

No financial implications.

8. LEGAL IMPLICATIONS

The recommendations contained in this report comply with Council policies and applicable legislation.

9. STAFF IMPLICATIONS

No staff implications.

10. RISK IMPLICATIONS

No risk implications.

11. COMMENTS FROM SENIOR MANAGEMENT:

11.1 Director: Infrastructure Services

No comments received.

11.2 Director: Planning and Economic Development

No comments received.

11.3 Director: Community and Protection Services:

Agree with the recommendations.

11.4 Director: Corporate Services:

No comments received.

11.5 Chief Financial Officer:

No comments received.

11.6 Municipal Manager:

No comments received.

RECOMMENDATION FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2026-07-22: ITEM 7.2.1

that Council approves the attached draft Sport and Recreation Policy.

ANNEXURES

Annexure A: Draft Sport and Recreation Policy

FOR FURTHER DETAILS CONTACT:

NAME	**Albert van der Merwe**
POSITION	**Senior Manager Community Services**
DIRECTORATE	**Community and Protection Services**
CONTACT NUMBERS	**021 808 8165**
E-MAIL ADDRESS	**Albert.Vandermerwe@stellenbosch.gov.za**
REPORT DATE	**12 June 2026**

ANNEXURE A

SPORT AND RECREATION POLICY

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DEFINITIONS

Community	A group of people living in the same place or having a particular characteristic in common, e.g. the Stellenbosch Community, or the community of Kylemore.
Event	An event is a planned, structured activity or gathering organized by the sport council, often involving multiple stakeholders, for the purpose of promoting sport participation, competition, community engagement, or developmental outcomes.
Federation	A recognised sport organisation affiliated with the relevant National Federation and responsible for governing, coordinating, organising and developing a specific sport code within a province or district.
Local Economic Development	is a process by which local governments, communities, and stakeholders work together to stimulate economic growth and improve the quality of life in a specific area. The aim is to create jobs, support local businesses, and promote sustainable development by leveraging local resources and opportunities.
Integrated Development Plan (IDP)	An Integrated Development Plan (IDP) is a strategic plan used by South African municipalities to guide development and service delivery over a 5-year period. It is a legal requirement under the Municipal Systems Act (Act 32 of 2000) and serves as the principal planning instrument for coordinating development at the local level.
Memorandum of Understanding (MOU)	A Memorandum of Understanding (MoU) is a formal, written agreement between two or more parties that outlines their mutual intentions, roles, and responsibilities in a partnership or collaboration.
Municipal Area	The geographical area determined by the Municipal Demarcation Board in terms of the Constitution of the Republic of South Africa and applicable legislation. For the purposes of this Policy, this refers to the Stellenbosch Municipal Area (WC024).
Partnership	A partnership is a collaborative relationship between two or more parties who agree to work together to achieve shared goals, typically for mutual benefit. In sport councils, partnerships are vital for promoting development, improving access, and maximizing impact in the community.

Recreation	Recreation refers to leisure-time activities that people engage in for enjoyment, relaxation, physical well-being, and social interaction. It includes both structured and unstructured activities that are non-professional and typically non-competitive.
Sponsor	A sponsor is an individual, business, organisation, or institution that provides financial support, goods, or services to a sport council, team, club, or event in exchange for promotional benefits or community goodwill.
Sport Code	A recognised sporting discipline governed by an official local, provincial or national governing body affiliated with the relevant federation and recognised by SASCOC, where applicable.
Sport Club	A sport club is an organized group or association of people who come together to participate in, promote, and develop a specific sport or multiple sports.
Sport Council	A sport council is a formal body or organization established to oversee, coordinate, support, and promote sports and recreation activities within a specific area—such as a municipality, region, or country.
SSRA	The umbrella association representing recognised sport councils within the Stellenbosch Municipal Area. The SSRA promotes good governance, supports sport development, facilitates collaboration between sport councils and the Municipality, and monitors the effective management and utilisation of municipal sport facilities.
Volunteer	A volunteer is a person who offers their time, skills, or services to help others or support a cause, without expecting payment or financial reward.
Ward Committee	A Ward Committee is a community-based advisory body established in each ward of a municipality in South Africa. Its main role is to promote participatory democracy by ensuring that community members are actively involved in local government decision-making, especially at the ward level.

1. VISION

The provision of world-class sport facilities and support services that will make Stellenbosch (WCO24) the preferred sport, tourism and recreation destination in the Western Cape.

2. MISSION

The Stellenbosch Municipality seeks to enhance the quality of life of the residents of Stellenbosch (WCO24) through:

2.1 the implementation of the National Sport and Recreation Plan

2.2 the provision of quality sport and recreation facilities and programmes.

2.3 The fostering of partnerships with community-based organisations, non-governmental organisations and the private sector.

3. REGULATORY CONTEXT

3.1 The Constitution of the Republic of South Africa, 1996

Schedule 5B of the Constitution allocates the following functional areas to municipalities: beaches and amusement facilities, local amenities, local sport facilities and municipal parks and recreation.

3.2 National Sport and Recreation Act, 1998 (Act No. 110 of 1998)

This Act provides for matters related to the promotion and development of sport and recreation and the co-ordination of the relationships between Sport and Recreation South Africa (national department) and the Sports Confederation, national federations and other agencies. It also aims to implement measures aimed at correcting imbalances in sport and recreation.

3.3 Other relevant legislation, policy and informing documents

This section lists the relevant legislation, policies and informing documents that provide context to this Sport Policy.

3.3.1 South African Schools Act (Act no. 84 of 1996)

3.3.2 Safety at Sports and Recreational Events Act, 2010 (Act No. 2 of 2010)

3.3.3 Local Government Systems Act, 2000 (Act No. 32 of 2000)

3.3.4 Local Government: Municipal Finance Management Act, 2003 (act No. 56 of 2003)

3.3.5 Stellenbosch Municipality Events Policy

3.3.6 Municipal Transfer Regulations (MATR)

3.3.7 Stellenbosch Municipality Events Bylaw (2025)

4. POLICY PURPOSE

4.1 To provide an integrated sport and recreation policy that is equitable, affordable and sustainable.

4.2 To provide clear guidelines for Stellenbosch Municipality's sport and recreation role in accordance with its Integrated Development Plan.

4.3 To provide clear guidelines for Stellenbosch Municipality's provision and management of facilities, allocation of resources, co-ordination of events and development of human and physical resources; and

4.5 To provide clear guidelines for Stellenbosch Municipality's partnership with the civil society sport and recreation fraternity.

5. POLICY STATEMENT

The Stellenbosch Municipality plays a leading role in the development and promotion of sport in the WC024. This is reflected through the municipality's leadership role in policy formulation, planning and coordination to promote sport and recreation, prioritising the needs of the underprivileged communities, and to partner with private and public stakeholders.

The municipality actively creates a supportive environment for the development and promotion of sport and recreation in the Stellenbosch (WCO24) area, through the coordination of support services and the provision of new sport facilities and opportunities through public-private partnerships.

The municipality is the main provider of sport facilities in under-resourced and underprivileged communities in an effort to redress the imbalances of the past.

5.1 Municipality's Sport and Recreation Role

The Municipality's responsibility in terms of sport and recreation is limited to the provision of sport and recreation facilities that cater for both formal and informal sport. The organisation of sport (formalised and informal sport activities/events falls within the ambit of the Stellenbosch Sport and Recreation Association (SSRA).

5.1.1. The Stellenbosch Municipality provides and maintains the sport facilities that are utilised by the SSRA and its affiliates to play their leagues and tournaments.

5.1.1.1. Provide, develop and manage sport facilities in an equitable and sustainable manner.

5.1.1.2. Develop and manage an integrated major event strategy in partnership with the Local Economic Development Department (LED).

5.1.1.3. Promote and recognise sport and recreation as a developmental platform/space to facilitate social interaction between the various communities and residents of the Stellenbosch Municipality.

5.1.1.4. Develop and promote the formation of effective and meaningful partnerships between stakeholders in the delivery of sport and recreation services.

5.1.2. The partnership between the municipality and the SSRA is formalised through one, a memorandum of understanding (MOU) and two, signed User Agreements between the municipality and the Sport Councils.

5.1.3. Stellenbosch Municipality actively supports and promotes the development of sport and sport facilities as one, a platform to promote healthy living through physical activity; two, an opportunity to promote sport tourism for economic development; three, as a platform to facilitate increased social interaction and diversity and four, as a platform to advance public-private partnerships and increased community participation.

5.1.4. The municipality identifies and registers sport and recreation needs and priorities, in partnership with the SSRA and its affiliated Sport Councils, through the legislated municipal processes, eg. the IDP and SDF consultation sessions.

5.1.5. The Stellenbosch Municipal Sports and Recreation policy is legislatively compliant and adheres to further relevant influencing factors such as the strategic priorities of the Stellenbosch Municipality, the principles of accessibility, affordability, sustainability and equity and the continuous consultation between the Stellenbosch Municipality, the community of Stellenbosch (WCO24), other relevant stakeholders.

5.1.6. The municipality provides an annual administrative grant to the SSRA through the annual social grant application process.

5.2 Municipality's Education & Training role

5.2.1 The Municipality's main stakeholders are the SSRA and its affiliated Sport Councils located at each of the 15 municipal sport facilities.

Stellenbosch Municipality will, from time-to-time conduct education & training projects/courses/workshops to support the SSRA and the Sport Councils by:

5.2.1.1 Provide training in Financial Management to sport councils to ensure the submission of accurate quarterly financial reports.

5.2.1.2 Provide training in governance, administration and general management principles to Sport Councils to operate effectively, transparently, and sustainably.

5.2.1.3 Provide training in proposal writing and presentation skills.

6. POLICY PARAMETERS

This policy applies to municipal competencies within the current core business of the Sport and Recreation section responsible for the provision and management of sport facilities which includes:

6.1 Sport and recreation facilities

6.2 Sport halls and clubhouses on existing sport facilities

7. UNIVERSAL ACCESS

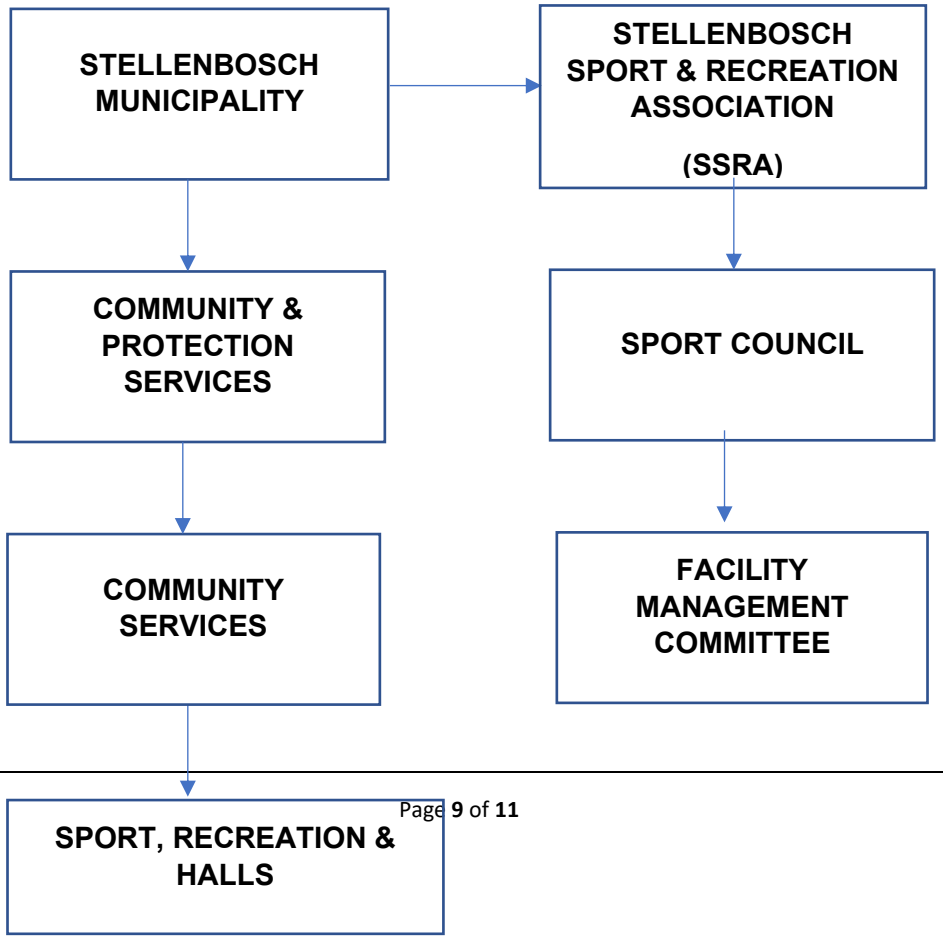
Stellenbosch Municipality is committed to promoting full and equal access to sport for all individuals, including persons with physical, sensory, intellectual, and psychosocial disabilities. This includes removing physical, social, and attitudinal barriers to participation.

8. RELATIONSHIP WITH STAKEHOLDERS

Building strong relationships with and managing stakeholders effectively is critical to the success of fostering healthy relations with external partners.

8.1 Foster and reinforce shared goals and cooperation with local government, sports federations, schools, clubs, and community members.
8.2 Design and facilitate joint ventures with private and public entities to invest in public sport facilities.
8.3 Regularise transparent communication and consistent engagement with partners and stakeholders.
8.4 Formalise relationships with Stellenbosch Academy of Sport, District Municipality and other sport-minded institutions to advance Sport and Recreation in WC024.

9. INSTITUTIONAL FRAMEWORK



10. MONITORING, EVALUATION AND REVIEW

Monitoring, evaluation, and review are essential to ensure accountability, measure impact, and support continuous improvement.

PURPOSE OF MONITORING, EVALUATION AND POLICY REVIEW

10.1 Ensure implementation of the sport and recreation policy aligns with its goals and objectives.

10.2 Track progress against strategic indicators.

10.3 Identify gaps, challenges, and best practices.

10.4 Promote transparency and accountability among stakeholders.

10.5 Inform decision-making and policy revisions.

10.1. MONITORING

Monitoring refers to the regular, systematic collection of data and information related to the policy's implementation.

10.1.1 Objectives of Monitoring

10.1.1.1 Track implementation of programmes, services and infrastructure development.

10.1.1.2 Measure performance against set targets and indicators.

10.1.1.3 Ensure compliance with regulations and funding requirements.

10.1.2 Monitoring Mechanisms

10.1.2.1 Financial reports from sport councils.

10.1.2.2 Attendance registers and facility usage logs.

10.1.2.3 On-site inspections and spot-checks.

10.1.2.4 Functionality: SSRA and Sport Council

10.1.3 Responsible Stakeholders

10.1.3.1 Local and provincial sport and recreation departments.

10.1.3.2 Oversight committees including facility committees.

10.1.3.3 Municipal sport officers and facility managers.

10.2. EVALUATION

Evaluation is the periodic assessment of the effectiveness, efficiency, and sustainability of sport and recreation initiatives.

10.2.1 Key Performance Areas (Examples)

10.2.1.1 Participation levels in sport and recreation.

10.2.1.2 Facility accessibility and maintenance.

10.2.1.3 Talent development and performance outcomes.

10.2.1.4 Inclusion of underrepresented groups (youth, women, persons with disabilities).

10.2.2 Data Collection Methods

10.2.2.1 Surveys, interviews, and focus groups.

10.2.2.2 Performance statistics and benchmarking.

10.2.2.3 Feedback from users and stakeholders.

10.3. POLICY REVIEW

10.3.1 Review Purpose

10.3.1.1 Assess relevance and effectiveness of policy in a changing environment.

10.3.1.2 Integrate new legislation, trends, and stakeholder needs.

10.3.1.3 Ensure alignment with national and provincial development plans.

10.3.2 Review Process

10.3.2.1 Stakeholder consultation (e.g., sport councils, clubs, federations, community members).

10.3.2.2 Analysis of monitoring and evaluation findings.

10.3.2.3 Comparative review against national and international best practices.

10.2.2	**DEMOLITION OF THE EXISTING RUGBY CLUBHOUSE AT IDA'S VALLEY SPORT FACILITY**

Collaborator No: **808879**
IDP KPA Ref No: **Good Governance and Compliance**
Meeting Date: **29 July 2026**

1. SUBJECT: DEMOLITION OF THE EXISTING RUGBY CLUBHOUSE AT IDA'S VALLEY SPORT FACILITY

2. PURPOSE

To seek approval from Council to demolish the existing rugby clubhouse at Ida's Valley sport facility. The current building structure is not compliant with Section 12 of the National Building Regulations and Building Standards Act (NBR Act).

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

The existing rugby clubhouse at Ida's Valley sport facility sustained structural damage due to severe storms. Stellenbosch Municipality's Building Inspectorate Section inspected the facility (see **ANNEXURE A**) with findings as informed below.

The building's damages include the roof (loose and missing roofing materials), structural crack and deterioration of the walls and possible foundation movement or ground instability as indicated by the visible floor cracks.

The building is currently not in use and is exposed to theft and vandalism that includes the destruction of sanitary facilities, the theft of electrical cables. This has left the wiring exposed.

The Sport Section also received confirmation from the Department: Building Development Management that they could not find a building plan or a Certificate of Occupancy of the rugby clubhouse in their records.

Extracts from the National Building Regulations and Building Standards Act (Act 103 of 1977) determines:

- Section 12(1): If a local authority is of the opinion that a building is dangerous or unsuitable for occupation, it must take reasonable steps to ensure public safety.
- Section 12(4): The local authority may order the owner to demolish or alter the building if it is deemed unsafe.
- Section 12(5): If the owner fails to act within the specified timeframe, the local authority may carry out the work at the owner's expense.

To ensure compliance with Section 12 of the National Building Regulations and Building Standards Act (NBR Act) the existing rugby clubhouse must be demolished.

5. RECOMMENDATIONS

(a) that Council approve the demolition of the existing rugby clubhouse at the Ida's Valley Sport Facility due to its unsafe structural condition and non-compliance with Section 12 of the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977); and

(b) that Council authorise the Municipal Manager, or his/her delegate, to undertake all necessary processes required for the demolition of the structure, including the appointment of contractors and compliance with applicable legislative and regulatory requirements.

6. FINANCIAL IMPLICATIONS

Budget has been requested for the construction of a new rugby clubhouse that will be constructed in 2 financial year cycles. The appointment of an architect with a specialist team will form part of the project.

7. LEGAL IMPLICATIONS

The recommendation in this report complies with Section 12 of the National Building Regulations and Building Standards Act (NBR Act).

8. STAFF IMPLICATIONS

None.

9. PREVIOUS / RELEVANT COUNCIL RESOLUTIONS:

None.

10. RISK IMPLICATIONS

The building is unauthorized, demolishing the unsafe building would align with the NBR Act and mitigate Council's liability.

11. COMMENTS FROM SENIOR MANAGEMENT:

11.1 Director: Infrastructure Services

11.2 Director: Planning and Economic Development

11.3 Director: Community and Protection Services

11.4 Director: Corporate Services

11.5 Chief Financial Officer

11.6 Municipal Manager

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2026-07-22: ITEM 7.2.2

(a) that Council approve the demolition of the existing rugby clubhouse at the Ida's Valley Sport Facility due to its unsafe structural condition and non-compliance with Section 12 of the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977); and

(b) that Council authorise the Municipal Manager, or his/her delegate, to undertake all necessary processes required for the demolition of the structure, including the appointment of contractors and compliance with applicable legislative and regulatory requirements.

ANNEXURES

Annexure 1: Photographic evidence - Inspection report

Annexure 2: Inspection report – Ida's Valley sport facility's rugby clubhouse

FOR FURTHER DETAILS CONTACT:

NAME	**Albert van der Merwe**
POSITION	**Senior Manager Community Services**
DIRECTORATE	**Community and Protection Services**
CONTACT NUMBERS	**021 808 8165**
E-MAIL ADDRESS	**Albert.Vandermerwe@stellenbosch.gov.za**
REPORT DATE	**11 June 2026**

APPENDIX 1

ANNEXURE 1

Photographic Evidence: Inspection Report Erf 945 Franschhoek

LOCATION

The Idas Valley Sports Grounds are located at Bloekom Avenue, Idasvallei, Stellenbosch, 760

Rugby clubhouse Building

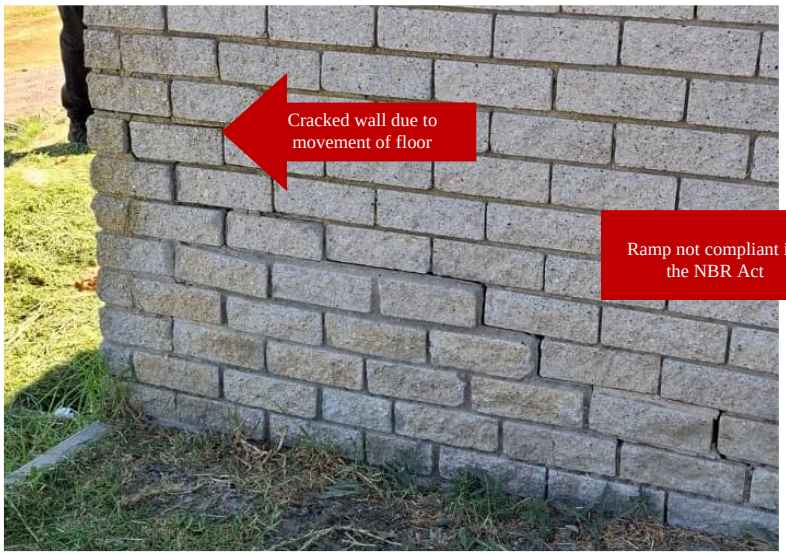


STEET VIEW OF SPORT GROUND ENTRANCE

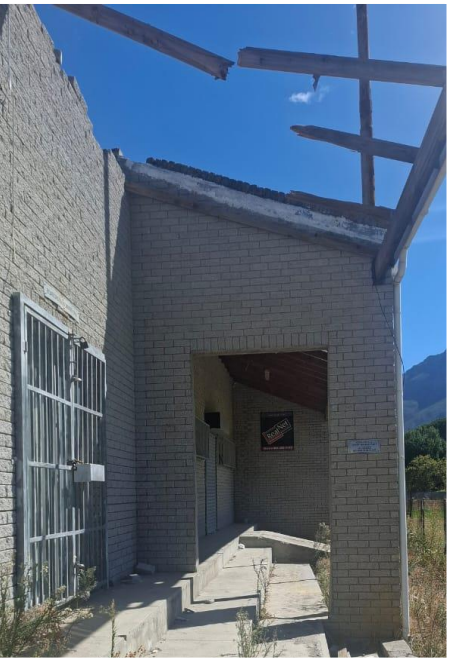


EXTERNAL DAMAGES



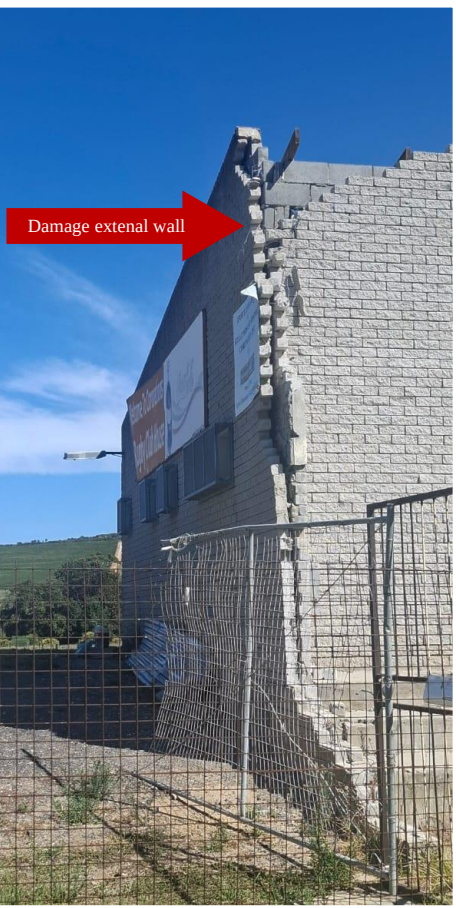












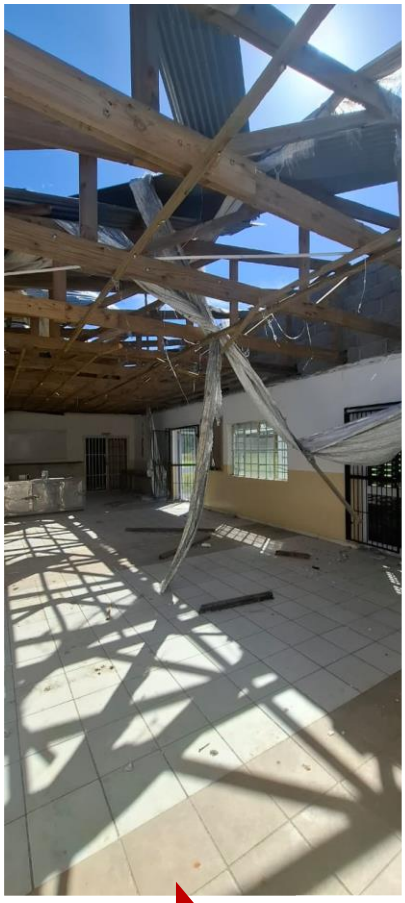


ON-SITE – IDAS VALLEY SPORT GROUND

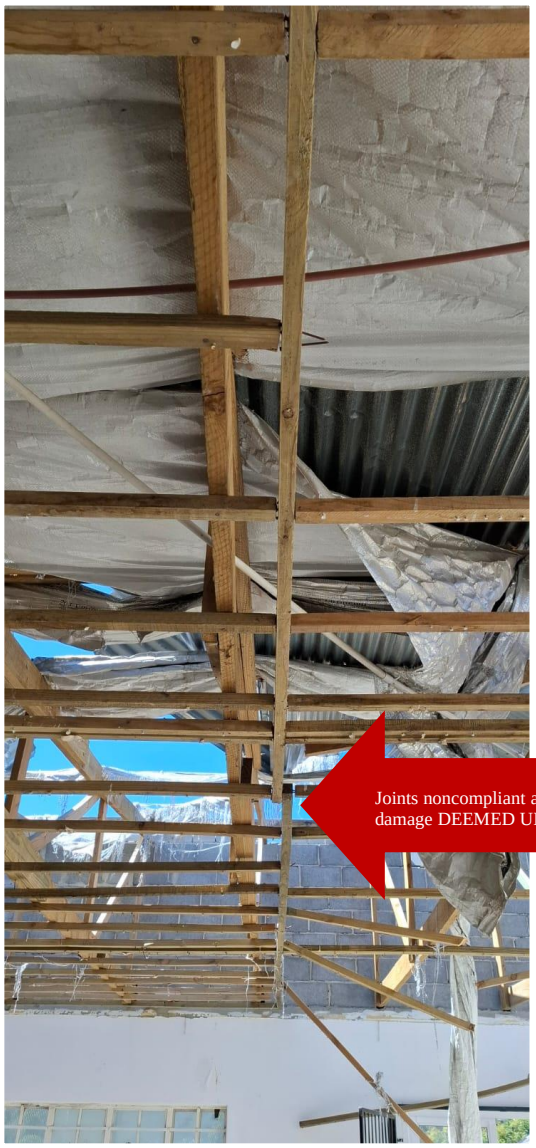
Building Inspectorate inspection confirmed noncompliance in terms of the NBR Act



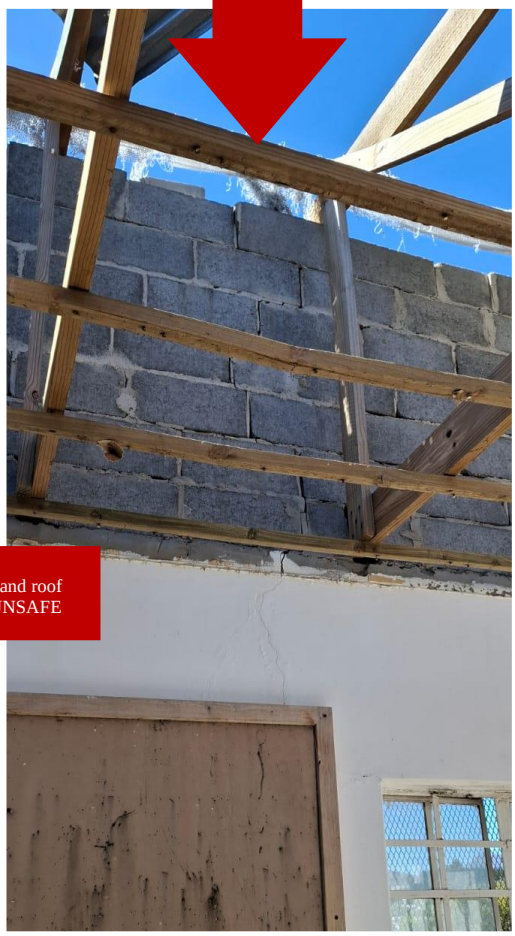


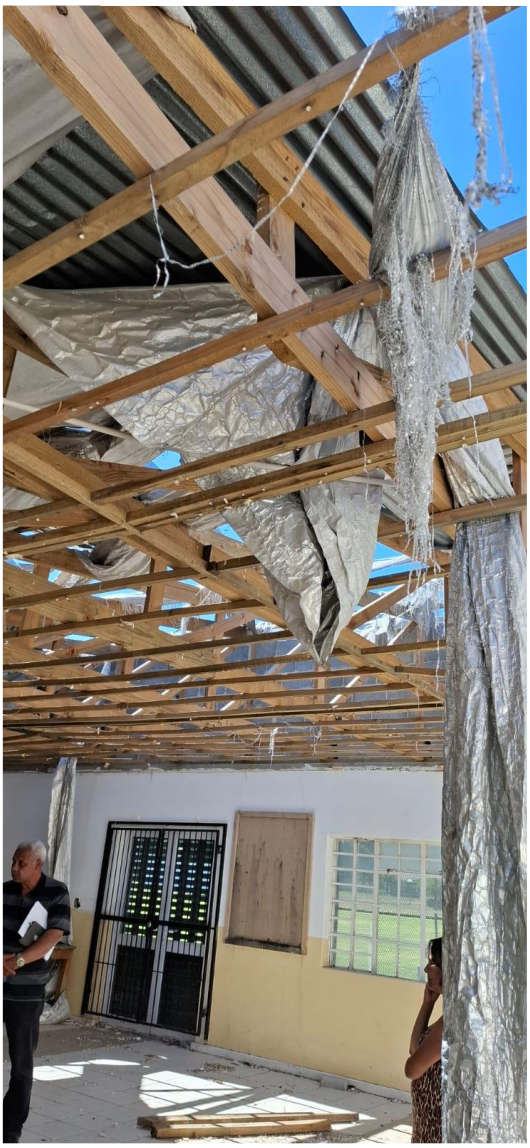






Roof construction not Compliabt ito the National Building Regulations





Joints noncompliant and roof damage DEEMED UNSAFE

ON-SITE – IDAS VALLEY SPORT GROUND

Building Inspectorate inspection confirmed noncompliance in terms of the NBR Act



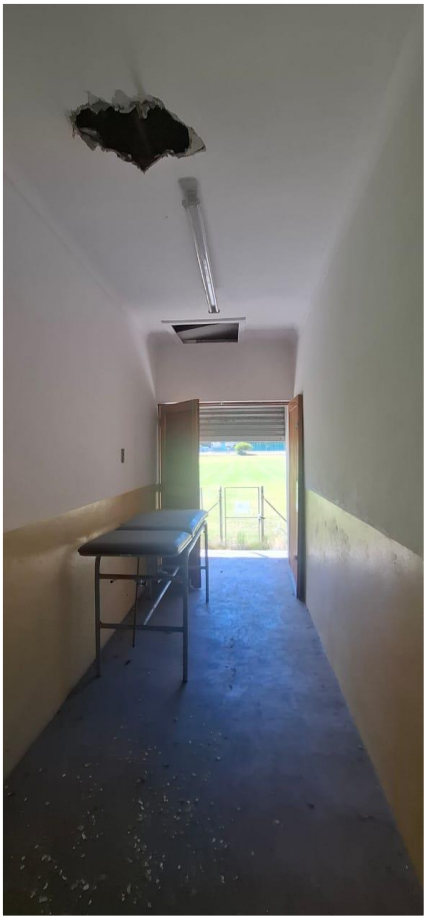




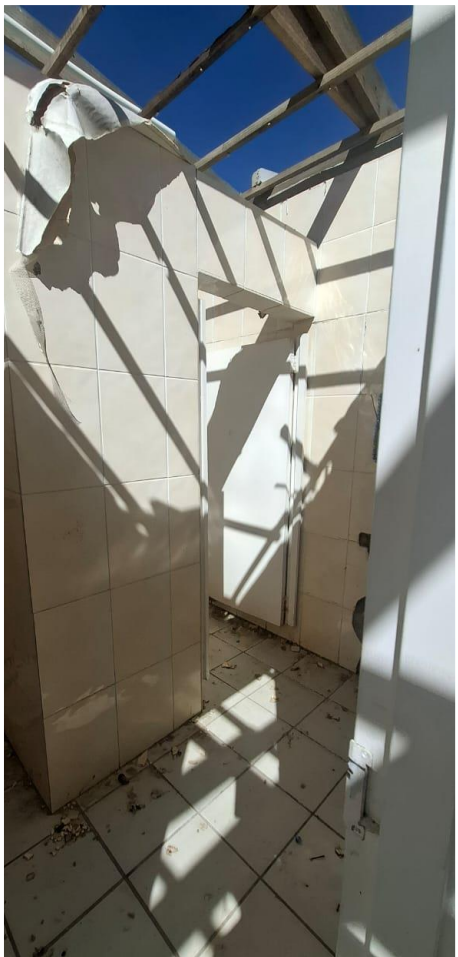


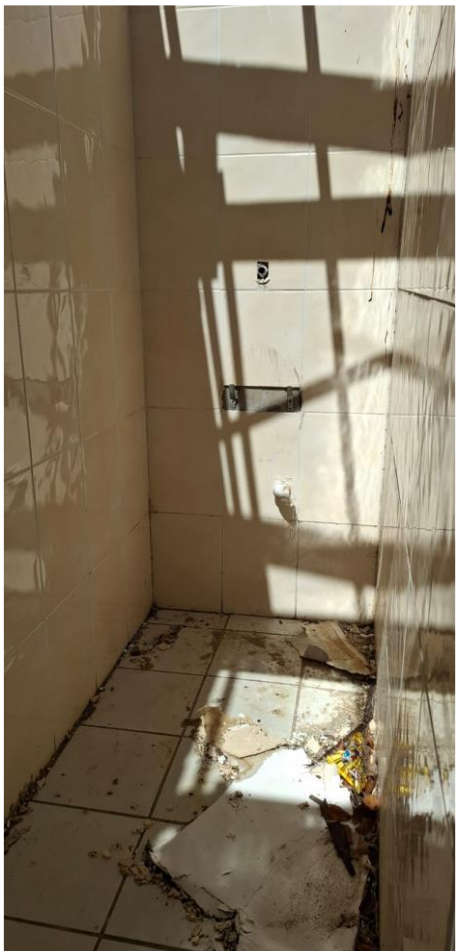
ON-SITE – IDAS VALLEY SPORT GROUND

Building Inspectorate inspection confirmed noncompliance in terms of the NBR Act


SANITARYWARE: VANDALISM AND STRUCTURAL DAMAGE





ON-SITE – IDAS VALLEY SPORT GROUND

Building Inspectorate inspection confirmed noncompliance in terms of the NBR Act

KITCHEN AND STORAGE AREA VANDALISM AND STRUCTURAL DAMAGE






END OF REPORT

Fredlynn Morris

Building Development Management

APPENDIX 2

STELLENBOSCH
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MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Planning and Economic Development

FROM/VAN **: Building Inspectorate Section**

TO/AAN **: Manager: Building Development Management**

DATE / DATUM **: 03 April 2025**

INSAKE / RE **: Inspection Report – Idas Valley Sports Ground / Rugby Clubhouse**

INSPECTORS: **Fredlynn Morris,**

INSPECTION REPORT

Subject: Structural Condition Assessment – Community Rugby Clubhouse at Idas Valley Sport Ground

1. PURPOSE

To provide an inspection report in compliance with Section 12 of the National Building Regulations and Building Standards Act (NBR Act), as requested by the Directorate: Community Services, and to advise Council on the structural condition, compliance status, and potential mitigation measures for the community rugby clubhouse at Idas Valley Sport Ground.

Photographic evidence taken during the inspection is included as **Annexure 1**.

2. BACKGROUND

The community rugby clubhouse at Idas Valley Sport Ground sustained significant structural damage due to a severe storm and has since been unoccupied. Following its abandonment, the building was also subject to vandalism, including damage to interior fittings and theft of electrical cables.

The Senior Building Inspector conducted an on-site inspection and consulted Building Development Management Records, which confirmed that:

- **No approved building plans exist** for this structure.
- **No Certificate of Occupancy is on record**, rendering the structure **unauthorized** under the **NBR Act**.

Given the structural concerns and the **risk to public safety**, this report presents findings, compliance considerations, and recommendations for Council's decision-making.

3. INSPECTION FINDINGS

3.1 Structural Damage

The Senior Building Inspector observed various visible structural damages during the inspection, including:

- **Roof:** Loose and missing roofing materials, exposing the interior to further weather damage.
- **Walls:** Structural cracks and deterioration, potentially compromising stability.
- **Floor:** Visible cracks suggesting possible foundation movement or ground instability.
-

3.2 Vandalism & Theft

- **Destruction of sanitary facilities**, including toilets, taps, and cupboards.
- **Theft of electrical cables**, leaving exposed wiring, increasing fire and electrocution risks.
- **General deterioration** due to neglect, making the structure unsafe for occupation.

3.3 Compliance Review

- **No approved building plans** were found in municipal records.
- **No record of a Certificate of Occupancy** was available, indicating that the structure **is unauthorized**.
- Given the **absence of approved plans**, **compliance with foundational and structural requirements cannot be verified**.

4. COMPLIANCE CONSIDERATIONS IN TERMS OF SECTION 12 OF THE NBR ACT

In accordance with Section 12 of the NBR Act, which deals with unauthorized and dangerous buildings, the following legal considerations apply:

4.1 Extracts from the National Building Regulations and Building Standards Act (Act 103 of 1977):

- **Section 12(1):** If a local authority is of the opinion that a building is dangerous or unsuitable for occupation, it must take reasonable steps to ensure public safety.
- **Section 12(4):** The local authority may order the owner to demolish or alter the building if it is deemed unsafe.
- **Section 12(5):** If the owner fails to act within the specified timeframe, the local authority may carry out the work at the owner's expense.

5. RECOMMENDATIONS

Considering the current state of the structure, the following actions are recommended:

5.1 Immediate Risk Mitigation

- No occupation should be allowed under any circumstances.
- The loose roof covering should be secured or removed immediately to prevent potential harm, especially given the proximity of the sport ground to a school.
- Council should take urgent steps to safeguard the structure against further vandalism and environmental damage.

5.2 Long-Term Structural Considerations

Given the lack of approved building plans and the **extent of damage**, there are two primary options for Council's consideration:

1. **Demolition of the Structure** (Recommended for Compliance & Risk Mitigation)
    - Since the structure is unauthorized, demolishing the unsafe building would align with the NBR Act and mitigate Council's liability.
    - The structural damage, particularly floor cracks indicating possible ground concerns, suggests that any renovation may require extensive demolition regardless.
2. **Assessment for Possible Renovation**
    - Council may appoint a structural engineer or competent professional to conduct a formal structural assessment and provide a detailed mitigation report.
    - The report should evaluate cost impact (renovation vs. demolition) and feasibility, taking into account compliance requirements for a legal structure.

6. CONCLUSION

The community rugby clubhouse at Idas Valley Sport Ground is in a severely deteriorated and unsafe condition, posing a public safety risk. Given the absence of approved plans and Certificate of Occupancy, it is considered an unauthorized structure.

To ensure compliance with Section 12 of the NBR Act and protect public safety, demolition appears to be the most viable and legally compliant option. However, should Council consider renovation, a formal structural assessment by a competent professional must first be conducted to evaluate feasibility and cost implications.

Prepared by:



Fredlynn Morris
Senior Building Inspector
01 April 2025

Annexure 1: Photographic Evidence

10.2.3	ADOPTION OF THE STELLENBOSCH MUNICIPALITY SPORT ASSET MANAGEMENT POLICY

Collaborator No: 809095
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: 29 July 2026

1. SUBJECT: ADOPTION OF THE STELLENBOSCH MUNICIPALITY SPORT ASSET MANAGEMENT POLICY

2. PURPOSE

For Council to adopt the Stellenbosch Municipality Sport Asset Management Policy that includes the standardised User Agreement framework that is applicable to municipal sport facilities.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

The Stellenbosch Municipality owns and manages a portfolio of sport and recreation facilities across the municipal area (WC024). These facilities are strategic community assets that contribute to social cohesion, youth development, health promotion, and economic activity.

The Sport Asset Management Policy provides a structured governance framework to:

- Regulate the use and management of municipal sport assets.
- Clarify the roles and responsibilities of the Municipality, Sport Councils, and the Stellenbosch Sport and Recreation Association (SSRA).
- Strengthen financial accountability and reporting requirements.
- Align asset management practices with national legislation and municipal strategies.
- Standardize User Agreements replacing historical lease-based arrangements.

The policy consolidates existing practices under the approved hybrid Sport Facility Management Model (29 July 2020) and enhances compliance with the Municipal Finance Management Act (MFMA) and related legislation.

5. RECOMMENDATIONS

(a) that Council approves and adopts the Stellenbosch Municipality Sport Asset Management Policy that includes the standardised user agreement framework; and

(b) that the Municipal Manager be mandated to implement the policy and oversee compliance monitoring through the Department Community Services.

6. DISCUSSION / CONTENTS

6.1 BACKGROUND

On 29 July 2020, Council approved the Hybrid Sport Facility Management Model, which replaced the traditional lease agreements with structured User Agreements.

Since implementation, the need arose to formalise:

- Asset governance parameters
- Financial reporting obligations
- Revenue-sharing arrangements
- Maintenance coordination mechanisms
- Sub-letting controls
- Asset disposal and decommissioning processes

The Sport Asset Management Policy therefore provides a consolidated regulatory and operational framework to ensure:

- Sustainability of municipal sport assets
- Transparent revenue management
- Equitable access
- Improved oversight and accountability

6.2 FINANCIAL IMPLICATIONS

The policy does not introduce new unfunded mandates.

Financial implications include:

- Continued annual administrative grant support to the SSRA (subject to budget approval).
- Improved recovery of municipal utility costs through formalized User Agreements.
- Strengthened revenue-sharing mechanisms for extraordinary events and sub-letting activities.
- Improved lifecycle asset planning to support future capital budgeting.

6.3 LEGAL IMPLICATIONS

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

6.4 STAFF IMPLICATIONS

This report has no staff implications to the Municipality.

6.5 RISK IMPLICATIONS

The policy mitigates risks related to:

- Unregulated sub-letting of municipal facilities
- Poor financial accountability by Sport Councils

- Asset deterioration due to inadequate maintenance reporting
- Revenue leakage
- Non-compliance with MFMA and asset management standards

6.6 COMMENTS FROM SENIOR MANAGEMENT:

6.6.1 Director: Infrastructure Services

Infrastructure Services has no further comments as input was incorporated in the draft policy.

6.6.2 Director: Planning and Economic Development

No comments received.

6.6.3 Director: Community and Protection Services:

Agree with the recommendations.

6.6.4 Director: Corporate Services:

No comments received.

6.6.5 Chief Financial Officer:

No comments received.

6.6.6 Municipal Manager:

Supported by the Municipal Manager.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2026-07-22: ITEM 7.2.3

(a) that Council approves and adopts the Stellenbosch Municipality Sport Asset Management Policy that includes the standardised user agreement framework; and

(b) that the Municipal Manager be mandated to implement the policy and oversee compliance monitoring through the Department Community Services.

ANNEXURES

Annexure A: Stellenbosch Municipality Sport Asset Management Policy.

FOR FURTHER DETAILS CONTACT:

NAME	**Albert van der Merwe**
POSITION	**Senior Manager Community Services**
DIRECTORATE	**Community and Protection Services**
CONTACT NUMBERS	**021 808 8165**
E-MAIL ADDRESS	**Albert.Vandermerwe@stellenbosch.gov.za**
REPORT DATE	**July 2026**

ANNEXURE A

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Stellenbosch Municipality Sport Asset Management Policy

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DEFINITIONS

Audited Financial Statement	Financial records that have been examined and verified by an independent, qualified auditor to ensure they are accurate, complete, and comply with applicable accounting standards.
By-laws	By-laws are the rules and regulations adopted by an organization to govern its internal operations and the behavior of its members.
Event	An event is a planned and organized occasion or activity that happens at a specific time and place, often for a particular purpose.
Facility Committee	Means a committee consisting of representatives of different sport codes or users at a facility that liaises with a relevant Municipal Official.
Field Usage Threshold	The field usage threshold refers to the maximum limit of use or activity that a sports field or playing surface can handle before it starts to degrade or require recovery time.
Financial Reports	Financial reports are formal records that summarize an organization's financial activities, performance, and position over a specific period, usually monthly, quarterly, or annually.
Fixtures	Fixtures refer to the scheduled matches, games, or events arranged between teams or individuals as part of an official competition or league.
Gatekeeping	Refers to the act of controlling access to something such as information, resources, opportunities, or participation
Gate takings	Refer to the money collected from spectators or attendees when they enter an event, usually through ticket sales or entrance fees.
Maintenance	Is the process of keeping something in good condition through regular care, repairs, and upkeep to ensure it functions properly and lasts longer.
Maintenance Plan	Is a detailed, organized schedule and strategy outlining the routine and corrective activities needed to keep equipment, facilities, or infrastructure in good working condition.

Multi-Use Asset is a physical venue or infrastructure designed to accommodate various activities, sports, or events, rather than being dedicated to just one activity.

National Legislation Refers to the laws and legal rules enacted by a country's national government or parliament that apply throughout the entire nation.

Non-Governmental Organization Means a citizen-based association that operates independently of government, usually to deliver resources or serve some social purpose and comply with the requirements as determined by legislation.

Non-Profit Organization Is an entity established to serve a public or community purpose rather than to generate profit for owners or shareholders.

Parameters Are measurable factors, limits, or boundaries that define or determine how something operates or is assessed.

Representative Is a person who is authorized or chosen to act, speak, or make decisions on behalf of a group, organization, or community.

Policies Are formal rules, principles, or guidelines established by an organization or authority to direct decisions, actions, and behaviour.

Revenue Is the total amount of money earned by an individual, business, or organization from its activities, sales, or services before any expenses are deducted.

Sport Council A sport council is a formal body or organization established to oversee, coordinate, support, and promote sport and recreation activities within a specific municipal area.

Sport Club A sport club is an organized group or association of people who come together to participate in, promote, and develop a specific sport or multiple sports.

Sport Code A sport code refers to a specific type or discipline of sport governed by its own set of rules, regulations, and governing body.

Sport Assets Refer to the resources, facilities, equipment, or infrastructure that support the practice, development, and management of sports activities.

Sport Facility Management Plan	Is a comprehensive document outlining how a sports facility will be operated, maintained and developed to ensure it meets the needs of users effectively and sustainably.
SSRA	The Stellenbosch Sport and Recreation Association is an association that is elected by its affiliated sport councils. This association is responsible for monitoring, supervising, and ensuring proper governance and management of sport facilities, sports activities, programs, or organizations in the WC024.
Stakeholders	Are individuals, groups, or organizations that have an interest in, are affected by, or can influence a project, organization, or decision.
Sub-leasing	Is the process where a tenant who is renting property from a landlord leases all or part of that property to another party (called the sub-tenant), while still holding the original lease agreement with the landlord.
User Agreement	Is a formal contract or set of terms that outlines the rules, responsibilities, and rights of users when accessing or using a service, facility, product, or syst
Volunteer	A volunteer is a person who offers their time, skills, or services to help others or support a cause, without expecting payment or financial reward.

ACRONYMS AND ABREVIATIONS

ABM	Area-Based Management
BEPP	Built Environment Performance Plan
CBO	Community-Based Organisation
EO&AM	Economic Opportunities & Asset Management
IDP	Integrated Development Plan
MATR	Municipal Asset Transfer Regulations
MAYCO	Mayoral Committee
MFMC	Municipal Facility Management Committee
MSDF	Municipal Spatial Development Framework
NDP	National Development Plan
NSRP	National Sport and Recreation Plan
NGO	Non-Governmental Organization
NPO	Non-Profit Organization
SDS	Social Development Strategy
SFMP	Sport Facility Management Plan
SSRA	Stellenbosch Sport and Recreation Association

1. REGULATORY CONTEXT

The following relevant legislation, policies and informative documents provide context for this policy:

1.1 National and Provincial Legislation:

1.1.1 Constitution of the Republic of South Africa, 1996

1.1.2 National Sport and Recreation Act, 1998 (Act No. 110 of 1998)

1.1.3 Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003), Municipal Asset Transfer Regulations

1.1.4 National Building Regulations & Building Standards Act, 1977 (Act No. 103 of 1977)

1.1.5 Occupational Health & Safety Act, 1993 (Act No. 85 of 1993)

1.1.6 Safety at Sports and Recreational Events Act, 2010 (Act No. 2 of 2010)

1.1.7 Western Cape Liquor Act, 2008 (Act No. 4 of 2008)

1.2 Stellenbosch Municipality By-laws, Policies and Frameworks:

1.2.1 Events Policy,

1.2.2 Outdoor Advertising and Signage Policy,

1.2.3 Immovable Property Policy,

1.2.4 Asset Management Policy,

1.2.5 Informal Trading Amendment By-law,

1.2.6 Immovable Property By-law,

1.2.7 Events By-law 2009,

1.2.8 Immovable Property Asset Management Policy

2. ROLE - PLAYERS AND STAKEHOLDERS

2.1 Internal role players

2.1.1 The Department Community Services is responsible for the implementation and monitoring of this policy.

2.1.2 The Department Community Services consult with the following departments in relation to the management and operations of municipal sport assets:

2.1.2.1 Asset Management - refers primarily to the sport facilities which resort under the management of the Department Community Services which are used by the various Sport Councils in terms of the current User Agreements.

2.1.2.2 Revenue Collection - The Finance Department manages the municipal utility services accounts and debt management.

2.1.2.3 Legal Services Department – advises on legal matters affecting Sport Councils and sport assets.

2.1.2.4 Planning and Building Development Management – approve land use and building plans for sport assets.

2.2 External role players relevant to the implementation of this policy are:

2.2.1 Stellenbosch Sport and Recreation Association
2.2.2 Sport Councils and Sport Clubs
2.2.3 Cape Winelands District Sport Federations
2.2.4 Cape Winelands District Sport Council
2.2.5 Western Cape Sport Council
2.2.6 South African Sports Confederation and Olympic Committee (SASCOC)
2.2.7 National Federations
2.2.8 Provincial Federations

2.3 Stakeholders that may be consulted include the following:

2.3.1 Other Municipalities for purposes of best practice and shared learning.
2.3.2 Local and international partner non-governmental institutions.
2.3.3 Institutions of higher learning; and
2.3.4 Any other individual or institution at the discretion of the Stellenbosch Municipality.

3. POLICY MANDATES

This component deals with formal structures that guide the interaction between Stellenbosch Municipality and sporting stakeholders and clarifies the roles and responsibilities of role-players.

A strategic objective of the National Sport and Recreation Plan (NSRP) is to integrate the development of South African sport at provincial and local levels. The National Sport and Recreation Plan (NSRP) recognize that to increase participation and to develop sport and recreation, strong coordinated local structures are a prerequisite.

This policy will guide the interaction between Stellenbosch Municipality and its sport stakeholders and clarify the roles and responsibilities of role players.

3.1 This policy seeks to address:

3.1.1 How Stellenbosch Municipality partners, interacts and communicates with various sport bodies and clubs around the management and maintenance of municipal sport assets in WC024.

3.1.2 The optimal use of all sport assets, by facilitating the involvement of sport councils through the coordinated management structures of the municipality and the SSRA. This will prevent overuse of sport facilities, adherence to environmental restrictions and the principles outlined in the **User Agreement.**

3.1.3 The enhancement of effective oversight of Stellenbosch Municipality, to encourage partnerships for the effective and pragmatic management of sport assets.

3.1.4 Ensuring that Stellenbosch Municipality ownership of its sport facilities remains vital and that the responsible maintenance and management thereof is in the interest of the public.

3.1.5 Ensuring that the naming rights of sport assets remain vested with Stellenbosch Municipality such that no Stellenbosch Municipality signage should be removed or altered in any way.

3.1.6 Sport Councils must have affiliated clubs, sports codes, and recreation bodies.

3.2 The Role of a Sport Council

3.2.1 Each Sport Council will consist of mandated representatives from each sporting code and recreation bodies utilising the municipal sport assets.

3.2.2 Each sporting code must have representation at a Sport Council.

3.2.3 Each Sport Council must appoint a Facility Committee consisting of a representative from each of the sport codes that use the sport facility.

3.2.4 Sport Councils must affiliate to the SSRA.

3.2.5 The Facility Committee must ensure that all maintenance issues are directed to the office of the Manager Sport & Halls for action.

3.2.6 Enhance community cohesion and contribute towards an active community.

3.3 The role of the SSRA

3.3.1 To advise the municipality on the needs of the SSRA's affiliated sport councils.

3.3.2 To interact with, monitor and capacitate their affiliated Sports Councils.

3.3.3 To provide financial training to their affiliated Sports Councils.

3.3.4 To assist the municipality in the development of a Sport Facilities Master Plan for the Stellenbosch Municipality.

3.3.5 To cooperate and consult with schools and tertiary institutions on developing a long-term plan to promote and facilitate local participation in sport and to capacitate Sport Councils.

3.3.6 To raise sponsorship and funding for sport and recreational facilities and projects, in partnership with the municipality and the private sector.

3.3.7 To ensure that all Sport Councils pay the monthly municipal utility fees based on the tariff structure inclusive of pro-rata rates, water and electricity.

3.3.8 To ensure that all Sport Councils submit their quarterly financial reports to Stellenbosch Municipality.

3.3.9 To ensure that all sport councils submit their quarterly Facility Committee reports on all new and outstanding maintenance concerns of the facility.

3.3.10 Interact, cooperate and partner with NGOs active in sport development.

3.4 The role of Stellenbosch Municipality

3.4.1 To partner with other spheres of government for sport development initiatives.

3.4.2 To facilitate the development of Public-Private Partnerships.

3.4.3 To manage and maintain sport facilities.

3.4.4 To budget for future capital expenditure on municipal sport and recreation infrastructure.

3.4.5 To support the SSRA through an annual grant for administrative expenses.

3.4.6 To design and develop new sport facilities in designated communities.

3.5 Maintenance

The maintenance of sport facilities is the key to ensuring the broadening of participation. Neglected and vandalized assets restrict participation, thereby defeating the objective of creating an active nation.

The following key elements need to be implemented to ensure responsible optimization of the municipal sport facilities:

3.5.1 Monitor sport facilities for minor and major maintenance requirements in order to prevent deterioration.

3.5.2 Design and implement effective and efficient cleaning schedules to ensure general neatness and the aesthetic appearance of sport assets.

3.5.3 Do medium- and long-term planning for the replacement and/or upgrading of roofs, ceilings, electrical wiring and equipment, fire systems, plumbing, floors, etc.

3.5.4 Report vandalism and develop measures to prevent it.

3.6 Communication

Effective and constructive communication is required to enable all stakeholders to be accessible for the effective and efficient utilization of municipal sport facilities.

3.6.1 All Sport Councils must appoint a Facility Committee that will liaise with the Sport Office to audit and report on maintenance and repairs requirements.

3.6.2 The Sport Office in consultation with the Facility Committee must prioritize budgets and coordinate repairs and maintenance in order of urgency and priority.

3.6.3 Sport Councils and its affiliates must communicate all fixtures and facility use that requires specialised preparations directly to the Sport Office as per the agreed protocol (timelines).

4. SPORT FACILITY MANAGEMENT PLAN

On 29 July 2020 the hybrid model of the Sport Facility Management Plan was approved for implementation by the Stellenbosch Council. With the adoption of the Sport Facility Management Plan the new User Agreement replaced the old Lease Agreement.

4.1 Objectives with the Sports Facility Management Plan:

4.1.1 The Stellenbosch Municipality to take control of the management, maintenance, and development of municipal sport facilities.

4.1.2 The municipality retains the right to conclude partnership or management agreements with recognized and structured sport clubs, sport institutions and sport organizations.

4.2 The User Agreement

To achieve the goals of the Sports facility Management Plan it was decided to enter into User Agreements with each of the 15 Sports Councils. The user agreements incorporate the following key aspects for the effective, efficient and accountable management of the municipal sport facilities:

4.2.1 Details the Roles and Responsibilities of the respective parties.

4.2.2 Establish fair tariffs and rental structure for the use of the facilities.

4.2.3 Ensure fair access to municipal sport facilities for institutions who are not affiliated to the Sport Councils.

4.2.4 Establish improved communication processes and platforms with sport councils.

4.2.5 Confirms accountability of sport councils for their utility accounts.

4.2.6 Sport Councils must submit quarterly financial reports to the municipality.

4.3 Principles of the User Agreements

4.3.1 Sub-leasing of facility to third-party users

The USER (Sport Council) is only allowed to enter into a sub-lease agreement with a third party with the explicit consent/approval of the Municipality.

4.3.2 Financial obligations of sport councils in terms of this Agreement

4.3.2.1 The sport council agrees to pay the monthly utility bills which include refuse, water, sanitation and electricity.

4.3.2.2 The sport council is exempted from paying any property rates.

4.3.2.3 The sport council must submit quarterly financial reports to Stellenbosch Municipality.

4.3.2.4 The sport council must submit a quarterly facility report on all new and outstanding maintenance requirements at the facility.

4.3.2.5 The revenue generated at the facility will be shared between the User and the Municipality on a percentage-based formula as agreed in the signed User Agreement.

4.3.3 Financial Reports (Quarterly)

Each sport council must submit a quarterly financial report to the municipality of all income and expenses incurred during the period.

4.3.4 Facility Committees

Each Sport Council must appoint a Facility Committee consisting of a representative from each of the sport codes that use the sport facility. The Facility Committee must ensure that all maintenance issues are directed to the office of the Manager Sport & Halls for action. Records of these will also form part of the Quarterly Financial Report.

5. PARAMETERS

5.1 This policy covers outdoor and indoor sport assets.

5.2 This policy is applicable to sport assets which are managed in partnership with private sector organizations and NGOs.

5.3 This policy excludes stand-alone assets such as resorts, public toilets, swimming pools and community halls not located within a precinct or multi-use asset facility.

5.4 This policy includes professional clubs and semi-professional clubs that are based at municipal managed sport assets.

5.5 This policy seeks to clarify the roles, rights and responsibilities of the users and partners in the management and maintenance of sport assets in relation to:

5.5.1 The coordinating role and related responsibilities of users.

5.5.2 The governance and use of the asset especially in relation to financial matters such as revenue generation.

5.5.3 Identified operational matters, which require specific contractual agreements.

6. ASSET REGISTER AND INVENTORY MANAGEMENT

6.1 Stellenbosch Municipality has a centralized, digitized financial asset register for all sport and recreation facilities, in accordance with Section 63 of the MFMA and ISO 55000 standards.

6.2 The Asset Register must include:

- A unique sport facility asset identification and location.
- Ownership status of the sport facility.
- Sport facility asset condition and maintenance history.
- Valuation and depreciation schedule of the sport facility.
- Associated User Agreements and Facility Committee reports.

6.3 The Asset Register shall be updated and audited annually by the Financial Asset Management Department in collaboration with the Department Community Services.

7. ASSET DISPOSAL AND DECOMMISSIONING

7.1 Any sport asset identified for disposal, transfer, or decommissioning shall follow the **Municipal Asset Transfer Regulations** under the MFMA.

7.2 Disposal decisions must be:

- Based on lifecycle cost analysis and community need
- Approved by Council and subject to public consultation
- Documented in the Asset Register with supporting rationale

7.3 Decommissioned assets must be:

- Secured to prevent unauthorized use
- Evaluated for potential repurposing or sale
- Reported to National Treasury as per MFMA guidelines

8. STRATEGIC ALIGNMENT

This policy aligns with the following strategy documents that inform the municipal priorities:

8.1 National Development Plan (NDP), 2013

The NDP refers to the role of local government in building social cohesion by providing green spaces and community sport and recreation facilities which enable communities to interact at a local level.

8.2 National Sport and Recreation Plan (NSRP), 2012

The NSRP refers to the role of local community structures in the planning, construction and management of facilities.

8.3. Integrated Development Plan (IDP)

This policy is aligned to the strategic focus area of the Inclusive City articulated in the IDP. This refers to the provision of facilities as well as engaging communities in the planning, provision and management of facilities.

8.4 Built Environment Performance Plan (BEPP)

The policy is aligned to the planning approach that clearly influences the allocation of capital funding, and results in service delivery implementation, which in turn requires urban management to protect and sustain public and private investment in terms of the BEPP. The successful implementation of BEPPs relies on effective institutional arrangements and budgeting for ongoing operational expenditures. Sustained implementation and urban management will result in service delivery and spatial transformation that positively contributes to inclusive economic growth and the reduction of poverty and inequality over the long term.

8.5 Municipal Spatial Development Framework (MSDF)

This policy is aligned to the policy statements and guidelines of the MSDF, by ensuring that adequate and equitable distribution of social and recreational facilities through spatial distribution exist, create a balance between addressing critical backlogs, addressing the needs of new development areas and provide fewer facilities of a better quality where resources are too scarce to accommodate all requirements and support a mutually beneficial mix of recreational opportunities.

STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

USER AGREEMENT

Entered into by and between

STELLENBOSCH MUNICIPALITY

Herein represented by **Geraldine Mettler** in her capacity as

Municipal Manager, being duly authorized

(Hereinafter referred to as "the **Municipality**")

AND

SPORT COUNCIL

Herein represented by _____ in his capacity as **Chairperson**

(Hereinafter referred to as "the **USER**")

For the use of

(Hereinafter referred to as "the **Premises**")

1. DEFINITIONS AND INTERPRETATION

1.1 Definitions

In this Agreement, unless clearly inconsistent with or the context indicates otherwise:

1.1.1 **"Agreement"** means this user agreement together with all annexures (if any);

1.1.2 **"Monthly Payments"** means the payments payable by the **USER** as set out in clause 4 herein;

1.1.3 **"Business Day"** means a day, other than a Saturday, a Sunday or a public holiday in the Republic of South Africa and in the event that a day referred to in terms of this Agreement should fall on a day which is not a Business Day, then the relevant date shall be extended to the next succeeding Business Day;

1.1.4 **"Commencement Date"** means the commencement date of this agreement specified in clause 3.3;

1.1.5 "**User Period**" means a period of 12 months calculated from the Signature Date.

1.1.6 **"Parties"** means the parties to this agreement, and "party" means any one of them;

1.1.7 **"Permitted uses of Premises**" means the purpose for which the Premises are used as set out in clause 2 herein;

1.1.8 **"Premises"** means which the **USER** will use in terms of this Agreement.

1.1.9 **"Signature Date**" means the date on which this Agreement is signed by the **USER**.

1.1.10 **"SSRA"** means The Stellenbosch Sport and Recreation Association, an association that is elected by affiliated sport councils.

1.1.11 **"Sub-letting"** means to lease or rent all or part of a leased or rented property;

1.1.12 **"Alternative use"** means a use that could not reasonably be made of the property

1.2 Interpretation

In this Agreement, unless clearly inconsistent with or the context indicates otherwise:

1.2.1 Any references to the Municipality shall, where applicable, include the Municipality's employees and/or agents;

1.2.2 Any references to the **USER** shall, where applicable, include the **USER**'s employees and/or agents;

1.2.3 Expressions in the singular also denote the plural, and *vice versa*;

1.2.4 Words and phrases denoting natural persons refer also to juristic persons, and *vice versa*;

1.2.5 Pronouns of any gender include the corresponding pronouns of the other genders; and

1.2.6 References to any enactment shall include references to such enactment as it may, after Signature Date, from time to time be amended, supplemented or re-enacted.

1.3 The use of the word "including" followed by a specific example or examples shall not be construed or interpreted as limiting the meaning of the general wording preceding it and the *ejusdem generis* rule shall not be applied in the interpretation of such general wording and/or such specific example or examples.

1.4 This agreement shall be governed by and interpreted and applied in accordance with South African law.

2. PERMISSION OF USE OF PREMISES

The Municipality hereby permits the **USER** to occupy and use the premises and the **USER** hereby accepts the Premises from the Municipality on the terms and conditions contained in this Agreement.

3. PERIOD

3.1 The permission for use of the premises will be for a period of (1) one year

3.2 The permission may be renewed for a period of one year following the date of expiry of the initial term of this agreement depending on compliance with the outlined terms and conditions.

3.3 In the event that the permission is renewed it will be on the same terms and conditions.

4. USER'S FINANCIAL OBLIGATIONS IN TERMS OF THIS AGREEMENT

4.1 The **USER** agrees to pay the monthly utility bills which includes refuse, sanitation and electricity and will be exempted from paying the property rates.

4.2 The USER must submit financial quarterly reports to Stellenbosch Municipality.

4.2.1 The quarterly report must also include a Facility Committee's report on all new and outstanding maintenance concerns of the facility.

4.3 the Municipality is indemnified against all possible 3rd party claims due to Sport Council negligence.

4.4 The revenue will be shared between the USER and the Municipality on a percentage-based formula which be aligned to Council, in instances such as:

4.4.1 Non-sporting events not linked to sporting activities;

4.4.2 Sub-letting of certain sections of the facility;

4.4.3 Any event that triggers an event application (extra ordinary events that will generate more income, such as structured sporting events, festivals or tournaments).

4.5 After consultation with the Sport Councils the municipality reserves the right to give notice of emergency use of the facility when the area is required for

municipal services or needs such as:

- Fire victims
- Flood victims
- Any other unavoidable human displacement events.

4.6 Alternatively in consultation with the User, a one (1) month notice period will be given for municipal services or needs when required.

5. REVENUE PROFIT SHARING

5.1 Unless otherwise provided in the User Agreement, the provisions of the agreement on the initial date of User Agreement will still apply.

5.2. The Revenue Profit Sharing percentage will be a percentage for the sport council and a percentage for Stellenbosch Municipality ~~to be indulged~~ as stipulated in clause 4.4 of the User Agreement.

6. SUB-LETTING

6.1 The **USER** will only enter into a sub-lease agreement with the Municipality's consent/approval, which will not be unreasonably withheld.

6.2 In any sub-lease that the **USER** will enter into with a sub-lessee, the Municipality must be co-signatory of the sub-lease agreement.

7. MUNICIPALITY'S RIGHT OF ACCESS

The **Municipality** always has the right of free access to the permitted area for inspection, when there is any report of facility abuse. The **Municipality** shall not be liable for any damage to the permitted area which may arise from such inspection.

8. FACILITY COMMITTEE

8.1 The Sport Council must appoint a Facility Committee consisting of a representative from each of the sport codes that use the sport facility or any other committee responsible for reporting on the facility's maintenance, defaults and needs.

8.2 The Facility Committee must ensure that all maintenance issues are directed to the office of the Manager Sport & Halls for action.

8.3 Records of these will also form part of the Quarterly Financial Report.

9. STELLENBOSCH SPORT AND RECREATION ASSOCIATION (SSRA)

9.1 The SSRA will capacitate sport councils with information using workshops and meetings.

9.2 The SSRA will act in an advisory capacity to the Stellenbosch Municipality and affiliated sport councils.

9.3 The SSRA will act in a supporting role to sport councils and Stellenbosch Municipality.

10. BREACH

10.1 Should the **USER** breach any of its obligations under this Agreement and fail to remedy such breach within a period of 21 (twenty-one) days the Municipality shall be entitled, without prejudice to cancel this Agreement by way of written notice to the **USER** and, in either event, to claim such damages as it may thereby have suffered.

10.2 Should the **USER**

10.2.1 fail to pay any services or other amount due by it to the Municipality in terms of this agreement on the due date thereof and fail to remedy the breach within 14 (fourteen) days after having been required in writing to do so; or

10.2.2 commit any breach of the terms and conditions of this agreement which is incapable of being remedied and which goes to the root of the agreement; then and in any of such events, the Municipality shall, without prejudice to and in addition to any other rights which it may have at law and in its sole discretion to cancel the agreement.

10.3 In the event of the Municipality cancelling this agreement and the **USER** disputing, the right to cancel and remaining in occupation of the Premises, the USER shall, pending the determination of such dispute, continue to pay to the Municipality. Should the dispute be determined in favour of the Municipality, the payments made and received in terms of this clause shall be deemed to be amounts paid by the USER on account of damages suffered by the

Municipality by reason of the cancellation of this agreement and/or the unlawful holding over by the USER.

11. TERMINATION

This Agreement may be terminated by either party at any time upon three (3) month's written notice in writing and without payment of any compensation. Upon termination of this Agreement the **USER** shall be obligated to vacate the premises in the same condition as they were and to the satisfaction of the **Municipality** and shall not be entitled to claim compensation in respect thereof.

12. INDEMNITY

The **USER** hereby indemnifies and undertakes to keep the **Municipality** indemnified against all liability howsoever caused to third parties through sport council negligence or whether arising as a direct or indirect result of the existence of the User Agreement upon and against all actions, suits, proceedings, claims, demands, costs and expenses whatsoever which may be taken or made against the **Municipality** or incurred or become payable by the **Municipality** at the suit of any person.

13. OWNERSHIP

Notwithstanding the content of this agreement between the sport council and the **Municipality**, the municipality shall not be deemed to have relinquished its rights to the ownership of the property or to have waived any of its rights pertaining to the property whether in terms of the current law, regulation or any other legislation to be enacted in future.

14. DOMICILIA AND NOTICES

14.1 All notices, consents or other communications to either the **USER** or Municipality will:

14.1.1 be valid only if it is in writing;

14.1.2 if sent by prepaid registered post in a correctly addressed envelope be deemed to have been received by the other party on the 7th day after posting;

14.1.3 if delivered by hand between 09h00 and 16h00 on a business day, it is to be deemed to have been received by the other party on delivery.

14.2 The parties choose as their *domicilia citandi et executandi* the addresses mentioned in clause 11.3, provided that such *domicilium* of either party may be changed by written notice from such party to the other party with effect from the date of receipt or deemed receipt by the latter of such notice.

14.3 The **Municipality**

MUNICIPAL MANAGER: MS GERALDINE METTLER

17 Plein Street

Main Building

Stellenbosch

7600

The **USER**: SPORT COUNCIL

Email:

15. WHOLE AGREEMENT

15.1 This is the entire agreement between the parties.

15.2 Neither party relies in entering into this agreement on any warranties, statements, representations, disclosures or expressions of opinion which have not been incorporated into this agreement as warranties or undertakings.

15.3 No variation or consensual cancellation of this agreement shall be of any force or effect unless reduced to writing and signed by both parties.

SIGNED AT _____ ON THIS ___ DAY OF _____ 2026

in the presence of the undersigned witnesses

Witnesses:

1 .....

2 ....

Geraldine Mettler
Municipal Manager
Duly authorised thereto

SIGNED AT _____ ON THIS ___ DAY OF _____ 2026

in the presence of the undersigned witnesses

Witnesses:

1 .....

2 ....

Sport Council
Duly authorised thereto

10.3	**CORPORATE SERVICES: (PC: CLLR L NKAMISA)**

10.3.1	**REVISED AND CONSULTED MICRO-STRUCTURES FOR THE MUNICIPAL MANAGER'S OFFICE (INTERNAL AUDIT, IDP AND MM'S OFFICE), PLANNING AND ECONOMIC DEVELOPMENT (INTEGRATED HUMAN SETTLEMENTS (HOUSING DEVELOPMENT AND INTEGRATED HUMAN SETTLEMENTS)**

Collaborator No:
IDP KPA Ref No: **Good Governance and Compliance**
Meeting Date: **29 July 2026**

1. SUBJECT: REVISED AND CONSULTED MICRO-STRUCTURES FOR THE MUNICIPAL MANAGER'S OFFICE (INTERNAL AUDIT, IDP AND MM'S OFFICE), PLANNING AND ECONOMIC DEVELOPMENT (INTEGRATED HUMAN SETTLEMENTS (HOUSING DEVELOPMENT AND INTEGRATED HUMAN SETTLEMENTS)

2. PURPOSE

To inform the Council of the revised and consulted micro-structures for the MUNICIPAL MANAGER'S OFFICE (INTERNAL AUDIT, IDP AND MM'S OFFICE), PLANNING AND ECONOMIC DEVELOPMENT (INTEGRATED HUMAN SETTLEMENTS (HOUSING DEVELOPMENT AND INTEGRATED HUMAN SETTLEMENTS) for approval.

3. DELEGATED AUTHORITY

The delegated authority is Council

4. EXECUTIVE SUMMARY

The review of the 2017/2019 micro-structures has been on the Local Labour Forum agenda under matters emanating since November 2020. Since that date various consultative meetings were held with the Directorates (sections and department) and structures presented and amended. During the meeting held on 2nd February 2026 the parties (the Employer, IMATU and SAMWU) after thorough consultation and discussions found agreement on the structures presented.

5. RECOMMENDATION

That the revised/amended and consulted structures for the Municipal Manager's Office (Internal Audit, IDP and MM's office), Planning and Economic Development (Integrated Human Settlements (Housing Development and Integrated Human Settlements) be approved.

6. DISCUSSION / CONTENTS

6.1 Background

The review of the 2017/2019 micro-structures has been on the Local Labour Forum agenda under matters emanating since November 2020. Since that date various consultative meetings were held with the Directorates (sections and department) and structures presented and amended. At the meeting of 2nd February 2026, the parties (the Employer, IMATU and SAMWU) after thorough consultation and discussions found agreement on the structures presented.

6.1.1 **MUNICIPAL MANAGER'S OFFICE – ANNEXURE A1 TO A3**

The directorate submitted their proposals for revision of the Internal Audit (A1), IDP (A2) and MM's office (A3) sections during December 2025 and after several meetings and discussions it served at the Restructuring Working Group meeting on the 2nd of February 2026. The parties agreed to the revised proposals and agreed to it being adopted and approved by Council.

6.1.2 **PLANNING AND ECONOMIC DEVELOPMENT – INTEGRATED HUMAN SETTLEMENTS - ANNEXURE B2 TO B3**

The directorate submitted their proposals for revision of the Housing Development (B2) and Integrated Human Settlements (B3) sections during July - December 2025 and after several meetings and discussions it served at the Restructuring Working Group meeting on the 2nd of February 2026. The parties agreed to the revised proposals and agreed to it being adopted and approved by Council.

6.2 Financial Implications

There may be financial implications in terms of newly created positions, but this will be addressed through a costing exercise and in line with the currently available budget.

6.3 Legal Implications

There are no legal implications at this stage as the revision of the micro-structures were done in line with legislative prescripts and based on what is operationally more efficient and effective for the Municipality.

6.4 Staff Implications

There may be staff implications, but this will be addressed after final approval by Council and in terms of the placement process.HR reiterated that job designation and job evaluation is not considered during the restructuring process.

6.5 Previous / Relevant Council Approval

The 2017/2019 were respectively approved by Council on the 25th of October 2017 and 27th of February 2019. Various other revisions were also approved during March to July 2025.

6.6 Risk Implications

There may be risks in terms of placement, but this will be dealt with in terms of the Placement Process.

6.7 Comments from Senior Management

This item is supported by Senior Management.

RECOMMENDATION FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2026-06-17: ITEM 7.3.1

that the revised/amended and consulted structures for the Municipal Manager's Office (Internal Audit, IDP and MM's office), Planning and Economic Development (Integrated Human Settlements (Housing Development and Integrated Human Settlements) be approved.

APPENDICES A - E:

Annexure A REVISED STRUCTURES - MUNICIPAL MANAGER'S OFFICE
Annexure B REVISED STRUCTURES – PLANNING AND ECONOMIC DEVELOPMENT

FOR FURTHER DETAILS CONTACT:

NAME	*Alexander Kannemeyer*
POSITION	*Senior Manager Human Resource Management*
DIRECTORATE	*Corporate Services*
CONTACT NUMBERS	*021-808 8751*
E-MAIL ADDRESS	*Alexander. Kannemeyer@stellenbosch.gov.za*
REPORT DATE	*3rd FEBRUARY 2026*

ANNEXURE A

CONFIDENTIAL

STELLENBOSCH LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE - 21 SEP 2017

OFFICE OF THE MUNICIPAL MANAGER
DIVISION INTERNAL AUDIT

RECOMMENDED BY MUNICIPAL MANAGER

Signature

____/____/2017

APPROVED BY COUNCIL

Signature

____/____/2017

DIVISION
INTERNAL AUDIT

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

FUNCTIONS:

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

CHIEF AUDIT EXECUTIVE

SECTION
ADMINISTRATIVE SUPPORT

PURPOSE: To render management and line function administrative support services

FUNCTIONS:

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

SNR CLERK T
NEW POST

SECTION
COMPLIANCE & PERFORMANCE AUDIT
UNIT A

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

FUNCTIONS:

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

SNR INTERNAL AUDITOR T

INTERNAL AUDIT INTERNS

INTERNAL AUDITOR T

SECTION
COMPLIANCE & PERFORMANCE AUDIT
UNIT B

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

FUNCTIONS:

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

SNR INTERNAL AUDITOR T

INTERNAL AUDIT INTERNS

INTERNAL AUDITOR T

Annexure A1

OFFICE OF THE MUNICIPAL MANAGER

NEW PROPOSAL



2

CONFIDENTIAL

STELLENBOSCH LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE - 21 SEP 2017

RECOMMENDED BY MUNICIPAL MANAGER

Signature

____/____/2017

APPROVED BY COUNCIL

Signature

____/____/2017

SECTION
IDP/ PM / IGR

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

FUNCTIONS:

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

MANAGER: IDP/ PM / IGR T

SNR CLERK T

SUB-SECTION
IDP

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

FUNCTIONS:

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

IDP OFFICER T

SUB-SECTION
PM & SDBIP

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

FUNCTIONS:

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

PM OFFICER T

PUBLIC PARTICIPATION OFFICER T

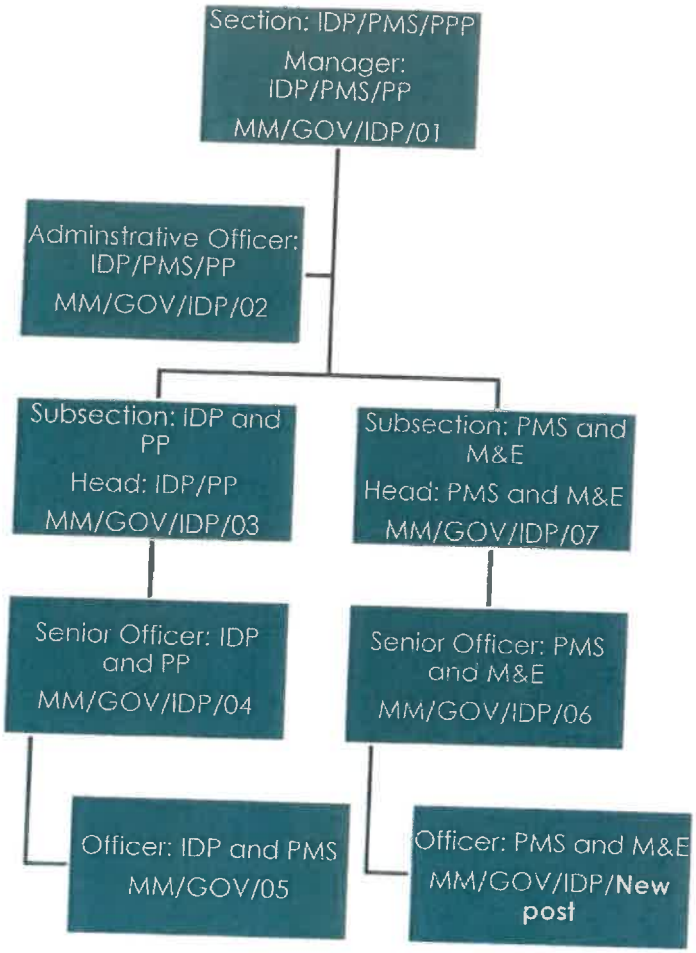
PUBLIC PARTICIPATION OFFICER T

PUBLIC PARTICIPATION OFFICER T

DRAFT

Annexure A2

NEW PROPOSAL



2.

CONFIDENTIAL

STELLENBOSCH LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE - 21 SEP 2017

OFFICE OF THE MUNICIPAL MANAGER

STELLENBOSCH

RECOMMENDED BY MUNICIPAL MANAGER

Signature

____/____/2017

APPROVED BY COUNCIL

Signature

____/____/2017

STELLENBOSCH MUNICIPAL COUNCIL

OFFICE OF THE MUNICIPAL MANAGER

PURPOSE: To ensure that municipal services are administered in accordance with the

FUNCTIONS:

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

MUNICIPAL MANAGER SECT 57

DIRECTORATE CORPORATE SERVICES

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

DIRECTOR: CORPORATE SERVICES SECT. 57

SEE PAGE 2

DIRECTORATE FINANCIAL SERVICES

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

DIRECTOR: FINANCIAL SERVICES (CFO) SECT. 57

SEE PAGE 10

DIRECTORATE PLANNING & ECONOMIC DEVELOPMENT

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

DIRECTOR: PLANNING & ECONOMIC DEVELOPMENT SECT. 57

SEE PAGE 28

DIRECTORATE INFRASTRUCTURE SERVICES

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

DIRECTOR: INFRASTRUCTURE SERVICES SECT. 57

SEE PAGE 38

DIRECTORATE COMMUNITY & PROTECTION SERVICES

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

DIRECTOR: COMMUNITY & PROTECTION SERVICES SECT. 57

SEE PAGE 76

DIVISION INTERNAL AUDIT

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

CHIEF AUDIT EXECUTIVE

SEE PAGE 104

DIVISION GOVERNANCE

contribute to the improvement of governance management processes

SNR MANAGER: GOVERNANCE

SEE PAGE 105

PURPOSE: To provide office management services to the Municipal Manager

SNR ADMINISTRATIVE OFFICER

SEE PAGE 109

Annexure A3

CONFIDENTIAL

STELLENBOSCH LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE - 21 SEP 2017

OFFICE OF THE MUNICIPAL MANAGER

RECOMMENDED BY MUNICIPAL MANAGER

Signature

____/____/2017

APPROVED BY COUNCIL

Signature

____/____/2017

NEW PROPOSAL

STELLENBOSCH MUNICIPAL COUNCIL

OFFICE OF THE MUNICIPAL MANAGER

PURPOSE: To ensure that municipal services are administered in accordance with the

FUNCTIONS:

1. Provide corporate services to the institution in support of efficient organisational and administrative processes
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4. Manage infrastructure services provisioning in order to ensure the rendering of sustainable and affordable services to the community
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6. Provide an independent appraisal of the adequacy and effectiveness of financial controls
7. Evaluate and contribute to the improvement of governance management processes
8. Provide office management services to the Municipal Manager

MUNICIPAL MANAGER SECT 57

DIRECTORATE CORPORATE SERVICES

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

DIRECTOR: CORPORATE SERVICES SECT. 57

SEE PAGE 2

DIRECTORATE FINANCIAL SERVICES

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

DIRECTOR: FINANCIAL SERVICES (CFO) SECT. 57

SEE PAGE 10

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DIRECTOR: PLANNING & ECONOMIC DEVELOPMENT SECT. 57

SEE PAGE 28

DIRECTORATE INFRASTRUCTURE SERVICES

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DIRECTOR: INFRASTRUCTURE SERVICES SECT. 57

SEE PAGE 38

DIRECTORATE COMMUNITY & PROTECTION SERVICES

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

DIRECTOR: COMMUNITY & PROTECTION SERVICES SECT. 57

SEE PAGE 76

DIVISION INTERNAL AUDIT

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

CHIEF AUDIT EXECUTIVE

SEE PAGE 104

DIVISION GOVERNANCE

Contribute to the improvement of governance management processes

SNR MANAGER: GOVERNANCE

SEE PAGE 105

PURPOSE: To provide office management services to the Municipal Manager

SNR ADMINISTRATIVE OFFICER T

SEE PAGE 109

SPECIAL PROJECTS MANAGER(S)

2

CONFIDENTIAL

STELLENBOSCH LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE - 21 SEP 2017

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

RECOMMENDED BY MUNICIPAL MANAGER

Signature

____/____/2017

APPROVED BY COUNCIL

Signature

____/____/2017

SECTION
EXECUTIVE SUPPORT OFFICE OF THE MUNICIPAL MANAGER

PURPOSE: To provide office management services to the Municipal Manager

FUNCTIONS:

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

SNR ADMINISTRATIVE OFFICER T

PA: MUNICIPAL MANAGER T

DRAFT

3

CONFIDENTIAL

STELLENBOSCH LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE - 21 SEP 2017

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

RECOMMENDED BY MUNICIPAL MANAGER

Signature

____/____/2017

STELLENBOSCH

APPROVED BY COUNCIL

Signature

____/____/2017

NEW PROPOSAL

SECTION
EXECUTIVE SUPPORT OFFICE OF THE MUNICIPAL MANAGER

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3. **Coordinate logistical support**
4. **Provide executive secretarial and administrative support services**
5. **Liaise internally and externally with relevant stakeholder**
6. **Advise the Municipal Manager on a daily basis with regard to functional activities**

MANAGER: MM OFFICE

- **SENIOR ADMIN OFFICER**
  - **PERSONAL ASSISTANT**
  - **SENIOR CLERK**

POST MOVED FROM PG.108

ANNEXURE B

CONFIDENTIAL

STELLENBOSCH LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE - 21 SEP 2017

RECOMMENDED BY MUNICIPAL MANAGER

Signature

____/____/2017

APPROVED BY COUNCIL

Signature

____/____/2017

DIVISION
INTEGRATED HUMAN SETTLEMENTS

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

FUNCTIONS:

1. **Implement strategic objectives of Council pertaining informal settlements and projects to ensure integration with IDP and IHS Plan**
2. **Manage the administrative processes of housing applications and provisioning to ensure proper service delivery to the community**
3. **Render management and line function administrative support services**

SNR MANAGER: INTEGERATED HUMAN SETTLEMENTS T

SECTION
ADMINISTRATIVE SUPPORT

PURPOSE: To render management and line function administrative support services

FUNCTIONS:

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

SNR CLERK T

SECTION
INFORMAL SETTLEMENTS

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

MANAGER: INFORMAL SETTLEMENTS ADMINISTRATION T

SEE PAGE 36

SECTION
HOUSING ADMINISTRATION

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

MANAGER: HOUSING T

SEE PAGE 37

SECTION: HOUSING DEVELOPMENT

Purpose: Manage multi-year integrated Human Settlement projects through phases of project cycle.

- Set housing delivery goals
- Identify & designate land
- Initiate, co-ordinate and facilitate

MANAGER: HOUSING DEVELOPMENT

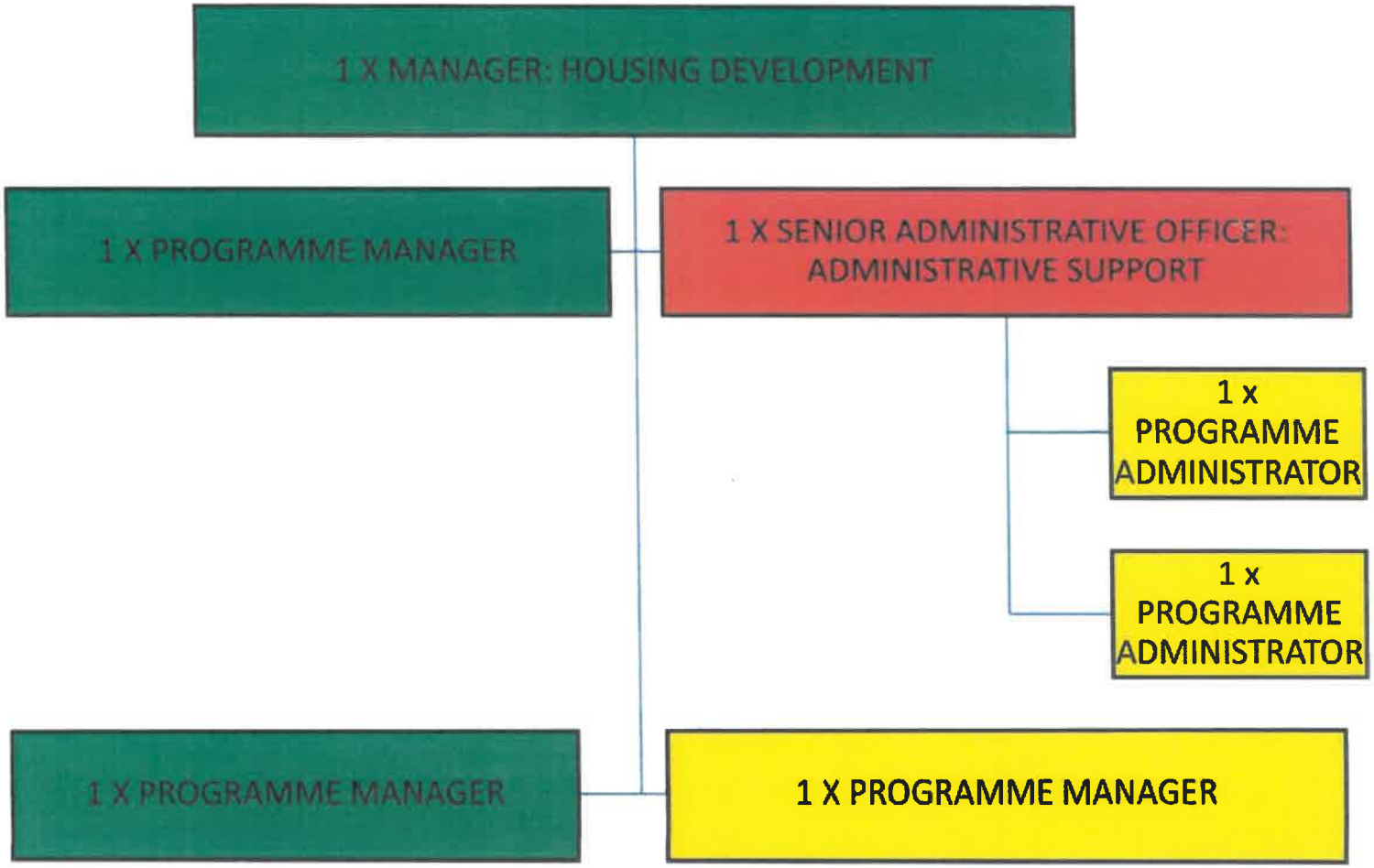
PROGRAMME MANAGERS X3

COMMUNITY FACILITATORS (X3 POSTS)

Annexure B2

NEW PROPOSAL.

STELLENBOSCH LOCAL MUNICIPALITY
SECTION: HOUSING DEVELOPMENT 2025 PROPOSED ORGANOGRAM



2

CONFIDENTIAL

STELLENBOSCH LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE - 21 SEP 2017

RECOMMENDED BY MUNICIPAL MANAGER

Signature

____/____/2017

APPROVED BY COUNCIL

Signature

____/____/2017

SECTION
INFORMAL SETTLEMENTS

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

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

MANAGER: INFORMAL SETTLEMENTS T

SNR CLERK T

SUB-SECTION
MONITORING & DATA MANAGEMENT

PURPOSE: To monitor and provide data management

FUNCTIONS:
1. Enumeration and updating of informal settlements register
2. Numbering of informal structures
3. Database verification process during emergencies/ disasters
4. Monitoring in informal settlements (area based)
5. Identification and referral of needs in informal settlements
6. Administer database
7. Regularisation of informal settlements into transitional residential settlement areas/ re-blocking approach

SNR ADMIN OFFICER

SUB-SECTION
COMMUNITY FACILITATION & ADMINISTRATION

PURPOSE: To render community facilitation and administration

FUNCTIONS:
1. Coordinate processes wrt evictions and interdicts
2. Coordinate development facilitation of community participation processes
3. Identification and referral of needs in informal settlements
4. Develop and maintain partnerships with relevant stakeholders
5. Provide education on tenure rights
6. Give support in complying with building regulations and safety and health regulations
7. Database verification process during emergencies/ disasters
8. Management of evictions process

SNR ADMIN OFFICER T

ADMIN OFFICER T

AREA A
SNR FIELD OFFICER T

AREA B
SNR FIELD OFFICER T

AREA C
SNR FIELD OFFICER T

EMERGENCY HOUSING
ADMIN OFFICER T

FIELD OFFICER T
FIELD OFFICER T
FIELD OFFICER T

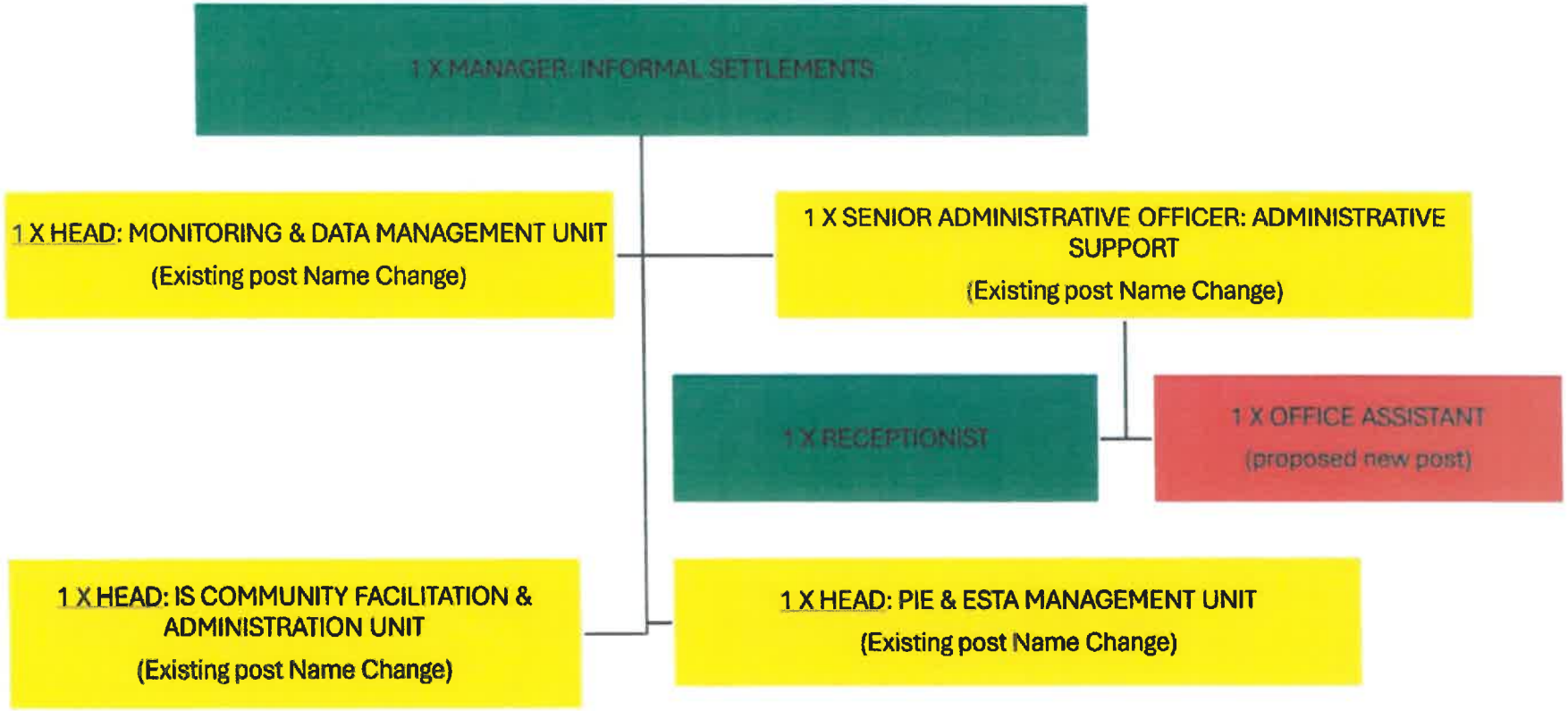
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Annexure B3

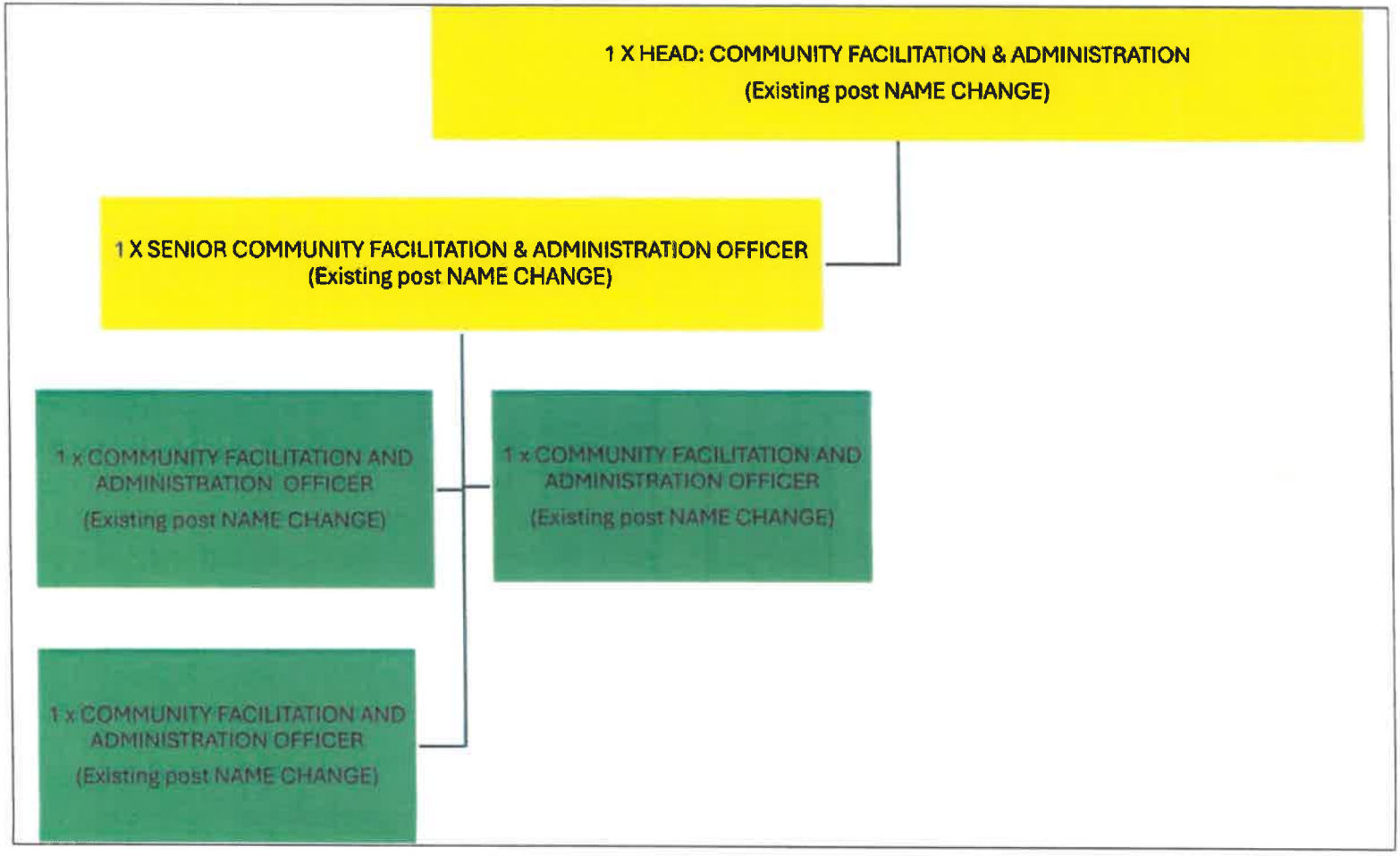
NEW Proposal

STELLENBOSCH LOCAL MUNICIPALITY
SECTION: INFORMAL SETTLEMENTS 2025 PROPOSED ORGANOGRAM



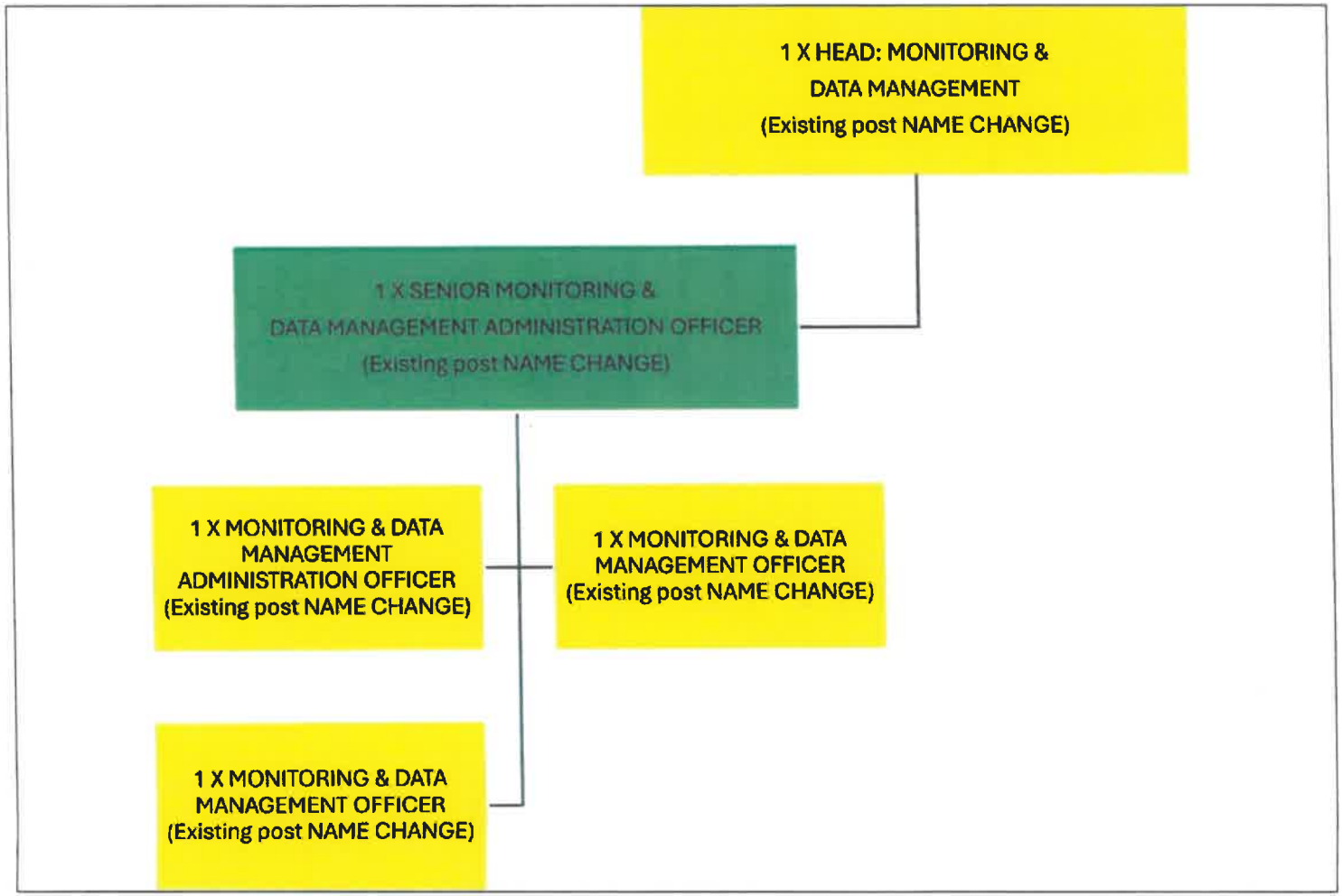
NEW PROPOSAL

UNIT:
COMMUNITY FACILITATION AND ADMINISTRATION



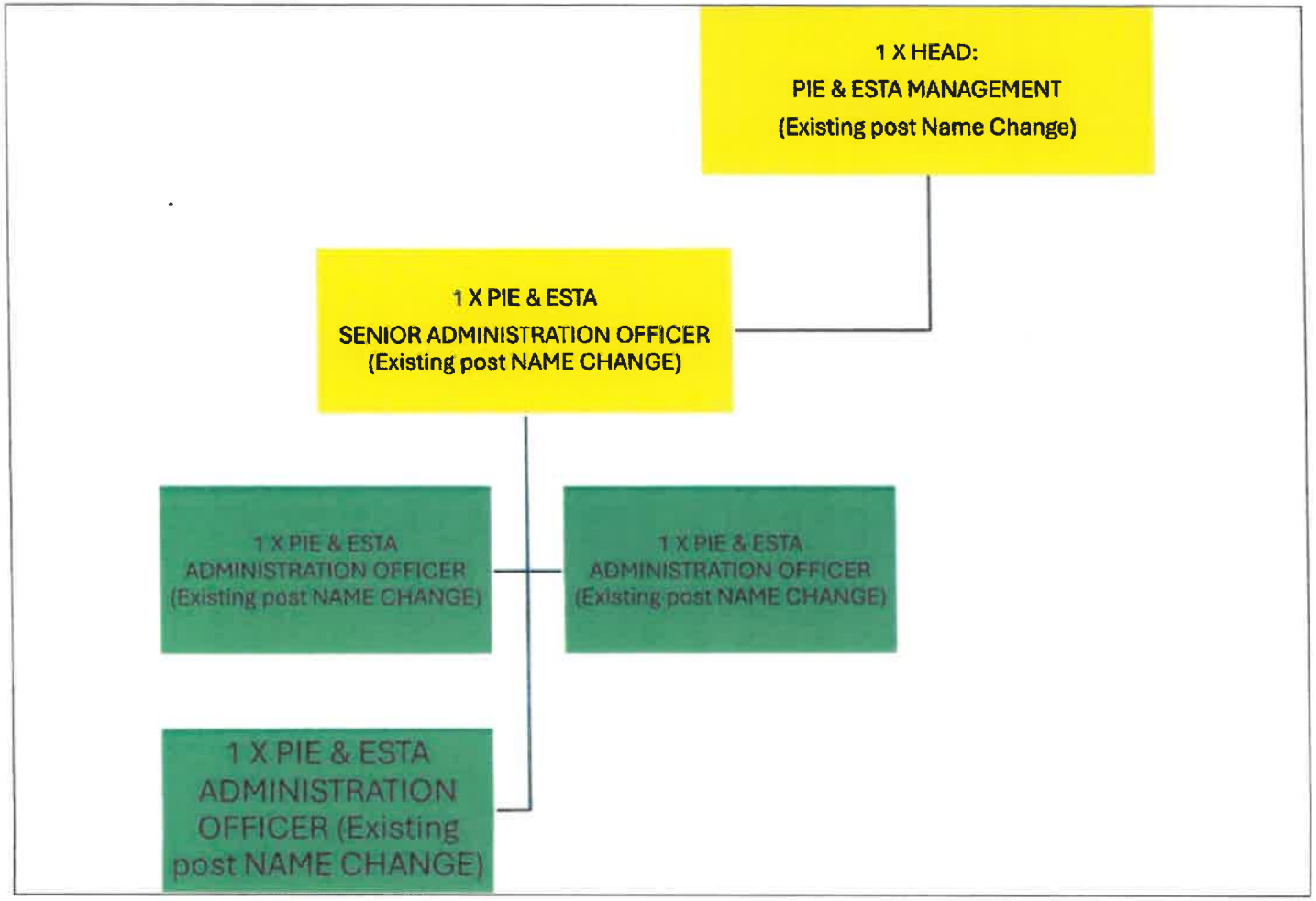
NEW PROPOSAL

UNIT:
MONITORING AND DATA MANAGEMENT



NEW PROPOSAL

UNIT:
PIE & ESTA MANAGEMENT



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10.3.2	**DEMOLITION OF COUNCIL OWNED PROPERTY SITUATED ON FARM 369 STELLENBOSCH**

Collaborator No:
IDP KPA Ref No: **Good Governance**
Meeting Date: **29 July 2026**

1. SUBJECT: DEMOLITION OF COUNCIL OWNED PROPERTY SITUATED ON FARM 369 STELLENBOSCH

2. PURPOSE

To consider and approve the demolishing of a Council owned building situated on Farm 369 Stellenbosch. The item further seeks Council's approval of the statutory conditions that must be met before the demolition may be executed, as set out in recommendations (c) to (h).

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

Farm 369 Stellenbosch in Paradyskloof is a Council owned property, a portion of which is subject to a long-term agricultural lease agreement, and the remaining portion consists of a parking lot and a dilapidated building.

The dilapidated building is considered unsafe and is currently being used as a drug den. Demolition of the building appears to be the most viable and legally compliant option.

Since the Municipality is itself the registered owner of the property, the enforcement provisions of section 12 of the National Building Regulations and Building Standards Act 103 of 1977, which empower a local authority to order an owner to demolish a dilapidated or dangerous building, cannot be applied by the Municipality against itself. The demolition must therefore be authorised by Council in its capacity as owner and thereafter executed in compliance with the approval, permitting and occupational health and safety requirements set out in paragraph 6.2.4 below.

Three compliance requirements were not addressed in the item as originally drafted and are now included. First, the inspection report records that asbestos roofing sheets have been taken down, which engages the Asbestos Abatement Regulations, 2020. Second, the date of erection of the structure has not been established; if it is older than 60 years, a permit issued by Heritage Western Cape under section 34(1) of the National Heritage Resources Act 25 of 1999 is required before demolition. Third, no funding source has been identified for the demolition. Approval is accordingly recommended subject to conditions.

5. RECOMMENDATIONS

(a) that Council confirms, in terms of section 14(2)(a) of the Local Government: Municipal Finance Management Act 56 of 2003 read with the Municipal Asset Transfer Regulations, 2008 and the Municipality's Asset Management Policy, that the dilapidated building situated on a portion of Farm 369 Stellenbosch is not needed to provide the minimum level of basic municipal services;

(b) that Council approves, in its capacity as owner of the property, the demolition of the dilapidated building situated on a portion of Farm 369 Stellenbosch in

accordance with the recommendation in the inspection report dated 18 November 2025, subject to paragraphs (c) to (h) below;

(c) that Council directs that no demolition work may commence until the date of erection of the structure has been established and, where the structure or any part of it is older than 60 years, a permit contemplated in section 34(1) of the National Heritage Resources Act 25 of 1999 has been issued by Heritage Western Cape;

(d) that Council directs that no demolition work may commence until an asbestos identification, inventory and risk assessment contemplated in regulations 3 to 5 of the Asbestos Abatement Regulations, 2020 has been completed by a competent person, a registered asbestos contractor has been appointed, and the notification contemplated in regulation 10 has been submitted to the Chief Director: Provincial Operations of the Department of Employment and Labour at least seven days before commencement of the asbestos work;

(e) that Council directs that no demolition work may commence until the demolition has been approved by the Municipality in its capacity as local authority in terms of section 4(1) of the National Building Regulations and Building Standards Act 103 of 1977 read with regulations A2(1)(e) and A22 and Part E of the National Building Regulations, and a competent person has been appointed to supervise the demolition;

(f) that Council directs that no demolition work may commence until the Municipal Manager has confirmed in writing that no person occupies the structure as a home, alternatively that an order authorising eviction has been granted in terms of the Prevention of Illegal Eviction from and Unlawful Occupation of Land Act 19 of 1998, and that the structure does not fall within the portion of the property subject to the existing long-term agricultural lease;

(g) that Council directs that no expenditure may be incurred until the Chief Financial Officer has confirmed the availability of funding on an approved budget vote as contemplated in section 15 of the Local Government: Municipal Finance Management Act 56 of 2003, and that the demolition contractor is to be appointed in accordance with section 217 of the Constitution and the Municipality's Supply Chain Management Policy; and

(h) that Council directs that, upon completion of the demolition, the structure be derecognised in the fixed asset register in accordance with GRAP 17 and the Municipality's Asset Management Policy, that all demolition waste, including asbestos-containing waste, be disposed of at a facility licensed in terms of the National Environmental Management: Waste Act 59 of 2008, and that the Municipal Manager report back to Council on compliance with paragraphs (c) to (g) within 30 days of completion.

6. DISCUSSION / CONTEXT

6.1 Background

The Building Development Management Section received a complaint that a municipal property situated in Trumali Road is in a dilapidated state and unsafe. Further claims were made that the building is being used as a drug den. The Building Inspectorate conducted an on-site inspection and consulted Building Development Management records which confirmed that no approved building plans exist for the structure and no certificate of occupancy was issued. This renders the structure as unauthorised under the National Building Regulations and Building Standards Act. The records consulted did not establish the date of erection of the structure. Given the location of the structure

on an agricultural farm portion, it cannot be assumed that it is less than 60 years old, and the heritage protection referred to in paragraph 6.2.4.2 below must be excluded before demolition proceeds. The absence of approved building plans and of a certificate of occupancy establishes that the structure is unauthorised; it does not, on its own, authorise its demolition without the approvals and permits dealt with in paragraph 6.2.4 below.

6.2. DISCUSSION

6.2.1 Inspection Findings

On 18 November 2025 a report was filed indicating the findings during the on-site inspection done by the Building Department. A copy of the report is attached hereto as **APPENDIX 1**. The report indicates, *inter alia,* that there are various visible structural damages to the structure, including:

- The entire roof structure and asbestos roofing sheets have been taken down;
- The internal walls have been torn down, whilst the external walls are partially demolished;
- Visible cracks with vegetation growing through the floor slab and the floor is deemed to be unsafe and in a state of demolition; and
- All windows and doors have been removed.

It is also clear from the report that there has been extensive vandalism at the property including the destruction of the structure, removal of electrical and water pipes and general deterioration due to neglect which has caused the property to be unsafe for occupation.

The removal of the entire roof structure and of the asbestos roofing sheets recorded in the first bullet above appears to have been carried out by unknown persons and not by a registered asbestos contractor. The site must therefore be treated as potentially contaminated with friable asbestos until it has been assessed by a competent person, and the unlawful removal must be investigated by the Directorate: Corporate Services in conjunction with the Building Inspectorate. This materially affects both the method and the cost of the demolition and is dealt with in paragraphs 6.2.4.3 and 6.3 below.

The report makes provision for immediate risk mitigation as well as long-term structural considerations.

Given the lack of approved building plans and the extent of damage two recommendations were made, namely:

- Demolition of structure (recommended for compliance and risk mitigation); or
- Assessment for possible renovation.

In conclusion, the building is in a severely deteriorated and unsafe condition, posing a public safety risk and given the absence of approved building plans and certificate of occupancy, it is considered an unauthorised structure.

6.2.2 Property description

Farm 369 Stellenbosch is situated in Paradyskloof on the Strand Road, as indicated below in Fig. 1**.** Fig. 2 is a photograph of the building.



Fig. 1 Location and Context



Fig. 2 Current state of building

6.2.3 Ownership and Zoning

The ownership of Farm 369 Stellenbosch vests with Stellenbosch Municipality and the zoning is agricultural. The Deeds Office records, the diagram of the farm portion and the existing long-term agricultural lease must be verified to confirm that the structure to be demolished does not fall within the leased portion, that no registered servitude or other real right is affected, and that the lessee has no right of use in respect of the structure. The agricultural zoning does not preclude the demolition and no land use

approval under the Spatial Planning and Land Use Management Act 16 of 2013, or the Stellenbosch Municipal Land Use Planning By-Law is required for the demolition itself.

6.2.4 Legal Framework

6.2.4.1 National Building Regulations and Building Standard Act (NBR Act)

Section 4(1) of the NBR Act requires the prior written approval of the local authority before a building may be erected, and regulation A2(1)(e) of the National Building Regulations requires particulars of any existing building to be demolished, together with the method of demolition, to be furnished to the local authority. Regulation A22 requires notice of the intention to commence the demolition of a building, and Part E of the National Building Regulations regulates demolition work, including the prohibition of dangerous methods of demolition.

Section 12(1) of the NBR Act empowers a local authority, where it is of the opinion that a building is dilapidated, in a state of disrepair or dangerous or showing signs of becoming dangerous to life or property, to order the owner by written notice to demolish, alter or secure the building within a specified period. Section 12(4) empowers the local authority to order the removal of persons from such a building, and section 12(5) prohibits the occupation or use of a building in respect of which such a notice has been served without the written permission of the local authority.

Section 12 is an enforcement power exercised by a local authority against an owner. As the Municipality is itself the registered owner of Farm 369 Stellenbosch, it cannot serve a section 12 notice on itself, and section 12 cannot serve as the legal basis for this item. The correct basis is the Municipality's authority as owner of the property, exercised by Council, coupled with compliance by the Municipality, in its capacity as owner, with the approval and notice requirements referred to above and with the statutes dealt with in paragraphs 6.2.4.2 to 6.2.4.6 below. The subsection references in the item as originally drafted did not correspond to the provisions of the Act and have been corrected.

6.2.4.2 National Heritage Resources Act 25 of 1999 (NHRA)

Section 34(1) of the NHRA provides that no person may alter or demolish any structure or part of a structure which is older than 60 years without a permit issued by the relevant provincial heritage resources authority, which in the Western Cape is Heritage Western Cape. The protection is triggered by the age of the structure alone and does not depend on the structure having been declared, graded or entered on any heritage register.

The item does not state the date of erection of the structure. This must be established from the Building Development Management archive, the Deeds Office records or, failing that, by way of historical aerial photography or a heritage practitioner's assessment. Where the structure or any part of it is older than 60 years, a section 34(1) permit must be obtained before demolition. Demolition without the required permit is an offence under the NHRA and would expose the Municipality and the responsible officials to prosecution and to reputational and audit consequences.

6.2.4.3 Occupational Health and Safety Act 85 of 1993 and the Asbestos Abatement Regulations, 2020

The inspection report records the presence of asbestos roofing sheets, which have been taken down. The Asbestos Abatement Regulations, 2020, published under Government Notice R1196 in Government Gazette 43893 of 10 November 2020 in terms of section 43 of the Occupational Health and Safety Act 85 of 1993, apply to any

work involving asbestos-containing material and repealed the Asbestos Regulations, 2001.

The Regulations require, inter alia, the identification of asbestos in place and the compilation of an asbestos inventory and an asbestos risk assessment by a competent person, the appointment of a registered asbestos contractor to perform the asbestos work, the use of an approved asbestos inspection authority, the establishment of regulated asbestos areas and air monitoring, notification of the Chief Director: Provincial Operations of the Department of Employment and Labour at least seven days before the asbestos work commences, and the issue of an asbestos clearance certificate on completion.

The Municipality is the client for the purposes of the Regulations and bears the statutory duties of a client. Non-compliance is an offence under the Occupational Health and Safety Act 85 of 1993 and may attract personal liability on the part of officials. No municipal employee may undertake any asbestos-related work at the site.

6.2.4.4 National Environmental Management: Waste Act 59 of 2008 (NEM:WA)

Demolition rubble constitutes waste for the purposes of NEM:WA. Asbestos-containing waste is classified as hazardous waste and may only be disposed of at a facility licensed to receive it. The obligation to dispose of all demolition waste lawfully, and to furnish safe disposal certificates, must be an express term of the contract with the appointed demolition contractor.

6.2.4.5 Municipal Finance Management Act 56 of 2003 (MFMA) and asset management

Section 14(2)(a) of the MFMA requires Council to decide, in a meeting open to the public, that a capital asset is not needed to provide the minimum level of basic municipal services before the asset may be permanently disposed of. Recommendation (a) gives effect to this requirement; the empowering provision was not cited in the item as originally drafted and has been inserted.

The immovable property itself is not being disposed of and remains registered in the name of the Municipality. What is permanently disposed of is the structure as a component of that asset. The Municipal Asset Transfer Regulations, 2008 and the Municipality's Asset Management Policy govern the write-off of the structure, and the structure must be derecognised in the fixed asset register in accordance with GRAP 17 once the demolition has been completed.

Section 15 of the MFMA provides that a municipality may incur expenditure only in terms of an approved budget and within the limits of the amounts appropriated for the relevant vote. Expenditure incurred otherwise would constitute unauthorised expenditure. Section 217 of the Constitution and the Municipality's Supply Chain Management Policy govern the appointment of the demolition contractor, which must be an asbestos contractor registered as required by paragraph 6.2.4.3 above.

6.2.4.6 Section 26(3) of the Constitution and the Prevention of Illegal Eviction from and Unlawful Occupation of Land Act 19 of 1998 (PIE)

Section 26(3) of the Constitution provides that no one may be evicted from their home, or have their home demolished, without an order of court made after considering all the relevant circumstances. Where a structure is occupied as a home, its demolition without an eviction order obtained in terms of PIE is unlawful, irrespective of whether the structure is unauthorised and irrespective of the fact that the Municipality is the owner of the land.

The item records that the structure is used as a drug den. It does not record whether any person occupies the structure as a home. Written confirmation on this point must be obtained before demolition, and, if any person is found to be in occupation, an eviction order must first be obtained. Recommendation (f) gives effect to this requirement.

6.3 Financial Implications

The cost of the demolition has not been quantified, and no funding source has been identified. While the demolition cost is expected to be materially lower than the cost of renovation and reinstatement, the item cannot be implemented on that basis alone. A cost estimate must be obtained, and the Chief Financial Officer must confirm the availability of funds on an approved budget vote before any commitment is made, as contemplated in section 15 of the MFMA. The estimate must provide separately for asbestos abatement by a registered asbestos contractor and for the disposal of asbestos-containing waste at a licensed facility, which may exceed the cost of the demolition itself. The carrying value of the structure in the fixed asset register must be established so that the accounting effect of derecognition in terms of GRAP 17 can be reflected. Where a section 34(1) permit under the NHRA is required, the associated application and heritage practitioner costs must also be provided for.

6.4 Legal Implications

The legal implications are set out in paragraph 6.2.4 above. In summary: (a) section 12 of the NBR Act does not empower the Municipality to act against itself as owner and is not the legal basis for this item; (b) demolition of a structure older than 60 years without a permit under section 34(1) of the NHRA is an offence; (c) the Asbestos Abatement Regulations, 2020 impose duties on the Municipality as client, breach of which is an offence under the Occupational Health and Safety Act 85 of 1993 and may attract personal liability; (d) demolition of a structure occupied as a home without a court order would breach section 26(3) of the Constitution and PIE; and (e) expenditure incurred without an approved budget appropriation would constitute unauthorised expenditure under the MFMA. The conditions in recommendations (c) to (h) are directed at these risks.

6.5 Staff Implications

None. The demolition and all asbestos-related work will be executed by an appointed contractor. No municipal employee may undertake asbestos-related work. Oversight of the conditions in recommendations (c) to (h) will be exercised within existing capacity in the Directorate: Corporate Services.

6.6 Previous / Relevant Council Resolutions

None.

6.7 Risk Implications

The risk of not demolishing the structure is continued exposure of the Municipality to delictual liability for harm suffered by persons entering an unsafe structure on municipal land, continued exposure of the public to friable asbestos, further vandalism and possible unlawful occupation.

There are, however, also material risks attaching to demolishing the structure before the requirements set out in paragraph 6.2.4 have been met. Demolition without a section 34(1) permit under the NHRA, where one is required, is an offence and is irreversible. Demolition without compliance with the Asbestos Abatement Regulations, 2020 is an offence under the Occupational Health and Safety Act 85 of 1993, exposes officials to personal liability and risks contaminating the surrounding agricultural land and the adjacent parking area.

Demolition of a structure occupied as a home without an eviction order would breach section 26(3) of the Constitution. Incurring expenditure without an approved budget appropriation would constitute unauthorised expenditure and an audit finding. These risks are addressed by the conditions in recommendations (c) to (h), which permit Council to approve the demolition in principle while ensuring that it is executed lawfully.

6.8 Comments from Senior Management

6.8.1 Director: Infrastructure

No objections to item.

6.8.2 Director: Planning and Economic Development

The department supports the item.

6.8.3 CFO

Supports the item.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2026-07-22: ITEM 7.3.1

(a) that Council confirms, in terms of section 14(2)(a) of the Local Government: Municipal Finance Management Act 56 of 2003 read with the Municipal Asset Transfer Regulations, 2008 and the Municipality's Asset Management Policy, that the dilapidated building situated on a portion of Farm 369 Stellenbosch is not needed to provide the minimum level of basic municipal services;

(b) that Council approves, in its capacity as owner of the property, the demolition of the dilapidated building situated on a portion of Farm 369 Stellenbosch in accordance with the recommendation in the inspection report dated 18 November 2025, subject to paragraphs (c) to (h) below;

(c) that Council directs that no demolition work may commence until the date of erection of the structure has been established and, where the structure or any part of it is older than 60 years, a permit contemplated in section 34(1) of the National Heritage Resources Act 25 of 1999 has been issued by Heritage Western Cape;

(d) that Council directs that no demolition work may commence until an asbestos identification, inventory and risk assessment contemplated in regulations 3 to 5 of the Asbestos Abatement Regulations, 2020 has been completed by a competent person, a registered asbestos contractor has been appointed, and the notification contemplated in regulation 10 has been submitted to the Chief Director: Provincial Operations of the Department of Employment and Labour at least seven days before commencement of the asbestos work;

(e) that Council directs that no demolition work may commence until the demolition has been approved by the Municipality in its capacity as local authority in terms of section 4(1) of the National Building Regulations and Building Standards Act 103 of 1977 read with regulations A2(1)(e) and A22 and Part E of the National Building Regulations, and a competent person has been appointed to supervise the demolition;

(f) that Council directs that no demolition work may commence until the Municipal Manager has confirmed in writing that no person occupies the structure as a home, alternatively that an order authorising eviction has been granted in terms of the Prevention of Illegal Eviction from and Unlawful Occupation of Land Act 19 of 1998, and that the structure

does not fall within the portion of the property subject to the existing long-term agricultural lease;

(g) that Council directs that no expenditure may be incurred until the Chief Financial Officer has confirmed the availability of funding on an approved budget vote as contemplated in section 15 of the Local Government: Municipal Finance Management Act 56 of 2003, and that the demolition contractor is to be appointed in accordance with section 217 of the Constitution and the Municipality's Supply Chain Management Policy; and

(h) that Council directs that, upon completion of the demolition, the structure be derecognised in the fixed asset register in accordance with GRAP 17 and the Municipality's Asset Management Policy, that all demolition waste, including asbestos-containing waste, be disposed of at a facility licensed in terms of the National Environmental Management: Waste Act 59 of 2008, and that the Municipal Manager report back to Council on compliance with paragraphs (c) to (g) within 30 days of completion.

ANNEXURES: **Appendix 1: Inspection Report**

FOR FURTHER DETAILS CONTACT:

NAME	**Lungelwa Kaywood**
POSITION	***Acting Director: Corporate Services***
DIRECTORATE	***Corporate Services***
CONTACT NUMBERS	***021-8088018***
E-MAIL ADDRESS	***Lungelwa.Kaywood@stellenbosch.gov.za***
REPORT DATE	***14/05/2026***

APPENDIX 1

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Planning and Economic Development

FROM/VAN **: Building Inspectorate Section**

TO/AAN **: Manager: Building Development Management**

DATE / DATUM **: 18 November 2025**

INSAKE / RE **: Inspection Report – Erf 369/0: Municipal building @ Trumali Road**

INSPECTORS: **Lincoln Africa , Shafiek Valentyn, Fredlynn Morris**

INSPECTION REPORT

1. PURPOSE

To provide an inspection report in terms of Section 12 of the National Building Regulations and Building Standards Act (NBR Act), with regards to status of the existing building in terms of:
(1) If the local authority in question is of the opinion that-
(a) any building is dilapidated or in a state of disrepair or shows signs thereof;
(b) any building or the land on which a building was or is being or is to be erected or any earthwork is dangerous or is showing signs of becoming dangerous to life or property,

Photographic evidence taken during the inspection is included as **Annexure 1**.

2. BACKGROUND

This office received a complaint that the municipal property @ Trumali Road is in a dilapidated state and unsafe. Further that it is being used as a drug den.

The Building Inspectorate conducted an on-site inspection and consulted Building Development Management Records, which confirmed that:

- **No approved building plans exist** for this structure.
- **No Certificate of Occupancy is on record**, rendering the structure **unauthorized** under the **NBR Act**.

Given the structural concerns and the **risk to public safety in terms of Section 12,** this report presents findings, compliance considerations, and recommendations for Council's decision-making.

3. INSPECTION FINDINGS

3.1 Structural Damage

The Building Inspectorate observed various visible structural damages during the inspection, including:

- **Roof:** The entire roof structure and asbestos roofing sheets have been taken down.
- **Walls:** Internal walls have been torn down,
  while external walls are partially demolished.
- **Floor:** Visible cracks with vegetarians growing through the floor slab,
  it is further noted that the floor is unsafe and in a state of demolition
- **Openings:** All windows and door are removed

3.2 Vandalism

- **Destruction of structure**, including making fire inside the building.
- **Electrical cables and water pipes** removed, vandalism to structure not habitable.
- **General deterioration** due to neglect, making the structure unsafe for occupation.

3.3 Compliance Review

- **No approved building plans** were found in municipal records.
- **No record of a Certificate of Occupancy** was available, indicating that the structure **is unauthorized**.
- Given the **absence of approved plans**, **compliance with foundational and structural requirements cannot be verified**.

4. COMPLIANCE CONSIDERATIONS IN TERMS OF SECTION 12 OF THE NBR ACT

In accordance with Section 12 of the NBR Act, which deals with unauthorized and dangerous buildings, the following legal considerations apply:

4.1 Extracts from the National Building Regulations and Building Standards Act (Act 103 of 1977):

- **Section 12(1):** If a local authority is of the opinion that a building is dangerous or unsuitable for occupation, it must take reasonable steps to ensure public safety.
- **Section 12(4):** The local authority may order the owner to demolish or alter the building if it is deemed unsafe.
- **Section 12(5):** If the owner fails to act within the specified timeframe, the local authority may carry out the work at the owner's expense.

5. RECOMMENDATIONS

Considering the current state of the structure, the following actions are recommended:

5.1 Immediate Risk Mitigation

- Removal of asbestos roof sheets to ensure the risk of public health and safety
- Building rubble must be removed Immediately
- No occupation should be allowed under any circumstances.
- Council should take urgent steps to safeguard the structure against further vandalism and environmental damage.

5.2 Long-Term Structural Considerations

Given the lack of approved building plans and the **extent of damage**, there are two primary options for Council's consideration:

1. **Demolition of the Structure** (Recommended for Compliance & Risk Mitigation)
    - Since the structure is unauthorized, demolishing the unsafe building would align with the NBR Act and mitigate Council's liability.
    - The structural damage, particularly floor cracks indicating possible ground concerns, suggests that any renovation may require extensive demolition regardless.
2. **Assessment for Possible Renovation**
    - Council may appoint a structural engineer or competent professional to conduct a formal structural assessment and provide a detailed mitigation report.
    - The report should evaluate cost impact (renovation vs. demolition) and feasibility, taking into account compliance requirements for a legal structure.

6. CONCLUSION

The building is in a severely deteriorated and unsafe condition, posing a public safety risk. Given the absence of approved plans and Certificate of Occupancy, it is considered an unauthorized structure.

To ensure compliance with Section 12 of the NBR Act and protect public safety, demolition appears to be the most viable and legally compliant option. However, should Council consider renovation, a formal structural assessment by a competent professional must first be conducted to evaluate feasibility and cost implications.

Prepared by:
Fredlynn Morris
Senior Building Inspector
18 November 2025

Annexure 1: Photographic Evidence

ANNEXURE 1

Photographic Evidence: Inspection Report Erf 945 Franschhoek

LOCATION

Municipal building Erf 369/0 are located at Trumali Road, Stellenbosch, 760





Timeframe of abanded Municipal Building - Pictures of Google Maps

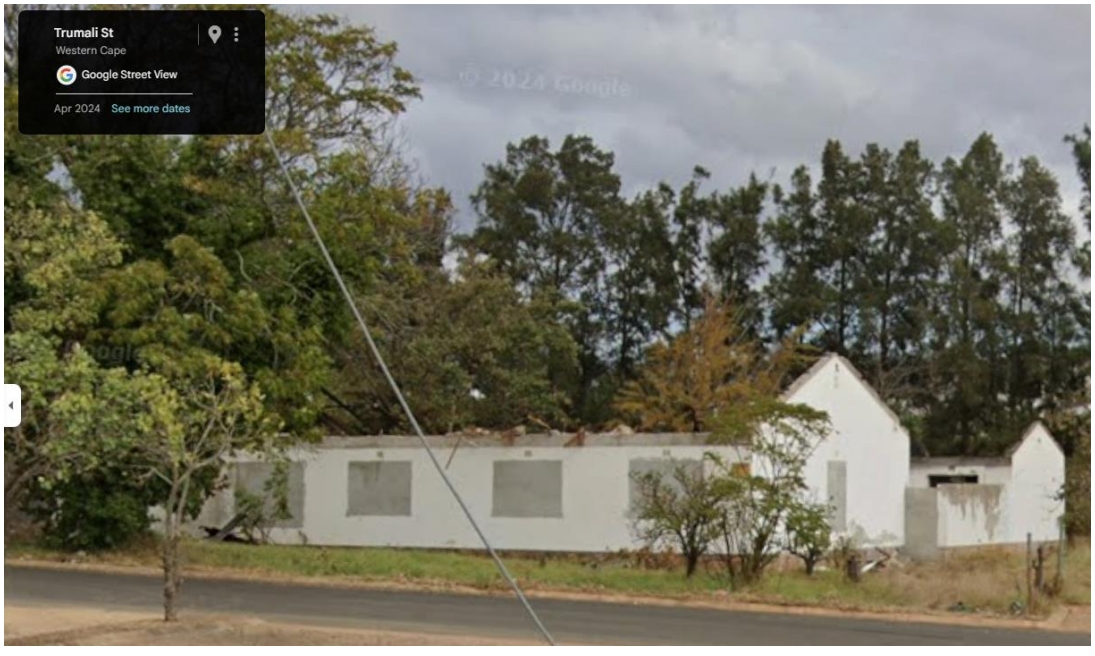
2017



2023



2024



CURRENT STATE OF BUILDING – Photos taken on 12 November 2025









END OF REPORT

Building Development Management

10.4	**FINANCIAL SERVICES: (PC: ALD JC ANTHONY)**

NONE

10.5	**HUMAN SETTLEMENTS: (PC: CLLR R DU TOIT)**

10.5.1	**COMMUNITY HOUSING PROJECT FOR FARMWORKERS IN KLAPMUTS (ERVEN 192, 193, 195–200): PROGRESS REPORT AND MUNICIPAL SUPPORT**

Collaborator No: **808924**
IDP KPA Ref No: **Good Governance**
Meeting Date: **29 July 2026**

1. SUBJECT: COMMUNITY HOUSING PROJECT FOR FARMWORKERS IN KLAPMUTS (ERVEN 192, 193, 195–200): PROGRESS REPORT AND MUNICIPAL SUPPORT

2. PURPOSE

To inform Council of the implementation of a privately initiated Community Housing Project in Klapmuts, supported through the Provincial Individual Housing Subsidy Programme (First Home Finance subsidy), private funding and donor contributions, and to note the role played by Stellenbosch Municipality in facilitating the project.

3. DELEGATED AUTHORITY

(FOR DECISION BY MUNICIPAL COUNCIL, EXECUTIVE MAYOR AND MAYORAL COMMITTEE, PORTFOLIO COMMITTEE, EXECUTIVE MANAGEMENT, ETCETERA)

Council.

4. EXECUTIVE SUMMARY

Simonsvlei Estate (Pty) Ltd has initiated a community housing development on Erven 192, 193 and 195–200, Klapmuts, to provide affordable housing opportunities for qualifying farmworker households.

The development consists of 34 residential opportunities which will be implemented in two phases:

- Phase 1 – 20 housing units (implementation ready); and
- Phase 2 – 14 housing units (to commence following the upgrading of the Klapmuts Wastewater Treatment Works).

The project is financed through a combination of:

- Provincial Individual Housing Subsidies (First Home Finance);
- private funding by Simonsvlei Estate; and
- donor funding secured through an international supermarket partner, resulting in no financial contribution being required from the qualifying beneficiaries.

The Municipality has supported the Provincial subsidy application and confirmed its support for the project to the Western Cape Department of Infrastructure (see attached **ANNEXURE 1**). Subsequently, the Department confirmed that funding for up to twenty (20) beneficiaries will be reserved during the current financial year, subject to beneficiary eligibility verification (attached as **ANNEXURE 2**).

5. RECOMMENDATIONS

(a) that Council notes the implementation of the Community Housing Project on Erven 192, 193 and 195–200, Klapmuts, comprising thirty-four (34) residential opportunities for qualifying farmworker beneficiaries;

(b) that Council notes that the Municipality has supported the Provincial Individual Housing Subsidy application for the project and that the Provincial Department of Infrastructure has confirmed the reservation of subsidy funding for up to twenty (20) qualifying beneficiaries during the current financial year, subject to beneficiary screening;

(c) that Council notes that the project will be implemented in two phases, with the second phase commencing once sufficient wastewater treatment capacity becomes available in Klapmuts; and

(d) that Council notes the granting of the Development Charges (DC) exemption in accordance with Clause 12.6 of the DC Policy.

6. DISCUSSION / CONTENTS

6.1 Background

Stellenbosch Municipality has been approached by Simonsvlei Estate regarding a privately funded community housing initiative aimed at providing formal housing opportunities for qualifying farmworker households residing within the Klapmuts area.

To facilitate the project, Simonsvlei Estate acquired ten properties, consolidated them and obtained subdivision approval to create thirty-four residential erven, all of which will ultimately be transferred into the names of qualifying beneficiaries.

Recognising the social and housing benefits associated with the initiative, the Municipality submitted a formal letter of support to the Western Cape Department of Infrastructure confirming its support for the implementation of the project and requesting that individual housing subsidies be ring-fenced for qualifying beneficiaries.

Following engagements between the Municipality and the Provincial Department, written confirmation was received that funding for the first phase of the project, consisting of up to twenty beneficiaries, would be reserved during the current financial year, subject to the normal subsidy qualification and beneficiary screening process.

6.2 Discussion

The project represents a collaborative partnership between the private sector, Provincial Government and the Municipality in addressing housing needs within Klapmuts.

The Municipality's involvement primarily consisted of:

- supporting the Provincial subsidy application;
- facilitating engagement with the Provincial Department of Infrastructure;
- confirming municipal support for the project;
- providing planning and development support where required; and
- monitoring the progress of the project from a housing development perspective.

The development is consistent with Council's objectives of expanding access to affordable housing opportunities and supporting sustainable human settlements.

The project also aligns with Clause 12.6 of the Municipality's Development Charges Policy, which provides for exemptions from Development Charges where government-subsidised housing projects satisfy the prescribed policy requirements. Internal correspondence confirmed that the project qualifies as a community-driven low-income housing initiative supported through government housing subsidies and external funding and therefore falls within the intent of the Policy.

Construction of the first twenty housing units is currently in implementation, ready and will commence as soon as the building plans are approved.

The second phase, comprising fourteen additional units, will commence once sufficient wastewater treatment capacity becomes available following the upgrading of the Klapmuts Wastewater Treatment Works.

6.3 Financial Implications

There are no direct financial implications arising from this report.

Construction costs are funded through:

- Provincial Individual Housing Subsidies;
- private funding by Simonsvlei Estate; and
- donor funding.

6.4 Legal Implications

The Western Cape Department of Infrastructure (branch Human Settlements) will undertake beneficiary verification in accordance with the applicable National Housing Code and Individual Housing Subsidy Programme requirements before subsidies are approved.

6.5 Staff Implications

This report has no staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions:

None.

6.7 Risk Implications

Potential risks include:

- delays in provincial subsidy approvals;
- delays to Phase 2 pending wastewater infrastructure upgrades; and
- potential loss of external donor funding should implementation be significantly delayed, as noted during municipal correspondence.

6.8 Comments from Director: Infrastructure Services

Director: Infrastructure Services confirmed that Clause 12.6 of the DC Policy conforms to the project prescribes and requirements as depicted below:

12.6. Land uses that qualify for automatic exemptions, are the following:

- All government subsidised housing programmes will be automatically exempt from DCs. These housing projects are approved by the Municipal Council as per the Housing pipeline prior to implementation and such approval should include financial commitments regarding the provision of bulk services for these projects. Such projects would also typically qualify for government grants to fund the upgrade of bulk infrastructure. It is thus not necessary for development charges if the provision of bulk services is to be funded by alternative funding sources. If any bulk upgrades are identified to accommodate the new development during land use approval, then the onus will be on the Municipal Council to allocate the required funds to the budget as part of the project implementation.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2026-07-22: ITEM 7.5.1

(a) that Council notes the implementation of the Community Housing Project on Erven 192, 193 and 195–200, Klapmuts, comprising thirty-four (34) residential opportunities for qualifying farmworker beneficiaries;

(b) that Council notes that the Municipality has supported the Provincial Individual Housing Subsidy application for the project and that the Provincial Department of Infrastructure has confirmed the reservation of subsidy funding for up to twenty (20) qualifying beneficiaries during the current financial year, subject to beneficiary screening;

(c) that Council notes that the project will be implemented in two phases, with the second phase commencing once sufficient wastewater treatment capacity becomes available in Klapmuts; and

(d) that Council notes the granting of the Development Charges (DC) exemption in accordance with Clause 12.6 of the DC Policy.

ANNEXURES

Annexure 1: Correspondence dated 2026-07-06 – Municipal support for housing project to Provincial Department of Infrastructure (PDoI)
Annexure 2: Confirmation letter from PDoI dated 10.07.2026

ANNEXURE 1

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Your reference:
Our reference: 17/4/4/2

2026-07-06

Head of Department
Provincial Department of Infrastructure
27 Wale Street
CAPE TOWN
8000

ATTENTION: MR BRIAN DENTON

Dear Mr Denton,

MUNICIPAL SUPPORT FOR THE FARMWORKER COMMUNITY HOUSING PROJECT – KLAPMUTS (ERVEN 192, 193, 195–200)

PURPOSE:

The purpose of this letter is to confirm Stellenbosch Municipality's support for the proposed Farmworker Community Housing Project on Erven 192, 193, 195–200 in Klapmuts and to formally record the outcome of the discussions held during the meeting on Friday, 03 July 2026, regarding the implementation of the project and the proposed ring-fencing and allocation of individual housing subsidies.

BACKGROUND:

The proposed Farmworker Community Housing Project seeks to provide affordable housing opportunities for qualifying farmworker beneficiaries within the Klapmuts area and forms part of the Municipality's ongoing commitment to addressing the housing backlog and promoting sustainable human settlements. The Simonsvlei Estate bought 10 plots in Klapmuts and through a subdivisional land use application divided it into 34 erven. All these sites will be registered in the beneficiaries' names (refer to the letter attached from Simonsvlei Estate as **Annexure A**)

MOTIVATION:

The Municipality recognizes the strategic importance of the project in addressing the housing needs of the Klapmuts community. The proposed ring-fencing of individual subsidies will provide greater certainty in the administration of the project and ensure that subsidy allocations are managed efficiently and in accordance with the applicable legislative and policy framework. For this project to be financially successful it consists of private funds, donor funds from a german supermarket and requires First Home Finance subsidy to provide a dignified top-structure and services.

Stellenbosch Municipality is therefore fully supportive of the initiative and implementation of the Community Housing Project as well as the proposed subsidy allocation methodology.

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RECOMMENDATION:

It is recommended that the Provincial Department of Infrastructure proceed with the implementation of the Farmworker Community Housing Project for Erven 192, 193, 195–200, incorporating the ring-fenced allocation of individual housing subsidies as discussed.

For ease of reference and in support of this request, the Municipality has attached the beneficiary list together with the relevant annexures and supporting documentation pertaining to the proposed Farmworker Community Housing Project, as **Annexure B**.

Should you require any further information or clarification, please do not hesitate to contact us.

Yours faithfully,

Lester van Stavel
Manager: Housing Development

T: +27 21 808 8493 • F: +27 21 887 6167
Town House, Plein Street, Stellenbosch, 7600 • PO Box 17, Stellenbosch, 7599
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NIEL JOUBERT
ESTATE WINES

Simonsvlei Estate PTY (LTD)Trade as Niel Joubert Wines

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VAT No: 4220114450

P O Box 17 - Klapmuts – 7625
R 45
Company registration: 1960/004375/07

wine@nieljoubert.co.za
www.nieljoubert.co.za

06/07/2026

Dear Stellenbosch Municipality

Simonsvlei Estate bought 10 plots in Klapmuts, consolidated them and sub divided it into 34 smaller plots. We are busy with a community housing project that will be funded through FLISP subsidies, private funds aswell as funds from a german supermarket. The beneficiaries will therefore not carry any of the costs.

The project is divided into 2 phases, of which the first phase (20 houses) is in progress and the second phase (14 houses) will commence as soon as the sewage works in the area is upgraded.

Please see attached for a list of the beneficiaries.

Thank you
Regards

DM Joubert

DM Joubert

ANNEXURE 2

Western Cape Government

Department of Infrastructure
Brian Denton
Directorate: Project, Contract & Subsidy Administration
Brian.Denton@westerncape.gov.za | Tel: 021 483 4012

Reference: Stellenbosch Individual Subsidy

The Municipal Manager
Stellenbosch Municipality
PO Box 17
Stellenbosch
7599

Attention: Mr. L van Stavel

KLAPMUTS: FARMWORKER COMMUNITY HOUSING PROJECT: INDIVIDUAL SUBSIDY

Your letter 17/4/4/2 dated 06 July 2026 refers.

I hereby confirm, as per our meeting held on 03 July 2026, that the Department undertakes to reserve funding in the current financial year to support the endevour, which may consist of up to 20 beneficiaries.

Furthermore, the names of the potential beneficiaries will be screened to determine their eligibility for the subsidy. The outcomes of this screening will guide the way forward and will be shared with all partners as soon as they become available.

Your sincerely

Director: Project, Contract and Subsidy Administration
Date: 10/07/2026

10.6	**INFRASTRUCTURE SERVICES : (PC : R PHEIFFER)**

10.6.1	**FINAL NERSA-APPROVED ELECTRICITY TARIFFS FOR THE 2026/27 FINANCIAL YEAR**

Collaborator No: **807265**
IDP KPA Ref No: **Good Governance and Compliance**
Meeting Date: **29 July 2026**

1. SUBJECT: FINAL NERSA-APPROVED ELECTRICITY TARIFFS FOR THE 2026/27 FINANCIAL YEAR

2. PURPOSE

To notify Council of the final NERSA-Approved Electricity Consumption Tariffs for the 2026-27 financial year, after receiving final approval from NERSA of the Municipality's tariff application submission in March 2026.

3. DELEGATED AUTHORITY

Municipal Council.

4. EXECUTIVE SUMMARY

Following the previous submission to Council in March 2026, a public participation process was followed by means of advertisements in the media (*Die Burger* – 10 March – 27 March 2026, *Eikestad Nuus* -12 March – 27 March 2026, Municipal website and social media platforms (Lets Fix It and Municipal WhatsApp channel 06 March - 27 March 2026).

Following the above public participation process, an application was then submitted by the Municipality to the National Energy Regulator of South Africa (NERSA) on 31 March 2026 for consideration **(ANNEXURE A**), as per the NERSA-approved timeframes.

On 28 May 2026, the Municipality received NERSA's formally approved electricity consumption tariffs for the 2026/27 financial year **(ANNEXURE B).**

We confirm that all proposed electricity consumption tariff percentage increases as submitted by the Municipality to NERSA have been approved accordingly.

5. RECOMMENDATION

that Council notes the 2026/27 NERSA approved Electricity consumption tariffs.

6. DISCUSSION / CONTENTS

A public participation process was followed by means of advertisements in the media (Die Burger – 10 March – 27 March 2026, Eikestad Nuus -12 March – 27 March 2026, municipal website and social media platforms (Lets Fix It and municipal WhatsApp channel 06 March - 27 March 2026).

Following the public participation process an application was submitted to NERSA on 31 March 2026 for consideration **(ANNEXURE A).**

Following various engagements between NERSA and the Municipality as part of NERSA's review process, it was established that the rand value used by the Municipality in the tariff application submission, for the export tariffs, was the "avoided cost rand value".

which did not align with the percentage increase over the three-year period to ensure affordability. This was discussed with NERSA and corrected accordingly **(ANNEXURE C).** The correct percentage was however used in the final column of the submitted tariff table, considering that the Municipality indicated a 10% increase would be applied over a three-year period to ensure affordability.

This was clarified with and acknowledged by NERSA during the engagements, and NERSA approved the correct values timeously.

On 28 May 2026 the Municipality received NERSA's formally approved electricity consumption tariffs for the 2026/27 financial year. We confirm that all proposed electricity consumption tariff percentage increases as submitted by the Municipality to NERSA have been approved accordingly **(ANNEXURE B).**

7. FINANCIAL IMPLICATIONS:

The financial implication of the proposed tariffs was incorporated into the overall budget process for the 2026-27 MTREF budget. The cost of supplying the electricity services is covered in the tariff submission and in the accompanying Cost of Supply Study **(ANNEXURE D)**.

8. LEGAL IMPLICATIONS

The submission complies with all legal requirements.

9. STAFF IMPLICATIONS

The tariff modelling and simulation exercise takes into account the staff requirements for the sustainable provision of the service.

10. RISK IMPLICATIONS

The Municipality is consistent in the phased-in approach for both the import as well as the export tariffs and this is what was approved by NERSA.

11. PREVIOUS / RELEVANT COUNCIL RESOLUTIONS:

41ST COUNCIL MEETING: 2026-05-27: ITEM 8.2

RESOLVED (majority vote with 4 abstentions)

(a) that the High-Level Budget Summary, as set out in APPENDIX 1 – PART 1 – SECTION C; be approved;

(b) that the Annual Budget Tables as prescribed by the Budgeting and Reporting Regulations, as set out in APPENDIX 1 – PART 1 – SECTION D, be approved;

(c) that the three-year Capital Budget for 2026/2027, 2027/2028 and 2028/2029, as set out in APPENDIX 1 – PART 2 – SECTION N, be approved;

(d) that the proposed rates on properties in WCO24, tariff structures and service charges for water, electricity, refuse, sewerage and other municipal services, as set out in APPENDIX 3, be approved;

(e) that the proposed amendments to existing budget related policies, other policies and by-laws as set out in APPENDICES 4 - 36, be approved;

(f) that Council specifically note and consider the need to take up an external loan, needed for investment in income generating infrastructure to the amount of R520 million of which R187 million will be required in year one, R199 million in year two and R134 million in year three (refer to Section G: High Level Budget Overview and Table A1 Budget Summary) and confirm approval of same;

(g) that Council specifically take note of the fact that the proposed electricity charges and tariff structure is subject to NERSA approval that could change materially; and

(h) that Council takes note of MFMA circulars 132 & 134 that was published to guide the MTREF for 2026/2027 to 2028/2029 as set out in APPENDICES 37- 38;

(i) that Council takes note of the mSCOA Road Map as set out in APPENDIX 39;

(j) that Council takes note of the Capital Projects above R50 million and confirm approval of same; and

(k) that Council takes note that the public comments and submissions were considered with the compilation of the final budget.

Following the conclusion of and vote on the above matter, the Speaker granted a 15-minute caucus at the request of the ANC.

Upon resumption of the meeting, the ANC requested the Speaker to withdraw his ruling and permit Cllr Tomose to return to the meeting. The Speaker declined to retract his ruling, whereafter, at 12:30, the following ANC Councillors invoked Rule 14 of Council's Rules of Order by withdrawing (walkout) of the meeting.

Cllrs MM Danana; JA Davids; EP Masimini; M Nkopane and N Ntsunguzi.

39TH COUNCIL MEETING: 2026-03-31: ITEM 12.5

RESOLVED (nem con)

(a) that Council notes that no input from the public has been received.

(b) that Council notes the average tariff increase of **10.71%** was public participated**.**

(c) that Council approves that the 2026/27 consumption tariff application be submitted to NERSA for consideration and approval.

URGENT COUNCIL MEETING: 2026-03-05

RESOLVED (majority vote)

(a) that Council approve in principle the draft electricity consumption tariffs (**ANNEXURE A**), for public participation, and ultimate application to NERSA for the 2026-27 financial year;

(b) that Council notes the average tariff increase of **10.71%** for public participation, even though there are various different percentage increases in the different tariff categories;

(c) that the draft 2026-27 tariffs be published on municipal platforms (website and social media) for public consultation for 21 days;

(d) that once the tariffs have been published as per NERSA's requirement, the tariff application be submitted to NERSA for approval; and

(e) that the public participation input and the proposed amendments if any, be submitted to Council as part of the normal budget process for deliberation.

12. COMMENTS BY SENIOR MANAGEMENT

12.1 Director: Infrastructure Services

Proponent of the Item.

12.2 Director: Community and Protection Services

12.3 Director: Planning and Economic Development

12.4 Acting Director: Corporate Services

12.5 Chief Financial Officer

12.6 Municipal Manager

RECOMMENDATION FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2026-06-17: ITEM 7.6.1

that Council notes the 2026/27 NERSA approved Electricity consumption tariffs.

ANNEXURES

Annexure A: Application submitted to NERSA

Annexure B: Approval Letter from NERSA

Annexure C: Corrected tariffs to NERSA

Annexure D: Cost of Supply study

FOR FURTHER DETAILS CONTACT:

NAME	***Nombulelo Zwane***
POSITION	***Senior Manager: Electrical Services***
DIRECTORATE	***Infrastructure Services***
CONTACT NUMBERS	***021 808 8335/ 021 808 8334***
E-MAIL ADDRESS	nombulelo.zwane@stellenbosch.gov.za
REPORT DATE	***27 March 2026***

ANNEXURE A

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Enquiries : Nombulelo Zwane (Nombulelo.Zwane@stellenbosch.gov.za)

Contact number : 021 808 8333
Reference number : 10/2/3/2026
Date : 30 March 2026

National Energy Regulator of South Africa Electricity
Tariffs and Pricing Department Kulawula House
526 Madiba Street
Arcadia
0007

Dear Phumla Botha

STELLENBOSCH MUNICIPALITY(WC024): APPLICATION FOR ELECTRICITY CONSUMPTION TARIFFS INCREASE FOR FINANCIAL YEAR 2026/2027

1. PURPOSE

This document serves to motivate the tariff increase that Stellenbosch Local Municipality (SLM) seeks to have approved for the 2026/2027 municipal financial year. The increase was determined using the cost of supply (CoS) study submitted to NERSA for approval in 2023. The CoS used 2021/22 as the base/test year. This tariff application used the yearly Municipal Guideline Increases to escalate the CoS tariffs up to the 2026/2027.

The application is implementing the CoS results, which have been escalated by the annual Municipal Guideline Increases.

- Different tariff categories have different % increases as per the CoS.
- We are proposing a phased-in approach for some of the tariffs, phased over a 1 to 5-year period, depending on how significant the required increase is.
- In instance where the CoS requires reduction of the tariff, we have maintained the existing with 0% change instead.

The Municipal Guideline Increase for 2026/2027 is 8.26% as shown below:

2026/2027	2025/2026	% Increase	Contribution	Calculation Result
BP	R 907 376 604	9.01%	84.42%	7.61%
R	R49 576 417	6.00%	4.61%	0.28%
S	R 7 119 877	4.50%	0.66%	0.03%
FC	R 9 403 214	2.00%	0.87%	0.02%
BD	R 189 518	4.31%	0.02%	0.00%
OMD	R 44 713 278	2.00%	4.16%	0.08%
GE	R 56 445 489	4.60%	5.25%	0.24%
Total Expenditure	R1 074 824 396		100%	8.26%

2. BACKGROUND

As of 30 June 2025, the municipality has a total of 39 630 consumers, with a total consumption of 369 324 343 kWh. There are 16 634 indigent customers that receive 100 kWh free fixed electricity every month. The remainder of the prepaid customers are divided into domestic, commercial, agricultural, NPO and sports categories. Customers with credit meters are also divided into domestic, commercial, agricultural, municipal and sports categories (for supplies up to a maximum of 80 A). Large power users (those with supplies greater than 80A) fall under the industrial low and medium voltage tariffs or the time of use tariffs (low voltage and medium voltage).

Kindly note that an SSEG tariff application is included in this letter.

The percentage increases are primarily based on the municipality's 2025/26 Medium Term Revenue & Expenditure Framework, Trial Balance budgets as well as the Eskom bulk-purchase tariff increase.

Cost Item	2025/26 Forecast	% Increase	2026/27 Estimate
Bulk Purchases			
Eskom	R737 452 207.00	9.01%	R803 896 650.85
Drakenstein	R67 673 440.00	9.01%	R73 770 816.94
Network Operating Expenditure			
Salaries and allowances	R26 804 316.80	4.50%	R28 010 511.06
Materials and supplies	R9 313 854.00	4.50%	R9 732 977.43
Contracted services	R10 652 034.00	4.50%	R11 131 375.53
Interest	R7 903 214.00	2.00%	R8 061 278.28
Retail Operating Expenditure			
Salaries, wages and allowances (excluding Repairs and Maintenance)	R6 701 079.20	4.50%	R7 002 627.76
Payments to consultants (operational work)	R112 200.00	4.50%	R117 249.00
General and Other			
Irrecoverable debts written off	-R181 703.00	4.60%	-R190 061.34
Prepaid electricity vendor	R6 222 000.00	4.60%	R6 508 212.00
Sold to other municipal departments (including streetlights)	R48 574 971.86	4.60%	R50 809 420.57
Operating charges	R645 443.00	4.60%	R675 133.38
Municipal services	R1 698 158.00	4.60%	R1 776 273.27
Shared Operating Expenditure			
Charges from other municipal departments	R55 067 416.12	4.60%	R57 600 517.26
Bad debts written-off	R181 357.00	4.60%	R189 699.42
FBE paid to Eskom	R7 608 957.00	4.60%	R7 958 969.02
TOTAL	**R986 428 944.98**		**R1 067 051 650.43**

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3. LIST OF PROPOSED TARIFFS

The approved tariffs for 2024/2025, 2025/2026 and the proposed tariffs for 2026/2027 as well as the percentage increase are shown in the tables below. Please note that for export tariffs, Avoided Cost results

	Approved 2024/2025	Approved 2025/2026	Application 2026/2027	Cost of Supply /Avoided Cost (SSEG) Results	Cost of Supply % Increase	Phase-In (Years)	Phased-In % Increase (Application)
1. Domestic							
Domestic: Life Line PP - 0 to 60amp single phase only (For qualifying indigent customers and receiving the first 100 units free per month) (DOM1)							
Fixed Charge per month	R0.00	R0.00	R0.00	R0.00	0.00%	0.00	0.00%
Domestic PP Lifeline DOM1 (c/kWh) (<= 50 kWh)	173.46	191.00	210.10	339.85	77.93%	5.00	10.00%
Domestic PP Lifeline DOM1 (c/kWh) (51 – 300 kWh)	217.06	239.00	262.90	425.28	77.94%	5.00	10.00%
Domestic PP Lifeline DOM1 (c/kWh) (301 – 600 kWh)	323.51	358.00	393.80	633.85	77.05%	5.00	10.00%
Domestic PP Lifeline DOM1 (c/kWh) (> 600 kWh)	372.17	409.00	449.90	729.18	78.28%	5.00	10.00%
Domestic PP Lifeline DOM1 BSST (Free Basic Units)	100 units						
Domestic: Regular PP meters- (0 to 60amp single and three phase AND Less than 600kWh per month average consumption during the previous financial year and for generation for own use) (DOM2)							
Fixed Charge per month	R0.00	R0.00	R0.00	R0.00	0.00%	0.00	0.00%
Energy Rate (c/kWh) (<= 50kWh)	173.75	191.00	210.10	336.09	75.97%	5.00	10.00%
Energy Rate (c/kWh) (51 - 300kWh)	223.50	245.00	269.50	432.32	76.46%	5.00	10.00%
Energy Rate (c/kWh) (301 - 600kWh)	314.31	345.00	379.50	608.01	76.23%	5.00	10.00%
Energy Rate (c/kWh) (> 600kWh)	369.61	406.00	449.90	714.96	76.10%	5.00	10.00%
Domestic: Regular PP meters- (0 to 60 Amp single and three phase using more than 600 kWh per month average consumption during the previous financial year and for generation for own use) (DOM3)							
Fixed Charge per month	R237.87	R261.54	R287.69	R1 796.43	586.86%	5.00	10.00%
Energy Rate (c/kWh) (<= 50kWh)	173.46	191.00	206.64	206.64	8.19%	1.00	8.19%
Energy Rate (c/kWh) (51 - 300kWh)	222.50	245.00	265.07	265.07	8.19%	1.00	8.19%
Energy Rate (c/kWh) (301 - 600kWh)	313.89	345.00	373.94	373.94	8.39%	1.00	8.39%
Energy Rate (c/kWh) (> 600kWh)	369.63	406.00	440.35	440.35	8.46%	1.00	8.46%
Domestic: Regular (Using Credit Meters 60 Ampere single and three phase maximum and for generation for own use) (DOM4)							
Fixed Charge per month	R293.42	R322.62	R354.88	R1 342.75	316.20%	5.00	10.00%
Energy Rate (c/kWh) (<= 50kWh)	173.46	191.00	206.64	206.64	8.19%	1.00	8.19%
Energy Rate (c/kWh) (51 - 300kWh)	222.50	245.00	265.07	265.07	8.19%	1.00	8.19%
Energy Rate (c/kWh) (301 - 600kWh)	313.89	345.00	373.94	373.94	8.39%	1.00	8.39%
Energy Rate (c/kWh) (> 600kWh)	369.63	406.00	440.35	440.35	8.46%	1.00	8.46%
Domestic: Renewable Energy (DOM5) Generation for own use and export							
Reading cost R/pm	R132.80	R0.00	R158.20	R158.20	New Rate	1.00	0.00%

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	Approved 2024/2025	Approved 2025/2026	Application 2026/2027	Cost of Supply /Avoided Cost (SSEG) Results	Cost of Supply % Increase	Phase-In (Years)	Phased-In % Increase (Application)
Basic Charge	R293.42	R322.62	R354.88	R593.33	83.91%	5.00	10.00%
Import							
Energy Rate (c/kWh) (<= 50kWh)	173.46	191.00	206.64	206.64	8.19%	1.00	8.19%
Energy Rate (c/kWh) (51 - 300kWh)	222.50	245.00	265.07	265.07	8.19%	1.00	8.19%
Energy Rate (c/kWh) (301 - 600kWh)	313.89	345.00	373.94	373.94	8.39%	1.00	8.39%
Energy Rate (c/kWh) (> 600kWh)	369.63	406.00	440.35	440.35	8.46%	1.00	8.46%
Reactive Energy Rate (c/kVArh)	0.00	0.00	0.00	0.00	0.00%	1.00	0.00%
Export							
Low Season							
Peak c/kWh	182.81	201.00	269.63	269.63	34.14%	3.00	10.00%
Standard c/kWh	125.80	138.00	162.00	162.00	17.39%	2.00	8.69%
Off-Peak c/kWh	79.81	88.00	122.51	122.51	39.21%	3.00	10.00%
High Season							
Peak c/kWh	560.43	616.00	616.24	616.24	0.04%	1.00	0.04%
Standard c/kWh	169.80	187.00	171.86	171.86	-8.09%	1.00	-8.09%
Off-Peak c/kWh	92.20	101.00	122.51	122.51	21.29%	2.00	10.00%
2. Commercial							
Commercial: Life Line (<20Ampere maximum, Single & three phase Pre Paid Only for micro entrepreneurial businesses) (COM1)							
Fixed Charge per month	R0.00	R0.00	R0.00	R0.00	0.00%	0.00	0.00%
Energy Rate (c/kWh)	375.63	413.00	454.30	564.06	36.58%	3.00	10.00%
Commercial: Low (40Ampere maximum, Pre Paid single & three phase only and for generation for own use) (COM2)							
Fixed Charge per month	R294.05	R323.30	R355.63	R2 972.15	819.32%	5.00	10.00%
Energy Rate (c/kWh)	301.63	332.00	359.32	359.32	8.23%	1.00	8.23%
Commercial: Regular PP only (80Ampere, single and three phase and for generation for own use) (COM3)							
Fixed Charge per month	R503.52	R553.62	R608.98	R3 622.77	554.38%	5.00	10.00%
Energy Rate (c/kWh)	357.88	393.00	426.34	426.34	8.48%	1.00	8.48%
Commercial: Credit meters (80Ampere, single and three phase and for generation for own use) (COM4)							
Fixed Charge per month	R544.03	R598.16	R657.98	R4 363.29	629.45%	5.00	10.00%
Energy Rate (c/kWh)	332.17	365.00	397.31	397.31	8.85%	1.00	8.85%
Commercial: Renewable Energy (COM 5) Generation for own use and export							
Reading cost R/pm	R132.80	R146.01	R158.20	R158.20	8.35%	1.00	8.35%
Basic Charge	R544.03	R598.16	R645.73	R693.29	15.90%	2.00	7.95%
Import							
Energy Rate (c/kWh)	332.17	365.00	397.31	397.31	8.85%	1.00	8.85%
Reactive Energy Rate (c/kVArh)	0.00	0.00	0.00	0.00	0.00%	0.00	0.00%
Export							
Low Season							
Peak c/kWh	182.81	201.00	269.63	269.63	34.14%	3.00	10.00%

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	Approved 2024/2025	Approved 2025/2026	Application 2026/2027	Cost of Supply /Avoided Cost (SSEG) Results	Cost of Supply % Increase	Phase-In (Years)	Phased-In % Increase (Application)
Standard c/kWh	125.80	138.00	162.00	162.00	17.39%	2.00	8.69%
Off-Peak c/kWh	79.81	87.00	122.51	122.51	40.81%	3.00	10.00%
High Season							
Peak c/kWh	560.43	616.00	616.24	616.24	0.04%	1.00	0.04%
Standard c/kWh	169.80	186.00	171.86	171.86	-7.60%	1.00	-7.60%
Off-Peak c/kWh	92.20	101.00	122.51	122.51	21.29%	2.00	10.00%
3. Agricultural							
Agricultural: Regular (Prepaid and Credit meters maximum 80Amp 3 phase and for generation for own use) (AGR1)							
Fixed Charge per month	R596.63	R655.98	R721.58	R5 793.58	783.19%	5.00	10.00%
Energy Rate (c/kWh)	363.09	399.00	399.00	397.31	0.00%	1.00	0.00%
Agricultural: Renewable Energy (AGRI 1.1) Generation for own use and export							
Tariff similar as AGRI 1							
Reading cost R/pm	R132.80	R0.00	R158.20	R158.20	New Rate	1.00	0.00%
Fixed Charge per month R/pm	R596.63	R655.98	R710.77	R710.77	8.35%	1.00	8.35%
Notified Maximum Demand Charge R/kVA	R0.00	R0.00	R533.62	R533.62	New Rate	1.00	0.00%
Import							
Energy Rate (c/kWh)	363.09	399.00	399.00	397.31	0.00%	1.00	0.00%
Reactive Energy Rate (c/kVArh)	0.00	0.00	0.00	0.00	0.00%	0.00	0.00%
Export							
Low Season							
Peak c/kWh	182.81	201.00	269.63	269.63	34.14%	3.00	10.00%
Standard c/kWh	125.80	138.00	162.00	162.00	17.39%	2.00	8.69%
Off-Peak c/kWh	79.81	88.00	122.51	122.51	39.21%	3.00	10.00%
High Season							
Peak c/kWh	560.43	616.00	616.24	616.24	0.04%	1.00	0.04%
Standard c/kWh	169.80	187.00	171.86	171.86	-8.09%	1.00	-8.09%
Off-Peak c/kWh	92.20	101.00	122.51	122.51	21.29%	2.00	10.00%
4. Industrial							
Large Power: Low Voltage > 80 Amp and for generation for own use (IND1)							
Fixed Charge per month	R3 075.52	R3 381.53	R3 381.53	R561.60	0.00%	1.00	0.00%
Energy Rate (c/kWh)	164.02	180.00	198.00	241.88	34.38%	3.00	10.00%
Notified Maximum Demand Charge R/kVA	R75.05	R82.52	R90.77	R117.61	42.52%	3.00	10.00%
Maximum Demand Charge R/kVA	R416.81	R458.29	R458.29	R250.23	0.00%	1.00	0.00%
Large Power (IND 1.1): Low Voltage>80 Amp: Renewable Energy- Generation for own use and export							
Fixed Charge per month	R3 075.52	R3 381.53	R3 381.53	R561.60	0.00%	1.00	0.00%
Reading cost R/pm	R132.80	R146.01	R158.20	R158.20	8.35%	1.00	8.35%
Import							
Energy Rate (c/kWh)	164.02	180.00	198.00	241.06	33.92%	3.00	10.00%

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	Approved 2024/2025	Approved 2025/2026	Application 2026/2027	Cost of Supply /Avoided Cost (SSEG) Results	Cost of Supply % Increase	Phase-In (Years)	Phased-In % Increase (Application)
Notified Maximum Demand Charge R/kVA	R75.05	R82.52	R90.77	R117.61	42.52%	3.00	10.00%
Maximum Demand Charge R/kVA	R416.81	R458.29	R458.29	R250.23	0.00%	1.00	0.00%
Reactive Energy Rate (c/kVArh)	0.00	0.00	0.00	0.00	0.00%	1.00	0.00%
Export							
Low Season							
Peak c/kWh	182.81	201.00	269.63	269.63	34.14%	3.00	10.00%
Standard c/kWh	125.80	138.00	162.00	162.00	17.39%	2.00	8.69%
Off-Peak c/kWh	79.81	88.00	122.51	122.51	39.21%	3.00	10.00%
High Season							
Peak c/kWh	560.43	616.00	616.24	616.24	0.04%	1.00	0.04%
Standard c/kWh	169.80	187.00	171.86	171.86	-8.09%	1.00	-8.09%
Off-Peak c/kWh	92.20	101.00	122.51	122.51	21.29%	2.00	10.65%
Industrial: Medium Voltage and for generation for own use (IND2)							
Fixed Charge per month	R5 831.37	R6 411.59	R6 411.59	R2 330.39	0.00%	1.00	0.00%
Energy Rate (c/kWh)	161.81	178.00	195.80	234.33	31.64%	3.00	10.00%
Notified Maximum Demand Charge (R/kVA)	R73.86	R81.22	R81.22	R80.44	0.00%	1.00	0.00%
Maximum Demand Charge (R/kVA)	R413.73	R454.90	R454.90	R163.98	0.00%	1.00	0.00%
Industrial Medium Voltage (IND 2.1): Renewable Energy - Generation for own use and export							
Tariff similar as IND2							
Fixed Charge per month	R5 831.37	R6 411.59	R6 411.59	R2 330.39	0.00%	1.00	0.00%
Reading Cost R/pm	132.80	146.01	158.20	158.20	8.35%	1.00	8.35%
Import							
Energy Rate (c/kWh)	161.81	178.00	195.80	250.42	40.69%	3.00	10.00%
Notified Maximum Demand Charge R/kVA	R73.86	R81.22	R81.22	R88.00	0.00%	1.00	8.35%
Maximum Demand Charge R/kVA	R413.73	R454.90	R454.90	R163.98	0.00%	1.00	0.00%
Reactive Energy Rate (c/kVArh)	0.00	0.00	0.00	163.41	0.00%	1.00	0.00%
Export							
Low Season							
Peak c/kWh	182.81	201.00	269.63	269.63	34.14%	3.00	10.00%
Standard c/kWh	125.80	138.00	162.00	162.00	17.39%	2.00	8.69%
Off-Peak c/kWh	79.81	88.00	122.51	122.51	39.21%	3.00	10.00%
High Season							
Peak c/kWh	560.43	616.00	616.24	616.24	0.04%	1.00	0.04%
Standard c/kWh	169.80	187.00	171.86	171.86	-8.09%	1.00	-8.09%
Off-Peak c/kWh	92.20	101.00	122.51	122.51	21.29%	2.00	10.00%

PLEASE NOTE, FOR ALL TARIFFS WHERE THERE IS A MAXIMUM DEMAND CHARGE AS PART OF THE TARIFF: In the event that the access demand or Notified Maximum Demand is exceeded more than once in a municipal financial year, the following additional charges will apply

1. A 10% of the total Access Demand Charge/Notified Maximum Demand will be added to your municipal account on the 2nd occasion.

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	Approved 2024/2025	Approved 2025/2026	Application 2026/2027	Cost of Supply /Avoided Cost (SSEG) Results	Cost of Supply % Increase	Phase-In (Years)	Phased-In % Increase (Application)
2. A 20% of the total Access Demand Charge/ Notified Maximum Demand will be added to your municipal account on the 3rd occasion.							
3. A 30% of the total Access Demand Charge/ Notified Maximum Demand will be added to your municipal account on the 4th occasion							
4. On the 5th occasion the municipality reserves the rights to disconnect your electricity supply and only when the electricity supply has been upgraded and bulk levy contribution paid will the supply be restored.							
* Occasion refers to the number of times/events the Access Demand/ Notified Maximum Demand has been exceeded							
5. Municipal							
Municipal: Street and Traffic lights (MUN1)							
Fixed Charge per month	R0.00	R0.00	R61.97	R61.97	New Rate	1.00	0.00%
Energy Rate (c/kWh)	374.61	412.00	446.27	446.27	8.32%	1.00	8.32%
Municipal: Low Voltage <80 Amp (MUN2)							
Fixed Charge per month	R0.00	R0.00	R170.32	R170.32	New Rate	1.00	0.00%
Access Charge (R/kVA)	R0.00	R0.00	R164.09	R164.09	New Rate	1.00	0.00%
Energy Rate (c/kWh)	340.52	374.00	405.65	405.65	8.46%	1.00	8.46%
Municipal: Low Voltage >80 Amp (MUN3)							
Fixed Charge per month	R0.00	R0.00	R561.60	R561.60	New Rate	1.00	0.00%
Access Charge (R/kVA)	R0.00	R0.00	R117.61	R117.61	New Rate	1.00	0.00%
Energy Rate (c/kWh)	156.09	172.00	189.20	233.67	35.86%	3.00	10.00%
Maximum Demand Charge (R/kVA)	R462.04	R508.02	R550.43	R550.43	8.35%	1.00	8.35%
6. Non-Profit Organisations							
Non-Profit Organisations: Single Phase 20 Amp Prepaid (NP01)							
Fixed Charge per month	R0.00	R0.00	R0.00	R0.00	0.00%	0.00	0.00%
Energy Rate (c/kWh)	375.63	413.00	454.30	722.20	74.87%	5.00	10.00%
Non-Profit Organisations: Low Voltage Max 60 Amp Prepaid SARS Approved (NP02)							
Fixed Charge per month	R0.00	R0.00	R287.91	R287.91	New Rate	1.00	0.00%
Access Charge (R/kVA)	R0.00	R0.00	R572.75	R572.75	New Rate	1.00	0.00%
Energy Rate (c/kWh)	360.37	396.00	429.31	429.31	8.41%	1.00	8.41%
7. Sport							
Sport: Low All Consumers (<80A) and Prepaid (SP01)							
Fixed Charge per month	R0.00	R0.00	R165.57	R165.57	New Rate	1.00	0.00%
Access Charge (R/kVA)	R0.00	R0.00	R114.55	R572.75	New Rate	5.00	0.00%
Energy Rate (c/kWh)	319.27	351.00	380.34	380.34	8.36%	1.00	8.36%
Sport: High Consumers (>80A) Maximum Demand (SP02)							
Fixed Charge per month	R0.00	R0.00	R112.32	R561.60	New Rate	5.00	0.00%
Access Charge (R/kVA)	R0.00	R0.00	R117.61	R117.61	New Rate	1.00	0.00%
Energy Rate (c/kWh)	146.11	161.00	177.10	242.37	50.54%	4.00	10.00%
Notified Maximum Demand Charge R/kVA	R0.00	R0.00	R0.00	R0.00	0.00%	0.00	0.00%

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	Approved 2024/2025	Approved 2025/2026	Application 2026/2027	Cost of Supply /Avoided Cost (SSEG) Results	Cost of Supply % Increase	Phase-In (Years)	Phased-In % Increase (Application)
Maximum Demand Charge R/kVA	R460.50	R506.32	R548.59	R548.59	8.35%	1.00	8.35%
8. Time of Use							
Time of Use (Low Voltage>80Amp and for generation for own use) TOU1							
Fixed Charge per month	R5 877.09	R6 461.86	R6 461.86	R836.92	0.00%	1.00	0.00%
SUMMER:							
Maximum Demand Charge (R/kVA)	R79.68	R87.61	R123.66	R267.86	205.74%	5.00	41.15%
Access Charge (R/kVA)	R79.68	R87.61	R100.37	R125.89	43.70%	3.00	14.57%
Peak Energy (c/kWh)	260.66	287.00	290.49	290.49	1.22%	1.00	1.22%
Standard Energy (c/kWh)	171.76	189.00	200.01	200.01	5.82%	1.00	5.82%
Off-Peak Energy (c/kWh)	128.81	142.00	142.00	126.77	0.00%	1.00	0.00%
Reactive Energy (c/kVArh)	0.00	0.00	0.00	0.00	0.00%	0.00	0.00%
WINTER:							
Maximum Demand Charge (R/kVA)	R79.68	R87.61	R123.66	R267.86	205.74%	5.00	41.15%
Access Charge (R/kVA)	R79.68	R87.61	R100.37	R125.89	43.70%	3.00	14.57%
Peak Energy (c/kWh)	817.37	287.00	890.84	890.84	210.40%	1.00	210.40%
Standard Energy (c/kWh)	245.32	189.00	269.80	269.80	42.75%	1.00	42.75%
Off-Peak Energy (c/kWh)	144.13	142.00	146.64	146.64	3.27%	1.00	3.27%
Reactive Energy (c/kVArh)	34.09	37.48	37.48	34.78	0.00%	1.00	0.00%
Time of Use Low Voltage (TOU 1.1): Renewable Energy - Generation for own use and export							
Reading Cost R/pm	132.80	146.01	158.20	0.00	-100.00%	1.00	-100.00%
Fixed Charge per month	R5 877.09	R6 461.86	R6 461.86	R836.92	0.00%	1.00	0.00%
Import							
SUMMER:							
Maximum Demand Charge (R/kVA)	R79.68	R87.61	R123.66	R267.86	205.74%	5.00	41.15%
Access Demand Charge (R/kVA)	R79.68	R87.61	R100.37	R125.89	43.70%	3.00	14.57%
Peak Energy (c/kWh)	260.66	287.00	290.49	290.49	1.22%	1.00	1.22%
Standard Energy (c/kWh)	171.76	189.00	200.01	200.01	5.82%	1.00	5.82%
Off-Peak Energy (c/kWh)	128.81	142.00	142.00	126.77	0.00%	1.00	0.00%
Reactive Energy Rate (c/kVArh)	0.00	0.00	0.00	0.00	0.00%	0.00	0.00%
WINTER:							
Maximum Demand Charge (R/kVA)	R79.68	R87.61	R123.66	R267.86	205.74%	5.00	41.15%
Access Demand Charge (R/kVA)	R79.68	R87.61	R100.37	R125.89	43.70%	3.00	14.57%
Peak Energy (c/kWh)	817.37	287.00	890.84	890.84	210.40%	1.00	210.40%
Standard Energy (c/kWh)	245.32	189.00	269.80	269.80	42.75%	1.00	42.75%
Off-Peak Energy (c/kWh)	144.13	142.00	146.64	146.64	3.27%	1.00	3.27%
Reactive Energy Rate (c/kVArh)	34.09	37.48	37.48	0.00	0.00%	1.00	0.00%
Export							
Low Season							

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	Approved 2024/2025	Approved 2025/2026	Application 2026/2027	Cost of Supply /Avoided Cost (SSEG) Results	Cost of Supply % Increase	Phase-In (Years)	Phased-In % Increase (Application)
Peak c/kWh	182.81	201.00	269.63	269.63	34.14%	3.00	11.38%
Standard c/kWh	125.80	138.00	162.00	162.00	17.39%	2.00	8.69%
Off-Peak c/kWh	79.81	88.00	122.51	122.51	39.21%	3.00	13.07%
High Season							
Peak c/kWh	560.43	616.00	616.24	616.24	0.04%	1.00	0.04%
Standard c/kWh	169.80	187.00	171.86	171.86	-8.09%	1.00	-8.09%
Off-Peak c/kWh	92.20	101.00	122.51	122.51	21.29%	2.00	10.65%
Time of Use (Medium Voltage and for generation for own use) TOU2							
Fixed Charge per month	R11 124.55	R12 231.43	R12 231.43	R2 494.59	0.00%	1.00	0.00%
SUMMER:							
Maximum Demand Charge (R/kVA)	R80.98	R89.04	R106.34	R175.53	97.14%	5.00	19.43%
Access Demand Charge (R/kVA)	R77.00	R84.66	R86.11	R86.11	1.71%	1.00	1.71%
Peak Energy (c/kWh)	252.72	278.00	284.90	284.90	2.48%	1.00	2.48%
Standard Energy (c/kWh)	165.31	182.00	182.00	179.76	0.00%	1.00	0.00%
Off-Peak Energy (c/kWh)	123.91	136.00	136.00	121.94	0.00%	1.00	0.00%
Reactive Energy (c/kVArh)	0.00	0.00	0.00	0.00	0.00%	0.00	0.00%
WINTER:							
Maximum Demand Charge (R/kVA)	R80.98	R89.04	R106.34	R175.53	97.14%	5.00	19.43%
Access Demand Charge (R/kVA)	R77.00	R84.66	R86.11	R86.11	1.71%	1.00	1.71%
Peak Energy (c/kWh)	834.86	278.00	873.60	873.60	214.24%	1.00	214.24%
Standard Energy (c/kWh)	237.15	182.00	264.54	264.54	45.35%	1.00	45.35%
Off-Peak Energy (c/kWh)	139.40	136.00	143.44	143.44	5.47%	1.00	5.47%
Reactive Energy (c/kVArh)	35.81	39.37	39.37	34.78	0.00%	1.00	0.00%
Time of Use Medium Voltage (TOU 2.1): Renewable Energy - Generation for own use and export							
Fixed Charge per month	R11 124.55	R12 231.43	R12 231.43	R2 497.10	0.00%	1.00	0.00%
Reading Cost R/pm	R132.80	R146.01	R158.20	R158.20	8.35%	1.00	8.35%
Import							
SUMMER:							
Maximum Demand Charge (R/kVA)	R80.98	R89.04	R106.34	R175.53	97.14%	5.00	19.43%
Access Charge (R/kVA)	R77.00	R84.66	R86.11	R86.11	1.71%	1.00	1.71%
Peak Energy (c/kWh)	252.72	278.00	284.90	284.90	2.48%	1.00	2.48%
Standard Energy (c/kWh)	165.31	182.00	192.50	192.50	5.77%	1.00	5.77%
Off-Peak Energy (c/kWh)	123.91	136.00	136.00	121.94	0.00%	1.00	0.00%
Reactive Energy (c/kVArh)	0.00	0.00	0.00	0.00	0.00%	0.00	0.00%
WINTER:							
Maximum Demand Charge (R/kVA)	R80.98	R89.04	R106.34	R175.53	97.14%	5.00	19.43%
Access Demand Charge (R/kVA)	R77.00	R84.66	R86.11	R86.11	1.71%	1.00	1.71%

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	Approved 2024/2025	Approved 2025/2026	Application 2026/2027	Cost of Supply /Avoided Cost (SSEG) Results	Cost of Supply % Increase	Phase-In (Years)	Phased-In % Increase (Application)
Peak Energy (c/kWh)	834.86	278.00	873.60	873.60	214.24%	1.00	214.24%
Standard Energy (c/kWh)	237.15	182.00	264.54	264.54	45.35%	1.00	45.35%
Off-Peak Energy (c/kWh)	139.40	136.00	143.68	143.68	5.65%	1.00	5.65%
Reactive Energy (c/kVArh)	35.81	39.37	39.37	0.00	0.00%	1.00	0.00%
Export							
Low Season							
Peak c/kWh	182.81	201.00	269.63	269.63	34.14%	3.00	11.38%
Standard c/kWh	125.80	138.00	162.00	162.00	17.39%	2.00	8.69%
Off-Peak c/kWh	79.81	88.00	122.51	122.51	39.21%	3.00	13.07%
High Season							
Peak c/kWh	560.43	616.00	616.24	616.24	0.04%	1.00	0.04%
Standard c/kWh	169.80	187.00	171.86	171.86	-8.09%	1.00	-8.09%
Off-Peak c/kWh	92.20	101.00	122.51	122.51	21.29%	2.00	10.65%

PLEASE NOTE, FOR ALL TARIFFS WHERE THERE IS A MAXIMUM DEMAND CHARGE AS PART OF THE TARIFF: In the event that the access demand or Notified Maximum Demand is exceeded more than once in a municipal financial year, the following additional charges will apply

1. A 10% of the total Access Demand Charge/Notified Maximum Demand will be added to your municipal account on the 2nd occasion.
2. A 20% of the total Access Demand Charge/ Notified Maximum Demand will be added to your municipal account on the 3rd occasion.
3. A 30% of the total Access Demand Charge/ Notified Maximum Demand will be added to your municipal account on the 4th occasion
4. On the 5th occasion the municipality reserves the rights to disconnect your electricity supply and only when the electricity supply has been upgraded and bulk levy contribution paid will the supply be restored.

* Occasion refers to the number of times/events the Access Demand/ Notified Maximum Demand has been exceeded

9. External Wheeling							
Customer received power at low voltage (<400V) in c/kWh	35.77	0.00	45.98	45.98	0.00%	1.00	0.00%
Customer received power at medium voltage (>400V) in c/kWh	30.99	0.00	39.84	39.84	0.00%	1.00	0.00%

10. Generation for Own Use

Customers that want to connect an Own Generation for Own Use only system to the municipal electrical grid without being compensated for reverse power flow can remain on their current tariff and continue to use their current meter.

11. Generation for Own Use and Export

Customers that want to connect an Own Generation for Own Use and Export system to the municipal electrical grid and who want to be reimbursed will have to do the following:

1 The Municipality shall provide and install the requisite meters at the customer's cost.
2 The customer will stay on the existing purchase tariff.
3 For reimbursement the basic charge will be increased to include the automated meter reading cost.
4 The reimbursement will only be for the export energy.
5 Customer not allowed to generate more than his total consumption per financial year.

11. Availability Fees (Per Annum)							
Availability	R4 673.82	R5 138.87	R5 563.13	-	-	1,00	8.26%

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	Approved 2024/2025	Approved 2025/2026	Application 2026/2027	Cost of Supply /Avoided Cost (SSEG) Results	Cost of Supply % Increase	Phase-In (Years)	Phased-In % Increase (Application)
13. Time of use periods							
1.Low Demand -Summer			**2.High Demand- Winter**				
September to May			**June to August**				
Monday to Friday			**Monday to Friday**				
22:00 – 06:00 Off Peak			22:00 – 06:00 Off Peak				
06:00 – 07:00 Standard			06:00 – 08:00 Peak				
07:00 – 09:00 Peak			08:00 – 17:00 Standard				
09:00 – 18:00 Standard			17:00 – 20:00 Peak				
18:00 – 21:00 Peak			20:00 – 22:00 Standard				
21:00 – 22:00 Standard							
Saturday			**Saturday**				
20:00 – 07:00 Off Peak			19:00 – 07:00 Off Peak				
07:00 – 12:00 Standard			07:00 – 12:00 Standard				
12:00 – 18:00 Off Peak			12:00 – 17:00 Off Peak				
18:00 – 20:00 Standard			17:00 – 19:00 Standard				
Sunday			**Sunday**				
20:00 – 18:00 Off Peak			19:00 – 17:00 Off Peak				
18:00 – 20:00 Standard			17:00 – 19:00 Standard				
All Tariffs Exclusive of VAT							

4. CONCLUSION

On 5 March 2026, council approved the draft 2026/27 electricity consumption tariffs (Annexure A).

A public participation process was followed by means of advertisements in the media (Die Burger – 10 March – 27 March 2026, Eikestad Nuus -12 March – 27 March 2026, municipal website and social media platforms. Hard copies of the proposed tariffs were also made available for the public to view at the municipal libraries (Annexure B). No input from the public was received.

We hereby request that the proposed tariffs be approved for the municipal financial year of 2026/27.

Yours faithfully

Geraldine Mettler
Municipal Manager

31/3/26
Date

ANNEXURE B

NATIONAL ENERGY REGULATOR OF SOUTH AFRICA

Kulawula House
526 Madiba Street
Arcadia 0083
Pretoria, SOUTH AFRICA

PO Box 40343
Arcadia 0007
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SOUTH AFRICA

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Enquiries: Rhulani Mathebula
Tel: 012 401 4600
Fax: 012 401 4700
Email: Rhulani.Mathebula@nersa.org.za
Ref: NER/D/WC024

Ms Geraldine Mettler
The Municipal Manager
Stellenbosch Municipality
P O Box 17
Stellenbosch
7599

Per Email: Municipal.Manager@stellenbosch.gov.za
CC: Geraldine.Mettler@stellenbosch.gov.za

Dear Ms Mettler,

ELECTRICITY TARIFFS FOR THE PERIOD 1 JULY 2026 - 30 JUNE 2027

1. Your application dated 31 March 2026 refers.

2. The Energy Regulator, at its meeting held on 9 May 2026, considered your tariff application based on Stellenbosch Municipality's Cost of Supply (COS) study for the period 1 July 2026 to 30 June 2027 and approved the tariffs as follows:

1. Domestic: Life Line PP - 0 to 60amp single phase only (For qualifying indigent customers and receiving the first 100 units free per month) (DOM1)	***2026/27 Approved***
Tariff Blocks	***c/kWh***
Fixed Charge (R/month)	0.00
Block 1 (0 - 50kWh)	210.10
Block 2 (51 - 300 kWh)	262.90
Block 3 (301 - 600kWh)	393.80
Block 4 (>600 kWh)	449.90
Domestic PP Lifeline DOM 1 BSST (100 units)	0.00

Regulator Members:

Mr T Bukula (Chairperson) Ms R Govender (Deputy Chairperson) *Adv NP Sithole (Chief Executive Officer)
*Mr W Majola *Ms N Maseti *Mr MW Mkhize Ms T Semane Mr FK Sibanda Ms PN Sibiya
*Full-Time Regulator Members

NERSA is a Regulatory Authority established in terms of the National Energy Regulator Act, 2004 (Act No 40 of 2004)

2. Domestic: Regular PP meters - (0 to 60amp single and three phase AND less than 600kWh per month average consumption during the previous financial year and for generation for own use) (DOM2)	*2026/27 Approved*
Tariff Blocks	*c/kWh*
Fixed Charge (R/month)	0.00
Block 1 (0 - 50kWh)	210.10
Block 2 (51 - 300 kWh)	269.50
Block 3 (301 - 600kWh)	379.50
Block 4 (>600 kWh)	449.90

3. Domestic: Regular PP meters - (0 to 60 Amp single and three phase using more than 600 kWh per month average consumption during the previous financial year and for generation for own use) (DOM3)	*2026/27 Approved*
Tariff Blocks	*c/kWh*
Fixed Charge (R/month)	287.69
Block 1 (0 - 50kWh)	206.64
Block 2 (51 - 300 kWh)	265.07
Block 3 (301 - 600kWh)	373.94
Block 4 (>600 kWh)	440.35

4. Domestic: Regular (Using Credit Meters 60 Ampere single and three phase maximum and for generation for own use) (DOM4)	*2026/27 Approved*
Tariff Blocks	*c/kWh*
Fixed Charge (R/month)	354.88
Block 1 (0 - 50kWh)	206.64
Block 2 (51 - 300 kWh)	265.07
Block 3 (301 - 600kWh)	373.94
Block 4 (>600 kWh)	440.35

5. Domestic - Renewable Energy (DOM 5) Generation for Own Use and Export	*2026/27 Approved*
Tariff Blocks	*c/kWh*
Reading Cost (R/month)	158.20
Basic Charge (R/month)	354.88
Import Charges	
Energy Rate (c/kWh) (≤ 50kWh)	206.64
Energy Rate (c/kWh) (51 - 300kWh)	265.07
Energy Rate (c/kWh) (301 - 600kWh)	373.94
Energy Rate (c/kWh) (> 600kWh)	440.35
Reactive Energy Rate (c/kVArh)	0.00
Export Charges	

Export Low Season Peak (c/kWh)	221.10
Export Low Season Standard (c/kWh)	150.00
Export Low Season Off-Peak (c/kWh)	196.80
Export High Season Peak (c/kWh)	616.24
Export High Season Standard (c/kWh)	171.86
Export High Season Off-Peak (c/kWh)	111.10

6. Commercial: Life Line (<20Ampere maximum, Single & three phase Pre-Paid Only for micro entrepreneurial businesses) (COM1)	***2026/27 Approved***
Tariff Blocks	***c/kWh***
Fixed Charge (R/month)	0.00
Energy Rate (c/kWh)	454.30

7. Commercial: Low (40Ampere maximum, Pre-Paid single & three phase only and for generation for own use) (COM2)	***2026/27 Approved***
Tariff Blocks	***c/kWh***
Fixed Charge (R/month)	355.63
Energy Rate (c/kWh)	359.32

8. Commercial: Regular PP only (80Ampere, single and three phase and for generation for own use) (COM3)	***2026/27 Approved***
Tariff Blocks	***c/kWh***
Fixed Charge (R/month)	608.98
Energy Rate (c/kWh)	426.34

9. Commercial: Credit meters (80Ampere, single and three phase and for generation for own use) (COM4)	***2026/27 Approved***
Tariff Blocks	***c/kWh***
Fixed Charge (R/month)	657.98
Energy Rate (c/kWh)	397.31

10. Commercial - Renewable Energy (COM 5) Generation for Own Use and Export	***2026/27 Approved***
Tariff Blocks	
Reading Cost (R/month)	158.20
Basic Charge (R/month)	645.73
Import Charges	
Energy Rate (c/kWh)	397.31
Reactive Energy Rate	0.00
Export Charges	
Export Low Season Peak (c/kWh)	221.10

Export Low Season Standard (c/kWh)	150.00
Export Low Season Off-Peak (c/kWh)	95.70
Export High Season Peak (c/kWh)	616.24
Export High Season Standard (c/kWh)	171.86
Export High Season Off-Peak (c/kWh)	111.10

11. Agricultural: Regular (Prepaid and Credit meters maximum 80Amp 3 phase and for generation for own use) (AGR1)	***2026/27 Approved***
Tariff Blocks	***c/kWh***
Fixed Charge (R/month)	721.58
Energy Rate (c/kWh)	399.00

12. Agricultural: Renewable Energy (AGRI 1.1) Generation for own use and export - Similar to AGRI 1	***2026/27 Approved***
Tariff Blocks	c/kWh
Import Charges	
Reading Cost (R/month) - New	158.20
Fixed Charge (R/month)	710.77
Notified Maximum Demand Charge (R/kVA)	533.62
Import Charges	
Energy Charge (c/kWh)	399.00
Reactive Energy Rate (c/kWh)	0.00
Export Charges	
Export Low Season Peak (c/kWh)	221.10
Export Low Season Standard (c/kWh)	150.00
Export Low Season Off-Peak (c/kWh)	96.80
Export High Season Peak (c/kWh)	616.24
Export High Season Standard (c/kWh)	171.86
Export High Season Off-Peak (c/kWh)	111.10

13. Large Power: Low Voltage > 80 Amp and for generation for own use (IND1)	***2026/27 Approved***
Tariff Blocks	***c/kWh***
Fixed Charge (R/month)	3,381.53
Energy Rate (c/kWh)	198.00
Notified Demand (R/kVA)	90.77
Maximum Demand Charge (R/kVA)	458.29

14. Industrial: Medium Voltage and for generation for own use (IND1.1)	2026/27 Approved
	c/kWh
Fixed Charge (R/month)	3,381.53
Reading Cost (R/month)	158.20
Import Charges	
Energy Rate (c/kWh)	198.00
Notified Maximum Demand (R/kVA)	90.77
Maximum Demand Charge (R/kVA)	458.29
Reactive Energy Charge (c/kVArh)	0.00
Export Charges	
Export Low Season Peak (c/kWh)	221.10
Export Low Season Standard (c/kWh)	150.00
Export Low Season Off-Peak (c/kWh)	96.80
Export High Season Peak (c/kWh)	616.24
Export High Season Standard (c/kWh)	171.86
Export High Season Off-Peak (c/kWh)	122.51

15. Industrial - MV (IND 2)	*2026/27 Approved*
Tariff Blocks	***c/kWh***
Reading Cost (R/month)	0.00
Fixed Charge (R/month)	6,411.59
Energy Rate (c/kWh)	195.80
Notified Maximum Demand Charge (R/kVA)	81.22
Maximum Demand Charge (R/kVA)	454.90

16. Industrial Medium Voltage (IND 2.1): Renewable Energy - Generation for own use and export	2026/27 Approved
	c/kWh
Fixed Charge (R/month)	6,411.59
Reading Cost (R/month)	158.20
Import Charges	
Energy Rate (c/kWh)	195.80
Notified Maximum Demand Charge R/kVA	81.22
Maximum Demand Charge (R/kVA)	454.90
Reactive Energy Charge (c/kVArh)	0.00
Export Charges	
Export Low Season Peak (c/kWh)	221.10
Export Low Season Standard (c/kWh)	150.00

Export Low Season Off-Peak (c/kWh)	96.80
Export High Season Peak (c/kWh)	616.24
Export High Season Standard (c/kWh)	171.86
Export High Season Off-Peak (c/kWh)	111.10

17. Municipal Tariffs - Street and Traffic Lights (MUN 1)	***2026/27 Approved***
Tariff Blocks	***c/kWh***
Fixed Charge (R/month)	61.97
Maximum Demand Charge (R/kVA)	N/A
Energy Rate (c/kWh)	446.27

18. Municipal - LV <80A (MUN 2)	***2026/27 Approved***
Tariff Blocks	***c/kWh***
Fixed Charge (R/month)	170.32
Access Charge (R/kVA) - New	164.09
Maximum Demand Charge (R/kVA)	0.00
Energy Rate (c/kWh)	405.65

19. Municipal - LV >80A (MUN 3)	***2026/27 Approved***
Tariff Blocks	***c/kWh***
Fixed Charge (R/month)	561.60
Access Charge (R/kVA)	117.61
Maximum Demand Charge (R/kVA)	550.43
Energy Rate (c/kWh)	189.20

20. Non-Profit Organisations: Single Phase 20 Amp Prepaid (NP01)	***2026/27 Approved***
Tariff Blocks	***c/kWh***
Fixed Charge (R/month)	0.00
Energy Rate (c/kWh)	454.30

21. Non-Profit Organisations: Low Voltage Max 60 Amp Prepaid SARS Approved (NPO2)	***2026/27 Approved***
Tariff Blocks	***c/kWh***
Fixed Charge (R/month)	287.91
Access Charge (R/kVA)	572.75
Energy Rate (c/kWh)	429.31

22. Sport: Low All Consumers (<80A) and Prepaid (SPO1)	***2026/27 Approved***
Tariff Blocks	***c/kWh***

Fixed Charge (R/month)	165.57
Access Charge (R/kVA) - New	114.55
Energy Rate (c/kWh)	380.34

23. Sport - High Consumers >80A, Maximum Demand (SPO 2)	***2026/27 Approved***
Tariff Blocks	***c/kWh***
Fixed Charge (R/month)	112.32
Access Charge (R/kVA) - New	117.61
Energy Rate (c/kWh)	177.10
Notified Maximum Demand Charge R/kVA	0.00
Maximum Demand Charge (R/kVA)	548.59

24. Time of Use (Low Voltage >80Amp and for generation for own use) TOU1	***2026/27 Approved***
Tariff Blocks	***c/kWh***
Reading Cost (R/month)	0.00
Fixed Charge (R/month)	6,461.86
Summer:	
Maximum demand charge (R/kVA)	123.66
Access Charge (R/kVA)	100.37
Peak Energy (c/kWh)	290.49
Standard Energy (c/kWh)	200.01
Off-peak Energy (c/kWh)	142.00
Reactive Energy Charge (c/kvarh)	0.00
Winter:	
Maximum demand charge (R/kVA)	123.66
Access Charge (R/kVA)	100.37
Peak Energy (c/kWh)	890.84
Standard Energy (c/kWh)	269.80
Off-peak Energy (c/kWh)	146.64
Reactive Energy Charge (c/kvarh)	37.48

25. Time of Use Low Voltage (TOU1.1): – Renewable Energy for own use and export	*2026/27 Approved*
Reading Cost (R/month)	158.20
Fixed Charge (R/month)	6,461.86
Import Charges	
Summer:	
Maximum Demand Charge (R/kVA)	123.66
Access Demand Charge (R/kVA)	100.37
Peak Energy (c/kWh)	290.49
Standard Energy (c/kWh)	200.01
Off-peak Energy (c/kWh)	142.00
Winter:	
Maximum Demand Charge (R/kVA)	123.66
Access Demand Charge (R/kVA)	100.37
Peak Energy (c/kWh)	890.84
Standard Energy (c/kWh)	269.80
Off-peak Energy (c/kWh)	146.64
Reactive Energy Charge (c/kvarh)	37.48
Export Charges	
Export Low Season Peak (c/kWh)	223.88
Export Low Season Standard (c/kWh)	150.00
Export Low Season Off-Peak (c/kWh)	99.50
Export High Season Peak (c/kWh)	616.24
Export High Season Standard (c/kWh)	171.86
Export High Season Off-Peak (c/kWh)	111.75

26. Time of Use (Medium Voltage and for generation for own use) TOU2	*2026/27 Approved*
Fixed Charge (R/month)	12,231.43
Summer:	
Maximum Demand Charge (R/kVA)	106.34
Access Demand Charge (R/kVA)	86.11
Peak Energy (c/kWh)	284.90
Standard Energy (c/kWh)	182.00
Off-peak Energy (c/kWh)	136.00
Reactive Energy Charge (c/kWh)	0.00
Winter:	
Maximum Demand Charge (R/kVA)	106.34
Access Demand Charge (R/kVA)	86.11
Peak Energy (c/kWh)	873.60
Standard Energy (c/kWh)	264.54
Off-peak Energy (c/kWh)	143.44

Reactive Energy Charge (c/kvarh)	39.37

27. Time of Use – Medium Voltage, (TOU2.1): Renewable energy - generation for own use and export	***2026/27 Approved***
Reading Cost (R/month)	158.20
Fixed Charge (R/month)	12,231.43
Import Charges	
Summer:	
Maximum Demand Charge (R/kVA)	106.34
Access Demand Charge (R/kVA)	86.11
Peak Energy (c/kWh)	284.90
Standard Energy (c/kWh)	192.50
Off-peak Energy (c/kWh)	136.00
Reactive Energy Charge (c/kvarh)	0.00
Winter:	
Maximum Demand Charge (R/kVA)	106.34
Access Demand Charge (R/kVA)	86.11
Peak Energy (c/kWh)	873.60
Standard Energy (c/kWh)	264.54
Off-peak Energy (c/kWh)	143.68
Reactive Energy Charge (c/kvarh)	39.37
Export Charges	
Export Low Season Peak (c/kWh)	223.88
Export Low Season Standard (c/kWh)	150.00
Export Low Season Off-Peak (c/kWh)	99.50
Export High Season Peak (c/kWh)	616.24
Export High Season Standard (c/kWh)	171.86
Export High Season Off-Peak (c/kWh)	111.75

28. External Wheeling	***2026/27 Approved***
Customer received power at low voltage (<400V) in c/kWh	45.98
Customer received power at medium voltage (>400V) in c/kWh	39.84

29. Availability Fees (Per Annum)	***2026/27 Approved***
Availability (R per annum)	5 563.13

3. The Energy Regulator further directs as follows:

   3.1 The municipality must submit, by 31 January 2027, an audited financial report accounting for all costs that have been noted, to enable the Regulator to perform its independent verification audit;

   3.2 The municipality must ring-fence the surplus amount to ensure that it is utilised solely for the electricity business and that appropriate accountability is maintained in respect of the use of those funds.

4. NERSA has approved the tariffs while taking into account all relevant, material and lawful factors applicable to the execution of its mandate to ensure that Stellenbosch Municipality implements lawful tariffs. Section 15(2) of the Electricity Regulation Act, 2006 (Act No. 4 of 2006), as amended, prohibits the charging of any tariff to any customer unless it has been approved by NERSA.

5. Should you have any enquiries please do not hesitate to contact Rhulani Mathebula on (012) 401 4600 or email: Rhulani.Mathebula@nersa.org.za

Yours sincerely,

Advocate Nomalanga Sithole
Chief Executive Officer

Date: 28 May 2026

ANNEXURE C

Stellenbosch Tariffs Schedule 2026/27

1. Domestic: Life Line PP - 0 to 60amp single phase only (For qualifying indigent customers and receiving the first 100 units free per month) (DOM1)	***2026/27 Approved***
Tariff Blocks	***c/kWh***
Fixed Charge (R/month)	0.00
Block 1 (0 - 50kWh)	210.10
Block 2 (51 - 300 kWh)	262.90
Block 3 (301 - 600kWh)	393.80
Block 4 (>600 kWh)	449.90
Domestic PP Lifeline DOM 1 BSST (100 units)	0.00

2. Domestic: Regular PP meters - (0 to 60amp single and three phase AND less than 600kWh per month average consumption during the previous financial year and for generation for own use) (DOM2)	***2026/27 Approved***
Tariff Blocks	***c/kWh***
Fixed Charge (R/month)	0.00
Block 1 (0 - 50kWh)	210.10
Block 2 (51 - 300 kWh)	269.50
Block 3 (301 - 600kWh)	379.50
Block 4 (>600 kWh)	449.90

3. Domestic: Regular PP meters - (0 to 60 Amp single and three phase using more than 600 kWh per month average consumption during the previous financial year and for generation for own use) (DOM3)	***2026/27 Approved***
Tariff Blocks	***c/kWh***
Fixed Charge (R/month)	287.69
Block 1 (0 - 50kWh)	206.64
Block 2 (51 - 300 kWh)	265.07
Block 3 (301 - 600kWh)	373.94
Block 4 (>600 kWh)	440.35

4. Domestic: Regular (Using Credit Meters 60 Ampere single and three phase maximum and for generation for own use) (DOM4)	***2026/27 Approved***
Tariff Blocks	***c/kWh***
Fixed Charge (R/month)	354.88
Block 1 (0 - 50kWh)	206.64
Block 2 (51 - 300 kWh)	265.07
Block 3 (301 - 600kWh)	373.94
Block 4 (>600 kWh)	440.35

5. Domestic - Renewable Energy (DOM 5) Generation for Own Use and Export	***2026/27 Approved***
Tariff Blocks	*c/kWh*
Reading Cost (R/month)	158.20
Basic Charge (R/month)	354.88
Import Charges	
Energy Rate (c/kWh) (≤ 50kWh)	206.64
Energy Rate (c/kWh) (51 - 300kWh)	265.07
Energy Rate (c/kWh) (301 - 600kWh)	373.94
Energy Rate (c/kWh) (> 600kWh)	440.35
Reactive Energy Rate (c/kVArh)	0.00
Export Charges	
Export Low Season Peak (c/kWh)	221.10
Export Low Season Standard (c/kWh)	150.00
Export Low Season Off-Peak (c/kWh)	196.80
Export High Season Peak (c/kWh)	616.24
Export High Season Standard (c/kWh)	171.86
Export High Season Off-Peak (c/kWh)	111.10

6. Commercial: Life Line (<20Ampere maximum, Single & three phase Pre-Paid Only for micro entrepreneurial businesses) (COM1)	***2026/27 Approved***
Tariff Blocks	***c/kWh***
Fixed Charge (R/month)	0.00
Energy Rate (c/kWh)	454.30

7. Commercial: Low (40Ampere maximum, Pre-Paid single & three phase only and for generation for own use) (COM2)	***2026/27 Approved***
Tariff Blocks	***c/kWh***
Fixed Charge (R/month)	355.63
Energy Rate (c/kWh)	359.32

8. Commercial: Regular PP only (80Ampere, single and three phase and for generation for own use) (COM3)	***2026/27 Approved***
Tariff Blocks	***c/kWh***
Fixed Charge (R/month)	608.98
Energy Rate (c/kWh)	426.34

9. Commercial: Credit meters (80Ampere, single and three phase and for generation for own use) (COM4)	***2026/27 Approved***
Tariff Blocks	***c/kWh***
Fixed Charge (R/month)	657.98
Energy Rate (c/kWh)	397.31

10. Commercial - Renewable Energy (COM 5) Generation for Own Use and Export	***2026/27 Approved***
Tariff Blocks	
Reading Cost (R/month)	158.20
Basic Charge (R/month)	645.73
Import Charges	
Energy Rate (c/kWh)	397.31
Reactive Energy Rate	0.00
Export Charges	
Export Low Season Peak (c/kWh)	221.10
Export Low Season Standard (c/kWh)	150.00
Export Low Season Off-Peak (c/kWh)	95.70
Export High Season Peak (c/kWh)	616.24
Export High Season Standard (c/kWh)	171.86
Export High Season Off-Peak (c/kWh)	111.10

11. Agricultural: Regular (Prepaid and Credit meters maximum 80Amp 3 phase and for generation for own use) (AGR1)	***2026/27 Approved***
Tariff Blocks	***c/kWh***
Fixed Charge (R/month)	721.58
Energy Rate (c/kWh)	399.00

12. Agricultural: Renewable Energy (AGRI 1.1) Generation for own use and export - Similar to AGRI 1	***2026/27 Approved***
Tariff Blocks	c/kWh
Import Charges	
Reading Cost (R/month) - New	158.20
Fixed Charge (R/month)	710.77
Notified Maximum Demand Charge (R/kVA)	533.62
Import Charges	
Energy Charge (c/kWh)	399.00
Reactive Energy Rate (c/kWh)	0.00
Export Charges	
Export Low Season Peak (c/kWh)	221.10
Export Low Season Standard (c/kWh)	150.00
Export Low Season Off-Peak (c/kWh)	96.80
Export High Season Peak (c/kWh)	616.24
Export High Season Standard (c/kWh)	171.86
Export High Season Off-Peak (c/kWh)	111.10

13. Large Power: Low Voltage > 80 Amp and for generation for own use (IND1)	***2026/27 Approved***
Tariff Blocks	***c/kWh***
Fixed Charge (R/month)	3,381.53
Energy Rate (c/kWh)	198.00
Notified Demand (R/kVA)	90.77
Maximum Demand Charge (R/kVA)	458.29

14. Industrial: Medium Voltage and for generation for own use (IND1.1)	**2026/27 Approved**
	c/kWh
Fixed Charge (R/month)	3,381.53
Reading Cost (R/month)	158.20
Import Charges	
Energy Rate (c/kWh)	198.00
Notified Maximum Demand (R/kVA)	90.77
Maximum Demand Charge (R/kVA)	458.29
Reactive Energy Charge (c/kVArh)	0.00
Export Charges	
Export Low Season Peak (c/kWh)	221.10
Export Low Season Standard (c/kWh)	150.00
Export Low Season Off-Peak (c/kWh)	96.80
Export High Season Peak (c/kWh)	616.24
Export High Season Standard (c/kWh)	171.86
Export High Season Off-Peak (c/kWh)	122.51

15. Industrial - MV (IND 2)	***2026/27 Approved***
Tariff Blocks	***c/kWh***
Reading Cost (R/month)	0.00
Fixed Charge (R/month)	6,411.59
Energy Rate (c/kWh)	195.80
Notified Maximum Demand Charge (R/kVA)	81.22
Maximum Demand Charge (R/kVA)	454.90

16. Industrial Medium Voltage (IND 2.1): Renewable Energy - Generation for own use and export	**2026/27 Approved**
	c/kWh
Fixed Charge (R/month)	6,411.59
Reading Cost (R/month)	158.20
Import Charges	
Energy Rate (c/kWh)	195.80
Notified Maximum Demand Charge R/kVA	81.22
Maximum Demand Charge (R/kVA)	454.90
Reactive Energy Charge (c/kVArh)	0.00
Export Charges	
Export Low Season Peak (c/kWh)	221.10
Export Low Season Standard (c/kWh)	150.00
Export Low Season Off-Peak (c/kWh)	96.80
Export High Season Peak (c/kWh)	616.24
Export High Season Standard (c/kWh)	171.86
Export High Season Off-Peak (c/kWh)	111.10

17. Municipal Tariffs - Street and Traffic Lights (MUN 1)	***2026/27 Approved***
Tariff Blocks	***c/kWh***
Fixed Charge (R/month)	61.97
Maximum Demand Charge (R/kVA)	N/A
Energy Rate (c/kWh)	446.27

18. Municipal - LV <80A (MUN 2)	***2026/27 Approved***
Tariff Blocks	***c/kWh***
Fixed Charge (R/month)	170.32
Access Charge (R/kVA) - New	164.09
Maximum Demand Charge (R/kVA)	0.00
Energy Rate (c/kWh)	405.65

19. Municipal - LV >80A (MUN 3)	***2026/27 Approved***
Tariff Blocks	***c/kWh***
Fixed Charge (R/month)	561.60
Access Charge (R/kVA)	117.61
Maximum Demand Charge (R/kVA)	550.43
Energy Rate (c/kWh)	189.20

20. Non-Profit Organisations: Single Phase 20 Amp Prepaid (NP01)	***2026/27 Approved***
Tariff Blocks	***c/kWh***
Fixed Charge (R/month)	0.00
Energy Rate (c/kWh)	454.30

21. Non-Profit Organisations: Low Voltage Max 60 Amp Prepaid SARS Approved (NPO2)	***2026/27 Approved***
Tariff Blocks	***c/kWh***
Fixed Charge (R/month)	287.91
Access Charge (R/kVA)	572.75
Energy Rate (c/kWh)	429.31

22. Sport: Low All Consumers (<80A) and Prepaid (SPO1)	***2026/27 Approved***
Tariff Blocks	***c/kWh***
Fixed Charge (R/month)	165.57
Access Charge (R/kVA) - New	114.55
Energy Rate (c/kWh)	380.34

23. Sport - High Consumers >80A, Maximum Demand (SPO 2)	***2026/27 Approved***
Tariff Blocks	***c/kWh***
Fixed Charge (R/month)	112.32
Access Charge (R/kVA) - New	117.61
Energy Rate (c/kWh)	177.10
Notified Maximum Demand Charge R/kVA	0.00
Maximum Demand Charge (R/kVA)	548.59

24. Time of Use (Low Voltage >80Amp and for generation for own use) TOU1	***2026/27 Approved***
Tariff Blocks	***c/kWh***
Reading Cost (R/month)	0.00
Fixed Charge (R/month)	6,461.86
Summer:	
Maximum demand charge (R/kVA)	123.66
Access Charge (R/kVA)	100.37
Peak Energy (c/kWh)	290.49
Standard Energy (c/kWh)	200.01
Off-peak Energy (c/kWh)	142.00
Reactive Energy Charge (c/kvarh)	0.00
Winter:	
Maximum demand charge (R/kVA)	123.66
Access Charge (R/kVA)	100.37
Peak Energy (c/kWh)	890.84
Standard Energy (c/kWh)	269.80
Off-peak Energy (c/kWh)	146.64
Reactive Energy Charge (c/kvarh)	37.48

25. Time of Use Low Voltage (TOU1.1): – Renewable Energy for own use and export	***2026/27 Approved***
Reading Cost (R/month)	158.20
Fixed Charge (R/month)	6,461.86
Import Charges	
Summer:	
Maximum Demand Charge (R/kVA)	123.66
Access Demand Charge (R/kVA)	100.37
Peak Energy (c/kWh)	290.49
Standard Energy (c/kWh)	200.01
Off-peak Energy (c/kWh)	142.00
Winter:	
Maximum Demand Charge (R/kVA)	123.66
Access Demand Charge (R/kVA)	100.37
Peak Energy (c/kWh)	890.84
Standard Energy (c/kWh)	269.80
Off-peak Energy (c/kWh)	146.64
Reactive Energy Charge (c/kvarh)	37.48
Export Charges	
Export Low Season Peak (c/kWh)	223.88
Export Low Season Standard (c/kWh)	150.00
Export Low Season Off-Peak (c/kWh)	99.50
Export High Season Peak (c/kWh)	616.24
Export High Season Standard (c/kWh)	171.86
Export High Season Off-Peak (c/kWh)	111.75

26. Time of Use (Medium Voltage and for generation for own use) TOU2	***2026/27 Approved***
Fixed Charge (R/month)	12,231.43
Summer:	
Maximum Demand Charge (R/kVA)	106.34
Access Demand Charge (R/kVA)	86.11
Peak Energy (c/kWh)	284.90
Standard Energy (c/kWh)	182.00
Off-peak Energy (c/kWh)	136.00
Reactive Energy Charge (c/kWh)	0.00
Winter:	
Maximum Demand Charge (R/kVA)	106.34
Access Demand Charge (R/kVA)	86.11
Peak Energy (c/kWh)	873.60
Standard Energy (c/kWh)	264.54
Off-peak Energy (c/kWh)	143.44
Reactive Energy Charge (c/kvarh)	39.37

27. Time of Use – Medium Voltage, (TOU2.1): Renewable energy - generation for own use and export	***2026/27 Approved***
Reading Cost (R/month)	158.20
Fixed Charge (R/month)	12,231.43
Import Charges	
Summer:	
Maximum Demand Charge (R/kVA)	106.34
Access Demand Charge (R/kVA)	86.11
Peak Energy (c/kWh)	284.90
Standard Energy (c/kWh)	192.50
Off-peak Energy (c/kWh)	136.00
Reactive Energy Charge (c/kvarh)	0.00
Winter:	
Maximum Demand Charge (R/kVA)	106.34
Access Demand Charge (R/kVA)	86.11
Peak Energy (c/kWh)	873.60
Standard Energy (c/kWh)	264.54
Off-peak Energy (c/kWh)	143.68
Reactive Energy Charge (c/kvarh)	39.37
Export Charges	
Export Low Season Peak (c/kWh)	223.88
Export Low Season Standard (c/kWh)	150.00
Export Low Season Off-Peak (c/kWh)	99.50
Export High Season Peak (c/kWh)	616.24
Export High Season Standard (c/kWh)	171.86
Export High Season Off-Peak (c/kWh)	111.75

28. External Wheeling	***2026/27 Approved***
Customer received power at low voltage (<400V) in c/kWh	45.98
Customer received power at medium voltage (>400V) in c/kWh	39.84

29. Availability Fees (Per Annum)	***2026/27 Approved***
Availability (R per annum)	5 563.13

ANNEXURE D

STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

ELECTRICITY COST OF SUPPLY STUDY FOR STELLENBOSCH MUNICIPALITY AS PER THE REQUIREMENTS OF NERSA

(Project Ref. No 22182E)

MARCH 2023

Compiled for :

Stellenbosch Municipality
Plein Street
STELLENBOSCH
7600

Compiled by :

Neil Lyners & Associates (RF) (Pty) Ltd
P O Box 4901
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EXECUTIVE SUMMARY

As described in the guidelines of the National Energy Regulator of South Africa (NERSA), a Cost of Supply (COS) study is one of the most important considerations in establishing and designing electricity rates that are implemented to provide the service required by customers and recover costs incurred by the municipality. The objective of COS study is to apportion all costs required to service customers among each customer class in a fair and equitable manner, thereby developing cost reflective tariffs.

This will enable the municipality to gain the following knowledge :

- The real cost of supplying different customers
- The difference between costs and tariffs and thus subsidies applied
- The costs of various activities such as purchases, network and customer services, personnel costs etc

This knowledge will empower the municipality then to :

- Formulate pricing policy in view of the new information obtained
- Change tariffs to comply with the new policy set
- Formulate specific strategies of addressing cross-subsidies
- Develop management practices to address the high cost items
- Develop marketing strategies to target opportunities offered by different tariffs
- Develop strategies which will facilitate the introduction of customer choice
- Develop pricing strategies to integrate renewable energy into the system

Neil Lyners & Associates was appointed by Stellenbosch Municipality in September 2022 to do the above Cost of Supply Study for implementation in the 2023/24 financial year.

This study was done with the assistance of energy specialist Hendrik Barnard (of the company Elexpert) who is a national energy expert on Cost of Supply Studies and Electricity Tariffs.

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1. INTRODUCTION.

Stellenbosch Municipality (Stellenbosch) sanctioned a comprehensive electricity Cost Of Supply (COS) study which contains 2 main components, more than that required by NERSA:

- Ringfencing electricity. The key objective of this part of the study is to establish the true cost and revenue of electricity supply in the municipality.
- The Cost of Supply study. The objective of the cost of supply study is to know the cost of supplying customers on each tariff and to compare this with the revenue from current tariffs and thus the cross-subsidies.
- Normally the Tariff study would be done as an integrated project together with the first two steps but Stellenbosch has appointed a different consultant to undertake this part.

This paper describes the details relating to all two components of the study undertaken for Stellenbosch Municipality. It contains the detailed results for the whole area.

2. INITIAL ASSESMENT

This section summarises the findings in terms of the existing tariffs and related issues. This was determined through analysis of the existing tariffs and discussions with electricity staff:

Domestic consumers.

- The domestic tariffs are all Inclining Block (IBT). This means that at low usage consumers are subsidised and at high consumption levels consumer are overcharged.
- The highest Block rate is massively overstated and will cause massive energy losses when consumers reduce consumption.
- Furthermore, pre-payment consumers using less than 600 kWh/m do not pay any fixed or capacity charges. This also means subsidising low usage consumers.
- The differential between those consumers using less or more than 600 kWh/m has no relation to cost.
- There are no capacity charges to encourage demand management by small consumers.
- These two factors cause the municipality to lose much more revenue than that saved when consumers use less electricity either because of behaviour, more efficient appliances, solar geysers or installation of renewable power at their premises.
- The first block price does not even cover the marginal cost of Eskom energy purchases, making no contribution to Eskom demand and access charges or local network costs.
- Conventional consumers are charged higher basic charges than pre-payment consumers. There is no basis for such price differences.
- There is no differentiation between 1 and 3 phase whereas costs differ.

Commercial consumers:

- The prepaid 20 Amp tariff has no fixed charges thus subsidising low usage consumers.
- Conventional consumers are charged higher basic charges than pre-payment consumers. There is no basis for such price differences.
- There are no capacity charges and tariff capacity differences are inadequate to facilitate any capacity savings.
- The energy rates are exceeding energy cost by close to 100%.
- The municipality is thus also exposed to net revenue loss when consumers reduce energy consumption.
- Municipal tariffs have no basic charges.

Rural consumers.

- The energy rates are too high and the fixed charges too low and no capacity differentiation.
- This exposes the municipality against net revenue losses when consumers reduce consumption.

Bulk consumers.

Non-TOU
- More than 50% Bulk consumers still on non-TOU tariffs.
- These consumers should all be on TOU.
- The maximum demand charges are exorbitant and energy charges too low.

TOU.
- It is obvious that access and demand charges for LV are not cost based as they are the same.
- Cost differentiation between LV and MV capacity and demand charges is understated.
- Levels will be assessed as part of cost of supply study.

Sport tariff.

- This is obviously a subsidy tariff for irregular usage consumers. Need to investigate.

Streetlight tariff.

- There should be a maintenance charge to cover the operating and maintenance cost.
- The energy charges is too high.

Wheeling charges.

- To be investigated.

Availability charge.

- To be evaluated.

3. METHODOLOGY SUMMARY

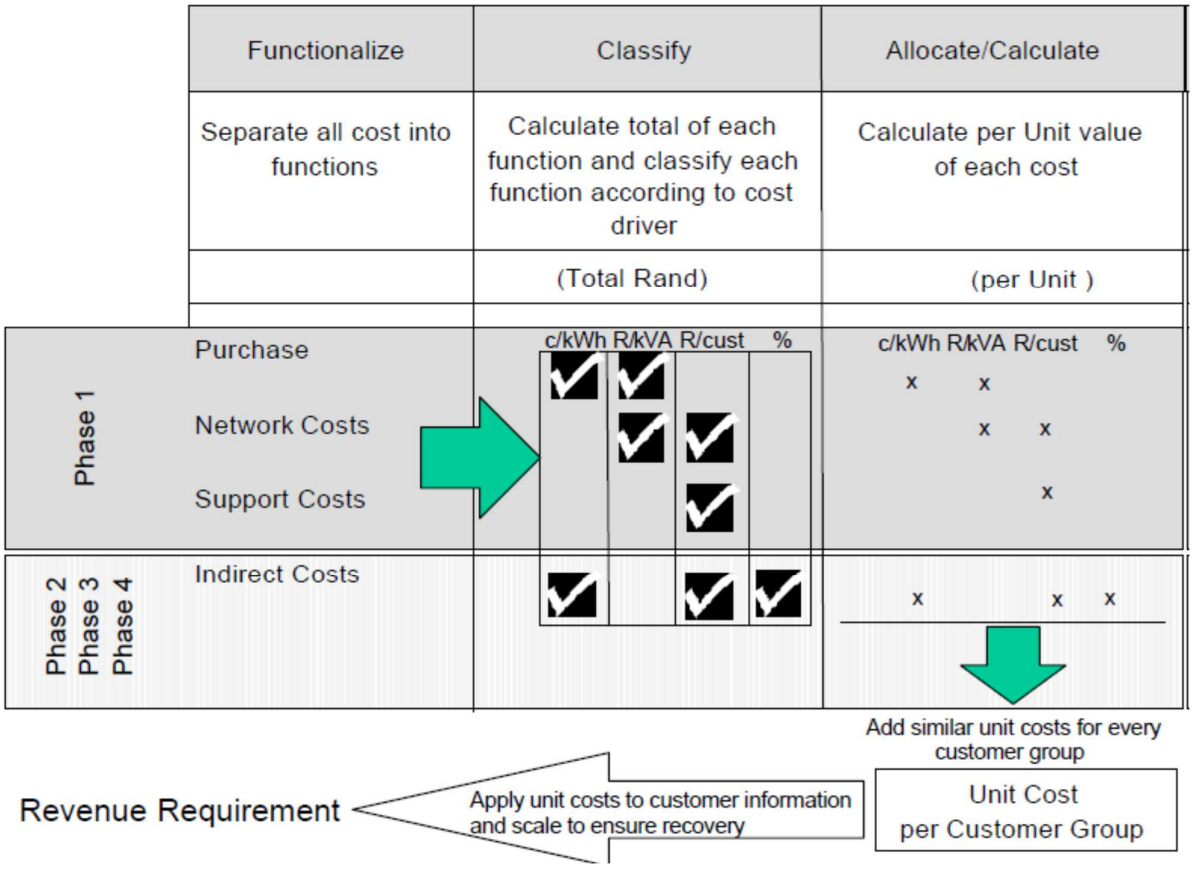
The NERSA cost of supply Framework describes the steps as shown in **Figure 1**. It is considered to be an oversimplification and does not cover all aspects.

Figure 1



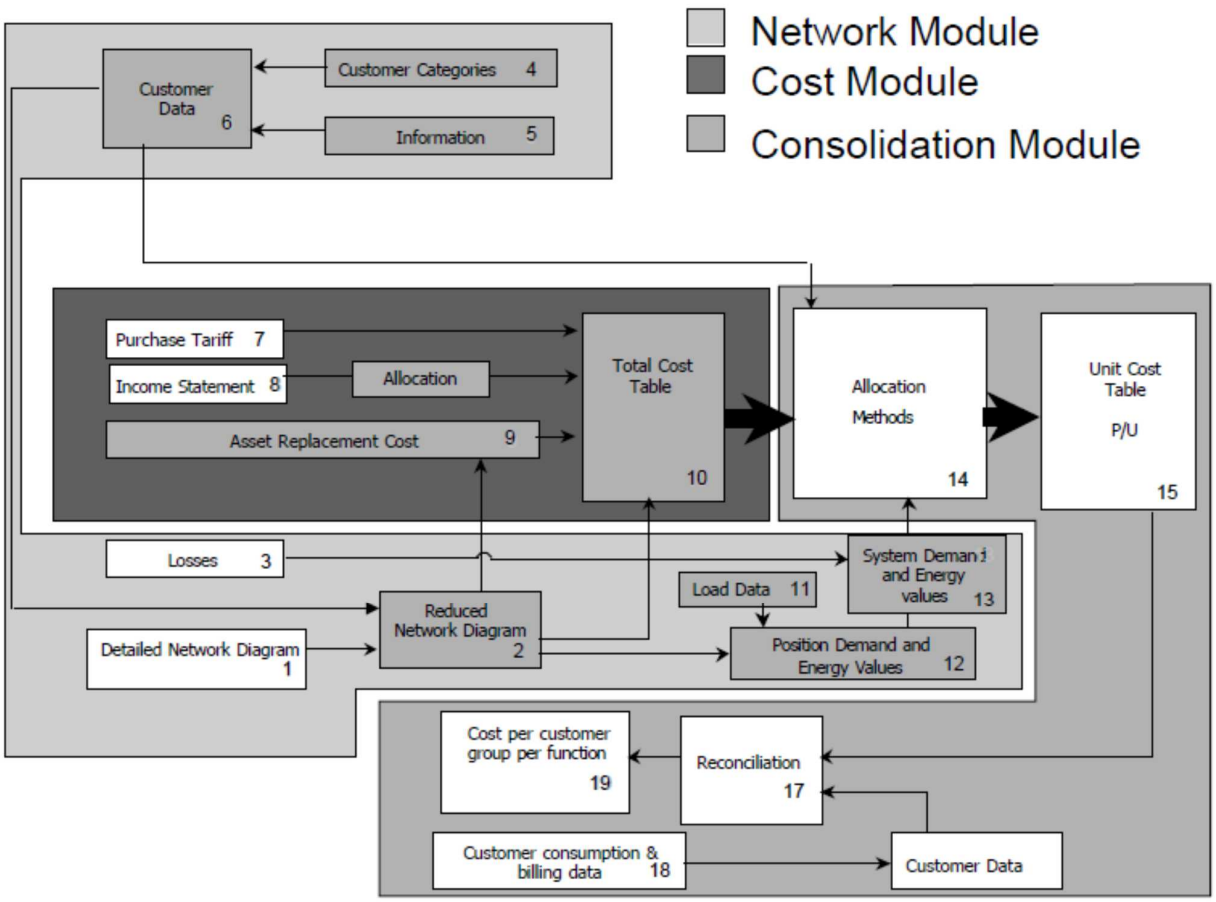
NRS058, the National Standard Specification "Cost of Supply Methodology for application in the Electrical Distribution Industry", which was developed many years ago but never received final approval due to a legal dispute, shows the framework as in the **Figure 2**.

Figure 2



Later in the NRS058 standard, a procedure diagram is provided as is shown in **Figure 3**. The NERSA framework does not feature any of these very important steps.

Figure 3



This report will thus follow the NERSA framework, but it must be realised that it is an over implication of a much more complex process and thus feature many more steps. It must also be remembered that NRS058 was developed largely by an Eskom employee who only undertook cost of supply in Eskom. The issues of ring-fencing of electricity from the rest of the municipality do thus not feature in NRS058. For a proper study, Ringfencing must be done.

It is however proposed that anybody who really wants to appreciate the complexity of this cost of supply study should read the Interim NRS058 before reading this report.

Before starting with the ringfencing study, some background calculations need to be done as detailed in the next few sections.

4. NETWORK CAPITAL COST ANALYSIS

The first step in analysing network assets is to develop a Reduced network diagram (RND). **Figure 4** illustrates this for the Stellenbosch network. Most rural supplies in the area are provided by Eskom.

Figure 4

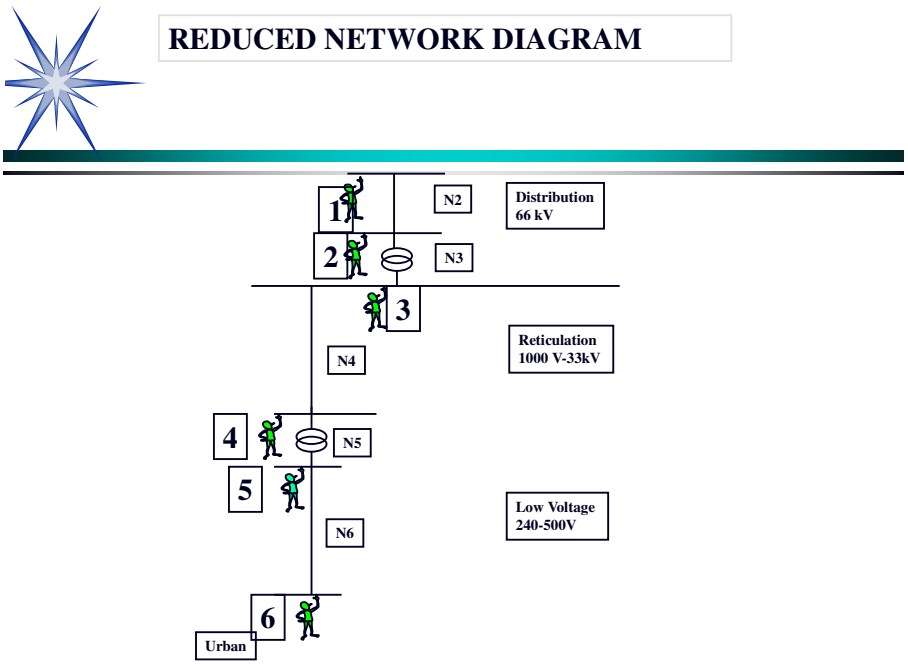


Table 1 shows the RND in table form. All costs and customers will be linked to these networks in the cost of supply study.

Table 1

STELLENBOSCH			
			Table 1
NETWORK CONSTRUCTION			
PRIMARY DESCRIPTION	**SECONDARY DESCRIPTION**	**NETWORK CODE**	**VOLTAGE**
Distribution	LG Distribution	N2	66 KV
Distribution/retic transf	Distribution subs	N3	66 to 11 KV
Reticulation	Reticulation urban	N4	11 KV
Retic/LV transf	Retic subs urban	N5	11 KV to 400 V
LV	LV urban	N6	400 V

The following comments in this respect:

The following should be noted in terms of the asset registers:

- There is no technical network asset register:

- There is a financial asset for the whole municipality:
  - This asset register is perfect for use in the financial statements but not structured to reflect the costs for the cost of supply study:
    - Assets are grouped per project and not per type of equipment.
    - Assets are not provided with details such as capacity, lengths, quantities.
    - Many assets do not have any historical values.
    - No replacement values are provided.
    - Allocation of asset categories badly done: network assets categorised as furniture, etc.

The following was then done:

- The asset register was analysed and data re-sorted as best as possible.
- The results were then compared.
    - It was found that the HV and HV/MV values were very incomplete and HV/MV very much understated.
    - Details were then obtained from the municipality and the assets were then detailed for the HV and HV/MV assets.

The summary results of the electricity asset register are shown in Table 2.

Table 2

Row Labels	Count of Asset ID	Sum of Escalated to 2022	Classification	Unit cost
Capital Spares	**77**	**22 585 392**	NA	293 316.78
Meters electrical	**77**	**22 585 392**	NA	293 316.78
Energy Efficiency and Demand Side Manageme	2	1 059 284	DSM	529 641.93
System Control Centre & Upgrade Telemetry	3	1 993 468	DSM	664 489.31
System Control Centre & Upgrade Telem	1	146 512	DSM	146 511.57
Kiosk	12	475 583	LV	39 631.94
AMR	28	394 133	CS	14 076.17
Meters	23	7 514 574	CS	326 720.61
PROTECTION	6	1 224 063	MV/LV	204 010.49
CONSUMER CONNECTION	1	117 785	CS	117 784.54
DSM	1	9 659 991	DSM	9 659 990.91
HV Substations	**487**	**200 151 764**	NA	410 989.25
Transformer kiosks	**487**	**200 151 764**	NA	410 989.25
Kiosk	2	669 436	LV	334 718.02
Transformer kiosks	474	188 307 211	MV/LV	397 272.60
substation	3	605 217	MV/LV	201 739.04
M/S	6	1 015 434	MV/LV	169 238.99
66 kv 20MVA transformers	1	9 349 708	HV/MV	9 349 707.87
Kiosks	1	204 758	LV	204 758.00
LV Networks	**1 323**	**1 415 643 058**	NA	1 070 024.99
Floodlighting	**17**	**9 182 804**	NA	540 164.96
Light	16	8 991 613	SL	561 975.79
MV Underground Cable	1	191 192	MV	191 191.68
FLOODLIGHTS	**17**	**424 512**	NA	24 971.30
Light	17	424 512	SL	24 971.30
Street lighting	**1 289**	**1 406 035 741**	NA	1 090 795.77
Light	1 244	95 019 272	SL	76 382.05
Kiosk	1	73 091	LV	73 090.62
lv Line	6	563 678 168	LV	93 946 361.40
LV Pillar Box	6	91 065 103	LV	15 177 517.12
LOW VOLTAGE LINE	4	1 586 190	LV	396 547.47
Signalized Intersection	5	24 099 628	DSM	4 819 925.70
M/S	2	6 664 038	MV/LV	3 332 019.21
CONSUMER CONNECTION	21	623 850 251	CS	29 707 154.82
LV Networks	**176**	**19 513 118**	NA	110 869.99
Meters electrical	**139**	**241 884**	NA	1 740.17
Meters	139	241 884	CS	1 740.17
Supply/reticulation elec	**37**	**19 271 234**	NA	520 844.17
1000kVA Transformer	1	321 243	MV/LV	321 242.89
RMU	1	296 546	LV	296 546.37
Building	4	3 227 621	MV/LV	806 905.26
substation	9	3 721 825	MV/LV	413 536.12
Switch	1	658 915	MV	658 915.18
M/S	10	1 907 027	MV/LV	190 702.74
PROTECTION	4	7 155 047	HV/MV	1 788 761.82
CONSUMER CONNECTION	3	395 020	CS	131 673.22
DB	4	1 587 989	LV	396 997.30
MV Networks	**11**	**12 954 484**	NA	1 177 680.33
Supply/reticulation elec	**11**	**12 954 484**	NA	1 177 680.33
RMU	3	3 922 474	MV	1 307 491.17
Battery	2	804 130	HV/MV	402 065.09
Switch	5	6 564 605	HV	1 312 920.92
M/S	1	1 663 275	MV/LV	1 663 275.40
MV Switching Station	**867**	**370 401 583**	NA	427 222.13
Switchgear equipment	**867**	**370 401 583**	NA	427 222.13
Cloetesville Local Transformer	1	6 489	MV/LV	6 488.70
FIELD INSPECTOR SOLUTION	1	7 025	CS	7 025.29
Light	2	1 765	SL	882.59
RMU	246	13 266 853	MV	53 930.29
MV FEEDER	4	1 867 726	MV	466 931.56
Building	81	46 317 576	MV	571 821.93
Battery	15	67 773	MV/LV	4 518.21
O/H Line	1	205 383	LV	205 382.62
66KV CABLE	1	18 826 850	HV	18 826 849.95
Circuit Breaker	34	24 286 326	MV	714 303.72
Batteries	23	23 191	MV/LV	1 008.31
CT	22	2 901 422	MV/LV	131 882.82
Electrification	2	8 000 127	LV	4 000 063.64
Neutral Earthing Resistor	4	384 593	HV/MV	96 148.32
Isolator	41	11 399 860	MV	278 045.35
MV Transformer	2	25 856 125	HV/MV	12 928 062.30
CT/VT	3	327 729	CS	109 243.05
Meters	9	2 233 241	CS	248 137.87
substation	214	77 418 892	MV/LV	361 770.53
Switch	66	88 778 283	HV	1 345 125.50
M/S	30	7 092 246	MV/LV	236 408.21
PROTECTION	46	8 625 184	HV/MV	187 504.00
66KV SURGE ARRESTORS	1	79 009	HV	79 008.71
Auxilliary Transformer	4	348 100	HV/MV	87 024.92
Power Transformer	8	29 340 283	HV/MV	3 667 535.40
Auxilary Transformer	2	155 729	HV/MV	77 864.40
Transformer	2	82 826	MV/LV	41 413.17
DSM	1	629 391	DSM	629 390.98
Control	1	1 871 586	HV	1 871 585.87

Row Labels	Count of Asset ID	Sum of Escalated to 2022	Classification	Unit cost
Power Plants	**4 993**	**1 015 218 588**	NA	203 328.38
Mains electrical	**2 464**	**290 663 190**	NA	117 963.96
121 Water Telemetry Upgrade	1	77 638	NA	77 637.81
Energy Efficiency and Demand Side Manageme	3	10 930 764	DSM	3 643 587.94
General System Improvements	3	6 717 298	MV	2 239 099.32
Infrastructure Improvement	2	3 643 711	LV	1 821 855.44
Langrug ABS	1	158 908	LV	158 907.79
Power line move from landfill site	1	15 650 709	MV	15 650 708.55
Upgrade Refuse disposal site (Existing Cell)- R	1	364 016	LV	364 015.97
Zone S 70mm ABC	1	119 455	LV	119 454.82
Light	62	15 690 983	SL	253 080.37
MV Underground Cable	1 194	45 900 402	MV	38 442.55
RMU	23	3 801 118	MV	165 266.00
MV FEEDER	10	20 259 009	MV	2 025 900.91
Kiosk	7	2 797 920	LV	399 702.88
AMR	4	361 576	CS	90 393.98
Building	3	2 157 216	HV/MV	719 072.12
Battery	1	87 454	HV/MV	87 453.96
PMT	63	3 695 114	MV/LV	58 652.61
MV OVERHEAD LINE	98	3 977 414	MV	40 585.86
Geyser Control	799	1 762 119	DSM	2 205.41
CT	1	38 597	CS	38 596.90
Electrification	11	44 213 507	LV	4 019 409.74
66kV substation	1	2 270 111	HV/MV	2 270 111.30
Isolator	1	201 187	HV	201 187.43
Meters	17	1 841 247	CS	108 308.63
lv Line	1	11 464	LV	11 463.82
LV Pillar Box	1	35 021	LV	35 021.34
LOW VOLTAGE LINE	1	258 877	LV	258 876.86
substation	18	15 399 683	MV/LV	855 537.97
Switch	3	3 274 100	MV	1 091 366.74
GROUND MOUNTED	6	590 296	MV/LV	98 382.68
M/S	56	44 352 343	MV/LV	792 006.12
consumer cables	5	976 197	CS	195 239.33
LV NETWORK	5	215 054	LV	43 010.81
MV cable	4	4 550 979	MV	1 137 744.65
PROTECTION	2	2 404 824	HV/MV	1 202 411.83
66KV SURGE ARRESTORS	1	148 560	HV	148 560.21
LV cable	3	1 561 345	LV	520 448.29
CAPACITOR BANK	1	181 103	HV/MV	181 103.15
LV OHL	15	1 933 173	LV	128 878.19
LV Feeder	13	2 622 837	LV	201 756.67
Busbars 66 Kv	2	599 679	HV/MV	299 839.46
CONSUMER CONNECTION	4	2 800 922	CS	700 230.46
Transformers	1	938 363	MV/LV	938 362.99
LV UNDERGROUND CABLE	3	152 889	LV	50 963.11
Transformer	1	361 112	MV/LV	361 111.83
System Improvements	3	2 982 445	MV	994 148.50
Consumer supply	1	780 214	CS	780 214.48
PROTECTIVE	1	448 072	HV/MV	448 072.17
MV UG cable	2	7 479 192	MV	3 739 595.84
LV	3	8 886 972	LV	2 962 324.11
Power stations	**9**	**1 417 163**	NA	157 462.58
Meters	1	134 430	CS	134 429.59
substation	7	1 245 417	MV/LV	177 916.70
CONSUMER CONNECTION	1	37 317	CS	37 316.75
Supply/reticulation elec	**2 520**	**723 138 235**	NA	286 959.62
3000W POWER INVERTER SYSTEM - TELEMETRY	1	25 217	HV	25 216.57
Beltana Depot	1	99 227	NA	99 227.37
EnermaxACD - Appliance Control Device	1	17 511 600	DSM	17 511 600.44
General System Improvements	1	1 917 810	MV	1 917 810.46
Infrastructure Improvement	2	1 399 418	LV	699 709.01
INSTALLATION OF RELAYS (5) - ELECT.	1	47 302	HV/MV	47 301.86
Student Village _Driehoek	1	65 017	LV	65 017.08
Light	17	27 990 354	SL	1 646 491.39
MV Underground Cable	1 781	169 107 381	MV	94 950.80
RMU	10	7 592 014	MV	759 201.43
MV FEEDER	605	175 905 463	MV	290 752.83
Kiosk	5	44 723 583	LV	8 944 716.59
Building	5	2 350 704	MV/LV	470 140.90
Geyser Control	1	20 821	DSM	20 820.87
MV Line	1	151 383	MV	151 383.05
SS Retrofit	9	2 138 223	HV/MV	237 580.31
66KV CABLE	4	30 146 277	HV	7 536 569.16
Electrification	4	30 452 410	LV	7 613 102.41
Meters	3	1 650 816	CS	550 271.98
lv Line	1	162 638 434	LV	162 638 433.88
LOW VOLTAGE LINE	1	677 387	LV	677 386.80
substation	1	38 822	MV/LV	38 821.68
Switch	11	9 080 110	MV	825 464.58
M/S	10	10 691 194	MV/LV	1 069 119.44
PROTECTION	4	1 499 846	HV/MV	374 961.61
LV OHL	2	2 367 084	LV	1 183 541.93
CONSUMER CONNECTION	2	664 477	CS	332 238.53
MV Network	2	3 685 715	MV	1 842 857.58
Consumer supply	2	16 051 260	CS	8 025 629.81
Aircon	2	277 675	HV/MV	138 837.66
LV	1	541 593	LV	541 592.81
LV O/H Line	28	1 629 617	LV	58 200.61
Grand Total	**7 934**	**3 056 467 987**	NA	

The current values (equivalent for replacement values) were determined by escalating the historic cost up to present day using the inflation rates as shown in the Table 3:

Table 3

SOUTH AFRICAN CPI						
Year-	Inflation %	5-year Avg.%	10-year Avg.%	%	Years from 2021	Cumm from 2021
2000	6.99	6.66	8.94	6.99%	22	226.18%
2001	4.59	6.33	8	4.59%	21	204.87%
2002	13.51	6.51	7.58	13.51%	20	191.49%
2003	-1.63	6.27	7.17	-1.63%	19	156.80%
2004	2.2	5.05	6.19	2.20%	18	161.06%
2005	2.02	4.39	5.52	2.02%	**17**	**155.44%**
2006	4.82	3.9	5.11	4.82%	16	150.38%
2007	7.57	3.26	4.87	7.57%	15	138.86%
2008	9.34	4.11	5.18	9.34%	14	122.06%
2009	6.11	5.72	5.38	6.11%	13	103.09%
2010	3.42	6.13	5.26	3.42%	12	91.39%
2011	6.26	6.49	5.19	6.26%	11	85.06%
2012	5.73	6.4	4.82	5.73%	10	74.16%
2013	5.26	5.56	4.83	5.26%	9	64.72%
2014	5.44	5.34	5.53	5.44%	8	56.49%
2015	5.16	5.43	5.78	5.16%	7	48.42%
2016	7.03	5.75	6.12	7.03%	6	41.13%
2017	4.46	5.64	6.02	4.46%	5	31.86%
2018	4.51	5.39	5.47	4.51%	4	26.23%
2019	3.97	4.98	5.16	3.97%	3	20.79%
2020	3.06	4.71	5.07	3.06%	2	16.17%
2021	5.93	4.33	5.03	5.93%	1	12.73%
2022	6.9			6.90%	0	6.42%

The summary results of the network assets from the financial asset register are shown in Table 4 below.

Table 4

ASSET SUMMARY	Count of Asset ID	Sum of Escalated to 2022	Unit cost
HV	77	116 495 296	19 255 606.30
HV/MV	100	94 130 405	48 141 306.70
MV	3 915	569 826 505	670 766 728.76
MV/LV	991	375 912 844	401 087 708.39
LV	153	979 312 066	882 007 246.08
CS	269	660 418 693	752 984 301.82
SL	1 358	148 118 498	148 118 498.11
DSM	817	67 813 578	89 843 354.57
NA			9 169 403 960.32

The calculation of the replacement values for the HV and HV/MV assets are shown in Table 5 below.

Table 5

HV ASSETS								
Location	Equipment name	Technical	Voltages	Volt Category	Rating	Number / length / sq	Unit Replacement value	Tot Replacement
Franshoek substation	Transformer	10.43%ZDyn11	66/11 kV	HV/MV	20 MVA	2	11 900 000	23 800 000
	NER		11KV	HV/MV		2	150 000	300 000
	Building and yard		66/11 kV	HV/MV		150	15 000	2 250 000
	Isolator		66 KV	HV/MV		3	342 800	1 028 400
	Breaker	SF6	66 KV	HV/MV		2	959 840	1 919 680
	Earthing connector		66 KV	HV/MV		2	100 000	200 000
	CT,s		66 KV	HV/MV		2	120 000	240 000
	Breaker	Alstom SBV4	11 kV	HV/MV		2	415 300	830 600
	Aux transformer		11/.4	HV/MV	315 kVA	1	205 000	205 000
Main substation	Transformer		66/11 kV	HV/MV	7.5 MVA	3	5 950 000	17 850 000
	NER		11KV	HV/MV		3	150 000	450 000
	Building and yard		66/11 kV	HV/MV		150	15 000	2 250 000
	Isolator		66 KV	HV/MV		6	342 800	2 056 800
	Breaker	SF6	66 KV	HV/MV		3	959 840	2 879 520
	Earthing connector		66 KV	HV/MV		3	100 000	300 000
	CT,s		66 KV	HV/MV		3	120 000	360 000
	Breaker		11 kV	HV/MV		4	415 300	1 661 200
	Aux transformer		11/.4	HV/MV	100 kVA	1	61 000	61 000
Markotter substation	Transformer		66/11 kV	HV/MV	7.5 MVA	3	5 950 000	17 850 000
	NER		11KV	HV/MV		3	150 000	450 000
	Building and yard		66/11 kV	HV/MV		150	15 000	2 250 000
	Isolator		66 KV	HV/MV		7	342 800	2 399 600
	Breaker		66 KV	HV/MV		8	959 840	7 678 720
	Earthing connector		66 KV	HV/MV		3	100 000	300 000
	CT,s		66 KV	HV/MV		3	120 000	360 000
	Breaker		11 kV	HV/MV		4	415 300	1 661 200
	Aux transformer		11/.4	HV/MV	315 kVA	1	205 000	205 000
University substation	Transformer		66/11 kV	HV/MV	15 MVA	3	9 520 000	28 560 000
	NER		11KV	HV/MV		3	150 000	450 000
	Building and yard		66/11 kV	HV/MV		150	15 000	2 250 000
	Isolator		66 KV	HV/MV		6	342 800	2 056 800
	Breaker	SF6	66 KV	HV/MV		5	959 840	4 799 200
	CT,s		66 KV	HV/MV		3	100 000	300 000
	Earthing connector		66 KV	HV/MV		3	120 000	360 000
	Breaker		11 kV	HV/MV		4	415 300	1 661 200
	Aux transformer		11/.4	HV/MV	315 kVA	1	550 000	550 000
Jan Marais substation	Transformer		66/11 kV	HV/MV	10 MVA	2	7 140 000	14 280 000
	NER		11KV	HV/MV		2	150 000	300 000
	Building and yard		66/11 kV	HV/MV		150	15 000	2 250 000
	Isolator		66 KV	HV/MV		4	342 800	1 371 200
	Breaker		66 KV	HV/MV		4	959 840	3 839 360
	CT,s		66 KV	HV/MV		2	100 000	200 000
	Earthing connector		66 KV	HV/MV		2	120 000	240 000
	Breaker		11 kV	HV/MV		3	415 300	1 245 900
	Aux transformer		11/.4	HV/MV	250 kVA	1	115 000	115 000
Cloetesville substation	Transformer		66/11 kV	HV/MV	20 MVA	2	11 900 000	23 800 000
	NER		11KV	HV/MV		2	150 000	300 000
	Building and yard		66/11 kV	HV/MV		150	15 000	2 250 000
	Isolator		66 KV	HV/MV		2	342 800	685 600
	Breaker		66 KV	HV/MV		2	959 840	1 919 680
	CT,s		66 KV	HV/MV		2	100 000	200 000
	Earthing connector		66 KV	HV/MV		2	120 000	240 000
	Breaker		11 kV	HV/MV		3	415 300	1 245 900
	Aux transformer		11/.4	HV/MV	315 kVA	1	205 000	205 000
Golf Club substation	Transformer		66/11 kV	HV/MV	20 MVA	2	11 900 000	23 800 000
	NER		11KV	HV/MV		2	150 000	300 000
	Building and yard		66/11 kV	HV/MV		150	15 000	2 250 000
	Isolator		66 KV	HV/MV		4	342 800	1 371 200
	Breaker		66 KV	HV/MV		3	959 840	2 879 520
	CT,s		66 KV	HV/MV		2	100 000	200 000
	Earthing connector		66 KV	HV/MV		2	120 000	240 000
	Breaker		11 kV	HV/MV		3	415 300	1 245 900
	Aux transformer		11/.4	HV/MV	315 kVA	1	205 000	205 000
Main to Markotter	Cable	350 mm Al Oil 437 ar	66 kV	HV		3548	1 728	6 130 944
	Isolator		66 kV	HV		2	342 800	685 600
	Breaker		66 kV	HV		2	959 840	1 919 680
Main to Golf club	Cable	Max 800 Al	66 kV	HV		4860	3 456	16 796 160
	Isolator		66 kV	HV		2	342 800	685 600
	Breaker		66 kV	HV		2	959 840	1 919 680
Main to University	Cable	350 Al Oil 437 Amp	66 kV	HV		4475	1 728	7 732 800
	Isolator		66 kV	HV		2	342 800	685 600
	Breaker		66 kV	HV		2	959 840	1 919 680
University to Jan Marias	Cable	150 AL Oil 235 Amp	66 kV	HV		1710	1 080	1 846 800
	Isolator		66 kV	HV		2	342 800	685 600
	Breaker		66 kV	HV		2	959 840	1 919 680
University to Markotter	Cable	400 Al	66 kV	HV		2720	2 160	5 875 200
	Isolator		66 kV	HV		2	342 800	685 600
	Breaker		66 kV	HV		2	959 840	1 919 680
Markotter to Jan Marias	Cable	150 AL Oil 235 Amp	66 kV	HV		7570	1 080	8 175 600
	Isolator		66 kV	HV		2	342 800	685 600
	Breaker		66 kV	HV		2	959 840	1 919 680
Markotter to Golf	Cable	Pax 400 Al	66 kV	HV		2570	2 160	5 551 200
	Isolator		66 kV	HV		2	342 800	685 600
	Breaker		66 kV	HV		2	959 840	1 919 680

A summary of these values is shown in Table 6 below.

Table 6

SUMMARY	Number / length	Replacement	MVA	Tot
HV/MV Transformer 66/11 kV 20 MVA	6	71 400 000	20	120
HV/MV Transformer 66/11 kV 15 MVA	3	28 560 000	15	45
HV/MV Transformer 66/11 kV 10 MVA	2	14 280 000	10	20
HV/MV Transformer 66/11 kV 7.5 MVA	6	35 700 000	7.5	45
HV/MV Building and yard 66/11 kV	1050	15 750 000	17	230
HV/MV Isolator 66 KV	32	10 969 600		
HV/MV Breaker 66 KV	27	25 915 680		
HV/MV Earthing connector 66 KV	17	1 880 000		
HV/MV CT,s 66 KV	17	1 860 000		
HV/MV Breaker 11 kV	23	9 551 900		
HV/MV Aux transformer 11/.4 315 kVA	5	1 370 000		
HV/MV Aux transformer 11/.4 100 kVA	1	61 000		
HV Cable 66 kV	27453	52 108 704		
HV Isolator 66 kV	14	4 799 200		
HV Breaker 66 kV	14	13 437 760		
TOTALS	28 670	287 643 844		
HV	27481	70 345 664		
HV/MV	1189	217 298 180		

An extract of NERSA technical D-form is shown in Table 7. The quantities for the HV and HV/MV assets can be compared. The number of transformers and MVA are the same but the length of cables differ significantly 15 km compared with 27 km.

Table 7

Category of network			Circuit length (KM) [3] Total O/H lines		Total Cables		Transformers installed capacity [1] Number	Total (MVA)	
LV Supply	Supply voltage < 1kV	Domestic	25.00	km	3536.40	km	462.00	137.87	MVA
		Commercial/small to medium industrial	11.00	km	1079.21	km	153.00	69.47	MVA
	≥ 1kV and ≤ 22kV	Rural overhead up to 22kV	30.00	km	8.81	km	82.00	120.00	MVA
MV Supply	Supply voltage > 22 kV to ≤ 44 kV		N/A	km	N/A	km	N/A	N/A	MVA
	> 44 kV to ≤ 132kV		N/A	km	15.00	km	17.00	230.00	MVA
HV Supply	> 132 kV		N/A	km	N/A	km	N/A	N/A	MVA
Total			**66.00**	km	**4639.42**	km	**714.00**	**557.34**	MVA

The depreciation and ROA making up the total Capital revenue requirement is shown in Table 8.

Table 8

ELECTRICITY ASSET REGISTER SUMMARY	Sum of Quantity	Service connection	Meter	Current Replacement cost	Life expectancy Years	CRC Depreciation	ROA @ 3.5%	Total Capex provision	Current Depreciation	Current Interest	Total current provision	Provision ratios
Energy	817			67 813 578	15	4 520 905	2 373 475	6 894 380	1 571 975	126 730	**1 698 706**	**3%**
HV	27 481			70 345 664	50	1 406 913	2 462 098	3 869 012	489 201	131 462	620 664	**1.9%**
HV/MV	1 189			217 298 180	50	4 345 964	7 605 436	11 951 400	1 511 146	406 088	1 917 234	**6.0%**
MV	3 915			569 826 505	45	12 662 811	19 943 928	32 606 739	4 403 018	1 064 896	5 467 914	**16.3%**
MV to LV	991			375 912 844	40	9 397 821	13 156 950	22 554 771	3 267 740	702 509	3 970 249	**11.3%**
LV	153			979 312 066	35	27 980 345	34 275 922	62 256 267	9 729 117	1 830 145	11 559 262	**31.2%**
1 PH kWh Pre-paid	27 634	8 000	2 000	276 341 667	10	27 634 167	9 671 958	37 306 125	9 608 746	516 429	10 125 176	**18.7%**
3 PH kWh Pre-paid	879	10 000	3 000	11 421 583	10	1 142 158	399 755	1 541 914	397 143	21 345	418 488	**0.8%**
1 PH kWh	2 943	8 000	1 500	27 962 142	30	932 071	978 675	1 910 746	324 093	52 256	376 349	**1.0%**
3 Ph kWh	1 261	10 000	2 500	15 768 125	30	525 604	551 884	1 077 489	182 759	29 468	212 227	**0.5%**
3 TOU	349	14 000	8 000	7 668 833	30	255 628	268 409	524 037	88 885	14 332	103 217	**0.3%**
3 PH TOU & ct's	1	20 000	10 000	30 000	30	1 000	1 050	2 050	348	56	404	**0.0%**
TOU RMU & CT/VT's	55	500 000	12 000	28 160 000	30	938 667	985 600	1 924 267	326 386	52 626	379 012	**1.0%**
TOU at HV sub With CB	1	960 000	12 000	972 000	30	32 400	34 020	66 420	11 266	1 816	13 082	**0.0%**
Streetlight	1 358			148 118 498	15	9 874 567	5 184 147	15 058 714	3 433 511	276 805	3 710 316	**7.5%**
TOTALS	**48 222**			**2 796 951 685**		**101 651 021**	**97 893 309**	**199 544 330**	**35 345 335**	**5 226 963**	**40 572 298**	**100.0%**

The following in this respect:

The consumer connection costs are calculated as follows:

- The number of consumers per connection type is obtained from the saes analysis.
- The estimated cost of the connection (cable / line and DB) and meter is determined.
- These combined make up the capital costs assisted with each consumer.

CRC depreciation – Calculated using the NERSA prescribed life expectancy.
ROA - Return on Assets. The 3.5% is a real rate return considered internationally acceptable. This component is to cover the average cost of capital, including interest and return.

The process followed is to calculate the Total capital provision as by international standards (depreciation plus ROA also called levelised cost) and then the ratio of these provisions relative to the total actual provision.

Then apportion the current total provision (depreciation and interest) to the various asset categories using these ratios. These values will be used as a basis for the cost of supply analysis.

5. SALES.

NERSA requires the source data for **all** tables. The Tables below provides the source data from municipal billing and pre-payment vending reports. Table 9 shows streetlight details. There are a few lights that have not yet been converted to LED's. The quantities shown below assume all lights have been changed to LED's. The cost of supply study will use the historic figures but in future that newly calculated or actually measured quantities should be used for internal billing purposes.

Table 9

FRANSHOEK STREETLIGHTS				
Watt	**Number**	**Total Wat**	**h/day**	**kWh/y**
36	1075	38700	11.5	162 443
55	38	2090	11.5	8 773
57	40	2280	11.5	9 570
75	224	16800	11.5	70 518
108	113	12204	11.5	51 226
275	203	55825	11.5	234 325
279	150	41850	11.5	175 665
Total	**1843**	**169749**		**712 521**
STELLENBOSCH STREETLIGHTS				
Watt	**Number**	**Total Wat**	**h/day**	**kWh/y**
36	6304	226944	11.5	952 597
75	227	17025	11.5	71 462
108	121	13068	11.5	54 853
144	893	128592	11.5	539 765
279	190	53010	11.5	222 509
216	81	17496	11.5	73 439
Total	**7816**	**456135**		**1 914 627**
Grand total	**9 659**	**625 884**		**2 627 148**

The calculated kWh/y is much less than the quantity used in the sales reports. This could be because many of the lights have been changed to LED's during this period.

The summary of prepaid sales per tariff is shown in Table 10 below.

Table 10

Row Labels	Sum of Transactions	Sum of Unique meters	Meters	Sum of Total Units	Sum of Total Amount	Sum of Resource Transaction	Sum of Debt Transaction	Sum of Tax Transaction	Sum of Fixed Cost Transaction	Sum of Vote Transaction	Sum of BSST Transaction (Units)	Sum of Block 1 kWh	Sum of Block 2 kWh	Sum of Block 3 kWh	Sum of Block 4 kWh
Agricultural Regular	362	72	6	192 261	623 965	506 386	-	81 386	36 193	-	-				
Commercial Lifeline	2 147	361	30	102 816	322 624	279 964	-	42 076	584	**20 594 626**		5 912 200	8 801 388	4 642 426	1 238 612
Commercial Low	845	96	8	106 210	302 979	232 322	-	39 519	31 138	**11 460 993**		6 620 300	4 235 129	461 732	143 833
Commercial Regular 03	44 608	8 609	717	11 732 617	39 741 101	30 456 717	459	5 183 276	4 100 648	**1 303 839**		283 900	497 122	389 900	132 917
Domestic Lifeline 01 Formal	646 185	59 278	4 940	20 594 626	30 381 025	26 419 528	2 524	3 960 817	556	**26 506 826**	5 912 200	2 962 952	11 750 636	4 642 426	1 238 612
Domestic Lifeline 01 Informa	289 500	66 287	5 524	11 460 993	8 725 013	7 587 758	828	1 137 215	-	**18 081 293**	6 620 300	3 313 397	7 542 032	461 732	143 833
Domestic Lifeline 02 Formal	15 593	2 845	237	1 303 839	2 233 324	1 942 037	27	291 264	-	**1 587 739**	283 900	142 244	638 778	389 900	132 917
Domestic Low 01 (Dom 2)	619 974	127 595	10 633	38 759 937	77 880 756	67 701 305	5 691	10 156 679	22 268	**38 759 937**	-	6 280 543	22 707 057	8 057 693	1 714 643
Domestic Low 02	23 690	5 858	488	1 708 657	3 354 699	2 916 806	-	437 508	384	**1 708 657**	-	290 549	1 067 333	298 493	52 281
Domestic Regular 01 (Dom 3)	208 221	23 281	1 940	23 165 678	64 385 230	51 924 740	215	8 397 678	4 062 602	**23 165 678**	-	1 163 318	5 720 923	6 195 799	10 085 638
Domestic Regular 02	4 151	560	47	487 903	1 331 266	1 060 974	1	173 636	96 656	**487 903**	-	28 000	138 697	149 625	171 582
NPO1 Single Phase 20 Amp 01	74	19	2	2 154	6 740	5 861	-	879	-	-	-				
NPO2 Three Phase 60 Amp 01	392	46	4	23 779	71 424	62 109	-	9 315	-	-	-				
Sport Low Consumers 01	1 069	162	14	56 437	150 179	130 593	-	19 586	-	-	-				
Tariff	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grand Total	1 856 811	295 069	24 589	109 697 906	229 510 323	**191 227 099**	9 746	29 930 833	**8 351 030**	-		20 578 810	43 167 649	20 195 668	13 539 506

Sum of Total Units	Column Labels												
Row Labels	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**Grand Total**
Agricultural Regular	23 746	20 724	17 338	14 315	14 602	14 564	7 911	14 694	12 409	14 974	17 262	19 722	192 261
Commercial Lifeline	6 892	8 303	9 998	13 666	13 905	13 460	7 571	6 504	5 255	7 327	5 253	4 683	102 816
Commercial Low	6 929	9 130	9 659	8 633	15 238	15 909	4 750	7 063	5 085	7 394	7 876	8 544	106 210
Commercial Regular 03	1 008 168	1 042 864	1 120 154	952 005	971 901	1 170 596	814 788	939 144	888 575	938 458	895 881	990 082	11 732 617
Domestic Lifeline 01 Formal	1 681 913	1 557 395	1 688 768	1 664 167	1 694 295	1 673 767	1 945 292	1 872 810	1 763 898	1 700 324	1 638 411	1 713 588	20 594 626
Domestic Lifeline 01 Informa	929 876	913 922	987 206	988 560	1 041 536	1 049 330	971 295	949 928	925 733	930 982	885 240	887 386	11 460 993
Domestic Lifeline 02 Formal	106 732	100 231	101 015	101 575	106 495	107 599	129 860	121 040	114 438	105 462	100 518	108 874	1 303 839
Domestic Low 01 (Dom 2)	2 729 196	2 945 061	3 184 314	3 176 456	3 605 399	3 557 134	3 565 454	3 706 097	3 441 444	3 204 647	2 951 387	2 693 350	38 759 937
Domestic Low 02	102 818	128 419	142 289	145 755	165 390	162 159	153 966	170 651	153 325	143 717	131 894	108 275	1 708 657
Domestic Regular 01 (Dom 3)	1 740 418	1 758 155	1 872 711	1 752 269	1 929 776	2 050 538	2 218 458	2 325 385	2 072 690	1 869 157	1 778 168	1 797 954	23 165 678
Domestic Regular 02	34 305	34 921	39 145	36 039	38 818	48 299	49 027	48 579	43 965	41 516	37 757	35 533	487 903
NPO1 Single Phase 20 Amp 01	160	176	160	208	150	150	211	198	176	185	205	176	2 154
NPO2 Three Phase 60 Amp 01	1 355	2 024	2 014	1 516	2 735	1 165	932	2 922	2 833	2 077	2 139	2 067	23 779
Sport Low Consumers 01	3 919	4 359	6 234	6 505	7 570	6 678	2 338	3 541	4 174	3 909	4 042	3 170	56 437
Tariff	-	-	-	-	-	-			-	-	-	-	-
Grand Total	8 376 426	8 525 684	9 181 005	8 861 668	9 607 809	9 871 348	9 871 852	10 168 557	9 434 000	8 970 126	8 456 033	8 373 401	109 697 906

A summary of the conventional revenue and consumption is shown in .

YEAR TOTALS	Customers on tariff	Consumers	Fixed charge (R)	Basic charge (R)	Reading charge (R)	Peak Energy import (kWh)	Peak Energy import (R)	Standard Energy import (kWh)	Standard Energy import(R)	Off-peak Energy import(kWh)	Off-peak Energy import(R)	Total Energy import (kWh)	Total Energy import (R)	Peak Energy export (kWh)	Peak Energy export (R)	Standard Energy export (kWh)	Standard Energy export(R)	Off-peak Energy export(kWh)	Off-peak Energy export(R)	Total Energy export (kWh)	Total Energy export (R)	Reactive Energy (kVARh)	Reactive Energy (R)
AGR1	433	36	283 077	-	-	-	-	-	-	-	-	**1 582 616**	4 154 264	-	-	-	-	-	-	-	-	-	-
AGR3	36	3	15 582	-	3 468	-	-	-	-	-	-	**136 151**	358 635	2 558	- 3 265	28 191	- 26 073	10 076	- 5 732	40 825	- 35 071	17 693	-
COM4	6 426	536	3 404 689	-	-	-	-	-	-	-	-	**10 740 564**	25 845 740	-	-	-	-	-	-	-	-	-	-
COM6	83	7	-	42 400	10 308	-	-	-	-	-	-	**203 296**	491 874	3 080	- 4 105	25 648	- 23 575	17 522	- 10 006	46 250	- 37 685	35 152	-
DOM4	43 283	3 607	9 473 114	-	-	-	-	-	-	-	-	**32 110 919**	67 404 716	-	-	-	-	-	-	-	-	-	-
DOM6	161	13	-	36 827	16 860	-	-	-	-	-	-	**195 677**	462 209	3 476	- 4 516	24 961	- 22 523	8 996	- 5 052	37 433	- 32 091	12 670	-
IND1	2 220	185	5 147 378	-	-	-	-	-	-	-	-	**23 892 434**	28 416 908	-	-	-	-	-	-	-	-	-	-
IND1_2	32	3	71 398	-	3 019	-	-	-	-	-	-	**139 300**	165 753	4 938	- 9 976	24 771	- 22 919	16 795	- 9 563	46 504	- 42 915	7 953	-
IND2	216	18	1 015 315	-	-	-	-	-	-	-	-	**16 141 289**	18 948 258	-	-	-	-	-	-	-	-	-	-
MUN1	179	15	-	-	-	-	-	-	-	-	-	**3 197 371**	8 689 435	-	-	-	-	-	-	-	-	-	-
MUN2	600	50	-	-	-	-	-	-	-	-	-	**681 511**	1 669 749	-	-	-	-	-	-	-	-	-	-
MUN3	249	21	-	-	-	-	-	-	-	-	-	**12 160 593**	13 769 424	-	-	-	-	-	-	-	-	-	-
SPO2	48	4	-	-	-	-	-	-	-	-	-	**365 035**	385 024	-	-	-	-	-	-	-	-	-	-
TOU1	1 613	134	7 397 433	-	-	7 411 902	20 922 586	19 543 954	26 902 604	16 363 347	15 738 621	**43 319 203**	63 563 811	-	-	-	-	-	-	-	-	1 939 463	108 298
TOU1_2	69	6	294 192	-	-	305 314	981 592	515 946	734 724	681 923	659 243	**1 503 183**	2 375 559	9 031	- 11 651	137 715	- 124 307	116 835	- 66 040	263 581	- 201 999	48 365	-
TOU2	420	35	3 486 469	-	-	18 466 424	53 273 682	47 148 449	62 742 831	47 283 260	43 850 030	**112 898 133**	159 866 543	-	-	-	-	-	-	-	-	1 514 395	57 331
TOU2_2	24	2	290 539	-	-	446 362	1 243 814	742 576	976 160	1 366 094	1 257 162	**2 555 032**	3 477 136	32 633	- 51 183	360 122	- 337 325	156 842	- 90 143	549 597	- 478 651	187 707	-
Tariff	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	56 092	4 674	30 879 187	79 226	33 655	26 630 002	76 421 674	67 950 925	91 356 319	65 694 624	61 505 056	261 822 307	400 045 040	55 716	- 84 696	601 408	- 556 722	327 066	- 186 536	984 190	- 828 412	3 763 398	165 629
Err	-		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
			4 674	Fixed	30 992 069	30 992 069						PP	191 227 099										
			PP	Avail	627516								591 272 138										

YEAR TOTALS	Notified Demand Charge (kVA)	Notified Demand Charge (R)	Max Demand Charge (kVA)	Max Demand Charge (R)	Demand Charge (kVA)	Demand Charge (R)	Access Charge (kVA)	Access Charge (R)	Total Cost ex VAT (R)	Block 1 kWh	Block 2 kWh	Block 3 kWh	Block 4 kWh
AGR1	-	-	-	-	-	-	-	-	4 437 341	-	-	-	-
AGR3	-	-	-	-	-	-	-	-	342 615	-	-	-	-
COM4	-	-	-	-	-	-	-	-	29 250 429	-	-	-	-
COM6	-	-	-	-	-	-	-	-	506 897	-	-	-	-
DOM4	-	-	-	-	-	-	-	-	76 877 830	1 849 426	9 847 021	8 702 370	11 712 102
DOM6	-	-	-	-	-	-	-	-	483 804	7 863	34 168	35 594	118 052
IND1	320 097	17 429 282	89 020	26 975 622	-	-	-	-	77 969 191	-	-	-	-
IND1_2	3 328	181 210	741	224 064	-	-	-	-	602 986	-	-	-	-
IND2	161 745	8 667 915	47 128	14 145 469	-	-	-	-	42 776 957	-	-	-	-
MUN1	-	-	-	-	-	-	-	-	8 689 435	-	-	-	-
MUN2	-	-	-	-	-	-	-	-	1 669 749	-	-	-	-
MUN3	-	-	30 248	10 139 130	-	-	-	-	23 908 554	-	-	-	-
SPO2	-	-	489	147 668	-	-	-	-	532 692	-	-	-	-
TOU1	-	-	-	-	153 469	8 870 682	385 270	22 268 606	102 236 730	-	-	-	-
TOU1_2	-	-	-	-	7 202	416 276	29 018	1 677 240	4 561 268	-	-	-	-
TOU2	-	-	-	-	325 355	19 114 606	492 402	27 510 500	210 035 419	-	-	-	-
TOU2_2	-	-	-	-	9 515	559 006	45 684	2 552 365	6 400 396	-	-	-	-
Tariff	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	485 170	26 278 406	167 626	51 631 952	495 541	28 960 570	952 374	54 008 711	591 282 292	1 857 289	9 881 189	8 737 964	11 830 154
Err	-	-	-	-	-	-	-	Export	828 412	-	-	-	-
		80 287 117				80 592 522		PP	199 578 129	- 591 282 292			
								Availibility	627 516.00				
								Total R	792 316 349				

Table 11 below shows the quantities from the income statement.

Table 11

REVENUE	
ITEM	**RAND**
Electricity	**- 742 643 362**
Availability Charges	- 24 269 495
Connection/Reconnection	- 3 731 395
Temporary Connection Fee	- 352
Electricity Sales	**- 717 762 495**
Agricultural Low	- 1 017 978
Commercial Conventional (Single Phase)	- 27 043 099
Domestic High	**- 252 711 291**
Conventional	- 67 899 890
Prepaid	- 184 811 401
Industrial (400 Volts) (Low Voltage)	- 73 433 090
Industrial more than 400 less than 11 000 Volts (Medium Voltage)	- 43 906 278
Sports Grounds/Churches/Holiday/Old-age homes/Schools	- 89 710
Street Lighting	-
Time of Use Tariffs	- 319 561 049
Meter Compliance Testing	- 1 287
Meter Reading Fees	3 134 040
Notice Revenues	- 12 730
Transfers and Subsidies	**- 46 317 175**
Monetary Allocations	**- 14 467 664**
Integrated National Electrification Programme Grant	- 13 757 664
Infrastructure	- 710 000
Equitable Share	- 31 849 510
Grand Total	- 2 562 862 876

Table 12 shows the revenue quantities from the NERSA D-forms.

Table 12

Tariff Name	Tariff Number	SIC (code)	Load profile (code)	Tariff structure (code)	Number of consumers	Energy Sales		Revenue derived from energy charges	Revenue derived from demand charges	Revenue derived from fixed charge	Revenue	Extra municipal surcharge
Domestic	DOM1	0	1	5.1	11 100	33 359 458	kWh	35 949 322	-	556	35 949 878	Type here %
Domestic	DOM2	0	1	5.1	11 642	40 468 594	kWh	70 618 111	-	22 653	70 640 764	Type here %
Domestic	DOM3	0	1	5.2	1 979	23 653 580	kWh	52 985 714	-	4 159 258	57 144 972	Type here %
Domestic	DOM4	0	1	5.2	3 570	31 623 381	kWh	66 137 896	-	9 523 351	75 661 247	Type here %
Domestic	DOM6	0	1	5.2	14	202 122	kWh	477 681	-	54 557	532 238	Type here %
Commerci	COM1	6	5	5.1	30	102 816	kWh	279 964	-	584	280 548	Type here %
Commerci	COM2	6	5	5.2	9	106 210	kWh	232 322	-	31 138	263 460	Type here %
Commerci	COM3	6	5	5.2	717	11 732 617	kWh	30 456 717	-	4 100 648	34 557 365	Type here %
Commerci	COM4	6	5	5.2	543	10 733 794	kWh	25 832 972	-	3 427 497	29 260 469	Type here %
Commerci	COM6	6	5	5.2	10	215 009	kWh	520 214	-	54 541	574 755	Type here %
Agricultura	AGR1	1	8	5.2	40	1 804 693	kWh	4 730 435	-	319 750	5 050 185	Type here %
Agricultura	AGR3	1	8	5.2	3	137 754	kWh	362 858	-	19 153	382 011	Type here %
Industrial	IND1	3	6	5.4	179	23 606 067	kWh	28 082 088	44 162 027	5 143 230	77 387 345	Type here %
Industrial	IND1.2	3	6	5.4	2	138 040	kWh	164 254	408 902	74 770	647 926	Type here %
Industrial	IND2	3	6	5.4	18	15 996 266	kWh	18 778 016	22 728 703	1 021 999	42 528 718	Type here %
Municipal	MUN1	10	11	5.1	14	3 309 631	kWh	8 994 524	-	-	8 994 524	Type here %
Municipal	MUN2	10	11	5.1	50	679 921	kWh	1 671 702	-	-	1 671 702	Type here %
Municipal	MUN3	10	11	5.4	21	12 086 724	kWh	13 685 783	10 272 874	-	23 958 657	Type here %
Non Profit	NPO1	0	11	5.1	1	2 154	kWh	5 861	-	-	5 861	Type here %
Non Profit	NPO2	6	11	5.1	3	23 779	kWh	62 109	-	-	62 109	Type here %
Sport Low	SPO1	10	11	5.1	18	56 437	kWh	130 593	-	-	130 593	Type here %
Sport High	SPO2	10	11	5.4	4	363 767	kWh	383 680	145 917	-	529 597	Type here %
Time of us	TOU1	3	6	5.5	143	43 203 385	kWh	63 552 187	31 205 006	7 483 077	102 240 270	Type here %
Time of us	TOU1.2	3	6	5.5	7	1 474 430	kWh	2 319 577	2 104 903	305 077	4 729 557	Type here %
Time of us	TOU2	3	6	5.5	35	112 126 670	kWh	158 417 981	46 662 125	3 509 442	208 589 548	Type here %
Time of us	TOU2.2	3	6	5.5	2	2 558 937	kWh	3 503 277	3 114 191	292 452	6 909 920	Type here %
Total					**30 154**	**369 766 236**	**kWh**	**588 335 838**	**160 804 648**	**39 543 733**	**788 684 219**	

Table 13 shows the revenue from the NERSA d-form tariff sheet.

Table 13

REVENUE:		
Revenue from sale of electricity to the following consumers:	**Actual 2021/22**	**Budget 2022/23**
Domestic (pre-paid)	163 735 614	176 677 496
Domestic (conventional)	76 193 485	111 062 525
Agriculture	5 432 196	5 861 564
Mining & quarrying	0	0
Manufacturing / Industrial	443 033 264	478 051 206
Commercial (pre-paid)	35 101 373	37 875 833
Commercial (conventional)	29 835 224	32 193 440
Transport	0	0
Redistributors/Resellers	0	0
Other consumers (please specify below)	728 160	785 715
1. Non-profit organisations	67 970	73 343
2. Sport Fields	660 190	712 372
3.	Type here	Type here
4.	Type here	Type here
Total	754 059 316	842 507 779

Revenue from street lighting & sold to other municipal departments	**Actual 2021/22**	**Budget 2022/23**
Street lighting	8 994 524	9 371 350
Sold to other municipal departments	25 630 360	30 000 000
Total	34 624 884	39 371 350

Other Income	**Actual 2021/22**	**Budget 2022/23**
Reconnection fees	3 731 395	3 433 923
New connections	0	0
Free Basic Electricity(Equitable share)	*13 694 439*	36 409 574
Other revenue (Please specify below)	20 724 919	31 584 535
1. Intergrated National Electricity Programme - Relief grant	*13 757 664*	28 350 000
2. Other transfers WC	710 000	0
3. Development Charges	*3 261 746*	0
4.Availability charge	627 516	765 659
5. Interest earned from receivables	1 484 988	1 568 876
6. other Income	883 005	900 000
Other Income	38 150 753	71 428 032

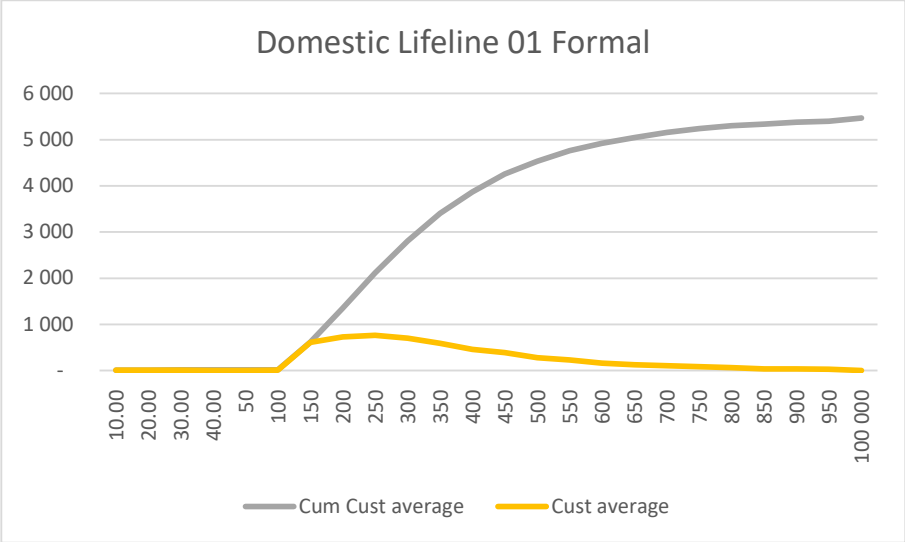
Summary Stats (for office use)		
	Actual 2021/22	**Budget 2022/23**
Total Income	826 834 953	953 307 161

It is clear that there are some discrepancies between these various documents. For the cost of supply study NERSA requires that the source documents for all data used must be provided. Because of that the sales report data will be used.

6. CUSTOMER CONSUMPTION PATTERNS.

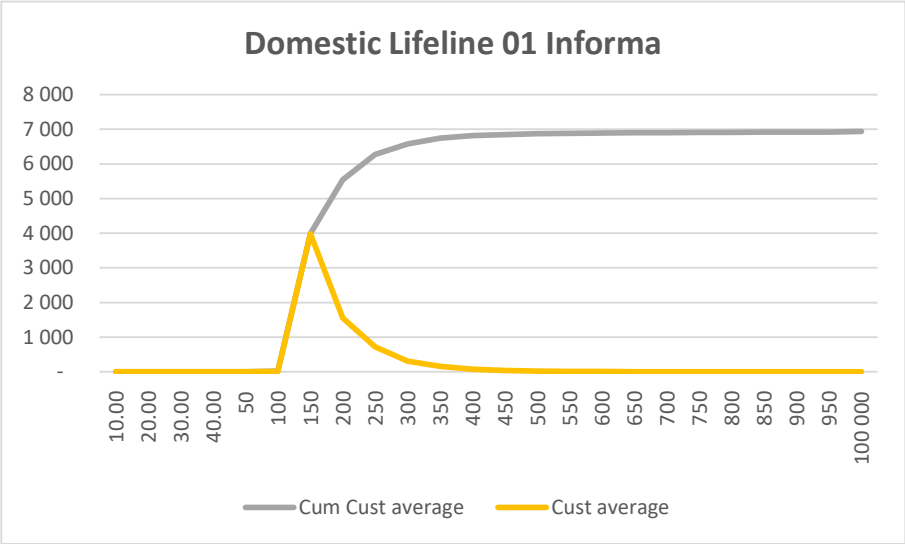
The sales are then analysed even further to determine the number of consumers per consumption block. This is important when deliberating about categorising consumers and developing appropriate tariff structures and consumer impact. The few tables and graphs below show a section of the analysis for each of the residential tariffs. In each case it shows the number of consumers on the vertical axis and the consumption block on the horizontal axis. Each show the number of consumers in each block and the communicative consumers up to that level of consumption.

Domestic Lifeline 01 Formal						
	10.00	20.00	30.00	40.00	50	100
Cum kWh average	-	28	164	164	164	264
kWh average	-	28	137	-	-	99
Cum Cust average	1	3	8	8	8	9
Cust average	1	2	5	-	-	1
Block	50	350	600	> 600	Total	Check
kWh/y	1 970	9 100 330	9 142 339	4 160 654	22 405 293	22 405 293
Customers	8	3 387	1 653	420	5 468	5 468



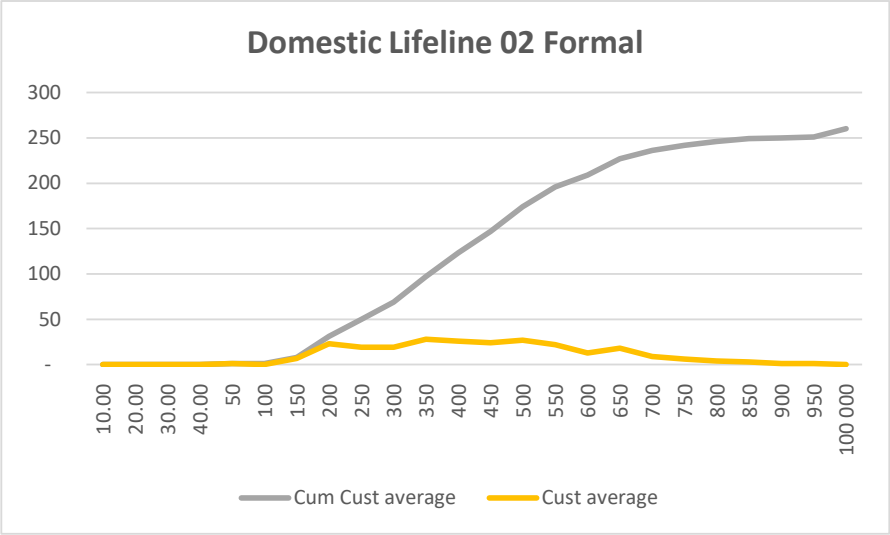
This clearly shows more than 400 consumers using on average more than 600 kWh/m and should not be treated as lifeline (subsidised).

Domestic Lifeline 01 Informa						
	10.00	20.00	30.00	40.00	50	100
Cum kWh average	-	42	70	70	161	1 308
kWh average	-	42	28	-	92	1 147
Cum Cust average	-	3	4	4	6	19
Cust average	-	3	1	-	2	13
Block	50	350	600	> 600	Total	Check
kWh/y	1 932	12 485 560	830 493	371 566	13 689 552	13 689 552
Customers	6	6 728	166	31	6 931	6 931



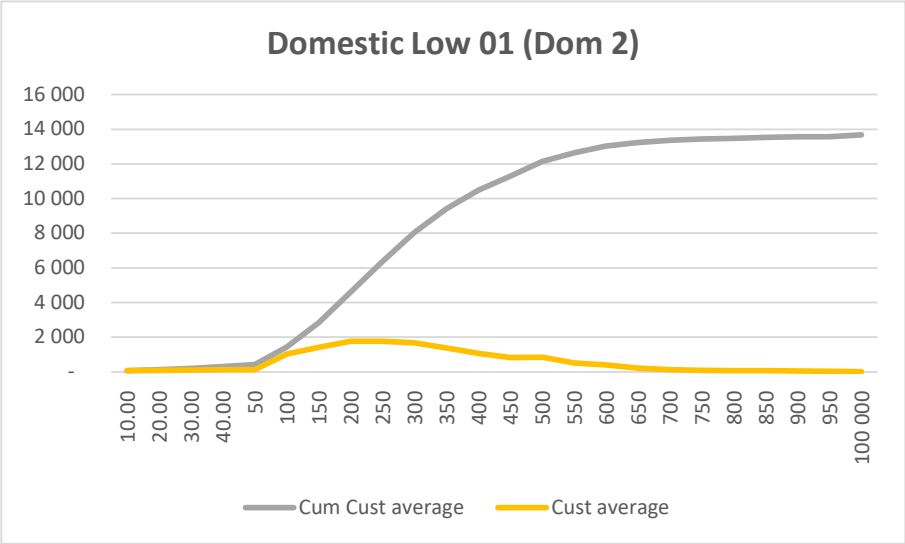
This is clearly poor consumers with most using close to 150 kWh/m. 31 consumers still use more than 600 kWh/m.

Domestic Lifeline 02 Formal						
	10.00	20.00	30.00	40.00	50	100
Cum kWh average	-	-	-	-	44	44
kWh average	-	-	-	-	44	-
Cum Cust average	-	-	-	-	1	1
Cust average	-	-	-	-	1	-
Block	50	350	600	> 600	Total	Check
kWh/y	532	283 079	754 775	348 356	1 386 742	1 386 742
Customers	1	95	131	33	260	260



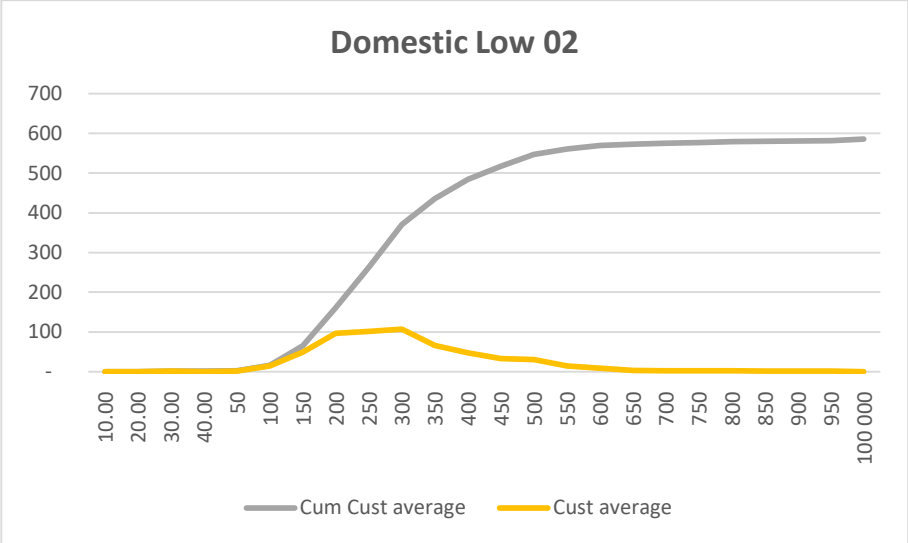
This clearly shows consumption levels of typical domestic consumers.

Domestic Low 01 (Dom 2)						
	10.00	20.00	30.00	40.00	50	100
Cum kWh average	340	1 327	3 384	7 023	11 647	92 685
kWh average	340	987	2 057	3 639	4 624	81 038
Cum Cust average	48	116	199	302	404	1 437
Cust average	48	68	83	103	102	1 033
Block	50	350	600	> 600	Total	Check
kWh/y	139 762	22 426 043	21 074 932	4 651 067	48 291 803	48 291 803
Customers	404	8 603	4 223	441	13 671	13 671



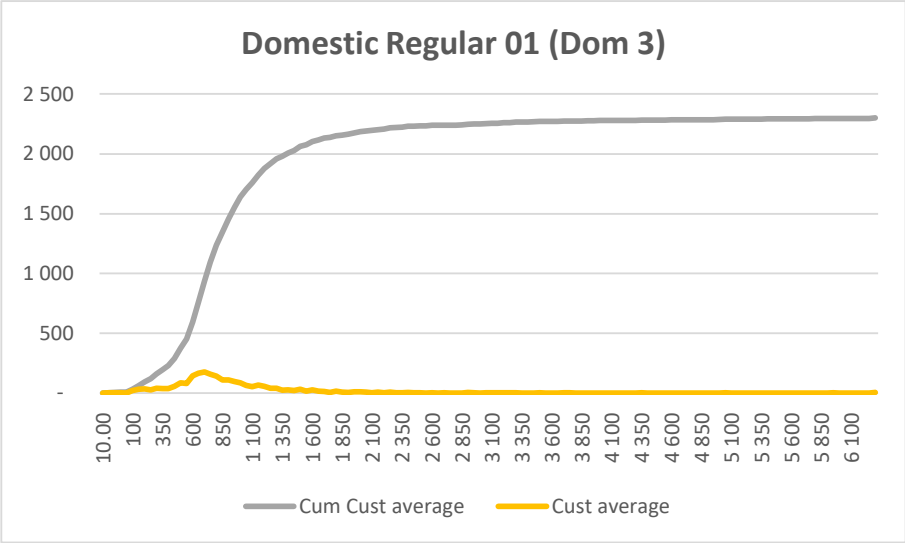
Although this tariff is called domestic low, there are 441, >30%, consumers using more than 600 kWh/m.

Domestic Low 02						
	10.00	20.00	30.00	40.00	50	100
Cum kWh average	-	-	21	21	69	1 215
kWh average	-	-	21	-	48	1 146
Cum Cust average	-	-	1	1	2	16
Cust average	-	-	1	-	1	14
Block	50	350	600	> 600	Total	Check
kWh/y	828	1 178 768	727 258	132 998	2 039 852	2 039 852
Customers	2	432	139	13	586	586



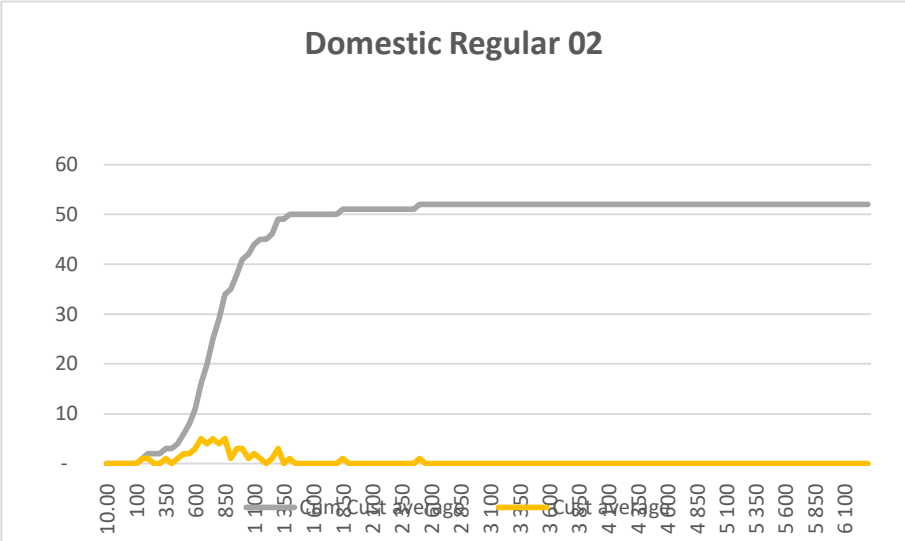
Once again there are a few consumers using more than 60 kWh/m.

Domestic Regular 01 (Dom 3)						
	10.00	20.00	30.00	40.00	50	100
Cum kWh average	3	37	86	157	204	1 973
kWh average	3	34	50	70	48	1 769
Cum Cust average	1	3	5	7	8	30
Cust average	1	2	2	2	1	22
Block	50	350	600	> 600	Total	Check
kWh/y	2 452	466 282	3 663 380	21 624 673	25 756 787	25 756 787
Customers	8	178	574	1 541	2 301	2 301



This is a very typical domestic consumption much with more than 60% consumers using more than 600 kWh/m. More than 90% of the energy is consumed in excess of 600 kWh/m. This is where there is big risk for the municipality when these consumers reduce consumption and / or install renewable energy systems thus causing revenue loss at the highest block price.

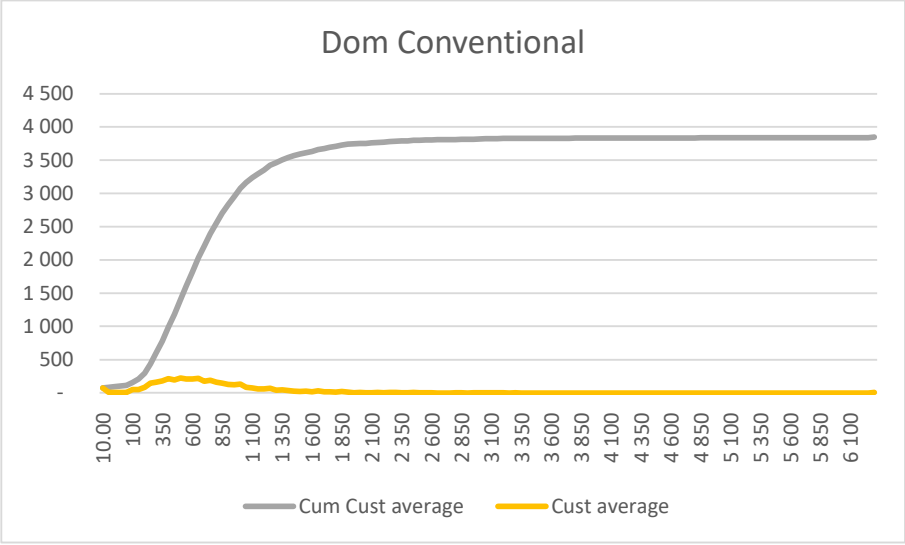
Domestic Regular 02		Average				
	10.00	20.00	30.00	40.00	50	100
Cum kWh average	-	-	-	-	-	-
kWh average	-	-	-	-	-	-
Cum Cust average	-	-	-	-	-	-
Cust average	-	-	-	-	-	-
Block	50	350	600	> 600	Total	Check
kWh/y	-	7 453	88 644	422 897	518 994	518 994
Customers	-	3	13	36	52	52



The same revenue risk exists for these consumers.

DOM4		Average				
	10.00	20.00	30.00	40.00	50	100
Cum kWh av	- 14 918	- 14 803	- 14 563	- 14 283	- 13 956	- 10 461
kWh average	- 14 918	114	241	280	326	3 496
Cum Cust av	78	85	95	103	110	157
Cust average	78	7	10	8	7	47
Block	50	350	600	> 600	Total	Check
kWh/y	-167 476	1 931 244	7 531 119	24 580 444	33 875 332	33 875 332
Customers	110	558	1 363	1 817	3 848	3 848

The same revenue risk exists for these consumers.



The same revenue risk exists for these consumers.

The following very important conclusions can be made from this data:

- There is merit is providing for a different consumer class for the domestic using less than 350 kWh/m.
- This could be done by implementing capacity limit of say 20 Amps.

7. CUSTOMER / SALES / REVENUE ANALYSIS.

Before one can start classifying costs, some calculations need to be done which will be used in the classification process. It starts off with the analysis of customers, tariffs and revenue.

Table 14 shows the 2021/2022 and 2022/2023 tariffs. The current tariffs are used to ensure that any restructuring that was done during the last tariff change is incorporated.

Table 14

STELLENBOSCH ELECTRICITY TARIFF SCHEDULE			2021/2022	2022/2023		
Tariff Code	Details		Exclude VAT	Exclude VAT	Restructured	Increase
	1. Domestic					
	Domestic: Life Line PP - 0 to 60amp single phase only (For qualifying indigent customers and receiving the first 100 units free per month) (DOM1)					
	Basic Monthly charge per meter	R/POS/m				
	Capacity charge	R/Amp/Phase/m				
	BLOCK 1 0 - 50 kWh	c/kWh	125.84	135.78		7.90%
	BLOCK 2 51 - 300 kWh	c/kWh	157.47	169.91		7.90%
	BLOCK 3 301 - 600 kWh	c/kWh	234.7	253.24		7.90%
	BLOCK 4 > 600 kWh	c/kWh	270	291.33		7.90%
	Domestic: Regular PP meters (0 to 60amp single and three phase AND Less than 600kWh per month average consumption during the previous financial year and for generation for own use) (DOM2)					
	Basic Monthly charge per meter	R/POS/m				
	Capacity charge	R/Amp/Phase/m				
	BLOCK 1 0 - 50 kWh	c/kWh	126.05	136.01		7.90%
	BLOCK 2 51 - 300 kWh	c/kWh	162.14	174.95		7.90%
	BLOCK 3 301 - 600 kWh	c/kWh	228.03	246.04		7.90%
	BLOCK 4 > 600 kWh	c/kWh	268.14	289.32		7.90%
	Domestic: Regular PP meters- (0 to 60 Amp single and three phase using more than 600 kWh per month average consumption during the previous financial year and for generation for own use) (DOM3)					
	Basic Monthly charge per meter	R/POS/m	172.57	186.2		7.90%
	Capacity charge	R/Amp/Phase/m				
	BLOCK 1 0 - 50 kWh	c/kWh	125.84	135.78		7.90%
	BLOCK 2 51 - 300 kWh	c/kWh	161.42	174.17		7.90%
	BLOCK 3 301 - 600 kWh	c/kWh	227.72	245.71		7.90%
	BLOCK 4 > 600 kWh	c/kWh	268.16	289.34		7.90%
	Domestic: Regular (Using Credit Meters 60 Ampere single and three phase maximum and for generation for own use) (DOM4)average consumption during the previous financial year and for generation for own use) (DOM2)					
	Basic Monthly charge per meter	R/POS/m	212.87	229.69		7.90%
	Capacity charge	R/Amp/Phase/m				
	BLOCK 1 0 - 50 kWh	c/kWh	125.84	135.78		7.90%
	BLOCK 2 51 - 300 kWh	c/kWh	161.42	174.17		7.90%
	BLOCK 3 301 - 600 kWh	c/kWh	227.72	245.71		7.90%
	BLOCK 4 > 600 kWh	c/kWh	268.16	289.34		7.90%
	Domestic: Renewable Energy (DOM5) Generation for own use and export					
	Basic Monthly charge per meter	R/POS/m	212.87	229.69		7.90%
	Capacity charge	R/Amp/Phase/m				
	Import					
	BLOCK 1 0 - 50 kWh	c/kWh	125.84	135.78		7.90%
	BLOCK 2 51 - 300 kWh	c/kWh	161.42	174.17		7.90%
	BLOCK 3 301 - 600 kWh	c/kWh	227.72	245.71		7.90%
	BLOCK 4 > 600 kWh	c/kWh	268.16	289.34		7.90%
	Reactive Energy Rate (c/kVArh)	c/kvarh				
	2. Commercial					
	Commercial: Life Line (<20Ampere maximum, Single & three phase Pre Paid Only for micro entrepreneurial businesses) (COM1)					
	Basic Monthly charge per meter	R/POS/m				
	Capacity charge	R/Amp/Phase/m				
	Energy Rate	c/kWh	272.51	294.04		7.90%
	Commercial: Low (40Ampere maximum. Pre Paid single & three phase only and for generation for own use) (COM2)					
	Basic Monthly charge per meter	R/POS/m	213.32	230.17		7.90%
	Capacity charge	R/Amp/Phase/m				
	Energy Rate	c/kWh	218.82	236.11		7.90%
	Commercial: Regular PP only (80Ampere. single and three phase and for generation for own use) (COM3)					
	Basic Monthly charge per meter	R/POS/m	365.28	394.14		7.90%
	Capacity charge	R/Amp/Phase/m				
	Energy Rate	c/kWh	259.63	280.14		7.90%
	Commercial: Credit meters (80Ampere. single and three phase and for generation for own use) (COM4)					
	Basic Monthly charge per meter (Covered by Equitable share)	R/POS/m	396.26	425.86		7.47%
	Capacity charge	R/Amp/Phase/m				
	Energy Rate	c/kWh	241.95	260.02		7.47%
	Commercial: Renewable Energy (COM 5) Generation for own use and export and export.					
	Basic Charge	R/POS/m	396.26	425.86		7.47%
	Capacity charge	R/Amp/Phase/m				
	Energy Rate (c/kWh)	c/kWh	241.95	260.02		7.47%
	Reactive Energy Rate (c/kVArh)	c/kvarh				
	3. Agricultural					
	Agricultural: Regular (Prepaid and Credit meters maximum 80Amp 3 phase and for generation for own use) (AGR1)					
	Basic Charge	R/POS/m	432.84	467.03		7.90%
	Energy Rate (c/kWh)	c/kWh	241.95	284.22		17.47%
	AGRICULTURAL: Renewable Energy (AGRI 1.1) Generation for own use and export					
	Basic Charge	R/POS/m	432.84	467.03		7.90%
	Energy Rate (c/kWh)	c/kWh	241.95	284.22		17.47%
	4. Industrial					
	Large Power: Low Voltage > 80 Amp and for generation for own use (IND1)					
	Fixed Charge per month	R/POS/m	2 231.20	2 407.46		7.90%
	Notified Maximum Demand Charge (R/kVA)	R/kVA/m	54.45	58.75		7.90%
	Maximum Demand Charge (R/kVA)	R/kVA/m	302.38	326.27		7.90%
	Energy Rate (c/kWh)	c/kWh	118.99	128.39		7.90%
	Large Power (IND 1.1): Low Voltage>80 Amp: Renewable Energy- Generation for own use and export					
	Fixed Charge per month	R/POS/m	2 231.20	2 407.46		7.90%
	Notified Maximum Demand Charge (R/kVA)	R/kVA/m	54.45	58.75		7.90%
	Maximum Demand Charge (R/kVA)	R/kVA/m	302.38	326.27		7.90%
	Energy Rate (c/kWh)	c/kWh	118.99	128.39		7.90%

STELLENBOSCH ELECTRICITY TARIFF SCHEDULE			2021/2022	2022/2023		
Tariff Code	Details		Exclude VAT	Exclude VAT	Restructured	Increase
	Industrial: Medium Voltage and for generation for own use (IND2)					
	Fixed Charge per month	R/POS/m	4 230.48	4 564.69		7.90%
	Notified Maximum Demand Charge (R/kVA)	R/kVA/m	53.59	57.82		7.89%
	Maximum Demand Charge (R/kVA)	R/kVA/m	300.15	323.86		7.90%
	Energy Rate (c/kWh)	c/kWh	117.39	126.66		7.90%
	Industrial Medium Voltage (IND 2.1): Renewable Energy - Generation for own use and export					
	Fixed Charge per month	R/POS/m	4 230.48	4 564.69		7.90%
	Notified Maximum Demand Charge (R/kVA)	R/kVA/m	53.59	57.82		7.89%
	Maximum Demand Charge (R/kVA)	R/kVA/m	300.15	323.86		7.90%
	Energy Rate (c/kWh)	c/kWh	117.39	126.66		7.90%
	5. Municipal					
	Municipal: Street and Traffic lights (MUN1)					
	Fixed Charge per month - -	R/POS/m				
	Energy Rate (c/kWh)	c/kWh	271.77	293.24		7.90%
	Municipal: Low Voltage <80 Amp (MUN2)					
	Fixed Charge per month - -	R/POS/m				
	Energy Rate (c/kWh)	c/kWh	247.03	266.55		7.90%
	Municipal: Low Voltage >80 Amp (MUN3)					
	Fixed Charge per month - -	R/POS/m				
	Maximum Demand Charge (R/kVA)		335.2	361.68		7.90%
	Energy Rate (c/kWh)	c/kWh	113.23	122.18		7.90%
	6. Non Profit Organisations					
	Non Profit Organisations : Single Phase 20 Amp Prepaid (NPO1)					
	Fixed Charge per month - -					
	Energy Rate (c/kWh)		272.51	294.04		7.90%
	Non Profit Organisations : Low Voltage Max 60 Amp Prepaid SARS Approved (NPO2)					
	Fixed Charge per month - -	R/POS/m				
	Energy Rate (c/kWh)	c/kWh	261.44	282.09		7.90%
	7. Sport					
	Sport: Low All Consumers (<80A) and Prepaid (SPO1)					
	Fixed Charge per month - -	R/POS/m				
	Energy Rate (c/kWh)	c/kWh	231.62	249.92		7.90%
	Sport: High Consumers (>80A) Maximum Demand (SPO2)					
	Fixed Charge per month - -	R/POS/m				
	Notified Maximum Demand Charge (R/kVA)	R/kVA/m				
	Maximum Demand Charge (R/kVA)	R/kVA/m	334.08	360.47		7.90%
	Energy Rate (c/kWh)	c/kWh	106	114.37		7.90%
	8. Time-of-Use					
	Time of Use (Low Voltage>80Amp and for generation for own use) TOU1					
	Fixed Charge per month	R/POS/m	4 263.65	4 600.48		7.90%
	Maximum Demand Charge (R/kVA)	R/kVA/m	57.8	62.37		
	Access Charge (R/kVA)	R/kVA/m	57.8	62.37		7.91%
	Low Season					
	Peak Energy (c/kWh)	c/kWh	189.1	204.04		7.90%
	Standard Energy (c/kWh)	c/kWh	124.61	134.45		7.90%
	Off-peak Energy (c/kWh)	c/kWh	93.45	100.83		7.90%
	Reactive Energy (c/kVArh) -	c/kvarh				
	Hi-Season					
	Peak Energy (c/kWh)	c/kWh	592.98	639.83		7.90%
	Standard Energy (c/kWh)	c/kWh	177.97	192.03		7.90%
	Off-peak Energy (c/kWh)	c/kWh	104.56	112.82		7.90%
	Reactive Energy (c/kVArh)	c/kvarh	24.73	26.68		7.89%
	Time of Use (Medium Voltage and for generation for own use) TOU2					
	Fixed Charge per month	R/POS/m	8 070.53	8 708.10		
	Maximum Demand Charge (R/kVA)	R/kVA/m	58.75	63.39		7.90%
	Access Demand Charge (R/kVA)	R/kVA/m	55.87	60.28		7.89%
	Low Season					
	Peak Energy (c/kWh)	c/kWh	183.35	197.83		7.90%
	Standard Energy (c/kWh)	c/kWh	119.93	129.4		7.90%
	Off-peak Energy (c/kWh)	c/kWh	89.89	96.99		7.90%
	Reactive Energy (c/kVArh) -	c/kvarh				
	Hi-Season					
	Peak Energy (c/kWh)	c/kWh	605.66	653.51		7.90%
	Standard Energy (c/kWh)	c/kWh	172.05	185.64		7.90%
	Off-peak Energy (c/kWh)	c/kWh	101.13	109.12		7.90%
	Reactive Energy (c/kVArh)	c/kvarh	25.98	28.03		7.89%
	9. External Wheeling					
	Customer received power at low voltage (<400V) in c/kWh	c/kWh	25.95	28.00		7.90%
	Customer received power at medium voltage (>400V) in c/kWh	c/kWh	22.48	24.26		7.92%
	12.Availability Fees (Per Annum)					
	Availability		3 580.74	3863.62		7.90%
	SMALL SCALE EMBEDDED GENERATION FEED-IN (SSEG)					
	Export					
	Reading cost R/pm		96.34	103.95		7.90%
	Low Season					
	Peak c/kWh	c/kWh	126.02	135.98		7.90%
	Standard c/kWh	c/kWh	86.72	93.57		7.90%
	Off Peak c/kWh	c/kWh	55.02	59.37		7.91%
	High Season -					
	Peak c/kWh	c/kWh	386.34	416.86		7.90%
	Standard c/kWh	c/kWh	117.05	126.3		7.90%
	Off Peak c/kWh	c/kWh	63.56	68.58		7.90%

Table 15 purpose of calculations and assessment the 2021/2022 consumptions details.

Table 16 shows the 2022/2023 tariff charges for

Table 15

STELLENBOSCH		CHARGES APPLICABLE FOR ALL MONTHS OF THE YEAR									HIGH SEASON CHARGES				LOW SEASON CHARGES		
year	30/06/2021	2021/2022 TARIFF RATES									Months in year.		3.000		Months in year.		9.000
TARIFF CHARGES	347	Customer service	Basic	Access	MD (aLL hours)	ALL Energy	Block 1 kWh	Block 2 kWh	Block 3 kWh	Block 4 kWh	Energy Peak	Energy Standard	Energy Off-Peak	Reactive energy	Energy Peak	Energy Standard	Energy Off-Peak
TARIFF NAME	TARIFF CODE	R/cust/m	R/POS/m	R/kVA/m	R/kVA/m	R/ kWh	50.000	300.000	600.000	>600	c/kWh	c/kWh	c/kWh	c/kvarh	c/kWh	c/kWh	c/kWh
Domestic: Life Line PP			R -					R 1.6991	R 2.5324	R 2.9133							
Domestic: Regular PP 20 Amp			R -				R 1.3601	R 1.7495	R 2.4604	R 2.8932							
Domestic: Regular PP <600 kWh/m			R -				R 1.3601	R 1.7495	R 2.4604	R 2.8932							
Domestic: Regular PP >600 kWh/m			R 186.20				R 1.3578	R 1.7417	R 2.4571	R 2.8934							
Domestic: Regular 60 Amp 1 & 3 ph			R 229.69				R 1.3578	R 1.7417	R 2.4571	R 2.8934							
Domestic: Renew able Energy (DOM5) SSEG w ith export			R 229.69				R 1.3578	R 1.7417	R 2.4571	R 2.8934							
Commercial: Life Line20 Amp PP			R -			R 2.9404											
Commercial: Low 40 Amp 1 & 3 ph PP			R 230.17			R 2.3611											
Commercial: Regular PP 80 Amp 1 & 3 ph			R 394.14			R 2.8014											
Commercial: Credit meters 80 Amps 1 & 3 ph			R 425.86			R 2.6002											
Commercial: Regular PP 80 Amp 1 & 3 ph			R 425.86			R 2.6002											
Commercial: Renew able Energy (COM5) SSEG			R 425.86			R 2.6002											
Agricultural: Regular 80Amp 3 phase			R 467.03			R 2.8422											
AGRICULTURAL: Renew able Energy (AGRI 1.1) ow n use & export			R 467.03			R 2.8422											
Large Pow er: Low Voltage > 80 Amp			R 2 407.46	R 58.75	R 326.27	R 1.2839											
Large Pow er: Low Voltage > 80 Amp SSEG			R 2 407.46	R 58.75	R 326.27	R 1.2839											
Industrial: Medium Voltage (IND2)			R 4 564.69	R 58.75	R 323.86	R 1.2666											
Industrial Medium Voltage (IND 2.1): SSEG			R 4 564.69	R 57.82	R 323.86	R 1.2666											
Municipal: Street and Traffic lights (MUN1)			R -			R 2.9324											
Municipal: Low Voltage <80 Amp (MUN2)			R -			R 2.6655											
Municipal: Low Voltage >80 Amp (MUN3)			R -		R 361.68	R 1.2218											
NPA : Single Phase 20 Amp Prepaid (NPO1)			R -			R 2.9404											
NPA : LV > 60 Amp PP SARS Approved (NPO2)			R -			R 2.8209											
Sport: Low All Consumers (<80A) and Prepaid (SPO1)			R -			R 2.4992											
Sport: High Consumers (>80A) Maximum Demand (SPO2)			R -	R -	R 360.47	R 1.1437											
Time of Use (Low Voltage>80Amp) TOU1			R 4 600.48	R 62.37	R 62.37						R 6.3983	R 1.9203	R 1.1282	0.2668	R 2.0404	R 1.3445	R 1.0083
Time of Use (Low Voltage>80Amp) TOU1 SSEG			R 4 600.48	R 62.37	R 62.37						R 6.3983	R 1.9203	R 1.1282	0.2668	R 2.0404	R 1.3445	R 1.0083
Time of Use (Medium Voltage) TOU2			R 8 708.10	R 63.39	R 60.28						R 6.5351	R 1.8564	R 1.0912	0.2668	R 1.9783	R 1.2940	R 0.9699
Time of Use (Medium Voltage) TOU2 SSEG			R 60.28	R 63.39	R 60.28						R 6.5351	R 1.8564	R 1.0912	0.2668	R 1.9783	R 1.2940	R 0.9699
Wheeling at low voltage (<400V) in c/kWh						R 0.2800											
Wheeling at medium voltage (>400V) in c/kWh						R 0.2426											
Availability			R 321.97														
SMALL SCALE EMBEDDED GENERATION FEED-IN (SSEG)			R 103.95								R 4.1686	R 1.2630	R 0.6858		R 1.3598	R 0.9357	R 0.5937

Table 16

STELLENBOSCH		QUANTITIES CHARGEBLE FOR ALL MONTHS OF THE YEAR									HIGH SEASON QUANTITIES				LOW SEASON QUANTITIES		
CONSUMPTION		Number of customers	Number of POD's	Highest MD in year	Σ MDs all hours / 12	ALL Energy	Block 1 kWh	Block 2 kWh	Block 3 kWh	Block 4 kWh	Energy Peak	Energy Standard	Energy Off-Peak	ReAdtive energy	Energy Peak	Energy Standard	Energy Off-Peak
TARIFF NAME	TARIFF CODE	POD's		kVA	kVA	kWh	kWh	kWh	kWh	kWh	kWh	kWh	kWh	kvarh	kWh	kWh	kWh
Domestic: Life Line PP	0		**10 701**			33 359 458	**12 816 400**	**13 533 639**	**5 494 058**	**1 515 362**							
Domestic: Regular PP 20 Amp	0		**11 121**			40 468 593	**6 571 092**	**23 774 391**	**8 356 186**	**1 766 924**							
Domestic: Regular PP <600 kWh/m	0																
Domestic: Regular PP >600 kWh/m	0		**1 987**			23 653 580	**1 191 318**	**5 859 619**	**6 345 424**	**10 257 220**							
Domestic: Regular 60 Amp 1 & 3 ph	0		3 607			32 110 919	2 164 150	10 820 750	11 686 410	7 439 609							
Domestic: Renew able Energy (DOM5) SSEG w ith export	0		13			195 677	8 050	48 300	48 300	91 027							
Commercial: Life Line20 Amp PP	0		**30**			102 816											
Commercial: Low 40 Amp 1 & 3 ph PP	0		**8**			106 210											
Commercial: Regular PP 80 Amp 1 & 3 ph	0		**717**			11 732 617											
Commercial: Credit meters 80 Amps 1 & 3 ph	0		536			10 740 564											
Commercial: Regular PP 80 Amp 1 & 3 ph	-																
Commercial: Renew able Energy (COM5) SSEG	-		7			203 296											
Agricultural: Regular 80Amp 3 phase	-		**42**			1 774 877											
AGRICULTURAL: Renew able Energy (AGRI 1.1) ow n use & expo	-		3			136 151											
Large Power: Low Voltage > 80 Amp	-		185	26 675	89 020	23 892 434											
Large Power: Low Voltage > 80 Amp SSEG	-		3	277	741	139 300											
Industrial: Medium Voltage (IND2)	-		18	13 479	47 128	**16 141 289**											
Industrial Medium Voltage (IND 2.1): SSEG	-																
Municipal: Street and Traffic lights (MUN1)	0		15			3 197 371											
Municipal: Low Voltage <80 Amp (MUN2)	0		50			681 511											
Municipal: Low Voltage >80 Amp (MUN3)	0		21		30 248	12 160 593											
NPA : Single Phase 20 Amp Prepaid (NPO1)	0		**2**			2 154											
NPA : LV > 60 Amp PP SARS Approved (NPO2)	0		**4**			23 779											
Sport: Low All Consumers (<80A) and Prepaid (SPO1)	0		***14***			56 437											
Sport: High Consumers (>80A) Maximum Demand (SPO2)	0		4		489	365 035											
Time of Use (Low Voltage>80Amp) TOU1	0		134	32 106	153 469	43 319 203	45 258 666				1 906 992	4 931 883	4 120 361	1 939 463	5 504 910	14 612 071	12 242 986
Time of Use (Low Voltage>80Amp) TOU1 SSEG	0		6	2 418	7 202	1 503 183	1 551 548				45 732	73 161	141 927	48 365	259 582	442 785	539 996
Time of Use (Medium Voltage) TOU2	0		35	41 034	325 355	**112 898 133**	114 412 528				4 396 072	10 988 721	11 226 573	1 514 395	14 070 352	36 159 728	36 056 687
Time of Use (Medium Voltage) TOU2 SSEG			2	3 807	9 515	2 555 032	2 742 739				97 285	172 548	363 143	187 707	349 077	570 028	1 002 951
Wheeling at low voltage (<400V) in c/kWh																	
Wheeling at medium voltage (>400V) in c/kWh																	
Availability			162														
SMALL SCALE EMBEDDED GENERATION FEED-IN (SSEG)			31			(984 190)					(27 598)	(230 027)	(99 960)		(28 118)	(371 381)	(227 106)
371 520 213	0.26%		29 457	119 795	663 167	370 536 024	186 716 491	54 036 699	31 930 378	21 070 142	- 6 418 483	15 936 286	15 752 044	3 689 938	20 155 803	51 413 231	49 615 514

Table 17 shows the 2021/2022 actual revenue from the sales reports.

Table 17

STELLENBOSCH		REVENUES FROM CHARGES APPLICABLE ALL MONTHS OF THE YEAR				
ACTUAL REVENUE		Customer service	Basic	Access	Σ MDs all hours	ALL Energy
TARIFF NAME	TARIFF CODE	R/year	R/year	R/year	R/year	R/year
Domestic: Life Line PP	0					**35 949 322**
Domestic: Regular PP 20 Amp	0					**70 618 111**
Domestic: Regular PP <600 kWh/m	0					
Domestic: Regular PP >600 kWh/m	0		**4 159 258**			**52 985 714**
Domestic: Regular 60 Amp 1 & 3 ph	0		9 473 114			67 404 716
Domestic: Renewable Energy (DOM5) SSEG with export	0		*53 686*			462 209
Commercial: Life Line20 Amp PP	0		**584**			**279 964**
Commercial: Low 40 Amp 1 & 3 ph PP	0		**31 138**			**232 322**
Commercial: Regular PP 80 Amp 1 & 3 ph	0		**4 100 648**			**30 456 717**
Commercial: Credit meters 80 Amps 1 & 3 ph	0		3 404 689			25 845 740
Commercial: Regular PP 80 Amp 1 & 3 ph	0					
Commercial: Renewable Energy (COM 5) SSEG	0		*52 708*			491 874
Agricultural: Regular 80Amp 3 phase	0		**319 271**			**4 660 650**
AGRICULTURAL: Renewable Energy (AGRI 1.1) own use & expo	0		*19 050*			358 635
Large Power: Low Voltage > 80 Amp	0		5 147 378	17 429 282	26 975 622	28 416 908
Large Power: Low Voltage > 80 Amp SSEG	0		*74 417*	181 210	224 064	165 753
Industrial: Medium Voltage (IND2)	0		1 015 315	8 667 915	14 145 469	18 948 258
Industrial Medium Voltage (IND 2.1): SSEG	0					
Municipal: Street and Traffic lights (MUN1)	0		-			8 689 435
Municipal: Low Voltage <80 Amp (MUN2)	0		-		-	1 669 749
Municipal: Low Voltage >80 Amp (MUN3)	0		-		10 139 130	13 769 424
NPA : Single Phase 20 Amp Prepaid (NPO1)	0		**-**			**5 861**
NPA : LV > 60 Amp PP SARS Approved (NPO2)	0		**-**			**62 109**
Sport: Low All Consumers (<80A) and Prepaid (SPO1)	0		**-**			***130 593***
Sport: High Consumers (>80A) Maximum Demand (SPO2)	0		-		147 668	385 024
Time of Use (Low Voltage>80Amp) TOU1	0		7 397 433	22 268 606	8 870 682	63 563 811
Time of Use (Low Voltage>80Amp) TOU1 SSEG	0		294 192	1 677 240	416 276	2 375 559
Time of Use (Medium Voltage) TOU2	0		3 486 469	27 510 500	19 114 606	159 866 543
Time of Use (Medium Voltage) TOU2 SSEG	0		290 539	2 552 365	559 006	3 477 136
Wheeling at low voltage (<400V) in c/kWh	0					
Wheeling at medium voltage (>400V) in c/kWh	0					
Availability	0		627 516			
SMALL SCALE EMBEDDED GENERATION FEED-IN (SSEG)	0					
792 316 349	792 400 888	0.0%	39 947 407	80 287 117	80 592 522	591 272 138

Table 18 shows the 2021/2022 consumptions statistics.

Table 18

STELLENBOSCH		CONSUMPTION STATISTICS FOR CHARGES APPLICABLE FOR ALL MONTHS OF THE YEAR					
CONSUMPTION STATISTICS		**POD's /**	**MD-kVA/Cust**	**LF (annual)**	**LF (ave month)**	**Ave consump.**	**%1 st block energy Vs total energy**
TARIFF NAME	**TARIFF CODE**	**Ratio**	**%**	**%**	**%**	**kWh/cust/m**	**%**
Domestic: Life Line PP	0		-			259.8	38%
Domestic: Regular PP 20 Amp	0		-			303.2	16%
Domestic: Regular PP <600 kWh/m	0		#DIV/0!			#DIV/0!	
Domestic: Regular PP >600 kWh/m	0		-			992.1	5%
Domestic: Regular 60 Amp 1 & 3 ph	0		-			741.9	7%
Domestic: Renewable Energy (DOM5) SSEG with export	0		-			1 215.4	4%
Commercial: Life Line20 Amp PP	0		-			284.8	0%
Commercial: Low 40 Amp 1 & 3 ph PP	0		-			1 106.4	0%
Commercial: Regular PP 80 Amp 1 & 3 ph	0		-			1 362.8	0%
Commercial: Credit meters 80 Amps 1 & 3 ph	0		-			1 671.4	0%
Commercial: Regular PP 80 Amp 1 & 3 ph	0		#DIV/0!			#DIV/0!	
Commercial: Renewable Energy (COM 5) SSEG	0		-			2 449.3	0%
Agricultural: Regular 80Amp 3 phase	0		-			3 514.6	0%
AGRICULTURAL: Renewable Energy (AGRI 1.1) own use & expo	0		-			3 782.0	0%
Large Power: Low Voltage > 80 Amp	0		144.19	10.22%	36.77%	10 762.4	0%
Large Power: Low Voltage > 80 Amp SSEG	0		104.00	5.73%	25.75%	4 353.1	0%
Industrial: Medium Voltage (IND2)	0		748.82	13.67%	46.92%	74 728.2	0%
Industrial Medium Voltage (IND 2.1): SSEG	0		#DIV/0!			#DIV/0!	
Municipal: Street and Traffic lights (MUN1)	0		-			17 862.4	0%
Municipal: Low Voltage <80 Amp (MUN2)	0		-			1 135.9	0%
Municipal: Low Voltage >80 Amp (MUN3)	0		-		55.07%	48 837.7	0%
NPA : Single Phase 20 Amp Prepaid (NPO1)	0		-			113.4	0%
NPA : LV > 60 Amp PP SARS Approved (NPO2)	0		-			516.9	0%
Sport: Low All Consumers (<80A) and Prepaid (SPO1)	0		-			348.4	0%
Sport: High Consumers (>80A) Maximum Demand (SPO2)	0		-		102.26%	7 604.9	0%
Time of Use (Low Voltage>80Amp) TOU1	0		238.85	15.40%	38.67%	26 856.3	104%
Time of Use (Low Voltage>80Amp) TOU1 SSEG	0		420.55	7.10%	28.59%	21 785.3	103%
Time of Use (Medium Voltage) TOU2	0		1 172.39	31.41%	47.53%	268 805.1	101%
Time of Use (Medium Voltage) TOU2 SSEG			1 903.50	7.66%	36.78%	106 459.7	107%
Wheeling at low voltage (<400V) in c/kWh			#DIV/0!			#DIV/0!	
Wheeling at medium voltage (>400V) in c/kWh			#DIV/0!			#DIV/0!	
Availability			-			-	
SMALL SCALE EMBEDDED GENERATION FEED-IN (SSEG)			-			(2 667.2)	0%
Total.			#DIV/0!	0	0		0.504

These figures all make sense and gives confidence to the sales data. Specifically the average consumption levels per consumer and the annual and monthly load factor of Bulk consumers.

Table 19

Table 19 shows the calculated revenue by multiplying the 2021/2022 consumption by the 2022/2023 tariffs.

STELLENBOSCH	30/06/2021	REVENUES FROM CHARGES APPLICABLE FOR ALL MONTHS OF THE YEAR										HIGH SEASON REVENUES			LOW SEASON REVENUES				
CALCULATED REVENUE		Customer servic	Basic	Access	MD (aLL hours)	ALL Energy	Block 1 kWh		Block 3 kWh	Other charges	-	Energy Peak	Energy Standard	Energy Off-Peak	Reactive energy	Energy Peak	Energy Standard	Energy TotaL	TotaL
TARIFF NAME	TARIFF CODE	R/year	R/year	R/year	R/year	R/year	R/year		R/year	?	R/year	Rand /season	Rand /season	Rand /season	Rand /season	Rand /season	Rand /season	Rand /season	R/year
Domestic: Life Line PP	0	-	-	-	-	-	-	22 995 006	13 913 152	4 414 704	-	-	-	-	-	-	-	-	41 322 861
Domestic: Regular PP 20 Amp	0	-	-	-	-	-	8 937 343	41 593 297	20 559 561	5 112 065	-	-	-	-	-	-	-	-	76 202 265
Domestic: Regular PP <600 kWh/m	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Domestic: Regular PP >600 kWh/m	0	-	4 439 194	-	-	-	1 617 571	10 205 699	15 591 341	29 678 239	-	-	-	-	-	-	-	-	61 532 045
Domestic: Regular 60 Amp 1 & 3 ph	0	-	9 941 672	-	-	-	2 938 483	18 846 500	28 714 678	21 525 765	-	-	-	-	-	-	-	-	81 967 098
Domestic: Renew able Energy (DOM5) SSEG w ith export	0	-	36 980	-	-	-	10 930	84 124	118 678	263 378	-	-	-	-	-	-	-	-	514 090
Commercial: Life Line20 Amp PP	0	-	-	-	-	302 319	-	-	-	-	-	-	-	-	-	-	-	-	302 319
Commercial: Low 40 Amp 1 & 3 ph PP	0	-	22 096	-	-	250 773	-	-	-	-	-	-	-	-	-	-	-	-	272 869
Commercial: Regular PP 80 Amp 1 & 3 ph	0	-	3 393 151	-	-	32 867 752	-	-	-	-	-	-	-	-	-	-	-	-	36 260 903
Commercial: Credit meters 80 Amps 1 & 3 ph	0	-	2 736 576	-	-	27 927 615	-	-	-	-	-	-	-	-	-	-	-	-	30 664 191
Commercial: Regular PP 80 Amp 1 & 3 ph	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Commercial: Renew able Energy (COM5) SSEG	0	-	35 346	-	-	528 610	-	-	-	-	-	-	-	-	-	-	-	-	563 957
Agricultural: Regular 80Amp 3 phase	0	-	235 850	-	-	5 044 557	-	-	-	-	-	-	-	-	-	-	-	-	5 280 407
AGRICULTURAL: Renew able Energy (AGRI 1.1) ow n use & expo	0	-	16 813	-	-	386 968	-	-	-	-	-	-	-	-	-	-	-	-	403 781
Large Pow er: Low Voltage > 80 Amp	0	-	5 344 561	18 805 699	29 044 555	30 675 496	-	-	-	-	-	-	-	-	-	-	-	-	83 870 311
Large Pow er: Low Voltage > 80 Amp SSEG	0	-	77 039	195 520	241 766	178 847	-	-	-	-	-	-	-	-	-	-	-	-	693 172
Industrial: Medium Voltage (IND2)	0	-	985 973	9 502 519	15 262 874	20 444 557	-	-	-	-	-	-	-	-	-	-	-	-	46 195 923
Industrial Medium Voltage (IND 2.1): SSEG	93 732 205	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Municipal: Street and Traffic lights (MUN1)	0	-	-	-	-	9 375 971	-	-	-	-	-	-	-	-	-	-	-	-	9 375 971
Municipal: Low Voltage <80 Amp (MUN2)	0	-	-	-	-	1 816 568	-	-	-	-	-	-	-	-	-	-	-	-	1 816 568
Municipal: Low Voltage >80 Amp (MUN3)	0	-	-	-	10 940 097	14 857 813	-	-	-	-	-	-	-	-	-	-	-	-	25 797 909
NPA : Single Phase 20 Amp Prepaid (NPO1)	0	-	-	-	-	6 335	-	-	-	-	-	-	-	-	-	-	-	-	6 335
NPA : LV > 60 Amp PP SARS Approved (NPO2)	0	-	-	-	-	67 079	-	-	-	-	-	-	-	-	-	-	-	-	67 079
Sport: Low All Consumers (<80A) and Prepaid (SPO1)	0	-	-	-	-	141 047	-	-	-	-	-	-	-	-	-	-	-	-	141 047
Sport: High Consumers (>80A) Maximum Demand (SPO2)	0	-	-	-	176 270	417 491	-	-	-	-	-	-	-	-	-	-	-	-	593 760
Time of Use (Low Voltage>80Amp) TOU1	0	-	7 420 574	24 029 290	9 571 862	-	-	-	-	-	-	12 201 507	9 470 695	4 648 591	517 449	11 232 218	19 645 929	12 344 603	111 082 718
Time of Use (Low Voltage>80Amp) TOU1 SSEG	0	-	317 433	1 809 853	449 189	-	-	-	-	-	-	292 607	140 491	160 122	12 904	529 651	595 324	544 478	4 852 052
Time of Use (Medium Voltage) TOU2	0	-	3 657 402	31 213 363	19 612 399	-	-	-	-	-	-	28 728 770	20 399 462	12 250 436	404 041	27 835 377	46 790 688	34 971 381	225 863 319
Time of Use (Medium Voltage) TOU2 SSEG	0	-	1 447	2 895 909	573 564	-	-	-	-	-	-	635 767	320 318	396 262	50 080	690 579	737 616	972 762	7 274 304
Wheeling at low voltage (<400V) in c/kWh	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Wheeling at medium voltage (>400V) in c/kWh	0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Availability	0	-	627 516	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	627 516
SMALL SCALE EMBEDDED GENERATION FEED-IN (SSEG)	0	-	38 358	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	38 358
792 316 349	7.7%	#####	39 327 983	88 452 152	85 872 576	145 289 796	13 504 327	93 724 626	78 897 410	60 994 150	-	41 858 651	30 330 966	17 455 411	984 473	40 287 826	67 769 558	48 833 224	853 583 128

Table 20 shows an analysis of the newly calculated revenue compared with the actual revenue.

Table 20

1	CALCULATED REVENUE	Energy Peak	TOTAL	Actual: Reference		
1	TARIFF NAME	Rand /season	R/year	Total	Difference	% Diff
1	Domestic: Life Line PP	-	41 322 861	35 949 322	5 373 539	14.9%
1	Domestic: Regular PP 20 Amp	-	76 202 265	70 618 111	5 584 153	7.9%
1	Domestic: Regular PP <600 kWh/m	-	-	-	-	#DIV/0!
1	Domestic: Regular PP >600 kWh/m	-	61 532 045	57 144 972	4 387 073	7.7%
1	Domestic: Regular 60 Amp 1 & 3 ph	-	81 967 098	76 877 830	5 089 268	6.6%
1	Domestic: Renew able Energy (DOM5) SSEG w ith export	-	514 090	515 895	-1 805	-0.3%
1	Commercial: Life Line20 Amp PP	-	302 319	280 548	21 771	7.8%
1	Commercial: Low 40 Amp 1 & 3 ph PP	-	272 869	263 460	9 409	3.6%
1	Commercial: Regular PP 80 Amp 1 & 3 ph	-	36 260 903	34 557 365	1 703 538	4.9%
1	Commercial: Credit meters 80 Amps 1 & 3 ph	-	30 664 191	29 250 429	1 413 762	4.8%
1	Commercial: Regular PP 80 Amp 1 & 3 ph	-	-	-	-	#DIV/0!
1	Commercial: Renew able Energy (COM 5) SSEG	-	563 957	544 582	19 374	3.6%
1	Agricultural: Regular 80Amp 3 phase	-	5 280 407	4 979 921	300 486	6.0%
1	AGRICULTURAL: Renew able Energy (AGRI 1.1) ow n use & expo	-	403 781	377 686	26 096	6.9%
1	Large Pow er: Low Voltage > 80 Amp	-	83 870 311	77 969 190	5 901 121	7.6%
1	Large Pow er: Low Voltage > 80 Amp SSEG	-	693 172	645 443	47 729	7.4%
1	Industrial: Medium Voltage (IND2)	-	46 195 923	42 776 957	3 418 965	8.0%
1	Industrial Medium Voltage (IND 2.1): SSEG	-	-	-	-	#DIV/0!
1	Municipal: Street and Traffic lights (MUN1)	-	9 375 971	8 689 435	686 535	7.9%
1	Municipal: Low Voltage <80 Amp (MUN2)	-	1 816 568	1 669 749	146 819	8.8%
1	Municipal: Low Voltage >80 Amp (MUN3)	-	25 797 909	23 908 554	1 889 355	7.9%
1	NPA : Single Phase 20 Amp Prepaid (NPO1)	-	6 335	5 861	474	8.1%
1	NPA : LV > 60 Amp PP SARS Approved (NPO2)	-	67 079	62 109	4 970	8.0%
1	Sport: Low All Consumers (<80A) and Prepaid (SPO1)	-	141 047	130 593	10 454	8.0%
1	Sport: High Consumers (>80A) Maximum Demand (SPO2)	-	593 760	532 692	61 068	11.5%
1	Time of Use (Low Voltage>80Amp) TOU1	11 232 218	111 082 718	102 425 426	8 657 293	8.5%
1	Time of Use (Low Voltage>80Amp) TOU1 SSEG	529 651	4 852 052	4 763 267	88 785	1.9%
1	Time of Use (Medium Voltage) TOU2	27 835 377	225 863 319	210 092 780	15 770 540	7.5%
1	Time of Use (Medium Voltage) TOU2 SSEG	690 579	7 274 304	6 936 378	337 927	4.9%
1	Wheeling at low voltage (<400V) in c/kWh	-	-	-	-	#DIV/0!
1	Wheeling at medium voltage (>400V) in c/kWh	-	-	-	-	#DIV/0!
1	Availability	-	24 269 495	24 269 495	-	0.0%
1	SMALL SCALE EMBEDDED GENERATION FEED-IN (SSEG)	-	38 358	(29 554)	67 912	-229.8%
1	815 958 328	40 287 826	877 225 107	816 208 496	61 016 611	**7.48%**

It shows an increase of 7.7% which is very close to the average price increase of 7.47%. This gives high confidence in accuracy of the data.

8. NETWORK LOSSES.

The losses in the network are required in various instances. The first step is to determine the amount of energy flowing through each of the networks for each representative load profile. This is done by obtaining the kWh from each customer category from the actual consumption table and allocating it to the relevant point on the network. The result is shown in Table 21.

Table 21

S00	0	0	0	0	0	0	0	0	0				0
S01	0	0	0	0	0	0	0	0	0				0
S02	0	0	0	0	0	0	0	0	0				0
S03	0	0	0	0	0	0	0	0	0				0
S04	129 039 422	0	0	0	0	0	0	0	0				129 039 422
S05		67 211 637	0	0	0	0	0	0	0				67 211 637
S06	0	0	12 842 104	1 911 028	22 682 206	55 764 499	25 934	421 472	73 828 052	4 596 488	-984 190	3 197 371	174 284 965
S07	0	0	0	0	0	0	0	0	0				0
S08	0	0	0	0	0	0	0	0	0				0
S09	0	0	0	0	0	0	0	0	0				0
	129 039 422	67 211 637	12 842 104	1 911 028	22 682 206	55 764 500	25 934	421 472	73 828 052	4 596 488	-984 190	3 197 371	370 536 024
												Bulk	392 350 191
												Difference	5.56%
													370 536 024
													-21 814 167

The next step in the process, to calculate the losses of every network component, is as follows:

- An estimate is made about the loss % for every network component. This is done by considering the impedances of individual network components, the numbers involved and the loads flowing through it.
- The total infeed loads are then added to the relevant losses for every network through which it flows and are then added to the loads through all other networks to yield the total load.
- The initial estimated loss factors are then modified until the total load, as calculated, is equal to the total load supplied in bulk.

The resultant calculations are shown in Table 22 and Table 22.

Table 22

Input at each network.	
Supply position	kWh/y
S0	0
S1	0
S2	0
S3	0
S4	129 039 422
S5	67 211 637
S6	174 284 965
S7	0
S8	0
S9	0
	370 536 024

Through Network	Grand Total
TOTAL	392 350 191
NL0	392 350 191
NL1	392 350 191
NL2	392 350 191
NL3	388 531 515
NL4	382 269 630
NL5	248 348 430
NL6	174 284 965
NL7	0
NL8	0
NL9	0

COMPARISONS

Supply position	Grand Total
Bulk Purchases	392350191
Total calculated	392350191
Difference	-
% Difference	0.00%
Total losses	5.56%
Adjust losses to balance grand totals	

It is important to note that the losses refer to all losses from the Eskom infeed points right down to the customers connected on the LV network and include non-technical losses.

Table 23

STELLENBOSCH				
NETWORK LOSSES				
Supply position	Per Network Estimate	Per Network Adjusted	Network Point	Total at Supply Point
N0			S0	0.00%
N1	0.00%	0.00%	S1	0.00%
N2	0.00%	0.00%	S2	0.00%
N3	1.50%	0.98%	S3	0.98%
N4	2.50%	1.64%	S4	2.64%
N5	3.00%	1.97%	S5	4.65%
N6	6.00%	3.93%	S6	8.77%
N7	0.00%	0.00%	S6	8.77%
		Total losses		5.56%

These load loss factors will be used in calculating the costs per tariff cost category.

9. BULK SUPPLY ANALYSIS.

Stellenbosch buys all its power from:

- Eskom at 3 x 66 kV points at: Franschhoek, Cloetesville and Stellenbosch.
- Drakenstein at 3 x 11 kV points: FRG, Riversmeet and Victor Verster.

All points are charged at Eskom Megaflex.

These actual kWh and Rand values are summarised to represent the total purchase costs for Stellenbosch from Drakenstein in **Table 24** and Eskom in **Table 25**.

Table 24

STELLENBOSCH MUNICIPALITY		2021-07-01	2021-08-01	2021-09-01	2021-10-01		2021-12-01	2022-01-01	2022-02-01	2022-03-01	2022-04-01	2022-05-01	2022-06-01	Total
Period	Meter number	Consumption	Consumption	Consumption	Consumption	Consumption	Consumption	Consumption	Consumption	Consumption	Consumption	Consumption	Consumption	Consumption
	FRG													
01/07-01/08	OP17140014	583 820	617 010	538 370	591 790		697 020	836 230	780 020	849 720	741 520	714 270	552 570	**7 502 340**
31	PP17140014	226 650	223 580	205 000	212 350		246 720	263 220	259 270	287 340	227 400	230 260	206 390	**2 588 180**
	SP17140014	571 640	569 950	515 590	569 800		626 290	686 500	677 730	744 920	612 880	592 330	512 640	**6 680 270**
	Total kWh	1 382 110	1 410 540	1 258 960	1 373 940	1392310	1 570 030	1 785 950	1 717 020	1 881 980	1 581 800	1 536 860	1 271 600	**18 163 100**
	RA17140014	241 840	242 750	195 030	232 060		272 080	353 910	406 650	354 850	0	0	200 200	**2 499 370**
	KVA	2 663.70	2 649	2 530	2 880		3 304	3 342	3 516	3 435	3 182	3 015	2 943	**33 460**
	NMD	4 000	4 000	4 000	4 000		4 000	4 000	4 000	4 000	4 000	4 000	4 000	**44 000**
	RIVERSMEET													
31	OP17190028	515 060	494 110	434 570	450 950		474 090	586 600	544 300	544 280	456 340	459 620	420 410	**5 380 330**
	PP17190028	226 650	228 290	201 000	169 360		193 230	203 220	217 280	230 800	198 370	205 310	205 720	**2 279 230**
	SP17190028	571 640	466 530	370 790	378 060		424 080	455 070	468 050	514 920	424 210	436 830	416 420	**4 926 600**
	Total kWh	1 313 350	1 188 930	1 006 360	998 370	989550	1 091 400	1 244 890	1 229 630	1 290 000	1 078 920	1 101 760	1 042 550	**13 575 710**
	RA17190028	241 840	360 120	343 790	379 070		476 720	525 950	508 340	58 070	0	0	306 190	**3 200 090**
	KVA	2 663.70	2 758	2 641	2 530		2 770	2 952	3 034	3 112	2 821	2 707	3 225	**31 214**
	NMD	4 000	4 000	4 000	4 000		4 000	4 000	4 000	4 000	4 000	4 000	4 000	**44 000**
	VICTOR VERSTEL	2021-07-01	2021-08-01	2021-09-01	2021-10-01	1900-01-00	2021-12-01	2022-01-01	2022-02-01	2022-03-01	2022-04-01	2022-05-01	2022-06-01	Total
31	OP17240018	53 967	55 734	49 490	57 974		63 498	76 044	56 098	58 422	49 706	50 200	46 057	**617 190**
	PP17240018	226 650	23 933	25 633	24 029		30 368	27 734	23 041	23 534	21 413	21 798	21 988	**470 121**
	SP17240018	571 640	52 136	53 909	63 240		73 399	67 833	52 742	54 900	47 579	46 746	45 122	**1 129 246**
	Total kWh	852 257	131 803	129 032	145 243	131208	167 265	171 611	131 881	136 856	118 698	118 744	113 167	**2 347 765**
	RA17240018	241 840	57 951	129 032	74 601		87 906	86 353	76 328	75 004	0	0	45 832	**874 847**
	KVA	2 663.70	378	376	431		433	403	357	366	336	300	387	**6 431**
	NMD	4 000	1 000	1 000	1 000		1 000	1 000	1 000	1 000	1 000	1 000	1 000	**14 000**
Approval Date														
Date received														
	Grand Total													
	OP17240018	1 152 847	1 166 854	1 022 430	1 100 714	0	1 234 608	1 498 874	1 380 418	1 452 422	1 247 566	1 224 090	1 019 037	13 499 860
	PP17240018	679 950	475 803	431 633	405 739	0	470 318	494 174	499 591	541 674	447 183	457 368	434 098	5 337 531
	SP17240018	1 714 920	1 088 616	940 289	1 011 100	0	1 123 769	1 209 403	1 198 522	1 314 740	1 084 669	1 075 906	974 182	12 736 116
	Total kWh	3 547 717	2 731 273	2 394 352	2 517 553	2 513 068	2 828 695	3 202 451	3 078 531	3 308 836	2 779 418	2 757 364	2 427 317	**34 086 575**
	RA17240018	725 520	660 821	667 852	685 731	0	836 706	966 213	991 318	487 924	0	0	552 222	6 574 307
	KVA	7 991	5 785	5 548	5 842	0	6 507	6 697	6 906	6 913	6 339	6 022	6 555	71 105
	NMD	12 000	9 000	9 000	9 000	0	9 000	9 000	9 000	9 000	9 000	9 000	9 000	102 000

		2021-07-01	2021-08-01	2021-09-01	2021-10-01	1900-01-00	2021-12-01	2022-01-01	2022-02-01	2022-03-01	2022-04-01	2022-05-01	2022-06-01	Total
Description	**Tariff Charge**	**Amount**	**Amount**	**Amount**	**Amount**	**Amount**	**Amount**	**Amount**	**Amount**	**Amount**	**Amount**	**Amount**	**Amount**	**Amount**
Admin Charge	125.02	3 876	3 876	3 751	3 876		3 876	3 876	3 501	3 876	3 751	3 876	3 751	**41 882**
TX Network Capacity Charge NMD	22.2600	89 040	89 040	89 040	89 040		89 040	89 040	89 040	89 040	89 040	89 040	89 040	**979 440**
Network Capacity Charge NMD	11.4400	45 760	45 760	45 760	45 760		45 760	45 760	45 760	45 760	45 760	45 760	45 760	**503 360**
Network Demand Charge	42.2100	112 435	111 802	106 804	121 582		139 466	141 053	148 389	144 996	134 300	127 263	124 237	**1 412 325**
Urban Low Voltage Subsidy NMD	-	0	0	0	0		0	0	0	0	0	0	0	**0**
Ancillary Service Charge	0.0055	7 602	7 758	6 924	7 557		8 635	9 823	9 444	10 351	8 700	8 453	6 994	**92 239**
HS Standard Charge	1.3427	767 541	765 272	513 064	567 008		623 221	683 136	674 409	741 270	609 877	589 428	688 322	**7 222 547**
HS Peak Charge	4.4327	1 004 671	991 063	296 389	307 016		356 708	380 563	374 853	415 436	328 775	332 910	914 865	**5 703 249**
HS Off Peak Charge	0.7293	425 780	449 985	339 765	373 479		439 889	527 745	492 271	536 258	467 973	450 776	402 989	**4 906 911**
Electrification @ Rural Subsidy	0.1080	149 268	152 338	135 968	148 386		169 563	192 883	185 438	203 254	170 834	165 981	137 333	**1 811 245**
Service Charge	277.35	8 598	8 598	8 321	8 598		8 598	8 598	7 766	8 598	8 321	8 598	8 321	**92 912**
Reactive Power Charge HS	0.1951	47 183	47 361	0	0		0	0	0	0	0	0	39 059	**133 603**
		2 661 753	2 672 852	1 545 785	1 672 300	-	1 884 756	2 082 476	2 030 870	2 198 838	1 867 330	1 822 084	2 460 669	22 899 713
		Amount	**Amount**	**Amount**	**Amount**	**Amount**	**Amount**	**Amount**	**Amount**	**Amount**	**Amount**	**Amount**	**Amount**	**Amount**
Admin Charge	125.02	3 876	3 876	3 751	3 876		3 876	3 876	3 501	3 876	3 751	3 876	3 751	**41 882**
TX Network Capacity Charge NMD	22.2600	89 040	89 040	89 040	89 040		89 040	89 040	89 040	89 040	89 040	89 040	89 040	**979 440**
Network Capacity Charge NMD	11.4400	45 760	45 760	45 760	45 760		45 760	45 760	45 760	45 760	45 760	45 760	45 760	**503 360**
Network Demand Charge	42.2100	118 568	116 411	111 468	106 804		116 909	124 612	128 065	131 349	119 091	114 271	136 123	**1 323 672**
Urban Low Voltage Subsidy NMD	-	0	0	0	0		0	0	0	0	0	0	0	**0**
Ancillary Service Charge	0.0055	7 099	6 539	5 535	5 491		6 003	6 847	6 763	7 095	5 934	6 060	5 734	**69 099**
HS Standard Charge	1.3427	710 651	626 410	368 973	376 208		422 002	452 840	465 757	512 397	422 131	434 690	559 127	**5 351 185**
HS Peak Charge	4.4327	1 091 818	1 011 941	290 606	244 861		279 372	293 815	314 143	333 691	286 803	296 837	911 895	**5 355 783**
HS Off Peak Charge	0.7293	375 633	360 354	274 257	284 595		299 198	370 203	343 508	343 495	287 996	290 066	306 605	**3 535 911**
Electrification @ Rural Subsidy	0.1080	139 389	128 404	108 687	107 824		117 871	134 448	132 800	139 320	116 523	118 990	112 595	**1 356 853**
Service Charge	-	0	0	0	0		0	0	0	0	0	0	0	**0**
Reactive Power Charge HS	0.1951	74 156	70 259	0	0		0	0	0	0	0	0	59 738	**204 153**
		2 655 989	2 458 995	1 298 077	1 264 457	-	1 380 031	1 521 442	1 529 336	1 606 022	1 377 030	1 399 589	2 230 368	18 721 337
		Amount	**Amount**	**Amount**	**Amount**	**Amount**	**Amount**	**Amount**	**Amount**	**Amount**	**Amount**	**Amount**	**Amount**	**Amount**
Admin Charge	125.02	3 876	3 876	3 751	3 876		3 876	3 876	3 501	3 876	3 751	3 876	3 751	**41 882**
TX Network Capacity Charge NMD	22.2600	22 260	22 260	22 260	22 260		22 260	22 260	22 260	22 260	22 260	22 260	22 260	**244 860**
Network Capacity Charge NMD	11.4400	11 440	11 440	11 440	11 440		11 440	11 440	11 440	11 440	11 440	11 440	11 440	**125 840**
Network Demand Charge	42.2100	13 278	15 960	15 890	18 201		18 272	16 996	15 067	15 454	14 197	12 655	16 341	**172 312**
Urban Low Voltage Subsidy NMD	-	0	0	0	0		0	0	0	0	0	0	0	**0**
Ancillary Service Charge	0.0055	744	725	710	799		920	944	725	753	653	653	622	**8 248**
HS Standard Charge	1.3427	75 966	70 003	53 645	62 930		73 039	67 501	52 484	54 631	47 346	46 517	60 585	**664 647**
HS Peak Charge	4.4327	109 674	106 088	37 060	34 741		43 906	40 098	33 313	34 025	30 959	31 516	97 466	**598 846**
HS Off Peak Charge	0.7293	39 358	40 647	31 233	36 587		40 074	47 991	35 403	36 870	31 369	31 681	33 589	**404 804**
Electrification @ Rural Subsidy	0.1080	14 611	14 235	13 935	15 686		18 065	18 534	14 243	14 780	12 819	12 824	12 222	**161 955**
Service Charge	-	0	0	0	0		0	0	0	0	0	0	0	**0**
Reactive Power Charge HS	0.1951	11 234	11 306	0	0		0	0	0	0	0	0	8 942	**31 482**
		302 440.37	296 539.15	189 924.28	206 520.30	-	231 851.47	229 639.55	188 436.02	194 089.69	174 793.97	173 421.34	267 218.52	2 454 874.67
Admin Charge	125.02	11 627	11 627	11 252	11 627	0	11 627	11 627	10 502	11 627	11 252	11 627	11 252	125 645
TX Network Capacity Charge NMD	22.2600	200 340	200 340	200 340	200 340	0	200 340	200 340	200 340	200 340	200 340	200 340	200 340	2 203 740
Network Capacity Charge NMD	11.4400	102 960	102 960	102 960	102 960	0	102 960	102 960	102 960	102 960	102 960	102 960	102 960	1 132 560
Network Demand Charge	42.2100	244 281	244 173	234 163	246 587	0	274 647	282 662	291 522	291 799	267 588	254 189	276 700	2 908 309
Urban Low Voltage Subsidy NMD	-	0	0	0	0	0	0	0	0	0	0	0	0	0
Ancillary Service Charge	0.0055	15 444	15 022	13 169	13 847	0	15 558	17 613	16 932	18 199	15 287	15 166	13 350	169 586
HS Standard Charge	1.3427	1 554 158	1 461 685	935 682	1 006 146	0	1 118 263	1 203 477	1 192 649	1 308 298	1 079 354	1 070 634	1 308 034	13 238 379
HS Peak Charge	4.4327	2 206 164	2 109 092	624 055	586 617	0	679 986	714 477	722 309	783 152	646 537	661 263	1 924 226	11 657 878
HS Off Peak Charge	0.7293	840 771	850 987	645 256	694 661	0	779 161	945 939	871 182	916 624	787 339	772 523	743 184	8 847 626
Electrification @ Rural Subsidy	0.1080	303 268	294 977	258 590	271 896	0	305 499	345 865	332 481	357 354	300 177	297 795	262 150	3 330 053
Service Charge	-	8 598	8 598	8 321	8 598	0	8 598	8 598	7 766	8 598	8 321	8 598	8 321	92 912
Reactive Power Charge HS	0.1951	132 572	128 926	0	0	0	0	0	0	0	0	0	107 739	369 237
		5 620 183	5 428 386	3 033 786	3 143 277	3 819 490	3 496 638	3 833 558	3 748 642	3 998 950	3 419 154	3 395 094	4 958 256	47 895 414

Table 25

STELLENBOSCH MUNICIPALITY BULK PURCHASES SPREADSHEET - ESKOM ELECTRICITY ACCOUNTS

Intake no 1 : Stellenbosch 66kV	60MVA
Intake no 2: Cloetesville 66kV	16MVA
Intake no 3: Franschhoek 66kV	10MVA

STELLENBOSCH MUNIC TOTAL NMD	86MVA

Acc No	5801626136	5801626136	5801626136	5801626136	5801626136	5801626136	5801626136	5801626136	5801626136	5801626136	5801626136	5801626136	5 801 626 136
Billing Date	**04/08/2021**	**03/09/2021**	**05/10/2021**	**04/11/2021**	**03/12/2021**	**05/01/2022**	**03/02/2022**	**03/03/2022**	**05/04/2022**	**05/05/2022**	**03/06/2022**	**05/07/2022**	**Total**
Acc Month	**Jul-21**	**Aug-21**	**Sep-21**	**Oct-21**	**Nov-21**	**Dec-21**	**Jan-22**	**Feb-22**	**Mar-22**	**Apr-22**	**May-22**	**Jun-22**	**Year**
Deu Date	**03/08/2021**	**03/09/2021**	**03/10/2021**	**03/11/2021**	**03/12/2021**	**03/01/2022**	**03/02/2022**	**03/03/2022**	**03/04/2022**	**03/05/2022**	**03/06/2022**	**03/07/2022**	**Year**
Approved													
Maximum Demand (kVA)													
Franschhoek Demand kVa	8 438.72	8 045.30	7 845.58	7 869.44	7 840.02	7 615.27	8 364.16	8 834.31	8 786.32	9 428.70	8 569.77	9 056.47	**100 694**
Cloetesville Demand kVa	9 423.11	8 657.47	8 017.70	10 084.14	12 259.56	7 054.49	7 293.13	8 857.22	8 589.63	8 478.19	8 833.81	9 420.41	**106 969**
Stellenbosch Demand kVa	46 107.23	50 667.34	46 028.82	44 598.12	41 343.50	37 495.00	48 387.17	50 850.87	51 204.98	47 533.17	48 290.78	49 022.92	**561 530**
Total kVa p/m	63 969.06	67 370.11	61 892.10	62 551.70	61 443.08	52 164.76	64 044.46	68 542.40	68 580.93	65 440.06	65 694.36	67 499.80	**769 193**
Load Factor(%)													
Load Factor(%)	69.05%	66.70%	67.17%	62.89%	61.15%	69.64%	62.53%	57.46%	63.12%	59.78%	65.32%	60.38%	**8**
Aantal ure p/m	732	732	732	732	732	732	732	732	732	732	732	732	**8 784**
Electricity Cost(R)													
Franschhoek Amount	R 7 402 569.66	R 7 202 951.63	R 4 367 109.47	R 4 200 900.11	R 4 144 606.65	R 4 522 811.19	R 4 927 542.50	4 725 910.69	R 5 130 015.34	R 4 420 801.68	R 4 629 017.39	R 7 130 856.98	**R 62 805 093**
Cloetesville Amount	R 10 346 322.23	R 9 856 883.58	R 5 727 401.35	R 5 324 792.53	R 5 200 993.41	R 4 949 721.85	R 5 085 894.42	R 5 196 244.77	R 5 991 348.66	R 5 545 280.35	R 6 191 867.39	R 9 974 641.20	**R 79 391 392**
Stellenbosch Amount	R 41 403 382.02	R 42 283 234.40	R 25 271 313.02	R 23 761 755.99	R 23 098 352.77	R 21 339 527.58	R 23 628 683.14	R 23 748 552.56	R 25 494 698.12	R 22 645 059.63	R 25 181 905.82	R 37 592 805.23	**R 335 449 270**
Total Amount Vat Ecl	**R 59 152 273.91**	**R 59 343 069.61**	**R 35 365 823.84**	**R 33 287 448.63**	**R 32 443 952.83**	**R 30 812 060.62**	**R 33 642 120.06**	**R 33 670 708.02**	**R 36 616 062.12**	**R 32 611 141.66**	**R 36 002 790.60**	**R 54 698 303.41**	**R 477 645 755**
Energy Consumption (kWh)													
Franschhoek													
Franschhoek Off Peak	1 499 618	1 625 391	1 419 650	1 448 700	1 306 184	1 595 983	1 840 258	1 606 678	1 755 550	1 709 156	1 593 232	1 498 825	**18 899 225**
Franschhoek Standard	1 760 625	1 658 252	1 526 396	1 457 612	1 459 316	1 571 203	1 697 665	1 674 751	1 834 596	1 440 015	1 616 027	1 579 327	**19 275 785**
Franschhoek Peak	668 237	633 702	640 156	561 414	595 216	625 295	678 555	679 971	751 374	583 097	655 614	664 090	**7 736 721**
Reactive /kvarh	**0**	**0**	**0**	0	0	0	0	**0**	**0**	**0**	**0**	**84**	**84**
Total kWH FHK	**3 928 480**	**3 917 345**	**3 586 202**	**3 467 726**	**3 360 716**	**3 792 481**	**4 216 478**	**3 961 400**	**4 341 520**	**3 732 268**	**3 864 873**	**3 742 242**	**45 911 731**
Cloetesville													
Cloetesville Off Peak	2 024 880	2 108 386	1 857 600	1 863 694	1 642 512	1 772 164	1 922 380	1 748 611	2 002 439	2 171 849	2 152 429	2 070 505	**23 337 449**
Cloetesville Standard	2 520 056	2 269 850	2 096 595	1 917 244	1 888 517	1 749 036	1 754 285	1 865 212	2 262 414	1 927 487	2 289 000	2 244 980	**24 784 676**
Cloetesville Peak	990 586	946 806	915 069	753 471	776 918	698 593	710 613	772 918	896 505	760 120	935 920	986 014	**10 143 533**
Reactive /kvarh	**0**	**0**	**0**	0	0	0	0	**0**	**0**	**0**	**0**	**406**	**406**
Total kWH CLVille	**5 535 522**	**5 325 042**	**4 869 264**	**4 534 409**	**4 307 947**	**4 219 793**	**4 387 278**	**4 386 741**	**5 161 358**	**4 859 456**	**5 377 349**	**5 301 499**	**58 265 658**
													0
Stellenbosch													**0**
Stellenbosch Off Peak	8 966 480	9 718 225	8 801 266	8 755 486	7 804 748	8 032 557	8 902 724	8 136 308	8 887 142	9 219 038	9 291 981	8 440 045	**104 956 000**
Stellenbosch Standard	10 089 334	10 067 502	9 247 343	8 643 447	8 436 460	7 581 039	8 515 862	8 912 308	9 477 679	7 861 035	9 303 584	8 950 682	**107 086 275**
Stellenbosch Peak	3 812 820	3 864 488	3 928 484	3 396 310	3 592 086	2 966 705	3 291 779	3 432 186	3 820 626	2 964 665	3 572 360	3 401 443	**42 043 952**
Reactive /kvarh	**0**	**0**	**0**	0	0	0	0	0	0	0	0	**0**	**0**
Total kWH Stell	**22 868 634**	**23 650 215**	**21 977 093**	**20 795 243**	**19 833 294**	**18 580 301**	**20 710 365**	**20 480 802**	**22 185 447**	**20 044 738**	**22 167 925**	**20 792 170**	**254 086 227**
TOTAL KWH	**32 332 636**	**32 892 602**	**30 432 559**	**28 797 378**	**27 501 957**	**26 592 575**	**29 314 121**	**28 828 943**	**31 688 325**	**28 636 462**	**31 410 147**	**29 835 911**	**358 263 616**

Total	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Total	from profiles	% Error
Off Peak	12 490 978	13 452 002	12 078 516	12 067 880	10 753 444	11 400 704	12 665 362	11 491 597	12 645 131	13 100 043	13 037 642	12 009 375	147 192 674	148 450 090.79	0.85%
Standard	14 370 015	13 995 604	12 870 334	12 018 303	11 784 293	10 901 278	11 967 812	12 452 271	13 574 689	11 228 537	13 208 611	12 774 989	151 146 736	152 507 366.42	0.89%
Peak	5 471 643	5 444 996	5 483 709	4 711 195	4 964 220	4 290 593	4 680 947	4 885 075	5 468 505	4 307 882	5 163 894	5 051 547	59 924 206	60 595 939.06	1.11%

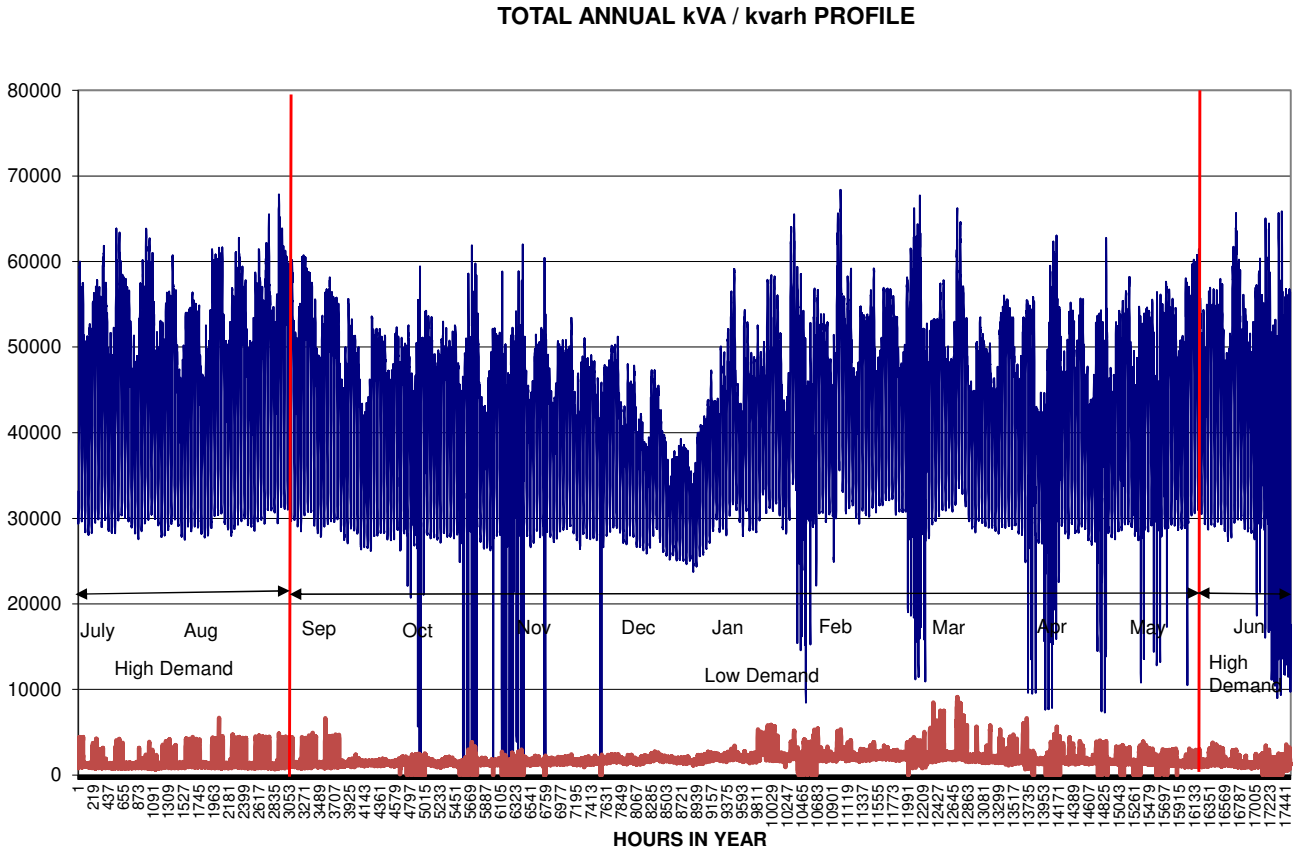
The following should be noted in this respect:

- The bottom of the Table 25 shows a comparison of the consumption quantities from the bills with that calculated from the ½ hourly load profiles. It shows a very small differences which gives confidence to the accuracy of the bills.

The first set of profiles which will be analysed are the purchase profiles. The ½ hourly profiles for the 2021/2022 financial year were obtained from Drakenstein and Eskom for each of the points of supply.

Figure 5 shows the total ½ hourly KVA purchases (Y-Axis) for all of the Stellenbosch bulk points of supply added together over the 12 months (X-Axis).

Figure 5

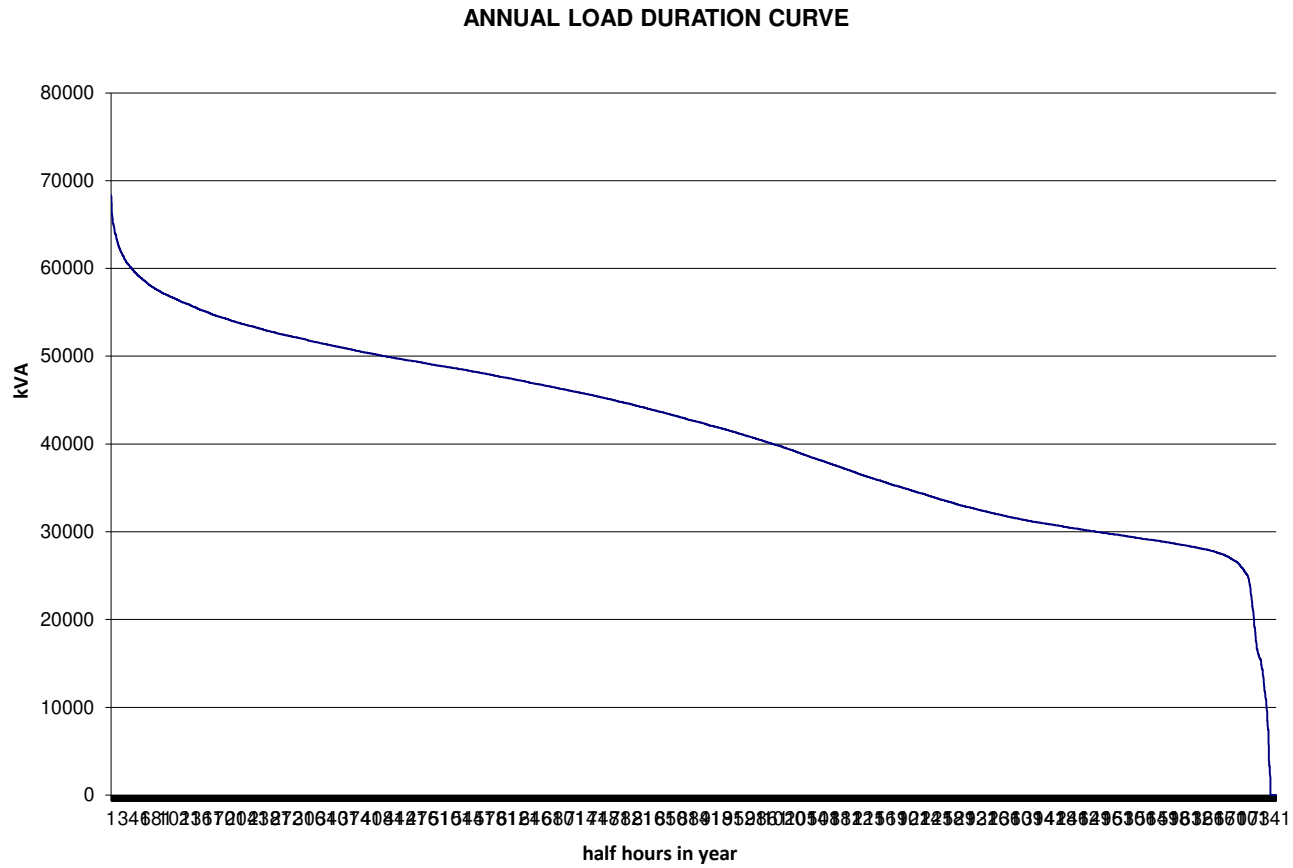


The following observations can be made from this:

- It shows a drop in consumption during the month of December which co-insides with the drop in university / school and business activity during this period.
- The extensive periods of no load confirms the load shedding during this period.

Figure 7 shows the annual load duration curve. This shows the highest to the lowest ½ hourly kVA (Y-axis) for all the ½ hours of the year (x-axis) and gives an indication of the potential to reduce the peak demand.

Figure 6

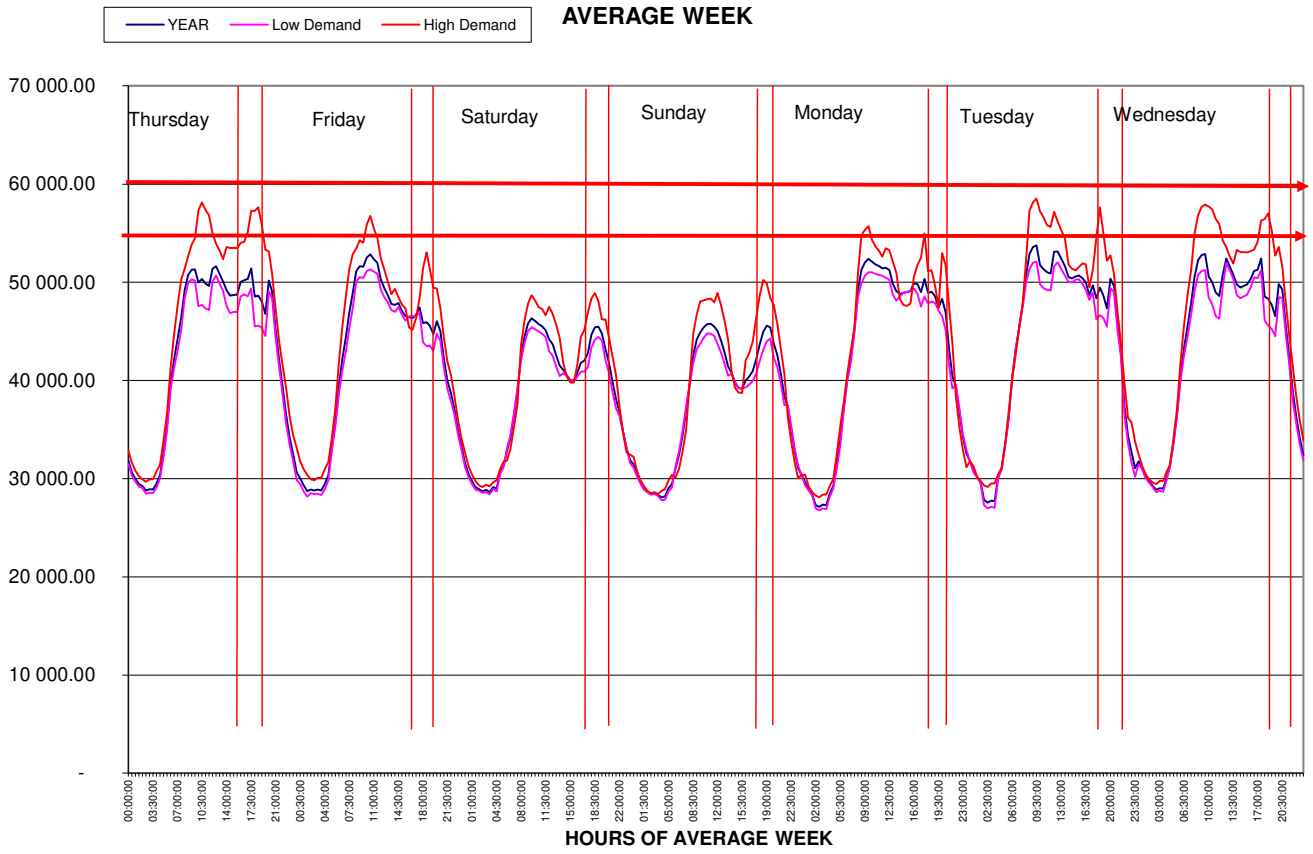


This shows that there is reasonable opportunity to save on maximum demand charges by only cutting out the peaks for a few hours in the year. Although the potential looks limited for the combined load, it will become clear that there are great opportunities to reduce peaks at each individual Bulk point of supply. Analysis shows that close to 4 MW can be further reduced by managing less than 100 peak hours in the year. This shows the importance of applying demand side management in the pricing signal to customers.

Figure 7 shows the ½ hourly kVA values (Y-axis) for the following average weeks (7 day ½ hours per week = x-axis) of the total Eskom supply in the year:

- Average for whole year.
- Average for high-demand period
- Average for low-demand period.

Figure 7

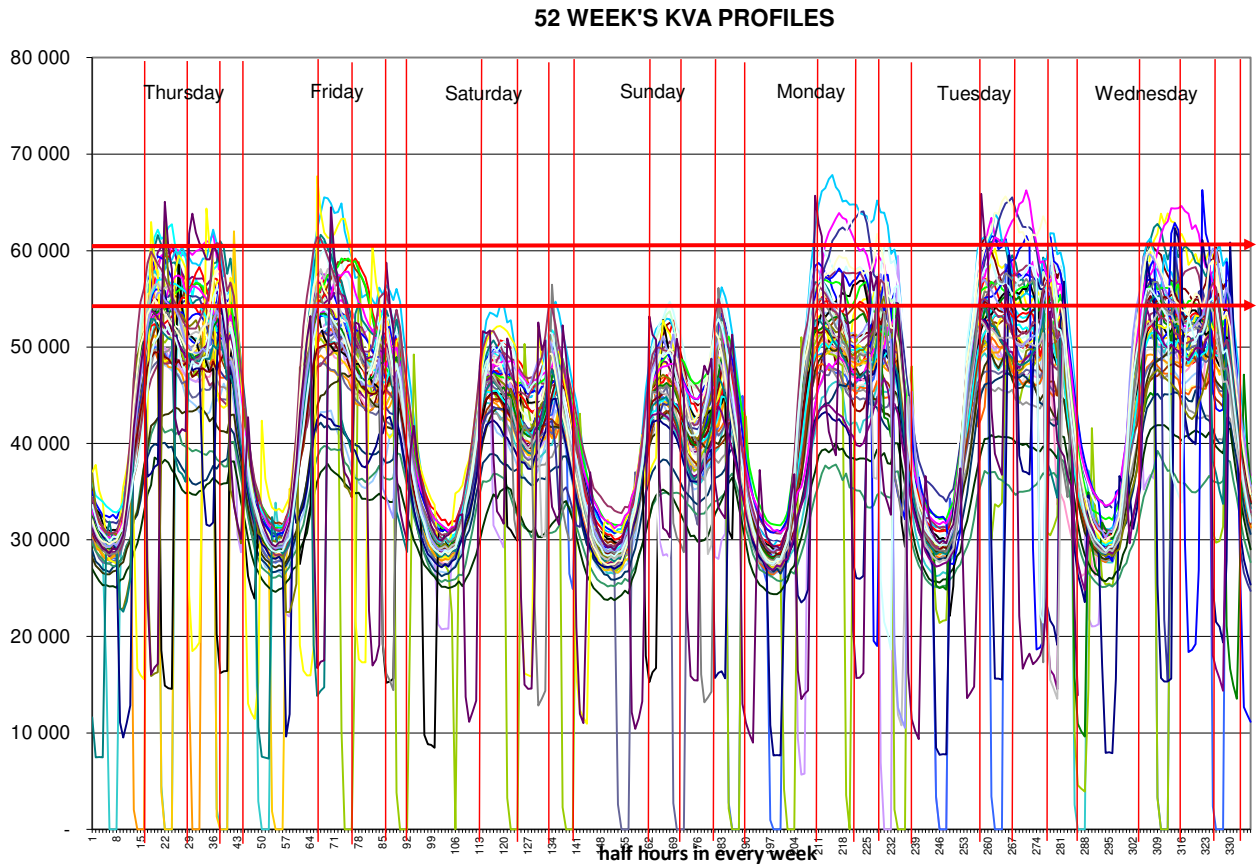


The following can be said in this respect:

- This is similar to other town profiles with morning and evening peaks.
- It shows higher demands during the mornings during High demand period (Winter) period. This could be from all the municipal and other business activities during the cold winter mornings.
- With the hot summers there are higher morning peaks co-incident with air-conditioning usage.
- It shows lower consumption on Saturdays and Sundays.
- Very low levels of consumption during the night.

Figure 8 Error! Reference source not found. shows the ½ hourly kVA values (Y-axis) for every week of the year (7 day ½ hours per week = x-axis). This is a very important graph as the previous average graph easily hides very important information.

Figure 8



The following can be seen from this:

- On the highest peak day of the year, the morning peaks are more dominant.
- It also shows that there are only a few days in the year where the demand actually exceeds 65 MW. That leaves massive opportunity to save more than 5 MW with very limited effort.
- This is a clear message that the key focus for demand reduction must be on the morning peaks but the rising evening peaks cannot be ignored specifically in local networks.
- Although the municipality has extensive geyser control system and relays in place it is not clear from the load profile that it is being used effectively to control those few peaks every month that are contributing to the high maximum demand and access charges.

10. REPRESENTATIVE LOAD PROFILE ANALYSIS.

Extensive work is required in respect of load profiles. This refers to the way electricity is used by different customer categories and through different networks. The data used is 12 months of ½ hourly data.

The representative load profiles refer to the typical load profile of customers in a tariff category. The typical profiles that are accepted and for which data is separately available include the following:

- MVatHV
- LPU MV
- LPU LV
- MunicS
- Agricu
- Commer
- Reside
- NPA
- Sports
- DomRDP
- SSEGIm
- SSEGEx
- Lights

The following process was followed to obtain representative load profiles:

- Various annual ½ hourly load profiles were obtained from the meters of Stellenbosch large customers, mini substations, feeders and Substations.
- These were identified into the various representative load profile categories.
- The profile for streetlights was calculated by using the on times from the day-night switches operating the streetlights.
- These were then used to calculate the relevant representative load profiles.

The consumer / substation / feeder profiles used are listed in Table 26.

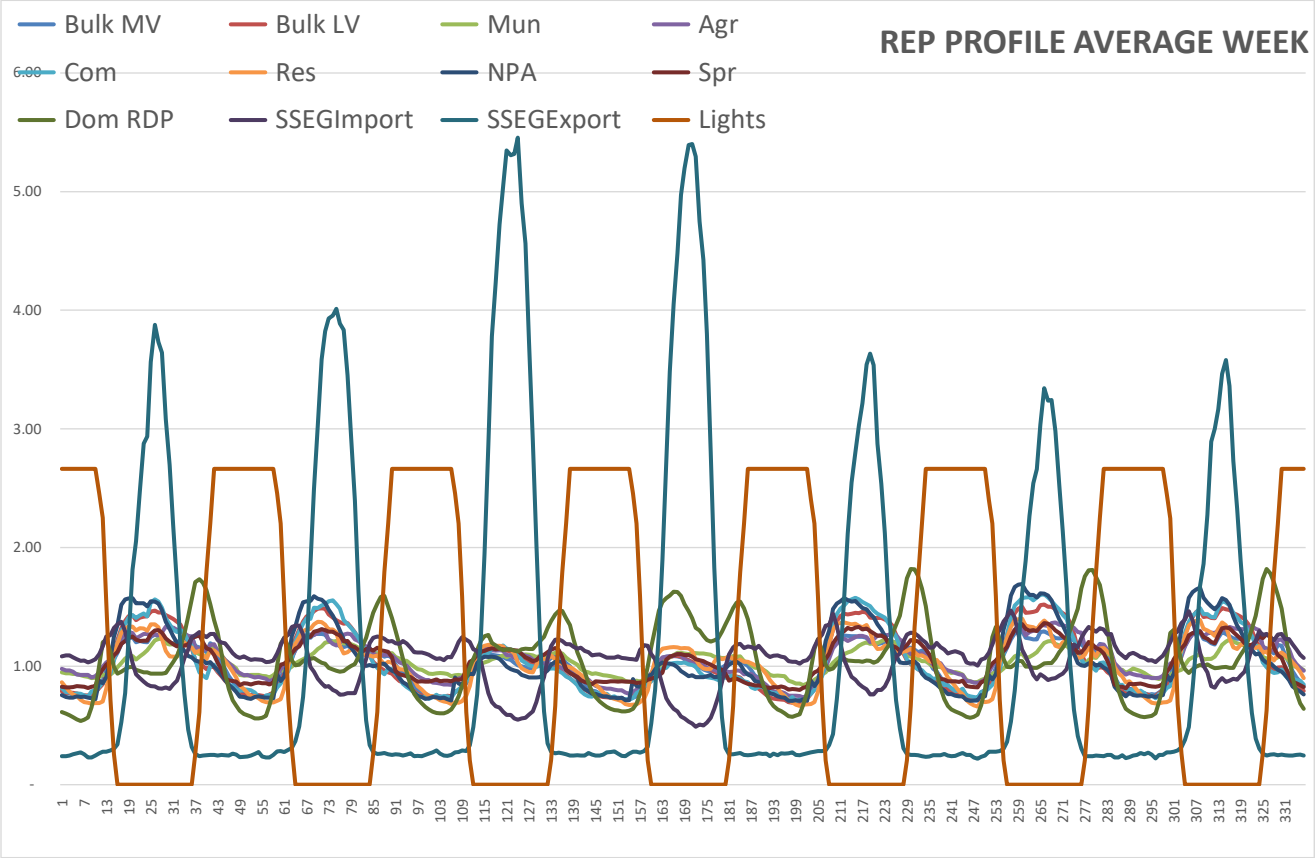
Table 26

LOAD PROFILE DETAILS				
Meter No	Name	Tariff	Profile	Voltage
10390008	FH : IMIBALA ORCHARDS	TOU1	Agr	LV
11340050	FH : FRANCOLLEEN (PTY) LTD (garage)	TOU1	Com	LV
11350018	STB: BOSCHENDAL LIMITED	TOU2	Ind	LV
11390021	FH: Municipality Erf 1331/15	MUN3	Mun	LL
12220087	FH : RHODES FOOD GROUP (PTY) LTD (Melkery)	TOU2	Agr	LV
17290019	FH : YOUDRIVE (PTY) LTD	TOU1	Agr	LV
17410024	FH : RHODES FOOD GROUP (PTY)LTD. - (RFG Fabriek)	TOU2	Agr	LV
29828806	FH : AC+TE. WIDLAKE (Solar client)	COM6	Com	LL
30060243	FH: GRANDE PROVENCE PROPERTIES (PTY) LTD - Gaste H	TOU1	Com	LL
30060244	STB: Caltex Olie (SA) EDMS	TOU1	Com	LL
30060263	FH: SAPD Franschhoek	IND1	Com	LL
30060433	FH: Klein Dassenberg(LEEU DASSENBERG WINERY (PTY) LTD)	IND1	Ind	LV
30060436	FH: S I Sampson	IND1	Ind	LL
30061959	FH: GRANDE PROVENCE PROPERTIES (PTY) LTD - Kelder	TOU1	Com	LV
30061980	FH : Surrey Holmes (PTY) LTD	IND1	Ind	LL
30062007	STB: De Ouwe Werf	TOU1	Com	LV
30062076	STB: STELLENBOSCH MUNISIPALITEIT	MUN3	Mun	LL
33017246	STB: Huis Horison	TOU1	Res	LV
33017247	FH: Rio Ridge - La Lude	TOU1	Com	LV
33017249	FH: La Avenue(L'AVENUE DE FRANSCHHOEK H.O.A)	IND2	Ind	LL
33017251	STB: Cyrus	IND1	Com	LL
33021154	STB: Pandero Investments 103 CC	TOU1	Com	LL
33022596	STB: Eikehof	IND1	Com	LL
35008991	FH: COL PIZZERIA FRANSCHHOEK CC	IND1	Com	LL
35009004	STB: Distell - Adam Tas	TOU2	Ind	MV
35009022	FH: Haute Cabriere(CLOS CABRIERE)	TOU1	Ind	LV
35009025	STB: UNIVERSITY OF STELLENBOSCH (Konservatorium)	TOU2	Com	MV
35009062	FH: Xabisa Prop	TOU1	Com	LL
35012897	STB: Loci Laser Cut	TOU1	Com	LV
35012918	STB: Dannic	IND1	Com	LL
35012925	STB: Stellenbosch Lab Pty Ltd	TOU1	Com	LL
35012935	STB: STELLENBOSCH PREMIER MANUFACTURERS PTY (Naco)	TOU1	Ind	LV
35012953	FH: WIDEPROP'S 49 PTY LTD	TOU1	Com	LV
35012970	STB: Idas Valley Mews	IND1	Com	LL
35012972	FH: TK Retail Consultants CC	IND1	Com	LL
35012978	STB: UNIVERSITY OF STELLENBOSCH (Monica Koshuis)	TOU2	Res	MV
35012980	STB: Millennia Park	IND2	Com	LV
35012988	STB: Boland Kollege	IND2	Com	LV
35012991	FH: F H Country Est	IND2	Ind	MV
35012993	STB: Medi-Clinic Corp	TOU2	Com	LV
35012995	STB: Lurend Investment	IND2	Ind	MV
35012997	STB: CATWALK INVESTMENTS 385 (PTY) LTD	IND2	Ind	LV
35012998	STB: Munic - Techno Park Pump Station	MUN3	Mun	LL
35012999	STB: Paradyskloof Villas	IND1	Res	LL
35013001	STB: Boland Distrik Munic - Undercover	IND2	Com	LV
35013004	FH: French Connection	TOU1	Com	LL
35013008	STB: Bloemhof Hostel	TOU1	Res	LV
35013009	STB: UNIVERSITY OF STELLENBOSCH (Erica Koshuis)	TOU2	Res	MV
35013010	STB: Rhenish Girls High School	TOU1	Com	LV
35013011	STB: Rhenish Girls High School	TOU1	Com	MV
35013012	STB: Capitec Bank	TOU1	Com	LL
35013014	STB: UNIVERSITY OF STELLENBOSCH (Helderberg)	TOU2	Res	LV
35013017	FH: REUBEN'S RESTAURANT AND BAR TRUST	IND1	Com	LL
35013018	STB: TPARK BODY CORP	IND1	Com	LL
35013026	FH: Clos Cabriere	TOU1	Ind	LV
35013034	STB: Stelklop Trust	TOU1	Com	LL
35013044	STB: Kaggelsberg Pty Ltd	IND1	Com	LL
35013045	STB: Kaggelsberg Pty Ltd	IND1	Com	LV
35013055	STB: ACVV (Azaliahof)	TOU2	Com	LV
35013058	STB: Stellenbosch Lodge	TOU1	Com	LL
35013061	STB: Boland District Munic (Bird)	IND1	Res	LL
35013062	FH : BP Shop (WIDEPROP'S 49 PTY LTD)	TOU1	Com	LL
35013063	STB: Eikestad Panelbeaters	TOU1	Com	LL
36009901	STB: Gyro Properties	IND1	Com	LL
36009902	STB: Munic - Papegaaiberg Pump Station	MUN3	Mun	LV
36009908	STB: BLUE DOT PROPERTIES(BOSSA)	TOU1	Com	LV
36009911	STB: CROSS ATLANTIC PROPERTIES 54 (PTY) LTD	IND1	Com	LL
36009913	STB: Nedbank (Bird 38)	TOU1	Com	LL
36009914	STB: REGSPERSOON BERGZICHT PLAZA	IND1	Com	LL
36009915	STB: Glen Elley	TOU2	Agr	LV
36009921	STB: CAMPUSKEY (PTY) LTD (Block C)	TOU1	Com	LL
36009926	STB: Municipality - Kammalielieland	MUN3	Mun	LV
36009928	STB: Anglo Afr Estate (Eikestad Mall)	TOU1	Com	LL
36009930	STB: Standard Bank	IND1	Com	LL
36009931	STB: Department of Agriculture ELSENBURG	TOU1	Com	LL
36009934	STB: Comar Inter (George Blake)	TOU1	Com	LL
36009936	STB: UNIVERSITY OF STELLENBOSCH (Lobelia Flats)	IND1	Res	LL
36009940	STB: UNIVERSITY OF STELLENBOSCH (Lobelia Flats)	IND1	Res	LL
36009941	STB: Eikestad Primary 1	TOU1	Com	LL
36009945	STB: Comar International (Industria)	TOU1	Com	LL
36009948	STB: Landbou Navorsingraad (NIVV)	IND2	Ind	MV
36012966	STB: Cape Blouberg (PTY) LTD	TOU1	Com	LL
36027600	STB: Telkom SA Ltd	TOU2	Com	LV
36027602	STB: CSIR (WNNR)	TOU2	Com	LV
36027603	STB: CAPITEC BANK LTD (Quantum 1-7)	TOU1	Com	LV
36027605	STB: GREENFIELD 4 TRUST	TOU2	Com	LV
36027606	STB: Titan House	IND1	Com	LL
36027608	STB: GREEN EARTH ENERGY	TOU1	Com	LL
36027610	STB: Stellenbosch Hospital	IND2	Com	LV
36027611	STB: VINTAGE AFRICA INVESTMENTS 705 (PTY) LTD (One Visi	IND1	Com	LL
36027612	STB: PMG TRUST (Rhino Building)	TOU1	Com	LL
36027613	STB: Vastech SA Pty LTD	TOU1	Com	LL
36027616	STB: Stellenryck Landgoed Edms	IND2	Ind	LV
36027618	STB: Huis Du Preez	TOU1	Res	LV
36027619	STB: UNIVERSITY OF STELLENBOSCH (BJ Voster)	TOU2	Com	MV
36027622	STB: Q25 PROPERTY (PTY) LTD	TOU1	Com	LV
36027626	STB: Capitec Properties (PTY) LTD	IND1	Com	LL
36027628	STB: Distell - Distillery	TOU2	Ind	LV
36027631	STB: Prontuit Beleggings	IND1	Com	LL
36027632	STB: Tamric Trust	IND1	Com	LV
36027633	STB: Parmalat (Trumali)	IND1	Com	LV
36027634	STB: GARBERANDI BUSINESS TRUST	IND1	Com	LL
36027635	STB: Protea Hotel	TOU1	Com	MV
36027636	STB: FOODPROP PROPERTY HOLDINGS (PTY) LTD	TOU2	Ind	MV
36027637	STB: Tamric Trust	IND1	Com	LL
36032125	STB: Geribel Beleggings (Edms) Bpk	TOU2	Com	LV
36032126	STB: UNIVERSITEIT VAN STELLENBOSCH (DF Malan)	TOU2	Com	MV
36032131	STB: Department of Public Works	IND2	Com	LL
36032134	STB: Cottilion Place	TOU1	Com	LV
36032137	STB: TEKLEK BODY CORPORATE	IND1	Com	LV
36032140	STB: Avon Place	TOU1	Com	LL
36032142	FH: FH Wingerd Wynsentrum	IND1	Com	LV
36032146	STB: VAN LAMP TRUST	IND1	Com	LL
36032148	STB Intake: Cloetesville 66kV Substation	Other	Sub	MV
36032149	STB: Agrimark	TOU1	Com	LV
36032152	STB: EMSS Properties (PTY) LTD	IND1	Com	LL
36032153	STB: CLUB RETAIL PARK PTY LTD	TOU1	Com	LL
36036756	STB: Consol	IND1	Com	LL
36036757	STB: Boland Dist Munic (Langenhoven)	IND1	Com	LL
36036760	STB: Kilotreads	IND1	Com	LL
36036762	STB: PEACE PARKS FOUNDATION	IND1	Com	LL
36036763	STB: Municipality - Rokewoord	MUN3	Mun	LV
36036764	FH: ANY NAME PROPERTY 5004 (PTY), LTD	TOU1	Com	LL
36036765	STB: DR NJ VLOK & VENNOTE (Stelkor)	IND1	Com	LL
36036766	STB: FARADAY PROPERTIES (PTY) LTD	IND1	Com	LL
36036767	STB: BAKER HOLDINGS PROPRIETARY LIMITED (Demtex)	IND1	Com	LL
36036768	STB: ABSA Ream	TOU1	Com	LL
36036769	STB: Joria Beleggings	TOU1	Res	LL
36036770	FH: TFMC - Telkom	IND1	Com	LL
36036771	STB: Nietvoorbij Farm	IND2	Ind	LV
36036775	FH: Friedman	IND1	Com	LL
36036776	STB: Java Internet Café	IND1	NPA	LL
36036777	STB: Vinn Investments (KWV Park 8A)	IND1	Com	LL
36036779	STB: ENGEN PETROLEUM LTD (Supra Tolken) (Toyota Dealers	IND1	Com	LL
36036782	STB: Stellenbosch High School	TOU1	NPA	LV
36036783	STB: Depart of Public Works (Muller)	IND1	Com	LV
36036784	STB: DISTELL PTY LTD (Oude Libertas)	IND1	Com	LL
36036785	STB: ERF 2055 WILDERNESS C C 9Paradyskloof Friendly)	TOU1	Com	LV
36036786	STB: Washington Laundry (Unit 5)	TOU1	Com	LV
36036787	FH: Food 4 All(MORE WEALTH INVESTMENTS 27 CC)	TOU1	Com	LL
36036793	STB: Dancol (Die Boord Spar)	IND2	Com	MV
36036794	STB: CSIR Defencetek (ANGLO AFRICAN ESTATES (PTY) LTD)(	TOU1	Com	LL
36036796	STB: VERREWEIDE 14 BEHEERLIGGAAM	IND1	Res	LL
36036797	STB: Dorpstreet Auto - 010429374	TOU1	Com	LV
36036798	FH: Kaap Agri	IND1	Ind	LL
36036804	STB: Stellenbosch Golf Club (Tegno)	TOU1	Com	LV
36036816	STB: VESCOM SEVENTEEN (EDMS) BPK	TOU1	Com	LL
36036861	FH: Hager	IND1	Com	LL
36043816	FH: Dennegeur	TOU2	Agr	LV
36045537	STB: PEC METERING (La Belle Vie)	TOU1	Agr	LV
36045615	STB: CROWNED CORMORANT INVESTMENTS 17 (PTY)	IND1	Com	LL
36045621	STB: PZK BELEGGINGS 6000 BK (McDonalds)	IND1	Com	LV
36045623	STB: DE WATERKANT TRUST	TOU1	Com	LL
36045635	STB: SIDELING HILL PROPERTIES(WSP Engineers)	IND1	NPA	LL
36045650	STB: Spaxton Properties	IND1	Com	LL
36045660	STB: Cloetesville Senior	TOU1	NPA	LL
36045671	STB: Munic - Beltana	MUN3	Mun	LV
36045675	STB: Dept of Public Works (Alexander)	IND1	Ind	LL
36045681	STB: NULANE INVESTMENTS 40 (PTY) LTD	IND2	Ind	MV
36045687	STB: Bloemhof High (The Hall)	TOU1	NPA	LL
36045690	STB: Bloemhof High	TOU1	NPA	LV
36045691	STB: CSIR Defencetek (ANGLO AFRICAN ESTATES (PTY) LTD)(	IND1	Com	LL
36045693	STB: UNIVERSITY OF STELLENBOSCH (Huis Neethling) -	TOU1	Res	LL
36045697	STB: G.V.V Investment	IND1	Com	LL
36045699	STB: JOERNINGS BUILDING REGSPERSOON	TOU1	Com	LL
36045703	STB: Valerida Beleggings	TOU1	NPA	LV
36045710	STB: Tembador 166	TOU1	Com	LV
36045730	STB: STELLENBOSCH HOSPITAAL (Tennantville Daghospitaal)	IND1	Com	LL
36045737	STB: MEDICLINIC (PROPRIETARY) LIMITED	IND1	Com	LL
36045757	STB: Boland District Munic (Alexander)	IND1	Com	LL
36045759	STB: Munic - Rozendal Pump Station	MUN3	Mun	LV
36064357	STB: Navors Inst vir Plante Beskerming	IND1	Ind	LV
36064358	STB Intake: Franschhoek 66kV Substation	Other	Sub	MV
36064359	STB: Dir Imm Del Sud Afrika	IND1	Com	LL
36064361	STB: SELFORD PROPERTIES	TOU1	Com	LL
36064363	STB: Plant en Gehalte Beheer	IND1	Agr	LL
36064364	STB: Time Square	TOU1	Com	LV
36068542	STB: VASTECH SA (PROPRIETARY)LIMITED (Quantum 7)	TOU1	Com	LL
36068551	STB: Nooitgedacht Block B	IND1	Com	LL
36068580	STB: Dorpshuis Hotel	TOU1	Com	LV
36068582	STB: Stellenbosch Hotel	TOU1	NPA	LV
36068588	STB: KIRFANE (PTY)LTD (Octo Place)	TOU1	Ind	MV
36068596	FH: La Resedance 1 (LA RES FRANSCHHOEK PTY LTD)	TOU1	Res	LV
36068600	STB: Reichenbach Properties	TOU1	Com	LV
36068609	FH:LA VIE DE LUC MINERAL WATER (PTY) LTD	TOU1	Ind	LV
36068610	STB: TRESSO TRADING 750 PTY LTD T/A Villa Fonte	TOU1	Ind	LV
36068613	STB: Munic - Electricity Offices	MUN3	Mun	LL
36068622	STB: BEXCO	IND1	Ind	LL
36068627	STB: MARCEL'S GOURMET (Frozen Yoghurt)	TOU1	Ind	MV
36068633	STB: Municipality - Welgelegen Pump	MUN3	Mun	LL
36068634	STB: Municipality - Welgelegen Pump	MUN3	Mun	LL
36068636	STB: Munic - Idas Valley Water Works	MUN3	Mun	LL
36068639	STB: Anglo African Estate (Meul)	TOU1	Ind	LV
36068640	STB: MARSH (PTY) LTD	IND1	Com	LL
36068641	STB: Dorothea Opleiding Sentrum	IND1	NPA	LL
36068648	STB: COVA DA IRIA TRUST (Old Mutual)	IND1	Com	LL
36068650	STB: ERF 13570 TECHNO PARK CC	IND1	Ind	LV
36068651	STB: Bergsig Furniture	IND1	Com	LL

36068653	STB: MERRIMAN BP SERVICE STATION CC	TOU1	Com	LV
36068659	STB: De Wagen Office Park (ITRON METERING SOLUTIONS SO	TOU1	Com	LV
36068663	STB: Selford Motors	TOU1	Com	LV
36068664	STB: COVA DA IRIA TRUST (Five Star Fisheries)	TOU1	Com	LV
36068675	STB: Storage RSA	IND1	Com	LL
36068677	STB: CP De Leeuw	IND1	Com	LL
36088284	STB: Shoprite Checkers (U Save)	TOU1	Com	LL
36088286	STB: Marleo Investments (PTY) LTD	IND1	Com	LL
36088289	STB: Munic - Idas Valley Sports Ground	SPO2	Spr	LL
36088291	STB: Municipality - Town Hall Kitchen	MUN3	Mun	LL
36088301	STB: Syngrowth Pty Ltd	TOU1	Ind	LV
36088303	STB: Municipality - Town Hall	MUN3	Mun	LL
36118945	STB: Udel	IND1	Com	LL
36118947	STB: Municipality - New Offices	MUN3	Mun	LV
36118948	STB: HORN EN DE KONING BELEGGINGS (PTY) LTD Nassau (Ko	IND1	Res	LL
36118949	STB: Municipality - Neetlinghuis	MUN3	Res	LV
36118950	STB: Dequeker Family Trust	TOU1	Res	LV
36118951	STB: First National Bank	IND1	Com	LL
36118956	STB: ABSA	TOU1	Res	LV
36118957	STB: Caltex Oil	IND1	Com	LL
36130887	STB: PEC METERING (Mea Casa)	TOU2	Ind	MV
36130897	STB: BODY CORPORATE 14 ON LOUW	IND1	Com	LL
36130911	STB: ALFRED DANIEL KONSTRUKSIE BK	TOU2	Com	LV
36130918	STB: ACVV Utopia	TOU1	Com	LL
36130921	FH : BONUSWORKS (PTY) LTD	IND1	Agr	LL
36130925	FH: Sound Props 1057 INV PTY LTD	TOU1	Com	LL
36130933	STB: UNIVERSITY OF STELLENBOSCH (Isinda 183)	IND1	Res	LL
36143921	STB: The Den Body Corp	IND1	Res	LL
36143922	STB: Winterland Properties	IND1	Com	LL
36143930	STB: Fidders (Tolmax Pty Ltd)	IND1	Com	LL
36143935	STB: Munic - Cloetesville Water Tower	MUN3	Mun	LL
36143942	STB: Gerhard Rupert Trust	IND1	Com	LL
36143943	STB: Bird Street Fisheries(Blazing Blizz Trading	TOU1	Com	LV
36143944	STB: Com Trust	IND1	Com	LL
36143945	STB: L-ABRI MANOR	IND1	Res	LL
36143947	STB: Britos Meat Centre	IND1	Com	LL
36143948	STB: MBV Trust	IND1	Com	LL
36143952	STB: ROYAL HOTEL RIVERSDALE CC	IND1	Com	LL
36143954	STB: Telkom (Arnold)	IND1	Com	LL
36143956	STB: ACVV	IND1	NPA	LL
36143959	STB: Municipality - Plein Street	MUN3	Com	LL
36143960	STB: Municipality - Blakes Drift Pump	MUN3	Mun	LL
36143963	STB: SIMONSRUS 6905 (PTY) LTD	IND1	Com	LL
36143967	STB: Munic - Cloetsville Library	MUN3	Mun	LL
36143971	STB: Stellenbosch Station	IND1	Com	LL
36143973	STB: Dept of Public Works (Banhoek)	IND1	Ind	LL
36143976	STB: Dequeker Family Trust Eden Estate	IND1	Ind	LL
36143978	STB: VELISARIOU EN RICHMOND (Rosenhof)	IND1	Ind	LL
36143988	STB: LANDBOUNAVORSINGSRAAD	IND1	Com	LL
36143992	STB: Rondebosch Restaurant	IND1	Com	LL
36143998	STB: Visser Family Trust	IND1	Com	LL
46030627	STB: MASSBUILD PTY LIMITED T/A BUILDERS WAR	IND1	Com	LV
46030633	FH: EC Haumann	TOU1	Agr	LL
46030647	STB: Afriland (Capital Place)	TOU2	Ind	MV
46030652	STB: DORPSTRAAT 98 REGSPERSOON	IND1	Com	LV
46030741	STB: ATTACQ RETAIL FUND (PTY) LTD+OTHERS	TOU2	Com	MV
46030749	STB: UNIVERSITY OF STELLENBOSCH (HIV Center)	TOU1	Com	LV
46030757	STB: Decameron Regsperson	IND1	Res	LV
46030763	STB: ATTSTEIN (PTY) LTD	IND1	Ind	LV
46030766	FH: Dolman Inv	IND1	Agr	LL
50094476	STB: CAMPUSKEY (PTY) LTD (Block A)	TOU1	Res	LL
50094490	STB: CAMPUSKEY (PTY) LTD (Block B)	TOU1	Res	LL
53069838	FH: Chamonix Kelder	TOU1	Ind	LV
53069846	FH: Tehuis vir Bejaardes	IND1	Res	LV
53069849	FH: FH Hoërskool	IND1	NPA	LL
53069855	STB: UNIVERSITY OF STELLENBOSCH (Simonsberg)	TOU2	Res	MV
53069856	FH: Mont Rochelle	TOU2	Agr	LV
53069858	STB: Cloetesville Primary	IND1	NPA	LL
53069859	STB: KP Harris	IND1	Com	LL
53069864	STB: LANGVERWAG BODY CORPORATE (Old Age Home)	IND1	Res	LV
53069866	STB: I.C.A Properties	IND1	Com	LV
53069869	FH: La Rochelle Koshuis	IND1	Res	LL
53069876	STB: Selford Prop Barloworld Automark	IND1	Com	LL
53069877	FH: Ricety Bridge	TOU1	Com	LV
53069878	FH: GREEN WILLOWS PROPERTIES 302 (PTY) LTD Pick n Pay	IND1	Com	LV
53069886	FH: La Garre (LA GARRE SHOPPING CENTRE PTY LTD)	TOU1	Com	LV
53069888	FH: GREEN WILLOWS PROPERTIES 302 (PTY) LTD Pick n Pay	IND1	Com	LL
53069889	STB: Paul Roos Gym Sports Grounds	IND1	Spr	LL
53085202	FH: Lermitage	TOU2	Res	LV
53126787	FH: Rusthof (CAPSTONE 1458 (PTY) LTD)	IND1	Ind	LV
53126846	FH: Tykana Properties Ltd Pty	IND1	Com	LL
53126847	FH: Chamonix Hoof Huis	IND1	Res	LL
53126848	STB: FAIRWEATHER TRUST	IND1	Com	LL
53126852	STB: Cell C Tower (ATC SA WIRELESS INFRASTRUCTURE (PTY)	IND1	Com	LL
53126853	FH: La Resedance 2(LA RES FRANSCHHOEK PTY LTD)	TOU1	Res	LL
53126854	STB: DC Meat Market	IND1	Com	LL
53126865	STB: Reutech Radar Systems	TOU1	Com	LV
53126866	STB: ATTACQ RETAIL FUND (PTY) LTD+OTHERS (Mill Square)	TOU1	Com	LV
53126867	FH: Chamonix Water 2	TOU1	Com	LL
53126874	STB: SUPERSTRIKE INVESTMENTS 121 (PROP) LTD (Isa Carsten	TOU1	Res	LV
53126876	FH: LEEU DASSSENBERG ESTATES (PTY) LTD	IND1	Agr	LV
53126877	FH: Chamonix Water 1	TOU1	Com	LL
53126884	FH: Langrug Reservoir	MUN3	Mun	LV
53126886	STB: UNIVERSITY OF STELLENBOSCH (Stias Research)	TOU1	Com	LV
53126887	FH: Full Sail - Alora (SOUTHERN SPIRIT PROPERTIES 166 (PTY)	TOU1	Com	LL
53126894	STB: Stellenbosch Golf Club (Strand)	TOU1	Spr	LV
53132142	STB: Stellenbosch Golf Club (Strand)	TOU1	Spr	MV
53132144	STB: CAMPUSKEY (PTY) LTD (Kiosk 2)	TOU1	Com	LL
53132145	STB: Le Cap Foods	TOU1	Com	LV
53132147	STB: ONTECH SYSTEMS (Friendly Food Emp)	TOU1	Com	LV
53132148	STB: ONTECH SYSTEMS (Friendly Food Emp)	TOU1	Com	MV
53132150	FH: La Grange(ANY NAME PROPERTY 5007 (PTY) LTD)	TOU1	Com	LV
53132151	FH: Chamonix Office	TOU1	Com	LL
53132152	STB: HDK PROJECTS 8 (PTY) LTD	IND1	Com	LL
53132153	STB: De Wet Centre	IND1	Com	LV
53132154	STB : COASTAL PROPERTY HOLDINGS CC	IND1	Com	LL
53132155	FH: LA PROVIDENCE FARM FRANSCHHOEK PTY LTD	TOU1	Agr	LL
53132157	STB: MEDICLINIC PROPERTIES (PTY) LTD	TOU1	Com	MV
53132158	STB: Shell South Africa LTD	TOU1	Com	LV
53132159	STB: Pleinstraat 43 Regspersoon	IND1	Com	LV
53132160	STB: Master Tyre	IND1	Com	LL
53132161	STB: REGSPERSOON PLANKENPARK VIER	TOU1	Com	LL
53132165	STB: Ink Studing Housing	IND1	Com	LL
53132166	FH : Seven Growers Proprietary LTD (Solar client)	IND1	Com	LV
53132167	STB: STELLENBOSCH ERFENIS TRUST	TOU1	Com	LV
53132168	STB: Sajoth Beleggings : Pizza Hut	IND1	Com	LL
53132169	FH : WOOLWORTHS (PTY)LTD	IND1	Com	LV
53132170	FH: GREEN WILLOWS PROPERTIES 302 (PTY LTD)	TOU1	Agr	LV
53132171	STB: Helderzicht	IND1	Com	LL
53132172	FH : Aralia Trading (PTY) LTD	IND1	Com	LV
53132173	STB: Municipality - Traffic Department	MUN3	Mun	LL
53132174	FH: KLEIN DASSENBERG ESTATES (PTY) LTD	IND1	Com	LL
53132175	STB: WORK GROOVE PTY LTD	IND1	Com	LL
53132176	STB: Thales Services Pty Ltd	IND1	Com	LV
53132178	STB: Municipality Water Plant	MUN3	Mun	LL
53132179	STB: MY SPACE (PTY) LTD	IND1	Com	LV
53132180	STB: UNIVERSITEIT VAN STELLENBOSCH (Biologie)	TOU2	Com	MV
53132181	STB: Campuskey Pty Ltd	TOU1	Res	LV
53132182	STB: Departement van Openbare Werke	IND2	Ind	LV
53132183	STB: Departement van Openbare Werke	IND2	Ind	MV
53132184	STB: TFD	IND1	Com	LL
53132185	STB: Munisipaal Uitvalwerke	MUN3	Mun	MV
53132186	STB: EMSS Antennas	IND1	Com	LL
53132187	STB: One Vision Investments (Vin Lab)	IND1	Com	LV
53132188	STB: Octofin Medical Stellenbosch	TOU1	Com	LV
53132190	FH: NATIONAL DEPARTMENT OF PUBLIC WORKS (Meerlust E	TOU1	Com	LV
53132191	JDAL : Johannesdal Pty Ltd	IND1	Com	LL
53132198	STB: Stellenbosch Academy of Design	IND1	Com	LV
53132199	STB: Rupert Museum 2	IND1	Com	LV
53132199	STB: Rupert Museum 2	IND1	Com	LV
53132209	FH: Celebase Pty LTD	TOU1	Com	LV
53132209	FH: Celebase Pty LTD	TOU1	Com	LV
53132210	FH: Celebase Pty LTD	TOU1	Com	MV
53132217	STB: Cova Da Iria Fantastic Food Court	TOU1	Com	LV
53132218	STB: BUNDORAN BEACH (PTY) LTD	IND1	Com	LL
53132219	STB: Stellenbosch Primary School	IND1	NPA	LL
53132232	STB: SUPERGROUP TRADING PTY LTD	TOU1	Com	LL
53132234	STB: Stellenbosch Fine Wines	TOU1	Com	LV
53132236	STB: Nooitgedacht Flats C(Gen Lights) (TRADE-OFF 33 (PTY)	IND1	Com	LL
53132239	STB: Bergzicht Restaurant (BERGZICHT MOTORS (PTY) LTD)	IND1	Com	LL
53132240	STB: Munic - Irrigation Pump Station	MUN3	Mun	LL
53134123	STB: Cova Da Iria Five Star Laundry	TOU1	Com	LL
54064339	STB : KRIGESTRAAT 12 (PTY) LTD0	TOU1	Com	LL
54064342	STB: The Niche Body Corporate	TOU1	Res	LL
54064345	STB : Hebrew Synagogue	TOU1	NPA	LL
54064346	STB : CANON CAVE PROPERTY PTY LTD	IND1	Res	LL
54064348	FH : PICKWICK TRADING PTY LTD	IND1	Ind	LV
54064353	STB : Mias Van Der Westhuyzen Familie Trust	IND1	Com	LV
62030829	STB: Janine Rossouw Familie Trust	IND1	Com	LL
62030833	STB: BERTIES MOORINGS INVESTMENT T/A THE FAT BUTCHER	TOU1	Com	LL
62030840	STB: LANDBOUNAVORSINGSRAAD (TV Tower Pump Station)	IND1	Ind	LL
62030855	STB: Atoll Property Services	IND1	Com	LL
62030858	FH : Boutique Hotel - (SOUTHERN SPIRIT PROPERTIES 166 (P	IND1	Com	LL
62036339	STB: DEPT VAN OPENBARE WERKE	IND1	Ind	LL
62039623	STB: Stellenbosch College	TOU1	Com	LV
62040940	FH: FH Vrugte Verpakkers	TOU2	Ind	MV
73042066	FH: FH Wingerd	IND1	Agr	MV
73054908	STB: Millennia Park	IND1	Com	LV
8440011	FH : DELTA VALLEY FARMS (PTY) LTD -(Vark plaas)	TOU1	Agr	LL
96088570	STB: La Gratitude Phase 2	TOU1	Com	LV
96088571	STB: BANGHOEK BEHEERLIGGAAM	IND1	Res	LL
96088572	STB: SCARLET IBIS INVESTMENTS 70 (PTY) LTD (Merriman Loc	TOU1	Com	LV
96088573	STB: Usentra Pty LTD	TOU1	Com	LV
96408792	STB: Dennis de Wet Family Trust	IND1	Res	LL
96408794	STB: ANTIC REALTY STELLENBOSCH (PTY) LTD	IND1	Com	LL
96408795	STB: UNIVERSITEIT VAN STELLENBOSCH (Uni Electronica) (Bo	IND1	Com	LL
96408796	STB: Stellenbosch Panelbeaters	TOU1	Com	LL
96408807	STB: EIKENFORT (EDMS) BPK (Stellenbosch Sports Institute)	TOU1	Com	LV
96408808	STB: Parmalat (Stoffel Smit)	TOU1	Com	LV
96408809	STB: Mobile Tel Network MTN Tower	IND1	Com	LL
96408810	STB: Barloworld	TOU1	Com	LV
99632958	STB: ATTACQ RETAIL FUND (PTY) LTD	TOU1	Com	LV
99799825	STB: Nooitgedacht Building A -(CITOSOLVE INVESTMENTS (F	IND1	Com	LL

Figure 9 shows the normalised (average demand 1 kVA) ½ hourly kVA values (Y-axis) for the average week (7 day ½ hours per week = x-axis) for each of the representative load profiles.

Figure 9



It is important to note that the annual representative load profiles and not the week average, are used for the simulations. These profiles are then used to simulate the load profiles at each of the representative networks.

10.1. Network profiles.

To be able to calculate the load on a particular network one firstly has to calculate the profile at every infeed point on the network. This is calculated by:

- Multiplying the total load for every representative load profile being fed in at that point with the representative load profile ratio to establish the total load of every profile.
- The values for every representative profile are then added together.

The next step is to calculate the loads going through every network component.

- Calculate the load being taken at the infeed point of every network by adding the losses to the load being taken from the outgoing side of that network.
- Calculate the load through each individual network by adding the load infeed at the outgoing side of that network to the load going through the next network.
- This is an integrated process starting with the last points on the networks from where loads are taken and working upwards towards the main supply point to the distributor.
- This should be done for every half hour of the year, yielding an annual half hourly profile going through every network.

The result is an annual profile at N2 (the Bulk supply point).

10.2. Profile re-conciliation.

It is essential that an assessment be made of the accuracy of the representative load profiles used. This is done by:

- calculating the annual load profile from the LV network up to HV network:
- multiplying consumption at each point on the network times the per unit representative load profile at that point.
- adding up from the LV network up to the highest voltage network including losses at each point up calculations
- and comparing that with the annual purchase load profile.

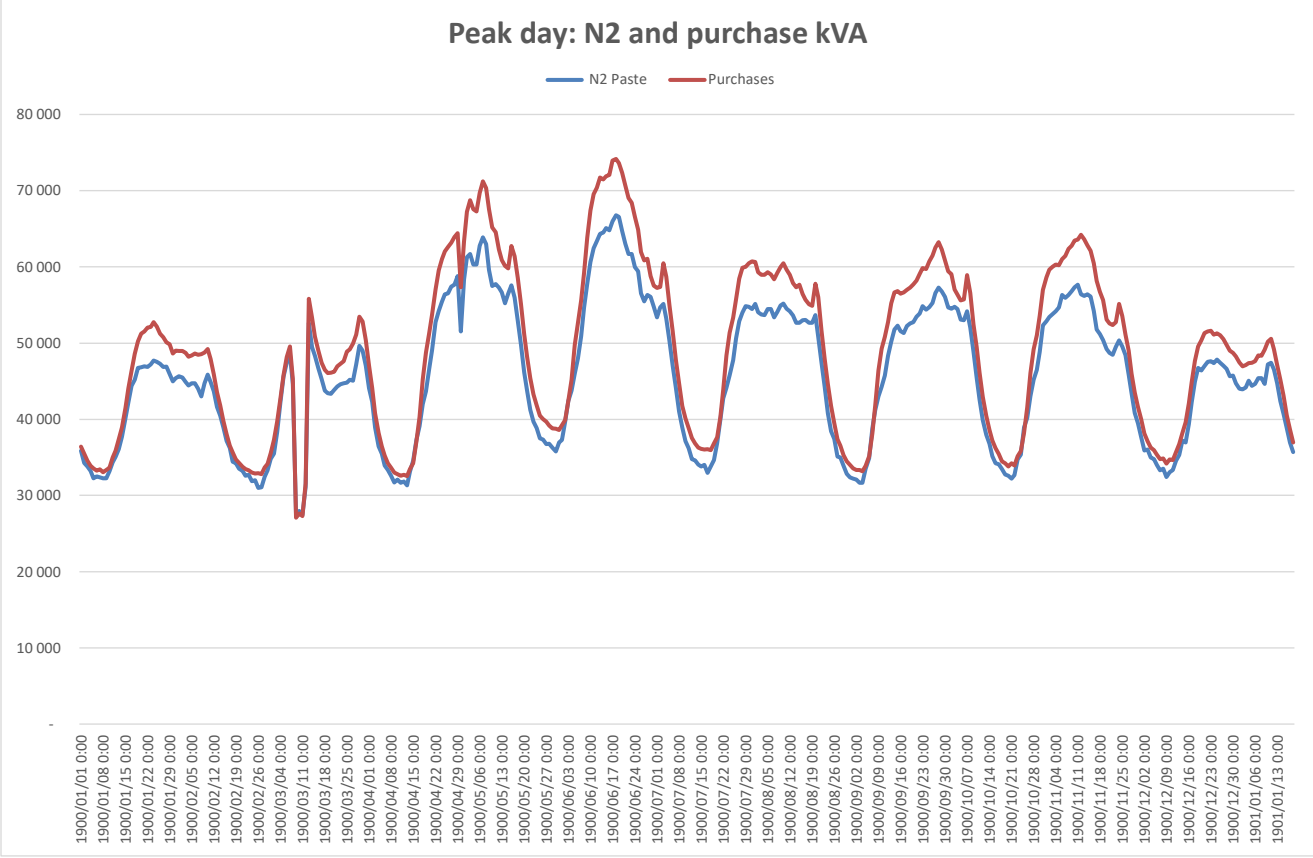
Table 27 below shows the maximum demand with date and time for the actual purchase profile and the N2 profile. The maximum demand occurs within ½ hour of each other but differ by 4 months. The actual maximum differs by about 6%.

Table 27

N2 Max	N2 Max date	N2 Max
71 827.91	2022/06/14 12:00	71 827.91
∑ kVA at Peak	∑ Own Max	Max
72 068.74	93 243.15	
		1
Purchase Max	Max date	
74 181.02	2022/02/15 12:30	74181.02
∑ kVA at Peak	∑ Own Max	
69 787.67	103 071.34	

Figure 10 shows the ½ hourly kVA profile of the peak week for purchase Vs N2. It shows a very good correlation in terms of the peak and hour and day of the week.

Figure 10



This concludes the analysis of load profiles. The various network profiles will thus be used to determine the capacity on each of the networks. These results will be used later on specifically as basis for the kVA units per network.

10.3. Representative Profile Quantities.

The TOU quantities for each of the representative load profiles were then calculated. The per unit representative load profile quantities for the year are then multiplied by the total kWh for each representative load profile. The results are shown in Table 28:

The process followed in the model can be described briefly as follows:

- The ½ hourly kWh and kvarh per unit figures as calculated for each annual profile from above is used as starting point. The per unit value means that each actual half hourly value is divided by the total number of half hours in a year (365 days x 24 hours = 8760).
- In other words, if the total number of kWh used by this profile of customers are multiplied by the per unit values and then again divided by 8760, the full picture for this profile is obtained.
- For each profile the kVA values are then calculated. This is done by calculating the square rout of the 1/2 hourly kWh and kvarh and multiplying by 2.
- For each half hour the excess kvarh are then calculated by obtaining the amount of kvarh exceeding the kvarh associated with the kW peak for than ½ hour with a power factor of 0.85.
- The ½ hourly kWh, kvarh and kVA figures are then sorted and summed by:
  - For each month.
  - Season: High and Low.
  - TOU period: Peak, Standard and Off-peak.
  - Excess kvarh during peak and standard periods only.
- The sum of the maximum demands incurred during each month is then calculated as well as the highest maximum demand during the whole year.
- From these the Annual Load Factor (LF) and Excess kvarh % of total kWh are calculated.
- These values are then calculated for each profile.

Table 28

REP PROFILE QUANTITIES	TOTAL					HIGH SEASON			LOW SEASON			Annual		
YEAR	ENERGY	MAX DEMAND	MAX DEMAND	MAX DEMAND P&S	kVA LOAD FACTOR	P	S	O	P	S	O	Annual Max	Annual lf	Reactive
PROFILE	kWh (for)	kW	kVA	kVA	%	kWh (for	kWh (for	kWh (for	kWh (for	kWh (for	kWh (for	kVA	%	Excess kvarh
aMVatHV	-	-	-	-	0.14%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-	0%	0.00%
bLPUMV	131 895 003	275 652.35	280 874.60	280 874.60	65.85%	3.8%	9.9%	9.6%	12.7%	31.9%	32.1%	27 878	54%	0.038%
cLPULV	69 833 353	163 923.86	168 966.14	168 966.14	59.19%	3.9%	10.9%	9.6%	12.6%	32.9%	30.0%	17 757	45%	0.112%
dMunicS	13 783 673	26 076.95	27 212.37	27 212.37	70.97%	3.7%	10.1%	11.7%	10.9%	29.0%	34.7%	2 582	61%	0.19%
eAgricu	2 051 143	4 206.71	4 487.61	4 487.61	64.24%	3.6%	9.3%	9.2%	12.3%	31.9%	33.8%	490	48%	3.52%
fCommer	24 345 241	77 674.06	79 678.69	79 678.69	45.44%	4.0%	11.3%	9.7%	12.4%	33.0%	29.7%	11 989	23%	1.63%
gReside	59 853 092	140 266.56	143 471.31	143 471.31	59.41%	4.5%	12.5%	11.9%	12.1%	29.2%	29.7%	15 217	45%	0.00%
hNPAsss	27 835	80.50	82.65	82.65	45.31%	4.3%	11.1%	9.7%	13.6%	32.2%	29.1%	8	38%	0.64%
iSports	452 374	1 204.99	1 250.61	1 250.61	54.89%	4.3%	10.8%	11.4%	12.3%	30.3%	30.9%	130	40%	0.98%
jDomRDP	79 241 044	226 772.67	230 280.43	230 029.91	46.82%	5.6%	12.6%	11.7%	12.2%	28.0%	30.0%	24 265	37%	2.25%
kSSEGIm	4 933 498	13 350.28	13 742.31	13 742.31	48.91%	4.6%	8.9%	10.7%	13.1%	25.5%	37.1%	1 478	38%	3.03%
lSSEGEx	(1 056 350)	-0.01	11 887.97	10 787.39	-10.86%	0.2%	9.7%	6.6%	5.5%	49.9%	28.1%	1 277	-9%	-12.33%
mLights	3 431 799	10 248.00	12 509.28	12 509.28	40.42%	1.2%	5.2%	20.4%	3.0%	11.3%	58.8%	1 042	38%	5.72%

The following should be noted in this respect:

- The average Load factor refers to the total kWh per year divided by the sum of the monthly maximum demand in the year times the total hours in the year. (Total kWh for year) ÷ (Sum 12 kVA maximum demands x hours in year).
- The Annual LF refers to the total kWh per year divided by the highest maximum demand in the year times 12 times the total hours in the year. (Total kWh for year) ÷ (Highest maximum demand in year x 12 x hours in year).

- The % values in each of the TOU periods refer to the % of consumption relative to the total consumption.
- The reactive energy refers to the kvarh as calculated in the Eskom Megaflex tariff. (Sum of: kvarh – 30% of kWh for each ½ hour in peak and standard periods).

This data will be used to calculate the load demands of each profile and the kWh's used in the different time periods.

10.4. Network Profile Quantities.

The network profiles calculated above are now further processed. The maximum demand and TOU ratios are required for further analyses and the results obtained are shown in Table 29.

Table 29

NETWORK QUANTITIES	YEAR TOTAL						HIGH SEASON			LOW SEASON			YEAR TOTAL	
BILLING CYCLE	P&S	ENERGY	MAX DEMAND	MAX DEMAND	MAX DEMAND P&S	Monthly KVA LOAD FACTOR	P	S	O	P	S	O	Max	kVA Load factor
MONTH	kvarh	kWh (FOR)	kW	kVA	kVA	%	kWh (FOR	kWh (FOR	kWh (FOR	kWh (FOR	kWh (FOR	kWh (FOI	kVA	LF
Purchases	10 761	392 350 191	819 217.01	824 635.90	824 635.90	66.69%	4%	12%	11%	12%	31%	30%	74 181	60.38%
N2	322 852	388 791 705	776 109.76	794 688.34	794 688.34	66.60%	4%	11%	11%	12%	31%	31%	71 828	61.79%
Total N3	322 852	388 791 705	776 109.76	794 688.34	794 688.34	66.60%	4%	11%	11%	12%	31%	31%	71 828	61.79%
Total N4	320 208	385 608 135	769 754.69	788 181.14	788 181.14	66.60%	4%	11%	11%	12%	31%	31%	71 240	61.79%
Total N5	897 569	251 334 782	515 793.11	528 460.98	528 160.33	65.42%	5%	12%	11%	12%	30%	31%	49 162	58.36%
Total N6	988 827	180 040 531	398 001.63	405 727.20	405 503.27	61.38%	5%	12%	12%	12%	29%	31%	39 995	51.39%

These values have the same meaning as in Table 28.

These values will be used to calculate the peak demands at every point on the network and thus to calculate the per unit R/kVA for each network.

11. RINGFENCING.

Before one can calculate the revenue requirement, a ringfencing study needs to be completed to determine the true costs and revenues and specifically overheads that should be charged to Electricity by the municipality. This means that the trial balance of the municipality and the NERSA D-form figures will be different due to a proper ringfencing process being followed.

Because it is best to do cost functionalization as early as possible in the process, it is done as part of the ringfencing study. In other words, the costs within electricity are identified and then costs are allocated from the various support functions in the municipality towards each of the various functions in electricity.

11.1. Key focus areas

There are a host of practices that affect the accuracy of the cost and revenue of current LG electricity distributors. The following ones will take the key attention:

The focus will firstly be on the larger items and thus the 20% of items that have 80% of the impact.

Services being supplied by Electricity to the rest of the LG where no charge is levied to cover the cost of supplying such service. The services involved here include the following: Electrical maintenance of LG facilities such as water works, sewerage works, buildings, houses etc.

Electricity equipment and other resources being used by the rest of the LG with no charge. This typically includes the following: Heavy vehicles, large machinery, meter readers etc.

Public lighting including streetlights, high mast lights, robots, parking lot lights, etc. This service is considered a LG service and not part of electricity supply although the service is provided by Electricity.

Electricity for own use by LG. Many municipalities have a different set of tariffs for the supply of electricity for use by its own facilities, such as municipal buildings, stores, sewerage supplies, water pumping and

sometimes also for staff. If these tariffs are not cost reflective it has the effect of distorting the true electricity supply cost/revenue and thus surplus. In some cases, an overcharge is made to the LG in the tariff and in other cases an undercharge.

Services provided to Electricity by the LG. Typical services include the following: Meter reading and billing, revenue collection, general accounting and administration, telephones, stores, etc. The extent to which this is done, differs significantly between various distributors. The big problem here is the extent of allocation of these costs made to the electricity department:

- Administration and overheads are allocated in terms of turnover instead of more realistic allocation factors, such as the number of staff, the own costs, area of office space etc. The problem with this is that the purchase cost of electricity is close to 70% of the revenue and the tax (surplus) being levied by the LG on electricity makes up a further approximately 20%. This method overstates the true share of the cost by the electricity department by more than 50%.
- Metering and billing costs should typically be allocated according to the share of the cost of the billing system with the number of transactions or actual processing time. Where the revenue is used as a basis, a misallocation is again made.
- A wide range of other methods are being used to allocate the other costs. There are internationally accepted methods that should be used to allocate the costs to ensure a fair burden on the electricity department.

Funding of capital expenditure. Assets in municipalities are mainly funded directly from profits / retained income and various grants received by the municipality. Some assets are still funded from external loans. The capital expenditure does not form part of the income statement, except in subsequent years when it appears as depreciation.

Government Grant funding. A large portion of LG income is from Government Grants. These are used to subsidise charges to residents but also to fund operating and capital costs. This distorts the normal profitability of departments and complicates the fair allocation of costs and revenues. Proposals will however be made in this respect.

There are a host of practices that affect the accuracy of the cost and revenue of current LG electricity distributors. The focus will firstly be on the larger items and thus the 20% of items that have 80% of the impact. It is one matter to develop a generic methodology to be applied. Things are always different because of the following:

- The way the municipality operates and is structured.
- The availability of data in the required format / level of detail.
- The need to focus on big values that have a significant impact.

11.2. Methodology applied

The process starts with an analysis of the Total Municipal Trial Balance for the completed financial year. These are the figures that are used as the basis for the compilation of the Annual Financial statements.

In analysing the Stellenbosch data the following key steps were followed to achieve accurate ringfencing:

- The data was ordered as follows:
  - The head office, support and administrative functions. These are not considered primary service delivery but act as support to the various line functions and as such the line departments should cover their costs.
  - Community services, the economic/trading services. These are considered the primary service delivery to the community and need to carry all costs of the overheads and service departments.
- The various sub-departments and cost categories are grouped to make viewing practical.
- The various accounts are also grouped to a level that still allows a good understanding of what the exact transactions are which may require adjustment / re-allcation.

This process is illustrated graphically in **Figure 11** below.

Figure 11

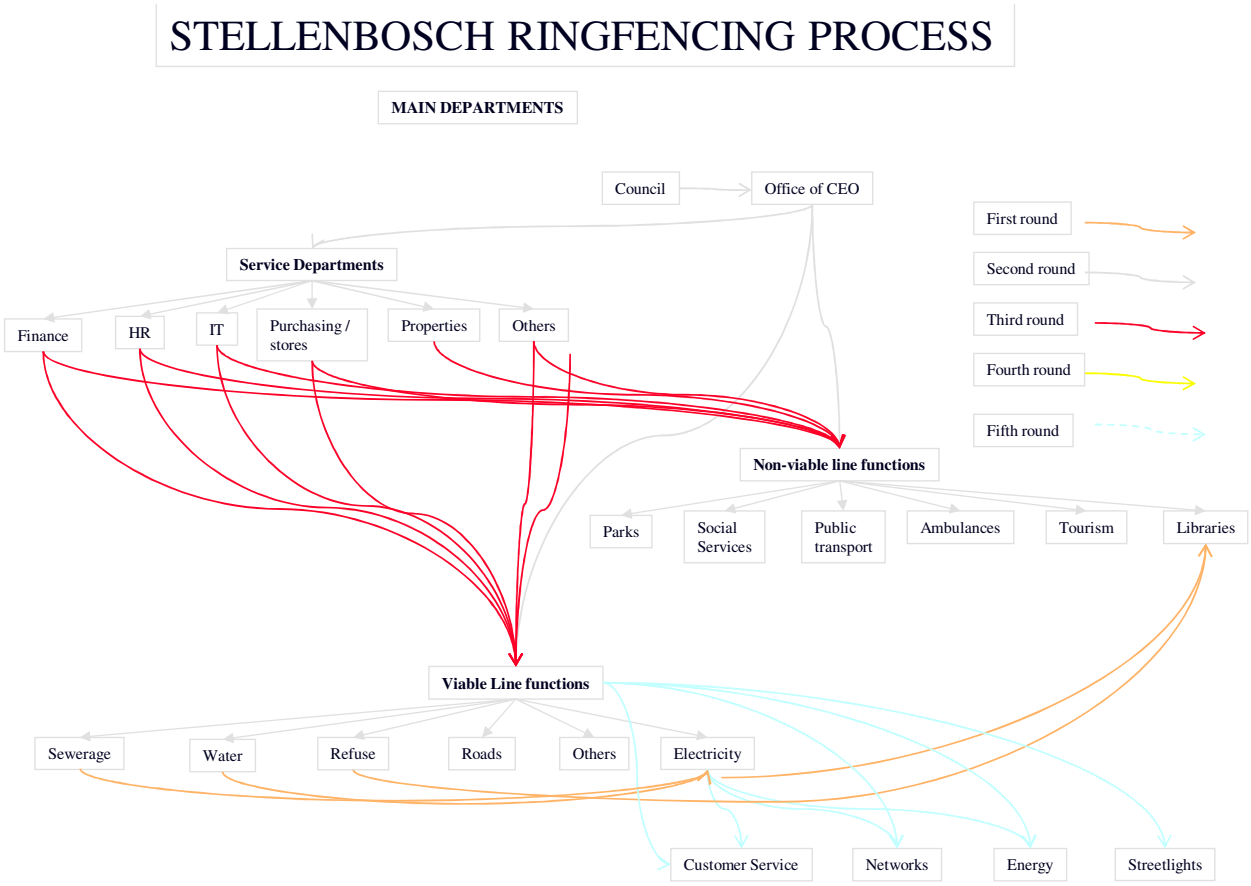


Table 30 shows the trial balance per group before any adjustments.

Table 30

Sum of Actual Balance inc Shadow														
	Office of the Municipal Manager Total	Strategic And Corporate Services Total	PLANNING AND DEVELOPMENT Total	Financial Services Total	Community And Protection Services Total	Infrastructure Services Services And Project Management Total	ENGINEERING SERVICES	Refuse Removal Total	Roads and traiff Total	Sewerage Network Total	Water Network Total	ELECTRICAL ENGINEERING SERVICES Total	Infrastructure Services Total	Grand Total
Row Labels														
Assets	- 924 884	17 688 761	- 226 090 563	7 675 252 728	- 44 048 040	27 938 681	1 649 947	- 4 135 055	56 899 810	41 225 161	2 815 610	- 9 834 117	113 260 143	7 535 125 386
Expenditure	21 519 886	181 963 760	87 386 981	166 195 323	297 231 339	21 307 152	39 449 100	124 514 939	108 461 638	126 504 711	158 661 255	627 111 838	1 206 010 634	1 960 349 792
Bad Debts Written Off			395 817	626 435	79 831 030			426 880	-	424 045	2 907 507	373 182	4 131 614	84 984 896
Bulk Purchases					-			-	-			528 011 715	528 011 715	528 011 715
Contracted Services	745 781	9 890 448	8 459 780	34 754 425	24 366 767	13 021 971	3 280 663	65 103 592	22 425 152	10 200 748	3 515 145	12 169 342	129 716 613	207 933 813
Consultants and Professional Services	391 064	5 233 172	3 450 541	4 457 580	226	13 021 971		-	-	517 253	557 152	-	14 096 376	27 628 958
Business and Advisory	391 064	235 096	3 127 760	4 436 742	226	13 021 971		-	-		8 646	-	13 030 617	21 221 504
Infrastructure and Planning		-	-		-			-	-			-	-	-
Laboratory Services					-			-	-	517 253	548 506	-	1 065 759	1 065 759
Legal Cost		4 998 076	322 781	20 838	-			-	-			-	-	5 341 695
Contractors	74 529	3 850 223	2 477 503	3 718 685	12 545 934		-	17 906 971	18 131 848	8 840 665	2 957 993	12 169 342	60 006 818	82 673 692
Artists and Performers					-			-	-			-	-	-
Bore Waterhole Drilling					-			-	-			-	-	-
Catering Services	402	88 643	- 10 843	2 550	11 761			-	-			-	-	92 513
Employee Wellness		4 466			4 823			-	-			-	-	9 289
Event Promoters			-		-			-	-			-	-	-
Forestry					4 646 921			-	-			-	-	4 646 921
Gardening Services		260 985	-		199 396			-	-			-	-	460 381
Graphic Designers	56 330				-			-	-			-	-	56 330
Interior Decorator		26 524			-			-	-			-	-	26 524
Maintenance of Buildings and Facilities		3 213 964	664 375		2 695 006			255 689	-			-	255 689	6 829 034
Maintenance of Equipment	-	25 587	-	625 975	225 265			85 537	6 488	1 470 756	157 108	66 654	1 786 543	2 663 370
Maintenance of Unspecified Assets	1 947	139 451	145 081	1 067 409	3 734 819		-	11 402 567	18 125 359	3 946 764	2 793 084	5 427 769	41 695 542	46 784 250
Management of Informal Settlements			1 645 862		-			-	-			-	-	1 645 862
Medical Services		19 652			-			-	-			-	-	19 652
Pest Control and Fumigation		70 951	2 078		90			-	-			-	-	73 118
Plants, Flowers and Other Decorations					397 023			-	-			-	-	397 023
Prepaid Electricity Vendors					-			-	-			6 674 919	6 674 919	6 674 919
Preservation/Restoration/Dismantling/Cleaning Services					566 917			-	-			-	-	566 917
Sewerage Services					-			6 163 179	-	-		-	6 163 179	6 163 179
Stage and Sound Crew	15 850		30 950	5 000	-			-	-			-	-	51 800
Tracing Agents and Debt Collectors				2 007 251	-			-	-			-	-	2 007 251
Transportation				10 500	63 913			-	-	3 423 146	7 802	-	3 430 947	3 505 361
Outsourced Services	280 188	807 053	2 531 736	26 578 160	11 820 608		3 280 663	47 196 621	4 293 304	842 830	-	-	55 613 419	97 631 163
Default				72 183	-		28 963 725	2 490 139	-	1 941 363	4 976 159	-	38 371 386	38 443 569
Depreciation and Amortisation	318 832	21 467 683	3 692 307	9 720 550	18 408 108		882 329	5 272 062	45 776 972	34 712 920	35 425 952	35 345 335	157 415 571	211 023 050
Amortisation	15 971	-	28 624	-	-		217 368	-	992 550		234 971	6 938	1 451 827	1 496 422
Intangible Assets	15 971	-	28 624	-	-		217 368	-	992 550		234 971	6 938	1 451 827	1 496 422
Depreciation	302 861	21 467 683	3 663 683	9 720 550	18 408 108		664 961	5 272 062	44 784 422	34 712 920	35 190 981	35 338 397	155 963 744	209 526 628
Electrical Infrastructure		114 717	112 776	6 631	4 490 268		384 395	-	133 156	1 034	636	29 262 197	29 781 418	34 505 810
Capital Spares					11 534			-	1 069		2	508 106	509 177	520 711
HV Substations					-			-	-			261 130	261 130	261 130
LV Networks					856 365			-	132 087	1 034		10 248 201	10 381 322	11 237 687
MV Switching Stations					-			-	-			6 773 100	6 773 100	6 773 100
Power Plants		114 717	112 776	6 631	3 622 369		384 395	-	-		634	11 471 660	11 856 689	15 713 182
Furniture and Office Equipment	32 953	616 151	294 697	2 096 884	793 707		42 532	104 977	53 537	78 626	29 618	147 936	457 226	4 291 618
Information and Communication Infrastructu	1 431	116 110	37 031	5 930	40 269		3 713	1 307	1 090	783	712	176 005	183 610	384 381
Investment Property		237 297			14 587			-	-			-	-	251 884
Machinery and Equipment	122 432	115 006	89 951	1 701 656	1 834 968		90 538	290 725	307 090	255 451	1 230 579	336 095	2 510 478	6 374 491
Other Assets		3 468 831	1 608 777	2 417 426	2 920 307		185	222 916	395 341	59 330	554 267	505 531	1 737 570	12 152 911
Roads Infrastructure	43 484	215 043	410 213	1 446 668	1 856 357		67 809	50 233	40 463 449	20	1 621 832	562 285	42 765 628	46 737 393
Sanitation Infrastructure		1 087	74 305		865 384			92 091	167 853	31 761 010	614 572	-	32 635 526	33 576 302
Solid Waste Infrastructure					81 126		73 206	2 492 799	10 727			-	2 576 732	2 657 858
Storm water Infrastructure			7 974		43 918			78 202	1 002		486 964	-	566 168	618 060
Transport Assets		281 172	164 102	479 444	2 179 447		1 010	1 870 160	728 895	159 173	1 894 679	1 682 532	6 336 449	9 440 614
Water Supply Infrastructure		10 750 213	291 292		635 637			43 668	2 080 463	2 386 775	28 691 609	2 590 893	35 793 408	47 470 551
Employee Related Cost	14 546 931	69 510 689	60 118 435	86 342 209	141 704 434	8 195 176	6 114 786	17 550 252	33 818 278	37 300 652	44 981 601	30 486 080	178 446 824	550 719 140
Salaries, Wages and Allowances	10 342 170	37 572 689	48 616 263	68 748 600	116 123 243	6 918 588	3 768 968	14 777 567	29 711 853	31 241 984	38 455 953	25 366 167	150 241 080	431 693 663
Interest, Dividends and Rent on Land		-		- 83 159	-			9 904 812	-	22 178 945	7 104 803	5 226 963	44 415 523	44 332 364
Interest Paid		-		- 83 159	-			9 904 812	-	22 178 945	7 104 803	5 226 963	44 415 523	44 332 364
Borrowings					-			-	-	22 178 945	7 104 803	5 226 963	34 510 710	34 510 710
Discounting of Financial Instruments				- 922 251	-			-	-			-	-	- 922 251
Interest costs non-current Provisions					-			9 904 812	-			-	9 904 812	9 904 812
Long Service Awards		-		-	-			-	-			-	-	-
Transfers and Subsidies Payable				839 092	-			-	-			-	-	839 092
Inventory Consumed	59 132	2 574 348	1 309 279	1 977 828	9 676 053	36 149	71 029	6 194 968	4 306 755	8 600 529	37 276 409	3 804 693	60 290 534	75 887 066
Consumables	59 132	2 063 974	898 515	1 591 686	5 832 831	36 149	62 314	4 527 531	321 136	5 313 630	1 299 359	1 439 515	12 999 635	23 445 664
Housing Stock				345 000	-			-	-			-	-	345 000
Materials and Supplies	-	510 374	410 765	41 141	3 843 222		8 716	1 667 437	3 985 619	3 286 899	4 559 376	2 365 178	15 873 225	20 678 727
Water					-			-	-		31 417 674	-	31 417 674	31 417 674
Operating Leases	133 766	11 655 061	852 976	875 203	1 473 525			-	-			-	-	14 990 530
Operational Cost	5 715 445	46 311 586	1 169 205	30 673 649	21 771 422	53 857	136 568	17 572 234	2 134 481	11 145 508	22 473 679	11 694 528	65 210 855	170 844 520
Achievements and Awards				6 000	6 439			-	-			-	-	12 439
Advertising, Publicity and Marketing	319 041	409 395	241 433	233 165	90 755		50 446	71 732	-			100 071	222 249	1 516 037
Assets less than the Capitalisation Threshold	2 115	103 348	72 039	20 243	86 179		720	-	32 775	83 372	24 226	21 732	162 824	446 748
Bank Charges, Facility and Card Fees				1 578 109	-			-	-			-	-	1 578 109
Bargaining Council		4 301 799			-			-	-			-	-	4 301 799
Bursaries (Employees)		514 009			-			-	-			-	-	514 009
Cleaning Services	184		1 274	818	-			-	-			-	-	2 276
Commission				2 419 679	-			-	-			-	-	2 419 679
Communication		6 224 845	5 196	4 129 888	192 092		8 784	-	-	-	5 350	-	14 134	10 566 155
Contribution to Provisions				5 637 244	15 626 017			11 653 521	-	3 941 998	18 730 703	2 409 429	36 735 651	57 998 912
Deeds		-			-			-	-			-	-	-
Entertainment		40 398	6 792	-	-			-	7 624	-	7 641	1 856	13 408	52 957
External Audit Fees	5 193 706	220 179			-			-	-			-	-	5 413 884
External Computer Service		24 047 749			-	-		-	-			-	-	24 047 749
Full Time Union Representative		55 940			-			-	-			-	-	55 940
Hire Charges	-	397 056	3 100	-	822 399	-	-	4 145 308	98 174	297 146	332 076	114 734	4 987 438	6 209 993
Honoraria (Voluntarily Workers)		-	35 500		-			-	-			-	-	35 500
Indigent Relief					-			-	-			6 134 237	6 134 237	6 134 237
Insurance Underwriting		1 000 000		5 393 368	-			-	-			-	-	6 393 368
Learnerships and Internships		141 346			-			-	-			-	-	141 346
Licences	492	4 500	14 295	37 187	219 585	492		685 946	110 928	251 071	130 729	186 087	1 365 252	1 641 311
Management Fee				8 477 800	1 300 679			-	-			-	-	9 778 479
Municipal Services		256 945	-		735 631			176 088	36 053	6 055 303	1 882 637	2 358 801	10 508 883	11 501 459
Office Decorations	300	34 403	1 800	480	-			-	-			-	-	36 983
Printing, Publications and Books	20 154	81 890	9 908	369 114	31 585	9 838	870	-	-		870	870	12 447	525 098
Professional Bodies, Membership and Subscrip	17 120	-	10 501	13 800	71 538	16 698	8 654	-	-	4 790	24 675	18 692	73 509	186 468
Registration Fees		2 085 134	15 728	21 217	34 261	-	38 245	-	-	-	-	-	38 245	2 194 585
Resettlement Cost		26 043			-			-	-			-	-	26 043
Rewards Incentives				-	-			-	-			-	-	-
Road Worthy Test				-	404			-	-			-	-	404
Samples and Specimens			1 698		-			340 814	-		824 910	-	1 165 724	1 167 422
Search Fees			46 790		-			-	-			-	-	46 790
Servitudes and Land Surveys				-	-		-	-	-		-	-	-	-
Signage			1 800		-			-	-			-	-	1 800
Skills Development Fund Levy	161 474	4 522 865			138			-	-			-	-	4 684 477
Storage of Files (Archiving)			1 698		54 949			-	-			-	-	56 647
Supplier Development Programme			530 650		-			-	-			-	-	530 650
System Access and Information Fees				45 500	2 265			-	-			-	-	47 765
Travel and Subsistence	639	5 180	30 044	17 596	32 070		15 217	5 697	15 151		- 43 398	5 085	- 2 248	83 281
Uniform and Protective Clothing	221	87 255	138 960	1 507 743	2 464 437	22 089	258	493 127	1 833 777	511 827	553 260	346 647	3 760 985	7 959 601
Vehicle Tracking				663 982	-			-	-			-	-	663 982
Workmen's Compensation Fund		1 747 058		100 714	-			-	-			-	-	1 847 772
Remuneration of Councillors		19 815 249			-			-	-			-	-	19 815 249
Surplus / Deficit				-	-			-	-			-	-	-
Transfer to Accumulated Surplus				-	-			-	-			-	-	-
Transfers and Subsidies		738 696	11 389 184	1 236 000	-			-	-			-	-	13 363 880
Operational		738 696	11 389 184	1 236 000	-			-	-			-	-	13 363 880
Monetary Allocations		738 696	11 389 184	1 236 000	-			-	-			-	-	13 363 880
Gains and Losses		25 781	992	120 521	42 509			1 670	-	2 723 534	-	-	2 725 205	2 915 007
Disposal of Fixed and Intangible Assets		25 781	992	4 662	42 509			1 670	-	662		-	2 332	76 276
Impairment Loss					-			-	-	2 722 872	-	-	2 722 872	2 722 872
Inventory				115 859	-			-	-			-	-	115 859
Decrease in net-realisable Value				510 340	-			-	-			-	-	510 340
Increase to net-realisable Value				- 394 481	-			-	-			-	-	- 394 481
Liabilities	10 035 396	65 742 431	21 093 613	- 3 643 544 181	67 223 740	73 937 754	2 249 143	72 755 103	173 673 721	211 514 693	139 315 571	776 547 088	1 449 993 073	- 2 029 503 708

Sum of Actual Balance inc Shadow														
	Office of the Municipal Manager Total	Strategic And Corporate Services Total	PLANNING AND DEVELOPMENT Total	Financial Services Total	Community And Protection Services Total	Infrastructure Services							Infrastructure Services Total	Grand Total
						Services And Project Management Total	ENGINEERING SERVICES	Refuse Removal Total	Roads and traiff Total	Sewerage Network Total	Water Network Total	ELECTRICAL ENGINEERING SERVICES Total		
Row Labels														
Revenue	-	- 5 786 791	- 25 576 091	- 512 888 470	- 166 823 557	- 40 557 250	- 34 804 632	- 126 522 534	- 58 809 029	- 135 893 673	- 164 494 054	- 794 576 260	- 1 355 657 432	- 2 066 732 341
Default					-		- 34 657 992	- 29 321	-	- 5 041	- 3 751 214	-	- 38 443 569	- 38 443 569
Exchange Revenue		- 5 207 486	- 21 573 460	- 22 381 398	- 23 107 462	- 5 357 849	-	- 87 468 507	- 12 365 430	- 106 209 590	- 160 242 839	- 748 259 085	- 1 119 903 301	- 1 192 173 107
Agency Services					- 3 019 961			-	-			-	-	- 3 019 961
Interest, Dividend and Rent on Land				- 19 439 577	-			- 1 584 304	-	- 1 400 356	- 5 289 670	- 1 484 989	- 9 759 319	- 29 198 896
Interest				- 19 439 577	-			- 1 584 304	-	- 1 400 356	- 5 289 670	- 1 484 989	- 9 759 319	- 29 198 896
Current and Non-current Assets				- 18 755 045	-			-	-		- 15 296	-	- 15 296	- 18 770 341
Bank Accounts				- 2 318 032	-			-	-			-	-	- 2 318 032
Financial Assets					-			-	-		- 15 296	-	- 15 296	- 15 296
Short Term Investments and Call Accounts				- 16 437 013	-			-	-			-	-	- 16 437 013
Receivables				- 684 532	-			- 1 584 304	-	- 1 400 356	- 5 274 374	- 1 484 989	- 9 744 023	- 10 428 555
Electricity					-			-	-			- 1 484 989	- 1 484 989	- 1 484 989
Service Charges				- 684 532	-			-	-			-	-	- 684 532
Waste Management					-			- 1 584 304	-			-	- 1 584 304	- 1 584 304
Waste Water Management					-			-	-	- 1 400 356		-	- 1 400 356	- 1 400 356
Water					-			-	-		- 5 274 374	-	- 5 274 374	- 5 274 374
Licences or Permits		- 539	- 100 896	- 137 294	- 7 570 713			-	-			-	-	- 7 809 442
Market Porters		- 539	- 100 374		-			-	-			-	-	- 100 913
Road and Transport				- 137 294	- 7 570 713			-	-			-	-	- 7 708 007
Trading			- 522		-			-	-			-	-	- 522
Operational Revenue		- 809 580	- 200 637	- 3 887 101	- 106 929	- 5 070 003	-	-	- 67 309		- 40 609	- 868 988	- 6 046 910	- 11 051 157
Administrative Handling Fees				- 296 143	-			-	-			-	-	- 296 143
Breakages and Losses Recovered					- 7 794			-	-			-	-	- 7 794
Collection Charges				- 2 599 387	-			-	-			-	-	- 2 599 387
Incidental Cash Surpluses				- 5 977	-			-	-			-	-	- 5 977
Inspection Fees					- 3 658			-	-			-	-	- 3 658
Insurance Refund				- 970 346	-			-	-			-	-	- 970 346
Merchandising, Jobbing and Contracts			- 200 000		-	- 4 929 738		-	- 67 309		- 40 609	- 849 488	- 5 887 145	- 6 087 145
Recovery Maintenance					-	- 140 265		-	-			- 19 500	- 159 765	- 159 765
Request for Information		- 2 483	- 637	- 15 248	- 87 759			-	-			-	-	- 106 127
Skills Development Levy Refund		- 807 097			-			-	-			-	-	- 807 097
Staff and Councillors Recoveries		-			- 7 718		-	-	-			-	-	- 7 718
Rental from Fixed Assets		- 303 023	11 637 712		232 135									12 172 870
Sales of Goods and Rendering of Services		- 4 094 344	- 9 634 215	- 772 690	- 12 177 724	- 287 846		- 1 232 308	- 12 298 121	- 2 523 821	- 6 227 413	- 3 261 746	- 25 831 256	- 52 510 229
Application Fees for Land Usage			- 485 946		-	-		-	-			-	-	- 485 946
Building Plan Approval			- 8 561 312		-			-	-			-	-	- 8 561 312
Cemetery and Burial					- 999 722			-	-			-	-	- 999 722
Clearance Certificates				- 456 411	-			-	-			-	-	- 456 411
Construction Contract Revenue					-	- 287 846		-	-			-	- 287 846	- 287 846
Development Charges				- 147 250	- 4 781 558			- 1 232 308	- 12 298 121	- 2 523 821	- 6 227 413	- 3 261 746	- 25 543 410	- 30 472 217
Encroachment Fees		- 3 825 308			-	-		-	-			-	-	- 3 825 308
Entrance Fees				-	- 566 516			-	-			-	-	- 566 516
Escort Fees					- 770			-	-			-	-	- 770
Fire Services					- 94 486			-	-			-	-	- 94 486
Legal Fees		- 147 140			-			-	-			-	-	- 147 140
Library Fees					- 1 573			-	-			-	-	- 1 573
Parking Fees					- 5 612 297			-	-			-	-	- 5 612 297
Photo copies, Faxes and Telephone charges					- 56 117	-		-	-			-	-	- 56 117
Removal of Restrictions			- 405 436		-			-	-			-	-	- 405 436
Sale of Goods		- 121 896	- 181 522	- 168 130	- 66 225			-	-			-	-	- 537 772
Sub-division and Consolidation Fees			- 181 522		-			-	-			-	-	- 181 522
Squatter Re-allocation				- 900	-			-	-			-	-	- 900
Service Charges				- 1 855 264	-			- 84 651 895	-	- 102 285 413	- 148 685 147	- 742 643 362	- 1 078 265 817	- 1 076 410 552
Electricity					-			-	-			- 742 643 362	- 742 643 362	- 742 643 362
Availability Charges					-			-	-			- 24 269 495	- 24 269 495	- 24 269 495
Connection/Reconnection					-			-	-			- 3 731 395	- 3 731 395	- 3 731 395
Disconnection/Reconnection Fees					-			-	-			- 3 731 044	- 3 731 044	- 3 731 044
Temporary Connection Fee					-			-	-			- 352	- 352	- 352
Electricity Sales					-			-	-			- 717 762 495	- 717 762 495	- 717 762 495
Agricultural Low					-			-	-			- 1 017 978	- 1 017 978	- 1 017 978
Commercial Conventional (Single Phase)					-			-	-			- 27 043 099	- 27 043 099	- 27 043 099
Domestic High					-			-	-			- 252 711 291	- 252 711 291	- 252 711 291
Conventional					-			-	-			- 67 899 890	- 67 899 890	- 67 899 890
Prepaid					-			-	-			- 184 811 401	- 184 811 401	- 184 811 401
Domestic Low					-			-	-			-	-	-
Prepaid					-			-	-			-	-	-
Industrial (400 Volts) (Low Voltage)					-			-	-			- 73 433 090	- 73 433 090	- 73 433 090
Industrial more than 400 less than 11 000 Volts (Medium Voltage)					-			-	-			- 43 906 278	- 43 906 278	- 43 906 278
Sports Grounds/Churches/Holiday/Old-age homes/Schools					-			-	-			- 89 710	- 89 710	- 89 710
Street Lighting					-			-	-			-	-	-
Time of Use Tariffs					-			-	-			- 319 561 049	- 319 561 049	- 319 561 049
Meter Compliance Testing					-			-	-			- 1 287	- 1 287	- 1 287
Meter Reading Fees					-			-	-			- 3 134 040	- 3 134 040	- 3 134 040
Notice Revenues					-			-	-			- 12 730	- 12 730	- 12 730
Waste Management					-			- 84 651 895	-			-	- 84 651 895	- 84 651 895
Waste Water Management					-			-	-	- 102 285 413		-	- 102 285 413	- 102 285 413
Water				- 1 855 264	-			-	-		- 148 685 147	-	- 148 685 147	- 146 829 883
Non-exchange Revenue	-	- 579 305	- 4 002 631	- 490 507 072	- 143 716 095	- 35 199 401	- 146 640	- 39 024 706	- 46 443 598	- 29 679 042	- 500 000	- 46 317 175	- 197 310 562	- 836 115 665
Fines, Penalties and Forfeits			- 6 400 859	- 31 865	- 129 024 751			-	-			-	-	- 122 655 757
Fines			- 6 400 859	- 31 865	- 129 024 751			-	-			-	-	- 122 655 757
Building			- 23 478		-			-	-			-	-	- 23 478
Law Enforcement				- 31 865	-			-	-			-	-	- 31 865
Overdue Books Fine					- 40 371			-	-			-	-	- 40 371
Pound Fees					- 74 293			-	-			-	-	- 74 293
Traffic			- 6 424 337	-	- 128 910 086			-	-			-	-	- 122 485 749
Interest, Dividend and Rent on Land				- 2 430 082	-			-	-			-	-	- 2 430 082
Property Rates		-		- 421 969 301	-			-	-			-	-	- 421 969 301
Agricultural Property				- 18 490 474	-			-	-			-	-	- 18 490 474
Business and Commercial Properties		-		- 166 626 428	-			-	-			-	-	- 166 626 428
Other Categories				- 3 952 269	-			-	-			-	-	- 3 952 269
Public Benefit Organisations				- 24 424	-			-	-			-	-	- 24 424
Public Service Infrastructure Properties				- 9 290 588	-			-	-			-	-	- 9 290 588
Residential Properties		-		- 216 061 712	-			-	-			-	-	- 216 061 712
Special Rating Area				- 7 523 406	-			-	-			-	-	- 7 523 406
Property Rates by Usage				-	-			-	-			-	-	-
Transfers and Subsidies	-	- 579 305	- 10 403 490	- 66 075 823	- 14 691 344	- 35 199 401	- 146 640	- 39 024 706	- 46 443 598	- 29 679 042	- 500 000	- 46 317 175	- 197 310 562	- 289 060 524
Capital			- 6 072 749	- 2 870 682	- 3 595 125	- 21 352 351		-	- 41 493 598	- 2 500 000	- 500 000	- 14 467 664	- 80 313 613	- 92 852 170
Allocations In-kind					- 50 000			-	-			-	-	- 50 000
Monetary Allocations			- 6 072 749	- 2 870 682	- 3 545 125	- 21 352 351		-	- 41 493 598	- 2 500 000	- 500 000	- 14 467 664	- 80 313 613	- 92 802 170
Departmental Agencies and Accounts					- 307 361			-	-			-	-	- 307 361
National Departmental Agencies					- 307 361			-	-			-	-	- 307 361
National Lotteries Board					- 307 361			-	-			-	-	- 307 361
National Government				- 2 870 682	- 2 329 670	- 4 000 000		-	- 40 893 598	- 2 500 000	- 500 000	- 13 757 664	- 61 651 263	- 66 851 614
Integrated National Electrification Programme Grant					-			-	-			- 13 757 664	- 13 757 664	- 13 757 664
Integrated Urban Development Grant				- 2 870 682	- 2 329 670	- 4 000 000		-	- 40 893 598	- 2 500 000	- 500 000	-	- 47 893 598	- 53 093 950
Provincial Governments			- 6 072 749		- 908 094	- 17 352 351		-	- 600 000			- 710 000	- 18 662 351	- 25 643 194
Western Cape			- 6 072 749		- 908 094	- 17 352 351		-	- 600 000			- 710 000	- 18 662 351	- 25 643 194
Capacity Building and Other					- 336 881			-	-			-	-	- 336 881
Infrastructure			- 6 072 749		- 571 213	- 17 352 351		-	- 600 000			- 710 000	- 18 662 351	- 25 306 313
Operational	-	- 579 305	- 4 330 741	- 63 205 141	- 11 096 219	- 13 847 050	- 146 640	- 39 024 706	- 4 950 000	- 27 179 042		- 31 849 510	- 116 996 949	- 196 208 355
Monetary Allocations	-	- 579 305	- 4 330 741	- 63 205 141	- 11 096 219	- 13 847 050	- 146 640	- 39 024 706	- 4 950 000	- 27 179 042		- 31 849 510	- 116 996 949	- 196 208 355
District Municipalities				- 500 000	-			-	-			-	-	- 500 000
Western Cape				- 500 000	-			-	-			-	-	- 500 000
DC 02 - Cape Winelands				- 500 000	-			-	-			-	-	- 500 000
National Governments		- 184 320	- 3 784 138	- 1 822 400	- 1 610 502	- 3 847 050	- 146 640	-	-			-	- 3 993 690	- 11 395 050
Expanded Public Works Programme Integrated Grant		- 184 320	- 3 784 138	- 272 400	- 1 610 502		- 146 640	-	-			-	- 146 640	- 5 998 000
Integrated Urban Development Grant					-	- 3 847 050		-	-			-	- 3 847 050	- 3 847 050
Local Government Financial Management Grant				- 1 550 000	-			-	-			-	-	- 1 550 000
National Revenue Fund				- 59 082 741	-			- 39 024 706	-	- 27 179 042		- 31 849 510	- 98 053 259	- 157 136 000
Equitable Share				- 59 082 741	-			- 39 024 706	-	- 27 179 042		- 31 849 510	- 98 053 259	- 157 136 000
Provincial Government	-	- 394 985	- 546 603	- 1 800 000	- 9 485 717	- 10 000 000		-	- 4 950 000			-	- 14 950 000	- 27 177 305
Western Cape	-	- 394 985	- 546 603	- 1 800 000	- 9 485 717	- 10 000 000		-	- 4 950 000			-	- 14 950 000	- 27 177 305
Capacity Building and Other	-	- 394 985	- 546 603	- 1 800 000	- 9 485 717	- 10 000 000		-	- 4 950 000			-	- 14 950 000	- 27 177 305
(blank)		- 19 338			- 20 846			-	-			-	-	- 1 508
Grand Total	30 630 399	259 614 327	- 352 704 877	- 1 505 346 702	- 152 671 693	- 82 626 337	- 5 243 663	- 66 165 438	- 280 226 141	- 246 074 433	- 135 569 467	- 599 248 736	- 1 415 154 216	- 386
					- 137 298 022									
Total cost	21 519 886	181 989 541	87 387 974	166 315 844	297 273 848	21 307 152	39 449 100	124 516 610	108 461 638	129 228 245	158 661 255	627 111 838		- 1 963 264 800
Total Revenue	-	(5 786 791)	(25 576 091)	(512 888 470)	(166 823 557)	(40 557 250)	(34 804 632)	(126 522 534)	(58 809 029)	(135 893 673)	(164 494 054)	(794 576 260)		(2 066 732 341)
Net	21 519 886	176 202 750	61 811 882	(346 572 626)	130 450 291	(19 250 097)	4 644 467	(2 005 924)	49 652 610	(6 665 428)	(5 832 799)	(167 464 422)		- (103 467 541)

All the main transactions were analysed and any area where costs / revenues were not transacted correctly were identified. These were checked with the municipality and the required adjustments were made. The trial balance was found to represent the true picture accurately.

Table 31 below shows more details per account for electricity only.

Table 31

TRIAL BALANCE 2021/2022	ELECTRICAL ENGINEERING SERVICES Total
Row Labels	
Expenditure	**627 111 838**
Bad Debts Written Off	**373 182**
Bulk Purchases	**528 011 715**
Electricity	528 011 715
Contracted Services	**12 169 342**
Contractors	12 169 342
Maintenance of Equipment	**66 654**
(blank)	5 427 769
Prepaid Electricity Vendors	**6 674 919**
Depreciation and Amortisation	**35 345 335**
Amortisation	6 938
Intangible Assets	**6 938**
Licences and Rights	6 938
Computer Software and Applications	**6 938**
Depreciation	35 338 397
Computer Equipment	**74 923**
Electrical Infrastructure	**29 262 197**
Capital Spares	508 106
HV Substations	261 130
LV Networks	10 248 201
Power Plants	11 471 660
Furniture and Office Equipment	**147 936**
Information and Communication Infrastructu	**176 005**
Machinery and Equipment	**336 095**
Other Assets	**505 531**
Housing	488 900
Operational Buildings	16 631
Roads Infrastructure	**562 285**
Transport Assets	**1 682 532**
Water Supply Infrastructure	**2 590 893**
Distribution	2 055 604
Reservoirs	535 289
Employee Related Cost	**30 486 080**
Municipal Staff	30 486 080
Salaries, Wages and Allowances	**25 366 167**
Allowances	7 259 297
Accommodation, Travel and Incidental	**1 982**
Cellular and Telephone	**152 820**
Housing Benefits and Incidental	**321 073**
Essential User	106 206
Housing Benefits	214 867
Non-pensionable	**53 977**
Service Related Benefits	**6 154 742**
Acting and Post Related Allowances	35 119
Bonus	2 114 659
Leave Pay	29 307
Overtime	1 756 664
Non Structured	1 756 664
Scarcity Allowance	647 243
Standby Allowance	1 571 751
Travel or Motor Vehicle	**574 704**
Basic Salary and Wages	18 106 870
Social Contributions	**5 119 913**
Bargaining Council	10 053
Group Life Insurance	366 168
Medical	1 394 046
Pension	3 193 873
Unemployment Insurance	155 774

TRIAL BALANCE 2021/2022	ELECTRICAL ENGINEERING SERVICES Total
Interest, Dividends and Rent on Land	**5 226 963**
Interest Paid	5 226 963
Inventory Consumed	**3 804 693**
Consumables	1 439 515
Standard Rated	**172 242**
Zero Rated	**1 267 273**
Materials and Supplies	2 365 178
Operational Cost	**11 694 528**
Advertising, Publicity and Marketing	100 071
Assets less than the Capitalisation Threshold	21 732
Contribution to Provisions	2 409 429
Entertainment	- 1 856
Executive Committee	**- 1 856**
Hire Charges	114 734
Indigent Relief	6 134 237
Licences	186 087
Motor Vehicle Licence and Registrations	**186 087**
Municipal Services	2 358 801
Printing, Publications and Books	870
Professional Bodies, Membership and Subscri	18 692
Travel and Subsistence	5 085
Accommodation	2 700
Food and Beverage (Served)	2 385
Uniform and Protective Clothing	346 647
Revenue	**- 794 576 260**
Exchange Revenue	**- 748 259 085**
Interest, Dividend and Rent on Land	- 1 484 989
Interest	**- 1 484 989**
Receivables	- 1 484 989
Operational Revenue	- 868 988
Merchandising, Jobbing and Contracts	**- 849 488**
Recovery Maintenance	**- 19 500**
Sales of Goods and Rendering of Services	- 3 261 746
Development Charges	**- 3 261 746**
Service Charges	- 742 643 362
Electricity	**- 742 643 362**
Availability Charges	- 24 269 495
Connection/Reconnection	- 3 731 395
Disconnection/Reconnection Fees	**- 3 731 044**
Temporary Connection Fee	**- 352**
Electricity Sales	- 717 762 495
Agricultural Low	**- 1 017 978**
Commercial Conventional (Single Phase)	**- 27 043 099**
Domestic High	**- 252 711 291**
Conventional	- 67 899 890
Prepaid	- 184 811 401
Industrial (400 Volts) (Low Voltage)	**- 73 433 090**
Industrial more than 400 less than 11 000 V	**- 43 906 278**
Sports Grounds/Churches/Holiday/Old-ag	**- 89 710**
Street Lighting	-
Time of Use Tariffs	**- 319 561 049**
Meter Compliance Testing	- 1 287
Meter Reading Fees	3 134 040
Notice Revenues	- 12 730
Non-exchange Revenue	**- 46 317 175**
Transfers and Subsidies	- 46 317 175
Capital	**- 14 467 664**
Integrated National Electrification Progr	- 13 757 664
Provincial Governments	**- 710 000**
Equitable Share	- 31 849 510
Total cost	**627 111 838**
Total Revenue	**(794 576 260)**
Net	**(167 464 422)**

Some adjustments have however been made to represent the data more accurately for tariff making purposes. is shown in Table 32.

Table 32

Sum of Actual Balance inc Shadow	Office of the Municipal Manager Total	Strategic And Corporate Services Total	PLANNING AND DEVELOPMENT Total	Financial Services Total	Community And Protection Services Total	Infrastructure Services							Infrastructure Services Total	Grand Total
						Services And Project Management Total	ENGINEERING SERVICES	Refuse Removal Total	Roads and traiif Total	Sewerage Network Total	Water Network Total	ELECTRICAL ENGINEERING SERVICES Total		
COST ADJUSTMENTS	-	-	-	-	-	-	-	-	562 285.00	-	2 590 893.15	- 9 287 414.98	-	-
Roads Infrastructure									562 285.00			- 562 285.00		-
Water Supply Infrastructure											2 590 893.15	- 2 590 893.15		-
Contribution to Provisions														-
Indigent Relief												- 6 134 236.83		-
Municipal Services														-
														-
														-
														-
REVENUE ADJUSTMENTS	-	-	-	-	5 352 770.50	17 352 350.78	-	-	12 898 121.32	2 523 821.11	6 227 413.34	27 802 575.93		-
Integrated National Electrification Programme Grant					-	-	-	-	-	-	-	13 757 664.49		-
Infrastructure					571 212.98	17 352 350.78	-	-	600 000.00	-	-	710 000.00		-
Equitable Share												10 073 164.96		-
Development Charges					4 781 557.52	-	-	-	12 298 121.32	2 523 821.11	6 227 413.34	3 261 746.48		-
								-						-
								-						-
New Total Cost					297 273 848	**21 307 152**	39 449 100	124 516 610	109 023 923	**129 228 245**	**161 252 148**	**617 824 423**		1 963 264 800
New Total Revenue					(161 470 787)	**(23 204 899)**	(34 804 632)	-	(45 910 908)	**(133 369 852)**	**(158 266 640)**	**(766 773 684)**		(2 066 732 341)
New net income					135 803 061	**(1 897 747)**	4 644 467	-	63 113 016	**(4 141 607)**	**2 985 507**	**(148 949 261)**		(103 467 541)

The following cost adjustments were made:

- Depreciation Roads Infrastructure – this is moved to Roads
- Depreciation Water Supply Infrastructure – this is moved to Water
- Contribution to Provisions – This is provision for bad debt. Although it is considered very high no change is made.
- Indigent Relief – this is Equitable share allocation to Eskom consumers for FBE. This should be a direct allocation from Finance to Eskom and have nothing to do with Stellenbosch electricity supply. It will however be retained here as the equitable share amount exceeds the FBE granted to own consumers.
- Municipal Services – Apparently this is for services provided by other departments to Electricity. No changes made.

The following revenue adjustments were made:

- Integrated National Electrification Programme Grant – This is a capital grant and should off-set capital expenditure – moved to Finance.
- Provincial Infrastructure Grant – This is a capital grant and should off-set capital expenditure – moved to Finance.
- Development Charges – These are supposed to cover the cost of new capacity due to new developments / loads expenditure – moved to Finance.
- Equitable Share – The amount for Free Basic Electricity (FBE) 100 kWh/m is calculated to be equal to R 21 776 345.24 and the amount paid to Eskom for FBE is equal to R6 134 237. The actual equitable share amount paid t Electricity is equal to R31 849 510. An adjustment is thus made to only reflect the actual amounts of FBE paid.

11.3. Overhead cost allocation

The next step is to calculate the fair portion of the municipal overheads that should be covered by the electricity department. It was previously stated that no overhead costs have been allocated to Electricity. The next section does a calculation of a fair amount which should be allocated to all the line functions in the municipality by overhead and service departments. The first step is to calculate the ratios of various possible allocation factors using actual data.

Various ratios were analysed. The problem found was that in many cases the data required was inadequate in terms if not reflecting the required departments or in many cases were all grouped together. It is however believed that these ratios provide a fair means of allocating overhead costs.

The table below then shows the following:

ALLOCATER DATA.
- This refers to the various allocation bases which are to be used.
- The first line shows the data used
- The second line shows the ratio which will be applied in allocating the service department costs to that line department.
- This is calculated by dividing the line department units by the total units of all line departments.

ALLOCATION TO LINE DEPARTMENTS
- This shows the amounts allocated from each service department to the various line departments.
- The first column shows the name of the Service department.
- The second column shows the basis for allocation of the cost. Various basis were considered and inputs from staff was obtained at the workshops. Unfortunately, only those where data was provided could be used.
- The third column shows the percentage of the service department costs to be allocated on the basis.
- The cells in yellow shows the amounts allocated from the service department as a (-).
- The other cells show the amounts allocated to each line department.
- The last column shows that the net amounts sum to zero.

NEW NET INCOME
- This shows the new costs / revenue per department after the cost allocations.
- The subsequent new net income.

Table 33 below shows the overhead cost category and the cost allocation ratio that will be used to allocate to the various line functions as well as the % to be applied in respect of each of the factors.

Table 33

ALLOCATION TO LINE DEPARTMENTS		
Audit Total	Total cost (exc purchases)	100%
Communication Services Total	Community services	100%
IDP And Strategic Programs Total	Total cost (exc purchases)	100%
Liaison Executive Total	Total cost (exc purchases)	100%
Municipal Manager Total	Total cost (exc purchases)	100%
Public Participation Total	Total cost (exc purchases)	100%
Corporate Director Total	Total cost (exc purchases)	100%
Councillors Total	Not allocated	0%
Information Technology Total	Total cost (exc purchases)	100%
Legal Services Total	Total cost (exc purchases)	100%
Municipal Buildings And Structures Total	Total cost (exc purchases)	100%
Occupational Safety Total	HR cost	50%
Occupational Safety Total	HR Numbers	50%
Property Management Total	Total cost (exc purchases)	100%
BUILDING CONTROL Total	Total cost (exc purchases)	100%
COMMUNITY DEVELOPMENT Total	Community development	100%
Housing Administration Total	Total cost (exc purchases)	100%
Human Settlements Total	Community development	100%
Informal Settlements Total	Community development	100%
Local Economic Development Total	Total cost (exc purchases)	100%
PLANNING AND DEVELOPMENT GENERAL	Total cost (exc purchases)	100%
TOWN DEVELOPMENT Total	Total cost (exc purchases)	100%
TOWN PLANNING Total	Total cost (exc purchases)	100%
Financial Services	Total cost (exc purchases)	100%
Budget And Treasury Office Total	Revenue	33%
Budget And Treasury Office Total	Number of meter readings	33%
Budget And Treasury Office Total	Outstanding debt	33%
Logistics And Fleet Management Total	Total cost (exc purchases)	100%
Special Rating Areas Total	Total cost (exc purchases)	100%
Supply Chain Management Total	Inventory, contracts & Leases	100%
Engineering overheads	**Total cost (exc purchases)**	**100%**

The allocation factors to the various departments are shown in Table 34.

Table 34

Sum of Actual Balance inc Shadow	Community And Protection Services Total	Infrastructure Services							Infrastructure Services Total	Grand Total
		Services And Project Management Total	ENGINEERING SERVICES	Refuse Removal Total	Roads and traiif Total	Sewerage Network Total	Water Network Total	ELECTRICAL ENGINEERING SERVICES Total		
ALLOCATER DATA										
Allocation factors to all Line departments										
Total cost (-purchases)	297 273 848	21 307 152	39 449 100	124 516 610	109 023 923	129 228 245	161 252 148	95 946 945		977 997 971
Ratio	30.4%	2.2%	4.0%	12.7%	11.1%	13.2%	16.5%	9.8%		100.0%
Revenue	- 161 470 787	- 23 204 899	- 34 804 632	-	- 45 910 908	- 133 369 852	- 158 266 640	- 772 907 921		- 1 329 935 638
Ratio	12.1%	1.7%	2.6%	0.0%	3.5%	10.0%	11.9%	58.1%		100.0%
Number of customers / bills / vending				29 442		29 442	29 442	29 442		117 767
Ratio	0.0%	0.0%	0.0%	25.0%	0.0%	25.0%	25.0%	25.0%		100.0%
Number of meter readings /y				29 442			29 442	4 665		63 549
Ratio	0.0%	0.0%	0.0%	46.3%	0.0%	0.0%	46.3%	7.3%		100.0%
Staff costs	141 704 434	8 195 176	6 114 786	17 550 252	33 818 278	37 300 652	44 981 601	30 486 080		320 151 259
Ratio	44.3%	2.6%	1.9%	5.5%	10.6%	11.7%	14.1%	9.5%		100.0%
Staff numbers	387	19	8	67	94	105	91	79		850
Ratio	45.5%	2.2%	0.9%	7.9%	11.1%	12.4%	10.7%	9.3%		100.0%
Infrastructure Asset values	153 609 789		4 524 664	66 955 884	1 361 719 012	1 264 405 554	1 856 882 252	1 415 785 086		6 123 882 240
Ratio	2.5%	0.0%	0.1%	1.1%	22.2%	20.6%	30.3%	23.1%		100.0%
Depreciation	18 408 108	-	882 329	5 272 062	45 776 972	34 712 920	35 425 952	35 345 335		175 823 678
Ratio	10.5%	0.0%	0.5%	3.0%	26.0%	19.7%	20.1%	20.1%		100.0%
Outstanding customer debt				858 766		757 314	2 659 017	869 260		5 144 357
Ratio	0.0%	0.0%	0.0%	16.7%	0.0%	14.7%	51.7%	16.9%		100.0%
Inventory, contracts & Leases	24 366 767	13 021 971	3 280 663	65 103 592	22 425 152	10 200 748	3 515 145	12 169 342		154 083 380
Ratio	15.8%	8.5%	2.1%	42.3%	14.6%	6.6%	2.3%	7.9%		100.0%
Allocation factors of Technical servuces										
Total cost (-purchases)		-		124 516 609.85	109 023 923.36	129 228 244.76	161 252 147.73	95 946 945.07		619 967 871
Ratio				20.1%	17.6%	20.8%	26.0%	15.5%		100.0%

The actual allocations amounts from each of the overhead departments are shown in Table 38 below.

Table 35

									Office of the Municipal Manager Total							
			Audit Total	Communication Services Total	IDP And Strategic Programs Total	Liaison Executive Total	Municipal Manager Total	Public Participation Total		Corporate Director Total	Councillors Total	Information Technology Total	Legal Services Total	Municipal Buildings And Structures Total	Occupational Safety Total	Property Management Total
ALLOCATION TO LINE DEPARTMENTS			- 9 335 254.09	- 2 494 330.77	- 4 006 556.38	- 485 471.81	- 5 077 260.20	- 121 012.97	-	- 15 834 156.85	-	- 44 586 711.10	- 7 311 947.74	- 10 538 349.93	- 41 195 894.93	- 14 528 112.02
Audit Total	Total cost (exc purchases)	100%	- 9 335 254.09													
Communication Services Total	Community services	100%		- 2 494 330.77												
IDP And Strategic Programs Total	Total cost (exc purchases)	100%			- 4 006 556.38											
Liaison Executive Total	Total cost (exc purchases)	100%				(485 472)										
Municipal Manager Total	Total cost (exc purchases)	100%					- 5 077 260.20									
Public Participation Total	Total cost (exc purchases)	100%						- 121 012.97								
Corporate Director Total	Total cost (exc purchases)	100%								- 15 834 156.85						
Councillors Total	Not allocated	0%									-					
Information Technology Total	Total cost (exc purchases)	100%										- 44 586 711.10				
Legal Services Total	Total cost (exc purchases)	100%											- 7 311 947.74			
Municipal Buildings And Structures Total	Total cost (exc purchases)	100%												- 10 538 349.93		
Occupational Safety Total	HR cost	50%													- 20 597 947.47	
Occupational Safety Total	HR Numbers	50%													- 20 597 947.47	
Property Management Total	Total cost (exc purchases)	100%														- 14 528 112.02
NEW COST AFTER ALLOCATION			-	-	-	-	-	-		-	42 513 794	-	149 623	-	1 202 082	4 128 870
NEW REVENUE			-	-	-	-	-	-		-	(306 216)	-	(149 623)	-	(1 202 082)	(4 128 870)
NEW NET INCOME			-	-	-	-	-	-		-	42 207 578	-	0	-	(0)	-

Sum of Actual Balance inc Shadow																		
												PLANNING AND DEVELOPMENT Total	Financial Services					Financial Services Total
			BUILDING CONTROL Total	COMMUNITY DEVELOPMENT Total	Housing Administration Total	Human Settlements Total	Informal Settlements Total	Local Economic Development Total	AND DEVELOPMENT GENERAL Total	TOWN DEVELOPMENT Total	TOWN PLANNING Total		Total	Budget And Treasury Office Total	Logistics And Fleet Management Total	Special Rating Areas Total	Supply Chain Management Total	
ALLOCATION TO LINE DEPARTMENTS			- 7 675 413.03	- 12 844 597.51	- 14 383 780.73	10 317 058.37	- 6 637 020.30	- 5 420 346.73	- 6 900 836.36	- 6 602 175.91	- 11 664 769.96	-	34 383.36	- 207 342 095.01	- 70 359 775.02	- 6 276 887.37	- 19 002 302.79	
BUILDING CONTROL Total	Total cost (exc purchases)	100%	- 7 675 413.03															
COMMUNITY DEVELOPMENT Total	Community development	100%		- 12 844 597.51														
Housing Administration Total	Total cost (exc purchases)	100%			- 14 383 780.73													
Human Settlements Total	Community development	100%				10 317 058.37												
Informal Settlements Total	Community development	100%					- 6 637 020.30											
Local Economic Development Total	Total cost (exc purchases)	100%						- 5 420 346.73										
PLANNING AND DEVELOPMENT GENERAL	Total cost (exc purchases)	100%							- 6 900 836.36									
TOWN DEVELOPMENT Total	Total cost (exc purchases)	100%								- 6 602 175.91								
TOWN PLANNING Total	Total cost (exc purchases)	100%									- 11 664 769.96							
Financial Services	Total cost (exc purchases)	100%											34 383.36					
Budget And Treasury Office Total	Revenue	33%												- 69 114 031.67				
Budget And Treasury Office Total	Number of meter readings	33%												- 69 114 031.67				
Budget And Treasury Office Total	Outstanding debt	33%												- 69 114 031.67				
Logistics And Fleet Management Total	Total cost (exc purchases)	100%													- 70 359 775.02			
Special Rating Areas Total	Total cost (exc purchases)	100%														- 6 276 887.37		
Supply Chain Management Total	Inventory, contracts & Leases	100%															- 19 002 302.79	
Engineering overheads	**Total cost (exc purchases)**	**100%**																
NEW COST AFTER ALLOCATION			23 478	74 000	668 603	12 516 726	-	9 082 246	3 211 037	-	-		-	(138 228 063)	5 113 141	1 393 653	(4 909 564)	
NEW REVENUE			(23 478)	(74 000)	(668 603)	(12 516 726)	-	(9 082 246)	(3 211 037)	-	-		-	(577 314 056)	(5 113 141)	(1 393 653)	4 909 564	
NEW NET INCOME			(0)	(0)	-	-	-	-	-	-	-		-	(715 542 119)	-	-	-	

The allocation from the various overhead departments to the line departments are shown in Table 36 below.

Table 36

Sum of Actual Balance inc Shadow			Community And Protection Services Total	Infrastructure Services							Infrastructure Services Total	Grand Total
				Services And Project Management Total	ENGINEERING SERVICES	Refuse Removal Total	Roads and traiif Total	Sewerage Network Total	Water Network Total	ELECTRICAL ENGINEERING SERVICES Total		
ALLOCATION TO LINE DEPARTMENTS			114 827 727.84	9 051 698.55	12 524 709.60	85 032 193.80	36 479 337.17	55 162 220.49	121 249 545.37	85 946 184.98	-	- 0.00
Audit Total	Total cost (exc purchase	100%	2 837 558.96	203 382.51	376 552.28	1 188 544.58	1 040 662.72	1 233 518.41	1 539 195.19	915 839.44		-
Communication Services Total	Community services	100%	2 494 330.77									-
IDP And Strategic Programs T	Total cost (exc purchase	100%	1 217 839.37	87 288.84	161 610.81	510 106.19	446 637.43	529 408.31	660 600.37	393 065.07		- 0.00
Liaison Executive Total	Total cost (exc purchase	100%	147 564.80	10 576.73	19 582.28	61 809.23	54 118.76	64 148.06	80 044.51	47 627.44		- 0.00
Municipal Manager Total	Total cost (exc purchase	100%	1 543 292.24	110 615.73	204 799.35	646 425.91	565 995.88	670 886.28	837 137.84	498 106.97		-
Public Participation Total	Total cost (exc purchase	100%	36 783.30	2 636.45	4 881.25	15 407.11	13 490.12	15 990.11	19 952.60	11 872.03		-
Corporate Director Total	Total cost (exc purchase	100%	4 812 975.97	344 970.85	638 695.84	2 015 970.98	1 765 138.53	2 092 254.13	2 610 733.23	1 553 417.31		- 0.00
Councillors Total	Not allocated	0%	-	-	-	-	-	-	-	-		-
Information Technology Total	Total cost (exc purchase	100%	13 552 648.95	971 388.37	1 798 475.73	5 676 684.69	4 970 376.54	5 891 487.09	7 351 449.74	4 374 200.00		-
Legal Services Total	Total cost (exc purchase	100%	2 222 551.48	159 301.75	294 939.01	930 941.55	815 111.33	966 167.82	1 205 592.76	717 342.03		-
Municipal Buildings And Struct	Total cost (exc purchase	100%	3 203 253.92	229 593.76	425 081.06	1 341 720.17	1 174 779.79	1 392 490.07	1 737 561.44	1 033 869.71		- 0.00
Occupational Safety Total	HR cost	50%	9 117 004.58	527 262.65	393 414.14	1 129 151.17	2 175 806.27	2 399 855.88	2 894 034.08	1 961 418.71		0.00
Occupational Safety Total	HR Numbers	50%	9 378 124.32	460 424.71	193 863.03	1 623 602.92	2 277 890.66	2 544 452.33	2 205 192.02	1 914 397.47		0.00
Property Management Total	Total cost (exc purchase	100%	4 415 988.47	316 516.71	586 014.45	1 849 688.15	1 619 545.05	1 919 679.25	2 395 392.77	1 425 287.18		-
BUILDING CONTROL Total	Total cost (exc purchase	100%	2 333 030.98	167 220.38	309 599.96	977 217.17	855 629.22	1 014 194.49	1 265 520.86	752 999.96		-
COMMUNITY DEVELOPMEN	Community development	100%	12 844 597.51									-
Housing Administration Total	Total cost (exc purchase	100%	4 372 117.30	313 372.23	580 192.62	1 831 312.20	1 603 455.48	1 900 607.97	2 371 595.45	1 411 127.49		- 0.00
Human Settlements Total	Community development	100%	- 10 317 058.37									-
Informal Settlements Total	Community development	100%	6 637 020.30									-
Local Economic Development	Total cost (exc purchase	100%	1 647 577.37	118 090.38	218 638.28	690 106.95	604 242.02	716 220.19	893 705.89	531 765.63		-
PLANNING AND DEVELOPM	Total cost (exc purchase	100%	2 097 589.40	150 345.07	278 356.18	878 599.73	769 282.02	911 845.42	1 137 808.79	677 009.76		- 0.00
TOWN DEVELOPMENT Total	Total cost (exc purchase	100%	2 006 808.09	143 838.30	266 309.24	840 574.92	735 988.36	872 381.77	1 088 565.70	647 709.53		-
TOWN PLANNING Total	Total cost (exc purchase	100%	3 545 642.38	254 134.51	470 517.00	1 485 133.56	1 300 349.31	1 541 330.14	1 923 285.39	1 144 377.67		- 0.00
Financial Services	Total cost (exc purchase	100%	- 10 451.22	- 749.09	- 1 386.91	- 4 377.62	- 3 832.94	- 4 543.26	- 5 669.12	- 3 373.20		-
Budget And Treasury Office To	Revenue	33%	8 391 306.11	1 205 911.08	1 808 725.47	-	2 385 895.85	6 930 958.07	8 224 793.20	40 166 441.88		-
Budget And Treasury Office To	Number of meter reading	33%	-	-	-	32 020 020.57	-	-	32 020 020.57	5 073 990.53		-
Budget And Treasury Office To	Outstanding debt	33%	-	-	-	11 537 449.92	-	10 174 459.43	35 723 687.00	11 678 435.32		-
Logistics And Fleet Manageme	Total cost (exc purchase	100%	21 386 671.22	1 532 893.22	2 838 073.15	8 958 056.07	7 843 471.00	9 297 023.61	11 600 908.36	6 902 678.40		- 0.00
Special Rating Areas Total	Total cost (exc purchase	100%	1 907 932.86	136 751.40	253 188.21	799 159.87	699 726.29	829 399.61	1 034 932.18	615 796.95		-
Supply Chain Management To	Inventory, contracts & Le	100%	3 005 026.80	1 605 932.01	404 587.15	8 028 887.80	2 765 577.48	1 258 005.29	433 504.57	1 500 781.69		-
Engineering overheads	**Total cost (exc purcha**	**100%**	**-**	**- 7 153 952.03**	**- 17 169 176.93**	**4 885 145.99**	**4 277 323.18**	**5 069 997.03**	**6 326 387.17**	**3 764 275.58**		-
NEW COST AFTER ALLOCATION			**412 101 576**	**23 204 899**	**34 804 632**	**214 433 950**	**149 780 584**	**189 460 462**	**288 828 080**	**713 669 121**		**1 963 264 800**
NEW REVENUE			**(161 470 787)**	**(23 204 899)**	**(34 804 632)**	**-**	**(45 910 908)**	**(133 369 852)**	**(158 266 640)**	**(772 907 921)**		**(2 066 732 341)**
NEW NET INCOME			**250 630 789**	**-**	**-**	**214 433 950**	**103 869 676**	**56 090 611**	**130 561 440**	**(59 238 800)**		**(103 467 541)**

The resultant trial balance thus shows that all overhead costs have been allocated to the line departments. The net revenue remaining in Budget and treasury and other line departments can used to cross subsidise those services that make a loss.

The result for electricity department is shown in Table 37 below.

Table 37

ELECTRICITY SUMMARY	Rand
Bad Debts Written Off	373 181.99
Bulk Purchases	528 011 715.18
Prepaid Electricity Vendors	6 674 918.56
Contracted Services (rest)	5 494 423.09
Operational Cost	11 694 528.34
Depreciation and Amortisation	35 345 335.31
Employee Related Cost	30 486 079.72
Interest, Dividends and Rent on Land	5 226 962.96
Inventory Consumed	3 804 693.25
COST ADJUSTMENTS	- 3 153 178.15
ALLOCATION TO LINE DEPARTMENTS	85 126 825.76
Allocation from Technical Services	3 764 275.58
TOTAL COST	**712 849 761.60**
Interest, Dividend and Rent on Land	- 1 484 988.60
Operational Revenue	- 868 988.28
Service Charges	- 742 643 362.02
Transfers and Subsidies	
Sales of Goods and Rendering of Services	- 3 261 746.48
Capital	- 14 467 664.49
Equitable Share	- 31 849 510.20
REVENUE ADJUSTMENTS	21 668 339.10
Total Revenue	**- 772 907 920.97**
NET INCOME	**- 60 058 159.37**

The items are then grouped as per the NERSA requirements as shown in Table 38.

Table 38

RINGFENCED	Rand
Bulk purchase costs	528 011 715
Operating cost	33 612 487
Shared cost	88 891 101
Depreciation	32 192 157
Interest	5 226 963
Repairs & Maintance	24 542 156
Impairement loss	373 182
Total cost	**712 849 762**
Revenue	- 772 907 921
Surplus actual	- 60 058 159
Surplus %	7.77%

These figures will be used for the cost of supply calculations.

12. REVENUE REQUIREMENT.

This section calculates the revenue requirement for Stellenbosch using the NERSA method. The calculation of the revenue requirement is shown in Table 39

Table 39

NERSA RR	Rand
Bulk	528 011 715.18
Operating cost	33 612 486.76
Shared cost	89 710 460.56
Depreciation	32 192 157.16
Interest	5 226 962.96
Repairs & Maintance	24 542 156.20
Impairement loss	373 181.99
Sub-total cost	**713 669 120.81**
Surplus: 15%	107 050 368.12
Revenue requirement	820 719 488.93
Current revenue	772 907 920.97
% Structure increase	6.2%

The following important comments in his respect:

- The shared cost of R88 mill is very high. This represents 93% of own costs excluding bulk purchases.
- Without any shared costs the surplus would be equal to 19%.
- NERSA need to still get their heads around this issue and issue guidelines in this respect.
- NERSA is unlikely to accept this high value. Various options were considered but this issue needs to be further discussed.

Based on this and all the adjustments it is clear that the current Stellenbosch tariffs recover the NERSA formula revenue requirement depending on the treatment of shared costs. It is thus proposed that the next part of the study which relate to tariff structures, not total revenue requirement, be based on the current tariff levels.

13. COST OF SUPPLY

The next step is to allocate the electricity costs between the various cost functions. The table below firstly shows the cost adjustments and then the method used and the actual allocation of cost per function.
The next step is to functionalise the various costs between the various cost drivers. The 4 types of functions in electricity namely:

- Purchases
- Networks and
- Customer services.
- Streetlights.

13.1. Cost Categorization

The next step is to classify these costs into the different cost types / drivers. The electricity costs, from a tariff point of view are classified as one of the types below:

- R/kWh in terms of the different TOU periods namely, peak, standard and off-Peak.
- R/kVA costs also separated by dedicated and shared per network.
- R/customer as per customer category.
- Rand / light in the case of streetlight maintenance costs.

The way in which these costs are functionalised / classified is shown in Table 40.

Table 40

COST FUNCTIONALISATION				
		R/kWh	**R/kVA**	**R/Customer**
Purchase		All Energy charges levied to munic	All demand and access charges levied to munic	None
Network costs	Capital provision	None	All	None
	Operating and maintenacne	None	All	None
Customer Services		None	None	All

The % values show the estimated % of time that each staff member spends on each of the respective activities are shown in Table 42. This has been developed based on the experience of the Electricity department.

Table 41

ELECTRICITY STAFF		Networks	
		HV	All work related to the HV network: Cables / lines, swithing
		HV/MV	All work related to HV/MV substations including swithcgear.
		MV	All work related to the MV network: Cables / lines, swithing
		MV/LV	All work related to MV/LV substations including swithcgear.
		LV	All work related to LV network up to but excluding Kiosks to consumers.
		Consumer services	All work relating to the supply to consumers including, kiosks, service connections, breakers, meters and all services such as meter reading, billing, revenue colletion, vending, etc..
		Streetlights	All work relating to provision of streetlights.

		Energy	Networks					Consumer service	Streetlights	
EMPLOYEE NAME	SURNAME	Energy	HV	HV/MV	MV	MV/LV	LV			
PATIENCE NOMBULELO	ZWANE (MATYELI)	25%	10%	20%	10%	10%	10%	10%	5%	100%
VICTOR	DYUSHA	15%	10%	10%	10%	15%	15%	15%	10%	100%
DANNY	MURONGA	0%	0%	0%	10%	25%	30%	25%	15%	105%
FILICIA	SOPAZI	0%	5%	10%	15%	15%	15%	20%	20%	100%
JEFFREY	WHITELANE	0%	5%	10%	15%	15%	15%	20%	20%	100%
VUYISWA JEANET	ADAM	0%	5%	10%	15%	15%	15%	20%	20%	100%
MARTHINUS NICOLAAS	SLABBER (FRANSCH)	5%	5%	10%	15%	20%	20%	20%	5%	100%
CARLO	GOUWS	5%	5%	10%	15%	20%	20%	20%	5%	100%
MAWETHU	MAKELENI	0%	0%	5%	15%	20%	20%	25%	15%	100%
AYANDA ERNEST	GONGQA	5%	5%	10%	20%	15%	20%	20%	5%	100%
CHRISTIAAN	JAFTHAS (FRANSCH)	0%	0%	5%	15%	20%	20%	25%	15%	100%
GERT	JEFTHAS (FRANSCH)	0%	5%	10%	15%	20%	20%	25%	5%	100%
ASHWELL ANDREW	BEUKES	0%	0%	5%	15%	20%	20%	25%	15%	100%
MALIBUYE	FOKWANA	0%	0%	5%	15%	15%	15%	25%	25%	100%
ROGER	VAN GRAAN	0%	0%	5%	15%	15%	15%	25%	25%	100%
LESLEY	BLANKENBERG	0%	0%	5%	15%	15%	15%	25%	25%	100%
MANUEL	PHILANDER (FRANSCH	0%	5%	10%	15%	20%	20%	25%	5%	100%
ETTIENE LOUIS PETER	KLAASTE	0%	0%	0%	5%	5%	30%	30%	30%	100%
WARREN TREVOR	MORKEL	5%	5%	10%	5%	5%	40%	25%	5%	100%
IAN BARRY	CALVERT	0%	5%	5%	0%	0%	30%	30%	30%	100%
SONWABO ISAAC	MAYEKISO	0%	0%	0%	5%	5%	30%	30%	30%	100%
ROBERT WILLIAM	LOUW	5%	5%	5%	5%	5%	40%	35%	0%	100%
KURT	JACOBS	0%	0%	10%	5%	5%	25%	25%	30%	100%
NONTUTHUZELO CONSTANC	GANGILE (GONGOTHA	0%	0%	5%	20%	20%	20%	20%	15%	100%
DAVID ISAAC	CUPIDO (DAVID)	0%	0%	0%	5%	5%	30%	30%	30%	100%
LETCHMEE RENE	DAVIDS (LOGGENBERG	0%	0%	5%	5%	10%	35%	35%	10%	100%
XOLISWA SUSSAN	TOKWE	0%	0%	5%	5%	10%	35%	35%	10%	100%
LOURENS JAKOBUS	DE LANGE	10%	10%	15%	20%	20%	10%	10%	5%	100%
MERCIA	DAVIDSE	0%	0%	5%	5%	10%	35%	35%	10%	100%
LAMEEZ	CHRISTIANS	0%	0%	5%	5%	10%	35%	35%	10%	100%
GREGORY GARETH	NIMB	5%	5%	10%	20%	20%	30%	10%	0%	100%
DANIELS	GARNETH	0%	0%	5%	30%	25%	30%	10%	0%	100%
DAVID WILLIAM	ARRIES	0%	0%	5%	30%	25%	30%	10%	0%	100%
CONSTANT RANDELL	ABRAHAMS	0%	0%	5%	30%	25%	30%	10%	0%	100%
QUENTIN HAROLD	VAN KERWEL	0%	5%	10%	15%	20%	20%	25%	5%	100%
BRENT SPENCER	SIMMERS	0%	0%	5%	30%	25%	30%	10%	0%	100%
FRANSWA JACOBUS	STRYDOM	0%	0%	5%	30%	25%	30%	10%	0%	100%
SIVUYISE	TSAWE	0%	0%	5%	30%	25%	30%	10%	0%	100%
MAXWELL	WILLEMSE	0%	0%	5%	30%	25%	30%	10%	0%	100%
GARNETH MARLON	DANIELS	0%	0%	5%	30%	25%	30%	10%	0%	100%
WILBUR STEVE	FEBRUARY	0%	0%	5%	30%	25%	30%	10%	0%	100%
JEANDRE	PEDRO	0%	0%	5%	30%	25%	30%	10%	0%	100%
TYRONE CRAIG	LANGEVELDT	0%	0%	5%	30%	25%	30%	10%	0%	100%
WANDISA FELICIA	JAXA	0%	0%	5%	30%	25%	30%	10%	0%	100%
CLINTON GARTH	ROBERTS	0%	0%	5%	30%	25%	30%	10%	0%	100%
GILMOUR ADRIAN	SMITH	0%	5%	10%	15%	20%	20%	25%	5%	100%
SANDISO	NDIKA	0%	5%	15%	25%	25%	25%	5%	0%	100%
MARK JUAN	BENSON	5%	5%	10%	10%	15%	5%	25%	25%	100%
BERNINE	KWAGO	0%	0%	5%	5%	10%	35%	35%	10%	100%
TERRANCE ALEXANDER	MILES	0%	5%	10%	5%	5%	20%	30%	25%	100%
SHELTON RODGER	PETERSEN	0%	5%	10%	5%	5%	20%	30%	25%	100%
ABRAHAM	MWEZENI	0%	5%	10%	5%	5%	20%	30%	25%	100%
ADRIAN	COBEN	0%	5%	10%	5%	5%	20%	30%	25%	100%
NDAKHE JOSEPH	DYOSI	0%	5%	10%	5%	5%	20%	30%	25%	100%
THEMBELANI	TINISE	0%	5%	10%	5%	5%	20%	30%	25%	100%
MSINDISENI	SIZIBA	0%	5%	10%	5%	5%	20%	30%	25%	100%
BAPHIWE	PAKAMILE	0%	5%	10%	5%	5%	20%	30%	25%	100%
SIPHELELE	MFULELWA	0%	5%	10%	5%	5%	20%	30%	25%	100%
LINDELWA	QOSHA	0%	5%	10%	5%	5%	20%	30%	25%	100%
PHUMELELE	MACOPOZO	0%	5%	10%	15%	20%	20%	25%	5%	100%
HOWARD JOHN MARCEL	KANNEMEYER	0%	5%	10%	15%	20%	20%	25%	5%	100%
WILLO	OTTO	0%	0%	5%	5%	5%	20%	35%	30%	100%
MTHETHELE	MAFENTILE (MBALI)	0%	0%	5%	5%	5%	20%	35%	30%	100%
CESARE	SCAIOLA	0%	5%	10%	15%	15%	10%	25%	20%	100%
SIBONGILE	TSHAKA	0%	0%	5%	5%	5%	20%	35%	30%	100%
BONGIWE	MNENO	0%	0%	5%	5%	5%	20%	35%	30%	100%
PHUMZILE	FILE	0%	0%	5%	5%	5%	20%	35%	30%	100%
SIYAMCELA	WAKA	0%	0%	0%	5%	5%	20%	40%	30%	100%
ZOLISA	NGCENI	0%	0%	0%	5%	5%	20%	40%	30%	100%
MPHUMZI	BHOBHI	0%	0%	0%	5%	5%	20%	40%	30%	100%
BEREND TIMOTHEUS	WILLEMSE	0%	5%	10%	15%	20%	20%	25%	5%	100%
DILLON SIMON	FARAO	0%	5%	10%	15%	20%	20%	25%	5%	100%
SHAUN ANTONIE	BALIE	0%	5%	10%	15%	20%	20%	25%	5%	100%
XOLISA	MSUTHU	0%	0%	0%	5%	5%	20%	40%	30%	100%
VUYANI SYDWELL	GXILISHE	0%	0%	0%	5%	5%	20%	40%	30%	100%
		85%	190%	520%	1005%	1055%	1735%	1825%	1090%	7505%
		1.13%	2.53%	6.93%	13.39%	14.06%	23.12%	24.32%	14.52%	100%
74		0.838108	1.873418	5.127249	9.909394	10.4023984	17.10726	17.99467	10.7475	74

Table 42 below shows the calculation of the allocation factors which will be used to allocate the electricity costs to the various categories of costs.

Table 42

ELECTRICITY ALLOCATION RATIOS	Energy	Service and connection Total	HV	HV/MV	MV	MV/LV	LV	Streetlight Total	Electricity Total
Asset provision	1 698 706	11 627 953	620 664	1 917 234	5 467 914	3 970 249	11 559 262	3 710 316	40 572 298
	4.2%	28.7%	1.5%	4.7%	13.5%	9.8%	28.5%	9.1%	100.0%
Depreciation	1 571 975	10 939 626	489 201	1 511 146	4 403 018	3 267 740	9 729 117	3 433 511	35 345 335
	4.4%	31.0%	1.4%	4.3%	12.5%	9.2%	27.5%	9.7%	100.0%
Interest'	126 730	688 327	131 462	406 088	1 064 896	702 509	1 830 145	276 805	5 226 963
	2.4%	13.2%	2.5%	7.8%	20.4%	13.4%	35.0%	5.3%	100.0%
HR numbers	0.84	1.87	5.13	9.91	10.40	17.11	17.99	10.75	74.00
	1.1%	2.5%	6.9%	13.4%	14.1%	23.1%	24.3%	14.5%	100.0%

The categorisation of cost per sub-part of the electricity business is then done as shown in **Table 43**.

Table 43

ELECTRICITY SUMMARY		Energy	Service and connection Total	HV	HV/MV	MV	MV/LV	LV	Streetlight Total	Electricity Total
Bad Debts Written Off	Deduct from revenue									
Bulk Purchases	Energy	528 011 715								528 011 715
Prepaid Electricity Vendors	Consumer services		6 674 919							
Contracted Services (rest)	Asset provition	230 044	1 574 693	84 052	259 638	740 481	537 663	1 565 390	502 462	5 494 423
Operational Cost	Staff numbers	132 450	296 064	810 280	1 566 023	1 643 934	2 703 532	2 843 773	1 698 472	11 694 528
Depreciation and Amortisation	Depreciation ratio	1 571 975	10 939 626	489 201	1 511 146	4 403 018	3 267 740	9 729 117	3 433 511	35 345 335
Employee Related Cost	Staff numbers	345 279	771 799	2 112 293	4 082 413	4 285 518	7 047 748	7 413 337	4 427 692	30 486 080
Interest, Dividends and Rent o	Interest ratio	126 730	688 327	131 462	406 088	1 064 896	702 509	1 830 145	276 805	5 226 963
Inventory Consumed	Asset provition	169 213	1 177 579	52 659	162 665	473 956	351 751	1 047 276	369 595	3 804 693
COST ADJUSTMENTS	Rev	-	-	-	-	-	-	-	-	- 3 153 178
ALLOCATION TO LINE DEPA	Total cost - purchases	2 490 143	14 935 000	3 557 724	7 722 663	12 192 919	14 125 659	23 617 659	10 352 867	85 946 185
Allocation from Technical Serv	Total cost - purchases	107 489	640 345	159 009	343 440	534 893	626 798	1 033 173	456 978	3 764 276
TOTAL COST		**533 185 038**	**37 698 351**	**7 396 682**	**16 054 076**	**25 339 616**	**29 363 399**	**49 079 870**	**21 518 382**	**706 621 020**

The following points are of note:

- There is a small portion of customer services costs which can be classified in R/kWh. The problem is that the true cost really depends on the number of customers and not the amount of kWh purchased. All customer services costs are therefore classified as R/Customer.
- A portion of the Eskom costs relate to the demand or maximum capacity taken from the network. This will be classified as such later on in the process of detailed cost calculations.

These costs will now be used as a basis for the detailed cost calculations to follow.

13.2. Cost allocation: phase 1

The next step is to allocate the support costs (operations, maintenance and administration) relating to the networks and technical customer services. The operating costs per different cost type, network and customer category are shown in Table 44.

Table 44

STELLENBOSCH								
OPERATING COST SEPARATION								
			Opex					
					To calc ratio of Opex		**Capex**	**Network Labour ratio**
ENERGY/DSM			3 332 907			N0		
NETWORK SUPPORT COST TOTAL			101 949 437		Energy	N1	6 894 380	0.0%
CUSTOMER SERVICES TOTAL			25 084 217		HV	N2	3 869 012	0.0%
LIGHTING			17 498 543		HV/MV	N3	11 951 400	0.0%
TOTAL			**147 865 104**		MV	N4	32 606 739	0.0%
					MV to LV	N5	22 554 771	0.0%
Direct Network support	Direct				LV	N6	62 256 267	0.0%
	% shared support	100%	**101 949 437**					
					TOTAL		**140 132 568**	0.0%
		Adjust Factora	**Initial**	**New ratio**	**ALLOCATED SUPPORT**			
N0					-			
N1	Energy	100%	3 332 907	2.71%	3 332 907			
N2	HV	100%	6 731 918	5.48%	6 731 918			
N3	HV/MV	100%	14 000 615	11.40%	14 000 615			
N4	MV	100%	19 474 781	15.86%	19 474 781			
N5	MV to LV	100%	25 098 572	20.44%	25 098 572			
N6	LV	100%	36 643 551	29.84%	36 643 551			
LIGHTING		100%	17 498 543	14.25%	17 498 543			
	TOTAL		**122 780 887**	100.00%	**122 780 887**			
Customer service direct			**25 084 217**					
	% shared support	0%	-	Total				
	Service connection / Metering share		50.0%	**12 542 108**				
	Billing share		25.0%	**6 271 054**				
	Customer service share		25.0%	**6 271 054**				
			100.00%	25 084 217				
Service connection / Metering Revenue requirement				12 542 108		`		
Metering	Meter capex RR	Customers	Equivalant meter cost weight	Equivalant single phase meters	Portion of metering opex	Opex R/y	Metering: Capex and Opex	**Total R/cust/m**
1 PH kWh Pre-paid	10 125 176	27 634	1.50	41 451	80.17%	10 054 480	20 179 656	**60.9**
3 PH kWh Pre-paid	418 488	879	2.50	2 196	4.25%	532 776	951 264	**90.2**
1 PH kWh	376 349	2 943	1.00	2 943	5.69%	713 952	1 090 300	**30.9**
3 Ph kWh	212 227	1 261	2.00	2 523	4.88%	611 959	824 185	**54.4**
3 TOU	103 217	349	5.00	1 743	3.37%	422 765	525 981	**125.7**
3 PH TOU & ct's	404	1	10.00	10	0.02%	2 426	2 829	**235.8**
TOU RMU & CT/VT's	379 012	55	15.00	825	1.60%	200 113	579 125	**877.5**
TOU at HV sub With CB	13 082	1	15.00	15	0.03%	3 638	16 721	**1 393.4**
	-							
SUB-TOTAL	**11 627 953**	33 123	52	51 707	100.00%	**12 542 108**	**24 170 062**	
Billing/ cust.service	Equivelant cost weight	Number of customers	Equivelant < 50 kW customers	Billing/cust.serv. cost	**R/cust/m**	12 542 108		
				R/y				
Small <50 kVa	1	32718	32 718	12 166 475	**30.99**			
Medium <500 kVa	5	195	975	362 412	**154.94**			
Large <2000 kVa	10	2	18	6 611	**309.89**			
Very large >2000kVa	20	1	18	6 611	**619.77**			
	Total	32915	33 728	**12 542 108**				
Sub-Total							**25 084 217**	
GRAND TOTAL								**147 865 104**

The following should be noted in this respect:

- The operating costs are as per the ringfenced trial balance.
- The network costs are then allocated as follows:
  - According to the Network capital revenue requirement at first pass.
  - These figures are then adjusted based on inputs from staff to reflect the real case of support costs per network.
- The customer services costs are then split between:
  - Metering according to different connections and metering.
    - This is done by giving a weighting to each of the types of connections. The following in this respect:
      - This is a difficult number to determine because records are not kept of difference in these costs.
      - This has been done based on experiences elsewhere and inputs from staff.
      - An example is the amount of come backs that have been experienced with pre-payment meters compared with conventional 1 phase meters.
      - Another example is that the Bulk meters are not read by normal meter readers but by the Distribution staff.
    - The effective cost per meter is thus calculated.
  - Billing and customer services according to size of customer.
    - This is again done by giving a weighting to each size of customer. The following should be noted in this respect:

- This is one of the most difficult assumptions because records are not kept of customer service costs per size of customer.
- This has been done based on experiences elsewhere and inputs from staff.
- An example is that a customer > 50 kVA is a 3 phase customer which means there is a more sophisticated meter or 3 single phase meters that need to read and thus 3 readings to be entered into the billing system compared with only one for a customer < 50 kVA which are mostly 1 phase customers.
- Staff also indicated that bigger customers have more queries on their electricity bills, and they thus spend more time on them.
- These assumptions are subjective but the best available considering the staff inputs.

▪ The effective cost per size of customer is then calculated.

13.3. Cost allocation: phase 2

Stellenbosch purchases all its energy from Eskom on TOU at Megaflex.

For these reasons the Megaflex tariff will be used as a basis to calculate the cost of supply and specifically the energy costs and unit rates.

The summary of the relevant Megaflex LG rates is shown in Table 45.

Table 45

Megaflex			2022/2023
> 900km			
≥ 66kV & ≤ 132kV	Transmission network access	R/kVA/m	R 12.42
	Network access charge:	R/kVA/m	R 8.65
	Network demand High:	R/kVA/m	R 16.00
	Network demand Low:	R/kVA/m	R 16.00
TOU: High Demand Se	Peak	c/kWh	R 481.44
(June -Aug)	Standard	c/kWh	R 145.83
	Off-peak	c/kWh	R 79.21
TOU: Low Demand Sea	Peak	c/kWh	R 157.03
(Sept-May)	Standard	c/kWh	R 108.08
	Off-peak	c/kWh	R 68.54
Electrification and rural		c/kWh	R 11.73
Affordability		c/kWh	R 0.00
Urban low voltage subsidy charge [R/kVA/m]		R/kVA/m	R 21.18
Reliability service		c/kWh	R 0.55
REACTIVE ENERGY (c/	High Demand	c/kvarh	R 21.19
	Low demand	c/kvarh	R 0.00

These values will be used as the initial per unit energy and Demand / Access charges.

13.4. Cost allocation: phase 3

The next step is to add the capital cost to the operating costs and then allocating it to the various cost drivers as is shown in Table 46. The cost of the actual streetlights plus overheads is allocated on a per light basis.

Table 46

STELLENBOSCH																
CATEGORISED TOTAL COST																
ENERGY														528 011 715		
Eskom														528 011 715.18		
Capex																
Opex																
TOTAL NETWORK COSTS						ALLOCATION RATIOS								TOTAL COST		
(System peak week demand)				TOTAL		Cost	CAPEX		SUPPORT							
				CAPEX	SUPPORT	Type	Deman	Units	PODs	Deman	Units	PODs		Demand	Units	PODs
			N0	0	0	R/y	100%	0%	0%	100%	0%	0%		0	0	0
Energy		Energy	N1	1 292 854	3 332 907	R/y	0%	100%	0%	0%	100%	0%		0	4 625 761	0
HV		HV	N2	725 528	6 731 918	R/y	100%	0%	0%	100%	0%	0%		7 457 446	0	0
HV/MV		HV/MV	N3	2 241 160	14 000 615	R/y	100%	0%	0%	100%	0%	0%		16 241 776	0	0
MV		MV	N4	6 114 508	19 474 781	R/y	100%	0%	0%	100%	0%	0%		25 589 289	0	0
MV to LV		MV to LV	N5	4 229 535	25 098 572	R/y	100%	0%	0%	100%	0%	0%		29 328 106	0	0
LV		LV	N6	11 674 472	36 643 551	R/y	100%	0%	0%	100%	0%	0%		48 318 023	0	0
Lights		Lights	N7	2 823 853	17 498 543	R/y	0%	0%	100%	0%	0%	100%		0	0	20 322 396
						R/y	100%	0%	0%	100%	0%	0%		0	0	0
						R/y	100%	0%	0%	100%	0%	0%		0	0	0
				29 101 911	**122 780 887**									**126 934 641**	**4 625 761**	**20 322 396**
Service connection / Metering Revenue requirement																
Metering				Meter capex RR	Opex R/y											Total cost R/Y
1 PH kWh Pre-paid				6 995 751	10 054 480											17 050 231
3 PH kWh Pre-paid				289 144	532 776											821 920
1 PH kWh				358 309	713 952											1 072 260
3 Ph kWh				202 054	611 959											814 012
3 TOU				98 269	422 765											521 033
3 PH TOU & ct's				384	2 426											2 810
TOU RMU & CT/VT's				360 844	200 113											560 957
TOU at HV sub With CB				12 455	3 638											16 094
				-	-											0
				-	-											0
SUB-TOTAL				**8 317 210**	**12 542 108**											**20 859 318**
					-											
Billing/ cust.service					-											
					-											R/y
Small <50 kVa					12 166 475											12 166 475
Medium <500 kVa					362 412											362 412
Large <2000 kVa					6 611											6 611
Very large >2000kVa					6 611											6 611
Total					**12 542 108**											**12 542 108**
				37 419 120	**147 865 104**											**713 295 939**

The following should be noted in this respect:

- The streetlight maintenance costs are allocated per streetlight.
- All network costs are allocated on the R/kVA basis.
- All customer costs are allocated on the R/customer/month basis.

Based on experience the non-co-incidental peak demand method was used as basis to allocate all network costs to customer categories.

The total costs have to be divided by the total number of units applicable to that cost. The units required for this purpose should be derived from the network load and customer details.

To be able to allocate the network costs as a per unit cost (R/kVA), the kVA for each network is required. This was calculated by building up the total load profile of each network starting at LV and working up to the high voltages. It must be noted that the Purchase values differ from the billing data as it is calculated from the load profile data.

The allocation units to be used are shown in Table 47**.** The network kVA and kWh quantities were obtained from the Quantities tables. The sales data was obtained from the sales data.

Table 47

STELLENBOSCH						
TOTAL ALLOCATION UNITS						
NETWORK						
(System peak week			kVA	kWh	PODs	
			kVA	kWh	PODs	
		N0	794 688	388 791 705		
Energy	Energy	N1	794 688	388 791 705		
HV	HV	N2	794 688	388 791 705		
HV/MV	HV/MV	N3	794 688	388 791 705		
MV	MV	N4	788 181	385 608 135		
MV to LV	MV to LV	N5	528 461	251 334 782		Total
LV	LV	N6	405 727	180 040 531		
Lights	LV	N6			9 659	
		N5/6				
GRAND TOTAL					9 659	
Metering						
Metering						
1 PH kWh Pre-paid		27 634				
3 PH kWh Pre-paid		879				
1 PH kWh		2 943				
3 Ph kWh		1 261				
3 TOU		349				
3 PH TOU & ct's		1				
TOU RMU & CT/VT's		55				
TOU at HV sub With CB		1				
		0				
SUB-TOTAL		33 123				
Billing/ cust.service		0				
Small <50 kVa		32 718				
Medium <500 kVa		195				
Large <2000 kVa		2				
Very large >2000kVa		1				
Total		32 915				

The next step is to calculate the unit costs. This is done by dividing the total cost per category by the relevant units. The results are shown in Table 48.

Table 48

STELLENBOSCH						
COST PER UNIT						
NETWORK						
(System peak week demand)				kVA	kWh	PODs
				All	c/kWh	R/PODs
		N0		0.00	0.00	0.00
Energy	Energy	N1		0.00	0.012	0.00
HV	HV	N2		9.38	0.00	0.00
HV/MV	HV/MV	N3		20.44	0.00	0.00
MV	MV	N4		32.47	0.00	0.00
MV to LV	MV to LV	N5		55.50	0.00	0.00
LV	LV	N6		119.09	0.00	0.00
Lights	LV	N6		119.09	0.00	175.33
GRAND TOTAL						
Metering		**R/C/m**				
1 PH kWh Pre-paid		51				
3 PH kWh Pre-paid		78				
1 PH kWh		30				
3 Ph kWh		54				
3 TOU		125				
3 PH TOU & ct's		234				
TOU RMU & CT/VT's		850				
TOU at HV sub With CB		1341				
NA		0				
AVERAGE		52				
Billing/ cust.service						
		R/C/m				
Small <50 kVa		31				
Medium <500 kVa		155				
Large <2000 kVa		310				
Very large >2000kVa		620				
NA		0				
AVERAGE		32				

The costs obtained up to now reflect the cost of every separate network segment. To have a more practical set of charges these must be set for every network supply position stating the total charges at each point. This involves the network cost closest to the supply position plus all the networks up to that point plus the losses incurred in the networks up to that point. The values stated therefore reflect the total per unit cost of supply at that network supply point. The resultant costs are shown in Table 49.

Table 49

STELLENBOSCH		2021/2022		Eskom adjust			0.00%
COSTS PER TARIFF COST CATEGORY				Cost increase			4.5%
				+ Surplus			7.7%
FOR ALL LOAD FACTORS							
			Access	Demand	Peak	Standard	Off-peak
HIGH SEASON	Access / Demand	R/kVA/m	22.68	40.03			
	Energy	c/kWh			5.1834	1.5701	0.8528
LOW SEASON	Access / Demand	R/kVA/m	22.68	40.03			
	Energy	c/kWh			1.6907	1.1636	0.7379
	Super Peak	c/kvarh			-	-	
Fixed charges (R/m)		R/m					
Reactive energy - Hi	Total excess for year	c/kvarh	0.2281				
Transmission network		R/m					
National levies		c/kWh	0.1322				
TOTAL COSTS PER SUPPLY POSITIO			**Acc %**	**Acc**	**DM**		
Total Network Charges (including losses)			**30%**	R/KVA/m	R/KVA/m	c/kWh	R/pod/m
		Total losses		All	All	All	
S0		0.00%	0	0.00	0.00	0	0.00
S1	Non-Tech	0.00%	0.00	0.00	0.00	0	0.00
S2		0.00%	10.53	3.16	7.37	0	0.00
S3		0.98%	33.45	10.03	23.41	0	0.00
S4		2.64%	70.22	21.07	49.16	0	0.00
S5		4.65%	133.49	40.05	93.44	0	0.00
S6		8.77%	269.69	80.91	188.79	0	0.00
S7 Lights		8.8%	269.69	80.91	188.79	0	175.33
Metering	**R/C/m**						
1;1 PH kWh Pre-paid	57.67						
2;3 PH kWh Pre-paid	87.44						
3;1 PH kWh	34.05						
4;3 Ph kWh	60.32						
5;3 TOU	139.71						
6;3 PH TOU & ct's	262.66						
7;TOU RMU & CT/VT's	953.32						
8;TOU at HV sub With CB	1504.28						
9;NA	0.00						
10;0	0.00						
AVERAGE	58.86						
Billing/ cust.service	0						
	R/C/m						
1;Small <50 kVa	35						
2;Medium <500 kVa	174						
3;Large <2000 kVa	348						
4;Very large >2000kVa	695						
5;NA							
NA	36						

The following should be noted in this respect:

- Own costs increase by CPI.
- The surplus is the actual surplus.
- The surplus reflects the current surplus which NERSA would allow under normal circumstances.
- The R/kVA costs are split here between the dedicated and shared portion as follows:
    - Dedicated refers to networks which cannot really be shared with other customers. For example, if a development is done based on a particular after diversity maximum demand (ADMD) and supplies to various small and large customers are installed, if customers change their loads the costs do not change, and these networks cannot be used to supply other customers and thus are considered dedicated.
    - Assumptions about this is subjective but also reflects the realities in each municipality. Where there is ongoing growth and customers continue to use the power installed this is not a problem.

  - In areas where economic growth is bad and customers reduce their demands, the risk of revenue loss is higher to municipalities as there are less customers to share the unused capacity with.
  - Because of the higher Access demand values, the split is set at 30%.
- These values show the total network costs at each position on the network including the costs and losses of all higher voltage networks up to that point. In other words when a demand of say 10 kVA is incurred at a LV point of supply, the demand at the point of purchase which is increased by the total losses up to that point. Losses thus effect the network and energy costs.
- It is important to note that these are per unit values. For example, the energy costs for each profile will be calculated by using the Eskom energy rates, plus the losses up to each relevant network multiplied by the % of kWh in each TOU period multiplied by the total number of kWh for that profile.
- The Eskom and own network costs are calculated by:
  - Multiplying the sum of the monthly maximum demands by that profile by the Eskom maximum demand and own maximum demand per unit costs.
  - Multiplying the highest annual maximum demand by the Eskom access charge plus losses and the own Access costs.

Before one can go from the costs per tariff cost category to costs per tariff, we need to know the statistics of the loads associated with the various tariffs. Representative load profiles were calculated from available data. These were then analysed and the necessary details calculated under the load profile section.

The following comments in this respect:

- The quantities shown represents the quantities associated with each representative load profile at the relevant network where it is supplied from.
- For example, the kWh represents the kWh used by streetlights supplied from the LV network. The Sum of maximum demands represents the sum of the sum of the 12 highest maximum demands incurred on the network, the Annual maximum demands is the highest maximum demand that Streetlight supplies placed on the network in the year.
- Because the individual maximum demand method is used, the maximum demand values of each profile are used irrespective of when it was incurred.
- These quantities will be used to calculate the per unit charges.

The next step is to now calculate the various per unit charges which should apply in respect of the different customer, network and energy charges relevant to the various periods. This makes use of:

- The position at which the customer is supplied to determine:
  - the R/kVA network costs plus R/kVA Eskom costs.
  - the losses % to be added to Energy and Eskom Demand/Access.
- The type of metering and size of supply to determine the metering and billing / customer service costs.

This is shown in Table 50**.**

Table 50

STELLENBOSCH					
30/06/2021					
347	2021/2022				
TARIFF CODE	**Capacity (Amps)**	**Sub Category**	**Profile**	**Meter**	**Size**
Domestic: Life Line PP	30	S6	jDomRDP	1;1 PH kWh Pre-paid	1;Small <50 kVa
Domestic: Regular PP 20 Amp	30	S6	jDomRDP	1;1 PH kWh Pre-paid	1;Small <50 kVa
Domestic: Regular PP <600 kWh/m	30	S6	jDomRDP	1;1 PH kWh Pre-paid	1;Small <50 kVa
Domestic: Regular PP >600 kWh/m	30	S6	gReside	1;1 PH kWh Pre-paid	1;Small <50 kVa
Domestic: Regular 60 Amp 1 & 3 ph	30	S6	gReside	3;1 PH kWh	1;Small <50 kVa
Domestic: Renew able Energy (DOM5) SSEG w ith export	30	S6	kSSEGIm	5;3 TOU	1;Small <50 kVa
Commercial: Life Line20 Amp PP	40	S6	fCommer	1;1 PH kWh Pre-paid	1;Small <50 kVa
Commercial: Low 40 Amp 1 & 3 ph PP	40	S6	fCommer	1;1 PH kWh Pre-paid	1;Small <50 kVa
Commercial: Regular PP 80 Amp 1 & 3 ph	50	S6	fCommer	1;1 PH kWh Pre-paid	1;Small <50 kVa
Commercial: Credit meters 80 Amps 1 & 3 ph	40	S6	fCommer	3;1 PH kWh	1;Small <50 kVa
Commercial: Regular PP 80 Amp 1 & 3 ph	120	S6	fCommer	1;1 PH kWh Pre-paid	1;Small <50 kVa
Commercial: Renew able Energy (COM5) SSEG	120	S6	kSSEGIm	5;3 TOU	1;Small <50 kVa
Agricultural: Regular 80Amp 3 phase	90	S6	eAgricu	4;3 Ph kWh	2;Medium <500 kVa
AGRICULTURAL: Renew able Energy (AGRI 1.1) ow n use & export	60	S6	eAgricu	5;3 TOU	2;Medium <500 kVa
Large Pow er: Low Voltage > 80 Amp	30	S5	cLPU LV	5;3 TOU	2;Medium <500 kVa
Large Pow er: Low Voltage > 80 Amp SSEG	60	S5	kSSEGIm	5;3 TOU	2;Medium <500 kVa
Industrial: Medium Voltage (IND2)	60	S4	bLPU MV	7;TOU RMU & CT/VT's	3;Large <2000 kVa
Industrial Medium Voltage (IND 2.1): SSEG	90	S4	kSSEGIm	7;TOU RMU & CT/VT's	3;Large <2000 kVa
Municipal: Street and Traffic lights (MUN1)	180	S6	mLights	9;NA	5;NA
Municipal: Low Voltage <80 Amp (MUN2)	180	S4	fCommer	4;3 Ph kWh	1;Small <50 kVa
Municipal: Low Voltage >80 Amp (MUN3)	180	S5	dMunicS	5;3 TOU	2;Medium <500 kVa
NPA : Single Phase 20 Amp Prepaid (NPO1)	90	S6	jDomRDP	1;1 PH kWh Pre-paid	1;Small <50 kVa
NPA : LV > 60 Amp PP SARS Approved (NPO2)	0	S6	hNPAsss	2;3 PH kWh Pre-paid	1;Small <50 kVa
Sport: Low All Consumers (<80A) and Prepaid (SPO1)	0	S6	hNPAsss	1;1 PH kWh Pre-paid	1;Small <50 kVa
Sport: High Consumers (>80A) Maximum Demand (SPO2)	0.9	S5	iSports	5;3 TOU	2;Medium <500 kVa
Time of Use (Low Voltage>80Amp) TOU1	0.9	S5	cLPU LV	6;3 PH TOU & ct's	2;Medium <500 kVa
Time of Use (Low Voltage>80Amp) TOU1 SSEG	40	S5	kSSEGIm	6;3 PH TOU & ct's	2;Medium <500 kVa
Time of Use (Medium Voltage) TOU2	20	S4	bLPU MV	7;TOU RMU & CT/VT's	3;Large <2000 kVa
Time of Use (Medium Voltage) TOU2 SSEG	60	S4	kSSEGIm	7;TOU RMU & CT/VT's	3;Large <2000 kVa
Wheeling at low voltage (<400V) in c/kWh	0	S6	cLPU LV	6;3 PH TOU & ct's	2;Medium <500 kVa
Wheeling at medium voltage (>400V) in c/kWh	0	S5	bLPU MV	7;TOU RMU & CT/VT's	2;Medium <500 kVa
Availability	0	S6	gReside	9;NA	5;NA
SMALL SCALE EMBEDDED GENERATION FEED-IN (SSEG)	0	S6	lSSEGEx	5;3 TOU	1;Small <50 kVa

The resultant costs per tariff broken up in all the different components are shown in Table 51.

Table 51

STELLENBOSCH		CHARGES APPLICABLE FOR ALL MONTHS OF THE YEAR				HIGH SEASON CHARGES				LOW SEASON CHARGES			
30/06/2021		2021/2022 TARIFF RATES				Months in year.		3.000		Months in year.		9.000	
347	C u H /	Basic	Access	MD (aLL hours)	ALL Energy	Energy Peak	Energy Standard	Energy Off-Peak	Reactive energy	Energy Peak	Energy Standard	Energy Off-Peak	Reactive energy
TARIFF CODE		R/POS/m	R/kVA/m	R/kVA/m	R/ kWh	c/kWh	c/kWh	c/kWh	c/kvarh	c/kWh	c/kWh	c/kWh	c/kvarh
Domestic: Life Line PP		107.935	131.579	290.631	0.144	5.638	1.708	0.928	0.2118	1.839	1.266	0.803	
Domestic: Regular PP 20 Amp		107.935	131.579	290.631	0.144	5.638	1.708	0.928	0.2118	1.839	1.266	0.803	
Domestic: Regular PP <600 kWh/m		107.935	131.579	290.631	0.144	5.638	1.708	0.928	0.2118	1.839	1.266	0.803	
Domestic: Regular PP >600 kWh/m		107.935	131.579	290.631	0.144	5.638	1.708	0.928	0.2118	1.839	1.266	0.803	
Domestic: Regular 60 Amp 1 & 3 ph		80.352	131.579	290.631	0.144	5.638	1.708	0.928	0.2118	1.839	1.266	0.803	
Domestic: Renew able Energy (DOM5) SSEG w ith export		203.739	131.579	290.631	0.144	5.638	1.708	0.928	0.2118	1.839	1.266	0.803	
Commercial: Life Line20 Amp PP		107.935	131.579	290.631	0.144	5.638	1.708	0.928	0.2118	1.839	1.266	0.803	
Commercial: Low 40 Amp 1 & 3 ph PP		107.935	131.579	290.631	0.144	5.638	1.708	0.928	0.2118	1.839	1.266	0.803	
Commercial: Regular PP 80 Amp 1 & 3 ph		107.935	131.579	290.631	0.144	5.638	1.708	0.928	0.2118	1.839	1.266	0.803	
Commercial: Credit meters 80 Amps 1 & 3 ph		80.352	131.579	290.631	0.144	5.638	1.708	0.928	0.2118	1.839	1.266	0.803	
Commercial: Regular PP 80 Amp 1 & 3 ph		107.935	131.579	290.631	0.144	5.638	1.708	0.928	0.2118	1.839	1.266	0.803	
Commercial: Renew able Energy (COM 5) SSEG		203.739	131.579	290.631	0.144	5.638	1.708	0.928	0.2118	1.839	1.266	0.803	
Agricultural: Regular 80Amp 3 phase		273.381	131.579	290.631	0.144	5.638	1.708	0.928	0.2118	1.839	1.266	0.803	
AGRICULTURAL: Renew able Energy (AGRI 1.1) ow n use & export		366.095	131.579	290.631	0.144	5.638	1.708	0.928	0.2118	1.839	1.266	0.803	
Large Pow er: Low Voltage > 80 Amp		366.095	76.666	163.119	0.138	5.425	1.643	0.893	0.2118	1.769	1.218	0.772	
Large Pow er: Low Voltage > 80 Amp SSEG		366.095	76.666	163.119	0.138	5.425	1.643	0.893	0.2118	1.769	1.218	0.772	
Industrial: Medium Voltage (IND2)		1 519.145	52.439	106.894	0.136	5.320	1.611	0.875	0.2118	1.735	1.194	0.757	
Industrial Medium Voltage (IND 2.1): SSEG		1 519.145	52.439	106.894	0.136	5.320	1.611	0.875	0.2118	1.735	1.194	0.757	
Municipal: Street and Traffic lights (MUN1)		-	131.579	290.631	0.144	5.638	1.708	0.928	0.2118	1.839	1.266	0.803	
Municipal: Low Voltage <80 Amp (MUN2)		111.024	52.439	106.894	0.136	5.320	1.611	0.875	0.2118	1.735	1.194	0.757	
Municipal: Low Voltage >80 Amp (MUN3)		366.095	76.666	163.119	0.138	5.425	1.643	0.893	0.2118	1.769	1.218	0.772	
NPA : Single Phase 20 Amp Prepaid (NPO1)		175.332	131.579	290.631	0.144	5.638	1.708	0.928	0.2118	1.839	1.266	0.803	
NPA : LV > 60 Amp PP SARS Approved (NPO2)		175.332	131.579	290.631	0.144	5.638	1.708	0.928	0.2118	1.839	1.266	0.803	
Sport: Low All Consumers (<80A) and Prepaid (SPO1)		107.935	131.579	290.631	0.144	5.638	1.708	0.928	0.2118	1.839	1.266	0.803	
Sport: High Consumers (>80A) Maximum Demand (SPO2)		366.095	76.666	163.119	0.138	5.425	1.643	0.893	0.2118	1.769	1.218	0.772	
Time of Use (Low Voltage>80Amp) TOU1		509.664	76.666	163.119	0.138	5.425	1.643	0.893	0.2118	1.769	1.218	0.772	
Time of Use (Low Voltage>80Amp) TOU1 SSEG		509.664	76.666	163.119	0.138	5.425	1.643	0.893	0.2118	1.769	1.218	0.772	
Time of Use (Medium Voltage) TOU2		1 519.145	52.439	106.894	0.136	5.320	1.611	0.875	0.2118	1.735	1.194	0.757	
Time of Use (Medium Voltage) TOU2 SSEG		1 519.145	52.439	106.894	0.136	5.320	1.611	0.875	0.2118	1.735	1.194	0.757	
Wheeling at low voltage (<400V) in c/kWh		509.664	131.579	290.631	0.144	5.638	1.708	0.928	0.2118	1.839	1.266	0.803	
Wheeling at medium voltage (>400V) in c/kWh		1 316.199	76.666	163.119	0.138	5.425	1.643	0.893	0.2118	1.769	1.218	0.772	
Availability		-	131.579	290.631	0.144	5.638	1.708	0.928	0.2118	1.839	1.266	0.803	
SMALL SCALE EMBEDDED GENERATION FEED-IN (SSEG)		203.739	131.579	290.631	0.144	5.638	1.708	0.928	0.2118	1.839	1.266	0.803	

The consumption values of the various customer categories were previously calculated. These quantities are broken up into the detailed cost categories and not billing quantities. This is done by using the representative load profile, load factor and consumption per TOU period.

- The ratio of consumption Peak, Standard, Off-peak
- and the load factors of the different representative load profiles
- are obtained from the representative load profile quantities.

The consumption quantities per TOU period are shown in Table 52**.**

The following should be noted in this respect:

- The kVA for small customers represents the total maximum kVA placed on the network and not the actual installed capacity of customers. The peak values are calculated from the representative load profile quantities. This corresponds to using the individual maximum demand method for allocating network costs. If the average and access method was used, these values would be slightly different.
- The subsidised quantities: Basic and Free Basic Electricity (FBE) quantities are removed as we calculate costs.
- These quantities have been adjusted so that the same revenue as before is generated.

Table 52

STELLENBOSCH	UAN	QUANTITIES CHARGEBLE FOR ALL MONTHS OF THE YEAR				HIGH SEASON QUANTITIES				LOW SEASON QUANTITIES			
CONSUMPTION	Nu mb er of POD's	Number of POD's	Highest MD in year	Σ MDs all hours / 12	ALL Energy	Energy Peak	Energy Standard	Energy Off-Peak	Reactive energy	Energy Peak	Energy Standard	Energy Off-Peak	Reactive energy
TARIFF CODE		POD's	kVA	kVA	kWh	kWh	kWh	kWh	kvarh	kWh	kWh	kWh	kvarh
Domestic: Life Line PP		10 701	10 215	97 610	33 359 458	1 860 956	4 201 119	3 896 237	751 976	4 078 102	9 326 204	9 996 841	
Domestic: Regular PP 20 Amp		11 121	12 392	118 412	40 468 593	2 257 539	5 096 406	4 726 552	912 227	4 947 174	11 313 683	12 127 239	
Domestic: Regular PP <600 kWh/m		-	-	-	-	-	-	-	-	-	-	-	
Domestic: Regular PP >600 kWh/m		1 987	6 014	54 538	23 653 580	1 072 686	2 968 007	2 822 656	14	2 864 074	6 912 302	7 013 856	
Domestic: Regular 60 Amp 1 & 3 ph		3 607	8 164	74 038	32 110 919	1 456 225	4 029 218	3 831 896	20	3 888 124	9 383 796	9 521 660	
Domestic: Renew able Energy (DOM5) SSEG w ith export		13	59	548	195 677	9 075	17 451	20 928	5 938	25 581	49 995	72 647	
Commercial: Life Line20 Amp PP		30	51	310	102 816	4 063	11 608	9 988	1 676	12 746	33 886	30 525	
Commercial: Low 40 Amp 1 & 3 ph PP		8	52	320	106 210	4 197	11 991	10 318	1 731	13 167	35 005	31 533	
Commercial: Regular PP 80 Amp 1 & 3 ph		717	5 778	35 368	11 732 617	463 633	1 324 631	1 139 756	191 206	1 454 512	3 866 809	3 483 275	
Commercial: Credit meters 80 Amps 1 & 3 ph		536	5 289	32 378	10 740 564	424 431	1 212 627	1 043 384	175 039	1 331 526	3 539 851	3 188 746	
Commercial: Regular PP 80 Amp 1 & 3 ph		-	-	-	-	-	-	-	-	-	-	-	
Commercial: Renew able Energy (COM 5) SSEG		7	61	569	203 296	9 429	18 130	21 743	6 169	26 577	51 942	75 476	
Agricultural: Regular 80Amp 3 phase		42	424	3 785	1 774 877	63 354	165 450	162 792	62 465	217 427	566 401	599 454	
AGRICULTURAL: Renew able Energy (AGRI 1.1) ow n use & export		3	33	290	136 151	4 860	12 692	12 488	4 792	16 679	43 449	45 984	
Large Pow er: Low Voltage > 80 Amp		185	6 075	55 294	23 892 434	943 457	2 604 254	2 298 270	26 742	3 004 698	7 862 546	7 179 209	
Large Pow er: Low Voltage > 80 Amp SSEG		3	42	390	139 300	6 461	12 423	14 898	4 227	18 211	35 591	51 716	
Industrial: Medium Voltage (IND2)		18	3 412	33 576	16 141 289	618 351	1 593 484	1 555 374	6 056	2 046 630	5 141 292	5 186 158	
Industrial Medium Voltage (IND 2.1): SSEG		-	-	-	-	-	-	-	-	-	-	-	
Municipal: Street and Traffic lights (MUN1)		15	971	10 836	3 197 371	39 783	166 691	653 239	182 843	95 877	361 231	1 880 549	
Municipal: Low Voltage <80 Amp (MUN2)		50	336	2 054	681 511	26 931	76 944	66 205	11 107	84 488	224 611	202 333	
Municipal: Low Voltage >80 Amp (MUN3)		21	2 278	23 474	12 160 593	450 973	1 222 262	1 421 332	22 767	1 320 249	3 529 790	4 215 988	
NPA : Single Phase 20 Amp Prepaid (NPO1)		2	1	6	2 154	120	271	252	49	263	602	646	
NPA : LV > 60 Amp PP SARS Approved (NPO2)		4	7	72	23 779	1 030	2 649	2 300	153	3 227	7 652	6 921	
Sport: Low All Consumers (<80A) and Prepaid (SPO1)		14	17	171	56 437	2 444	6 288	5 460	362	7 658	18 161	16 426	
Sport: High Consumers (>80A) Maximum Demand (SPO2)		4	105	911	365 035	15 544	39 559	41 776	3 590	44 720	110 502	112 935	
Time of Use (Low Voltage>80Amp) TOU1		134	11 015	100 253	43 319 203	1 710 575	4 721 755	4 166 978	48 485	5 447 797	14 255 526	13 016 573	
Time of Use (Low Voltage>80Amp) TOU1 SSEG		6	450	4 210	1 503 183	69 717	134 055	160 768	45 617	196 512	384 060	558 071	
Time of Use (Medium Voltage) TOU2		35	23 863	234 843	112 898 133	4 324 977	11 145 414	10 878 860	42 354	14 314 889	35 960 091	36 273 902	
Time of Use (Medium Voltage) TOU2 SSEG		2	765	7 156	2 555 032	118 501	227 859	273 265	77 537	334 020	652 806	948 581	
Wheeling at low voltage (<400V) in c/kWh		-	-	-	-	-	-	-	-	-	-	-	
Wheeling at medium voltage (>400V) in c/kWh		-	-	-	-	-	-	-	-	-	-	-	
Availability		6 282	15 076	-	-	-	-	-	-	-	-	-	
SMALL SCALE EMBEDDED GENERATION FEED-IN (SSEG)													
Total:		35 545	112 944	891 414	371 520 214	15 959 313	41 023 236	39 237 716	2 585 141	45 794 927	113 667 781	115 837 242	-

The total costs per tariff were then calculated by applying the consumption quantities (for the specific tariff and the relevant load profile, network, meter type and customer size), to the costs per tariff cost category as shown in Table 53.

Table 53

STELLENBOSCH	EVE	REVENUES FROM CHARGES APPLICABLE FOR ALL MONTHS OF THE YEAR				HIGH SEASON REVENUES				LOW SEASON REVENUES				
TOTAL COSTS	Cust/y	Basic	Access	MD (aLL hours)	ALL Energy	Energy Peak	Energy Standard	Energy Off-Peak	Reactive energy	Energy Peak	Energy Standard	Energy Off-Peak	Reactive energy	COST
TARIFF CODE		R/year	R/year	R/year	R/year	Rand /season	Rand /season	Rand /season	Rand /season	Rand /season	Rand /season	Rand /season	Rand /season	R/year
Domestic: Life Line PP		12 947 669	15 068 051	26 501 368	4 797 273	10 491 931	7 174 454	3 614 119	159 268	7 499 249	11 803 948	8 023 872	-	108 081 202
Domestic: Regular PP 20 Amp		13 456 158	18 279 158	32 148 996	5 819 605	12 727 835	8 703 381	4 384 313	193 210	9 097 391	14 319 453	9 733 815	-	128 863 316
Domestic: Regular PP <600 kWh/m		-	-	-	-	-	-	-	-	-	-	-	-	-
Domestic: Regular PP >600 kWh/m		2 403 905	8 870 509	14 807 230	3 401 514	6 047 725	5 068 609	2 618 273	3	5 266 765	8 748 732	5 629 606	-	62 862 872
Domestic: Regular 60 Amp 1 & 3 ph		3 248 972	12 042 160	20 101 556	4 617 726	8 210 089	6 880 891	3 554 437	4	7 149 897	11 876 841	7 642 472	-	85 325 045
Domestic: Renew able Energy (DOM5) SSEG w ith export		30 643	86 440	148 801	28 139	51 166	29 801	19 413	1 258	47 041	63 278	58 309	-	564 290
Commercial: Life Line20 Amp PP		36 400	74 684	84 149	14 785	22 906	19 824	9 265	355	23 439	42 888	24 500	-	353 196
Commercial: Low 40 Amp 1 & 3 ph PP		9 680	77 150	86 928	15 274	23 663	20 478	9 571	367	24 213	44 304	25 309	-	336 936
Commercial: Regular PP 80 Amp 1 & 3 ph		868 051	8 522 430	9 602 559	1 687 215	2 613 930	2 262 137	1 057 229	40 497	2 674 712	4 894 126	2 795 818	-	37 018 704
Commercial: Credit meters 80 Amps 1 & 3 ph		482 358	7 801 815	8 790 613	1 544 552	2 392 909	2 070 862	967 835	37 073	2 448 552	4 480 303	2 559 417	-	33 576 289
Commercial: Regular PP 80 Amp 1 & 3 ph		-	-	-	-	-	-	-	-	-	-	-	-	-
Commercial: Renew able Energy (COM5) SSEG		15 797	89 806	154 595	29 235	53 159	30 962	20 169	1 307	48 873	65 741	60 580	-	570 223
Agricultural: Regular 80Amp 3 phase		128 970	625 161	1 027 586	255 237	357 183	282 547	151 005	13 230	399 828	716 879	481 146	-	4 438 772
AGRICULTURAL: Renew able Energy (AGRI 1.1) ow n use & export		12 312	47 956	78 826	19 579	27 400	21 674	11 584	1 015	30 671	54 992	36 909	-	342 917
Large Pow er: Low Voltage > 80 Amp		759 238	5 221 281	8 425 843	3 305 895	5 117 933	4 279 180	2 051 216	5 664	5 316 353	9 575 001	5 544 355	-	49 601 959
Large Pow er: Low Voltage > 80 Amp SSEG		10 944	35 854	59 454	19 274	35 047	20 413	13 297	895	32 221	43 343	39 940	-	310 682
Industrial: Medium Voltage (IND2)		306 537	2 005 567	3 352 835	2 190 346	3 289 680	2 567 856	1 361 417	1 283	3 551 389	6 140 359	3 927 951	-	28 695 220
Industrial Medium Voltage (IND 2.1): SSEG		-	-	-	-	-	-	-	-	-	-	-	-	-
Municipal: Street and Traffic lights (MUN1)		-	1 432 589	2 942 085	459 799	224 294	284 667	605 940	38 726	176 310	457 201	1 509 405	-	8 131 016
Municipal: Low Voltage <80 Amp (MUN2)		62 230	197 291	205 152	92 480	143 275	123 993	57 949	2 352	146 607	268 258	153 245	-	1 452 832
Municipal: Low Voltage >80 Amp (MUN3)		85 158	1 957 607	3 576 971	1 682 610	2 446 373	2 008 360	1 268 545	4 822	2 335 977	4 298 575	3 255 920	-	22 920 918
NPA : Single Phase 20 Amp Prepaid (NPO1)		3 331	973	1 712	310	678	463	233	10	484	762	518	-	9 475
NPA : LV > 60 Amp PP SARS Approved (NPO2)		8 065	10 622	19 519	3 420	5 806	4 525	2 134	32	5 933	9 685	5 555	-	75 295
Sport: Low All Consumers (<80A) and Prepaid (SPO1)		16 335	25 210	46 324	8 116	13 779	10 738	5 064	77	14 082	22 986	13 184	-	175 895
Sport: High Consumers (>80A) Maximum Demand (SPO2)		16 416	90 351	138 811	50 508	84 319	65 001	37 285	760	79 125	134 569	87 218	-	784 363
Time of Use (Low Voltage>80Amp) TOU1		767 977	9 466 668	15 276 837	5 993 895	9 279 289	7 758 551	3 719 045	10 269	9 639 042	17 360 367	10 052 430	-	89 324 369
Time of Use (Low Voltage>80Amp) TOU1 SSEG		32 852	386 902	641 568	207 989	378 191	220 272	143 486	9 662	347 697	467 708	430 987	-	3 267 314
Time of Use (Medium Voltage) TOU2		596 045	14 027 673	23 450 962	15 320 091	23 009 235	17 960 536	9 522 251	8 971	24 839 728	42 947 941	27 473 538	-	199 156 970
Time of Use (Medium Voltage) TOU2 SSEG		34 060	449 819	714 619	346 714	630 436	367 189	239 189	16 422	579 605	779 660	718 447	-	4 876 159
Wheeling at low voltage (<400V) in c/kWh		-	-	-	-	-	-	-	-	-	-	-	-	-
Wheeling at medium voltage (>400V) in c/kWh		-	-	-	-	-	-	-	-	-	-	-	-	-
Availability		-	22 237 037	-	-	-	-	-	-	-	-	-	-	22 237 037
SMALL SCALE EMBEDDED GENERATION FEED-IN (SSEG)														
Total:		36 340 103	129 130 764	172 385 901	51 911 583	87 678 228	68 237 362	35 444 263	547 533	81 775 183	139 617 900	90 284 446	-	893 353 264

All the costs per tariff cost category are then adjusted, as shown in Table 54

STELLENBOSCH	UAN	QUANTITIES CHARGEBLE FOR ALL MONTHS OF THE YEAR				HIGH SEASON QUANTITIES				LOW SEASON QUANTITIES			
CONSUMPTION	Num bers	Number of POD's	Highest MD in year	Σ MDs all hours / 12	ALL Energy	Energy Peak	Energy Standard	Energy Off-Peak	Reactive energy	Energy Peak	Energy Standard	Energy Off-Peak	Reactive energy
TARIFF CODE		POD's	kVA	kVA	kWh	kWh	kWh	kWh	kvarh	kWh	kWh	kWh	kvarh
Domestic: Life Line PP		10 701	10 215	97 610	33 359 458	1 860 956	4 201 119	3 896 237	751 976	4 078 102	9 326 204	9 996 841	
Domestic: Regular PP 20 Amp		11 121	12 392	118 412	40 468 593	2 257 539	5 096 406	4 726 552	912 227	4 947 174	11 313 683	12 127 239	
Domestic: Regular PP <600 kWh/m		-	-	-	-	-	-	-	-	-	-	-	
Domestic: Regular PP >600 kWh/m		1 987	6 014	54 538	23 653 580	1 072 686	2 968 007	2 822 656	14	2 864 074	6 912 302	7 013 856	
Domestic: Regular 60 Amp 1 & 3 ph		3 607	8 164	74 038	32 110 919	1 456 225	4 029 218	3 831 896	20	3 888 124	9 383 796	9 521 660	
Domestic: Renew able Energy (DOM5) SSEG w ith export		13	59	548	195 677	9 075	17 451	20 928	5 938	25 581	49 995	72 647	
Commercial: Life Line20 Amp PP		30	51	310	102 816	4 063	11 608	9 988	1 676	12 746	33 886	30 525	
Commercial: Low 40 Amp 1 & 3 ph PP		8	52	320	106 210	4 197	11 991	10 318	1 731	13 167	35 005	31 533	
Commercial: Regular PP 80 Amp 1 & 3 ph		717	5 778	35 368	11 732 617	463 633	1 324 631	1 139 756	191 206	1 454 512	3 866 809	3 483 275	
Commercial: Credit meters 80 Amps 1 & 3 ph		536	5 289	32 378	10 740 564	424 431	1 212 627	1 043 384	175 039	1 331 526	3 539 851	3 188 746	
Commercial: Regular PP 80 Amp 1 & 3 ph		-	-	-	-	-	-	-	-	-	-	-	
Commercial: Renew able Energy (COM5) SSEG		7	61	569	203 296	9 429	18 130	21 743	6 169	26 577	51 942	75 476	
Agricultural: Regular 80Amp 3 phase		42	424	3 785	1 774 877	63 354	165 450	162 792	62 465	217 427	566 401	599 454	
AGRICULTURAL: Renew able Energy (AGRI 1.1) ow n use & export		3	33	290	136 151	4 860	12 692	12 488	4 792	16 679	43 449	45 984	
Large Pow er: Low Voltage > 80 Amp		185	6 075	55 294	23 892 434	943 457	2 604 254	2 298 270	26 742	3 004 698	7 862 546	7 179 209	
Large Pow er: Low Voltage > 80 Amp SSEG		3	42	390	139 300	6 461	12 423	14 898	4 227	18 211	35 591	51 716	
Industrial: Medium Voltage (IND2)		18	3 412	33 576	16 141 289	618 351	1 593 484	1 555 374	6 056	2 046 630	5 141 292	5 186 158	
Industrial Medium Voltage (IND 2.1): SSEG		-	-	-	-	-	-	-	-	-	-	-	
Municipal: Street and Traffic lights (MUN1)		15	971	10 836	3 197 371	39 783	166 691	653 239	182 843	95 877	361 231	1 880 549	
Municipal: Low Voltage <80 Amp (MUN2)		50	336	2 054	681 511	26 931	76 944	66 205	11 107	84 488	224 611	202 333	
Municipal: Low Voltage >80 Amp (MUN3)		21	2 278	23 474	12 160 593	450 973	1 222 262	1 421 332	22 767	1 320 249	3 529 790	4 215 988	
NPA : Single Phase 20 Amp Prepaid (NPO1)		2	1	6	2 154	120	271	252	49	263	602	646	
NPA : LV > 60 Amp PP SARS Approved (NPO2)		4	7	72	23 779	1 030	2 649	2 300	153	3 227	7 652	6 921	
Sport: Low All Consumers (<80A) and Prepaid (SPO1)		14	17	171	56 437	2 444	6 288	5 460	362	7 658	18 161	16 426	
Sport: High Consumers (>80A) Maximum Demand (SPO2)		4	105	911	365 035	15 544	39 559	41 776	3 590	44 720	110 502	112 935	
Time of Use (Low Voltage>80Amp) TOU1		134	11 015	100 253	43 319 203	1 710 575	4 721 755	4 166 978	48 485	5 447 797	14 255 526	13 016 573	
Time of Use (Low Voltage>80Amp) TOU1 SSEG		6	450	4 210	1 503 183	69 717	134 055	160 768	45 617	196 512	384 060	558 071	
Time of Use (Medium Voltage) TOU2		35	23 863	234 843	112 898 133	4 324 977	11 145 414	10 878 860	42 354	14 314 889	35 960 091	36 273 902	
Time of Use (Medium Voltage) TOU2 SSEG		2	765	7 156	2 555 032	118 501	227 859	273 265	77 537	334 020	652 806	948 581	
Wheeling at low voltage (<400V) in c/kWh		-	-	-	-	-	-	-	-	-	-	-	
Wheeling at medium voltage (>400V) in c/kWh		-	-	-	-	-	-	-	-	-	-	-	
Availability		6 282	15 076	-	-	-	-	-	-	-	-	-	
SMALL SCALE EMBEDDED GENERATION FEED-IN (SSEG)													
Total:		35 545	112 944	891 414	371 520 214	15 959 313	41 023 236	39 237 716	2 585 141	45 794 927	113 667 781	115 837 242	-

The total costs per tariff were then calculated by applying the consumption quantities (for the specific tariff and the relevant load profile, network, meter type and customer size), to the costs per tariff cost category as shown in Table 53.

Table 53 to ensure that the target revenue is achieved.

Table 54

Basic adjust	Cap/MD djust	kWh adjust
9.09%	9.09%	0.00%

The following very important point must be noted:

- In the sales analysis it was shown that the calculated revenue using the sales data and tariff data does not exactly achieve the revenue as indicated in the trial balance.
- This is because of inaccurate data provided because of various reasons including journals made in Rand values but not is sales volumes.
- The target sales revenue will thus not be that in the trial balance but that calculated from current tariffs plus adjustments.
- The adjustments are to ad back the income foregone from FBE and deduct the additional revenue from streetlights which is an internal revenue.

The target revenue from the new cost reflective tariffs is shown in Table 55

- Table 56.

Table 55

TARGET REVENUE		-
Previously calculated revenue		877 225 107
Plus Income foregone 2021/2022		16 128 158
Plus addisional streetlight revenue		
Total		**893 353 264**

The summary data is shown in

Table 56

STELLENBOSCH				
TOTAL COSTS	**TOTAL**	**REFERENCE**	**OVERCHARGE**	**% Overcharge**
TARIFF CODE	**COST**	**TARIFF REVENUE**	**RAND**	**+% of Tariff**
Domestic: Life Line PP	108 081 202	41 322 861	-66 758 341	-161.6%
Domestic: Regular PP 20 Amp	128 863 316	76 202 265	-52 661 051	-69.1%
Domestic: Regular PP <600 kWh/m	-	-	-	#DIV/0!
Domestic: Regular PP >600 kWh/m	62 862 872	61 532 045	-1 330 827	-2.2%
Domestic: Regular 60 Amp 1 & 3 ph	85 325 045	81 967 098	-3 357 947	-4.1%
Domestic: Renew able Energy (DOM5) SSEG w ith export	564 290	514 090	-50 200	-9.8%
Commercial: Life Line20 Amp PP	353 196	302 319	-50 877	-16.8%
Commercial: Low 40 Amp 1 & 3 ph PP	336 936	272 869	-64 066	-23.5%
Commercial: Regular PP 80 Amp 1 & 3 ph	37 018 704	36 260 903	-757 801	-2.1%
Commercial: Credit meters 80 Amps 1 & 3 ph	33 576 289	30 664 191	-2 912 098	-9.5%
Commercial: Regular PP 80 Amp 1 & 3 ph	-	-	-	#DIV/0!
Commercial: Renew able Energy (COM 5) SSEG	570 223	563 957	-6 266	-1.1%
Agricultural: Regular 80Amp 3 phase	4 438 772	5 280 407	841 635	15.9%
AGRICULTURAL: Renew able Energy (AGRI 1.1) ow n use & export	342 917	403 781	60 864	15.1%
Large Pow er: Low Voltage > 80 Amp	49 601 959	83 870 311	34 268 353	40.9%
Large Pow er: Low Voltage > 80 Amp SSEG	310 682	693 172	382 490	55.2%
Industrial: Medium Voltage (IND2)	28 695 220	46 195 923	17 500 702	37.9%
Industrial Medium Voltage (IND 2.1): SSEG	-	-	-	0.0%
Municipal: Street and Traffic lights (MUN1)	8 131 016	9 375 971	1 244 955	13.3%
Municipal: Low Voltage <80 Amp (MUN2)	1 452 832	1 816 568	363 736	20.0%
Municipal: Low Voltage >80 Amp (MUN3)	22 920 918	25 797 909	2 876 991	11.2%
NPA : Single Phase 20 Amp Prepaid (NPO1)	9 475	6 335	-3 140	-49.6%
NPA : LV > 60 Amp PP SARS Approved (NPO2)	75 295	67 079	-8 216	-12.2%
Sport: Low All Consumers (<80A) and Prepaid (SPO1)	175 895	141 047	-34 848	-24.7%
Sport: High Consumers (>80A) Maximum Demand (SPO2)	784 363	593 760	-190 603	-32.1%
Time of Use (Low Voltage>80Amp) TOU1	89 324 369	111 082 718	21 758 349	19.6%
Time of Use (Low Voltage>80Amp) TOU1 SSEG	3 267 314	4 852 052	1 584 738	32.7%
Time of Use (Medium Voltage) TOU2	199 156 970	225 863 319	26 706 349	11.8%
Time of Use (Medium Voltage) TOU2 SSEG	4 876 159	7 274 304	2 398 146	33.0%
Wheeling at low voltage (<400V) in c/kWh	-	-	-	0.0%
Wheeling at medium voltage (>400V) in c/kWh	-	-	-	0.0%
Availability	22 237 037	24 269 495	2 032 459	8.4%
SMALL SCALE EMBEDDED GENERATION FEED-IN (SSEG)	-			
Total.	893 353 264	877 225 107	-16 128 158	
	893 353 264	0.00%	-	

The results are illustrated below in **Figure 12** in % of cost and in **Figure 13** in Rand difference between cost and current revenue. The vertical axis refers to % over or under recovery and the horizontal axis refer to the tariff.

Figure 12

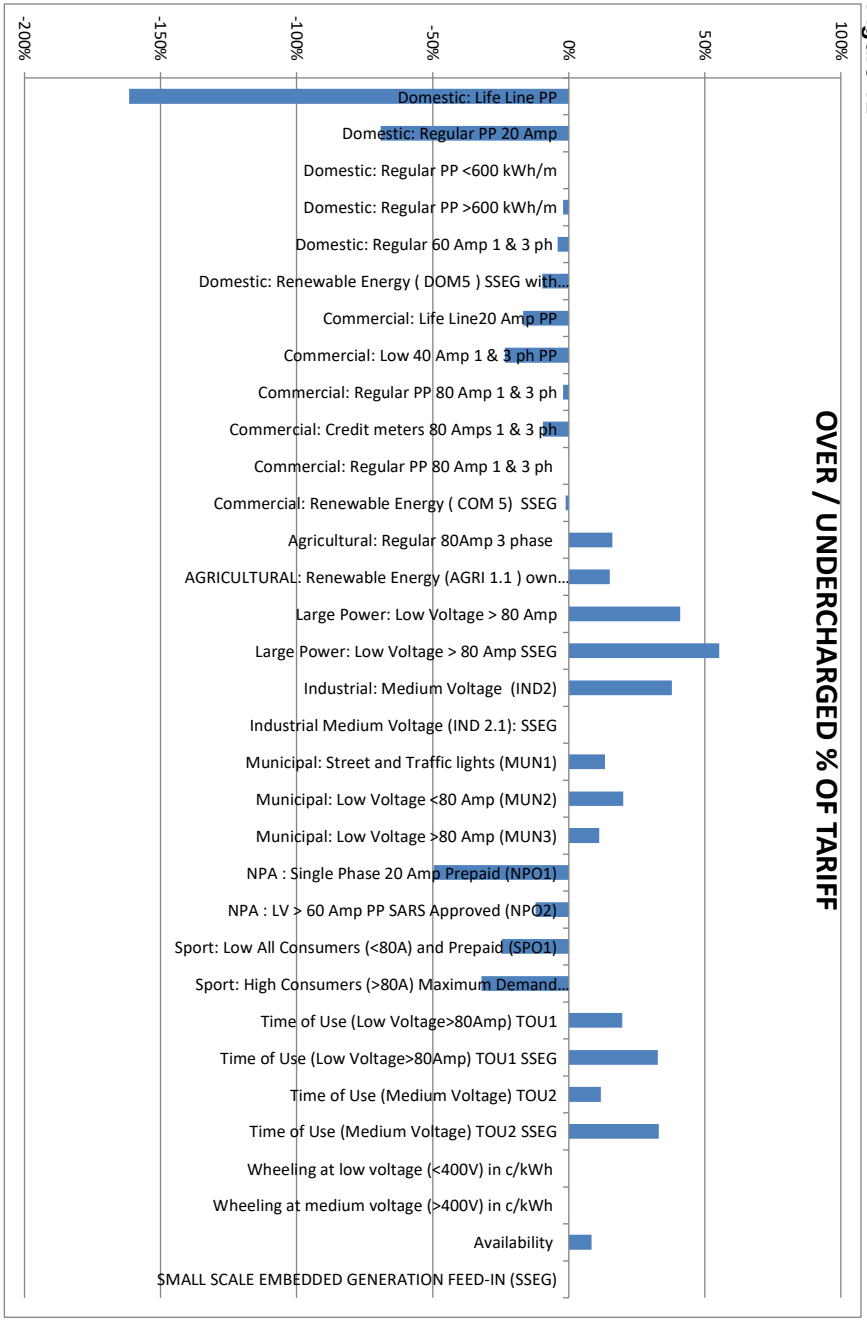
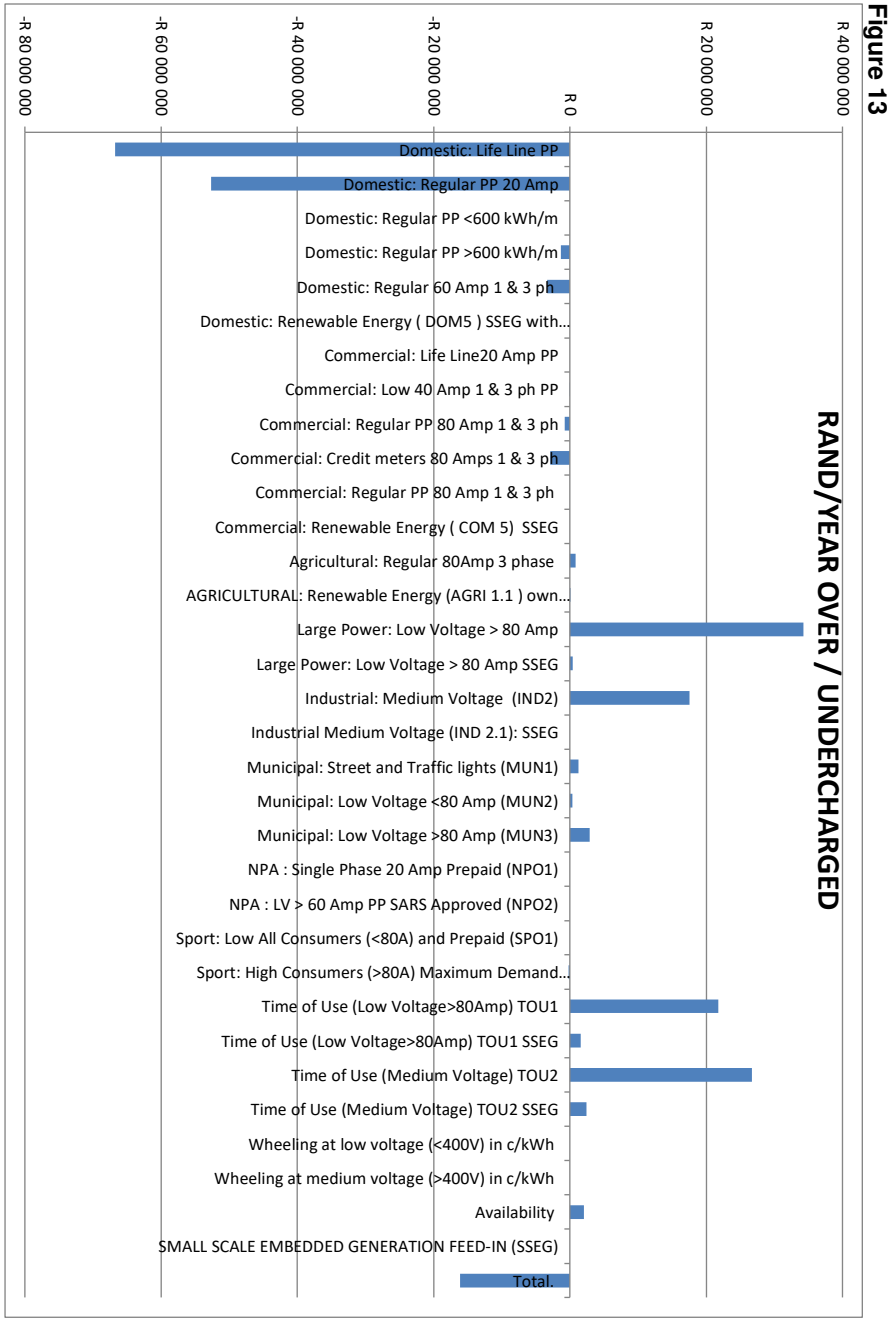


Figure 13



14. Tariff Structure Analysis

The cost of supply analysis shows the total cost vs revenue impact of the various tariffs. This section compares the current tariff components with the costs for the same tariff components. This is illustrated in Table 57Table 57**.**

Table 57

STELLENBOSCH												
TARIFF SIMPLIFICATION		2021/2022 TARIFFS							SIMPLIFIED COSTS 2021/2022			0.0%
TARIFF CHARGES		Customer service	Access	MD (aLL hours)	ALL Energy	Block 2	Block 3	Block 4	Basic	Access	Demand	kWh All
Nr	TARIFF NAME	R/cust/m	R/kVA/m	R/kVA/m	R/ kWh	50.00	300.00	600.00	R/month	R/kVA	R/kVA	R/kWh
1	Domestic: Life Line PP	-	-	-	-	-	1.699	2.532				3.240
1	Domestic: Regular PP 20 Amp	-	-	-	-	1.360	1.750	2.460				3.184
1	Domestic: Regular PP <600 kWh/m	-	-	-	-	1.360	1.750	2.460				
1	Domestic: Regular PP >600 kWh/m	186.20	-	-	-	1.358	1.742	2.457	1 093.98			1.555
1	Domestic: Regular 60 Amp 1 & 3 ph	229.69	-	-	-	1.358	1.742	2.457	817.70			1.555
1	Domestic: Renewable Energy (DOM5) SSEG with export	229.69	-	-	-	1.358	1.742	2.457	190.33	334.52		1.525
1	Commercial: Life Line20 Amp PP	-	-	-	2.940	-	-	-				3.435
1	Commercial: Low 40 Amp 1 & 3 ph PP	230.17	-	-	2.361	-	-	-	1 809.97			1.536
1	Commercial: Regular PP 80 Amp 1 & 3 ph	394.14	-	-	2.801	-	-	-	2 206.18			1.536
1	Commercial: Credit meters 80 Amps 1 & 3 ph	425.86	-	-	2.600	-	-	-	2 657.14			1.536
1	Commercial: Regular PP 80 Amp 1 & 3 ph	425.86	-	-	2.600	-	-	-				
1	Commercial: Renewable Energy (COM5) SSEG	425.86	-	-	2.600	-	-	-	190.33	334.516		1.525
1	Agricultural: Regular 80Amp 3 phase	467.03	-	-	2.842	-	-	-	3 528.15			1.497
1	AGRICULTURAL: Renewable Energy (AGRI 1.1) ow n use & export	467.03	-	-	2.842	-	-	-	342.00	324.962		1.497
1	Large Power: Low Voltage > 80 Amp	2 407.46	58.750	326.270	1.284	-	-	-	342.00	71.620	152.383	1.473
1	Large Power: Low Voltage > 80 Amp SSEG	2 407.46	58.750	326.270	1.284	-	-	-	342.00	71.620	152.383	1.468
1	Industrial: Medium Voltage (IND2)	4 564.69	58.750	323.860	1.267	-	-	-	1 419.15	48.987	99.858	1.427
1	Industrial Medium Voltage (IND 2.1): SSEG	4 564.69	57.820	323.860	1.267	-	-	-				
1	Municipal: Street and Traffic lights (MUN1)	-	-	-	2.932	-	-	-	37.74			1.175
1	Municipal: Low Voltage <80 Amp (MUN2)	-	-	-	2.666	-	-	-	103.72	99.927		1.450
1	Municipal: Low Voltage >80 Amp (MUN3)	-	-	361.680	1.222	-	-	-	342.00	71.620	152.383	1.423
1	NPA : Single Phase 20 Amp Prepaid (NPO1)	-	-	-	2.940	-	-	-				4.398
1	NPA : LV > 60 Amp PP SARS Approved (NPO2)	-	-	-	2.821	-	-	-	175.33	348.791		1.560
1	Sport: Low All Consumers (<80A) and Prepaid (SPO1)	-	-	-	2.499	-	-	-	100.83	348.791		1.560
1	Sport: High Consumers (>80A) Maximum Demand (SPO2)	-	-	360.470	1.144	-	-	-	342.00	71.620	152.383	1.476
1	Time of Use (Low Voltage>80Amp) TOU1	4 600.48	62.370	62.370	-	-	-	-	476.12	71.620	152.383	1.473
1	Time of Use (Low Voltage>80Amp) TOU1 SSEG	4 600.48	62.370	62.370	-	-	-	-	476.12	71.620	152.383	1.468
1	Time of Use (Medium Voltage) TOU2	8 708.10	63.390	60.280	-	-	-	-	1 419.15	48.987	99.858	1.427
1	Time of Use (Medium Voltage) TOU2 SSEG	60.28	63.390	60.280	-	-	-	-	1 419.15	48.987	99.858	1.439
1	Wheeling at low voltage (<400V) in c/kWh	-	-	-	0.280	-	-	-				
1	Wheeling at medium voltage (>400V) in c/kWh	-	-	-	0.243	-	-	-				
1	Availability	321.97	-	-	-	-	-	-	295.00			
1	SMALL SCALE EMBEDDED GENERATION FEED-IN (SSEG)	103.95	-	-	-	-	-	-	103.95			
	Total											

15. SUBSIDY ANALYSIS

The extent of the cross-subsidy impact on other consumers is calculated in Table 58 below.

Table 58

SUBSIDY ANALYSIS							
Tariffs to be subsidised	Customers	Tot Cost	Current revenue	Shortfall	FBE	Subsidy	% SUBSID
Domestic: Life Line PP	10 701	108 081 202	41 322 861	66 758 341	16 128 158	50 630 183	123%
Domestic: Regular PP 20 Amp	11 121	128 863 316	76 202 265	52 661 051		52 661 051	69%
Domestic: Regular PP <600 kWh/m	-	-	-	-		-	#DIV/0!
Domestic: Regular PP >600 kWh/m	1 987	62 862 872	61 532 045	1 330 827		1 330 827	2%
Domestic: Regular 60 Amp 1 & 3 ph	3 607	85 325 045	81 967 098	3 357 947		3 357 947	4%
Domestic: Renewable Energy (DOM5) SSEG with export	13	564 290	514 090	50 200		50 200	10%
TOTAL		**385 696 724**	**261 538 359**	**124 158 365**	**16 128 158**	**108 030 207**	
Total revenue excluding subsidy customers		615 686 748					
Total subsidy as % of Base revenue						**17.55%**	

This subsidy % is of non-subsidised revenue. We can thus say that the current cross-subsidy to domestic consumers, but specifically low usage (poor) consumers is more than 17% of non-subsidised revenue. This is considered close to unsustainable and should be reduced in the proposed future prices.

16. ESKOM MARGINAL COSTS

Table 59 shows the calculation of the marginal Eskom purchase costs domestic and RDP consumers. The marginal costs do not refer to the average Eskom purchase price but the price of the domestic customers on

its own. In other words, the impact that domestic customers have on increasing the access charge, maximum demand charge, energy charges during the various periods and the reactive energy charges.

Table 59

DOMESTIC ENERGY /MARGINAL ESKOM COST ANALYSIS						
MEGAFELX 2022/2023						
Eskom			0			
'Transmission network charges [R/kVA/m]		R/kVA/m	12.42			
Distribution network charges						
'Network capacity charge		R/kVA/m	24.18			
'Network demand charge		R/kVA/m	45.84			
'Urban low voltage subsidy charge [R/kVA/		R/kVA/m	-			
Energy charges				Ancillary service charge [c/kWh]	Electrification and rural network subsidy charge [c/kWh]	Total
'High demand season [Jun	Peak	R/kWh	481.44	0.60	11.73	493.77
	Standard	R/kWh	145.83	0.60	11.73	158.16
	Off Peak	R/kWh	79.21	0.60	11.73	91.54
'Low demand season [Sep - May]						
	Peak	R/kWh	157.03	0.60	11.73	169.36
	Standard	R/kWh	108.08	0.60	11.73	120.41
	Off Peak	R/kWh	68.54	0.60	11.73	80.87

Domestic characteristics										
DATA PER	HIGH SEASON			LOW SEASON						
BILLING CYCLE	P	S	O	P	S	O	Monthly LF	Annual LF	Reactive Energy	Losses
MONTH	kWh (FOR)	kWh (FOR)	kWh (FOR)	kWh (FOR)	kWh (FOR)	kWh (FOR)	%	%	% of kWh	
gReside	5%	13%	12%	12%	29%	30%	59.4%	44.9%	0.0%	8.77%
jDomRDP	6%	13%	12%	12%	28%	30%	46.8%	37.3%	2.3%	8.77%

Vending cost	PP cust	R/cust/m
6 674 919	23852.17	23.32045

EFFECTIVE R/KWH	'Transmission network charges [R/kVA/m]	Distribution network charges			Energy charges 'High demand season [Jun - Aug]			Energy charges 'Low demand season [Sep - May]			Reactive Energy	Sub-Total Energy	Total	Eskom Increase	Vending	GRAND TOTAL
c/KWH		'Network capacity charge	'Network demand charge	Urban low voltage subsidy charge [R/kVA/m]	Peak	Standard	Off Peak	Peak	Standard	Off Peak				2021/2022	R/cust/m	
	R/kVA/m	R/kVA/m	R/kVA/m	R/kVA/m	c/kWh	c/kWh	c/kWh	c/kWh	c/kWh	c/kWh	c/kWh	c/kWh	c/kWh	0.00%	R 23	
Eskom charges	**12.42**	**24.18**	**45.84**	**0**	**493.77**	**158.16**	**91.54**	**169.36**	**120.41**	**80.87**	**21.19**				c/kWh	c/kWh
gReside	4.12	8.02	11.50	-	24.36	21.59	11.88	22.31	38.27	26.08	0.00	**144.48**	**168.13**	168.1261	3.59	171.71
jDomRDP	4.964	9.665	14.589	-	29.96	21.66	11.63	22.52	36.61	26.36	0.48	**149.22**	**178.44**	178.4424	9.33	187.77
-																

The following in this respect:

- The Megaflex charges are those applicable to Stellenbosch municipality.
- The TOU consumption ratios and load factors were calculated from the representative load profiles.
- The monthly vending costs is the total vending cost divided by the number of customers divided by 12. This is then converted to a c/kWh for each domestic tariff category.
- This shows that the marginal cost of Eskom purchases for Indigent customers is more than 178 c/kWh in 2022/2023 values.
- The NERSA low benchmark does not even cover the marginal Eskom cost.
- If only the marginal vending costs is added it comes to more than 187 c/kWh.
- It is now clear that the first block domestic energy prices at 136 and 175 c/kWh does not even cover the marginal purchase costs and makes no contribution to the customer service and network costs. The perception that the revenue is made up in the more expensive bloc k 3 and 4 is a myth as more and more consumers are using less than the size of the 2 nd block.

17. KEY FINDINGS

The following key findings can be made in terms of the tariff levels and structures:

- Poor customers are seriously subsidised. This is because of the lack of fixed charges, the low first block energy rates and FBE.
- All domestic categories are undercharged because of the lack of fixed charges, the low first block energy rates.
- All Commercial categories are generally also undercharged.
- Agricultural consumers seem to be overcharged but remember that the true rural costs could not be isolated and thus the possible higher costs could not be calculated.
- All Bulk consumers, TOU and non-TOU at LV and at Mv are all overcharged.
- Streetlight and municipal tariffs are lightly overcharged.

- Availability charges are slightly low.

18. PRICING IMPLICATION.

In view of the findings from the COS study the following recommendations are made in respect of Pricing and setting of tariffs:

- It should be in line with the National Electricity Pricing Policy.
- All tariffs should be set as close as possible to the cost of supply.
- Indigent customers as registered in terms of indigent policy.
    - These customers limited to 20 Amps will continue to be charged on an IBT tariff with no fixed charges.
    - Free Basic Electricity (FBE) of 50 kWh/m off-set by equitable share but calculated based on the full cost not the first block price.
- Cross subsidisation of low usage domestic customers (poor but not indigent) customers could be done as follows:
    - Customers be limited to 20 Amps.
    - Retain IBT structure.
    - No FBE is granted.
- All small customers (domestic / business) > 20 Amp should have a fully cost reflective tariff:
    - A basic charge to reflect the fixed metering, billing, revenue collection and customer services costs.
    - A capacity charge based on the installed / limited capacity of the customer. In other words, the total network costs as calculated for that tariff before (using the relevant demand allocation method), is now divided by the customers' actual capacity. (note: The Rand/kVA figures cannot be used for tariff calculates as these refer to the actual ADMDs. The full network costs should be divided by the installed capacities.)
    - An energy charge that covers the full energy cost, losses and surplus mark-up.
- All large customers should be charged on a TOU tariff with structure and TOU slots as per the Eskom Megaflex tariff applicable to Stellenbosch including changes over time:
    - Basic charge.
    - Capacity charge based on the highest of the following:
        - Notified demand or highest **annual** maximum demand to cover Eskom Access charge plus dedicated municipal network costs.
    - Maximum demand charge based on **monthly** highest maximum during Peak and Standard Periods only. (the municipality insist to also apply the demand charge during off-peak periods. The consultant supports not charging the maximum demand charge during off-peak periods as it has been shown in other areas that some consumers can increase their consumption during these periods without jeopardising the municipal costs or infrastructure.)
    - Energy charges for:
        - High Demand (June, July and August) and Low demand (all other months)
        - Peak, Standard and Off-peak (See diagram below)
    - Reactive energy charge based on kvarh in excess of 30% of kWh during all peak and Standard period for both seasons.
    - Public holidays treated as the day they fall on.
    - The tariffs should be differentiated for:
        - small consumers (<100 kVA),
        - Bulk consumers at LV,
        - Bulk consumers at MV.
- Availability charges be slightly adjusted.

19. PRICING ISSUES RELATING TO WHEELING.

The current wheeling charges are shown in the Table 60 below.

Table 60

9. External Wheeling		
Customer received power at low voltage (<400V) in c/kWh	25,95	**28,00**
Customer received power at medium voltage (>400V) in c/kWh	22,48	**24,26**

A concern was raised that the municipality will lose revenue when this wheeling charge is applied. The following comments in this respect.

- The wheeling rate is not the big factor that will impact any revenue losses but the wheeling pricing policy.
    - The important principle supported is underpinned by the following principle: **The network costs are paid by the consumers and not be the wheelers.**
    - This is based on the principle that the costs are driven by the forward load, in other words that flowing to the consumers.
    - If additional maximum demand and access charges are going to be levied for the same networks, the maximum demand and access charges will have to be reduced to consumers.
    - It must also be noted that in most cases, all cases if wheeling contracts are managed correctly, the loads on the networks will be reduced at the higher voltages than that where the wheeler injects power.
    - This means that the losses on the higher voltage networks will also be reduced.
    - Furthermore the Eskom and Drakenstein supply maximum demand and access demands cannot be increased but will most probably decrease.
- The proposed wheeling pricing policy should thus state the following:
    - The consumer who receives the wheeled power (financially), the off-taker, must continue to pay the full tariff charges in respect of:
        - The basic charge to cover the basic consumer service costs such as service connection, metering, billing, etc.
        - An additional basic charge to cover any additional metering / admin costs.
        - The network charges: maximum demand and access (capacity) charges. These to be based on the consumers maximum monthly demand and the Access demand (highest of notified or highest maximum demand incurred since connection).
        - Energy charges for units provided by the municipality and not by the wheeler. (Shortfall).
    - The wheeler will pay the following charges:
        - The basic charge to cover the basic consumer service costs such as service connection, metering, billing, etc.
        - No access or maximum demand charges unless the demand on any of the networks are increased in any direction (normal flow or reverse flow.)

With this policy the municipality is protected against any revenue losses relating to customer services and networks. This will include part of the surplus made on electricity contained in these charges. The question thus remains what about the energy. The following should be noted in this respect:

- The potential loss to the municipality on energy only relates to the markup on energy.
- This is because instead of the municipality buying the power in bulk and selling it to the consumer it will be provided by the wheeler.
- The question thus is what the markup on energy is and what should it be. The following in respect to what it should be: The items which have merit as add on include the following:
    - The electricity surplus which raises many questions:
        - Is it the actual surplus as is currently made as calculated from a ringfenced cost of supply study?
        - The target surplus which must obviously be within the NERSA benchmark?
    - Cross subsidies to the poor which also raises many questions:
        - How should this cross-subsidy be calculated?
        - Should the rate change as the subsidy % change?
        - Should there by some cap on this level?
        - Should the cross subsidies not be done by way of the equitable share or other national grants?
    - **The network losses**. The following be noted in this respect:
        - The important point here is that the amount of energy injected into the system will be less than that reaching the consumer.

- Currently the markup is in the consumer energy bill which is obviously the smaller quantity after losses.
- In cases where injection is at the same voltage as off-take this impact would be minimal.
- In cases where injection is at a higher voltage as off-take the bill quantity will be less.
- If the wheeling charge is thus levied at the point of injection there would be a slight overcharge in respect f the losses of the particular agreement.

The actual markup on energy is different for every consumer category due to the recovery of network and customer services through the energy charge in some cases and where tariffs re not cost reflective. It is thus not really possible to calculate the current markup.

The next complication relates to whether the wheeling charge should be set as a % of sales or as a R/kWh. The following in respect:

- The current markups are mostly in % such as the surplus and cross subsidy to the poor.
- The typical markup on TOU energy charges is different in R/kWh and many cases in % values.
- The problem to charge the markup as a % of that it must be a % of energy sales. In the case of wheeling that would not be known as the price of energy is the subject of a private agreement between the wheeler and the off-taker.

An attempt will be made to evaluate the current wheeling charges by.

- The actual surplus made according to the COS study is 7.7%. The NERSA benchmark is between 10 and 20%.
- The cross subsidy to the poor is 17.55% at the moment. This should be reduced with the implementation of more cost reflective tariffs and limitation of poor consumer capacity.
- The average losses equals to 5.81%. This should however be excluded if the wheeling charge is levied on injected energy.
- The markup should be set as (1+7.7%)*(1+17.55%) = 26.6%

The calculation of the actual markup is shown in the Table 61 below. It compares well with the theoretical calculated %.

Table 61

WHEELING CALCULATIONS		
Theoretical markup on selling volume		33.96%
BULK DETAILS	**2021/2022**	
Energy	**Rand**	**kWh**
Franschhoek	R 45 911 731	147 192 674
Cloetesville	R 58 265 658	151 146 736
Stellenbosch	254 086 227.00	59 924 206
FRG	19 736 191	18 163 100
RIVERSMEET	15 668 831	13 575 710
VICTOR VERSTEL	1 838 499	2 347 765
	395 507 137	392 350 191
R/kWh 201/2022	R 1.0080	8.61%
R/kWh 2022/2023	R 1.0948	
FROM COS STUDY: Markup on sales volume		
Energy charges	554948964.1	371520214
Energy price R/kWh	R 1.4937	
Energy markup R/kWh	**R 0.3989**	
As % of energy cost	36.4%	
% of energy revenue	26.7%	

The calculated wheeling charge based on the assumptions made here looks more than the current wheeling charges.

20. SMALL SCALE EMBEDDED GENERATION (SSEG) PRICING INPUTS

The important issue in respect of SSEG customers is that they must be on a cost reflective tariff with fixed and capacity / demand charges close to cost plus TOU energy charges. A new TOU tariff for small consumers, <100 kVA, should developed. Any consumer can select this tariff, but all SSEG consumers must be on this tariff. It be subject to an application and payment for the supply and installation of a 4 wire, 4 quadrant TOU meter.

The SSEG Feed-in tariff, which caters for consumers who want to feed-in to the network, should be as follows:

- An additional basic charge to cater for the additional metering & administration costs to administer the feed-in.
- The energy credit rates are set at 90% of Eskom Megaflex TOU energy rates (excluding the non-TOU energy rates).
- The feed-in rate applies to any customer wanting to feed-in irrespective of whether they have a LV or MV connection.
- Various other conditions apply.

Currently SSEG consumers are on the standard domestic or commercial tariff if they do not wish to feed-in. This is problematic as the standard energy charges reflect a different load profile of a consumer with SSEG, especially if they are grid tied only (No batteries).

An analysis was done to determine the suitability of the 90% of Eskom TOU energy rates as feed-in rates and the impact of load shifting by SSEG consumers.

- The Tariff energy markup was shown to be about 26% or **40** c/kWh.
- Savings in feed-in energy.
    - Losses = 5,8%
    - Eskom non-TOU energy rate =
        - 'Electrification and rural network subsidy charge [c/kWh] = 10.8
        - 'Ancillary service charge [c/kWh] = 0.55
    - 10% TOU energy price discount = 10% of (aver R1.098/kWh) = 10.1 c/kWh
    - Total = 10.8+.55 +20% x 94c/kWh = **30.15** c/kWh

Thus if the feed-in rate is too low consumers will simply shift load from the evening to the day when they have surplus energy. That will mean that for every kWh shifting 40 + 30.15 = 60.15 c/kWh of net revenue would be lost.

It must also remembered that the industry is moving towards a competitive market where consumers will be allowed to buy their energy and sell their excess energy in the market. If the price paid for feed-in energy is too low, it will simple be sold to other traders. This means the savings that could be achieved by the municipality will be lost.

Eskom is paying its consumers at 100% of its TOU energy rates and this is becoming the norm. For Stellenbosch to become less dependant on Eskom bulk supply it must maximise the amount of energy it can purchase from its own consumer surpluses.

Currently the industry standard is that the value of feed-in energy may not exceed the value of energy purchased by the consumer within a financial year. This is an MFMA requirement. It is well known that Cape Town obtained approval from National Treasury to purchase more surplus energy from consumers than the value they buy. The following in this respect:

- Care should be taken not to buy such energy at a price that exceed the opportunity cost of savings in Bulk purchase costs from Eskom and Drakenstein. (Cape town incentive price is close to that).
- A provision must be made that in cases where network problems are experienced such purchase amounts will be limited.
- The municipality must implement measures to start monitoring the harmonics characteristic of inverters now being installed.
- In time filters should be investigated to overcome the harmonic problems that could be created in areas with significant amount of surplus renewable energy feed-in.

21. CONCLUSIONS

This detailed Ringfencing and Cost of supply study presented many different challenges. All these have been addressed and the results obtained are considered 90% accurate. The current tariffs were found needing major changes. These will send a clear signal about the value of capacity which in time will assist the municipality in controlling it costs which are largely dictated by capacity.

The COS study must now be workshopped internally and be approved by Council and then be submitted to NERSA. Once the budget process starts the proposed tariffs need to be submitted to proper public participation. Only once NERSA approval and public participation process is completed can implementation begin.

22. ANNEXURE

22.1. Allocation of network costs to tariff categories.

Before proceeding to calculation of unit costs the issues of how to allocate network costs to different tariff categories need to be explored. NRS058 explores various methods. It is the consultant's expert view that the method that best allocates costs to the category of customers who cause the high demand and thus high costs should be based on each category of customer's contribution to the system peak. Various approaches could be followed in this respect such as not just using one single peak demand but maybe the average of the highest week or average of the 12 highest demands etc. The problem is that this requires very accurate data. The work in previous sections have already illustrated the problems with the data obtained reflected mainly in the fact the peak in the Eskom profile data and that from the simulated profile differ such that one is in the morning and the next in the evening. This caused the requirement to analyse the impact using the different methods. The results for the allocation of network costs at the highest voltage level network are reflected in Table 62

DEMAND ALLOCATER METHODS COMPARED								
AVERAGE AND ACCESS METHOD								
	Customer group demand responsibility ratio							
N2	D	L	A	B	C	E		
		An LF	P kWh/y	Tot kWh/y	P Ex MD	∑ Ex MD	Ex MD%	ENERGY RATIO
aMVatHV	0.0%	60.38%	-	301 761 505	-	18 519.495	#DIV/0!	0.0%
bLPU MV	39.5%	60.38%	131 895 003	301 761 505	6 133.774	18 519.495	36.7%	43.7%
cLPU LV	23.8%	60.38%	69 833 353	301 761 505	4 610.257	18 519.495	52.0%	23.1%
dMunicS	3.8%	60.38%	13 783 673	301 761 505	468.908	18 519.495	26.8%	4.6%
eAgricu	0.7%	60.38%	2 051 143	301 761 505	118.023	18 519.495	47.9%	0.7%
fCommer	11.9%	60.38%	24 345 241	301 761 505	3 279.933	18 519.495	115.7%	8.1%
gReside	20.3%	60.38%	59 853 092	301 761 505	3 908.599	18 519.495	51.5%	19.8%
TOTAL			301 761 505					

N2	Customer group excess demand							
	C - excess demand	Ave MD	Group energy	Hours in year	PF	Non-co-incidental MD	Group energy	Annual LF
	kVA	kVA	kWh/y	8760	%	kVA	kWh/y	%
aMVatHV	-	-	-	8 760.0	90%	-	-	0.14%
bLPU MV	6 133.77	16 729.45	131 895 003	8 760.0	90%	22 863.2	131 895 003	65.85%
cLPU LV	4 610.26	8 857.60	69 833 353	8 760.0	90%	13 467.9	69 833 353	59.19%
dMunicS	468.91	1 748.31	13 783 673	8 760.0	90%	2 217.2	13 783 673	70.97%
eAgricu	118.02	246.47	2 051 143	8 760.0	95%	364.5	2 051 143	64.24%
fCommer	3 279.93	2 835.85	24 345 241	8 760.0	98%	6 115.8	24 345 241	45.44%
gReside	3 908.60	7 591.72	59 853 092	8 760.0	90%	11 500.3	59 853 092	59.41%
Total	18 519.49	38 009.41	392 350 191	61 320.0		56 528.9	301 761 505	

NON CO-INCIDENTAL MD

DEMAND ALLOCATER METHODS COMPARED

N2		NON CO-INCIDENTAL MD	AVERAGE AND ACCESS METHOD	ENERGY RATIO	CO-INCIDENTAL PEAK DEMAND METHOD	LF	Ave & Access Adustment factor
aMVatHV		0.0%	0.0%	0.0%	0.0%	0.1%	#DIV/0!
bLPU MV		40.4%	39.5%	43.7%	33.0%	65.9%	90.4%
cLPU LV		23.8%	23.8%	23.1%	19.1%	59.2%	103.0%
dMunicS		3.9%	3.8%	4.6%	3.4%	71.0%	82.3%
eAgricu		0.6%	0.7%	0.7%	0.4%	64.2%	97.5%
fCommer		10.8%	11.9%	8.1%	10.2%	45.4%	147.4%
gReside		20.3%	20.3%	19.8%	21.9%	59.4%	102.5%
0		0.0%	0.0%	0.0%	0.0%	45.3%	
		100%	100%	100%	88%		

.

Table 62

DEMAND ALLOCATER METHODS COMPARED								
AVERAGE AND ACCESS METHOD								
	Customer group demand responsibility ratio							
N2	D	L	A	B	C	E		
		An LF	P kWh/y	Tot kWh/y	P Ex MD	∑ Ex MD	Ex MD%	ENERGY RATIO
aMVatHV	0.0%	60.38%	-	301 761 505	-	18 519.495	#DIV/0!	0.0%
bLPU MV	39.5%	60.38%	131 895 003	301 761 505	6 133.774	18 519.495	36.7%	43.7%
cLPU LV	23.8%	60.38%	69 833 353	301 761 505	4 610.257	18 519.495	52.0%	23.1%
dMunicS	3.8%	60.38%	13 783 673	301 761 505	468.908	18 519.495	26.8%	4.6%
eAgricu	0.7%	60.38%	2 051 143	301 761 505	118.023	18 519.495	47.9%	0.7%
fCommer	11.9%	60.38%	24 345 241	301 761 505	3 279.933	18 519.495	115.7%	8.1%
gReside	20.3%	60.38%	59 853 092	301 761 505	3 908.599	18 519.495	51.5%	19.8%
TOTAL			301 761 505					

N2	Customer group excess demand							
	C - excess demand	Ave MD	Group energy	Hours in year	PF	Non-co-incidental MD	Group energy	Annual LF
	kVA	kVA	kWh/y	8760	%	kVA	kWh/y	%
aMVatHV	-	-	-	8 760.0	90%	-	-	0.14%
bLPU MV	6 133.77	16 729.45	131 895 003	8 760.0	90%	22 863.2	131 895 003	65.85%
cLPU LV	4 610.26	8 857.60	69 833 353	8 760.0	90%	13 467.9	69 833 353	59.19%
dMunicS	468.91	1 748.31	13 783 673	8 760.0	90%	2 217.2	13 783 673	70.97%
eAgricu	118.02	246.47	2 051 143	8 760.0	95%	364.5	2 051 143	64.24%
fCommer	3 279.93	2 835.85	24 345 241	8 760.0	98%	6 115.8	24 345 241	45.44%
gReside	3 908.60	7 591.72	59 853 092	8 760.0	90%	11 500.3	59 853 092	59.41%
Total	18 519.49	38 009.41	392 350 191	61 320.0		56 528.9	301 761 505	

NON CO-INCIDENTAL MD
DEMAND ALLOCATER METHODS COMPARED

N2		NON CO-INCIDENTAL MD	AVERAGE AND ACCESS METHOD	ENERGY RATIO	CO-INCIDENTAL PEAK DEMAND METHOD	LF	Ave & Access Adustment factor
aMVatHV		0.0%	0.0%	0.0%	0.0%	0.1%	#DIV/0!
bLPU MV		40.4%	39.5%	43.7%	33.0%	65.9%	90.4%
cLPU LV		23.8%	23.8%	23.1%	19.1%	59.2%	103.0%
dMunicS		3.9%	3.8%	4.6%	3.4%	71.0%	82.3%
eAgricu		0.6%	0.7%	0.7%	0.4%	64.2%	97.5%
fCommer		10.8%	11.9%	8.1%	10.2%	45.4%	147.4%
gReside		20.3%	20.3%	19.8%	21.9%	59.4%	102.5%
0		0.0%	0.0%	0.0%	0.0%	45.3%	
		100%	100%	100%	88%		

This shows the following:

The following in this respect:

- All methods yield similar results.
- The energy ratio method seems out of line with the other methods, as is to be expected.
- The average and access method and Non-co-incidental methods are almost identical.
- From the profiles it is clear that the annual peak demands are mainly caused by residential customers.
- The co-incidental peak demand methods best reflect this reality which will show domestic costs even higher.

For simplicity's sake and close results with the Average and access method the non-co-incidental peak demand method was used as basis to allocate all network costs.

22.2. Definitions.

Ampere (A): The unit in which electric current is measured being the rate of flow of electric current through a conductor and which is comparable to the rate of volume of water flow through a pipe.

Capacity utilisation. – This refers to the extent to which the capacity that has been installed for a customer has been utilised by the customer.

Charges. – This refers to different charges that a customer has to pay such as a charge for energy or charge for installed capacity.

Clients. – This refers to other contacts of the utility such as contractors, consultants, etc.

Connection fee: The minimum, once-off, up-front payment for new or additional capacity

Consumers. – This refers to any user of electricity whether it be an illegal connected supply, unpaid supply or third-party person.

Cross subsidy. – This refers to cases where one set of customers are subsidised by another set of customers because their tariff does not cover their cost of supply.

Customer. – This refers to a consumer that is legally connected to the electricity network, is contracted with the supply utility and is paying their dues.

Demand charge: A R/kVA or R/kW charge which is time and/or seasonally differentiated and is applied to the chargeable demand registered during the month.

Demand tariffs. – This refers to tariffs that charge for the maximum demand taken by the customer every month.

Diversity Factor: This is defined as the ratio of the sum of individual consumers' non-coincident maximum demands to the total maximum demand of a group, which is an indication of the extent to which the same capacity can be used for different consumers

Electrical Energy – This refers to the amounts of units of electricity consumed. This is normally measured for a month.

Gigawatt (GW): Equal to one thousand MW or one million kW.

Inter tariff cross subsidies. – This is where one category of customers is cross-subsidising another category of customers.

Intra tariff cross subsidies. – This is where there is cross subsidisation between the different customers within a particular customer category such as high usage customers cross-subsidising low usage customers.

kWh (kilo Watt hour) – This is the unit of measure for energy. It means 1000 of Watt hours. In other words, if a 100 Watt globe was burning for 10 hours.

Kilovolt-Ampere (kVA): The product of volts and amperes times 1 000, i.e. V x A x 1 000. This is a measure of "apparent" electrical power.

Kilowatt (kW): The product of kVA and power factor which is a measure of "true" electrical power. The expression for kW is V x A x power factor x 1 000.

Kilowatt-hour (kWh): The total amount of energy used in one hour by a device that requires one kilowatt of power for continuous operation, i.e. the product of kilowatts and hours.

kVA (kilo Volt Ampere) – This is the unit of measure for maximum demand. It includes the real and reactive components of power.

kW (kilo Watt) – This is also a unit of measure for maximum demand but only the real component. Here the calculation is done over a 1-hour period. The maximum demand taken by ten 100-Watt globes equals to 1 kW.

Load factor. – This refers to the amount of electricity consumed by a customer in a billing period relative to the amount of energy that could have been consumed had the appliances been kept on all the time. This indicates how effective the capacity had been used.

Load factor (LF) annual: Total kWh/y divided by the highest maximum demand in the year times 12 times the total hours in the year. (Total kWh for year) ÷ (Highest maximum demand in year x 12 x hours in year).

Load factor (LF) average monthly: Total kWh/y divided by the sum of the maximum demands of all months in the year times 12 times the total hours in the year. (Total kWh for year) ÷ (Sum of 12 maximum demands in year hours in year).

Life line. – This refers to a tariff that provides support, subsidy, discount to customers. This is usually not available to all customers and provide more support at low consumption levels and become more expensive at high consumption levels.

Maximum demand. – This refers to the maximum demand that the customer places on the network normally averaged over a half hour period.

Megawatt (MW): Equal to one million Watts or 1 000 kW.

Network voltage. – This refers to the voltage at which the network operates. This voltage is usually higher to transfer large amounts of power.

Network capacity. – This refers to the maximum rating of the network equipment that has been installed to supply a customer. This is expressed as kVA or A (Amperes).

Point of delivery (POD): A physical point on the electrical network, where electricity is delivered to a customer, usually the metering point.

Point of supply: It could be a single point of delivery to a customer or a specific group of points of delivery on the System from where electricity is supplied to the customer.

Power Factor (PF): The ratio kW / kVA indicates the ratio of “true” electrical power to “apparent” electrical power, i.e. the ratio of useful work to the total quantity of volts and amperes supplied.

Reactive energy charge: In case of Megaflex, it is levied on every kvarh which is registered in excess of 30% of the kWh supplied during the specified periods of the month.

Supply voltage. – This refers to the voltage at which customers are supplied. The supply voltage for households is usually 240 V (volt).

Single energy rate tariff. – This refers to a tariff that only has one charge and that is a simple energy charge eg. 25 c/kWh.

Seasonal tariffs. - This refers to tariffs where the price for electricity consumed during different seasons of the year is different. This is because there is a much higher demand for electricity typically in Winter making it more expensive to provide.

Tariff. – A tariff is the combination of various charges as mentioned above to make up a tariff applicable for a specific customer category.

Tariff structure. – This refers to the type of charges in the tariff as well as the relative sizes of the different charges.

Tariff restructuring. – This refers to the process of changing the charges in a tariff but also the relationship with other tariffs.

Two part tariff. - This refers to a tariff that has a single energy rate plus a fixed charge, sometimes called a basic charge. For example, the tariff has a basic charge of R100/month and an energy rate if 105 c/kWh.

TOU (Time of Use) tariffs. - This refers to tariffs where the electricity consumed at different times of the day is measured separately and are charged for differently.

Time-of-use (TOU) tariff: A tariff that has different energy rates for different time periods and seasons in order to reflect different cost of supply at different times more accurately.

Voltage discount. – This refers to a discount applied to customers supplied at higher voltages because it is cheaper to supply, and the customer incurs more costs to transfer the energy for their own applications.

Voltage (V): Measure of electric pressure that drives electric current through a conductor.

Watt (W): The unit of electrical power or energy transfer equivalent to one ampere flowing due to an electrical pressure of one volt at unity power factor, W = V x A

22.3. Abbreviations

<	less than	CRC	Current replacement cost.
≤	less than or equal to	ROA	Return on Assets
>	greater than	HV	High Voltage ≥ 40 kV
≥	greater than or equal to	MV	Medium Voltage ≥ 1000 V < 40 kV
A	ampere	LV	Low Voltage < 1000 V
c	cents	COS	Cost Of Supply
c/kvarh	cents / reactive kilovolt-ampere-hour	POD	Point of delivery
c/kWh	cents per kilowatt-hour	FBE.	Free Basic Electricity
CPI	consumer price index	EPP	South African Electricity Pricing Policy
GWh	gigawatt-hour	MFMA.	Municipal Finance Management Act
km	kilometre	MSA	Municipal Systems Act
kVA	kilovolt-ampere	IBT	Inclining Block Rate Tariff
kvarh	reactive kilovolt-ampere-hour	CRC	Current replacement cost.
kV	kilovolt	LF	Load factor
kW	kilowatt	COS	Cost Of Supply
kWh	kilowatt-hour	POD	Point of delivery
MVA	megavolt-ampere	POS	Point of Supply
N/A	Not applicable	FBE.	Free Basic Electricity
NERSA	National Electricity Regulator of South Africa	EPP	South African Electricity Pricing Policy
NMD	Notified Maximum Demand	MFMA.	Municipal Finance Management Act
PF	Power factor	MSA	Municipal Systems Act
R	Rand	IBT	Inclining Block Rate Tariff
R/kVA	Rand per kilovolt-ampere		
R/kW	Rand per kilowatt		
TOU	Time-of-Use		
V	volt		
VAT	value added tax		
W	watt		

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

10.7.1	DRAFT TREE MANAGEMENT POLICY FOR MUNICIPAL TREES

Collaborator No: 808872
IDP KPA Ref No: Good Governance
Meeting Date: 29 July 2026

1. SUBJECT: DRAFT TREE MANAGEMENT POLICY FOR MUNICIPAL TREES

2. PURPOSE

For Council to consider and approve the revised Tree Management Policy.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

The policy is developed for the management of trees within the WCO24. The Tree Management Policy addresses all tree-related aspects to ensure the sustainable management of municipal trees.

5. RECOMMENDATIONS

(a) that Council approves the Tree Management Policy;

(b) that Council approves the advertisement of the revised Tree Management Policy for a period of 30 days for public input; and

(c) that the final draft of the Tree Management Policy be submitted to Council for final approval, after the comments received have been considered.

6. DISCUSSION / CONTENTS

6.1 Background

The policy was revised to ensure effective and sustainable tree management approaches within the WCO24.

6.2 Discussion

The Department will be guided by the Tree Management Policy subject to the approval by Council. The newly revised policy has aligned the objectives of the Urban Forestry functions optimally to the sustainable management of trees in the WC024 area. Furthermore, the policy also seeks to address the conservation needs as reflected within the Integrated Development Plan (IDP).

In terms of Section 152 (1) (b) of the Constitution of the Republic of South Africa, 1996, one of the main objectives of local government is to ensure the provision of services to communities in a sustainable manner. It is, therefore, incumbent upon Stellenbosch Municipality to ensure the implementation of sustainable practices when managing the Urban Forest for current and future generations. This informs one of the Strategic Focus Areas (SFA) of the Stellenbosch Municipality, namely, by caring for the environment through the building of a green and sustainable valley.

6.3 Financial Implications

None.

6.4 Legal Implications

None.

6.5 Staff Implications

None.

6.6 Previous / Relevant Council Resolutions:

None.

6.7 Risk Implications

None.

6.8 COMMENTS FROM SENIOR MANAGEMENT:

6.8.1 Director: Infrastructure Services

Comments received from Infrastructure Services has been incorporated into the draft Tree Management Policy.

6.8.2 Director: Planning and Economic Development

No comments received.

6.8.3 Director: Community and Protection Services:

Agree with the recommendations.

6.8.4 Director: Corporate Services:

No comments received.

6.8.5 Chief Financial Officer:

No comments received.

6.8.6 Municipal Manager:

Supported by the Municipal Manager.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2026-07-22: ITEM 7.7.1

(a) that Council approves the Tree Management Policy;

(b) that Council approves the advertisement of the revised Tree Management Policy for a period of 30 days for public input; and

(c) that the final draft of the Tree Management Policy be submitted to Council for final approval, after the comments received have been considered.

ANNEXURES

Annexure A: Draft Tree Management Policy for municipal trees within WC024.

FOR FURTHER DETAILS CONTACT:

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REPORT DATE	**4 JUNE 2026**

ANNEXURE A

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STELLENBOSCH MUNICIPALITY

TREE MANAGEMENT POLICY

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Annexure 1: Tree Species List

Annexure 2: Tree Felling Application

DEFINITION AND ABBREVIATIONS

For the purpose of this policy:

"Adaptation" In human systems, the process of adjustment to actual or expected climate and its effects, in order to moderate harm or exploit beneficial opportunities; in natural systems, the process of adjustment to actual climate and its effects; human intervention may facilitate adjustment to expected climate and its effects.

"Aftercare" the tree maintenance regime which is implemented once the tree has been planted.

"Arboriculture" the science and practice of cultivation, management, and study of trees, shrubs, vines, and other perennial woody plants which specifically studies how plants grow and respond to cultural practices and to their environment, including the practice of cultural techniques such as selection, planting, training, fertilization, pest and pathogen control, pruning, shaping, and removal.

"Blanking" the replacement planting of trees in gaps where trees have been lost or died.

"Champion trees" Is a list of protected trees in South Africa that are of national conservation value. Extraordinary single trees and groups of trees assigned "champion" status by the national Department of Forestry, Fisheries and the Environment (DFFE). Champion status is assigned according to trees biological attributes, age or heritage significance and enjoy protected status under section 12 of the National Forests Act 84 of 1998.

"Climate change" A change of climate which is attributed directly or indirectly to human activity that alters the composition of the global atmosphere, and which is in addition to natural climate variability observed over comparable time periods.

"Coppice Shoots" That grow from the base of a tree or from the roots; when it has been severely cut or pruned (to almost ground level). It is a survival mechanism.

"Critical root zone" The zone, in which the majority of a tree's roots are found located inside the "drip line" of the tree (under the outer edge of the tree canopy)

"Development" In relation to a place, means any process initiated by a person the construction, erection, alteration, demolition or removal of a structure or building;

a) A process to enhance rights (e.g. rezone, subdivide or consolidate land);

b) Changes to the existing or natural topography or slopes;

c) The destruction or removal of indigenous or protected vegetation; or

d) Submission of a building plan.

"**Council**" the Council of Stellenbosch Municipality.

"Directorate" the Directorate: Community and Protection Services;

"Director" the Director: Community and Protection Services.

"Department" the Department of Community Services.

"Endemic tree" A tree that is native to a certain region and is not found anywhere else.

"Environment" the surroundings within which humans exist and that are made up of: the land, water and atmosphere of the earth;

a) Micro-organisms, plant and animal life;

b) Any part or combination of the interrelationships among and between them; and

c) The physical, chemical, aesthetic and cultural properties and conditions of the foregoing that influence human health and well-being.

"Exotic tree" Trees introduced to South Africa from other countries.

"Felling" Tree removal.

"Indigent Households" is as determined by the Council's Indigent Policy as approved by Council from time to time.

"Indigenous species" A tree originating or occurring naturally in a certain geographical area or country. (Compare "endemic tree".)

"Infested" Means to cause a problem by being present in large numbers, spreading disease or causing damage or danger.

"Lopping" The indiscriminate cutting off lateral tree branches or limbs.

"Mature tree" Any tree whether located on public or private land, that has reached a desired size or age for its intended use, completed its natural development or growth and has a well-developed canopy.

"Municipal trees" any tree which has been planted on Municipal property.

"Municipality" the Stellenbosch Municipality or any other Committee or official of the Municipality acting in terms of a delegated authority.

"Oak City" to the historical character of Stellenbosch Town in relation to its tree species identity.

"Oak trees" all oak species that Stellenbosch municipality plant.

"Planting" the placing of sapling trees or seeds in the ground or container for them to grow.

"Public Open Space and Public Space"

a) A public road, parking area, square, park, recreation ground, sports ground, sanitary lane, open space, beach, shopping centre on municipal land, unused or vacant municipal land or cemetery which has been provided, reserved or set apart for use by the public; or been dedicated to the public.

"Protected tree" A tree protected in terms of the National Forests Act 84 of 1998.

"Pruning" the horticultural and arboriculture practice involving the selective removal of parts of a plant, such as branches, buds, or roots. The removal of tree parts to control or enhance their performance or function in the landscape, including crown lifting, reduction and cleaning.

"Road reserves" A designated area of land that contains or can contain a public street or public road, including the road and associated verge, which land may or may not be defined by cadastral boundaries.

"Removal of municipal trees" removal of the above ground level portion of a tree including the grinding away of the roots up to 30 cm below ground level. The complete root system will not be removed but may be poisoned if necessary to prevent further re-growth of the tree.

"Root ball" the main base mass of roots of a plant and the soil surrounding them.

"Root barrier" patented chemical and/or mechanical guides that redirects tree roots down and away from hardscapes, preventing costly root damage.

"Streetscapes" a view or scene as streets in a city.

"Tree" A woody perennial plant with an elongated stem, or trunk, supporting branches and leaves in most species, also includes the critical root zone.

"Tree health" All factors (biotic and abiotic) that affect the vigour and productivity of a tree.

"Tree management" The protection and maintenance of the existing tree asset base in the city, as well as the planning, planting and maintenance of trees.

"Tree Work Procedures" A document developed to ensure uniform standards for all aspects of tree management on City-owned land.

"Tree management" means the protection and maintenance of the existing tree asset base in the Town, as well as the planning, planting and maintenance of future trees.

"Tree scape" a landscape including many trees or groups of trees.

"Tree trunk" to the stem of the tree.

"Topping" Also 'heading', 'tipping', 'hat-racking', 'rounding over', 'lopping or lobbing'. The indiscriminate cutting of tree branches on the main limb and all lateral branches to the same height.

"Transplanting" The digging out of a tree in one location and replanting it in another.

"Tree risk assessment management system (TRAMS)" A electronic system management system to map trees on a Geographical Information system web that stores information and where information can be collated to update, protect and enhance Tree database system as well as promote and create new green infrastructure assets.

"Urban forest" The sum of all trees growing within an urban area.

"Wayleave" is a formal permit that grants a recipient (person, company, or service provider) the right to perform work within a road reserve or on municipal land, subject to specific conditions. These conditions typically dictate how the work is executed, the safety measures required, and the obligation to restore the land to its original state upon completion.

LEGISLATION

Conservation of Agricultural Resources Act 43 of 1998.

National Environmental Management Biodiversity Act no 10 of 2004.

National Environmental Management Protected Areas Act no 57 of 2003.

National Heritage Resources Act no 25 1999.

National Forests Act 84 of 1998.

National Environmental Management Act 107 of 1998.

ABBREVIATIONS

CARA Conservation of Agricultural Resources Act 43 of 1998.

DALRRD Department of Agriculture, Land Reform and Rural Development.

DFFE Department of Forestry, Fisheries and the Environment.

DW&S Department of Water and Sanitation.

ERM Environmental Resource Management.

IDP Integrated Development Plan.

FY Financial Year.

HPOZ Heritage Protection Overlay Zone.

NEMBA National Environmental Management Biodiversity Act 10 of 2004.

NHRA National Heritage Resources Act 25 of 1999.

NMT Non-Motorized Transport.

POS Public Open Space.

PSHB Polyphagous Shot Hole Borer.

SP Service Providers.

TRAMS Tree Risk Assessment Management System.

WCO24 Greater Stellenbosch Municipality.

1. Introduction

The Stellenbosch Municipality recognizes the essential role that trees play in enhancing the environmental, social, and cultural fabric of the town and its surrounding settlements.

As key components of the urban landscape, trees provide aesthetic, ecological, historical, and climate-related benefits that are vital to the health and well-being of both residents and the environment.

In an area rich in natural beauty and heritage, trees are integral to preserving the unique character of Stellenbosch and contribute significantly to a sense of place, especially in historic precincts, agricultural fringes, and rural villages.

Trees line the streets of our towns, define streetscapes, public open spaces, and offer shade and shelter in parks, nature reserves - areas, and informal settlements alike.

2. Policy Statement

Stellenbosch Municipality's Tree Management Policy Framework emphasis sustainable development, environmental protection and the creation of quality living.

The aim of the Tree Management Policy is to protect and maintain the trees located on municipal property through accepted tree management (arboricultural) practices and thus promoting a sustainable development approach.

This approach is geared towards making WC024 the greenest municipality in South Africa through Urban Forestry practices which guides investors towards future sustainable development. The purpose of the policy is to ensure that a guideline exists to manage trees within the Stellenbosch Municipality.

3. Objectives and Benefits

The overarching goal of this policy is to promote a healthy, resilient, and diverse urban forest throughout Stellenbosch Municipality.

Herewith are specific objectives which include:

a) Enhance urban liveability through tree planting, shade provision, and streetscape improvements.

b) Conserve biodiversity by prioritising indigenous tree species that support local ecosystems.

c) Mitigate and adapt to climate change through increased canopy cover, carbon sequestration, and reduced urban heat.

d) Protect heritage and significant trees for their cultural, historical, and ecological value.

e) Integrate tree planning into urban development and spatial planning processes.

f) Establish clear roles and responsibilities for municipal departments, private landowners, and other stakeholders.

g) Provide guidelines for planting, maintenance, and removal of trees on municipal and private land.

h) Promote education, community involvement, and stewardship of urban trees.

4. Policy Guidelines

a) Planting, blanking and maintenance of trees in compliance with arboriculture best-practice guidelines.

b) Ensuring uniform arboricultural procedures and practices.

c) Encouraging greening of new housing development projects.

d) Reduction of the carbon footprint through the planting of trees.

e) Ensuring integrated infrastructure planning with other directorates within Stellenbosch Municipality, to promote tree protection and greening of areas.

f) Protection and maintenance of all historic trees and champion trees in compliance with applicable legislation.

g) Promote and facilitate the protection of trees on private properties where possible.

h) Promote marketing of Stellenbosch as the “Oak City”.

i) Engage with stakeholders and role-players responsible for planting trees to ensure alignment and integration of tree planting initiatives.

j) Ensure that private landowners are made aware of, and comply with, their obligations under lease agreements or planning approvals to clear alien vegetation from their properties.

5. Policy Benefits

5.1 Environmental benefits: Trees are integral to the protection, restoration, and enhancement of urban and peri-urban ecosystems. They provide critical ecosystem services that support climate adaptation, ecological sustainability, and long-term environmental resilience.

5.1.1 Climate Resilience: Trees mitigate urban heat island effects and contribute to natural climate regulation through shading and evapotranspiration.

5.1.2 Flood and Erosion Control: Tree root systems stabilise soil, enhance water infiltration, and reduce surface runoff, thereby minimising flood risks and soil erosion.

5.1.3 Air Pollution Control: Tree canopies improve air quality by absorbing pollutants and capturing airborne particulate matter.

5.1.4 Energy Conservation: Strategically placed trees provide shade and cooling, reducing the energy demand for heating and cooling in buildings.

5.1.5 Noise Pollution Control: Vegetation buffers and tree belts help to attenuate and absorb noise from urban activities and transport systems.

5.1.6 Wildlife and Biodiversity: Indigenous and non-indigenous tree species provide habitat, food sources, and ecological connectivity for a wide range of insects, birds, and mammals, thereby supporting urban biodiversity.

5.2 Material Benefits: Trees provide a range of tangible resources that contribute to livelihoods, food systems, and cultural practices within urban and peri-urban environments. When integrated into green infrastructure planning, these benefits support both environmental sustainability and community well-being.

5.2.1 Food and Fruit: Urban orchards and fruit-bearing tree species contribute to local food security, enhance nutritional diversity, and promote sustainable, community-based food systems.

5.2.2 Medicinal Value: Trees with traditional medicinal properties can be incorporated into urban greening initiatives, particularly within community gardens and culturally significant spaces, supporting indigenous knowledge systems and holistic well-being.

5.3 Amenity Benefits: Trees play a vital role in improving quality of life by enhancing environmental comfort, visual character, and the social value of urban and peri-urban spaces, thereby supporting healthier and more liveable communities.

5.3.1 Recreation: Trees provide shade and cooling, enhancing the usability of streets, parks, sports fields, nature reserves, and other public spaces for recreation and outdoor activities.

5.3.2 Aesthetics: Trees enrich the visual quality and character of urban landscapes, contributing to attractive streetscapes, campuses, and residential environments.

5.3.3 Education: Urban trees support environmental education through school greening initiatives and opportunities for biodiversity awareness and learning.

5.3.4 Health and Well-being: Access to green spaces with tree cover is associated with reduced stress, improved mental health, and overall well-being.

5.3.5 Cultural and Religious Significance: Trees hold cultural, spiritual, and heritage value, often serving as sites for traditional practices, sacred rituals, and community identity.

5.4 Economic Benefits: Urban trees contribute to both direct and indirect economic value by enhancing ecosystem services, supporting local economies, and functioning as long-term green infrastructure assets within urban and peri-urban environments**.**

5.4.1 Tourism: Tree-lined streets, green corridors, and well-maintained public spaces enhance the attractiveness of Stellenbosch as a walkable, scenic, and heritage-rich destination, supporting the local tourism economy.

5.4.2 Property Value Enhancement: The presence of mature trees and well-vegetated streetscapes increases property desirability, attracting buyers and tenants while contributing to higher property values.

5.4.3 Asset Value and Infrastructure: Trees are living infrastructure assets that provide measurable economic value over time. Their effective management requires planned investment in maintenance, monitoring, and protection to sustain their long-term benefits.

6. Tree Planting

6.1 The municipality will facilitate the planting of trees at its sole discretion, in alignment with the approved Tree Planting Programme.

6.2 Requests for tree planting shall be processed subject to the completion and submission of a Tree Planting Commitment Form by the applicant, as set out in Annexure 3.

6.3 Individual residents requesting the planting of trees must submit a completed Tree Planting Commitment Form (Annexure 3), in which they agree to undertake the maintenance and care of the tree in its entirety.

6.4 Tree donations and sponsorships from private individuals, organisations, or entities will be accepted subject to the conclusion of formal written agreement between the donor/sponsor and the municipality.

6.5 The Municipality reserves the right to donate trees to educational institutions, recognised community greening initiatives and registered conservancies as part of the Municipality's greening objectives.

6.6 Members of the public who engage in unauthorised tree planting on Municipal land will be requested to complete a Tree Planting Commitment Form. The municipality reserves the right to remove any unauthorised plantings at its discretion.

6.7 The municipality may at its discretion instruct individuals responsible for unauthorised tree plantings to remove such trees at their own cost. Non-compliance may result in further administrative or legal action as deemed necessary.

6.8 Planting requests shall be considered and actioned primarily during the months of April, May, June, September and October.

7. Tree Species Selection

7.1 Tree species selection within Stellenbosch Municipality shall be guided by an evaluation of local terrain, topography, climatic conditions, and indigenous flora. Selections will be drawn from the Municipality's approved List of Recommended Trees (Annexure 1), ensuring alignment with policy guidelines. Consideration will be given to the available planting space and the expected mature size of trees to prevent conflicts with infrastructure and to promote sustainable urban greening.

7.2 Species selected should complement the existing treescape and support the preservation of Stellenbosch's identity as the 'Oak City.' Wherever possible, planting shall prioritize oak species and other trees that

reinforce this heritage and maintain the municipality's unique landscape character.

7.3 While oak species are prioritized to maintain Stellenbosch's 'Oak City' heritage, the selection of non-oak species is encouraged to promote biodiversity, ecological resilience, and adaptability to varying site conditions. Non-oak species shall be chosen based on their compatibility with the local environment, growth characteristics, and contribution to the overall health and diversity of the municipal treescape.

8. General Guidelines for Tree Planting

8.1 Trees shall be planted along sidewalks and within road reserves as specified in the Municipal Tree Planting Programme. Preference must be given to locally indigenous species, selected in accordance with site-specific environmental conditions and infrastructure constraints.

a) A minimum spacing of 5 metres between trees shall be maintained within road reserves, unless otherwise specified.

b) Root management measures, including the installation of root control barriers, shall be implemented where necessary to prevent damage to underground services, sidewalks, and other hardened surfaces.

c) Trees identified by the Municipality as dead, diseased, or hazardous shall be removed and replaced in accordance with approved standards.

8.2 Planting on Municipal Land: Private planting is not permitted on municipal or leased land without prior approval with the relevant Director/Manager of the municipality.

8.3 Reporting of Tree-Related Damage: Existing trees that were planted on municipal land that caused damage to private property must be reported to the municipality.

8.4 Infrastructure and Wayleave Requirements: Tree planting shall be subject to wayleave approvals to ensure compatibility with existing and planned infrastructure. Wayleave determinations shall guide whether a site is suitable for planting.

8.5 Tree planting shall be prohibited in the following circumstances:

8.5.1 Close to a driveway or road intersection where it is likely to impair sight lines of motorists, cyclist or pedestrians.

8.5.2 Where the presence of trees would obstruct or impair the visibility of traffic control devices, including traffic signs, signals, and directional signage, in a manner that could compromise road safety or driver awareness.

8.5.3 Where pedestrian pathways are obstructed in a manner that forces pedestrians to walk in the roadway or renders the path inaccessible to wheelchair users, persons with mobility impairments, or individuals using pushcarts or similar mobility aids.

8.5.4 Where trees may encroach on service infrastructure such as gas, electricity and telecommunication lines, water and sanitation services, except where root barrier has been installed.

8.5.5 Tree planting shall not occur in areas where the necessary wayleave approvals have not been obtained, especially where tree growth may interfere with existing municipal services, including but not limited to electricity infrastructure, street lighting, water supply, sewerage systems, and telecommunications (Telkom) lines.

8.5.6 Tree planting shall be prohibited within a radius of five (5) metres from intersections, existing driveways, electricity lamp poles, and directly beneath overhead power lines to ensure safety, accessibility, and unobstructed infrastructure operation.

8.5.7 Trees with large root systems will not be planted within the 2m radius of a pathway which may potentially cause damage to infrastructure.

8.5.8 It is prohibited to plant any invasive trees in terms of applicable legislation.

8.5.9 Where planting compromises the protection of the municipality's supply mains which is stipulated in the Electricity Services by Laws Section 25.

8.5.10 No person shall construct, erect, or permit the construction, erection, or building, structure, or other object, nor plant any trees, in such a position or manner which may interfere with, obstruct, or endanger municipal supply mains.

8.5.11 Excavate, open or remove the ground above, next to, under or near any part of the supply mains.

8.5.12 Damage, endanger, remove or destroy, or do any act likely to damage, endanger or destroy any part of the supply mains; or

8.5.13 Make any unauthorised connection to any part of the supply mains or divert or cause to be diverted any electricity there from.

8.5.14 The owner or occupier must limit the height of trees or length of projecting branches in the proximity of overhead lines or provide a means of protection which in the opinion of the municipality will adequately prevent trees from interfering with the conductors should a tree or branch fall or be cut down.

8.5.15 Should the owner fail to observe this provision the municipality may, after prior written notification, or at any time in an emergency, order the owner to cut or prune the trees or other vegetation in such a manner as to comply with this provision.

8.5.16 The Municipality may, subject to obtaining an order of court, demolish, alter or otherwise deal with any building, structure or other object constructed, erected or laid in contravention with the Electrical Services By-law.

8.5.17 The Municipality may in the case of an emergency or disaster remove anything damaging, obstructing or endangering or likely to damage, obstruct, endanger or destroy any part of the electrical distribution system.

9. Universal Access and Integrated Tree Planting Approach

Tree planting shall be planned and implemented as part of an integrated urban design approach that supports both environmental objectives and universal accessibility. Trees are encouraged in the urban environment, provided that their placement, species selection, and management do not compromise safe, continuous, and inclusive movement for all users.

9.1 Pedestrian Accessibility: Trees shall be positioned and managed to ensure that pedestrian pathways remain clear, continuous, and fully accessible. Accessible routes must be maintained for all users, including persons with disabilities, wheelchair users, and individuals using prams or mobility aids.

9.2 Integrated Pathway Design and Clearance: Tree placement shall form part of coordinated streetscape and sidewalk design, ensuring that minimum clear widths and safe passing spaces are maintained in accordance with universal access principles. Trees should be incorporated into designated planting zones where available, such as verge strips or landscaped buffers, to avoid obstruction of pedestrian movement.

9.3 Root Management and Surface Integrity: Tree species selection, planting techniques, and infrastructure design shall prevent root-related damage to pedestrian surfaces. Where necessary, root barriers, structural soils, or engineered planting systems shall be used to ensure long-term surface stability and safe, even walking conditions. Tree with an aggressive root structure must be avoided as it may cause damage to municipal services and infrastructure.

9.4 Visibility, Safety, and Wayfinding: Trees shall be planted in a manner that preserves clear sightlines for pedestrians, cyclists, and motorists. Planting design must avoid obstruction of intersections, crossings, signage, lighting, and other wayfinding elements essential for safe and accessible movement.

10. Reporting of Incidents

All tree-related incidents reported to the Municipality will be processed as follows:

a) Tree related incidents will be logged into the Tree Incident Register.

b) Municipal response time to emergency tree-related incidence will take place within 24 hours.

c) Tree-related incidents that are reclassified as routine operational matters or service complaints may be addressed within 15 to 45 working days following the completion of the inspection, subject to operational priorities, risk assessment, and available resources.

11. Insurance Claim for Municipal Trees

All insurance claims relating to municipal trees shall be handled in accordance with the procedure set out below:

a) Inspection of Incident Site: A Municipal official shall conduct an on-site inspection at the location where the incident occurred.

b) Incident Reporting: The Municipal official shall complete an incident report following the inspection and submit it to the relevant

section for further processing and handling in accordance with applicable municipal procedures.

12. Tree Replacement Procedure

Tree replacement (blanking) shall be undertaken where trees are removed due to being diseased, dying, dead, or otherwise deemed hazardous. Replacement shall be carried out using suitable tree species that are appropriate to the site conditions, urban design objectives, and applicable municipal guidelines. A formal replacement procedure shall apply to both oak and non-oak tree species to ensure consistency, ecological suitability, infrastructure consideration and long-term sustainability of the urban forest.

The following factors will be considered:

a) Tree Blanking: Tree blanking shall only be undertaken under defined and approved circumstances to ensure that removals are justified, controlled, and aligned with municipal management objectives.

b) Planned Municipal Programme: Blanking may be undertaken where it forms part of an approved municipal tree management, renewal, or planting programme.

c) Dead or Declining Trees: Blanking shall apply where a tree is confirmed dead or where more than 75% of the tree is dead, diseased, or in irreversible decline and cannot reasonably recover.

d) Irreversible Damage: Blanking may be undertaken where trees have sustained damage beyond recovery due to human activity, whether accidental or deliberate, including vandalism or physical destruction.

13. Tree Maintenance

Stellenbosch Municipality recognises all trees as valuable assets within the urban environment. Accordingly, all requests for tree removal must be carefully considered by the responsible Department. Pruning or tree felling on municipal property shall only be undertaken when duly authorised in accordance with the relevant municipal procedures and approval processes

a) No person(s) may prune or remove a tree planted on municipal property without prior authority.

b) Requests for pruning and removal of trees must be directed to the municipality.

c) Pruning or removal of trees on private property is not the responsibility of the municipality, but guidance will be given when required.

d) A tree on a boundary line will only be considered for pruning and felling if 50% or more of the main stem is located on municipal property.

e) Where a member of the public plants trees that are unsuitable for the area or which interfere with any municipal service, the tree will be removed by the municipality after notifying the member of public.

f) The Municipality reserves the right to recover the costs associated with the removal of such trees in accordance with the Tree Evaluation System (Table 1). This system provides an objective and defensible method for determining the value of trees.

g) Where any maintenance of a tree requires the closure of a sidewalk or road lane, an application for the closure of the sidewalk or road lane must be submitted to the Directorate: Infrastructure Services. Closure of the sidewalk or road lane can only occur once approval from the Infrastructure Services Directorate has been obtained and all the conditions for the closure are met.

14. Pruning and Removal of Trees

14.1 The pruning or removal of trees may be considered in the following instances:

a) Interference with radio, television, internet, DSTV reception and solar panels.

b) Less than 75% dead or dying.

c) Aesthetic purposes, i.e. when it is seen as an eyesore to the surrounding environment.

d) Shedding leaves, fruits, flowers, seeds, or any other plant material.

e) Specified as the cause of allergies.

f) Causing excessive shade.

g) To improve visibility where branches obstruct views within the urban environment, provided that pruning does not interfere with or reduce the visibility of traffic signs, signals, or other road safety infrastructure.

h) Obscuring private advertising boards (other than public signage).

i) Causing nuisance in respect of swimming pools.

j) Hampering the growth of other plants.

k) Attraction of insects or birds (including bats) because of its flowers and our fruit.

l) Where a property owner undertakes renovations, existing trees shall not be removed to accommodate or facilitate the renovation works, except where specifically authorised by the Municipality in accordance with applicable policies and procedures.

14.2 The following factors shall be considered before pruning or felling of trees:

a) Public - staff, property and contractor's safety.

b) Legal factors.

14.3 Generally, trees are only pruned or felled for sound arboriculture reasons such as:

a) Trees causing damage to infrastructure.

b) Trees causing a safety risk to pedestrians and other road users, for example obstructing pedestrian and a vehicular movement or impeding traffic sight lines and driver site distances.

c) Trees that are beyond recovery.

d) Trees causing a traffic, electrical or health hazard.

e) Trees that interfere with essential services where no other suitable alternatives can be found.

f) Tree removal request for building and development such as new vehicle entrances, subjected to the presentation of approved building plans, where no other alternative can be found.

g) New developments subjected to building approvals.

h) The applicant will be held liable for the cost of removal as well as for the aesthetic loss to the environment. The cost will be based on the Tree Evaluation System for valuing a tree as set out in paragraph 14.2 and Table 1.

14.4 Pruning and felling of trees infested with Polyphagous Shot Hole Borer (PSHB):

a) Trees positively identified with the PSHB by the municipality will be assessed to determine the appropriate action.

b) Pruning or felling of infested trees will be determined by the rate of infestation.

c) Pruning and felling of infested trees will be done by using safe and professional practices to minimise spread of the beetle.

d) Care is taken to keep all cut material together as to stop the spread of the PSHB.

e) Transportation of infested biomass must be exercised by covering the infested material with plastic sheeting.

f) The remaining stump is tightly sealed with plastic sheet.

15. Champion Tree Status and Heritage and Protection of Trees under Heritage Western Cape

Champion Trees is granted a special protected status under the National Forests Act of 1998. These trees are recognized for their exceptional size, age, or cultural significance, often representing the largest or most remarkable specimens of their species within a region.

Under this legislation, no Champion Tree may be cut down, disturbed, damaged, or removed without first obtaining a license from the relevant Provincial Department responsible for forestry and environmental management. This strict protection helps to conserve these important natural landmarks and ensures their preservation for future generations.

Furthermore, any maintenance or management activities involving Champion Trees such as pruning, treatment, or other interventions require an approved permit from the DFFE. This regulatory oversight guarantees that all work on Champion Trees is carried out responsibly, in a manner that prioritizes the health and longevity of the tree while complying with legal requirements.

Heritage Trees hold a special protected status under the Heritage Western Cape Framework. These trees are recognized for their significant cultural, historical, and environmental value and are safeguarded accordingly. The protection is typically granted based on the following criteria:

15.1 Age: Trees that have reached a notable age and have become important natural landmarks due to their longevity and contribution to the landscape.

15.2 Location within the Historical Core Overlay Zone: Trees situated within designated historical core areas, as defined by the relevant planning and zoning regulations, are afforded additional protection. These overlay zones are established to preserve the heritage character of certain areas, and trees within these zones contribute to the historical fabric and aesthetic value of the environment.

15.3 The Heritage Western Cape legislation mandates that such trees must be preserved, and any actions that could potentially harm, alter, or remove these trees are subject to stringent controls and require formal authorization. This ensures that the trees' historical and ecological integrity is maintained for future generations. As a result, development, landscaping, or planning initiatives in areas with Heritage Trees must take into careful consideration the protection guidelines and legal requirements and engage with relevant heritage authorities before proceeding.

15.4 This ensures that the tree historical and ecological integrity is maintained for future generation. As a result, development, landscaping, or planting initiatives in areas with Heritage Trees must take into careful consideration the protection guidelines and legal requirements and engage with relevant heritage authorities before proceeding.

16. Damage to Trees using the Tree Evaluation System

16.1 The Tree Evaluation System is used to ensure that trees are assessed in a consistent, transparent, and objective manner within the municipal Provide a recognised method for determining the monetary value of trees in cases of accidental damage, destruction, or where removal is requested, ensuring accountability and appropriate compensation. Trees are living infrastructure assets that provide significant environmental, social, and economic benefits, and therefore require a structured approach to their valuation and management.

16.2 This system is applied to Standardise the assessment of tree value using fixed, defensible criteria, ensuring that decisions regarding removal, retention, and planting are based on objective evaluation rather than subjective judgement.

16.3 Support planners, engineers, and developers in incorporating trees into project planning with the same level of accuracy and consistency applied to other infrastructure and environmental components.

16.4 Strengthen urban forest management by ensuring that trees are recognised and treated as valuable municipal assets contributing to ecological sustainability, climate resilience, and public amenity

16.5 When damage to trees is observed, the municipality has the right to act against the responsible party. This will be in the form of the following:

a) Monetary claim for the damages incurred.

b) Replacement value of the asset as set out in Table 1.

16.5.1 The Tree Evaluation System (Table 1) will be used as a guideline to ascertain the value of a tree. Seven factors are considered when calculating the aesthetic value of a tree, with each evaluation factor having four possible values. The assigned value of each factor is multiplied by the other and the accumulative product is multiplied by the inflation rate to provide an overall estimated monetary value of the tree, i.e. factor a x b x c x d x e x f x g = total x inflation rate = R total. This formula is based on the British Tree Council formula, which is accepted worldwide by authorities.

Table 1: Tree Evaluation System

		Evaluation Factor Score			
Factors		1	2	3	4
I	Size of tree - girth, height, width and trunk size	Small 0-4 meters	Medium 4-8 meters	Large 8-16 meters	Very large 16 meters+
ii	Useful life expectancy	10-20 yrs.	20-40 yrs.	40-100 yrs.	100 yrs.+
iii	Importance of position in landscape (location and function, cultural and historical value)	Little	Some	Considerable	Great
iv	Presence of other trees, surrounds and aesthetics	Many 10 or more	Some 4-10	Few 1-4	None
v	Relation to the setting, location, foliage, cover and aesthetics	Barely Suitable	Fairly suitable	Very suitable	Especially suitable

vi	Form, shape, size, height, weight and look of tree	Poor	Fair	Good	Very good
vii	Special factors - botanical value of species, growth rate, flowers, indigenous or exotic, evergreen or deciduous	None	One	Two	Three or more

16.5.2 The objective of the Tree Evaluation System is:

a) To provide an objective way of examining a tree by means of fixed criteria to assess a trees value in its environmental context. Such a method has wide application and affects management considerations, e.g. removal and planting.

b) To provide arboriculture and other practitioners with a system for assessing a monetary Market Value when trees are accidentally mutilated or destroyed or when removal is requested.

c) To provide planners and developers with a means of including trees in their estimates with the same precision, objectivity and consistency that they apply to other aspects of landscape and engineering works.

17. Insurance Claim for Municipal Trees

All insurance claims will be dealt with in the following manner:

a) Inspections will be conducted by Municipal official where incident occurred.

b) Incident report will be completed and submitted by Municipal official to the relevant section for further handling.

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Annexure 1

RECOMMENDED MUNICIPAL TREES FOR STELLENBOSCH MUNICIPALITY

SCIENTIFIC TREE NAME	COMMON NAME
Celtis Africana	White Stinkwood
Combretum erythrophyllum	River Bushwillow
Curtisia dentata	Assegai
Ekebergia capensis	Cape Ash
Harpephyllum caffrum	Wild Plum
Ilex mitis	Cape Holy
Kiggelaria africana	Wild Peach
Metrosideros angustifolius	Lance-Leaf Myrtle
Podocarpus latifolius	Broad-Leaved Yellowwood
Podocarpus henkelii	Henkel's Yellowwood
Podocarpus elongatus	Breede River Yellowwood
Quercus cirris	Turkish Oak
Quercus nigra	Water Oak
Quercus palustris	Pin Oak
Rhus pendulina	White Karee
Sideroxylon inerme	White Milkwood
Widdringtonia cedarbergensis	Clanwilliam Cedar
Nuxia floribunda	Forest Elder
Olea europaea Africana	Wild Olive
Afrocarpus falcatus	Outeniqua Yellow Wood
Harpephyllum caffrum	Wilf Plum
Ilex mitis	Cape Holly
Ceratonia siliqua	Carob
Quercus cerris	Turkish Oak
Quercus ilex	Holm Oak
Quercus suber	Cork Oak
Quercus canariensis	Algerian Oak
Searsia lancea	Karee
Schinus molle	Pepper Tree
Populus simonei	Chinese Poplar And Simon's Poplar

Araucoria heterophylla	Norfolk Island Pine
Dombeqa rotundifolia	Wild Pear
Syzygium cordatum	Water Berry
Syzygium guineense	Waterberry, Waterpear, Or Woodland
Erythrina caffra	Coastal Coral Tree
Erythrina lysistemon	Lucky Bean Tree
Combretum Krausii	Forest Bushwillow
Widdingtonia nodiflora	Mountain Cypress
Salise mucsondta	Red Mangrove
Ocotea bullata	Stinkwood Or Black Stinkwood
Ginko biloba	Ginko Biloba
Pittosporum viridiflorum	Cheesewood
Apodytes dimidiata	White Pear
Pappea capensis	Jacket Plum
Heteropyuis natalensis	Lavender Tree
Olinia vertosa	Hard Pear
Olea Capensis	Black Ironwood
Dais cotinifolia	Pompom Tree
Rapanea melanophloeas	Cape Beech
Euclea natalensis	Natal Guarri
Buddleja Saligna	False Olive
Vepris lancedata	White Ironwood
Rothmannia capensis	Wild Gardenia
Caldendron capensis	Cape Chestnut
Halleria Lucida	Tree Fuchsia
Kigelia africana	Sausage Tree
Taerchonanthus camphor	Camphor Bush
Acer buergerianum	Trident Maple
Aruacaria bidwillii	Bunya Pine
Carya illinoinensis	Pecan Tree
Cedrus deodora	Deodar Cedar
Taxodium distichum	Bald Cypress

Annexure 2

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APPLICATION FORM FOR THE FELLING OF TREES

This form must be completed and relevant additional information attached before an application will be evaluated and considered.

Reference Number					
Date of Application					
Name and Surname					
Physical Address of Tree					
Email Address of Applicant					
Telephone Number					
Tree Location	Park		Pavement		
	POS		River		
Reason for Removal of Tree (s)	Description	Please tick	Comment		
	Dead				
	Dangerous				
	Diseased				
	Other- please motivate:				
Name Tree Species					
Details of Tree Replacement Plan					
Pictures attached					

FOR OFFICE USE ONLY		
Date of site visit		
Name municipal representative who undertook inspection		
Designation of Municipal representative		
Description of Request by Municipal Official		
Sufficient evidence	Yes	
	Emails	
	Pictures	
	Other Supporting Documents	
Recommendation by Superintendent: Urban Forestry	Approved	
	Motivation for decision:	
	Conditions of Approval:	
Supported by Manager: Environmental Management	Approved/ Rejected	
Senior Manager: Community Services	Approved/ Rejected	

END

10.7.2	DEMOLITION OF THE EXISTING TWO BUILDINGS AT GROENDAL CEMETERY

Collaborator No: 808872
IDP KPA Ref No: Good Governance
Meeting Date: 29 July 2026

1. SUBJECT: DEMOLITION OF THE EXISTING TWO BUILDINGS AT GROENDAL CEMETERY

2. PURPOSE

To seek Council approval for the demolition of the existing public toilet and storeroom at Groendal Cemetery. The buildings have been extensively vandalised and are contributing to illegal activities within the cemetery.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

Groendal Cemetery, located in Groendal, Franschhoek, is no longer an active burial site. The municipality is only responsible for the maintenance of the cemetery.

There are two buildings within the cemetery, namely a public toilet and a storeroom used by municipal workers. Both buildings have been subjected to repeated vandalism and theft and are no longer fit for use. In addition, the perimeter fence surrounding the cemetery has been stolen and vandalised, resulting in unrestricted access to the site.

5. RECOMMENDATION

that Council approves the demolition of the existing public toilet and storeroom at Groendal Cemetery.

6. DISCUSSION

Groendal Cemetery has become a hotspot for illegal activities, including drug-related incidents. The two buildings have been extensively damaged through ongoing vandalism and theft. Despite several repair attempts, the buildings continue to be targeted, resulting in recurring maintenance costs.

Members of the community have raised concerns regarding public safety, indicating that the cemetery has become unsafe, particularly during the evening. Incidents of vandalism and damage to gravesites have also increased.

Two possible options have been identified to address these concerns.

6.1 Demolition of the Buildings

The department is of the opinion that the existing public toilet and storeroom provide shelter that facilitates illegal activities within the cemetery.

The public toilet is no longer considered necessary, as visitors generally spend only a limited amount of time at the cemetery. The storeroom has also become redundant, as municipal workers can be accommodated at an alternative municipal facility.

The local community supports the demolition of the buildings, as the cost of repeated repairs exceeds the anticipated cost of demolition.

6.2 Construction of a Brick Boundary Wall

Through the Integrated Development Plan (IDP) process, the community requested the construction of a brick boundary wall to replace the perimeter fence that was stolen.

Although the department cannot guarantee that a brick wall will eliminate illegal activities, it is of the opinion that it will improve security by restricting unauthorised access to the cemetery. The proposed wall will be constructed along the eastern boundary adjacent to the road leading to the informal settlement.

The previous Betafence installation was stolen, leaving only the cut-off steel posts. A brick boundary wall is expected to reduce vandalism and improve the overall security of the cemetery.

The estimated length of the wall is approximately 200 metres, at an estimated cost of approximately R580 000.

No funding has been allocated for this project in the current budget.

Although no solution can eliminate future vandalism, the department is of the opinion that a brick boundary wall would provide a more durable and effective solution than ClearVu fencing.

7. FINANCIAL IMPLICATIONS

The cost of demolishing the two buildings will be determined once Council has approved the demolition and quotations have been obtained in accordance with the Municipality's Supply Chain Management Policy.

8. LEGAL IMPLICATIONS

The recommendations contained in this report comply with Section 12 of the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977).

9. STAFF IMPLICATIONS

None.

10. PREVIOUS / RELEVANT COUNCIL RESOLUTIONS

None.

11. RISK IMPLICATIONS

Should the buildings remain in place, the risk of continued vandalism, illegal occupation, criminal activities and damage to municipal assets and gravesites will remain. Demolition of the buildings, together with the potential construction of a brick boundary wall, is expected to reduce these risks and improve public safety.

RECOMMENDATION FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2026-07-22: ITEM 7.7.2

that Council approves the demolition of the existing public toilet and storeroom at Groendal Cemetery.

ANNEXURES:

Annexure 1: Inspection report

ANNEXURE 1

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Planning and Economic Development

FROM/VAN	**: Building Inspectorate Section**
TO/AAN	**: Manager: Building Development Management**
DATE / DATUM	**: 27 May 2026**
INSAKE / RE	**: Inspection Report – Erf GD 1219: Groendal Cemetery**
INSPECTORS:	**Shafiek Valentyn**

INSPECTION REPORT

1. PURPOSE

To provide an inspection report in terms of Section 12 of the National Building Regulations and Building Standards Act (NBR Act), with regards to status of the existing building in terms of:
(1) If the local authority in question is of the opinion that-
(a) any building is dilapidated or in a state of disrepair or shows signs thereof;
(b) any building or the land on which a building was or is being or is to be erected or any earthwork is dangerous or is showing signs of becoming dangerous to life or property,

Photographic evidence taken during the inspection is included as **Annexure 1**.

2. BACKGROUND

The Building Inspectorate conducted an on-site inspection and consulted Building Development Management Records, which confirmed that:

- **No approved building plans exist** for this structure.
- **No Certificate of Occupancy is on record**, rendering the structure **unauthorized** under the **NBR Act**.

Given the structural concerns and the **risk to public safety in terms of Section 12,** this report presents findings, compliance considerations, and recommendations for Council's decision-making.

3. INSPECTION FINDINGS

3.1 Structural Damage

The Building Inspectorate observed various visible structural damages during the inspection, including:

- **Roof:**
- **Walls:** Some Internal walls have been torn down.
- **Floor:**
- **Openings:** Some window openings that were brick up were removed.

3.2 Vandalism

- **Destruction of structure**, including making fire inside the building.
- **General deterioration** due to neglect, making the structure unsafe for occupation.

3.3 Compliance Review

- **No approved building plans** were found in municipal records.
- **No record of a Certificate of Occupancy** was available, indicating that the structure **is unauthorized.**
- Given the **absence of approved plans, compliance with foundational and structural requirements cannot be verified.**

4. COMPLIANCE CONSIDERATIONS IN TERMS OF SECTION 12 OF THE NBR ACT

In accordance with Section 12 of the NBR Act, which deals with unauthorized and dangerous buildings, the following legal considerations apply:

4.1 Extracts from the National Building Regulations and Building Standards Act (Act 103 of 1977):

- **Section 12(1):** If a local authority is of the opinion that a building is dangerous or unsuitable for occupation, it must take reasonable steps to ensure public safety.
- **Section 12(4):** The local authority may order the owner to demolish or alter the building if it is deemed unsafe

5. RECOMMENDATIONS

Considering the current state of the structure, the following actions are recommended:

5.1 Long-Term Structural Considerations

Given the lack of approved building plans and the **extent of damage**:

1. **Demolition of the Structure** (Recommended for Compliance & Risk Mitigation)
    - Since the structure is unauthorized, demolishing the unsafe building would align with the NBR Act and mitigate Council's liability.

6. CONCLUSION

The building is in an unsafe condition, posing a public safety risk. Given the absence of approved plans and Certificate of Occupancy, it is considered an unauthorized structure.

To ensure compliance with Section 12 of the NBR Act and protect public safety, demolition appears to be the most viable and legally compliant option.

Prepared by:
Shafiek Valentyn
Chief Building Inspector
27 May 2026

Annexure 1: Photographic Evidence

ANNEXURE 1

Photographic Evidence: Inspection Report Erf GD 1219. Groendal

LOCATION

Municipal building Erf 1219 located at Bonzaaier Road, Groendal, Franschhoek



Timeframe of abanded Municipal Building - Pictures of Google



CURRENT STATE OF BUILDING – Photos taken on 27 May 2026

END OF REPORT

Building Development Management

10.8	**PLANNING AND LOCAL ECONOMIC DEVELOPMENT AND TOURISM: (PC: CLLR T KUMM)**

10.8.1	**IN-KIND SUPPORT SERVICES FOR THE TOYOTA STELLENBOSCH WOORDFEES 2026**

Collaborator No: **807216**
IDP KPA Ref No: **Good Governance**
Meeting Date: **29 July 2026**

1. SUBJECT: IN-KIND SUPPORT SERVICES FOR THE TOYOTA STELLENBOSCH WOORDFEES 2026

2. PURPOSE

To inform Council of a request received from the organisers of the Toyota Stellenbosch Woordfees 2026 for municipal in-kind support and to seek Council approval for the waiver of applicable municipal fees and support services required for the successful hosting of the festival.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

Stellenbosch Municipality continues to attract and support major tourism, cultural, sporting and business events that contribute significantly to local economic development, destination marketing and social cohesion.

A request has been received from the organisers of the Toyota Stellenbosch Woordfees 2026 for municipal in-kind support and sponsorship towards the hosting of the festival from 3 – 11 October 2026. The Stellenbosch Woordfees is one of South Africa's premier arts and cultural festivals and has become a flagship event within the Municipality's annual events calendar.

The 2025 festival featured more than 400 productions across 60 venues, sold over 71 000 tickets and generated an estimated economic impact of approximately R100 million within the local economy. The festival directly supported more than 1 000 employment opportunities and attracted visitors from across the Western Cape, South Africa and international markets.

The festival contributes significantly to tourism growth, local business development, hospitality sector performance, job creation, social cohesion and destination branding. The event aligns strongly with the Municipality's Local Economic Development, Tourism Development and Place Marketing objectives.

The organisers have requested municipal support through venue hire waivers, permit fee waivers, marketing support and operational assistance. The estimated value of the requested support amounts to approximately R257 000 and would position Stellenbosch Municipality as a Bronze Sponsor and Destination Partner of the Toyota Stellenbosch Woordfees 2026.

5. RECOMMENDATIONS

(a) that Council notes and supports the request received from the Toyota Stellenbosch Woordfees 2026 for municipal in-kind support;

(b) that Council acknowledges the significant economic, tourism, social and branding benefits generated by the Toyota Stellenbosch Woordfees for the Stellenbosch municipal area; and

(c) that Council approves the waiver of applicable municipal venue hire fees, permit fees and marketing charges associated with the event, subject to compliance with all applicable legislation, Council policies and budget availability to the value of R159 416.40.

6. DISCUSSION / CONTENTS

6.1 Background

Toyota Stellenbosch Woordfees 2026

The Stellenbosch Municipality has received a sponsorship proposal from the organisers of the Toyota Stellenbosch Woordfees requesting municipal support for the 2026 edition of the festival.

The Toyota Stellenbosch Woordfees is recognised as one of South Africa's leading arts and cultural festivals. The event showcases theatre, music, literature, visual arts, dance, film, comedy and lifestyle experiences while positioning Stellenbosch as the arts and culture capital of South Africa.

The festival has demonstrated significant economic and tourism value. According to the organisers:

- 71 663 tickets were issued during the 2025 festival;
- More than 400 productions were staged across approximately 60 venues;
- The festival generated an estimated economic impact of R100 million;
- Approximately 73 000 visitor days were recorded;
- More than 1 000 temporary and permanent employment opportunities were created;
- The average visitor expenditure exceeded R3 800 per person; and
- 82% of attendees indicated that the festival was their primary reason for visiting Stellenbosch.

In addition to its economic contribution, the festival promotes cultural inclusion, social cohesion, community participation and destination branding, while strengthening Stellenbosch's reputation as a leading tourism and cultural destination.

The organisers have requested support in the form of municipal venue hire waivers, permit fee waivers, marketing support and operational assistance.

6.2 Financial Implications

No monetary commitments have been made. Should Council approve in-principle support, detailed costing and funding sources have been explored in consultation with the various department and the Budget and Treasury Office.

6.2.1 Requested Municipal Support for the Toyota Stellenbosch Woordfees

REQUEST	DETAIL	DEPARTMENTAL COMMENT AND COSTING	AMOUNT WAIVERED
Venue hire for Town Hall	27 September – 13 October (including set up days)	Refundable breakage deposit of **R3 973** may not be waived.	Full rental for said duration of **R 86 556,40** inclusive of 30% discount on the rental fees only.
Parking bay reservations	Adjacent parking to Town Hall	The Speaker has approved the use of the Council parking area, subject to the condition that at least two parking bays closest to the gate be reserved for Councillors.	**R7 920.00**
	Koch Street: 3 – 11 October	R3034 x 9 days = R27 306	**R27 306**
Building Development Management	Approval of structures	**R2 000** is payable, irrespective of number of structures erected.	
Event Permit	Waiver of Event Permit Application fee		**R 1300**
Traffic support for Straatmyl	Require support at the Straatmyl event: Wednesday 7 October, approx 12-13 hours support, usually 2 or 3 vehicles for 4 hours each to help with the road closure (portion of Victoria Street) for the 1 hour event.		**R6 562.50**
Wheelie bins	10 bins (5x recycling, 5x general waste) for Jan Marais park 5 -12 Oct. Woordfees commits to empty the bins daily as part of their general waste management plan and remove the waste-to-Waste Plans depot in Stellenbosch.	The Department will supply assist with the Waste Awareness for the event. The Municipality will not interfere with Waste Plan's operation. The Department will assist with the Waste Awareness for the event. X5 recycling – free, X5 general waste @ R76.83 (excl VAT) x 8 days = R3073	**R 3 533 (vat inclusive)**
Jan Marais Park	3 – 11 October	(Set up cost 50% of tariff and break-up cost 50% of tariff per day) Tariff for profitable organisations INSIDE WC024 per day (Set up	**R9 898.00**

		cost 50% of tariff and break-up cost 50% of tariff per day) R4 ,949.00 At 50% R4 ,949.00 /2= R2474.50 Estimated Number of Days: R2474.50X4= R9898.00 Tariff for the day R4 949 x 9 = R44 541	
Marketing	180 festival poster stickers		**R16 340**

6.3 Financial Implications

Name of event		**Amounts payable**	**In kind support**
Toyota Stellenbosch Woordfees			
1.	Venue hire for Town Hall	R3 973	R86 556.40
2.	Parking at Town Hall		R7 920.00
3.	Koch parking ground		R27 306
4.	Building Development Management	R2 000	
5.	Event Permit		R1 300
6.	Traffic support for Straatmyl		R6 563
7.	Wheelie bins		R3 533
8.	Marketing: 180 festival poster stickers		R16 340
9.	Jan Marais Park	R44 541	R9 898
Total		**R50 514**	**R159 416.40**

In return for the Municipality's support, the organisers propose the following sponsorship benefits:

- Recognition of Stellenbosch Municipality as a Bronze Sponsor and Destination Partner.
- Municipal logo placement on festival marketing material, website and festival guide. Inclusion in festival social media campaigns and newsletters.
- Website banner advertising.
- Exposure on ticket office digital displays.
- Complimentary tickets and hospitality opportunities for municipal stakeholders. Increased destination exposure through local, national and international media coverage.

6.4 Legal Implications

All support rendered will comply with applicable legislation:

- Cost containment regulations and council approved policy
- Procurement of goods and services – Chapter 4 of the MFMA and SCM policies
- If not goods or services, the requirements of Section 67 of the MFMA
- Consideration of Council approved policies and provisions contained in it and if applicable: Grant-in-aid and Financing of external bodies.

6.5 Staff Implications

Support requests will be coordinated through the Economic Development and Tourism Directorate, with cross-departmental input where required.

6.6 Previous / Relevant Council Resolutions:

None.

6.7 Risk Implications

Risks are mitigated through legislative compliance and clear approval processes.

6.8 Comment from Senior Management

None.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2026-06-17: ITEM 7.8.1

(a) that Council notes and supports the request received from the Toyota Stellenbosch Woordfees 2026 for municipal in-kind support;

(b) that Council acknowledges the significant economic, tourism, social and branding benefits generated by the Toyota Stellenbosch Woordfees for the Stellenbosch municipal area; and

(c) that Council approves the waiver of applicable municipal venue hire fees, permit fees and marketing charges associated with the event, subject to compliance with all applicable legislation, Council policies and budget availability to the value of R159 416.40.

Annexures

Annexure 1: Toyota Stellenbosch Woordfees

FOR FURTHER DETAILS CONTACT:

NAME	Lesley van Gensen
POSITION	Manager: Economic Development and Tourism
DIRECTORATE	Planning and Economic Division
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E-MAIL ADDRESS	Lesley.vangensen@stellenbosch.gov.za
REPORT DATE	4 June 2026

ANNEXURE 1


TOYOTA
STELLENBOSCH
Woordfees
A leading arts festival, with an array of high-quality diverse cultural productions across various genres. Positioning Stellenbosch as the arts & culture capital of SA.
3 – 11 October 2026.
TOYOTA
STELLENBOSCH
WOORDFEES



Watch the 2025 video here

About Our Festival

The annual Toyota Stellenbosch Woordfees **combines diverse creative** expressions and **cultural** experiences. The festival features over **400 productions** across **50+ venues**, offering **theatre**, **contemporary music**, **classical music**, **visual arts**, **literature**, **film**, **comedy**, **dance**, **children's theatre**, **lifestyle events** and **discourse**.

The festival directly supports **economic growth**, **job creation**, **tourism** and **community well-being**. It's not just an arts festival—it's a **powerful economic** and **cultural asset for Stellenbosch**.

71 K 71 663 tickets sold in 2025

73k visitor days

400+ high quality productions

60 venues across Stellenbosch

R105 million R105 191 907 Total AVE (PR)

994K+ Social media reach earned marketing

R100 million economic significance

3 : 1 ROI guaranteed for all sponsors

Ticket Sales

71 663 tickets were issued for Woordfees productions in 2025, reflecting a 31% growth from 2024.

Festival Ticket Sales	2023	2024	2025
Total Tickets Issued	61 453	54 707	71 663
Tickets Sold	51 064	45 956	59 263
Comps Issued	10 389	8 751	12 400



About Our audience

The festival audience is mostly female, highly educated, and largely Western Cape based. Afrikaans speakers dominate, but English representation is growing. The crowd spans all ages, with both loyal older attendees and an increasing number of younger (18–24) visitors. Overall, the festival attracts a culturally engaged, regionally concentrated, and increasingly diverse audience.






View photo gallery here

68% Female

84% Afrikaans

85% Western Cape

49 Years old (avg. age)

4.4 Avg. days attended

24% > 6 night stay (extended consumer engagement)

28% Attended more than 5 festivals (loyalty)

As measured by NWU TREES
595 respondents

Geographic Insights

FESTIVAL AUDIENCE

39% Day visitors within easy driving distance

85% Western Cape

25% Stellenbosch

60% Greater Cape Town metro (Durbanville, Somerset West, Brackenfell, Bellville, Cape Town suburbs)

12% Western Cape towns (Paarl, Wellington, Hermanus, Langebaan, George)

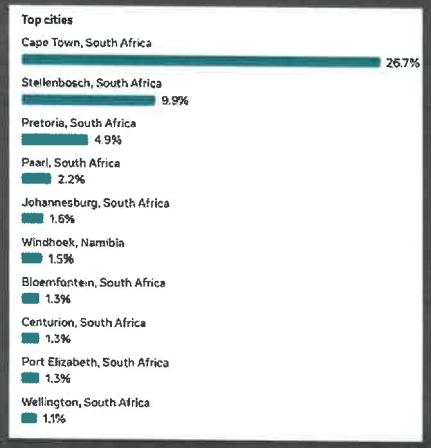
2% International visitors from Europe, Middle East, Southern Africa, Asia

ONLINE AUDIENCE

Festival website users

CITY	ACTIVE USERS
Cape Town	85K
Pretoria	18K
Johannesburg	15K
Stellenbosch	13K
Vereeniging	9.4K
Phoenix	6.9K
Benoni	5.9K

Social media platform users:





As measured by NWU TREES
595 respondents

Socio-Economic Profile

Income levels span widely, reflecting a mix of lower-, middle-, and higher-income groups.
The festival attracts a **financially diverse**, yet **affluent** and **educated** audience.

R3877 Average spending
(per person at the festival)

8-10 LSM
(significant purchasing power)

58% hold postgraduate degrees
(affluent, educated audience)

14% earn more than R70K p/m
and 14% earn more than R50k p/m.

27% Pensioners
(stability and flexibility)

21% Private Sector
(professionals)

16% Students
(growing interest from a younger audience)

23% Entrepreneurs
Increased from 21% in 2024 showing a growing interest from entrepreneurial attendees

As measured by NWU TREES
595 respondents









Social Impact and cohesion

The Stellenbosch Woordfees is more than an arts festival—it **strengthens community ties** and **fosters social cohesion**. It transforms Stellenbosch into a hub of cultural exchange, dialogue and celebration, playing a vital role in building a more inclusive and connected town.

Strengthening Community Identity & Pride

- Showcases Stellenbosch's rich cultural heritage.
- Encourages a shared sense of belonging among residents, students and visitors.

Bridging Social & Cultural Divides

- Creates dialogue between different language and cultural groups.
- Provides a platform to diverse voices, fostering inclusivity.

Encouraging Inter-generational & Cross-sector Engagement

- Connects families, students, businesses and artists.
- Strengthens collaboration between Stellenbosch University and the broader community.

Enhancing Social Well-Being & Mental Health

- Cultural experiences that bring joy, reflection and emotional well-being to communities.
- Reduces social isolation by encouraging participation.

Boosting Volunteering & Community Involvement

- Engages students, residents and businesses in festival activities.
- Strengthens a culture of active citizenship and collaboration.

Economic Impact

Job creation and business growth

TOYOTA STELLENBOSCH WOORDFEES

The festival creates **temporary and permanent employment**, benefiting various sectors. These temporary jobs provide **long-term skill development, opening doors for future employment**.

- Service providers for event planning, production and logistics employ local talent, from stagehands to technicians.
- Hospitality and service industries hire additional staff to accommodate the festival rush.
- Vendors, artisans and entrepreneurs gain direct income from stalls, pop-up markets and festival-related sales.
- Freelancers and creatives, including artists, photographers and writers, find paid opportunities.

Department	Total people employed
Operations	10
Fixed term contracts	29
Front of house staff	59
Front of house staff (Visual Arts)	6
Merchant services	5
Branding activation	5
Photographers	15

Department	Total people employed
Logistics assistants	9
Social media marketers	12
Technicians	29
Technical assistants	10
Shuttle Service drivers	42
Woordtrofees Awards panel	15
Festival guide & newspaper	9

1015

Number of people directly employed in 2025

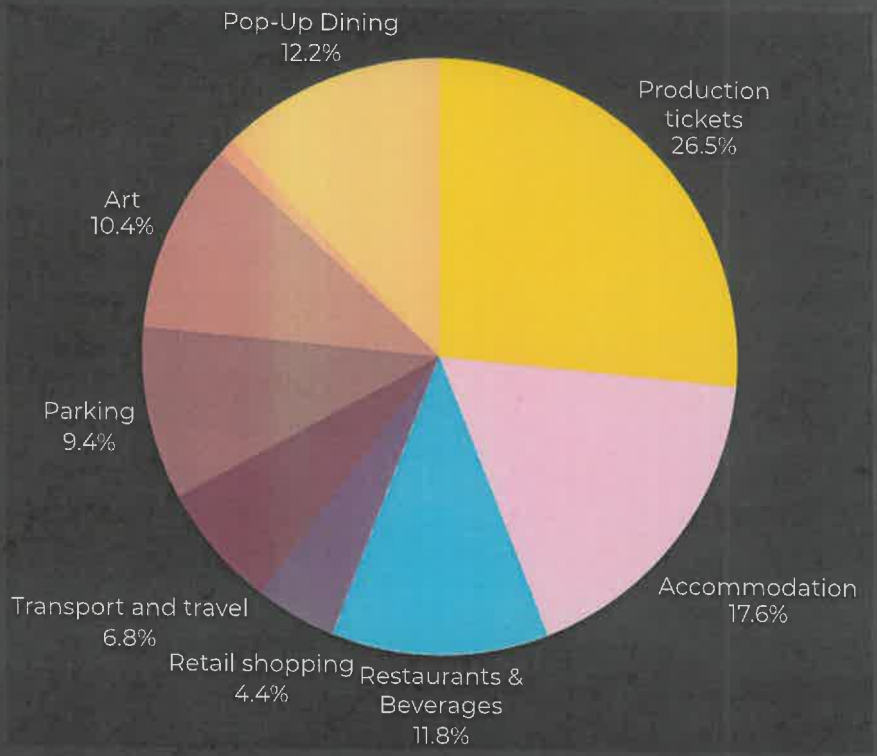
- **includes >500 artists**
- **includes >260 security & cleaning personnel**

Economic Impact & Tourism Value

Securing Growth, Sustaining Destination Profile, and Enhancing Local Footprint

The total economic significance of the festival is estimated to be R100 million (as measured by the TREES unit at North-West University)

- **71 663 tickets** sold in 2025.
- Average spending per person rose to **R3 877.39** (up from the R3 399 average reported in 2024) **The festival draws a culturally conscious, high-spending demographic directly into municipal borders.**
- **The Dominant Tourism Driver -** for **82%** of festivalgoers, the Woordfees was the **primary reason for visiting Stellenbosch**.
- **Consolidated Destination Appeal:** The town's reputation as a premium tourist destination and arts hub achieved an exceptional score of **4.30 / 5**.
- Attendees strongly agree they will **return to Stellenbosch** (4.53/5) **and recommend it** as a must-visit destination (4.51/5), which **boosts year-round tourism**.
- The festival seamlessly **pumps capital** directly into local restaurants, guesthouses, wine farms, and retail sectors.
- Transforms temporary event-goers into long-term, loyal repeat tourists who actively recommend Stellenbosch to global and domestic markets.



BRONZE SPONSOR
of the Toyota Stellenbosch Woordfees

TOYOTA STELLENBOSCH WOORDFEES

BRONZE SPONSORSHIP PROPOSAL:

Designation: **Bronze sponsor and destination partner of the Toyota Stellenbosch Woordfees**

In kind contribution : **Municipal Support & Cost Waivers to the value of R250 000 (ex VAT)**

2026 Sponsors & Donors

MAIN SPONSORS | TRUSTS & DONORS | PLATINUM | GOLD | SILVER | BRONZE

TOYOTA

Stellenbosch University iYunivesithi Universiteit

HET JAN MARAIS NATIONALE FONDS

nati Nasionale Afrikaanse Teater-Inisiatief

JANNIEMOUTON FOUNDATION IS EIGEN.

JD Johann Dirk Trust

LW Hiemstra Trust

THE JOBS FUND

WF20

NETWERK24

SPIER 1692

EasyEquities

kykNET

ATKV

STELLENBOSCH WINE ROUTES

RSG DIS DIE EEN

Strauss&co

Standard Bank

aramex delivery unlimited

lift SA'S MOST flexible airline

OPEN WINDOW

BOK RADIO

STELLENBOSCH

Bronze sponsorship proposal 2026

Stellenbosch Municipality

TOYOTA STELLENBOSCH WOORDFEES

How can Stellenbosch Municipality support the Woordfees?

Municipal Support & Cost Waivers:

- **venue hire to the value of R150 000**
  - Stadsaal and adjacent parking area 27 Sep - 13 Oct (including set up days): +/- R100 000
  - Koch Street Parking area 3-11 Oct (excluding set up day): +/- R20 000
  - Jan Marais Park 3-11 Oct (including set up days): +/- R25 000
  -
- **Permits to the value of R43 000**
  - BDM Costs R36 000
  - Event Permit R1 300
  - Traffic support for Straatmyl R3 000
  - Wheelie Bins R500
  - Parking Bays R1 500
- **Marketing to the value of R64 000**
  - Poster stickers/approval cost for 180 festival posters (R11 520 ex VAT)
  - Lamp pole flag stickers/approval for 820 festival and sponsor flags (R52 480 ex VAT)
- **Additional security where possible**

Bronze sponsorship proposal 2026

Stellenbosch Municipality

TOYOTA STELLENBOSCH WOORDFEES

SPONSORSHIP RIGHTS:

- Association with the Toyota Stellenbosch Woordfees
- **Stellenbosch Municipality** credited as Bronze sponsor of the festival (website, festival guide, festival functions)
- **Tickets and hospitality to the value of R40 000**
  - Complimentary tickets to festival productions to the value of **R10 800**
  - Invitation to the VIP venue/VIP functions for the duration of the festival to the value of **R29 200**
- Marketing package and brand exposure to the value of **R250 000**
  - website banner ads
  - Ads on ticket office screens
  - Social media posts/stories
  - Logo on website and festival guide (printed & digital)
  - Newsletter insert

Baie dankie
Thank You
Enkosi



10.8.2	**REQUEST TO EXTEND THE APPOINTMENT OF THE CURRENT MEMBERS OF THE STELLENBOSCH MUNICIPALITY CONSERVATION ADVISORY COMMITTEE (SMCAC) AND TO ADVERTISE FOR AN ADDITIONAL MEMBER**

Collaborator No: **807256**
IDP KPA Ref No: **Good Governance**
Meeting Date: **29 July 2026**

1. SUBJECT: REQUEST TO EXTEND THE APPOINTMENT OF THE CURRENT MEMBERS OF THE STELLENBOSCH MUNICIPALITY CONSERVATION ADVISORY COMMITTEE (SMCAC) AND TO ADVERTISE FOR AN ADDITIONAL MEMBER

2. PURPOSE

To provide the Council with the pertinent facts to extend the appointment of the current members for the Stellenbosch Municipality Conservation Advisory Committee (SMCAC) to serve for an additional three (3) years.

To request Council approval to advertise for a new member to be added to the committee, which currently consists of six (6) members. The Terms of Reference Revision 1, dated 29 January 2025, as approved by the Council at the 30th Council Meeting, 2025-03-31, indicated that the maximum number of members that the committee can consist of is seven (7).

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

In terms of Section 249(1) of the Stellenbosch Zoning Scheme By-Law, 2024, the Municipality shall establish the Stellenbosch Municipality Conservation Advisory Committee (SMCAC) to make recommendations on planning applications in Urban and Rural Conservation Overlay Zones.

Based on the Terms of Reference Revision 1, dated 29 January 2025 **(APPENDIX 1)**, the following was approved:

- A committee must consist of a minimum of five (5) members and a maximum of seven (7) members appointed by the Council who are not employees of the Municipality or Councillors.
- A member holds office for a term of three (3) years.
- A member may be re-appointed by the Council for a second term, for three (3) years, provided that the member may not hold office for more than six (6) consecutive years.

5. RECOMMENDATIONS

(a) that Council extends the appointment of the current six (6) members for three (3) years – refer to Table 1. Existing SMCAC members

Table 1: Existing SMCAC members

SMCAC member	Residence or Work Address	1st Appointment date	No. years appointed
Petrus Jakobus Kruger Dekker	Stellenbosch	14 March 2023	3 Years
Jan Raymond Dirk Bouma	Jonkershoek, Stellenbosch	14 March 2023	3 Years
Brian Henry Howard	Franschhoek	14 March 2023	3 Years
Rudia Pool-Stanvliet	Mostertsdrift, Stellenbosch	14 March 2023	3 Years
Cornelia Hendrika Smart	Devon Park, Stellenbosch	14 March 2023	3 Years
Pedri Lotz	Shop 11A, Woodmill Centre, Stellenbosch	6 August 2025	1 Year

(b) that Council approves the request to advertise for nominations to be submitted to the Municipality to consider a suitably qualified person to become the seventh member of the Stellenbosch Municipality Conservation Advisory Committee;

(c) that the members are to be remunerated at an hourly rate of R1325; and

(d) that the chairperson, elected at the 1st Committee meeting, is remunerated at an hourly rate of R1460.

6. DISCUSSION / CONTENTS

6.1.1 Background

In terms of Section 249(1) of the Stellenbosch Zoning Scheme By-Law, 2024, the Municipality shall establish a Conservation Advisory Committee to make recommendations on planning applications in Urban and Rural Conservation Overlay Zones.

At the 30th Council Meeting 2025-03-31, the revised Terms of Reference, Revision 1, dated 29 January 2025**,** were approved. **(APPENDIX 2)**

At the 33rd Council Meeting 2025-07-30, the Council appointed the current six (6) members of Stellenbosch Municipality Conservation Advisory Committee only for a period of one (1) year.

6.2 Discussion

In appointing members to the committees, it is important to take into account that the functions of the Stellenbosch Municipality Conservation Advisory Committee are to manage the Urban environments in a manner that accommodates the needs of all the residents of the Stellenbosch Municipal Area. The demographic composition of the new committee and the skills and expertise must be given serious attention.

The functions of the Stellenbosch Municipality Conservation Advisory Committee are as follows:

1.	To advise Council on the aesthetic, functional, architectural, cultural, and historical aspects of any new development or contemplated development, and with respect to any proposed alterations or additions to existing buildings, structures, and elements of the built environment within all declared heritage areas.
2.	To advise Council on the aesthetic, functional, architectural, cultural, and historical aspects with respect to any proposed alterations or additions to existing buildings or structures that are specified in terms of Sections 27 & 34 of the NATIONAL HERITAGE RESOURCES ACT of 1999.
3.	To advise Council on any application received for the demolition or partial demolition of any building or structure within any declared Heritage Area or to any structure that is specified in terms of Sections 27 & 34 of the NATIONAL HERITAGE RESOURCES ACT of 1999.
4.	To advise the Council on any applications received in terms of Section 38 of the NATIONAL HERITAGE RESOURCES ACT of 1999.
5.	To provide the Council with comments and input on Outdoor Advertising and Signage applications.
6.	To advise Council on the compilation of a heritage register and demarcation of heritage areas as specified in sections 30 or 31 of the NATIONAL HERITAGE RESOURCES ACT of 1999. of all heritage resources within the greater Stellenbosch.
7.	To evaluate and advise the Council on any application for signage as per the approved Outdoor Advertising Signage Policy or Bylaw.
8.	Provide input to the Directorate: Planning and Environment with the development of specific development strategies, guidelines, regulations, and procedures pertaining to the preservation and appropriate development of individual declared Heritage Areas.
9.	To provide advice on applications that require approval by the South African Heritage Resources Association (SAHRA) and Heritage Western Cape (HWC) in terms of Section 27 & 34 of the NATIONAL HERITAGE RESOURCES ACT of 1999.
10.	Should Council be assessed by Heritage Western Cape (HWC) and be deemed a competent authority in terms of Section 26, read together with Section 8 of the Heritage Resources Act, the Committee is to advise Council on the identification and management of Grade III heritage resources.

The existing Stellenbosch Municipality Conservation Advisory Committee (SMCAC) members, except Mr. P. Lotz, have been consistently appointed by Council for a period of one (1) year over the last three (3) years, which equates to a period of one (1) Term as set out in the approved Terms of Reference. It is recommended that these members' appointments be extended by Council for a second term (three (3) years) as set out in the approved Terms of Reference, to preserve the consistency of knowledge that the members bring to the committee.

Mr. P. Lotz was appointed on 6 August 2025. He is the newest member, who brings alternative perspectives that have proved to be invaluable when considering submitted applications. It is recommended that his appointment also be extended for an additional three (3) years.

Table 3: Exiting SMCAC members

	Nominee	SA ID or Residency	Residence or Work Address	Qualification
1	Petrus Jakobus Kruger Dekker	Yes	3 Rheezicht Laan, Stellenbosch	Architect
2	Jan Raymond Dirk Bouma	Yes	Waterhof Farm, Stellenbosch	Architect
3	Brian Henry Howard	Yes	La Motte, Franschhoek	Architect (Retired)
4	Rudia Pool-Stanvliet	Yes	55A Jonkerhoek Road, Mostertsdrift, Stellenbosch	Botanist
5	Cornelia Hendrika Smart	Yes	35 Stellenoord, Devon Park, Stellenbosch	Lawyer, specializing in Heritage Conservation
6	Pedri Stefanus Lotz	Yes	Shop 11A, Woodmill Centre, Stellenbosch	Architect

It is recommended that the Council approve the request to place an advert for nominations to be submitted to the Municipality to consider a suitably qualified person to become the seventh member of the Stellenbosch Municipality Conservation Advisory Committee. The Terms of Reference Revision 1, dated 29 January 2025, as approved by the Council at the 30th Council Meeting, 2025-03-31. makes allowance for a maximum of seven (7) members on the Stellenbosch Municipality Conservation Advisory Committee.

6.3 Financial Implications

The Committee members will be remunerated at an hourly rate of R1325.

The Chairperson will be remunerated at an hourly rate of R1460.

Meeting procedures are limited to three (3) hours per meeting, and should the meetings require an extension of such hours, prior approval must be obtained from the delegated authority.

The current budgetary provision was made for one (1) meeting per month within the 2026 / 2027 approved operational budget Ukey Number: 20220630077838.

6.4 Legal Implications

The Establishment of the Conservation Advisory Committee is required in terms of Section 249 of the Stellenbosch Municipality Zoning Scheme Bylaw, 2024. The Municipality shall establish a Conservation Advisory Committee to make recommendations on planning applications in Urban and Rural Conservation Overlay Zones.

6.5 Previous / Relevant Council Resolutions:

33rd Council Meeting: 2025-07-30: Item 10.8.5

Resolved (majority vote with 2 abstentions)

(a) The Council appoints the following six (6) members for one (1) year, and should the committee require an additional member, this person can be co-opted at a later date.

Nominee	Residence or Work Address
Petrus Jakobus Kruger Dekker	3 Rheezicht Laan, Stellenbosch
Jan Raymond Dirk Bouma	Waterhof Farm, Stellenbosch
Brian Henry Howard	La Motte, Franschhoek
Rudia Pool-Stanvliet	55A Jonkerhoek Road, Mostertsdrift, Stellenbosch
Cornelia Hendrika Smart	35 Stellenoord, Devon Park, Stellenbosch
Pedri Stefanus Lotz	Shop 11A, Woodmill Centre, Stellenbosch

(b) that the members are to be remunerated at an hourly rate of R1352; and

(c) that the Chairperson, elected at the 1st Committee meeting, is remunerated at an hourly rate of R1460.

6.6 Risk Implications

There are currently no risk implications.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2026-06-17: ITEM 7.8.2

(a) that Council extends the appointment of the current six (6) members for three (3) years – refer to Table 1. Existing SMCAC members

Table 1: Existing SMCAC members

SMCAC member	Residence or Work Address	1st Appointment date	No. years appointed
Petrus Jakobus Kruger Dekker	Stellenbosch	14 March 2023	3 Years
Jan Raymond Dirk Bouma	Jonkershoek, Stellenbosch	14 March 2023	3 Years
Brian Henry Howard	Franschhoek	14 March 2023	3 Years
Rudia Pool-Stanvliet	Mostertsdrift, Stellenbosch	14 March 2023	3 Years
Cornelia Hendrika Smart	Devon Park, Stellenbosch	14 March 2023	3 Years
Pedri Lotz	Shop 11A, Woodmill Centre, Stellenbosch	6 August 2025	2 Year

(b) that Council Approves the request to advertise for nominations to be submitted to the Municipality to consider a suitably qualified person to become the seventh member of the Stellenbosch Municipality Conservation Advisory Committee;

(c) that the members are to be remunerated at an hourly rate of R1325; and

(e) that the chairperson, elected at the 1st Committee meeting, is remunerated at an hourly rate of R1460.

APPENDIX LIST

Appendix 1:	Terms of Reference for the Establishment of a Stellenbosch Municipality Conservation Advisory Committee
Appendix 2:	Council Minutes: 30th Council Meeting: 2025-03-31: Item 10.8.3

NAME	Katherine Robinson
POSITION	Senior Heritage Planner
DIRECTORATE	Planning & Economic Development
CONTACT NUMBERS	021 808 8608
E-MAIL ADDRESS	Katherine.Robinson@stellenbosch.gov.za
REPORT DATE	04 June 2026

APPENDIX 1

STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

TERMS AND REFERENCES FOR THE ESTABLISHMENT OF A STELLENBOSCH MUNICIPALITY CONSERVATION ADVISORY COMMITTEE

Revision 1

JANUARY 29, 2025

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Definitions and interpretation of rules

In this document, unless the context requires otherwise -

"Delegated Authority"	Means: a municipal employee / Committee who is authorized in terms of delegated by the Municipality to exercise a power or perform a duty in terms of the National Heritage Resources Act 25 of 1999 and Chapters 25 and 26 of the Stellenbosch Municipality Zoning Scheme Bylaw, 2024.
"Chairperson"	Means: the person who presides over the meeting. The Chairperson is responsible for ensuring that each meeting is effectively conducted according to the constitution and that matters are handled in an orderly and efficient manner.
"Committee"	Means: the Stellenbosch Municipality Conservation Advisory Committee appointed by the Council.
"Committee Officer"	Means: an authorized employee appointed/ designated by the Stellenbosch Municipality, whose function is to provide administrative and secretarial support to the Stellenbosch Municipality Conservation Advisory Committee.
"Conservation"	Means: the process for managing heritage resources to retain their cultural significance. This includes protection, maintenance, preservation, and adaptive reuse of resources. Conservation requires the retention of an appropriate visual context and other relationships that contribute to the significance of the place.
"Consultant"	Means: a person authorized in terms of the power of attorney to make an application on behalf of the owner of land.
"Council"	Means: Municipal Council of Stellenbosch Municipality.
"Cultural landscape"	Means: a physical area with natural features and elements that have been modified by human activity which results in layered evidence, that has been built up over time that gives a landscape its descriptive spatial historical aesthetic character that is symbolic and memorable.
"Cultural significance"	Means: aesthetic, architectural, historical, social, linguistic, scientific and technological value or significance.
"Development"	Means: any physical intervention, excavation, or action that is not the result of natural forces, which may, in the opinion of a heritage authority, result in a change to the appearance or physical nature of the place or will influence its stability and future wellbeing.
"Heritage area"	Means: a designated geographical area of special architectural historical, social, symbolic, aesthetic/scenic character protected by legislative mechanisms at a provincial or municipal level.
"Heritage resources"	Means: any place or object that has cultural significance.
"Heritage site"	Means: a place that has been declared a national heritage site (Grade 1) by SAHRA or declared a provincial heritage site (Grade 2) by the provincial resource authority.
"HWC"	Means: Heritage Western Cape - the provincial heritage resource authority.
"Member"	Means: a person appointed a member of the Stellenbosch Municipality Conservation Advisory Committee by the Stellenbosch Council.
"Minister"	Means: The Minister of Arts and Culture
"Municipality"	Means: Stellenbosch Municipality located in the Cape Winelands District of the Western Province.

"NHRA"	Means: The National Heritage Resources Act, (Act 25 of 1999)
"SAHRA"	Means: The South African Heritage Resources Agency
"Zoning Scheme"	Means: The Stellenbosch Zoning Schemes Bylaw adopted by the Stellenbosch Council

1. The purpose of the Stellenbosch Municipality Conservation Advisory Committee

The Stellenbosch Municipality Conservation Advisory Committee is appointed by the Council, to assist them with the expertise required in heritage-related matters to satisfy the mandate of Section 249(1) of the Stellenbosch Zoning Scheme By-Law, 2024.

The Conservation Advisory Committee must evaluate and advise on all heritage matters per the National Heritage Resources Act 25 of 1999 and any new developments in Overlay Zones and Scenic Routes in terms of the Stellenbosch Zoning Scheme By-Law.

The Conservation Advisory Committee must evaluate and advise on signage applications made in terms of the Outdoors Advertising and Signage Policy / By-Law that is located in the Overlay Zones and Scenic Routes in terms of the Stellenbosch Zoning Scheme By-Law, 2024.

2. Functions of the Stellenbosch Municipality Conservation Advisory Committee

The function of the Conservation Advisory Committee is to advise the Council on the various aspects of preservation and furthering of the cultural landscape and natural environment of the Greater Stellenbosch Area.

The committee therefore has the following functions:

2.1 To advise the Council on the aesthetic, functional, architectural, cultural, and historical aspects of any new development or contemplated development, and for any proposed alterations or additions to existing buildings, structures, and built environment elements within all declared heritage areas.

2.2 To advise the Council on the aesthetic, functional, architectural, cultural, and historical aspects of any proposed alterations or additions to existing buildings or structures specified in Sections 27 & 34 of the NHRA.

2.3 To advise Council on any application received for the demolition or partial demolition of any building or structure within any declared Heritage Area or to any structure specified in terms of Sections 27 & 34 of the NHRA.

2.4 To advise, the Council on any applications received in terms of Section 38 of the NHRA.

2.5 To provide the Council with comments and input on Outdoor Advertising and Signage applications.

2.6 To advise the Council on the compilation of a heritage register and demarcation of heritage areas as specified in sections 30 or 31 of the NHRA of all heritage resources within the greater Stellenbosch.

2.7 To evaluate and advise the Council on any application for signage as per the approved Outdoor Advertising Signage Policy or Bylaw.

2.8 Provide input to the Directorate of Planning and Environment on the development of specific development strategies, guidelines, regulations, and procedures pertaining to the preservation and appropriate development of individual declared Heritage Areas.

2.9 To provide advice on applications that require approval by SAHRA and HWC in terms of Sections 27 & 34 of the National Heritage Resources Act.

2.10 The Municipality may, through its adopted rules and procedures, determine that certain types of applications need not be commented on by the Committee (Stellenbosch Zoning Scheme 2024, Section 249(7).

2.11 Should the Council be assessed by Heritage Western Cape and be deemed a competent authority in terms of Section 26 read together with Section 8 of the Heritage Resource Act, the Committee is to advise the Council on the identification and management of Grade III heritage resources.

3. Mandate of the Stellenbosch Conservation Advisory Committee

The mandate of the Committee is only to advise the delegated authority as per Council's Register of Delegations, on all heritage-related applications in the declared Stellenbosch Municipality Urban and Rural Conservation Overlay Zones, Scenic Routes and all heritage buildings and sites related to the NHRA.

No individual member and/or group of members of the Committee may represent the views and/or authority of the Stellenbosch Municipality.

4. Structure of the Stellenbosch Conservation Advisory Committee

It is recommended that a single Committee structure is adopted, to advise the delegated authority on all heritage-related applications in the declared Stellenbosch Municipality Urban and Rural Conservation overlay Zones, Scenic Routes, and all heritage buildings and sites in Stellenbosch (WC024) Municipality.

A Heritage Committee must consist of:

4.1 A **committee** must consist of a minimum of five (5) members and a maximum of seven (7) members appointed by the Council who are not employees of the Municipality or Councillors.

4.2 All members must reside or work in the Stellenbosch (WC024) Municipality.

4.2 In addition, there will be a minimum of two (2) employees of the Municipality.

4.3 The Committee must have reasonable knowledge, experience, and expertise in the following interrelated fields and professions:

4.3.1 Built Environment
4.3.2 Cultural Heritage
4.3.3 Heritage Management
4.3.4 Natural Environment

4.4 The Committee members must have appropriate knowledge of the current heritage planning and environmental legislation and policies.

4.5 It would be considered advantageous if members have experience in documentation and archival research of South African Heritage or expertise in design and supervision of construction in the heritage environment.

4.6 The Committee members are to be representative of diversity, inclusion, and equity.

5. Terms of Office of the Stellenbosch Conservation Advisory Committee members.

5.1 The Municipality will select members through an advertised application process.

5.2 Members of the Conservation Advisory Committee shall be appointed following a process of transparency and representativity.

5.3 Their appointment must consider that the members are to have qualifications and/or proven experience in the fields relevant to heritage resources for the efficient functioning of the Heritage Committee.

5.4 A member holds office for a term of three (3) years.

5.5 A member may be re-appointed by the Council for a second term, for three (3) years, provided that the member may not hold office for more than six (6) consecutive years.

5.6 On appointment the members must sign a letter of acceptance of the post and a copy of the Code of Conduct of Committee Members that has been approved by the Council.

5.7 A member of the Conservation Advisory Committee must vacate the office if a member:

5.7.1 Resigns in writing 1 month before the date of resignation.

5.7.2 Has been absent from three consecutive meetings of the Heritage Committee without leave of absence.

5.7.3 The Municipal Manager, after consultation with the Director: of Planning and Economic Development and the relevant delegated authority, may remove a member from office if, in the opinion of the Council, there are sound reasons for doing so after hearing the member on those reasons.

5.8 If a member vacates the office before the expiration of the period for which they have been appointed as a member of the Conservation Advisory Committee, another person may be nominated by the Committee and appointed by the Council to fill the vacancy for the remaining portion of the period for which the member was appointed.

5.9 Should the need arise, the Committee can put forward nominees to request from the Council for the right to co-opt additional members to the Committee.

6. Reimbursement of expenses incurred by the Stellenbosch Conservation Advisory Committee

The delegated authority may determine the reimbursement of expenses incurred by members of the Heritage Committee in terms of Stellenbosch Municipality's relevant reimbursement policy, only when such expenses have been pre-approved in writing by the delegated authority.

7. Rules of procedure for Meetings of the Stellenbosch Conservation Advisory Committee:

7.1. General:

7.1.1 The Conservation Advisory Committee must meet in the morning on the last Monday of each month.

7.1.2 The Committee Officer must pre-arrange the boardroom where the Committee is to meet monthly.

7.1.3 The Members will nominate and vote for a Chairperson at the first Committee meeting.

7.1.4 The Committee Officer will be responsible for creating the yearly meeting schedule.

7.1.5 The Committee Officer will create the meeting agenda and compile information packs that will be sent to the members through electronic communication a minimum of five (5) working days before the meeting.

7.1.6 All Members of the Committee must, in writing, specify an electronic mail address, where they will receive a notice of meetings and other official correspondence, and are required to acknowledge receipt, in writing, of the upcoming scheduled meeting and receipt of the information packs.

7.1.7 Electronic notices of a meeting or any other official correspondence to these addresses will constitute a paper notice of a meeting.

7.1.8 If a member has not received notice of a meeting or all relevant documentation, the meeting will not be invalidated.

7.1.9 Should the Chairperson be absent on the day of the meeting, the Committee is to elect a Committee Member who will undertake the duties of the Chairperson.

7.2. Quorum

7.2.1 A quorum for a meeting of the Stellenbosch Municipality Conservation Advisory is half (50%) plus 1 of the appointed members.

7.2.2 The Chairperson shall, in the event of equality of votes, have a casting vote in addition to his / her deliberative vote.

7.2.3 The minutes can only be recorded as approved once there is a quorum.

7.3. Agenda and Site Inspections:

7.3.1 A copy of the minutes from the previous meeting, an agenda for the scheduled meeting, and copies of all information packs for the meeting must be sent to the Committee Members by the Committee Officer.

7.3.2 Meetings should be conducted according to the order in which the matter appears on the agenda, and only items that are on the agenda and are in writing may be debated. Notwithstanding this, the Chairperson may change the order of matters appearing on the agenda and/or withdraw an item or refer it back to the Administration, except for allocated appointment items on the agenda.

7.3.3 The Committee may conduct a site inspection, with prior approval from the delegated authority, relevant to an application being considered, or request that the Committee office or the second Municipal Official, present at the meetings, inspect on their behalf.

7.3.4 Should a site inspection be required, arrangements are to be made by the Committee Official. All members are to confirm their availability at the end of the meeting for ease of arrangements.

7.3.5 All site inspections are to be recorded in a Site Inspection Report by the members, and this report should be attached to the minutes of the next meeting.

7.4. Role of the Chairperson

The Chairperson must:

7.4.1 Ensure that the minutes of the previous meeting is adopted and seconded by the Committee Members.

7.4.2 Request members to declare any personal or other interest in respect of the agenda before them and indicate whether they have been approached by any party concerned prior to the meeting. Recusals by members, if any should be minute accordingly.

7.4.3 Maintain order during the meeting.

7.4.4 Refer any alleged contravention of the code of conduct by members at the meetings to the Delegated Authority.

7.4.5 Ensure that the meetings are conducted according to the code of conduct.

7.4.6 Ensure that when members go on a site inspection, they are reminded that they are representing the Municipality and should always act per the Code of Conduct.

7.4.7 Allocate an extra hour to the end of the meeting to discuss the minutes with the Committee official.

7.5. Oral/ electronic presentation

7.5.1 Should an applicant wish to present an oral/verbal/visual presentation to the Committee, they are to put their request in writing to the Committee Officer at least seven (7) days before that meeting so they can be allocated a time slot.

7.5.2 The purpose of an oral presentation is to allow the applicant/consultant an opportunity to present the application to the committee and provide accuracy or merit on the documentation/plans before the committee. It also allows the applicant to elaborate on relevant issues that the committee members may have. The applicant may not be present when the Committee discusses the application and makes its recommendation.

7.5.3 The applicant must provide electronic documents to the Committee Officer on the closing date for submission on the 15th of each Month before the next meeting.

7.5.4 The Committee Officer will electronically distribute the electronic document to the Committee members so that the Committee members may have time to consider the matter in advance.

7.5.5 The Chairperson may limit the oral presentation to specified matters relating to an application.

7.5.6 As a general guide, the applicant/consultant, must be permitted a reasonable time to make their presentation.

7.5.7 After the introduction of the application by the Committee Officer, the order of speakers will, subject to the Chairperson's discretion be as follows:

7.5.7.1 The applicant or consultant who requested the presentation will address the Committee; whereafter

7.5.7.2 The Chairperson will allow committee members to ask the applicant relevant questions of clarification.

7.5.7.3 No cross-examination of any party is permitted.

7.6. Recommendations and Voting:

7.6.1 All recommendations must be taken by the supporting vote agreed upon by the majority of members present at the meeting.

7.6.2 If the Chairperson asks members whether they agree with the recommendation/s on the matter before the Committee, and such recommendation/s are opposed by any members present, a decision must be taken by a show of hands by approving an application in (1) whole or (2) in part, or (3) refuse it. Should there be no opposition, it must be recorded in the minutes that the decision was unanimous.

7.6.3 A member may vote only if he/she has been present during the debate on the matter.

7.7. Minutes

7.7.1 The Committee Secretary must ensure that all proceedings of the Stellenbosch Municipality The Conservation Advisory Committee is to be recorded during the meeting. All recommendations, including reasons, must be recorded in the minutes.

7.7.2 Every member of the Committee, as well as any other person who attended a meeting, must sign the attendance register, and the Committee Officer must ensure that a record is made in the minutes of the names of those members who:

7.7.2.1 Are absent with leave having been granted by the Chairperson;

7.7.2.2 In the case of the Chairperson, absence with leave must be granted by the Senior Heritage Planner;

7.7.2.3 Any leave that has not been authorized must be recorded.

7.7.2.4 Arrived after the meeting has started (time of arrival must be recorded);

7.7.2.5 Leave the meeting before the conclusion thereof (time and reason for departure must be recorded)

7.7.2.6 The correctness of the minutes must, after the meeting, be signed off by the Chairperson after circulation to the members present, and thereafter be made available within one week (seven working days) following a meeting;

7.7.2.7 A copy of the confirmed minutes must be included in the Agenda of the next meeting of the Stellenbosch Municipality Conservation Advisory Committee for information and record purposes.

APPENDIX 2

STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref no.3/4/2/5

2025-03-31

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MINUTES

30TH COUNCIL MEETING OF THE COUNCIL OF STELLENBOSCH MUNICIPALITY

2025-03-31 AT 15:00

MINUTES
30TH MEETING OF COUNCIL
OF STELLENBOSCH MUNICIPALITY
2025-03-31

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MINUTES | **30TH MEETING OF THE COUNCIL OF STELLENBOSCH MUNICIPALITY** | **2025-03-31**

TO

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

COUNCILLORS

RA Adams
J Andrews
Ald JC Anthony
MM Danana
I De Taillerfer
R Du Toit
A Ferns
E Groenewald
AJ Hanekom
RB Hendrikse
SC Heneke
J Joon
X Kalipa
TO Kumm
C Manuel
EP Masimini
NE Mcombring
XL Mdemka
NM Mkhontwana
NR Ndalasi
L Nkamisa
M Nkopane
N Ntsunguzi
N Olayi
GA Petersen
WC Petersen
RO Pheiffer
WF Pietersen
Ald JP Serdyn
SR Schäfer
RB Van Rooyen
M Van Stade
E Vermeulen
J Williams

****

OFFICIALS

Municipal Manager (G Mettler)
Director: Infrastructure (S Chandaka)
Acting Chief Financial Officer: (M Steyl)
Acting Director: Community and Protection Services (A vd Merwe)
Acting Director: Planning and Economic Development (S Carstens)
Acting Chief Audit Executive (M Krige)
Senior Administration Officer (T Samuels)

****

10.8.3	REVISED TERMS OF REFERENCE REVISION 1 AND CODE OF CONDUCT FOR THE ESTABLISHMENT OF A STELLENBOSCH MUNICIPALITY CONSERVATION ADVISORY COMMITTEE (SMCAC) AND TO ALLOW THE DIRECTORATE: PLANNING AND ECONOMIC DEVELOPMENT TO PLACE ADVERTISEMENTS TO INVITE SUITABLY QUALIFIED AND EXPERIENCED PERSONS TO APPLY TO SERVE AS MEMBERS OF SMCAC

Collaborator No:
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: 24 March 2025 and 31 March 2025

1. **SUBJECT: REVISED TERMS OF REFERENCE REVISION 1 AND CODE OF CONDUCT FOR THE ESTABLISHMENT OF A STELLENBOSCH MUNICIPALITY CONSERVATION ADVISORY COMMITTEE (SMCAC) AND TO ALLOW THE DIRECTORATE: PLANNING AND ECONOMIC DEVELOPMENT TO PLACE ADVERTISEMENTS TO INVITE SUITABLY QUALIFIED AND EXPERIENCED PERSONS TO APPLY TO SERVE AS MEMBERS OF SMCAC**

2. **PURPOSE**

To provide the Council with the Revised Terms of Reference and Code of Conduct for the Establishment of the Conservation Advisory Committee as required in terms of Section 249 of the Stellenbosch Municipality Zoning Scheme Bylaw, 2024, and to obtain the required approval to place advertisements for the invitation for members to serve on the said Committee.

3. **DELEGATED AUTHORITY**

Council.

4. **EXECUTIVE SUMMARY**

Section 249 of the Stellenbosch Municipality Zoning Scheme Bylaw, 2024 stipulates the following:

"*(1) The Municipality shall establish a Conservation Advisory Committee, which may consist of various sub-committees for different overlay zone areas, to make recommendations on planning applications in Urban and Rural Conservation Overlay zones.*"

30TH COUNCIL MEETING: 2025-03-31: ITEM 10.8.3

RESOLVED (majority vote with 3 abstentions)

(a) that Council approves the Terms of Reference Revision 1 for the Establishment of the Conservation Advisory Committee, as contained in **APPENDIX 1** of this report;

(b) that Council approves the revised Code of Conduct Revision 1 of the Members of the Conservation Advisory Committee as contained in **APPENDIX 2** of this report;

(c) that Council approves that the Directorate: Planning and Economic Development commence with a process to place an advertisement that will invite suitably qualified and experienced persons to apply to serve as Members of the Conservation Advisory Committee; and

(d) that Council notes that the Directorate: Planning & Economic Development will submit the preferred candidates to serve as members of the Conservation Advisory Committee, to Council for approval.

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	*20 February 2025*

10.8.3	**REQUEST FOR THE RE-ADVERTISEMENT OF THE REVIEWED STELLENBOSCH MUNICIPALITY EVENTS BY-LAW, 2026 FOR PUBLIC PARTICIPATION**

Collaborator No: **809016**
IDP KPA Ref No: **Good Governance and Compliance**
Meeting Date: **29 July 2026**

1. SUBJECT: REQUEST FOR THE RE-ADVERTISEMENT OF THE REVIEWED STELLENBOSCH MUNICIPALITY EVENTS BY-LAW, 2026 FOR PUBLIC PARTICIPATION

2. PURPOSE

To provide Council with the pertinent facts to consider the re-advertisement of the reviewed Stellenbosch Municipality Events By-Law, 2026.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

The reviewed Events By-Law have undergone substantial further amendments following the previous public participation process. Additional revisions were made after consideration of public comments, benchmarking workshops between Stellenbosch Municipality and the City of Cape Town, and further engagements with local schools. As these amendments materially affect the content of the proposed By-Law, it is considered appropriate and consistent with the principles of transparent public participation that the revised draft be re-advertised for a further round of public comment before being submitted to Council for adoption.

The aim of the reviewed Events By-Law is to provide clarity and to ensure that the By-Law stays relevant, effective and aligned to the evolving needs of the community of Stellenbosch. Furthermore, an updated Events By-Law will contribute in a sustainable manner toward growth in job creation, investments, and social inclusivity.

5. RECOMMENDATIONS

(a) that Council takes note that substantial amendments have been made to the reviewed Stellenbosch Municipality Events By-Law, 2026 following the previous public participation process, benchmarking workshops conducted with the City of Cape Town and further engagements with local schools; and

(b) that Council **approves** the re-advertisement of the reviewed Stellenbosch Municipality Events By-Law, 2026 for a period of thirty (30) days due to the extensive amendments made following the previous public participation process.

6. DISCUSSION / CONTENTS

6.1 Background

Stellenbosch is widely recognised as a prominent tourism, cultural and academic hub within the Western Cape. The area attracts a wide range of activities including festivals, sporting events, cultural gatherings, markets, University Events and tourism-related functions. The increasing number and scale of events within the municipal area necessitate a clear and updated regulatory framework to guide event management.

A key objective of the updated Events By-Law is to ensure that events taking place within the municipal area are organised and managed in a manner that prioritises public and risk mitigation. Events, particularly large gatherings present potential risks relating to crowd management, traffic congestion, emergency response and public health considerations. An updated By-Law will provide clearer regulatory mechanisms requiring event organisers to submit appropriate safety, security, medical and traffic management plans prior to the approval of an event. This will enable the Municipality to assess potential risks and ensure that adequate measures are in place.

Public Participation Process

On 30 July 2025, Council resolved that the user Department re-advertises the reviewed Events By-Law for public comment. The advert was placed in the Eikestad News and Paarl Post on 14 August 2025 and closed for public comments on 15 September 2025. The following comments were received:

Stellenbosch University	Response
1. If filming is no longer considered an event, where does the application management sit, and what does that process look like?	Refer to Filming By-Law, applications for filming must still be submitted to the events office.
2. How are events at schools being addressed with this By-Law?	Applications for all school events must be submitted to the events office.
3. Which events do the Municipality want to see on programme of events, only 200 pax and more or all events?	As per the By-Law: schedule of events from organisations, must include the date and details of all events.
4. How does the By-Law ensure consistent application of deployment (Medics & Security specifically)?	The Municipality may at its own discretion determine how many medics and security must be deployed; this is based on the nature of the event (high or low risk) and number of events planned at a specific venue.
5. How many times will the office tolerate late submissions? What are the consequences for multiple infractions?	As specified in the By-Law late submissions will not be tolerated.
6.How is the environmental impact measured? What criteria is used?	The criteria is determined by the Stellenbosch Municipality Environmental Department.
7. The new timelines are far too long and not feasible/practical	These timelines are as per discussion with our Legal Department and incorporates the 21-day appeal period.

8.Coetzenburg precinct is not addressed here, there is a request that only one large event is hosted on the precinct at any one time, but this is not consistently enforced	The Municipality does not have a blanket approach; the application is based on circumstances e.g. sufficient parking per event
9. Coetzenburg Outdoor Pool - If there are no temporary structures, no amplified sound and no vendor services; should it not be considered a purpose-built venue and not require application? Services will be booked as per Safety at Sports and Recreational Events Act (SASREA) and Stellenbosch University (SU) Risk.	For safety reasons the events must still be registered, event organisers must ensure that lifeguards are on-site for pool events.
10. Consider increasing the pax to 500, this will allow many smaller venues to host smaller events at a lower cost.	The 200 pax is aligned with other local municipalities in the province, there will be no leeway for the University as all events have an impact on the neighbouring areas and municipal services.
11. Event Organisers may not advertise /market or sell tickets for an event before the event has been approved This is not feasible as certain event details are determined by how many tickets are sold.	Amended as follows: The Event Organiser may at own risk advertise the planned event before an application has been approved.
12. The By-Law must specify in what format an application to the National Commissioner must be submitted for determining the risk categorisation.	Included: A letter must be addressed to the Provincial Commissioner.
13.The cost for Municipal services needs to be reviewed as this becomes a huge cost for our communities e.g.: schools, university and student.	Rates are determined by the various Directorates and approved by Council.
14. Specify whether an event safety officer must be appointed for all events or only for events with applications.	Only when it is an event application.
15.Clear guidelines are required for clashes? What does this mean, please describe.	Applications will be considered based on merits.
Franschhoek Wine Valley (FWV) Local Tourism Organisation	**Response**
1. In the event of a liquor licence required for an event, it should be applied for in advance before submission to the Municipality. This is not possible as a copy of the event application must be attached with the liquor licence application.	The event application can be submitted with the completed Liquor Board application form; the approved liquor licence will only be required prior to the commencement of the event.
Spier Wine Farm	**Response**
1. If purpose-built venues are excluded from this By-Law in respect of events	To accommodate other possible event requests taking place in the surrounding area

normally held in such venues, then why do we still need to submit the programme of events application two months prior to the events taking place?	of the event venue, as it may have an impact on traffic and municipal services.
2. The By-Law should include a maximum time for submission (in case Event Organisers want to apply more than two months in advance) as well as a maximum time for the Municipality to respond.	There is no maximum time-period for the submission of events applications.
3. Consider including the preferred number of safety officers required per event based on numbers.	One safety officer per event, as per the By-Law. If the event has more than one venue, one safety officer must be allocated per venue.
Run Ventures Events Company	**Response**
1. Section 6 introduces “strategic fit to the Events Policy” as part of the evaluation criteria: without a clear definition, this creates a risk of subjective decision-making.	This sentence has been removed from the By-Law.
2.While community engagement is valuable, the formalized requirement for consultation with councilors, residents and associations could cause unnecessary delays and expose organisers to objections late in the process.	Consultation is critical, the consultation process must be concluded prior to the event, proof of consultation must be submitted to events office with the application form.
General Public	**Response**
1. Events that comply with the SASREA Act No. 2 of 2010 should be exempted from needing additional Event Permits. This would streamline the process and reduce the administrative burden on community organizers.	All events with 200 pax and more must apply to the Events Office.
2.Consider reviewing the current requirements to ensure they are proportionate for low-risk events like the parkrun and similar community-based events.	A category for the Community Fitness Events (Parkrun) has been incorporated into the By-Law
3. Create "Community Health Events" category with streamlined processes and implement annual approvals for regular community events.	A category for Community Fitness Events has been incorporated into the By-Law, with more streamlined requirements and reduced administrative processes
4. Why is the one-year timeframe taken out and for what reason?	To accommodate last minute amendments to events in the surrounding area of the venue.
5. Amend Safety Officer to Event Safety Officer.	Amendment has been made to the By-Law.
6. Provide clarity on previous offences.	This refers to non-compliance and previous fines issued to an Event Organiser.

(Please see comments attached as **APPENDIX 3**).

Following the Public Participation Process, Stellenbosch Municipality convened benchmarking workshops with the City of Cape Town on 14 October 2025 and 13 November 2025. The objective of these workshops was to obtain guidance on the City of Cape Town's approach to manage university-organised events in their jurisdiction as well as to clarify the requirements applicable to Parkrun events. The insights and feedback gathered during these workshops have been incorporated into the final draft of the Events By-Law.

Furthermore, Stellenbosch Municipality engaged with SU on 28 November 2025 to review its annual event portfolio. During the meeting, the University's internal departments presented their planned activities and outlined the measures in place to ensure effective risk mitigation and public safety, while minimizing the impact on municipal services. The Municipality has carefully considered the contributions and the substantive insights shared during the meeting.

Following further engagements with local schools in the Stellenbosch area and considering the inputs by community fitness groups, a follow-up meeting was convened with the Events Committee on 28 May 2026. At this meeting, the following further amendments to the By-Law were agreed upon:

Amendment	**Purpose**
1.) Inclusion of Micro and Community Fitness Events (Parkrun)	Promote equitable access to sport and recreation, particularly for public and rural schools; Reduce administrative and financial burdens associated with the hosting of micro events; Ensure proportional application of safety measures in line with the Safety at Sports and Recreational Events Act, 2010; Enable the Municipality to support community-based activities without compromising public safety.

6.2 Discussion

Events are established occurrences within the Cape Winelands and contribute significantly to the attractiveness of the Stellenbosch Municipal area as a tourism, cultural, sporting and academic destination. The hosting of events within the Stellenbosch Municipality stimulates local economic activity by attracting visitors who utilise accommodation establishments, restaurants, transport services, retail outlets and other local businesses. These activities support employment creation, investment and broader economic development within the municipal area.

While events generate substantial economic and social benefits, they also place demands on municipal infrastructure and services, including traffic management, fire and rescue services, environmental health and law enforcement, waste management and public open spaces. An effective regulatory framework is therefore required to ensure that events are planned and managed responsibly, with due consideration for public safety, environmental sustainability and the efficient utilisation of municipal resources. The revised Events By-Law seeks to provide greater clarity regarding the respective roles and responsibilities of event organisers and the Municipality, thereby improving coordination, compliance and risk management.

During the review process, the Municipality undertook extensive stakeholder engagements and public participation to ensure that the By-Law remains practical, relevant and responsive to the needs of the community. Consideration was given to concerns raised by SU regarding event planning processes, application requirements, programme scheduling and risk management measures associated with university-hosted events. The final draft By-Law incorporates several amendments aimed at improving regulatory certainty while ensuring that appropriate safety and operational standards are maintained.

The Municipality also engaged with local schools and recognised that many school-based sporting activities are community-oriented events with limited risk profiles and constrained financial resources. Feedback received highlighted the need for a more proportionate regulatory approach that would not place an undue administrative burden on educational institutions while still ensuring compliance with applicable safety requirements.

Furthermore, submissions received from the Parkrun community emphasised the importance of promoting accessible recreational opportunities that encourage healthy lifestyles, social cohesion and community participation. These stakeholders requested a streamlined approval process for recurring low-risk fitness activities that do not present the same operational demands as larger commercial events. In response, the Municipality introduced a dedicated category for Micro and Community Fitness Events. The amendment provides for a more proportionate regulatory framework by reducing unnecessary administrative requirements while maintaining appropriate oversight and compliance with the SASREA Act, 2010.

These amendments are considered substantive as they introduce new regulatory provisions affecting the scope and application of the By-Law. In the interest of procedural fairness and meaningful public participation, it is recommended that the amended draft be re-advertised to afford interested and affected parties a further opportunity to comment before final adoption

6.3 Financial Implications

None. The By-Law has been drafted using the resources within the Municipality.

6.4 Legal Implications

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

6.5 Staff Implications

This report has no additional staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions:

28TH COUNCIL MEETING: 2025-01-29: ITEM 10.8.2

RESOLVED (majority vote with 1 abstention)

(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

33RD COUNCIL MEETING: 2025-07-30: ITEM 10.8.2

RESOLVED (majority vote with 1 abstention)

(a) that Council takes note of the reviewed Stellenbosch Municipality Events By-Law which was advertised for a period of twenty-one (21) working days and that copies of the proposed By-Law were placed at the venues as indicated in the advertisement, copy attached as **APPENDIX 2** to this report;

(b) that Council takes note that the reviewed Events By-Law incorporates significant changes based on public and internal inputs; and

(c) that Council **approves** the re-advertisement of the reviewed Stellenbosch Municipality Event By-Law for public comment for a period of thirty (30) days, due to extensive amendments made following the initial round of public participation.

6.7 Risk Implications

The risks are addressed through the content of the report.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2026-07-22: ITEM 7.8.1

(a) that Council takes note that substantial amendments have been made to the reviewed Stellenbosch Municipality Events By-Law, 2026 following the previous public participation process, benchmarking workshops conducted with the City of Cape Town and further engagements with local schools; and

(b) that Council **approves** the re-advertisement of the reviewed Stellenbosch Municipality Events By-Law, 2026 for a period of thirty (30) days due to the extensive amendments made following the previous public participation process.

APPENDICES

Appendix 1: Final Draft Stellenbosch Municipality Events By-Law,2026.
Appendix 2: Advertisements
Appendix 3: Comments received during the Public Participation Process.

FOR FURTHER DETAILS CONTACT:

NAME	Joh-ne Jansen
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REPORT DATE	15 July 2026

APPENDIX 1

STELLENBOSCH MUNICIPALITY

EVENTS BY-LAW, 202652024

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STELLENBOSCH MUNICIPALITY: EVENTS BY-LAW

PURPOSE AND OBJECTIVES

To provide for the management and regulation of events within the jurisdiction of the Stellenbosch Municipality: to provide for the enforcement of this By-Law and to provide for matters incidental thereto.

PREAMBLE

WHEREAS section 156(1) of the Constitution of the Republic of South Africa, 1996 confers on municipalities the executive authority and right to administer local government matters set out in Part B of Schedule 4 and Part B of Schedule 5 to the Constitution;

WHEREAS section 156(2) of the Constitution empowers municipalities to make and administer laws for the effective administration of matters that they have the right to administer;

WHEREAS Part B of Schedule 4 and Part B of Schedule 5 to the Constitution include the following local government matters: public places, control of public nuisances, building regulations, municipal planning, municipal roads, municipal parks and recreation, beaches and amusement facilities, and pounds;

WHEREAS the Stellenbosch Municipality recognizes that the hosting of events is a significant part of its competitive strategy and acknowledges that events have an important role to enhance cultural and social cohesion in communities, support urban rejuvenation and economic growth.

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WHEREAS the Stellenbosch Municipality aims to regulate holding of events in a manner that ensures proper management thereof;

WHEREAS the Stellenbosch Municipality wishes to support the co-ordination and collaboration between all role-players, to promote partnerships and to enhance the impact of events in the municipality;

WHEREAS the Stellenbosch Municipality wants to ensure that events happen safely and securely in a coordinated manner in its jurisdiction;

AND WHEREAS the Stellenbosch Municipality wants to ensure that events take place safely and securely in a coordinated manner through a clear collaboration between Law Enforcement, Fire Services, the South African Police Services, Disaster Management, District Municipality, Traffic Services and other related emergency and safety organisations;

AND NOW THEREFORE, BE IT ENACTED by the Stellenbosch Municipality, as follows:—

CHAPTER 1

DEFINITIONS AND APPLICATIONS

1. Definitions

In this By-Law, unless the context otherwise indicates-

"appeal authority" means the Municipal Manager where a decision is taken by a staff member other than the Municipal Manager.
~~means a designated committee appointed by the Stellenbosch Municipality that is responsible for independently reviewing and making recommendations to the Municipal Manager on appeals lodged by applicants whose event applications have been refused, restricted, or conditions imposed by the initial decision-making authority~~

"authorised municipal official" means the Municipal Event Officer, a member of the Municipal Events Committee, a municipal law enforcement officer, and any other person who is delegated ~~as contemplated in section 41 of the South African Constitution~~ to execute a power, function or duty related to the provisions of this By-Law.

"Community Fitness Events (Parkrun)" means an organised, non-motorised physical activity or series of activities conducted in a public or municipal space, which is open to the public or a defined community group and which promotes health, wellness, and social participation, ~~whether or not~~where no a participation fee is charged.

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"Council" means the council of the Stellenbosch Municipality or any political structure, political office, councillor or any staff member acting under the council's delegated or sub-delegated authority.

"event" means-

(a) any sporting, recreational, entertainment, including live entertainment or event acts;

(b) any educational, cultural or religious event;

(c) any business event including marketing, public relations and promotional events, or exhibition events;

(d) any charitable event, including any conference, organizational event or community event;

~~(e) any filming which is of such a nature that it may have a negative impact on vehicular or pedestrian traffic or may attract crowds;~~

(e)~~(f)~~ any similar event or activity hosted at a stadium, public place, venue or along a route or within its precinct.

"event organizer" means a person who submits an application to hold an event in terms of this By-Law whether he or she submits the application for himself or herself or on behalf of another person, body or organization;

"events committee" a committee represented by officials from affected municipal departments and / or other organs of state, who would meet on an ad hoc basis to consider event applications and make recommendations to the Event Organizer;

"events policy" means the Events Policy of the Stellenbosch Municipality;

"Event Permit Officer" means the head of Stellenbosch Municipality events permit office or any other official delegated by him or her;

"Events Office" means a designated municipal department or unit responsible for regulating, facilitating, and overseeing events within the municipality;

"Law Enforcement Officers" officials of the Municipality involved in law enforcement;

"~~Low-risk~~Micro Event" means an event which, in the opinion of the Events Permit Officer, presents minimal risk to public safety, infrastructure, and the environment, including:

- School sports events hosted on school premises;
- Inter-school sporting fixtures falling within the WC024 jurisdiction only

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~~Community bazaars, markets, and fundraising events;~~

~~Small-scale cultural or recreational gatherings.~~

- Attendance does not exceed ~~2 000~~1000 persons;
- No liquor is sold, supplied, or consumed;
- No temporary grandstands, stages, or hazardous structures are erected;
- The event occurs on school or municipal sports facilities;
- ~~No major road closures or traffic diversions are required~~No impact on traffic;

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"Municipal Manager" means the person appointed as Municipal Manager in terms of section 82 of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998)

"permit" means a permit issued by the Events Permit Officer~~Coordinator~~ for the holding of events;

Commented [DJ2]: Should the definition not read *events permit officer* instead of *events coordinator*?

"public place" means -

(a) any public land, square, public swimming, bath, public resort, public recreation site, zoological, botanical or other public garden, park or hiking trail, including any portion thereof and any facility or apparatus therein or thereon, as well as any public open space, public road, road reserve, reserve street, lake, dam, or river;

(b) any public building, structure, hall, room or office including any part thereof and any facility or apparatus therein, which is the property of, or possessed, controlled or leased by Stellenbosch Municipality and to which the general public has access, whether on payment of admission fees or not;

(c) any nature conservation area including – nature reserves, protected natural areas, nature conservation worthy areas, natural open spaces.

"public land" means all property owned by government;

"purpose-built venue" means a building, structure, or premises, specifically built, zoned and suitable for the holding of specific events;

"stakeholder" includes any person, organization, entity or body who is affected or has a role to play in the management or holding of an event;

"safety officer" means a person appointed in terms of Regulation 6 of the (Occupational Health and Safety Act 85 of 1993) to assist with the oversight of the safety and security risk management of the event.

"this By-Law" includes the Schedules hereto;

"venue" means any open space, enclosed or semi-enclosed temporary structure or permanent structure, whether a private dwelling or not–

(a) within which a temporary or permanent structure may be erected, where an event is to be hosted; and

(b) which, for the purposes of any categorization, designation and certification of an event may consist of —

(i) ~~seating for~~ spectators, attendees or an audience; or
(ii) a field of play or a permanent or temporary podium or other area within a venue, reserved for the purposes of hosting an event;
(iii) purpose built venue correctly zoned, built and suitable for the holding of specific events;

"venue owner" means any person or legal entity that, now or in the future, will directly or indirectly own, lease, rent, acquire or exercise the powers of an owner or occupier of a venue used for events.

"ward committee" means the ward committee as established by Stellenbosch Municipality from time to time and chaired by the respective appointed ward councillors.

"waste management plan" is a strategic document that outlines how an organisation or project identifies, stores, collects, recycles, and dispose of it's waste.

~~***"appeal authority"*** means a designated committee appointed by the Stellenbosch Municipality that is responsible for independently reviewing and making recommendations to the Municipal Manager on appeals lodged by applicants whose event applications have been refused, restricted, or conditions imposed by the initial decision-making authority~~

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2. Application of this By-Law

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(a) Applications for all types of events must be submitted to the Event Office for consideration.

(b) This By-Law applies to any event held within the area of jurisdiction of Stellenbosch Municipality, including events held on both private land and public land, provided that where an event is held on private land, subject to any other applicable legislation, it has an impact on the resources, infrastructure, traffic and parking of the Municipality and the surrounding community.

~~(b)~~(c) This By-Law does not apply to –

(i) events less than 200 persons in attendance, where there is no amplified sound, no ~~or~~ temporary structures (greater than 100m² in size per structure) to be used, no preparation and or selling of food and does not have an impact on vehicular traffic;
(ii) small events such as family and community events held on private property or purpose-built venues, subject to any other legislation and consent from neighbours;

Commented [JJ3]: This exception has been reconsidered

(ii) ~~actions falling under the provisions of the Regulation of Gatherings Act (Act 205 of 1993) as amended, for which a system of approval is already in place;~~

~~(iii) public participation or meetings held by ward councillor;~~

~~(v) funeral and funeral processions, events held at a purpose-built venue or the grounds of any school, playground, place of worship, hotel and/or any other conference facility, athletic field, arena, auditorium or similar;~~

~~(vi) permanent place of assembly when used for events normally held in or at such venues; provided that this exclusion does not apply to events or parts of events held outside the venue or building, or which by their nature, size or impact are considered outside the normal use parameters for the venue;~~

~~(vii) sport fixtures and events regulated by the Safety at Sports and Recreational Events Act No.2 of 2010;~~

~~(viii) Weddings held at wedding venues established for purposes of weddings or at a community hall or similar entertainment facility, and wedding processions, which fall outside the boundaries of an environmentally protected area;~~

~~(ix) Cultural rituals held by cultural groups and families in the community.~~

~~(c)~~(d) Notwithstanding subsection (2), the Events Permit Officer or a Law Enforcement Officer may —

(i) when the Events Permit Officer or an ~~Law Enforcement Officer~~ Authorised Municipal Officer finds that this By-Law is, or likely to be, contravened by an event organizer; or

(ii) when a stakeholder affected by the impact and risk attached to an event files a complaint with the Event Permit Officer or an Authorised Municipal Officer~~Law Enforcement Officer~~, issue a compliance notice to the Event Organiser in terms of section 8 of this By-Law ~~and act in terms of this By-Law~~.

~~(d)~~(e) Purpose-built venues are excluded from this By-Law in respect of events normally held in such venue, provided that –

(i) this exclusion does not apply to events or parts of events held outside the venue or building or which by their nature, size or impact are considered outside the normal use parameters for the venue;

(ii) owners or managers of purpose-built venues must submit their programme of events ~~an application~~ to the Events Permit Office two months prior to the events taking ~~place; for approval of their events programmes which shall be valid for one year~~;

(iii) the Events Permit Officer may, from time to time, issue directives regarding specific or special application process for any specific or special event which may vary in respect of the criteria referred to in section 6 of this By-Law;

(iv) in the event of a conflict between this By-Law and any other By-Law of the Municipality this By-Law shall prevail regarding the management and holding of events;
(v) this By-Law does not apply to the holding of public gatherings and demonstrations as provided for in terms of the Regulation of Gatherings Act, 1993 (Act No. 205 of 1993).
(vi) No temporary structures erected.

(f) The Events Office has the right to classify an application as an event and implement the necessary processes to be adhered to.

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CHAPTER 2

APPLICATION PROCESS, REQUIREMENTS, DECISIONS AND ENFORCEMENT

3. Submission of applications for approval to hold or stage events

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(a) A formal application to stage an event must be made by the event organizer to the Events Permit Officer and submitted –

(i) by a person who is at least 18 years old;
(ii) in a form and or manner as prescribed by the Events Permit Officer;
(iii) within the time frames as prescribed in Schedule 2 of this By-Law;
(iv) by a person or on behalf of a person who possesses the necessary capacity and resources.

(b) The application must include all information required as indicated in the prescribed form and any additional information as may be requested by the Stellenbosch Municipality.

(c) All applications must be accompanied by proof of payment of the applicable fees ~~and deposit~~ payable for the event.

(d) In the event of failure to submit the information referred to in subsection 3(b) and proof of payment in terms of subsection 3(c) an application will not be considered in terms of this By-Law.

4. Requirements and conditions

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(a) No person may hold or stage any event without obtaining a permit referred to in section 5(c) of this By-Law.

(b) An application for an event must comply with the provisions of this By-Law and contain such information as indicated in the prescribed application form as set out in section ~~Schedule~~ 3 of this By-Law.

~~(c) The Event Organiser may not advertise/market or sell tickets for the planned event before an application is submitted to the Municipality and the Event Permit Officer has informed the Event Organiser in writing that the application has been approved in terms of section 5(a).~~ ~~The event organiser may at own risk advertise the planned event before an application has been approved in terms of se~~

(c) ~~i~~ Advertising before the approval of an application for an event does not obligate the Event Permit Officer to grant any approvals and it is undertaken at the applicant's own risk.

(d) ~~ii~~ The event organiser must ensure that a Section 63 application form is completed and submitted ~~separately~~ ~~is required to apply separately and within the~~ to the South African ~~-~~Police Services for a risk categorisation as required by the Safety at Sports and Recreational Events Act 2 of ~~,~~2010 within the prescribed timeframe ~~to the National Commissioner of South African Police Services for a risk categorisation as contemplated in the Safety at Sports and Recreational Events Act, 2010 (Act No. 2 of 2010)~~

(~~iii~~) ~~-~~The South African Police Service may require the event organiser to participate in separate event safety and security planning committee

~~(d) The Event Organiser must address a formal letter to the National Commissioner of South African Police, within the required timeframe to request a risk categorisation for their event, as required by the Safety at Sports and Recreational Events Act of 2010 (Act No.2 of 2010) is required to apply separately and within the required timeframe to the National Commissioner of the South African Police Services for a risk categorisation as contemplated in the Safety at Sports and Recreational Events Act, 2010 (Act No.2 of 2010).~~

(e) The Event Organiser is required to pay the ~~Payment of an~~ administration fee and or applicable tariffs determined by the Municipality ~~must be required from the Event Organiser ahead~~prior to the ~~of~~ approval of an application for an event.

(f) The Events Permit Officer must ensure that consultation with relevant stakeholders identified by the Municipality is undertaken by the event organizer.

(g) The Event Permit Officer must, in terms of the Event Policy and depending on the nature of the event, ensure that consultation takes place with the Events Committee, which will include an official from the municipality's environmental services department; and with any other relevant stakeholder, including the relevant ward councillor.

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(h) The Events Permit Officer must satisfy him /or herself by written documentation that the relevant zoning scheme, environmental legislation and all health and safety regulations are complied with; that adequate public liability insurance cover, and that appropriate indemnity cover is obtained for an event by the Event Organiser. Similarly, where an activity which may put the public at risk will be triggered, proof of appropriate specialized risk insurance, blanket liability or work cover must be provided to the Events Permit Officer by the Event Organiser.

(i) The ~~Council~~ Municipal Council must, as part of its budgeting process in terms of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003), determine tariffs ~~and deposits~~ payable for events.

(j) The Municipality shall not, in respect of any planning for an event, application, approval or permit issued for an event in terms of this By-Law or any third party, be held liable for any:-

(i) damage to or loss of any property of the Event Organizer; or
(ii) costs incurred by an Event Organizer or any third party;

(k) The event organizer, or the venue owner shall be liable for the cost of any service provided by the municipality for or in respect of an event.

(l) If the event exceeds 500pax the event organiser is required to appoint an accredited -waste management service provider with Stellenbosch Municipality.

4.1 Event Safety Officer

The Event Organiser must appoint an event safety officer for the event.

(a) The responsibility for the safety of all present at the event lies primarily with the Event Organiser;

(b) The safety officer is tasked with monitoring and maintaining a safe environment for the duration of the event, including the set-up and breakdown of ~~stages~~ structures of the event;

(c) The areas of responsibility of the safety officer include operational safety, occupational health and safety compliance and hygiene management;

(d) The safety officer maintains the right to halt any event should he/she identify a significant risk threatening the safety of any individual present at the event;

(e) The mandate of the safety officer includes the event venue as well as all associated facilities;

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(f) The safety officer is required to be on-site for the entire duration of the event, including the set-up and breakdown stages of an event;

(g) The safety officer is to reasonably identify any risks or dangers and recommend suitable mitigation and management measures to the Event Organiser;

(h) The safety officer is responsible for ensuring that the event-specific written safety and security plan is adhered to.

5. Decisions on events

(a) The Events Permit Officer must approve or decline an application for an event within a reasonable time in terms of this By-Law.

(b) Once a decision has been taken in terms of subsection 5(a) the applicant must be informed thereof in writing.

(c) Where an application for an event has been approved, the Events Permit Officer must issue a permit specifying the conditions applicable to the event.

(d) The Event Organizer must make sure that the permit is available at the venue for inspection ~~at all stages and~~ at all times of the event, and that any additional licences, including liquor licences can be clearly displayed in public.

(e) Where an application for an event has been declined, reasons for the decision must be communicated to the applicant in writing, and the applicant must be informed of his/her right to appeal the decision in terms of section 62 of the Municipal Systems Act.

(f) The Event Permit Officer may decline an application for an event permit where–

(i) an event application is received outside of the prescribed timeframes as set out in Schedule 2;
~~(i)~~(ii) If the application is incomplete;
(iii) the event clashes with another event and will have a significant impact ~~on impact~~ on the resources, –infrastructure, traffic and parking of the Municipality and the surrounding community.
(iv~~iii~~) the event safety and security plan is deemed insufficient by the ~~———~~Municipality's services;
(iv) the event is not approved by the South African Police Services;
(vi) the event is non-compliant with applicable legislation; ~~or~~
(vii) the event owner, the event organiser or the safety officer concerned, has been found guilty in a court of law of committing any fraudulent or dishonest act, or
(viii) the events permit officer on reasonable grounds suspects that the event owner, event organiser or the safety officer may be engaging in fraudulent or dishonest activities that may impact on the safe, satisfactory or proper holding of the event; or

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(ix)~~(vi)~~ any other factor which, in the opinion of the Event Permit Officer, may negatively impact on the –

- safe ~~conclusion~~ hosting of an event; or
- human or other resources of Stellenbosch Municipality.

6. Evaluation Criteria

(a) The Events Permit Officer must ensure that applications for staging an event are considered in accordance with the following criteria, where applicable:

(i) the type and size of an event;
~~(ii) the impact of the event in terms of the strategic fit to the Events Policy;~~
(ii)~~(iii)~~ the impact of the event on municipal services including services relating to noise control, traffic, parking, local amenities, public places, health and all incidental services affected by the holding of the event, logistical aspects, as well as marketing, economic, social and environmental objectives;
(iii)~~(iv)~~ whether the proposed use of the land complies with the applicable zoning scheme and any conditions applicable thereunder;
(iv)~~(v)~~ the safety and security risk management of the event in respect of the event plan, logistics, location, site design and other activities taking place near or at the event venue and other threats to the event. The risk assessment will include, but not limited to, obtaining details of the evacuation routes, emergency plans, site plans of access, and the inference of public open space;
(v)~~(vi)~~ that the event complies with all applicable legislation;
(vi)~~(vii)~~ the impact of the event on the environment;
(vii) ~~(viii)~~Previous offences as listed under 5(f).

(b) The criteria referred to in subsection 6(a) must be considered in respect of-

(i) the review and assessment of events;
(ii) the decision processes for event applications;
(iii) prioritisation of events;
(iv) the type and level of support to be provided by the Municipality for events; and
(v) the services to be provided by the Municipality to events.

(c) The Events Permit Officer may impose reasonable conditions to the permit to protect the environment and the health, safety and welfare of the public pertaining to:

(i) Location and hours during which the event may be held;
(ii) Sanitation, ablution facilities and availability of water;

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(iii) Security and crowd management;
(iv) Parking and traffic issues;
(v) Emergency and medical services;
(vi) Clean-up of premises and surrounding area and waste disposal;
(vii) Insurance;
(viii) Lighting;
(ix) Fire services and safety;
(x) Temporary construction, barricades and fencing;
(xi) Removal of advertising and promotional materials after the event;
(xii) Noise levels;
(xiii) Any other conditions pertaining to the Event;
(xv) The environmental impact.

7. Holding of an event

(a) An Event Organizer whose applications have been approved in terms of this By-Law are responsible for the event and must ensure that —

(i) the event is held in compliance with the provisions of this By-Law, the conditions imposed by the Events Permit Officer and does not contravene any other law;
(ii) the conduct of persons attending an event and the activities undertaken or carried out at the event do not negatively impact on affected communities and the environment during such an event;
(iii) any compliance notice issued by the Events Permit Officer in terms of section 8 is complied with.

8. Compliance notice

(a) When the Events Permit Officer or a Law Enforcement Officer finds that a provision of this By-Law is being or has been contravened by an Event Organizer or that a condition has arisen that has the potential to lead to a contravention of this By-Law or any other law, he or she –

(i) may issue a compliance notice to the Event Organizer; or
(ii) may, on receipt of information from an authorised municipal official relating to the contravention of this By-Law or any other law in respect of the holding or staging of an event, issue a ~~compliance~~ contravention notice to the Event Organiser.

(b) A notice issued in terms of subsection 8(a) must state —

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(i) the provision of the By-Law; that is being contravened or will be contravened if the condition is allowed to continue;
(ii) the measures that must be taken to rectify the condition; and
(iii) the time period in which the notice must be complied with.

(c) If an Events Organiser on whom notice was served in terms of subsection 8(a), fails to comply with the requirements of the notice, the Event Permit Officer, a Law Enforcement Officer or an authorised municipal official may, for the purposes of this By-Law, take such steps as may be necessary to rectify the condition at the cost of the Event Organizer.

(d) A person who fails to comply with a compliance notice issued in terms of subsection 8(a) commits an offence.

(e) The municipality shall, in respect of a person who fails to comply with a compliance notice in respect of one or more events:—

(i) keep a record of non-compliance and consider any appropriate action as may be required;
~~(ii) require an increased deposit from the person for future events to be held or staged by such person;~~ and
(ii)~~(iii)~~ require proof of measures in place to ensure compliance of this By-Law where the party defaulted at a former event.

9. Inspections and right of access

(a) The Events Permit Officer, an authorised municipal official or a law enforcement officer may conduct inspections of a venue after the ~~submission~~ approval of an application as well as during and after the staging or holding of an event to determine compliance with this By-law and the conditions ~~made;~~imposed;

(b) The Events Permit Officer or a law enforcement officer has a right of access to ~~or over~~ any venue for the purposes of:—

(i) performing all necessary acts ~~or~~ required to be done by the municipality under this By-Law;
(ii) ascertaining whether there is or has been a contravention of the provisions of this By-Law; and the conditions made subject to the approval of the event application;
(iii) enforcing compliance with the provisions of this By-Law.

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(c) An Events Permit Officer, an authorised municipal official, or a law enforcement officer may require such owner, event organiser or occupier to provide, at any reasonable date and time access to such property to a person and for a purpose referred to in subsection 9(b) of this By-Law.

10. Suspension and revocation of permit

(a) The Event Permit Officer, may, where the Event Organizer fails to comply with a compliance notice issued in terms of section 8 of this By-Law, by notice in writing to the Event Organiser:—

(i) suspend the permit immediately until the Event Organiser has complied with the compliance notice;

(ii) revoke the permit and take such steps as may be necessary in terms of this By-Law, ~~for which~~and where costs are incurred by the Municipality, the Event Organiser shall be liable; or

(iii) on receipt of information from a Law Enforcement Officer or an ~~authorised official~~ authorised municipal official relating to failure to comply with a compliance notice, suspend or revoke the permit of an Event Organizer.

~~(b) The Municipality may, where the Events Permit Officer has acted in terms of subsection 10(a), withhold the deposit paid by the Event Organizer for an event as security for the payment of such costs.~~

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CHAPTER 3

~~GENERAL PROVISIONS~~SPECIAL INCLUSIONS

11. Micro events

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11.1 Purpose

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The purpose of this section is to:

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(i) Promote equitable access to sport and recreation, particularly for public and rural schools.

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(ii) Reduce administrative and financial burdens associated with hosting of micro events;

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(iii) Ensure proportional application of safety measure in line with the Safety at Sports and Recreation Events Act 2 of 2010;

(iv) Enable the Municipality to support community-based activities without compromising public safety.

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11.2 Event classification

(i) The Municipality may classify events as:
- Micro Events

(ii) School sporting events meeting subsection (2) must, where appropriate, be classified as mico-event;
(iii) An event application must be submitted to the events office to determine the classification of the event;
(iii) This provision is only for inhouse sporting events, and a full event application must be submitted to the events office;
(iv) Should a school be competing against other schools falling outside the WC024 jurisdiction, a full compliance will apply.

11.3 Qualification criteria for micro events

(i) An event may be classified as micro where:

- Attendance is generally below 1,000;
- The event occurs during weekdays and daytime hours (Monday-Friday; between 09h00 – 17h00 and Saturday between 08h00 – 13h00) ;
- No traffic impact occurs;
- No high-risk activities (fireworks, extreme sports) are present;
- The venue is controlled (school premises or municipal facility);
- COC for the preparation and selling of food is approved;
- No alcohol sales;
- Population certificate presented and
- No temporary structures greater than 3x3 m² in size to be used.

11.4 An application process

Notwithstanding other provisions of the By-Law:

(i) An application process will need to be followed;
(ii) Application depicting the following will be required:
- Basic event details;
- Site layout (if applicable);
- Basic safety arrangements;
- Organiser contact details.

11.5 Concessions for micro school events

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The Municipality can apply:

(i) Simplified Safety Measures

Accept in-house arrangements:

- Safety Officer: School Governing Body member or teacher;
- Security: Neighbourhood Watch, school marshals, or internal staff;
- Medical: School first aider or nurse, with nearest hospital notified of the event activities.

(ii) Municipal In-Kind Support (to be applied for)

- Waste;
- Parking.

(iii) Annual Approvals

- Schools must submit annual event calendars with an application form for approval.

11.6 Minimum compliance requirements

All micro events must:

- Ensure basic health and safety measures;
- Provide access to first aid;
- Avoid public nuisance;
- Comply with environmental and waste regulations;
- Ensure adequate supervision;
- COC for selling of food (on-site);
- Does not exceed more than two (2) sport codes simultaneously;
- Population certificate (on-site).

11.7 Responsibility of the organiser

The organiser remains responsible for:

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- Safety of attendees;
- Compliance with applicable laws;
- Implementation of reasonable risk mitigation.

11.8 Restrictions

Liquor restrictions

- No sale or consumption of liquor at events.

Structure restrictions

- No temporary structures greater than 3 x 3 to be used.

11.9 Revocation of micro status

The Municipality will withdraw classification where:

- Event thresholds are exceeded;
- False information is provided;
- Risk levels increase.

11.10 Municipal discretion

The Municipality can at its own discretion:

- Request upgrade of the risk classification in consultation with SAPS;
- Impose additional conditions;
- Require further information from event organisers.

11.11 Compliance with National Legislation

Nothing in this section exempts compliance with Safety at Sports and Recreational Events Act (SASREA) Act 2 of 2010.

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11.12 Micro Classification Framework

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(i) Risk Classification Table

Criteria	Micro
Attendance	<1 000
Event Type	Schools
Venue	Controlled
Traffic	No impact
Alcohol	None
Infrastructure	Minimal (less than 9m²)
Duration	<6 hrs
Safety Risk	Minimal

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Implementation Note

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This framework applies primarily to:

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- In-house school sporting events;
- Subject to approval by the Events Committee;
- Inter-school events (when hosting schools outside of the WC024) will require full compliance depending on risk;
- This risk classification excludes fun runs hosted outside of the school premises;
- In the event that the schools operate outside the parameters of this framework, the school shall assume full liability and be held solely responsible for any and all incidents, damages, or claims arising during the event.

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121. Community Fitness Events (Parkrun)

(a) A Parkrun event is defined as a low-risk, recurring, non-competitive, community-based physical activity event conducted in public place, typically consisting of a timed five (5)- kilometre walking, jogging or running activity.

(b) Parkrun events are classified as **low-risk events** for the purposes of this By-Law, subject to compliance with the provisions contained herein and applicable national legislation.

(c) Notwithstanding the provisions of the By-Law, Parkrun events may be approved on a recurring or annual basis. Subject to the submission of:

(i) an annual application to the Events Office;
(ii) an annual event management and safety plan; and
(iii) proof of public liability.

(d) The Events Permit Officer may exempt Parkrun events from full event permitting requirements, provided that the event remains within the low-risk classification parameters.

(e) All Parkrun events must comply with:

(i) the Safety at Sports and Recreational Events Act, 2010 (Act No. 2 of 2010);
(ii) any applicable ~~traffic,~~ environmental and public space legislation; and
(iii) this By-Law.

(f) The Event organizer must ensure that:

(i) an annual risk assessment of the route is conducted; '
(ii) a pre-event safety inspection is undertaken prior to each event;
(iii) identified risks are mitigated and documented.

(g) The Event organizer must provide, at a minimum:

(i) a basic first aid kit;
(ii) access to emergency communication;
(iii) incident reporting procedures; and
(iv) clearly designated safety personnel, including an appropriately trained first aider, run director and marshals.

(h) The event must be cancelled where conditions pose a risk to public safety, including but not limited to severe weather conditions.

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(i) Parkrun events must:

(i) be volunteer-led and community-based;
(ii) remain free of charge to all participants;
(iii) be non-commercial and non-political in nature.

(j) The Event Organiser must ensure that:

(i) the route is clearly defined and safe for participants;
(ii) the event does not unreasonably interfere with other users of public spaces and traffic; and
(iii) adequate supervision is provided along the route.

(k) Parkrun event must not:

(i) obstruct public access to municipal facilities;
(ii) damage municipal infrastructure; or
(iii) create a public nuisance, and

(iv) impact any traffic related services nor infringe on any public road.
(v) Erect any temporary structures bigger that 9m^{2}2.

(l) The Event organiser must implement measures to ensure coexistence with other users of the public space.

(m) Children under the age of eleven (11) years must always be accompanied by a responsible adult.

(n) The Event organiser must take reasonable steps to ensure the safety of vulnerable persons.

(o) Participants may be accompanied by one dog on a short handheld leash, subject to safety considerations.

(p) The Municipality must:

(i) monitor compliance of Parkrun events to the relevant legislation listed under 11 (e);
(ii) require submission of all incident reports;

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(iii) suspend or revoke approval where safety or compliance is compromised; and
(iv) conduct ad-hoc site assessments.

(g) -Waste Management:

(i) -A Waste management plan is submitted with their event application;
(ii) -The event organiser to ensure that clean-up of premises and surrounding area and -waste disposal is done after the event has been concluded and;
(iii) -If the event exceeds 500pax the event organiser is required to appoint an accredited- waste management service provider with Stellenbosch Municipality.

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CHAPTER 4
GENERAL PROVISIONS

13. 11. Agreements and Partnerships

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(a) The Municipality may enter into such agreements and partnerships with Event Organiszers as may be necessary for the holding and management of events in terms of this By-Law.

(b) The Municipality may, under an agreement or partnership contemplated in subsection 13~~1~~(a), provide support either logistically, financially or both to specific events which are aligned to the strategic objectives of the Municipality.

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(c) The agreements and partnerships contemplated in subsection 13~~1~~(a) must provide for service levels which must be met by the parties in order to ensure compliance with this By-Law and the Municipal Finance Management Act, 2003 (Act No. 56 of 2003).

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(d) Notwithstanding the provisions of this By-Law relating to offences and penalties, an agreement concluded in terms of this section may provide for penalties for which an Event Organizer shall be liable in the event of non-compliance therewith.

14. Delegations
~~12. Delegations~~

(a) The Events Permit Officer may delegate any of the powers conferred on him or her either in whole or in part under this By-Law to any other competent official of the Municipality.

(b) The Municipal Manager may appoint competent officials in the employment of the Municipality as authorised ~~officials~~municipal officials to enforce the provisions of this By-Law.

15.

15. Right of Appeal
~~13. Right of Appeal~~

(a) Parties to a dispute arising from a conflict in terms of this By-Law must attempt to resolve such conflict before exercising the right of appeal contemplated in subsection 15 (b) through consultation with each other.

~~(b) The Events Permit Officer have the right to decline an application, if the application is incomplete and does not meet the timeframes as set out in Schedule 3.~~

(b~~c~~) The Event Organizer may appeal against a decision where his or her application to hold an event has been declined or against the conditions of approval.~~.~~

(c~~d~~) The Appeal Authority~~Committee~~ will attend to appeals ~~prior to the submission of such appeals in writing to the Municipal Manager~~ within a period as indicated in Schedule 2 in relation to the type of event concerned.

~~(e) The application which is a subject of appeal must be decided in terms of section 5 before the appellant may lodge an appeal within the applicable timeframes set out in Schedule 2.~~

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(df) An appeal lodged in terms of this section must be considered and decided within such time as indicated in Schedule 2 in relation to the type of event concerned.

~~(g) The Municipal Manager may delegate any official of the Municipality to consider and decide on appeals referred to in subsection 13(b).~~

16. ~~14.~~ Indemnity

(a) The Event Organiser must provide –

(i) evidence, to the satisfaction of the Event Permit Officer, of appropriate indemnity cover; and

(ii) where an activity which may put the public at risk will be involved, evidence to the satisfaction of the Events Permit Officer of appropriate specialised risk insurance, public liability insurance or work cover must be provided.

(b) The Municipality shall not be liable for any costs, including any damage or loss incurred or suffered as a result of an event held without an approval in terms of this By-Law.

(c) Event owners shall be held liable for any damages to the municipality's property resulting from the holding of an event.

17. ~~15.~~ Offences and Penalties

(a) Any person who-

(i) holds an event without a permit in contravention of section 4(a) of this By-Law;

(ii) is an Event Organiser and whose application to hold an event has been approved, fails to comply with any provision of this By-Law, any condition made subject to the approval of the event

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application; or contravenes a provision of any other law for which the municipality is responsible for implementation and enforcement, in contravention of section 7(a)(i);

(iii) fails to ensure that the conduct of persons attending an event and the activities undertaken or carried out at an event do not disturb the neighbouring community, residents, or the environment in contravention of section 7(a)(i);

(iv) fails to comply with the compliance notice issued by the Events Permit Officer or a Law Enforcement Officer in terms of section 8(a)(i) or (ii), in contravention of section 7(a)(iii), shall be guilty of an offence.

(b) A person who commits an offence in terms of this By-Law shall, on conviction, be liable –

(i) in the case of an offence referred to in subsection 175(a)(i) or (ii) t~~o~~ a fine as the court may deem fit to impose or to imprisonment for a period not exceeding twelve months, or to both such fine and such imprisonment;

(ii) in the case of an offence referred to in subsection 175(a)(iii), to such fine as the court may deem fit to impose or to imprisonment for a period not exceeding five years, or to both such fine and such imprisonment;

(iii) in the case of an offence referred to in subsection 175(a)(iv), to such fine as the court may deem fit to impose or to imprisonment for a period not exceeding ten (10) years, or to both such fine and imprisonment.

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18. ~~16.~~ Short title

-This By-Law is called Stellenbosch Municipality: Events By-Law,2026~~5~~~~2024~~.

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SCHEDULE 1
REPEAL OF BY-LAW

No. and Year of Bylaw or Repeal	Short Title	Extent of Repeal
By-Law No. 7564/2016 12 February 2016	Stellenbosch Municipality: Events By-Law	Entire By-Law
By-Law No. 8944/2024 24 June 2024	Stellenbosch Municipality: Events and Filming By-Law	Entire By-law

SCHEDULE 2 Schedule of Events Application Timeframe
Subject to Application Criteria, the following Timeframes Below will apply:

Size	Crowd Size/ No of Participants	Minimum time for submission of an application to the Municipality by the event organiser before the date of an event [all required information relating to the application must be submitted in terms of section 3 (2)]	Minimum time for the Municipality to respond to an application for staging an event	Appeals to be lodged by applicant with the Municipality within	Appeal to be decided by Municipality within
Micro/Small	200 to 2000	~~20 working days (4 weeks)~~ 60 working days	10 working days(2 weeks)	~~48 hours~~ 21 calendar Days of receipt of written notice from the Municipality indicating that the application has been refused	~~48 hours~~ 7 Days of receipt of written notice of appeal
Medium	2001 to 5000	~~25 working days (5 weeks)~~ 65 working days	15 working days (3 weeks)	~~48 hours~~ 21 calendar Days of receipt of written notice from the Municipality indicating that the application has been refused ~~failure to resolve conflict~~	~~48 hours~~ 7 Days of receipt of written notice of appeal
Large	5001 to 10 000	~~30 working days (6 weeks)~~ 70 working days	20 working days (4 weeks)	~~48 hours~~ 21 calendar Days of receipt of written notice from the Municipality indicating that the application has been refused ~~failure to resolve conflict~~	~~48 hours~~ 14 Days of receipt of written notice of appeal
Very Large	10 001 and above	90 working days (minimum 34months~~, preferably 6 months~~)	40 working days (2 months)	~~48 hours~~ 21 calendar Days of receipt of written notice from the Municipality indicating that the application has been refused ~~failure to resolve conflict~~	~~48 hours~~ 14 Days of receipt of written notice of appeal

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Note:

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1. The timeframes do not include events applications where a land use planning approval in terms of the Land Use Planning Bylaw is required i.e. where an

event is to be held on land which is not appropriately zoned. In such instances, the time frames for a very large event will apply.

2. If a small event includes food vendors, a minimum of ~~15~~ 60 days will be required if food vendors need to apply for licences and certificates of acceptability.
3. In the event of a liquor licence required for an event, it should be applied for in advance before your event application submission to the Municipality.
4. No events will be approved in any circumstances less than 14 days prior to the event (which includes the finalisation of application/ appeals/ and appeal outcome). The event approval must be finalised 14 days prior to any event.

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CHAPTER 29: EVENTS AND OUTDOOR DINING OVERLAY ZONE

273. Zone name and designation on map

(1) The Events and Outdoor Dining Overlay zone may be referred to by the code (EODO) and shall cover the entire area of the Stellenbosch Municipality's zoning map.

274. Purpose of the zone

(1) The purpose of the Events and Outdoor Dining Overlay zone is to facilitate the hosting of events and outdoor dining on public streets in certain circumstances, with the aim of promoting the tourism and leisure sector as a key driver of local economic development, as well as to enhance the cultural and social cohesion of communities, while protecting the amenity on which these activities rely.

(2) A person may only organize an event with a valid permit issued by the Municipality as regulated in the Stellenbosch Municipality Events Permitting By-Law. "Event" has the same meaning as contemplated in subject By-Law.

(3) Provide for a clear distinction between "events" and "occasional use" events, as contemplated in section 30.

(4) Notwithstanding the intention for the overlay zone to be less restrictive with regards to the hosting of events and promoting outdoor dining on public streets, the overlay zone gives the Municipality a mechanism whereby additional measures and conditions can be imposed which can assist to avoid potential adverse impact of events and outdoor dining on the receiving environment and mitigate such impacts where they cannot be avoided.

275. General provisions

(1) The primary, additional and consent uses, and development parameters set out in the applicable base zone remain applicable to any land unit subject to this overlay zone, unless varied in the provisions provided in this chapter.

(2) Purpose-built tracks, buildings, and infrastructure to be used for events requires land use approval for the facility or amenity as contemplated in subsection (1).

(3) Events contemplated in this chapter are exempt from the provisions of section 30(1).

(4) A maximum of 12 events per calendar year can be hosted on an individual property, irrespective of the event being a linear event or place-bound event as contemplated in this chapter, unless otherwise stipulated in this chapter. A calendar year means a period of twelve months from January 1 to December 31.

(5) Any event occurring on a property that takes direct access from a proclaimed road shall provide effective traffic control for safe access off such road to the on-site parking area, to the satisfaction of the Municipality.

(6) Any event contemplated in this chapter may involve the construction of temporary structures to facilitate the hosting of such event. Temporary structures or non-permanent structures constructed purely on a temporary basis for a specific period, shall require building plan approval and shall be demolished on completion of the event for which it was erected.

(7) Commercial services at the same venue that are not directly associated with the event, and which is not an event related activity shall require prior land use approval for such activity.

(8) No event can be both a "linear event" and a "place-bound event", and the Municipality's Development Management Department has the sole discretion to determine the specific type of an event as contemplated in this chapter.

276. Linear events

(1) A linear event means an event along a route taken from a starting point to a destination during which the event takes the form of either a recreational activity or a procession, and which may traverse a single property or a number of properties, and includes marathon, trail running, cycling and mountain biking (including E-bikes) events, but excludes the use of motorized vehicles.

(2) An unlimited number of linear events shall be permitted in the following zones:

(a) Community zone.

(b) Transport Facilities zone.

(c) Public Road and Parking zone; and

(d) Public Open Space zone.

(3) An unlimited number of linear events shall be permitted in the following zones, provided that the total number of people involved in the event, including any support staff or spectators are limited to the capacity of the venue or do not exceed 1000 people, whichever is the lesser:

(a) Education zone.

(b) Private Open Space zone.

(c) Agriculture and Rural zone; and

(d) Natural Environment zone.

(4) For a linear event involving more than 1000 people, including any support staff or spectators associated with such event, a maximum number of 12 events per calendar year shall be permitted on a property with a zoning stipulated in subsection (2).

(5) A linear event occurring on a property with a zoning stipulated in subsection (2) may not exceed:

(a) a maximum of 3 consecutive days; and

(b) a cumulative number of 12 days in a calendar year.

(6) A linear event occurring on a property with a zoning stipulated in subsections (2)(c) and 2(d):

(a) must make use of existing routes, farm tracks and infrastructure.

(b) must include the provision of sufficient on-site parking for all vehicles associated with the event, or to the satisfaction of the Municipality; and

(c) may not involve any motorized vehicles.

(7) A linear event occurring on a property with a zoning stipulated in subsection 2(a) does not include ancillary events typically associated with the primary uses thereon such as any school related functions.

277. Place-bound events

(1) A Place-bound event means an event that takes place at a specific venue, or on a specific property.

(2) An unlimited number of place-bound events shall be permitted in the following zones:

(a) Community zone.

(b) Transport Facilities zone.

(c) Public Road and Parking zone; and

(d) Public Open Space zone.

(3) A maximum of 12 place-bound events per calendar year shall be permitted on a property in the following zones:

(a) Education zone.

(b) Private Open Space zone; and

(c) Agriculture and Rural zone.

(4) A place-bound event occurring on a property with a zoning stipulated in subsection (2) may not exceed:

(a) a maximum of 3 consecutive days; and

(b) a cumulative number of 12 days in a calendar year.

(5) Notwithstanding subsection (2), a place-bound event occurring on a property with a zoning stipulated in subsection (2)(c) that involves any amplified music such as an outdoor music concert, rave or festival, shall not be permitted to extend beyond 18h00.

(6) A place-bound event occurring on a property with a zoning stipulated in subsections (2)(b) and 2(c):

(a) must make use of existing facilities, amenities, and infrastructure; and

(b) must include the provision of sufficient on-site parking for all vehicles associated with the event, or to the satisfaction of the Municipality.

(7) A place-bound event occurring on a property with a zoning stipulated in subsection (2)(a) does not include ancillary events typically associated with the primary uses thereon such as any school related functions.

(8) All place bound events, regardless of the base zoning of the property on which such event takes place, shall not continue past 22h00 without prior written permission as part of the event permit.

278. Specific provisions: outdoor dining

(1) Outdoor dining means dining outdoors on sidewalks or a portion of public street with tables, chairs, and other furnishings for the purpose of selling, offering for sale, and serving food and beverages in an area set up directly outside the confines of a property with land use rights for a business premises (or equivalent)

(2) Outdoor dining shall be permitted as a primary use right on a property zoned Public Road and Parking zone, subject to the following conditions:

(a) The location of the outdoor dining area must be directly abutting the confines of a property with land use rights in place for a business premises or equivalent.

(b) The outdoor dining area must be compliant with the technical specifications and guidelines provided in the Policy on Outdoor Dining, Trading and the use of Public Places for Commercial Ventures and Display, or any such subsequent policy or directive as the Municipality may adopt.

(c) The owner of a property incorporating an outdoor dining area as contemplated in this chapter must enter into a written agreement with the Municipality.

(d) Only temporary structures specified in the written agreement contemplated in paragraph (c) shall be permitted and shall be subject to building plan approval where applicable.

(e) Should a written agreement as contemplated in paragraph (c) not be concluded between the relevant parties, the Municipality may institute enforcement proceedings, either –

(i) as contemplated in section 273 of this By-law; or

(ii) in accordance with the Municipality's Roads and Streets By-law.

SCHEDULE 4
EVENTS APPLICATION REQUIREMENTS GUIDELINE

The following information and documentation are required from ALL organisers of events wishing to host events in the Stellenbosch Municipality.

The timeous provision of the complete information will support and assist with the processing of the application, the approval processes by the range of Municipality Departments and compliance with legislative requirements.

SIZE	CATEGORY ATTENDEE / PARTICIPATION SIZE	MINIMUM TIME BEFORE AN EVENT TO SUBMIT A COMPLETE APPLICATION TO THE MUNICIPALITY
Micro/ Small	200 – 2000	A minimum of 60 working days ~~20 working days (4 weeks)~~
Medium	2001 – 5000	A minimum of 65 working days ~~25 working days (5 weeks)~~
Large	5001 – 10 000	A minimum of 70 working days ~~30 working days (6 weeks)~~
Very large	10 001 above	90 working days (3 4 months minimum ~~– preferably 6 months)~~

NOTE:

1. Events of fewer than 200 persons where there is no amplified sound or no temporary structures to be used need not submit an application. However, the Municipality may determine whether the impact and risk attached to an event of fewer than 200 persons would require the submission of an application.

2. Note this excludes any specific or special application directives which the Municipality may issue from time to time, which may vary by event type, risk, size, the time of the year, duration, venue or location (for example over the festive season or public holiday or related to a type of event or specific venue/location) or impact on the transport network or any other Municipality activity.

3. These timeframes do not include events applications where a land use application approval is required i.e. where an event is to be held on land which is not appropriately zoned. In such instances, the time frames for a very large event will apply.

REQUIREMENTS:

- A formal Application detailing the name and contact numbers of the organizer, date/s, venue, nature of event and as much information as possible, and
- An Event Plan including at least the following information:

1. **Description of Event:**
   Type of event: International, National, Local, Linear or Place bound

- Date/s
- Duration (daily)
- Locality/Area
- Property description (erf or farm number)
- Venue
- Anticipated number of participants and spectators
- Details of VIPS attending event (including artist/s)
- Details of nearby Key Point/s or Restricted Areas

2. **Event Programme** (full details and times, plus contact details for person responsible for each aspect of event)

3. **Layout Plan** for event, indicating:
   - Stages, Marquees & Other Temporary Structures
   - Access and Evacuation Flows
   - Fencing and Crowd Barriers
   - Catering Facilities and Vendor Areas
   - Restricted/VIP Areas
   - VOC Location
   - Ticket Selling Booths

4. **Event Safety Plan**:
   - Medical Plan – including details of private medical service provider/s
   - Security Plan – including details of private security service provider/s
   - Departmental Emergency Response Plan
   - Emergency Procedure/Evacuation Plan
   - LP Gas Plan (if applicable)
   - Accreditation Plan
   - Crowd Management Plan
   - Facility Emergency Plan (if applicable)
   - Civil Aviation Application/Approval (if applicable)

5. **Transport Management Plan**
   - Detailed Transportation Plan, incl. transportation modes, routes for event
   - Details of Road Closures (and times)
   - Emergency Vehicle Access Routes
   - Optimal Public Transport Utilisation
   - Detailed Parking Plan, incl. secured/identified Parking Areas
   - Detailed Event Signage/Communication Plan (warning signage, alternative routes, parking, etc.)

6. **Integrated Waste Management Plan** (including immediate precinct)

7. **Traffic Management Plan**
   - Detailed plan of event venue/location and surrounds;
   - Details of event specific Road Signage (if applicable)
   - Marshalling Plan (if applicable)

8. **Health Requirements:**
   - Ablution Facilities and/or Mobile Toilets
   - Details of Vendors / Caterers, including licences
   - Certificate/s of Acceptability – food vendors

9. **Zoning confirmation of the permitted land use or land use planning** (approval where necessary)

10. **Community Participation/Consultation Plan, including:**
    - Communication with Councillor/s
    - Consultation with Community/Residents Organisations/Associations
    - Communication with Affected Residents/Businesses/Business Associations or other stakeholders.

11. **Application Forms /Approvals**, incl.
    - Noise Exemption (including public participation/consultation)
    - Erection of Stages/Marquees/Temporary Structures
    - Confirmation of Venue: Written approval from venue owner/venue manager to authorise the event organiser to use the facility/ venue to host the event.
    - Liquor Licence/s/ Fireworks/ Civil Aviation (if applicable)

12. **Municipal Services Requirements:**
    - Waste Management Plan, incl.
      - Details of Service Provider/s
      - Arrangements for venue cleansing (prior to and post event)
      - Receipt slip from landfill site (post event)
    - Electricity – including wayleaves
    - Water
    - Transport
    - Roads and storm water

13. **Event Communications Plan**
    - Ticket Selling Strategy & Accreditation
    - Emergency Communications Plan
    - Approval or application for Municipal Outdoor Advertising and Signage
    - Any specific requirements

14. **Environmental Management Plan** (if applicable)
    - A rehabilitation plan
    - Financial guarantee
    - Any other applicable environmental or heritage permission.

15. **Indemnity Forms**, incl.
    - Completed Indemnity Form
    - Confirmation of Public Liability insurance as well as the prescribed insurance confirmation letter.

16. **Confirmation of Appointment of Safety Officer/s**

APPENDIX 2

Buurtwag slaag met talle planne

Chantélle Hartebeest

Die veiligheid van die inwoners in Bloomsbury, Paarl-Oos, is die eerste en grootste prioriteit vir dié gebied se toegewyde buurtwag.

Edgar Lewis, 'n lid van die Bloomsbury-buurtwag, sê hul buurt het onlangs nog twee veiligheidskameras bygekry.

"Die buurtwag het besluit om alles in sy vermoë te doen om die gebied te beveilig. Die buurt het baie bejaardes en jongmense asook 'n laerskool en hoërskool. Veiligheid en die voorkoming van misdaad het 'n belangrike faktor geraak. Ons sê baie dankie aan Fidelity ADT vir die goeie verstandhouding tussen hulle en die Bloomsbury-buurtwag. Die verhoudinge tussen die twee partye het die afgelope drie jaar net versterk."

Volgens Lewis is daar tans 10 veiligheidskameras in die Bloomsbury-gebied om enige beweging in die strate te monitor en sodoende ook misdaad hok te slaan.

"Die kameras word op strategiese plekke aangebring waar al ons ingange (na die gebied) gedek word. Die kameras word 24/7 deur FADT se beheerkamer en ook deur van ons eie lede gemonitor. FADT se voertuie is baie sigbaar – veral in die nag. Ons patrollielede is op 'n sosialemediagroep wat veral bewegings in die nag monitor. Ons doen sover moontlik dinge om ons inwoners veilig te laat voel. Baie voorvalle wat vasgevang word – veral in die nag – het as inligting aan die polisie gedien.

Die Bloomsbury-buurtwag se bestuur het ook by elke huis 'n fluitjie gaan afgee, wat tydens nood geblaas kan word om sodoende iemand se aandag om hulp te trek."

Lewis voeg by die buurtwag sien goed daar uit om die gemeenskap verder te dien.

• Die buurtwag neem gereeld aan liefdadigheidswerk deel. Op 7 November vanjaar sal hulle hul jaarlikse dans, wat in die gemeenskapsaal plaasvind, aanbied.

Geld wat ingevorder word, word vir nog kameras, benodigdhede en uitrustings vir die buurtwag gebruik.

Meer inligting hieroor sal nader aan die geleentheid bekendgemaak word.



Die buurtwag van Bloomsbury is vasberade om hul gebied veilig te hou. Foto: Chantélle Hartebeest

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MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

PUBLIC NOTICE: 134/2025

RE-ADVERTISEMENT OF CALL FOR PUBLIC COMMENT ON THE REVIEWED STELLENBOSCH MUNICIPALITY EVENTS BY-LAW, 2025

Notice is hereby given that Council intends to adopt the reviewed Stellenbosch Municipality Events By-Law, 2025. Interested and affected parties are hereby invited to submit written comments during the 30-day advertising period.

You are hereby invited to submit written comments in connection with the reviewed Stellenbosch Municipality Events By-Law, 2025 by electronic mail to the Manager: Economic Development and Tourism at Lesley.vangensen@stellenbosch.gov.za on or before 15 September 2025.

The reviewed Events By-Law, 2025 will be available on the Stellenbosch Municipality's website (www.stellenbosch.gov.za) and hard copies will be available at the local libraries and satellite offices as reflected in the table below.

Area	Place
Stellenbosch CBD	2nd Floor NPK Building, Plein Street, Stellenbosch. Ward 7: Jan Marais Eco Centre
Franschhoek	Ward Office: Ward 1 (Mooiwater Building) Ward Office: Ward 2 (Groendal Community Hall)
Kylemore	Kylemore Ward Office
Pniël	Library, Main Road, Pniël Pniël Ward Office
Wemmershoek	Ward 3: Wemmershoek Ward Office (Community Hall)
Cloetesville	Cloetesville Ward Offices (Ward 16 and 17) Library, Vredelust Street, Cloetesville, Stellenbosch
Ida's Valley	Library, Sonnebloem Street, Ida's Valley.
Kayamandi	Kayamandi Ward Offices (Kayamandi Corridor) Library, Masithandane Street, Kayamandi, Stellenbosch
Vlottenburg	Vlottenburg Ward Office (Vlottenburg Primary School)
Klapmuts	Klapmuts Ward Office (Klapmuts Multi-Purpose Centre)

Enquiries or requests for more information on the process may be directed to the Economic Development and Tourism Section: Lesley van Gensen Tel: (021) 808-8179 or E-mail: johne.jansen@stellenbosch.gov.za during normal office hours.

Ms Garaldine Mettler
Municipal Manager
Stellenbosch Municipality

PUBLIEKE KENNISGEWING: 134/2025

HERADVERTERING VAN OPROEP OM OPENBARE KOMMENTAAR OP DIE HERSIENDE STELLENBOSCH MUNISIPALITEIT GEBEURTENISSE VERORDENING, 2025

Kennis word hiermee gegee dat die Raad van voorneme is om die hersiende Stellenbosch Munisipale Gebeurtenisse Verordening, 2025 aan te neem. Belanghebende partye word hiermee genooi om hul kommentaar op skrif binne die volgende 30-dae periode in te dien.

U word genooi om skriftelike kommentaar in verband met die hersiende Stellenbosch Munisipale Gebeurtenisse Verordening, 2025 per e-pos aan die Bestuurder: Ekonomiese Ontwikkeling en Toerisme by Lesley.vangensen@stellenbosch.gov.za voor of op 15 September 2025 te stuur.

Die hersiende Gebeurtenisse Verordening, 2025 vir die Stellenbosch Munisipaliteit is beskikbaar op die webtuiste vir Stellenbosch Munisipaliteit (www.stellenbosch.gov.za) en afskrifte sal beskikbaar wees by plaaslike biblioteke en satelliet kantore gelys hieronder.

Gebied	Plek
Stellenbosch Sentrale Sakekern	2de Vloer NPK Gebou, Plein Straat, Stellenbosch Wyk 7: Jan Marais Ekosentrum
Franschhoek	Wyk Kantoor: Wyk 1 (Mooiwater Gebou) Wyk Kantoor: Wyk 2 (Groendal Gemeenskap Saal)
Kylemore	Kylemore Wyk Kantoor
Pniël	Biblioteek, Hoofstraat, Pniël Pniël Wyk Kantoor
Wemmershoek	Wyk 3: Wemmershoek Wyk Kantoor (Gemeenskap Saal)
Cloetesville	Cloetesville Wyk Kantoor (Wyk 16 en 17) Biblioteek, Vredelust Straat, Cloetesville, Stellenbosch
Idas Vallei	Biblioteek, Sonnebloem Straat, Idas Vallei,
Kayamandi	Kayamandi Wyk Kantoor (Kayamandi Korridor) Biblioteek, Masithandane Straat, Kayamandi, Stellenbosch
Vlottenburg	Vlottenburg Wyk Kantoor (Vlottenburg Laerskool)
Klapmuts	Klapmuts Wyk Kantoor (Klapmuts Veeldoenige Sentrum)

Navrae en versoeke vir meer inligting oor die proses kan gerig word aan die Ekonomiese Ontwikkeling en Toerisme eenheid: Lesley van Gensen Tel: (021) 808-8179 of per Epos: johne.jansen@stellenbosch.gov.za tydens normale kantoor ure.

Ms Garaldine Mettler
Munisipale Bestuurder
Stellenbosch Munisipaliteit

ISAZISO SOLUNTU: 134/2025

ISIBHENGEZO KWAKHONA, SESIMEMO SOKUHLOMLA KOMNTU WONKE KUMTHETHO KAMASIPALA OHLAZIYIWEYO WEMICIMBI KAMASIPALA WASESTELLENBOSCH, 2025.

Kwenziwa isaziso sokuba iBhunga lijonge ukwamkela uMthetho kaMasipala weMisitho kaMasipala waseStellenbosch ohlaziyiweyo, wama-2025. Amaqela anomdla nachaphazelekayo ayamenywa ukuba angenise izimvo ezibhaliweyo kwintsuku ezingama-30 esibhingezo.

Uyamenywa ukuba ungenise izimvo ezibhaliweyo ngokunxulumene noMthetho kaMasipala weMisitho kaMasipala waseStellenbosch oYilwayo, ka-2025 nge-imeyile kuMphathi: woPhuhliso loQoqosho noKhenketho ku Lesley.vangensen@stellenbosch.gov.zangomhla okanye phambi komhla wesi- 15 EyoMsintsi 2025.

UMthetho kaMasipala weMinyhadala kaMasipala waseStellenbosch oYilwayo, ka-2025 uza kufumaneka kwiwebhusayithi kaMasipala waseStellenbosch (www.stellenbosch.gov.za) kwaye iikopi ezingamaphepha ziya kufumaneka kumathala eencwadi asekuhlaleni nakwii-ofisi zesathelayithi njengoko kubonisiwe kolu luhlu lungezantsi.

Ihlomela ledolophu	Indawo
Stellenbosch CBD	Kwi-Ofisi Kamasipala: eCorner of Ryneveld and Plein, Umgangatho we-2, kwisakhiwo sase-NPK
Franschhoek	Kwi-Ofisi yeWadi: Wadi 1 (Kwisakhiwo sase-Mooiwater) Kwi-Ofisi yeWadi: Wadi 2 (Groendal Kwiholo loLuntu)
Kylemore	Kwi-Ofisi yeWadi laseKylemore
Pniël	Kwithala lencwadi, Main Road, Pniël Kwi-Ofisi yeWadi lasePniël
Wemmershoek	kwaWadi 3: Kwi-Ofisi yeWadi laseWemmershoek (kwiHolo Loluntu)
Cloetesville	Cloetesville Ward Offices (Ward 16 and 17) Library, Vredelust Street, Cloetesville, Stellenbosch
Ida's Valley	Kwithala lencwadi, Sonnebloem Street, Ida's Valley,
Kayamandi	Kwii-ofisi zamaWadi aseKayamandi (Kayamandi Corridor) Kwithala lencwadi, Masithandane Street, Kayamandi, Stellenbosch
Vlottenburg	Kwi iOfisi yeWadi eVlottenburg (Vlottenburg Primary School)
Klapmuts	Kwi office yeWadi eKlapmuts (Klapmuts Multi-Purpose Centre)

Imibuzo okanye izicelo zokufumana ulwazi oluthe vetshe ngale nkqubo zinokubhekiswa kwiCandelo loPhuhliso loQoqosho noKhenketho: Lesley van Gensen Umnxeba: (021) 808-8179 okanye i-imeyile: joh-ne.jansen@ stellenbosch.gov.za ngeeyure zomsebenzi eziqhelekileyo.

UNksz Garaldine Mettler
UMphathi kaMasipala
uMasipala waseStellenbosch

Exploring exile and identity

The Stellenbosch University Drama Department presents the award-winning one-man play *Cantos of a Life in Exile* at the Adam Small Theatre Complex on Tuesday 19 and Wednesday 20 August at 19:00.



In *Cantos of a Life in Exile* by Makhaola Ndebele (pictured) fuses Southern African oral traditions with contemporary performance to explore themes of identity, migration and belonging.

Cantos of a Life in Exile, the winner of the 2024 Standard Bank Silver Ovation Award, is a powerful and deeply moving solo show by theatre-maker, actor and cultural leader Makhaola Ndebele. It blends storytelling, poetry and song, drawing from the rich oral traditions of Southern Africa.

Part personal journey, part universal story, it dives into themes of exile, memory, identity and the timeless search for home. The play is intimate, emotional and beautifully performed. It speaks to anyone who's ever felt the pull of belonging or the ache of being far from home. It's the kind of theatre that stays with you – raw, lyrical and unforgettable.

Ndebele's two-decade career spans stage, screen, and academia. Born in Lesotho and raised between continents, his storytelling draws deeply from personal and ancestral memory.

As a director, he has helmed acclaimed productions including August Strindberg's *The Father*, Zakes Mda's *Mother of All Eating*, and Moagi Modise's *Lepatata* – the first fully Setswana-language play staged at the Market Theatre, which won Best Ensemble at the Naledi Theatre Awards.

Ndebele's screen appearances include the Sundance-winning *This Is Not a Burial, It's a Resurrection* (2019), George Clooney's *Money Monster* (2016), and *The Last Ranger* (2024), a conservation-themed short film recently nominated for an Academy Award.

Currently a lecturer at Rhodes University, Ndebele is committed to mentoring the next generation of performers and theatre-makers.

Cantos of a Life in Exile, written, directed and performed by Ndebele, represents the culmination of a life shaped by movement, memory, and the pursuit of cultural truth.

He describes the production as "more than a performance; it is a homecoming". "It is an invitation to walk with me through the shifting landscapes of memory, culture and identity.

"Born in exile, I have spent a lifetime searching for the meaning of 'home', not simply as a place, but a feeling, a longing, a dream shaped by distance and desire.

"This work is my way of bridging the spaces between us, revealing the shared ground beneath our personal histories. It is a celebration of resilience, of the stories we carry, and of the hopes we return to time and again. Through a fusion of traditional storytelling and contemporary performance, I create a space where the personal becomes universal, where each audience member may catch a reflection of their own journey in mine."

Tickets for the two-night run at the Stellenbosch theatre can be bought online via Quicket at R100 each.

Dorpskalender | Town calendar

DONDERDAG 14 TOT SATERDAG 16 AUGUSTUS

■ Stellenbosch: Vier Afrikaans se 100ste bestaansjaar by **AZALEAHOF** in Van Riebeeckstraat. Gesprekke, boekbesprekings, digkuns en musiek word daagliks van 10:00 aangebied. Dit sluit Saterdag met 'n groot kermis af. Gratis toegang en verversings. Kontak Alta by 082 490 4215 of Rouston by 082 804 3312.

VRYDAG 15 AUGUSTUS

■ Cloetesville: Die **STELLENBOSCH WYNLANDNETBALUNIE** hou van 18:00 tot 23:30 'n dans in die Rietenbosch Primêr-saal. Toegang R80; neem jou eie koelboks. Daar sal ook 'n lootjie en snoepie wees. Bel Vernon by 064 464 4118 of Ellarise by 073 199 9077 vir nog inligting.

■ Stellenbosch: The SU Piano Division and the Piano Division of UCT's South African College of Music shares the stage in a variety programme titled *Invitation to the Dance* at the **ENDLER HALL** at 19:00. Tickets cost R180 via Webtickets.

SATERDAG 23 AUGUSTUS

■ Lynedoch: Die Faith Fund-omgeedag word om 10:30 op die **VREDENHEIM-PLAAS** gehou. Andriëtte Norman en Leatitia Solomons sal optree. Kaartjies kos R440 en sluit 'n laatontbyt, geskenksakkie en gelukstrekkings in. Stuur e-pos na kershoff@mweb.co.za om te bespreek.

■ Stuur alle kalender-inskrywings na eikestadnuus@novusmedia.co.za.

STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

PUBLIC NOTICE: 134/2025

RE-ADVERTISEMENT OF CALL FOR PUBLIC COMMENT ON THE REVIEWED STELLENBOSCH MUNICIPALITY EVENTS BY-LAW, 2025

Notice is hereby given that Council intends to adopt the reviewed Stellenbosch Municipality Events By-Law, 2025. Interested and affected parties are hereby invited to submit written comments during the 30-day advertising period.

You are hereby invited to submit written comments in connection with the reviewed Stellenbosch Municipality Events By-Law, 2025 by electronic mail to the Manager: Economic Development and Tourism at Lesley.vangensen@stellenbosch.gov.za on or before 15 September 2025.

The reviewed Events By-Law, 2025 will be available on the Stellenbosch Municipality's website (www.stellenbosch.gov.za) and hard copies will be available at the local libraries and satellite offices as reflected in the table below.

Area	Place
Stellenbosch CBD	2nd Floor NPK Building, Plein Street, Stellenbosch. Ward 7: Jan Marais Eco Centre
Franschhoek	Ward Office: Ward 1 (Mooiwater Building) Ward Office: Ward 2 (Groendal Community Hall)
Kylemore	Kylemore Ward Office
Pniël	Library, Main Road, Pniël Pniël Ward Office
Wemmershoek	Ward 3: Wemmershoek Ward Office (Community Hall)
Cloetesville	Cloetesville Ward Offices (Ward 16 and 17) Library, Vredelust Street, Cloetesville, Stellenbosch
Ida's Valley	Library, Sonnebloem Street, Ida's Valley.
Kayamandi	Kayamandi Ward Offices (Kayamandi Corridor) Library, Masithandane Street, Kayamandi, Stellenbosch
Vlottenburg	Vlottenburg Ward Office (Vlottenburg Primary School)
Klapmuts	Klapmuts Ward Office (Klapmuts Multi-Purpose Centre)

Enquiries or requests for more information on the process may be directed to the Economic Development and Tourism Section: Lesley van Gensen Tel: (021) 808-8179 or E-mail: johne.jansen@stellenbosch.gov.za during normal office hours.

Ms Garaldine Mettler
Municipal Manager
Stellenbosch Municipality

PUBLIEKE KENNISGEWING: 134/2025

HERADVERTERING VAN OPROEP OM OPENBARE KOMMENTAAR OP DIE HERSIENDE STELLENBOSCH MUNISIPALITEIT GEBEURTENISSE VERORDENING, 2025

Kennis word hiermee gegee dat die Raad van voorneme is om die hersiende Stellenbosch Munisipale Gebeurtenisse Verordening, 2025 aan te neem. Belanghebende partye word hiermee genooi om hul kommentaar op skrif binne die volgende 30-dae periode in te dien.

U word genooi om skriftelike kommentaar in verband met die hersiende Stellenbosch Munisipale Gebeurtenisse Verordening, 2025 per e-pos aan die Bestuurder: Ekonomiese Ontwikkeling en Toerisme by Lesley.vangensen@stellenbosch.gov.za voor of op 15 September 2025 te stuur.

Die hersiende Gebeurtenisse Verordening, 2025 vir die Stellenbosch Munisipaliteit is beskikbaar op die webtuiste vir Stellenbosch Munisipaliteit (www.stellenbosch.gov.za) en afskrifte sal beskikbaar wees by plaaslike biblioteke en satelliet kantore gelys hieronder.

Gebied	Plek
Stellenbosch Sentrale Sakekern	2de Vloer NPK Gebou, Plein Straat, Stellenbosch Wyk 7: Jan Marais Ekosentrum
Franschhoek	Wyk Kantoor: Wyk 1 (Mooiwater Gebou) Wyk Kantoor: Wyk 2 (Groendal Gemeenskap Saal)
Kylemore	Kylemore Wyk Kantoor
Pniël	Biblioteek, Hoofstraat, Pniël Pniël Wyk Kantoor
Wemmershoek	Wyk 3: Wemmershoek Wyk Kantoor (Gemeenskap Saal)
Cloetesville	Cloetesville Wyk Kantoor (Wyk 16 en 17) Biblioteek, Vredelust Straat, Cloetesville, Stellenbosch
Idas Vallei	Biblioteek, Sonnebloem Straat, Idas Vallei.
Kayamandi	Kayamandi Wyk Kantoor (Kayamandi Korridor) Biblioteek, Masithandane Straat, Kayamandi, Stellenbosch
Vlottenburg	Vlottenburg Wyk Kantoor (Vlottenburg Laerskool)
Klapmuts	Klapmuts Wyk Kantoor (Klapmuts Veeldoenige Sentrum)

Navrae en versoeke vir meer inligting oor die proses kan gerig word aan die Ekonomiese Ontwikkeling en Toerisme eenheid: Lesley van Gensen Tel: (021) 808-8179 of per Epos: johne.jansen@stellenbosch.gov.za tydens normale kantoor ure.

Ms Garaldine Mettler
Munisipale Bestuurder
Stellenbosch Munisipaliteit

ISAZISO SOLUNTU: 134/2025

ISIBHENGEZO KWAKHONA, SESIMEMO SOKUHLOMLA KOMNTU WONKE KUMTHETHO KAMASIPALA OHLAZIYIWEYO WEMICIMBI KAMASIPALA WASESTELLENBOSCH, 2025.

Kwenziwa isaziso sokuba iBhunga lijonge ukwamkela uMthetho kaMasipala weMisitho kaMasipala waseStellenbosch ohlaziyiweyo, wama-2025. Amaqela anomdla nachaphazelekayo ayamenywa ukuba angenise izimvo ezibhaliweyo kwintsuku ezingama-30 esibhingezo.

Uyamenywa ukuba ungenise izimvo ezibhaliweyo ngokunxulumene noMthetho kaMasipala weMisitho kaMasipala waseStellenbosch oYilwayo, ka-2025 nge-imeyile kuMphathi: woPhuhliso loQoqosho noKhenketho ku Lesley.vangensen@stellenbosch.gov.zangomhla okanye phambi komhla wesi- 15 EyoMsintsi 2025.

UMthetho kaMasipala weMinyhadala kaMasipala waseStellenbosch oYilwayo, ka-2025 uza kufumaneka kwiwebhusayithi kaMasipala waseStellenbosch (www.stellenbosch.gov.za) kwaye iikopi ezingamaphepha ziya kufumaneka kumathala eencwadi asekuhlaleni nakwii-ofisi zesathelayithi njengoko kubonisiwe kolu luhlu lungezantsi.

Ihlomela ledolophu	Indawo
Stellenbosch CBD	Kwi-Ofisi Kamasipala: eCorner of Rynevelo and Plein, Umgangatho we-2, kwisakhiwo sase-NPK
Franschhoek	Kwi-Ofisi yeWadi: Wadi 1 (Kwisakhiwo sase-Mooiwater) Kwi-Ofisi yeWadi: Wadi 2 (Groendal Kwiholo loLuntu)
Kylemore	Kwi-Ofisi yeWadi laseKylemore
Pniël	Kwithala lencwadi, Main Road, Pniël Kwi-Ofisi yeWadi laasePniël
Wemmershoek	kwaWadi 3: Kwi-Ofisi yeWadi laseWemmershoek (kwiHolo Loluntu)
Cloetesville	Cloetesville Ward Offices (Ward 16 and 17) Library, Vredelust Street, Cloetesville, Stellenbosch
Ida's Valley	Kwithala lencwadi, Sonnebloem Street, Ida's Valley,
Kayamandi	Kwii-ofisi zamaWadi aseKayamandi (Kayamandi Corridor) Kwithala lencwadi, Masithandane Street, Kayamandi, Stellenbosch
Vlottenburg	Kwi iOfisi yeWadi eVlottenburg (Vlottenburg Primary School)
Klapmuts	Kwi office yeWadi eKlapmuts (Klapmuts Multi-Purpose Centre)

Imibuzo okanye izicelo zokufumana ulwazi oluthe vetshe ngale nkqubo zinokubhekiswa kwiCandelo loPhuhliso loQoqosho noKhenketho: Lesley van Gensen Umnxeba: (021) 808-8179 okanye i-imeyile: joh-ne.jansen@ stellenbosch.gov.za ngeeyure zomsebenzi eziqhelekileyo.

UNksz Garaldine Mettler
UMphathi kaMasipala
uMasipala waseStellenbosch

APPENDIX 3

Nwabisa Jozana

From: Angé Ackerman <ange.ackerman@gmail.com>
Sent: Wednesday, 10 September 2025 09:51
To: idp
Subject: [EX] Stellenbosch parkrun

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Municipal Representative,

As a dedicated member of the Stellenbosch community and a passionate participant of the Root44 parkrun, I am writing to express my concern regarding its temporary closure and the financial challenges it faces due to the current Events By-law. While I understand the municipality's commitment to public safety, I believe the current requirements for low-risk, community-based events are disproportionate and unsustainable.

The Root44 parkrun is a vital part of our community. It is a free, weekly event that promotes physical and mental well-being, fosters community connections, and brings people of all ages and abilities together. The longer it remains closed, the greater the risk that we may lose the volunteers and momentum that make it so special.

I am aware that the municipality is currently seeking public comment on the revised Events By-law 2025. This is a critical opportunity for our community to contribute to a solution. I urge you to consider the following points in your review of the bylaw:

* **Exemption for events already complying with SASREA:** Events that comply with the Safety at Sports and Recreational Events Act (SASREA) No. 2 of 2010 should be exempt from needing additional Event Permits. This would streamline the process and reduce the administrative burden on community organizers.
* **Proportionate Medical and Security Plans:** For events with fewer than 1,000 participants, a medical and security plan that already meets SASREA standards should be sufficient. Requiring private EMS on standby and PSIRA-registered security guards is a significant financial burden that is disproportionate to the low-risk nature of events like parkrun. The event conducts thorough risk assessments and uses trained marshals, which have proven effective for over a decade.
* **Support for Community-Based Events:** I kindly request your assistance in reviewing the current requirements to ensure they are proportionate for low-risk events like parkrun. Alternatively, I hope the municipality can explore ways to assist with meeting the requirements if they remain in place.

Thank you for your time and for the support that has been expressed so far by the Executive Mayor and Deputy Executive Mayor. I am confident that, with your help, we can find a solution that protects public safety while allowing our beloved community events to thrive.

Sincerely,
Angé Ackerman

OPEN LETTER FROM THE FOUNDER OF parkrun, Paul Sinton-Hewitt, CBE
September 2025

Welcoming parkrun's one millionth volunteer 🩶

As parkrun welcomes the millionth different person to volunteer this weekend, Founder Paul Sinton-Hewitt, CBE, shares an open letter to the parkrun community.

Dear parkrun volunteers,

This weekend, we will reach an extraordinary milestone — the one millionth person to volunteer at parkrun.

One million!

It's a number that's almost impossible to comprehend, but it represents something very real, very powerful, and very human.

It represents you.

You who cheer at finishes in the pouring rain.

You who time every footstep, scan every barcode, and set up every flag and funnel.

You who quietly support your local event week after week, often unnoticed, always appreciated.

I started parkrun with a simple idea: bring people together for a free, weekly, timed walk or run in the park. But I never imagined the true heart of this movement wouldn't be the run itself — it would be the people who make it happen.

You.

Volunteering at parkrun isn't just about roles and rosters.

It's about connection, generosity, community. It's about finding purpose on a Saturday and Sunday morning, making a new friend, helping someone feel seen for the first time in weeks.

It's about creating spaces that are open, welcoming, and safe — for everyone.

You've built something bigger than a run. You've built a movement of love, support, and belonging.

From small villages to capital cities, from fields to beachfronts, your collective spirit has changed lives. Mine included.

We are all 'One in a million'.

So to each and every one of you — whether you've volunteered once, ten times, or a thousand — thank you. From the bottom of my heart.

Here's to the million who've already raised their hands.

And to the next million who will.

With love and gratitude,

Paul

Paul Sinton-Hewitt CBE
parkrun Founder and first volunteer

Margie J Jenkins

208 Somerset Oaks
4 Gordon Road
Somerset West, 7130
Mobile: 082 804 0680
E-Mail: mjenkins@mweb.co.za

10 September 2025

Stellenbosch Municipality
idp@stellenbosch.gov.za

c.c. mayor.mayor@capetown.gov.za
geordin.hilllewis@capetown.gov.za
Norman.McFarlane@capetown.gov.za
Gill.fordyce@parkrun.com
Root44@parkrun.co.

Dear Sir/Madam

parkrun AND THE STELLENBOSCH MUNICIPALITY

It is with the deepest of concern that the untenable situation regarding the non-granting of permission for parkrun to operate within the Municipal boundaries of Stellenbosch continues.

I wish to place on record my strongest dissatisfaction with the unacceptable stance the Stellenbosch Municipality has taken to destroy the weekly fun and free event in our beautiful neighbourhood by insisting on measures we as a voluntary sporting group of people cannot sustain.

parkrun is a FREE event shared by millions of others across the world, at 08h00 every single Saturday, come rain or shine! **But not in Stellenbosch**. Why does Stellenbosch Municipality want to be different – and destroy something so good?

As you can clearly read from that attached letter from the founder of parkrun, African-born but UK-based Paul Sinton-Hewitt CBE, and from *numerous* other posts and communications in this regard, parkrun is a free, volunteer-based, community event, that encompasses people from all walks of life, irrespective of age, gender, ability, religion, level of fitness, ethnicity, social standing, etc., etc. It is an event that probably starts and ends within about 2 hours on a Saturday morning (*if you include preparations and pack-up by volunteers*) but the run/walk takes between 18 and 75 minutes from fastest runner to slowest walker. It is FOR the people, BY the people. And we are all there for the FUN of it. *Nothing more, nothing less.* We all go home satisfied, refreshed, invigorated, and proud of our own effort, no matter how big or small. There is no winner, and there is no loser. Just satisfaction.

Stellenbosch Municipality knows exactly what parkrun us all about. I am not going to re-invent the wheel by going into details here. So purely as a very dissatisfied member of the community, I add my name to the thousands of people who are not interested in **red tape and bureaucracy of the Stellenbosch Municipality**. We just want our Saturday morning walk/run in one of the most beautiful parts of the world! Like the rest of the world.

Hear our cry!

Yours faithfully

MARGIE JENKINS (Ms)
(Transmitted electronically therefore unsigned)

Nwabisa Jozana

From:	Alison Gitelson (CanBeeDone) <alison@canbeedone.co.za>
Sent:	Friday, 12 September 2025 16:15
To:	idp; mm; Stephanie Heneke
Cc:	Mynard Slabbert; Joseph Joon; root44@parkrun.com; marchel.pieters@parkrun.com
Subject:	[EX] Request for changes to medical Nd safety requirements of community based events eg Root 44 parkrun

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

THE PROBLEM: The municipality is requiring expensive EMS standby and security guards (1 per 100 people) for small events like parkrun. These requirements make free community events impossible.

THE CONTEXT: I have been involved with parkrun in South Africa since its inception in November 2011. I assisted in the creation of three different parkrun events, and I continue to be a core volunteer at an event in Gauteng. I am also a regular walking or jogging participant at parkrun events in South Africa and overseas.
I have personally seen the enormous positive value that parkrun has had on the lives of hundreds of people.

- I have seen obese people who could barely walk with the support of sticks lose 30kg of body weight and become fit enough to jog the 5km route.
- I have seen intellectually challenged adults gain self-confidence, purpose and community belonging as they either jog or volunteer almost every Saturday morning.
- I have seen older adults with no previous interest in being outdoors start smiling, become more energetic and feel needed, as they come out to volunteer on a regular basis.

Participation in parkrun increases physical and emotional, health and well-being.

REQUEST and SOLUTION:
I object to the excessive medical and security requirements being imposed on low-risk community events like parkrun. These requirements aren't in the by-laws and make free community health activities impossible. Please raise the exemption threshold to 500 people and implement risk-appropriate requirements for small events.
Suggestions:
1. Raise exemption from 200 to 500 people (so small parkruns don't need permits)
2. Change the Size Group for events and introduce a new group. The current by-laws have size categories covering very large ranges ie Small (200-2000), Medium (2001 to 5000etc. Adjust the Size Categories so as to be able to apply less onerous requirements to smaller, low risk events.

- Change "Small" from "200-2000 participants" to be "500-1000".
- Add a "Compact" category for "1001-2000"

3. Apply a per event, risk-based approach, for small events for less than 1000 participants, requiring:

- Application period: 20 working days
- Medical plan requirements: Trained first aiders on site; EMS contact details available to all first aiders, and person-in-charge on the day; Clear, documented communication protocols (NO mandatory on-site EMS)
- Security plans: Event safety officer; Volunteer marshals; Emergency procedures; Vehicle access routes

4. Create a Community Health Events category with simpler processes for established organizations like parkrun.

Have a great CanBeeDone day

Kind regards

Alison

Alison Gitelson – Maximizer | Growth enabler | Thinking partner | Facilitating shift

CANBEEDONE

GROWING PEOPLE, GROWING BUSINESSES

Cell +27 82 573 9179
Email alison@canbeedone.co.za
Web www.canbeedone.co.za

Harmonize work and life - if you get an email from me outside your working hours it's because I'm sending it at a time convenient to me. Please feel completely comfortable to leave it there to read or reply during your own working hours.

This message and any attachments are confidential and intended solely for the addressee. If you have received this message in error, please notify CanBeeDone by sending e-mail to info@canbeedone.co.za

Nwabisa Jozana

From: Anita Bouwer <aebouwer54@gmail.com>
Sent: Friday, 12 September 2025 15:23
To: idp; mm; Stephanie Heneke
Subject: [EX] Parkrun

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

To who it may concern

Please allow us to continue with Parkrun at Root 44. I think it is totally unnecessary to expect the organizers of a free event to have paid emergency staff on hand. I have done 120 parkruns at various towns through out South Africa and volunteerd a few times as marshal. I believe it is important for general health (and current obesity levels) to encourage people to take part in events like this.
It is also a fun family event.
Thanks in advance
Anita Bouwer
Sent from my iPhone

Nwabisa Jozana

From: Oosthuizen, Carika C <Carika.Oosthuizen@standardbank.co.za>
Sent: Thursday, 11 September 2025 13:31
To: idp
Subject: [EX] Support for Root44 parkrun and Public Comment on Events By-law 2025

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Stellenbosch Municipality / Councillor,

I would like to add my voice in support of Root44 parkrun and to comment on the revised Events By-law 2025.

I am a parkrunner from Johannesburg, and I specifically travelled to Stellenbosch to attend the Root44 parkrun on 26 July 2025. This highlights the tourism value that parkrun brings – people travel from across South Africa and the world to participate in these events. Parkrun has become a global movement, and Stellenbosch has a unique opportunity to benefit significantly from this.

The closure of Root44 parkrun is a loss not only to the local community but also to tourism and economic growth in the region. Many parkrunners, like myself, plan trips around parkrun events, contributing to local accommodation, restaurants, and attractions. The well-known "parkrun alphabet challenge" alone drives international and local visitors to destinations, as they seek out venues with unique starting letters. Stellenbosch has the potential to attract even more tourism by hosting new parkruns with rare starting letters such as Q, J, Y, and I, which are very limited across the globe. This would put Stellenbosch on the international parkrun tourism map.

I respectfully ask that the Municipality consider the following in the Events By-law 2025:

- Exempting events under 1,000 participants that already comply with the Safety at Sports and Recreational Events Act (SASREA) from requiring additional permits.
- Recognising that the financial burden of requiring EMS on standby and PSIRA-registered security for low-risk, free community events is disproportionate.
- Supporting parkrun as a safe, well-managed, and globally recognised event that benefits public health, wellbeing, community building, and tourism.

Stellenbosch can position itself as a parkrun tourism hub – not only through the reopening of Root44 but also through exploring additional venues with globally sought-after parkrun names. Please support reasonable regulations that protect public safety without preventing community events like parkrun from thriving.

Thank you for your consideration and for supporting the health, community, and tourism benefits that parkrun brings.

Sincerely,

Carika Oosthuizen

Card & Payments / Base24-eps / Feature Analyst
Tel +27 11 631 4361 / Mobile +27 83 682 8802 /
www.standardbank.com

Standard Bank / South Africa / A member of Standard Bank Group

IT CAN BE.

Nwabisa Jozana

From:	Darren Morkel <darrencmorkel@gmail.com>
Sent:	Friday, 12 September 2025 15:12
To:	idp; mm; Stephanie Heneke
Cc:	Mynard Slabbert; Joseph Joon; root44@parkrun.com; marchel.pieters@parkrun.com; Jenna Morkel
Subject:	[EX] Stellenbosch ParkRun - New Municipal Requirements

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Dear Stellenbosch Municipality and relevant parties,

I hope this message finds you well. I am writing on behalf of the ParkRun community in Stellenbosch to express our concerns regarding the recent demands for expensive EMS standby and security guards for our events. While we understand the importance of safety, we believe that the current requirements are excessive and not aligned with the spirit of community engagement that ParkRun promotes.

As you may know, ParkRun is a free, weekly running event that encourages people of all ages and abilities to participate. Personally, I have found ParkRun to be a transformative experience for my health and well-being. It has not only improved my fitness but has also fostered a sense of community among participants, bringing together individuals from diverse backgrounds to support one another. It is where I met my wife, over 10 years ago at the current farm venue, and I'd love to be able to continue experiencing this privilege of the beautiful Stellenbosch scenery, not only for me, but for future generations at ParkRun.

However, the recent stipulations imposed by the municipality, particularly the requirement for one security guard per 100 participants, threaten the viability of our events. These conditions seem to be added without clear reference to the actual by-laws, making it difficult for us to comply while maintaining the accessibility of ParkRun.

To address these concerns, I respectfully request the following:

1. Raise the exemption threshold from 200 to 500 participants: This change would allow smaller ParkRun events to operate without the need for permits, making it easier for our community to engage in healthy activities.
2. Revise the size categories: I propose that the "Small" category be adjusted from "200-2000" to "500-1000" participants. Additionally, we suggest the introduction of a new "Compact" category for events with "1001-2000" participants. This would enable us to have more relaxed requirements for smaller events, which are inherently lower risk.
3. Implement a risk-based approach for events with fewer than 1000 participants: We believe that a 20-working-day application period, along with a requirement for trained first aiders on-site (rather than mandatory EMS), would provide a balanced approach to safety. Furthermore, having an event safety officer, volunteer marshals, and established emergency procedures would ensure participant safety without imposing undue financial burdens.
4. Create a Community Health Events category: We propose a simpler process for established organizations like ParkRun to facilitate our community health initiatives while ensuring safety.

I strongly believe that these adjustments will not only help us continue our mission of promoting health and wellness in Stellenbosch but will also align with the municipality's goals of fostering community engagement and well-being.

Thank you for considering our request. I would be happy to discuss this matter further and explore potential solutions that work for both the municipality and our ParkRun community.

Warm regards,

Darren Morkel
darrencmorkel@gmail.com

Nwabisa Jozana

From: Eneil Viljoen <eneil.viljoen@gmail.com>
Sent: Friday, 12 September 2025 15:24
To: idp; Stephanie Heneke; Mynard Slabbert; Joseph Joon
Cc: root44@parkrun.com; marchel.pieters@parkrun.com
Subject: [EX] Root 44 Parkrun

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear all.

I object to the excessive medical and security requirements being imposed on low-risk community events like parkrun. These requirements aren't in the by-laws and make free community health activities impossible. Please raise the exemption threshold to 500 people and implement risk-appropriate requirements for small events.

Parkrun has given me the chance to (try to) keep up with my 66 year old dad who ran his 96th parkrun at Root44 before it was forced closed by yourselves.

My mother also started walking the 5km parkrun with my daughter and it was such a wonderful achievement for her.

Imagine, 3 generations spending one hour together on a Saturday morning, trying to become fitter and healthier. And of course supporting the vendors at the market when they open.

The community is begging you to intervene and reopen the Root44 parkrun.

Sincerely,

Eneil Viljoen

Nwabisa Jozana

From:	Glynis Heasley <glynisheasley.gh@gmail.com>
Sent:	Friday, 12 September 2025 16:50
To:	mm; Stephanie Heneke; Mynhard.Slabbert@stellenbosch.gov.za; Joseph Joon; idp
Cc:	roo644@parkrun.com; marchel.pieters@parkrun.com
Subject:	[EX] Fwd: Review of the Stellenbosch Municipality Events By-law 2025

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To whom it may concern,

To enable a permit to be issued for the Root 44 Parkrun, would it be possible for the following to remain:-

2. Application of this By-Law

(b)(c) This By-Law does not apply to –

(vii) sport fixtures and events regulated by the Safety at Sports and Recreational Events Act No.2 of 2010;

In the draft document section 2(c)(vii) has been deleted.

Deleting this section means that the Stellenbosch Municipality's regulatory requirements differ from parkrun's standard safety protocols used successfully across South Africa and Globally.

The draft by-law also refers to "no amplified sound". I am not sure if a megaphone is regarded as "Amplified Sound" as the definition I found refers to electronic equipment such as amplifiers, microphones and loud speakers. Using a megaphone for 5 minutes before the start is crucial to advise participants of any possible dangers.

The revised requirements of having EMS on standby and 1 PSIRA registered securty guard per 100 participants, create significant challenges on the free, community based event. This requirement is overkill for a low-risk event in a low-risk area. Parkrun SA maintains consistent safety standards across evens, with thorough risk assessments, trained marshals and established emergency procedures that have proven effective for over a decade. Marshals are placed at various points across the route for participant safety, equipped with emergency service contact details and proper briefing protocols.

I have always believed that Stellenbosch Municipality wants to foster a healthy community that exercise and look after their health. This is an opportunity for the community to do this free of charge and also improves mental well being. Many community members look forward to this weekly event as a way to connect with the community. The Root 44 Parkrun isn't just a weekly run - it is a cornerstone of our community that brings together people of all ages and abilities every Saturday morning. I personally never previously exercised, but once I started doing the parkrun by initially walking and then running have experienced the benefits of this weekly event. I have completed 50 parkruns and would really like to complete 100 parkruns at Root44.

Your favourable consideration would be greatly appreciated.

regards

Glynis Heasley

Nwabisa Jozana

From: Johann Beytell <johannbeytell@gmail.com>
Sent: Friday, 12 September 2025 14:35
To: idp; mm; Stephanie Heneke
Cc: Mynard Slabbert; Joseph Joon; Root 44 parkrun; marchel.pieters@parkrun.com
Subject: [EX] Re: parkrun disapointment

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idp@stellenbosch.gov.za6 more
[ ]

Dear Stellenbosch Municipality.

Parkrun played a massive role in my journey back to being fit & healthy and it was a very frustrating time when parkruns closed in covid times. Most of them returned but unfortunately none in the Stellenbosch area, only Root44 for a short period with a temporary permit. It was very frustrating to learn that parkrun has encountered stumbling blocks to get the permit renewed. Currently there are also no parkruns in operation in the Helderberg region. So this means the closest options for Stellenbosch residents is in the Drakenstein municipality or the Overberg region for Helderberg residents. The Stellenbosch area has so much to offer in this regard with beautiful wine farms and mountain views that it is truly sad that it doesn't have a parkrun to offer tourists visiting the area and more importantly for locals to enjoy and be proud of.

Objection:
I object to the excessive medical and security requirements being imposed on low-risk community events like parkrun. These requirements aren't in the by-laws and make free community health activities impossible. Please raise the exemption threshold to 500 people and implement risk-appropriate requirements for small events.

Change the Size Group and introduce a new group. The by-laws have size categories, Small (200-2000), Medium (2001 to 5000), Large (5001 to 10000) and Very Large (10 001 above). So that we can maybe have relaxed requirements for the Small group –
Adjust Size Categories
• Change "Small" from "200-2000" to "500-1000"
• Add "Compact" category for "1001-2000"
3. Risk-based approach for small events for less than 1000 participants
• 20 working days application period
• Medical plans: Trained first aiders on site, EMS contact details, communication protocol (not mandatory on-site EMS)
• Security plans: Event safety officer, volunteer marshals, emergency procedures, vehicle access routes
4. Community Health Events category with simpler processes for established organizations like parkrun

Yours Faithfully

Johann Beytell
084 392 7541

Nwabisa Jozana

From:	Marchel Pieters <marchel.pieters@parkrun.com>
Sent:	Friday, 12 September 2025 07:09
To:	idp; Stephanie Heneke; mm
Cc:	Patricia Crawley; Gary Boshoff; Mynard Slabbert; Joseph Joon; Trevor Strydom; hilecia van der vyver; Wallace du Plessis; Gill Fordyce; Nickie Sale
Subject:	[EX] Comments on Events By-law Implementation and Proposed Amendments - Impact on Small Community Events

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To The Municipal Manager and Councillor for Community Development and Protection Services

CC: Deputy Executive Mayor,
CC: Ward Councillors
CC: Interested Parties

Dear Municipal Manager and Councillors,

Following my recent correspondence regarding medical and security conditions imposed on Root44 parkrun to Cllr Heneke, I learned through other channels of the public consultation for the revised Events By-law, and therefore participate in the process through this email.

The proposed amendments do not address the medical and security requirements currently being applied to small events.

A question I have: **Are these stringent** medical and security conditions **required by** the by-laws **themselves**, or are they "reasonable conditions" **as interpreted and applied** by the Events Permit Office **for** low risk small events?"

Following is my feedback on the current implementation, the proposed amendments, and my recommendations with particular concern for small community events under 1000 people.

A. CURRENT BY-LAW IMPLEMENTATION

Medical and Security Requirements

As mentioned in a previous communication, the Events By-law 2024 does not seem to specifically mandate Emergency Medical Services (EMS) presence or PSIRA registered security companies with prescribed ratios. These appear to be imposed as "reasonable conditions" under Section 6(c).

While I commend the Events Permit Office in Events Office for seeking to establish appropriate safety standards and researching frameworks such as the Safety at Sports and Recreational Events Act (SASREA) 2010, the medical and security requirements currently being applied appear to be derived

from old SASREA provisions designed for large stadium events rather than small community activities. My research indicates these requirements (1 security officer per 100 participants, mandatory EMS) originate from early draft SASREA regulations from 2009 designed for large stadium events. These provisions were not carried into final SASREA regulations of 2011 and 2017.

Current SASREA uses a risk-based approach requiring Event Safety and Security Plans proportionate to event risk, recognizing that small community events under 1000 participants face different risks than stadium events.

Applying large-stadium standards to small community activities creates disproportionate burdens that discourage beneficial community programs.

B. PROPOSED BY-LAW AMENDMENTS

While some changes provide clarity, two changes negatively impact small events:

Extended Lead Times

- Small events (200-2000): 60 days → 60 working days, changes from 2 months to 3 months

Inflexible Minimums

- The addition of an Absolute 14-day minimum before any approval: "No events will be approved in any circumstances less than 14 days prior to the event ..."

C. RECOMMENDED IMPROVEMENTS

1. Raise Exemption Threshold Change Section 2(c)(i) from 200 to 500 persons: "This By-Law does not apply to events less than ~~200~~ **500** persons in attendance..."

2. Adjust Size Categories

- Change "Small" from "200-2000" to "500-1000"
- Add "Compact" category for "1001-2000"

3. Risk-Based Approach For Small Events (500-1000 people) classified as "Low Risk":

- **20 working days** application period
- **Medical plans**: Trained first aiders on site, EMS contact details, communication protocol (not mandatory on-site EMS)
- **Security plans**: Event safety officer, volunteer marshals, emergency procedures, vehicle access routes

4. Community Health Recognition

- Create "Community Health Events" category with streamlined processes
- Recognize established organizations with proven safety records
- Implement annual approvals for regular community events

D. ECONOMIC IMPACT

Current interpretation and proposed changes risk:

- Reducing community participation in recreational activities
- Discouraging volunteer-led health programs
- Creating barriers for small business opportunities
- Limiting tourism and economic activity

CONCLUSION

I respectfully urge the municipality to:

1. Reconsider extended lead times for small events
2. Align requirements with current legal frameworks rather than outdated stadium provisions
3. Implement risk-proportionate requirements that facilitate community activities
4. Maintain flexibility while ensuring appropriate safety

Small community events contribute significantly to public health, social cohesion, and economic activity. Regulations should support these activities with proportionate safety standards.

I welcome the opportunity to discuss these concerns further.

Yours sincerely,

Marchel
Event Ambassador | parkrun South Africa
e: marchel.pieters@parkrun.com
w: www.parkrun.co.za

Nwabisa Jozana

From:	Owen Swart <owen.swart@gmail.com>
Sent:	Friday, 12 September 2025 14:16
To:	idp; mm
Cc:	Stephanie Heneke; Mynard Slabbert; Joseph Joon; root44@parkrun.com; marchel.pieters@parkrun.com
Subject:	[EX] parkrun in Stellenbosch

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Dear Stellenbosch Municipality,

I am writing to **strongly object** to the recent medical and security conditions being applied to low-risk, community events like parkrun.

These requirements, such as EMS standby and paid security guards, are **not part of your official by-laws** and make it **impossible** for free events to continue operating. Parkrun is a **volunteer-run, zero-profit health initiative** that improves mental and physical wellbeing, strengthens community bonds, and costs the municipality *nothing*.

I urge you to:

1. **Raise the exemption threshold** from 200 to **500 participants**.
2. **Revise the event size categories** to allow more appropriate risk-based conditions:
    - Add a **"Compact"** category (1001–2000)
    - Redefine **"Small"** as 500–1000
3. **Apply risk-based safety plans** for events under 1000 people:
    - First aiders, not EMS standby
    - Trained volunteers for safety, not paid security guards
4. Create a special category for **recognized community health events** like parkrun.

Please don't let red tape and inappropriate risk assessments destroy one of Stellenbosch's greatest community assets.

Sincerely,
Owen Swart

Nwabisa Jozana

From: Wallace du Plessis <wallace.dupl@gmail.com>
Sent: Friday, 12 September 2025 14:25
To: idp
Subject: [EX] Regulations governing small community events

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Folks
When considering your regulations please make a Community Health Events category with simpler processes for established organizations like Walk for Life and parkrun.
Ask the Events Office to consider the existing by-laws when introducing rules.
Apply a risk-based approach for small events for less than 1000 participants, especially when held on private property or controlled spaces like sports grounds.
Consider applying the national standards to local events.
Regards
Wallace du Plessis
082 336 9636

Nwabisa Jozana

From:	Wallace du Plessis <wallace.dupl@gmail.com>
Sent:	Monday, 15 September 2025 14:44
To:	mm; Stephanie Heneke; idp
Cc:	Mynard Slabbert; Joseph Joon; editor@districtmail.co.za; tasmin.cupido@novusmedia.co.za
Subject:	[EX] Health & Safety By-law for small events

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Sirs

I write to you in the hope that you will normalise decision making concerning small events.

The excessive medical and security requirements that Stellenbosch Municipality plans to impose on low risk, free, community events (like parkrun, walk for life) will make it impossible for parkrun to return to Root 44 (or to any other venue that falls under the jurisdiction of Stellenbosch Municipality). This will be an absolute tragic loss to the larger Stellenbosch community.

It appears that the requirements of Stellenbosch are far more stringent than the national standard.

With the cost of living rising substantially over the last couple of years, and safety concerns (to e.g., simply take a walk or a jog in your neighbourhood without fearing for your safety), parkrun has offered participants an opportunity to take part in a weekly event without having to incur any entrance or participation fee. It has been heartwarming to see how parkrun has managed to create an atmosphere of inclusivity in communities. The events are run by volunteers (who do not receive any form of payment) but have a passion for giving back to communities.

Not everyone is able to afford to enter formal road races and travel far distances to attend these events. The fact that parkrun is a free, low risk community event brings joy to so many people's lives.

I trust that more favourable considerations may be considered in support of such free, safe, community events.

Regards
Wallace du Plessis
082 336 9636

Nwabisa Jozana

From: Ben Potgieter <benpotgieter9@gmail.com>
Sent: Saturday, 13 September 2025 10:25
Cc: idp; mm; Stephanie Heneke; Mynard Slabbert; Joseph Joon; root44@parkrun.com; marchel.pieters@parkrun.com
Subject: [EX] Root44 Parkrun

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Good day

I object to the excessive medical and security requirements being imposed on low-risk community events like parkrun. These requirements aren't in the by-laws and make free community health activities impossible. Please raise the exemption threshold to 500 people and implement risk-appropriate requirements for small events.

This event has always been very well run. Always sufficient marshals and safe and well put together.

Please consider my points raised above with utter importance and allow us to continue will this fabulous parkrun at R44.

Kind regards
Ben

Nwabisa Jozana

From:	Smit, Carina [carina@sun.ac.za] <carina@sun.ac.za>
Sent:	Saturday, 13 September 2025 21:04
To:	idp; mm; Stephanie Heneke
Cc:	Mynard Slabbert; Joseph Joon; root44@parkrun.com; marchel.pieters@parkrun.com
Subject:	[EX] Request for reconsideration of excessive medical and security requirements being imposed on low risk free community events, like parkrun

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Good evening

I trust this message finds you well.

I write in my capacity as an avid parkrunner that started my parkrun journey at Root 44 parkrun in April 2016 and have since completed more than 250 parkruns and have volunteered more than 250 times at various parkrun events in the Western Cape.

The excessive medical and security requirements that Stellenbosch Municipality plans to impose on low risk, free, community events (like parkrun) will make it impossible for parkrun to return to Root 44 (or to any other venue that falls under the jurisdiction of Stellenbosch Municipality). This will be an absolute tragic loss to the larger Stellenbosch community.

In the 9 years that I have taken part in parkrun, and volunteered at various parkrun events, I have seen what enormous positive impact parkrun has on people from all walks of life. With the cost of living rising substantially over the last couple of years, and safety concerns (to e.g., simply take a walk or a jog in your neighbourhood without fearing for your safety), parkrun has offered participants an opportunity to take part in a weekly event without having to incur any entrance or participation fee. It has been heartwarming to see how parkrun has managed to create an atmosphere of inclusivity in communities. The events are run by volunteers (who do not receive any form of payment) but have a passion for giving back to communities.

parkrun Head Office (and the volunteer teams at parkrun events) are acutely aware of the realities around people's safety and in most instances, volunteer teams have really gone the extra mile in ensuring that parkrun events are delivered safely every week. At some of the parkrun events that I have recently attended, volunteer teams have bought walkie talkies (out of their own pockets) to give to their marshals, park walker and tail walkers that volunteer on the route to keep close contact with them and to report any incident immediately. I have also found fellow parkrunners to be incredibly supportive when an incident happens on a parkrun route (e.g. if someone falls) and they will immediately assist a fellow parkrunner in a situation like this. This incredible sense of community and caring for one another has grown over time, thanks to parkrun.

Speaking from my own experience as previous co-event director at Root 44 parkrun, I know how much time and effort we spent as a volunteer team to deliver a safe event every week. We involved parkrunners who had completed first-aider training to assist on various spots on the route to immediately assist parkrunners who were in need of medical attention. Volunteers were also trained every week on the protocol to follow in case of an emergency. parkrun also has an emergency cellphone number that can be phoned in case of very critical incidents (where a qualified person would take a team through the protocol response step by step). Furthermore, parkrun has recently

invested a huge amount of money to provide each parkrun event with an AED (automatic external defibrillator) that can be used in emergency where a parkrunner collapses due to e.g. a heart attack. The health and safety protocol at parkrun is top class, which shows how important health and safety is for parkrun at all their events.

This morning, I attended Kleinevalleij parkrun in Wellington and volunteered as timekeeper. Bruce and Gill Fordyce also attended the event (they are taking part in Gun Run tomorrow). They are just as devastated as I (and so many other parkrunners) am about the possibility that we may never be able to offer a parkrun event in Stellenbosch again. This is a devastating blow to the Stellenbosch community, who so dearly missed Root 44 parkrun after the event closed due to the COVID pandemic in March 2020. We were delighted to have Root 44 parkrun open again in March 2025 and I sincerely hope that Stellenbosch Municipality will carefully rethink the impact of not having a parkrun event for the Stellenbosch community.

Not everyone is able to afford to enter formal road races and travel far distances to attend these events. The fact that parkrun is a free, low risk community event brings joy to so many people's lives.

I trust that more favourable considerations may be considered in support of such free, safe, community events.

Thank you very much for your time.

Kind regards
Carina Smit

Carina Smit

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Nwabisa Jozana

From:	Karin Henri <karintjiehenritjie@gmail.com>
Sent:	Saturday, 13 September 2025 16:31
To:	idp
Cc:	Stephanie Heneke; root44@parkrun.com; Joseph Joon; marchel.pieters@parkrun.com
Subject:	[EX] Save Stellenbosch parkrun!

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"I object to the excessive medical and security requirements being imposed on low-risk community events like parkrun. These requirements aren't in the by-laws and make free community health activities impossible. Please raise the exemption threshold to 500 people and implement risk-appropriate requirements for small events."

I love the Stellenbosch parkrun! It keeps so many poor and elderly people healthy and happy.
It benefits your health department and it adds value to community and shared passion and commitment to engage with different friendships of the town...
Yours respectfully

Karin Henri

Sorry, I cannot make it shorter.

Nwabisa Jozana

From: Louise Dudley <louise.e.dudley@gmail.com>
Sent: Saturday, 13 September 2025 09:44
To: idp; mm; Stephanie Heneke
Cc: Mynard Slabbert; Joseph Joon; root44@parkrun.com; marchel.pieters@parkrun.com
Subject: [EX] Objection to excessive requirements on small community events

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Hi,

I object to the excessive medical and security requirements being imposed on low-risk community events like parkrun. These requirements aren't in the by-laws and make free community health activities impossible. Please raise the exemption threshold to 500 people and implement risk-appropriate requirements for small events.

The parkrun gives women an opporunity to exercise in the outdoors and enjoy the beauty of Stellenbosch - security concerns make it impossible for many to exercise on their own in nature. The Parkrun provides this opprtunity. Please do not kill the Parkrun's feasibility with excessive requirements!!

Regards,
Louise Dudley
0836351510

Nwabisa Jozana

From: sandra brown <brownsonvaaldam@gmail.com>
Sent: Saturday, 13 September 2025 12:07
To: idp
Subject: [EX] Security and medical requirements required by Stellenbosch Municipality for parkruns

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Good Day

I have been doing parkruns since they started up again after the covid lockdowns. I'm 72, only walk, and take my elderly dog as a companion, but the exercise, and the comradeship is invaluable to me. The ability to be out walking at a set place and time each week is essential in keeping me healthy.

However, Somerset West parkrun has closed because of issues unrelated to this email which, as a resident of Gordon's Bay made the Root44 parkrun my closest. Because i like to walk with my dog i now have to travel to Benguela Cove - a distance of almost 60kms each way, where there are no security guards and no EMS presence. It really doesn't make sense.

When Root44 was forced to close because of requirements imposed by Stellenbosch Municipality i was disappointed to say the least. Those additional requirements of Security personal and the presence of EMS mean the free-to-the-user parkrun cannot continue.

No other Municipality in South Africa (or the world so far as i understand) impose such requirements so why does Stellenbosch Municipality?

Parkrun is not a race. Let me repeat that. Parkrun is NOT a race. Parkrun is a community based health initiative.

The Root44 parkrun is entirely on private property, meandering through the vinyards. I'm at a loss to understand why security guards are considered a necessity and where they would be positioned if they were there. Guarding the vines maybe?

Because it is not a race, and while some people run, most actually just walk, there is no need for an EMS presence. A requirement for a trained first aider, in phone contact with all volunteers and marshalls should be sufficient - as is the case in all other Municipalities in South Africa.

The requirements you impose should be waived for events on private property with a participation of less than 1000.

I look forward to walking once more at the Root44 parkrun when you have reassessed your requirements and found then unnecessary.

Kind Regards

Nwabisa Jozana

From:	Allen Burton <allenzeldab@gmail.com>
Sent:	Sunday, 14 September 2025 13:20
To:	idp
Cc:	Stephanie Heneke; mm; Mynard Slabbert; Joseph Joon; root44@parkrun.com; marchel.pieters@parkrun.com
Subject:	[EX] Root 44 Parkrun

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Please grant a permit to open the Root 44 parkrun. Its the nearest place in our vicinity. All the other parkrun are over an hour's drive away. Its very good for the community and keeps a person healthy and fit. Not all of us can afford gym memberships for exercise.

1. Raise exemption from 200 to 500 people (so small parkruns doesn't need permits)
2. Change the Size Group and introduce a new group. The by-laws have size categories, Small (200-2000), Medium (2001 to 5000), Large (5001 to 10000) and Very Large (10 001 above). So that we can maybe have relaxed requirements for the Small group –

Adjust Size Categories
- Change "Small" from "200-2000" to "500-1000"
- Add "Compact" category for "1001-2000"

3. Risk-based approach for small events for less than 1000 participants
- 20 working days application period
- Medical plans: Trained first aiders on site, EMS contact details, communication protocol (not mandatory on-site EMS)
- Security plans: Event safety officer, volunteer marshals, emergency procedures, vehicle access routes

4. Community Health Events category with simpler processes for established organizations like parkrun

--

Regards,

Allen & Zelda Burton

0832810240

Nwabisa Jozana

From: Graham Kershaw <kershawenator@gmail.com>
Sent: Sunday, 14 September 2025 10:14
To: idp; mm; Stephanie Heneke
Cc: Joseph Joon; Mynard Slabbert; root44@parkrun.com; marchel.pieters@parkrun.com
Subject: [EX] Support for parkrun and Fair Requirements for Community Events

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Good morning all

My name is Graham, and I did my very first parkrun at Root 44 on 20 September 2014. At the time, I had just gone through a divorce and had become a single dad to two young boys. parkrun was an absolute lifeline for me during that difficult period—and it has continued to be so for the past 11 years.

It has been transformative for both my mental and physical health, and it has inspired my sons as well. Both of them discovered parkrun through me and have since gone on to complete half marathons, with parkrun as their starting point.

Personally, I have completed 286 parkruns at 43 different venues, including four in the UK. More importantly, I have built lifelong friendships and found a strong sense of community. In 2019, with the support of incredible volunteers, Councillor Carl Punt, and the City of Cape Town, I established Strand Beach parkrun—further proof of the positive ripple effect parkrun creates.

I am not an athlete. I am simply an ordinary person who has benefited enormously from this initiative. I'll never come first at parkrun—if there are 100 participants, I'll likely finish 50th. But that's exactly the beauty of parkrun: it is not about winning. It is about inclusion, health, connection, and volunteering. It is about ordinary people coming together, regardless of age, background, or ability.

That is why it breaks my heart to think Root 44 parkrun may become history. The excessive medical and security requirements currently being imposed on low-risk, volunteer-led community events like parkrun are disproportionate. These requirements are not reflected in existing by-laws, and they make free, inclusive, health-promoting activities nearly impossible to sustain.

I respectfully urge you to raise the exemption threshold to 500 participants and to apply risk-appropriate requirements for small, community-focused events. This would strike a fair balance—ensuring safety while preserving the accessibility and sustainability of events like parkrun.

parkrun is not a race—it is an experience. It is a gift to the community, and it changes lives. I hope you will consider my request favourably, not only for myself, but for the thousands of people who benefit each week.

Warm regards,

Regards

Nwabisa Jozana

From: David Friedman <david.friedman@telkomsa.net>
Sent: Monday, 15 September 2025 15:09
To: idp; mm; stephanie.heneke@stellenbosch.go.za; mynard.slabbert@stellenbosch.go.za; joseph.joo@stellenbosch.gov.za
Cc: root44@parkrun.com; marchel.pieters@parkrun.com
Subject: [EX] ROOT 44 PARKRUN STELLENBOSCH - DONT SPOIL THE FUN

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Municipal Manager and Mayor

Park Run is a free and volunteer fun outdoor activity run every Saturday between 8-9am (I hour) in the morning once a week. There are over 250 Park Run facilities in South Africa and many towns even have more than one park run. This activity can be enjoyed free by everyone and motivates people to a healthy life style.

I wish to object to the autocratic and dictatorial way your municipality wants to impose restrictions on an event that is managed by volunteers and is free and open to the public and all walks of life. We do not run on any municipal land, it is on private land. I have run the Root 44 Park Run many times and it is an awesome activity.

All Park Run event already have strict safety protocols in place, such as tail walker, mid walker, marshalls and emergency numbers on hand.

I therefore proposes volunteer activities of less than 1hrs 15mins are exempted
Exempt groups to 1000 runners held on private land.
Add a compact category for 1000 runners, less than 1 ½ hour event duration
A community Health events category with simpler process for establishment.
No public roads are used and only roads with no vehicle movement are allowed.

MR MAYOR!! STOP BEING SUCH A SPOIL SPORT

Your time an assistance is most appreciated

GO PARK RUN GO

David Friedman

Virus-free.www.avast.com

Nwabisa Jozana

From: Lisa-Marie Bodington <lisa@creaxion.co.za>
Sent: Monday, 15 September 2025 16:54
To: idp; mm; Stephanie Heneke
Cc: Mynard Slabbert; Joseph Joon; root44@parkrun.com; marchel.pieters@parkrun.com
Subject: [EX] Parkrun Root44

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

To whom it may concern

I object to the excessive medical and security requirements being imposed on low-risk community events like parkrun. These requirements aren't in the by-laws and make free community health activities impossible. Please raise the exemption threshold to 500 people and implement risk-appropriate requirements for small events." Parkrun has become a part of our lives since 2015. It is a complete shame that Root44 Parkrun is not currently running, which in turn hinders our weekly activity and that of many others. Not everyone can afford a smartwatch, and being part of Discovery Vitality, we need to get our goals every week. With no Parkrun in the area, we are unable to achieve our weekly goals if you do not have a smartwatch. Parkrun is not only for runners, majority of the people walk, including myself and my husband most of the time. This helps us to keep active even if we do not feel like running. It is a great morning out, chatting with other Parkrunners, and connecting with friends along the route. Please allow Parkrun to continue in the manner that is has been, without these restrictions, to keep this great free event, free. Kind regards Lisa-Marie Bodington tel: 074 143 5195

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creaxion

Nwabisa Jozana

From: mm
Sent: Monday, 15 September 2025 10:21
To: idp
Subject: FW: [EX] Security and medical requirements required by Stellenbosch Municipality for parkruns

From: sandra brown <brownsonvaaldam@gmail.com>
Sent: Saturday, 13 September 2025 12:02
To: ido@stellenbosch.gov.za; mm <Municipal.Manager@stellenbosch.gov.za>; Stephanie Heneke <Stephanie.Heneke@stellenbosch.gov.za>; Joseph Joon <Joseph.Joon@stellenbosch.gov.za>
Cc: Root 44 parkrun <root44@parkrun.com>; marchel.pieters@parkrun.com
Subject: [EX] Security and medical requirements required by Stellenbosch Municipality for parkruns

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Day

I have been doing parkruns since they started up again after the covid lockdowns. I'm 72, only walk, and take my elderly dog as a companion, but the exercise, and the comradeship is invaluable to me. The ability to be out walking at a set place and time each week is essential in keeping me healthy.

However, Somerset West parkrun has closed because of issues unrelated to this email which, as a resident of Gordon's Bay made the Root44 parkrun my closest. Because i like to walk with my dog i now have to travel to Benguela Cove - a distance of almost 60kms each way, where there are no security guards and no EMS presence. It really doesn't make sense.

When Root44 was forced to close because of requirements imposed by Stellenbosch Municipality i was disappointed to say the least. Those additional requirements of Security personal and the presence of EMS mean the free-to-the-user parkrun cannot continue.

No other Municipality in South Africa (or the world so far as i understand) impose such requirements so why does Stellenbosch Municipality?

Parkrun is not a race. Let me repeat that. Parkrun is NOT a race. Parkrun is a community based health initiative.

The Root44 parkrun is entirely on private property, meandering through the vinyards. I'm at a loss to understand why security guards are considered a necessity and where they would be positioned if they were there. Guarding the vines maybe?

Because it is not a race, and while some people run, most actually just walk, there is no need for an EMS presence. A requirement for a trained first aider, in phone contact with all volunteers and marshalls should be sufficient - as is the case in all other Municipalities in South Africa.

The requirements you impose should be waived for events on private property with a participation of less than 1000.

I look forward to walking once more at the Root44 parkrun when you have reassessed your requirements and found then unnecessary.

Kind Regards

Sandra Brown

Nwabisa Jozana

From:	willem6009@gmail.com
Sent:	Monday, 15 September 2025 12:41
To:	idp; mm; Stephanie Heneke
Cc:	Mynard Slabbert; Joseph Joon; root44@parkrun.com; marchel.pieters@parkrun.com; scastelyn61@gmail.com
Subject:	[EX] Root44 Parkrun - Excessive medical & Security Requirements

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Good Day

I would like to object to the excessive medical and security requirements for the Root44 Parkrun. This unnecessary and over the top requirements being imposed on this important community based event seems ridiculous as this event serves the whole community for a no-cost participation. This event promotes healthy living and it is the only such event in the Stellenbosch community. These requirements aren't in the by-laws and make free community health activities impossible. Please raise the exemption threshold to 500 people and implement risk-appropriate requirements for small events.

It also seems to me that the council specifically targets the Root44 Parkrun because the are other issues related to Root44 which have nothing to do with the parkrun and it makes me wonder what the political motivation behind these requirements is.

I am a 65 year old male resident of Stellenbosch and I had a heart attack in 2017. Since then, I participated in the parkrun, because it allows participants to not have to race the event, but take part at your own pace. There are hundreds more people like me, who are denied the opportunity to exercise in a safe and well organised event like the Root44 Parkrun. We are all contributing to the well-being of our town, and I therefore respectfully request that these requirements are changed so that the parkrun can continue.

Regards
Willem Castelyn
083 628 2825

Nwabisa Jozana

From: Linda Du Toit <linda@mergon.co.za>
Sent: Tuesday, 16 September 2025 12:26
To: mm; idp; Stephanie Heneke; Mynard Slabbert; Joseph Joon
Cc: root44@parkrun.com; marchel.pieters@parkrun.com
Subject: [EX] Root 44 Parkrun

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Decision makers,

" The power of community to create health is far greater than any physician, clinic or hospital"
The Root 44 parkrun has benefited my health tremendously in the past. As a working mom of 3 I rarely have the opportunity to take care of my own health. Parkrun at Root 44 gave me the opportunity to instill a healthy habit into my life. I have missed this tremendously when it stopped in covid and I was SO excited when it returned this year. Since 2020 to this year, no other opportunities like this parkrun could replace this event every Saturday. PLEASE can you let go of the excessive medical and security requirements. Please can you raise the exemption threshold to 500 people. This parkrun truly benefits our community, inclusive of all gender/size/race/age.

Summary of request:

1. Raise exemption from 200 to 500 people (so small parkruns doesn't need permits)
2. Change the Size Group and introduce a new group. The by-laws have size categories, Small (200-2000), Medium (2001 to 5000), Large (5001 to 10000) and Very Large (10 001 above). So that we can maybe have relaxed requirements for the Small group –

Adjust Size Categories
• Change "Small" from "200-2000" to "500-1000"
• Add "Compact" category for "1001-2000"

3. Risk-based approach for small events for less than 1000 participants

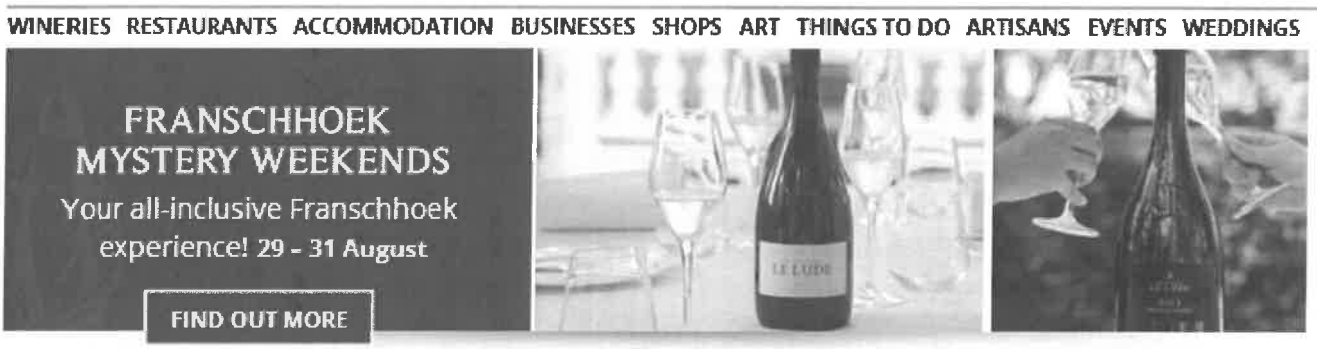
• 20 working days application period
• Medical plans: Trained first aiders on site, EMS contact details, communication protocol (not mandatory on-site EMS)
• Security plans: Event safety officer, volunteer marshals, emergency procedures, vehicle access routes

4. Community Health Events category with simpler processes for established organizations like parkrun

Joh-ne Jansen

From: Cynthia Barnard - Accounts <accounts@franschhoek.org.za>
Sent: Monday, 18 August 2025 17:01
To: Joh-ne Jansen; Lesley van Gensen; Jeremy Benjamin
Subject: [EX] FW: Readvertisement of the Event By-Law

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Dear Joh-ne

RE: Reviewed Bylaw

Please see below comments on the draft events by-laws :

4 (c) The Event Organiser may not advertise/market or sell tickets for the planned event before an application is submitted to the Municipality and the Event Permit Officer has informed the Event Organiser in writing that the application has been approved in terms of section 5(a).

- The referenced bylaw **cannot apply** to events utilizing **temporary structures**.
- Event approval is contingent on receiving a **Certificate of Compliance (COC)** from both the **structural and electrical engineer**.
  - This COC is typically issued **two days prior** to the event.
  - Only after receiving the COC can the **Event Permit Officer** formally approve the event.
- Due to this ruling:
  - **Advertising** the event is **not permitted** until the COC is received.
  - **Ticket sales** may only commence **two days before** the event, once approval is granted.

Schedule 2 :

In the event of a liquor licence required for an event, it should be applied for in advance before your event application submission to the Municipality

This is not possible as we need to attach a copy of the event application with the liquor licence application. Licence is normally approved a few days before the date of the event (this year thy approved 2 days before the event even though application was submitted in April 2025. Approved on the 10th July 2025

Joh-ne Jansen

From: Lesley van Gensen
Sent: Monday, 15 September 2025 12:05
To: Joh-ne Jansen; Jeremy Benjamin
Subject: FW: [EX] Kommentaar: Gebeurtenisse Verordening:2025

FYI

From: Hans Hugo <hans.hugo1887@gmail.com>
Sent: Monday, 15 September 2025 11:46
To: Lesley van Gensen <Lesley.vanGensen@stellenbosch.gov.za>
Subject: [EX] Kommentaar: Gebeurtenisse Verordening:2025

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Geagte mnr. Van Gensen,

Dankie vir die geleentheid om kommentaar te lewer op die hersiende Gebeurtenisse Verordering:2025.

My kommentaar strek wyer as die nuwe voorgestelde wysigings oor indiening van aansoeke en die tydsverloop voor wedlope, maar is 'n algemene probleem wat organiseerders van byeenkomste te doen mee het.

My ondervinding van die reël van gebeurtenisse strek sedert 2004 met die reël van padwedlope op Stellenbosch (die Wynland marathon) en ook die Spookheuwel-wedloop in Somerset-Wes (Stad Kaapstad) waar ek die hoof wedloop-organiseerder was tussen 2009 - 2022. Ek is dus goed vertroud met die vereistes vir die aanbied van padwedlope.

Die jongste vereistes van Stellenbosch Munisipaliteit maak dit egter baie moeilik vir amateur atletiekklubs om wedlope aan te bied weens die stygende kostes, veral ten opsigte van strenger vereistes wat deur Stellenbosch Munisipaliteit vereis word.

As wedloop-organiseerders wil ons as organiseerders 'n veilige byeenkoms aanbied, waar mense, motors, en toerusting veilig is. As wedloop-organiseerders beplan ons hiervoor, en gebruik ons so ver moontlik ons eie lede om toegang tot spesifieke parkeer-areas (volgens die "Events Plan") te beheer. Gevolglik is die huidige vereiste van 1 (een) sekuriteitsbeampte per 100 persone 'n "overkill" en verhoog dit die wedloop-uitgawes tot so 'n mate dat die aanbied van wedlope onbekostigbaar duur word. Die verhoging van inskryffooie is nie 'n opsie nie, aangesien die oorhoofse provinsiale atletiekligame 'n perk plaas op inskryffooie en verhoogde kostes dus nie na die deelnemers deurgegee kan word nie. En as wedloop-organiseerders probeer ons ook om wedlope so bekostigbaar as moontik aan te bied om wedlope meer toeganklik vir die breë publiek te maak.

Die vereistes deur Stellenbosch Munisipaliteit gestel tot so onlangs as 2024 was heeltemal voldoende om 'n veilige byeenkoms aan te bied. My versoek is dus dat ernstige oorweging geskenk word om reëls en regulasies soos tot en met 2024 vereis is, en volgens Wet 2 van 2010 ("Safety at Sports and Recreational Events Act, 2010") gehandhaaf word.

Ek het ook kommentaar gelewer by die GOP vergadering van 10 September (Wyk 7 en ander wyke).

Ek vertrou u sal bogenoemde kommentaar ernstig oorweeg, want die aanbied van sportbyeenkomste op Stellenbosch maak sulke byeenkomste meer toeganklik vir plaaslike inwoners, en is ook 'n baie goeie bemarkingsgeleentheid vir die dorp Stellenbosch weens die reklame wat gedoen word as deel van wedlope.

Vriendelike groete

Hans Hugo
Tel.: 072 290 8179
E-Pos: hans.hugo1887@gmail.com
Woonadres: Kommandeurslaan 26, Stellenbosch

List of IDP Written Submissions for the period 08 – 30 September 2025 – Comments on the Events Bylaw

No.	Surname	Name	Organisation	Submission Date (Received)	Description	Email address	Responsible Departmental Manager
1.	Ackerman	Angé	Resident: Wards 20 and 21	2025-09-10	Stellenbosch Parkrun - Root 44 ParkRun	ange.ackerman@gmail.com	Lesley van Gensen
2.	Jenkins	Margie	Resident: Wards 20 and 21	2025-09-10	Park Runs	mjenkins@mweb.co.za	Lesley van Gensen
3.	Gitelson	Alison	Resident: Wards 20 and 21	2025-09-12	Request for changes to medical and safety requirements for community events	alison@canbeedone.co.za	Lesley van Gensen
4.	Bouwer	Anita	Resident: Wards 20 and 21	2025-09-12	Constitution with Root 44 ParkRun	aebouwer54@gmail.com	Lesley van Gensen
5.	Oosthuizen	Carika	Resident: Wards 20 and 21	2025-09-12	Support for Root44 parkrun and Public Comment on Events By-law 2025	Carika.Oosthuizen@standardbank.co.za	Lesley van Gensen
6.	Morkel	Darren	Resident: Wards 20 and 21	2025-09-12	Stellenbosch ParkRun - New Municipal Requirements	darrencmorkel@gmail.com	Lesley van Gensen
7.	Viljoen	Eneil	Resident: Wards 20 and 21	2025-09-12	Object excessive medical and security requirements - Root 44 ParkRun	eneil.viljoen@gmail.com	Lesley van Gensen
8.	Heasley	Glynis	Resident: Wards 20 and 21	2025-09-12	Issue of Permit - Root 44 ParkRun	glynisheasley.gh@gmail.com	Lesley van Gensen
9.	Heasley	Glynis	Resident: Wards 20 and 21	2025-09-12	Issue of Permit - Root 44 ParkRun 2	glynisheasley.gh@gmail.com	Lesley van Gensen

No.	Surname	Name	Organisation	Submission Date (Received)	Description	Email address	Responsible Departmental Manager
10.	Beytell	Johann	Resident: Wards 20 and 21	2025-09-12	Root 44 ParkRun - Excessive Medical and Security Requirements	johannbeytell@gmail.com	Lesley van Gensen
11.	Pieters	Marchel	Resident: Wards 20 and 21	2025-09-12	Comments on Events By-law Implementation and Proposed Amendments	marchel.pieters@parkrun.com	Lesley van Gensen
12.	Swart	Owen	Resident: Wards 20 and 21	2025-09-12	Objection medical and security conditions - Events Bylaw	owen.swart@gmail.com	Lesley van Gensen
13.	du Plessis	Wallace	Resident: Wards 20 and 21	2025-09-12	Proposal Events Bylaw	wallace.dupl@gmail.com	Lesley van Gensen
14.	Potgieter	Ben	Resident: Wards 20 and 21	2025-09-13	Objection to excessive medical and security requirements - Events Bylaw	benpotgieter9@gmail.com	Lesley van Gensen
15.	Smit	Carina	Resident: Wards 20 and 21	2025-09-13	Reconsideration of excessive medical and security requirements - Events Bylaw	carina@sun.ac.za	Lesley van Gensen
16.	Henri	Karin	Resident: Wards 20 and 21	2025-09-13	Objection to excessive medical and security requirements - Events Bylaw	karintjiehenritjie@gmail.com	Lesley van Gensen
17.	Dudley	Louise	Resident: Wards 20 and 21	2025-09-13	Objection to excessive requirements on small community events	louise.e.dudley@gmail.com	Lesley van Gensen
18.	Brown	Sandra	Resident: Wards 20 and 21	2025-09-13	Root 44 Park Run - Security and medical requirements - Event Bylaw	brownsonvaaldam@gmail.com	Lesley van Gensen
19.	Burton	Allen	Resident: Wards 20 and 21	2025-09-14	Issue Permit - Root 44 ParkRun - Events Bylaw	allenzeldab@gmail.com	Lesley van Gensen

No.	Surname	Name	Organisation	Submission Date (Received)	Description	Email address	Responsible Departmental Manager
20.	Kershaw	Graham	Resident: Wards 20 and 21	2025-09-14	Support for Parkrun and Fair Requirements for Community Events	kershawenator@gmail.com	Lesley van Gensen
21.	Friedman	David	Resident: Wards 20 and 21	2025-09-15	Issue of Permit - Root 44 ParkRun	david.friedman@telkomsa.net	Lesley van Gensen
22.	Bodington	Lisa-Marie	Resident: Wards 20 and 21	2025-09-15	Object to excessive medical and security requirements - Root 44 ParkRun	lisa@creaxion.co.za	Lesley van Gensen
23.	Brown	Sandra	Resident: Wards 20 and 21	2025-09-15	Security and medical requirements - Root 44 ParkRun	brownsonvaaldam@gmail.com	Lesley van Gensen
24.	du Plessis	Wallace	Resident: Wards 20 and 21	2025-09-15	Health and Safety By-law for small events	wallace.dupl@gmail.com	Lesley van Gensen
25.	Castelyn	Willem	Resident: Wards 20 and 21	2025-09-15	Objection to excessive medical and security requirements - ParkRun	willem6009@gmail.com	Lesley van Gensen
Late Submissions							
26.	Du Toit	Linda	Resident: Wards 20 and 21	2025-09-16	Root 44 Parkrun	linda@mergon.co.za	Lesley van Gensen

Joh-ne Jansen

From: Yvonne Mndabani
Sent: Tuesday, 16 September 2025 08:46
To: Lesley van Gensen; Joh-ne Jansen; Jeremy Benjamin
Subject: FW: Stellenbosch Municipality events bylaws

From: Smith, RJ, Mx [rjs@sun.ac.za] <rjs@sun.ac.za>
Sent: Monday, 15 September 2025 15:58
To: Yvonne Mndabani <Yvonne.Mndabani@stellenbosch.gov.za>
Cc: Hancke, H, Mnr [dhancke@sun.ac.za] <dhancke@sun.ac.za>; Como, BR, Mnr [como@sun.ac.za] <como@sun.ac.za>; Van der Walt, Viljoen, Dr [vvdw@sun.ac.za] <VVDW@sun.ac.za>; Surmon, Sean [surmon@sun.ac.za] <surmon@sun.ac.za>
Subject: [EX] FW: Stellenbosch Municipality events bylaws

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Yvonne

With reference to the proposed events byelaws, please note the following points from Maties Sport..

1. Most Maties Sport Club activities fall under normal sport activities and not events.
2. Most of our sport activities involve low numbers. The participating teams whether campus league teams or club teams play their match and leave.
3. Changes to byelaws that will affect a major entity like a university like ours should be guided by information around attendances, and risk incident reports etc. If any risk has been identified, then the opportunity to address the risk must be provided to ensure our value proposition to our students and community is not compromised through additional costs that must be avoided.
4. Our University is driven to be in service to society, and any additional cost that will impact our ability to service our students and our broader community will have a significant impact.
5. Our Coetzenburg precinct has several sports venues, that must not be seen as one. Our records reflect that normal activities happening at our different sport venues at the Coetzenburg precinct does not present risk.
6. We have also added comments on the document via this link: https://acrobat.adobe.com/id/urn:aaid:sc:EU:d83a71ef-71df-4daf-a1c2-2a64413cfca0

Regards

Reggie Smith
Head: Sport Management
Maties Sport
e: | **t:** +27 21 808 4688 | **a:** Maties Hockey Club, Coetzenburg
w: https://sport.sun.ac.za

Joh-ne Jansen

From: idp
Sent: Wednesday, 17 September 2025 08:21
To: Lesley van Gensen
Cc: Jeremy Benjamin; Joh-ne Jansen; Catherine Muller
Subject: FW: [EX] Objection to "bylaws" being imposed on Root44 parkrun

From: Grant Schuleman <gschuleman@gmail.com>
Sent: Wednesday, 17 September 2025 05:52
To: idp <idp@stellenbosch.gov.za>; mm <Municipal.Manager@stellenbosch.gov.za>; Stephanie Heneke <Stephanie.Heneke@stellenbosch.gov.za>; Mynard Slabbert <Mynard.Slabbert@stellenbosch.gov.za>; Joseph Joon <Joseph.Joon@stellenbosch.gov.za>
Cc: root44@parkrun.com; marchel.pieters@parkrun.com
Subject: [EX] Objection to "bylaws" being imposed on Root44 parkrun

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Greetings Esteemed Citizens,
I trust this email finds you well.
I have been closely following the debacle concerning the permit and approval required for the Root44 parkrun to resume and have to say I am truly disappointed in your approach to resolving this issue.

parkrun (always one word, always lowercase) has been instrumental in getting generally lazy South Africans up and active.

Please wake up, people!

I object to the excessive medical and security requirements being imposed on low-risk community events like parkrun. These requirements aren't in the by-laws and make free community health activities impossible. Please raise the exemption threshold to 567 people and implement risk-appropriate requirements for small events.

parkrun was a stepping stone for me to running Two Oceans and Comrades. It is undeniably one of the best "active" movements to hit our shores (and vineyards).

What else do you want people to do first thing on a Saturday morning?

Kom nou mense. Skud jou kop en skrik asseblief wakker.

Regards,
A parkrunner,
Grant Schuleman

Joh-ne Jansen

From: Yvonne Mndabani
Sent: Tuesday, 16 September 2025 08:46
To: Lesley van Gensen
Cc: Joh-ne Jansen; Jeremy Benjamin
Subject: FW: [EX] Re: Stellenbosch Municipality events bylaws

From: Alfred Thorpe <alfredthorpe@gmail.com>
Sent: Monday, 15 September 2025 16:00
To: Yvonne Mndabani <Yvonne.Mndabani@stellenbosch.gov.za>
Subject: [EX] Re: Stellenbosch Municipality events bylaws

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15 September 2025

Yvonne Mndabani
Stellenbosch Municipality

Subject: Objection to Proposed Amendments – Events By-Law, 2025

Dear Yvonne,
On behalf of Runventures, we acknowledge the Municipality's intention to strengthen the regulation and safe management of events within Stellenbosch. We support the objectives of ensuring safety, accountability, and alignment with community interests. However, after careful review of the proposed amendments to the Stellenbosch Municipality: Events By-Law (2025) and its associated Schedules 2 and 4, we wish to formally lodge our objection in terms of the following key concerns:

1. Inconsistencies Between Schedule 2 and Schedule 4

- Schedule 2 shortens the minimum application submission timeframes (20–30 working days), while Schedule 4 retains longer requirements (60–90 working days).
- This contradiction creates uncertainty for organisers and opens space for inconsistent enforcement.

Recommendation: Harmonise the timeframes across all schedules and provide a clear tiered system based on event size and risk.

2. Crowd Size Categories Require Revision

- The current categorisation defines "small" events as 200–2000 attendees. In practice, events of 200–500 people are typically considered small, while 1000+ attendees should fall into medium or large categories.

- Treating events with 2000 attendees as "small" unnecessarily expands regulation formodest community events while distorting what constitutes large gatherings.

Recommendation: Redefine categories as follows for proportionality:
- Small: 200–500
- Medium: 501–2000
- Large: 2001–5000
- Very Large: 5001 and above

This adjustment would better align regulatory requirements with the actual scale, risks, and resource impacts of events.

3. Disproportionate Burden on Small and Community Events

- The expanded requirements (comprehensive event, safety, transport, environmental and community consultation plans) impose a heavy administrative and financial burden on small-scale and non-profit organisers.
- Community events often have positive social value but limited resources.

Recommendation: Introduce a simplified or "lite" application process for low-risk events (e.g., <500 attendees, no amplified sound, limited infrastructure).

4. Ambiguity in Strategic Fit Criterion

- Section 6 introduces "strategic fit to the Events Policy" as part of the evaluation criteria.
- Without a clear definition, this creates a risk of subjective decision-making and arbitrary refusals.

Recommendation: Define "strategic fit" in objective, measurable terms, or remove it as an evaluation criterion.

5. Severity of Penalties

- The proposed penalties include imprisonment terms of up to 10 years for non- compliance with notices.
- While deterrence is important, these sanctions are excessive for most organisers and may discourage event applications altogether.

Recommendation: Apply a proportional penalty framework, distinguishing between minor administrative breaches and serious safety-related offences.

6. Compliance Obligations for Purpose-Built Venues

- The requirement for venue owners to submit annual programmes of events two months prior may be impractical, especially where late bookings are common.
- This could negatively affect the viability of local venues and the events economy.

Recommendation: Allow rolling submissions or event-by-event approvals with reasonable notice periods.

7. Community Consultation Requirements

- While community engagement is valuable, the formalised requirement for consultation with councillors, residents and associations could cause unnecessary delays and expose organisers to objections late in the process.

Recommendation: Clarify the process, timeframes, and weight of objections to avoid arbitrary vetoes.

Taking the above into consideration, we urge the Municipality to reconsider and revise these amendments through a process of consultation with affected stakeholders, including event organisers, community organisations, and venue operators. We respectfully request that final adoption of the proposed By-Law and Schedules be postponed until these concerns are addressed.

We remain available to participate in any stakeholder engagements and to provide constructive input towards a balanced framework that safeguards public interests while enabling a thriving local events and tourism sector.

Yours faithfully,
Alfred Thorpe

Runventures
082 449 8587

On Tue, 26 Aug 2025 at 11:51, Yvonne Mndabani <Yvonne.Mndabani@stellenbosch.gov.za> wrote:

Dear all

Kindly note that the Stellenbosch Events By-law has been published for public comment. The advertisement can be accessed on the Stellenbosch Municipality website. The closing date for submissions is **15 September 2025.**

Regards

Yvonne Mndabani

Events Department

Community & Protection Services

T: +27 21 808 8447 | F: +27 21 886 6765

Plein Street, Stellenbosch, 7600

www.stellenbosch.gov.za

Joh-ne Jansen

From: admin@eventhealthandsafety.co.za
Sent: Sunday, 14 September 2025 19:07
To: Joh-ne Jansen
Subject: [EX] FW: Stellenbosch Municipality Events By-law 2025

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Anne-Marie Storm Buys
Safety Solution Events (Pty) Ltd (SSE)
082 617 6226
admin@eventhealthandsafety.co.za
Mossel Bay

From: admin@eventhealthandsafety.co.za <admin@eventhealthandsafety.co.za>
Sent: Sunday, 14 September 2025 18:57
To: 'Joh-ne.Jansen@stellenbosch.gov.za.' <Joh-ne.Jansen@stellenbosch.gov.za.>
Subject: Stellenbosch Municipality Events By-law 2025

Please acknowledge receipt of this e-mail by return e-mail.

PREAMBLE
WHEREAS the Stellenbosch Municipality recognizes that the hosting of events is a significant part of its competitive strategy and acknowledges that events have an important role to enhance cultural and social cohesion in communities, support urban rejuvenation and economic growth.
WHEREAS the Stellenbosch Municipality aims to regulate holding of events in a manner that ensures proper management thereof;
WHEREAS the Stellenbosch Municipality wishes to support the co-ordination and collaboration between all role-players, to promote partnerships and to enhance the impact of events in the municipality;
WHEREAS the Stellenbosch Municipality wants to ensure that events happen safely and securely in a coordinated manner in its jurisdiction;
AND WHEREAS the Stellenbosch Municipality wants to ensure that events take place safely and securely in a coordinated manner through a clear collaboration between Law Enforcement, Fire Services, the South African Police Services, Disaster Management, District Municipality, Traffic Services and other related emergency and safety organisations;

The questions posed here:

- **How important are events especially to the Municipality by increasing the submission times to ridiculous timeframes??**
- **Proper management – if the Municipality's Departments also come to the party and do their required job with regards to events.**
- **Impact of events in the municipal area: By changing the timeframes to submit events you will be scaring away all event organisers and thereby all events taking place.**

- Do you want to promote partnerships with these ridiculous timeframes? Where are the timeframes for the Municipality? Why is it not mentioned?

Definitions
Municipal Event Committee
What are the committee members' qualifications with regards to SASREA? Do they have any substantial proven SASREA qualifications to be part of the Event Committee and to make recommendations to event organisers, especially the Chairperson?

"venue" means any open space, enclosed or semi-enclosed temporary structure or permanent structure, whether a private dwelling or not–
The Municipality cannot instruct persons living in a private dwelling on what he/she may or may not do in their privately-owned residence.

This By-Law does not apply to –
Why add preparation of food and/or selling of food for events with 200 people or less?
If it is under 200 pax attending, the Municipality does not need to be informed about such an event. How is the Municipality going to stop the selling or preparation of food if you are not aware of the event?
ALL EVENTS ARE REGULATED BY SASREA – shows again how knowledgeable the Municipality is about SASREA.
Any event above 50 pax attending, must apply for a risk rating by the SAPS National Commissioner according to SASREA.

Events Permit Officer or an Law Enforcement Officer Authorised **Officer**
You, the Municipality, is not eligible to be a SASREA Inspector as a SASRIA Inspector is an INDEPENDENT PERSON and may not be an employee of the Municipality. You are over-riding SASREA National Law.
The Municipality cannot issue a Compliance Notice as the Municipality is not a SASREA Inspector.
The Municipality has absorbed the role of SASREA Inspector which is not allowed according to SASREA. This is the Municipality ignoring SASREA. Acting beyond the Municipality's legal powers.
By-laws of any Local Authority are subject to national and provincial legislation.
Also, the Event Permit has already been granted to the event organiser by the Municipality, so how can the event organiser or the event not be compliant?
SAPS can only enter an event site at a Low Risk Categorised event if SAPS have approval from the venue owner to enter the venue site - This is an Internal Regulation issued by SAPS.

(d)(e) Purpose-built venues are excluded from this By-Law in respect of events normally held in such venue, provided that –
(i) this exclusion does not apply to events or parts of events held outside the venue or building or which by their nature, size or impact are considered outside the normal use parameters for the venue;
(ii) owners or managers of purpose-built venues must submit their programme of events an application to the Events Permit Office two months prior to the events taking place; for approval of their events programmes which shall be valid for one year;
Why is the one-year timeframe taken out and for what reason?

(f) The Events Office has the right to classify an application as an event and implement the necessary processes to be adhered to.
Only the SAPS National Commissioner can classify an event.
What gives the Events Office the right to classify an application as an event? Based on what knowledge of the Municipality if they do not even understand SASREA?
Again, ALL events are regulated by SASREA.
The Local Authority is limited to processing event permit applications and ensuring compliance with SASREA.
The Local Authority has only administrative classification, i.e., whether an activity requires an activity or not. Not the legal categorisation as per SASREA.

3. Submission of applications for approval to hold or stage events
(a) A formal application to stage an event must be made by the event organizer to the Events Permit Officer and submitted –
(i) by a person who is at least 18 years old;
SASREA specifies 21 years of age. You cannot change National legislation.
4.(8) An event organiser, where such person is a natural person, must -
(a) in respect of a medium-risk or high-risk event -
(i) be at least 21 years of age; and
(ii) have the necessary capacity, resources and event-related experience to organise the event, and
(b) in respect of a low-risk event be at least 21 years of age.

4. Requirements and conditions
(c) The Event Organiser may not advertise/market or sell tickets for the planned event before an application is submitted to the Municipality and the Event Permit Officer has informed the Event Organiser in writing that the application has been approved in terms of section 5(a).
How can an event's ticket only be sold 2 days before the event takes place? That is the normal timeframe from the Municipality which is not acceptable at all.
Again, where are timeframes for the Municipality's Departments in this By-law?

4.1 Safety Officer
The Event Organiser must appoint a safety officer for the event.
It is NOT a Safety Officer but an EVENT SAFETY OFFICER.

4.1 (h) The safety officer is responsible for ensuring that the event-specific written safety and security plan is adhered to.
The Event Safety Officer is responsible for ensuring that the Event-Specific Safety and Security Plan is adhered to only applicable to medium and /or high risk classified events.

5. Decisions on events
(a) The Events Permit Officer must approve or decline an application for an event within a reasonable time in terms of this By-Law.
"Reasonable time" means the period that is fair and adequate for completing a task or duty, considering the specific circumstances, nature of the action, and available resources.
Is it fair and adequate to receive this confirmation 2 days before an event is taking place?

6. Evaluation Criteria
(viii) Previous offences.
Please elaborate as this is extremely vague.

7. Holding of an event
(a) An Event Organizer whose applications have been approved in terms of this By-Law are responsible for the event and must ensure that —
(i) the event is held in compliance with the provisions of this By-Law, the conditions imposed by the Events Permit Officer and does not contravene any other law;
(ii) the conduct of persons attending an event and the activities undertaken or carried out at the event do not negatively impact on affected communities and the environment during such an event;
(iii) any compliance notice issued by the Events Permit Officer in terms of section 8 is complied with.
Compliance notice issued by whom - a SASREA inspector only can do this.

9. Inspections and right of access
(a) The Events Permit Officer, an authorized official or a law enforcement officer may conduct inspections of a venue after the submission of an application as well as during and after the staging or holding of an event to determine compliance with this By-law and the conditions made;
(b) The Events Permit Officer or a law enforcement officer has a right of access to or over any venue for the purposes of —
(i) performing all necessary acts or required to be done by the municipality under this By-Law,
(ii) ascertaining whether there is or has been a contravention of the provisions of this By-Law; and the conditions made subject to the approval of the event application

(iii) enforcing compliance with the provisions of this By-Law.
(c) An Events Permit Officer, an authorized official, or a law enforcement officer may require such owner, event organiser or occupier to provide, at any reasonable date and time access to such property to a person and for a purpose referred to in subsection 9(b).

10. Suspension and revocation of permit

(a) The Event Permit Officer, may, where the Event Organizer fails to comply with a compliance notice issued in terms of section 8, by notice in writing to the Event Organiser —
(i) suspend the permit immediately until the Event Organiser has complied with the compliance notice;
(ii) revoke the permit and take such steps as may be necessary in terms of this By-Law, for which costs incurred by the Municipality, the Event Organiser shall be liable; or
(iii) on receipt of information from a Law Enforcement Officer or an authorised official relating to failure to comply with a compliance notice, suspend or revoke the permit of an Event Organizer.
(b) The Municipality may, where the Events Permit Officer has acted in terms of subsection 10(a), withhold the deposit paid by the Event Organizer for an event as security for the payment of such costs.

The event organiser must be operational compliant VS administrative compliant.
This is again the Municipality taking over the duties of a SASREA Inspector.

According to SASREA:

14. Inspectors and powers of entry and inspection

(1) A person appointed in writing as an inspector by a local authority may enter a stadium, venue or other business premises of a controlling body, the event organiser or a stadium or venue owner at any reasonable time during the day to conduct an inspection and make such inquiries as may be necessary to ensure compliance with this Act.
(2) An inspector may be accompanied during an inspection by a police official and any other person reasonably required to assist in conducting the inspection.
(3) The inspector or police official may -
  (a) require a person who appears to be in charge of the stadium, venue or premises to produce a safety certificate, record, book or other document, including documentation in electronic format relating to compliance with this Act;
  (b) examine any document referred to in paragraph (a) and where necessary make a copy of any such document; and
  (c) direct any person who appears to be in control of such premises to take steps within a reasonable period to ensure compliance with the Act.
(4) When appointing an inspector under subsection (1), a local authority must ensure that -
  (a) a person appointed has sufficient qualifications and experience in the field of safety and security;
  (b) at least one of the appointed persons is registered with the Health Professions Council of South Africa and is registered as an advanced life support paramedic;
  (c) a person appointed has not at any time been convicted of a criminal offence involving dishonesty or violence; and
  (d) a person appointed is independent of, and has no direct or indirect financial or other material interest in -
    (i) a controlling body;
    (ii) the event organiser;
    (iii) a stadium or venue owner; and
    (iv) any other person who is directly or indirectly linked to the persons referred to in subparagraphs (i) to (iii).
(5) The local authority must issue an inspector appointed in terms of subsection (1) with a certificate of appointment which the inspector must produce if so requested during an inspection.
(6) A person present at an inspection must cooperate with and furnish such assistance as the inspector or police official may require in the exercise of his or her powers under this Act.

Not one municipality in South Africa has appointed any SASREA Inspector - they are all absorbing this role.

Does Stellenbosch Municipality now want to remove all events taking place in its area by imposing ridiculous time frames? Not even City of Cape Town has these minimum times. In fact, NO other municipality in the country has these ridiculous timelines.
Or is it the fact that the various Departments are not knowledgeable enough about SASREA and SANS 10366:2015?

And then, also the Municipality waits to about 2 days before the event takes place, to issue an Event Permit.
Is it not time to put timeframes on the various Departments too to respond to an event application? Why are only the event organisers taken to task and not the Municipality's employees?

Events do not normally take place on or at a scheduled time – except repeating, annual events.
Events can take place because of an idea, a sudden change in a social arena, an un-foreseen happening, and are public or private.
People organise events to build communities, create memorable experiences, foster relationships, share knowledge, promote brands and celebrate special occasions.
Events serve as powerful tools for engagement, allowing organisations to connect with customers and supporters, while also offering individuals opportunities for social interaction, networking, and personal enjoyment.
An event offers a valuable opportunity for businesses to receive feedback from customers and clients, discuss their needs, and address any challenges they may be facing.
For businesses, events are a key marketing tool to increase brand visibility, showcase services, and build a positive reputation by putting a face to the organisation.
Sometimes, the purpose of an event is simply to bring people together for joy, celebration, and a chance to un-wind from daily routines.

The timeous provision of the complete information will support and assist with the processing of the application, the approval processes by the range of Municipality Departments and compliance with legislative requirements.	**CATEGORY ATTENDEE / PARTICIPATION SIZE**	**MINIMUM TIME BEFORE AN EVENT TO SUBMIT A COMPLETE APPLICATION TO THE MUNICIPALITY**
SIZE		
Small	200 – 2000	A minimum of 60 working days20 working days (4 weeks)
Medium	2001 – 5000	A minimum of 65 working days25 working days (5 weeks)
Large	5001 – 10 000	A minimum of 70 working days 30 working days (6 weeks)
Very large	10 001 above	90 working days (34 months minimum – preferably 6 months)

Anne-Marie Storm Buys
Safety Solution Events (Pty) Ltd (SSE)
082 617 6226
admin@eventhealthandsafety.co.za
Mossel Bay

Joh-ne Jansen

From: admin@eventhealthandsafety.co.za
Sent: Tuesday, 16 September 2025 08:32
To: Joh-ne Jansen
Subject: [EX] Stellenbosch Events By-law 2025

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A few more points:

Stellenbosch Municipality is the richest municipality in South Africa.

If we e-mail an event permit application to the Events Office, questions arises:

Why must Event Organisers/Event Permit Application Persons, provide the Events Office with TWO copies of the event permit application: One for the Events Office and one for SAPS? At our own cost????

Why does an Event Organiser have to pay R 1 300. to lodge an event permit application? What happens to that money? Where is it allocated to?

You, the Municipality, can carry the cost of an Event Permit Application documents at a cost of R 480. per file.

Not one other municipality requires that a copy or copies must be presented after an e-mail or online application was sent to a municipality.

The Events Office can make their own copies of event permit applications or pay for a file if THEY want a copy. For 13 years we all did it, now it is the Municipality's turn to pay for their own event files.

Anne-Marie Storm Buys
Safety Solution Events (Pty) Ltd (SSE)
082 617 6226
admin@eventhealthandsafety.co.za
Mossel Bay

Joh-ne Jansen

From: info@visitstellenbosch.org
Sent: Sunday, 14 September 2025 22:26
To: Joh-ne Jansen
Cc: xeniavdm@spier.co.za
Subject: [EX] FW: Comments reviewed Events By-Law

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Dear Joh-ne

I trust you well, see email below form SPIER. Xenia is also cc'd in this mail.

Regards

The Visit Stellenbosch Team
Visit Stellenbosch
T: 021 886 4310
E: info@visitstellenbosch.org
W: www.visitstellenbosch.org

From: Xenia Van Der Meulen <xeniavdm@spier.co.za>
Sent: Saturday, 13 September 2025 10:38
To: info@visitstellenbosch.org
Subject: Re: Comments reviewed Events By-Law

Hi,
Some feedback from our side:

Reviewed SM events By-Law2025
Point 2 E (i) and (ii) are confusing: if you are excluded from this By-Law in respect of events normally held in such venue then why do we still need to submit the programme of events application two months prior to the events taking place?

Schedule 2 – schedule of Events Application Timeframe new amendments
Should include a maximum time for submission (in case wish to apply more than 2 months in advance) as well as a maximum time for the Municipality to respond (so have enough time to know if can go ahead with the event)

The VERY LARGE event schedule is confusing – is it 34 months or 3 or 4 or 6 months ?

Schedule 4 – Events Application Requirements Guideline amended
Suggest including a note of number of safety officers required per event based on numbers?

Thanks
Xenia

Joh-ne Jansen

From: Yvonne Mndabani
Sent: Tuesday, 16 September 2025 08:33
To: Lesley van Gensen
Cc: Joh-ne Jansen; Jeremy Benjamin; gabriel@theunitedgroup.co.za
Subject: FW: [EX] Public Comment on SCHEDULE 2 Schedule of Events Application Timeframe new amendments

Importance: High

Dear Mrs Van Gensen

Kindly refer to the below comment, which was received yesterday at 16:15.

Regards,
Yvonne Mndabani

From: gabriel@theunitedgroup.co.za <gabriel@theunitedgroup.co.za>
Sent: Monday, 15 September 2025 16:15
To: Yvonne Mndabani <Yvonne.Mndabani@stellenbosch.gov.za>
Cc: jesse@theunitedgroup.co.za; cameron@theunitedgroup.co.za
Subject: [EX] Public Comment on SCHEDULE 2 Schedule of Events Application Timeframe new amendments
Importance: High

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon Yvonne,

I hope you're well.

I'm writing on behalf of United Event Solutions to raise serious concerns regarding the proposed change requiring event permit applications to be submitted, starting at, 60 working days in advance for small events and 90 working days for very large events.

This proposed change raises some serious concerns for me, including:

- Incompatibility with Industry Practice
  - Many events are necessarily planned on much shorter notice, weeks rather than months. In Stellenbosch's events sector, surprise opportunities, venue availability issues, sponsor responses, artist availability, or funding delays often force timelines that make a 60 working-day minimum prohibitive.

- Economic and Operational Impact
  - This rule would significantly reduce the number of events that can happen at all in Stellenbosch, hurting businesses, vendors, artists, and local economy.
  - It will increase costs (e.g. for bookings, cancellations) where organisers try to comply but lose sponsors or venues due to long lead times.

- Benchmarking Against Other Municipalities
  - Based on documents I have reviewed:

- The City of Cape Town refers to smaller-scale events needing to apply 3 weeks (≈15 working days) in advance for smaller events.
- The "Standard Municipal Event Permitting Policy" (George Municipality) requires 60 days only for High-Risk event safety certificates or large events, not for all small events under normal risk.

To my knowledge, no other South African municipality has waiting times as lengthy as the ones proposed, regardless of risk or scale.

I respectfully request the Events Office / Municipality reconsider the proposed changes. It would be very helpful to meet and discuss this further, possibly jointly with other event organisers, to find a more workable timeframe that ensures safety, but also supports the industry and local economy.

Thank you for considering this viewpoint. I believe with thoughtful adjustment, the policy can both protect the public interest and preserve Stellenbosch's vibrant events scene.

Kind regards,

GABRIEL CUMPSTY
DIRECTOR | GENERAL MANAGER
THE UNITED GROUP (PTY) LTD
UNITED PROTECTION SOLUTIONS (PTY) LTD
UNITED EVENT SOLUTIONS (PTY) LTD

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@unitedgroupza

Joh-ne Jansen

From: Yvonne Mndabani
Sent: Monday, 15 September 2025 12:29
To: Lesley van Gensen
Cc: Channing, Catherine [cchanning@sun.ac.za]; Como, BR, Mnr [como@sun.ac.za]; garym@sun.ac.za; Joh-ne Jansen; Jeremy Benjamin
Subject: FW: Stellenbosch Municipality events bylaws

Dear Mrs Van Gensen

Kindly refer to the proposed event bylaw below for your attention.

Regards

Yvonne Mndabani

From: Channing, Catherine [cchanning@sun.ac.za] <cchanning@sun.ac.za>
Sent: Monday, 15 September 2025 11:17
To: Yvonne Mndabani <Yvonne.Mndabani@stellenbosch.gov.za>
Cc: Como, BR, Mnr [como@sun.ac.za] <como@sun.ac.za>; Muizenheimer, Gary [garym@sun.ac.za] <garym@sun.ac.za>
Subject: [EX] Re: Stellenbosch Municipality events bylaws

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Yvonne

I hope you are well?

Please see feedback regarding the proposed Events Bylaws below and also linked here: https://acrobat.adobe.com/id/urn:aaid:sc:EU:d83a71ef-71df-4daf-a1c2-2a64413cfca0

- 1(e)If film is no longer considered an event, where does the application management sit, and what does that process look like?
- How are events at schools being addressed with this bylaw?
- 2(e) (ii) what programme do they want to see, only 200 pax or more or all events?
- How does the bylaw ensure consistent application of deployment(Medics & Security specifically)?
- 5(f) how many times will the office tolerate late submissions? What are the consequences for multiple infractions?
- 6(c) XV How is the environmental impact measured? What criteria are used?
- The new timelines are far too long and not feasible/practical. Comparison to other municipal timelines is below
- Coetzenburg precinct is not addressed here, there is a request that only one large event is hosted on the precinct at any one time, but this is not consistently enforced.

Events timelines in comparable second tier city's and nearby municipalities

George:

Size of event over the full event period: (please tick relevant box)

SIZE (tick)	CROWD	MINIMUM TIME BEFORE ADVERTISING OR PUBLICISING AN EVENT TO SUBMIT AN APPLICATION FROM 1 FEBRUARY TO 31 OCTOBER	MINIMUM TIME BEFORE ADVERTISING OR PUBLICISING AN EVENT TO SUBMIT AN APPLICATION FROM 1 NOVEMBER TO 31 JANUARY	APPEAL TO BE LODGED BY APPLICANT WITH CITY WITHIN[4]	APPEAL TO BE DECIDED BY CITY WITHIN
	50 to 500	14 working days	20 working days	24 hours of receipt of written notice	24 hours of receipt of written notice of appeal
	501 - 2000	20 working days	30 working days	24 hours of receipt of written notice	24 hours of receipt of written notice of appeal
	2 001 – 5 000	20 working days	30 working days	48 hours of receipt of written notice	Within 48 hours of receipt of written notice
	5 001 – 10 000	120 working days	120 working days	48 hours of receipt of written notice	Within 3 working days
	10 001 - above	6 months	6 months	48 hours of receipt of written notice	Within 5 working days

Event Application March 2024

City of Cape Town:

Size	Category Attendee/Participation Size	Minimum Time Before An Event To Submit An Application To The City *
Small	200 - 2000	15 working days (3 weeks) **
Medium	2001 – 5000	20 working days (4 weeks)
Large	5001 – 10 000	25 working days (5 Weeks)
Very Large	10 001– above	60 working days (3 months minimum –preferably 6 months)

Any Event which involves an application for a Liquor Licence.	A minimum of 21 working days
If an event includes food vendors needing to apply for licences and Certificates of Acceptability.	A minimum of 15 working days
Any event requiring a Noise Exemption	A minimum of 15 working days
Any events where a land use planning approval is required	A minimum of 60 working days

Kind Regards / Vriendelike Groete

Catherine Channing

Manager

Central Events & Conferencing office
T: 021 808 2721
Stellenbosch University | South Africa | Suid-Afrika
www.cecoevents.co.za | Find us on social media | Vind ons op sosiale media

10.9	**RURAL MANAGEMENT: (PC: CLLR C MANUEL)**

NONE

10.10	**MUNICIPAL MANAGER (G METTLER)**

NONE

11.	**CONSIDERATION OF ITEMS, REPORTS, COMMUNICATIONS, PETITIONS AND APPLICATIONS SUBMITTED VIA THE OFFICE OF THE MUNICIPAL MANAGER**

11.1	**MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC): [CLLR WF PIETERSEN]**

11.1.1	**INVESTIGATION INTO IRREGULAR EXPENDITURE RELATING TO TELECOMMUNICATIONS SERVICES PROVIDED BY TELKOM SA SOC LTD FOR THE PERIOD 1 JULY 2024 TO 30 JUNE 2025**

Collaborator No:
IDP KPA Ref No: **Good Governance and Compliance**
Meeting Date: **29 July 2026**

1. SUBJECT: INVESTIGATION INTO IRREGULAR EXPENDITURE RELATING TO TELECOMMUNICATIONS SERVICES PROVIDED BY TELKOM SA SOC LTD FOR THE PERIOD 1 JULY 2024 TO 30 JUNE 2025

2. PURPOSE OF REPORT

To present information for consideration to the Municipal Public Accounts Committee (MPAC) regarding the irregular expenditure arising from the continued utilisation of telecommunications services provided by Telkom SA SOC Ltd during the period 1 July 2024 to 30 June 2025 without a valid contractual arrangement.

3. EXECUTIVE SUMMARY

Stellenbosch Municipality has historically procured telecommunications services from Telkom SA SOC Ltd, the incumbent service provider responsible for the Municipality's Primary Rate Interface (PRI) telecommunications infrastructure.
A PRI line consists of two pairs of copper wires connecting the telecommunications network to the municipal business environment and remains part of the Municipality's legacy voice telecommunications platform.

As the owner and operator of the existing PRI copper infrastructure, Telkom remained the sole provider capable of supporting the Municipality's existing voice telecommunications services.

During the preparation and review of the Municipality's Annual Financial Statements for the 2024/2025 financial year, it was identified that telecommunications services provided by Telkom SA SOC Ltd continued after the expiry of the previous contractual arrangement and were therefore not supported by a valid contract as required by the Municipality's Supply Chain Management Policy.

4. BACKGROUND AND SEQUENCE OF EVENTS

Tender 87/21

Tender 87/21: "The Provision of Voice SIP Services for the Contract Period Ending 30 June 2024" was awarded on 25 July 2021 for a three-year period ending 30 June 2024.
The objective of the tender was to migrate the Municipality from legacy copper-based PRI technology to modern SIP telecommunications technology.
The implementation of the migration project was not completed during the contract period due to the resignation of the Senior Manager responsible. Consequently, the

Municipality remained dependent on the existing PRI telecommunications infrastructure after expiry of the contract.
As Telkom remained the sole provider capable of maintaining and supporting the PRI infrastructure, services continued uninterrupted to avoid disruption to municipal operations.

Processing of Monthly Invoices

Throughout the period under review, Telkom submitted monthly invoices for telecommunications services rendered.

Invoices were hand delivered to the Finance Directorate and subsequently referred to the ICT Helpdesk for verification.
The ICT Department reviewed:

- Telecommunications services billed;
- Applicable tariffs and charges;
- Usage patterns;
- Active service lines; and
- Accuracy of billing.

Following verification, invoices were submitted to the Director: Corporate Services for approval and returned to the Creditors Section for payment processing.
Purchase orders were generated and approved through the Municipality's financial system prior to payment.

The monthly payment process therefore remained subject to normal municipal financial controls.

Tender 79/24

Tender 79/24: "Supply, Delivery, Install and Configure Telecommunications Services as and when Required to Stellenbosch Municipality for the Period Ending 30 June 2027" was advertised on 4 May 2024.
The tender was cancelled on 26 July 2024 due to all bids received being non-responsive.

Following cancellation, revised tender specifications and documentation were prepared for re-advertisement. However, during this period the Director: Corporate Services, being the delegated authority responsible for approving the revised specifications, left the employment of the Municipality.
The revised tender documentation was not approved and re-advertised, resulting in continued monthly processing of Telkom invoices while the Municipality remained dependent on the existing telecommunications infrastructure.

Identification of Irregular Expenditure

At the end of June 2025, during the Annual Financial Statements review process, it was identified that the continued utilisation of telecommunications services was not supported by a valid contractual arrangement as required by the Municipality's Supply Chain Management Policy.

The expenditure was therefore classified as irregular expenditure due to non-compliance with prescribed procurement processes.

5. MITIGATING CONTROLS TO PREVENT REOCCURRENCE

CORRECTIVE ACTION IMPLEMENTED
To address the matter and prevent recurrence, the following actions were implemented:

Deviation Approval
A deviation was approved for the continuation of telecommunications services from 1 August 2025 to 30 June 2026 as a temporary measure to ensure uninterrupted service delivery.

Award of New Tender
Tender BSM 11/26: "Supply, Delivery, Install and Configure Telecommunications Services as and when Required to Stellenbosch Municipality for the Period Ending 30 June 2028" was successfully awarded on 12 February 2026.
Implementation planning is currently underway to ensure commencement of services under the new contract from 1 July 2026.

Ongoing Contract Management
The ICT Department continues to review and manage telecommunications services to ensure cost optimisation and removal of unnecessary services.

The department will perform a comprehensive reconciliation on all supply chain management awards, including order amounts, payments, orders carried over, cancellations and retention.

MITIGATING CONTROLS
The following controls have been implemented:
- Formal contract management monitoring;
- Procurement planning linked to contract expiry dates;
- Ongoing review of telecommunications expenditure by ICT;
- Implementation of the newly awarded telecommunications contract;
- Improved oversight of contract renewal processes; and
- Enhanced coordination between ICT, SCM and Corporate Services.

6. CONFIRMATION BY AUTHOR OF REPORT

The author of the report confirmed in the MPAC meeting that the information provided is a true and accurate reflection of the facts.

7. INVESTIGATION BY MUNICIPAL PUBLIC ACCOUNTS COMMITTEE

7.1 Classification of Expenditure

Indicate the type of UIFWE applicable (mark with an X):

[ ] Unauthorised Expenditure

[x] Irregular Expenditure

[ ] Fruitless and Wasteful Expenditure

7.2 Nature of the Expenditure

Indicate the nature of the expenditure (mark with an X):

[x] Not a result of criminal conduct or fraud

[ ] Likely the result of criminal conduct or fraud

7.3 **Value for money assessment (mark with an X):**

Assessment	***Yes***	***No***
Did the Municipality receive the goods or services	*x*	
If received were the goods or services aligned to the specifications	*x*	
Is the cost of the goods and services market related.	*x*	
Did the official act in good faith	*x*	
Any financial loss incurred		*x*

7.4 **Assessment of recoverability**

No financial loss was incurred, therefore the expenditure is not assessed for recoverability.

9. FINANCIAL IMPLICATIONS

Irregular Expenditure: R 2 764 384.31

Financial loss to municipality: R 0

Amount recommended for recovery from officials/office bearers: R 0

10. LEGAL IMPLICATIONS

This matter must be considered in line with the following legislation and policies:

- Municipal Finance Management Act and the regulations issued under the Act
- Municipal Systems Act and the regulations issued under the Act
- Municipal Structures Act
- Municipal Supply Chain Management Policy
- Disciplinary Procedures as contained in the South African Local Government Bargaining Council Main Collective Agreement

11. RISK IMPLICATIONS

Had the Municipality discontinued the telecommunications services upon expiry of the previous contractual arrangement, the Municipality would have faced significant operational and service delivery risks.

Discontinuing the services would likely have resulted in:

- Loss of inbound and outbound telephone communications across municipal offices;

- Disruption of communication between the Municipality, residents, service providers, emergency services, and other government institutions;

- Inability of customer care and revenue offices to receive or respond to public enquiries;
- Disruption to essential municipal operations;
- Increased service delivery complaints and reputational damage to the Municipality;
- Potential inability to coordinate emergency incidents and disaster response effectively;
- Failure to fulfil the Municipality's constitutional and statutory obligation to provide effective and continuous municipal services.

12. CONCLUSION

MPAC has completed its investigation and concludes as follows:

That the expenditure to the amount of R2 764 384.31 is irregular expenditure. The Committee established through its investigation of the expenditure concluded:

- The expenditure was not a result of criminal conduct or fraud
- The Municipality received the goods and services which were aligned to the specifications
- The cost of the goods and services is market related
- The official acted in good faith
- There was no financial loss to the Municipality

13. RECOMMENDATION

MPAC recommends the following actions based on its investigation:

(a) that Council certifies the irregular expenditure to the amount of R2 764 384.31 (including VAT) as irrecoverable; and

(b) that Council writes off the irregular expenditure as irrecoverable in terms of the MFMA Section 32(2).

RECOMMENDATIONS FROM THE MUNICIPAL PUBLIC ACCOUNTS MEETING: 2026-07-23: ITEM 5.2

MPAC recommends the following actions based on its investigation:

(a) that Council certifies the irregular expenditure to the amount of R2 764 384.31 (including VAT) as irrecoverable; and

(b) that Council writes off the irregular expenditure as irrecoverable in terms of the MFMA Section 32(2).

Annexures

A. Report from the User Department

ANNEXURE A

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DIRECTORATE: FINANCIAL SERVICES: INFORMATION COMMUNICATION TECHNOLOGY (ICT)

M E M O R A N D U M

DATE : 10 JUNE 2025

TO : MUNICIPAL PUBLIC ACCOUNTS COMMITTEE

FROM : SENIOR MANAGER: ICT (R MOOIDEEN)

RE : IRREGULAR EXPENDITURE: PAYMENTS TO TELKOM SA SOC LTD FOR CONTINUED TELECOMMUNICATIONS SERVICES

Purpose

The purpose of this memorandum is to report expenditure incurred for telecommunications services provided by Telkom SA SOC Ltd during the period **1 July 2024 to 3o June 2025.**

Background

The Municipality continued to utilise telecommunications services provided by Telkom SA SOC Ltd through existing municipal service accounts and telecommunications infrastructure.

These services were operational and actively utilised by the Municipality in support of daily municipal operations and service delivery functions.

During the period under review, Telkom submitted monthly invoices for services rendered. The Municipality processed the invoices through its normal financial processes, with purchase orders generated and approved for each invoice prior to payment.

Discussion

Stellenbosch Municipality has traditionally procured telecommunication services without a tender from a single incumbent service provider in Telkom.

Telkom is a state-owned entity and the sole provider for current copper cable infrastructure termed Primary rate interface (PRI) Telecommunication services. A PRI line is made up of two pairs of copper wires connecting the service provider (network) to the customer (business end-user).

Telkom SA SOC Ltd is a JSE-listed telecommunications company in which the Government of South Africa holds a significant shareholding. Although Telkom operates as a commercial listed entity, it remains classified as a Schedule 2 public entity in terms of the PFMA and is therefore treated as a state-owned/public entity for governance and reporting purposes.

As of 2026, **Telkom SA SOC Ltd remains listed as a Schedule 2 Major Public Entity under the Public Finance Management Act (PFMA)**. National Treasury's latest published PFMA schedules continue to include **"Telkom SA Limited"** under Schedule 2
Tender 87/21 THE PROVISION OF VOICE SIP SERVICES FOR THE CONTRACR PERIOD ENDING 30 JUNE 2024 awarded on 25 July 2021 for a 3-year period ending 30 June 2024 to move over to modern SIP technology. This was never implemented with the then Senior Manager resigning within this time thus resulting in the Municipality remaining on the old PRI (copper based) technology for telecommunication services. It must be reminded that Telkom is the sole provider of the PRI (copper) service for telecommunication voice services.

Invoices from Telkom were hand delivered from Finance to our ICT HelpDesk. The rates and associated costs were reviewed prior to sending this through to the Director Corporate services for final sign off. It was found that all invoices were billed in terms of the Telkom's standard rates for the copper PRI services and confirmed that said services had been provided at an acceptable level with no exorbitant charges included or charges for nil/ghost services provided. The signed invoices were returned to the Creditors section via our ICT HelpDesk. This sundry (direct) payment method was made monthly from October 2022 with the management of Telkom invoices process being followed as mentioned above.

Tender 79/24 SUPPLY, DELIVERY, INSTALL AND CONFIGURE TELECOMMUNICATIONS SERVICES AS AND WHEN REQUIRED TO STELLENBOSCH MUNICIPALITY FOR THE PERIOD ENDING 30 JUNE 2027 was advertised on the 4th of May 2024 and was cancelled on the 26th July 2024 due to non-responsive bidders. The revised specification pack (questionnaire and terms of reference) was taken back to the then Director Corporate services for sign off and readvertising. The said Director and only delegated authority within the Corporate Directorate to approve needed specifications left the employment of the Municipality during this period. The pack was never returned and the process of invoice management continued on a monthly basis (sundry / direct payments) during this time.

At the end of June 2025, during the Annual Financial Statements (AFS) review, it was subsequently identified that the continued utilisation of the services was not supported by a valid contractual arrangement as required by the municipality's Supply Chain Management Policy and that a contract must be put in place urgently.

A deviation was approved for the continuation of these critical services as of 1 August 2025 ending 30 June 2026 as a bridging mechanism whilst a permanent solution is put in place.
Tender BSM 11/26 SUPPLY, DELIVERY, INSTALL AND CONFIGURE TELECOMMUNICATIONS SERVICES AS AND WHEN REQUIRED TO STELLENBOSCH MUNICIPALITY FOR THE PERIOD ENDING 30 JUNE 2028 has been successfully awarded on the 12th of February 2026 with preparation work in progress to deliver needed services as of 1 July 2026.

The Senior Manager: ICT indicated that he had completed a full audit of all invoices related to TELKOM and found that all invoices were billed in terms of the TELKOM'S standard rates for the copper PRI services and confirmed that said services had been provided at an acceptable level.

The services were rendered and utilised by the municipality in support of critical operational and service delivery functions. It must further be highlighted that during this time successful efforts were put in place to manage the Telkom account as shown by the savings month on month in the table below

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Supplier Name	Order Number	Invoice Number	Total Invoice	Payment Amount	Date	Fin Period	Contract Number	Contract Description
TELKOM SA	0000009000173	110065620002	284335,6	284 335,60	2024/08/01	202402		
TELKOM SA	0000009000179	110065620002	272066,65	272 066,65	2024/09/01	202403		
TELKOM SA	0000009000186	110065620002	263582,01	263 582,01	2024/10/01	202404		
TELKOM SA	0000009000192	110065620002	265668,05	265 668,05	2024/11/01	202405		
TELKOM SA	0000009000200	110065620002	277605,5	277 605,50	2024/12/01	202406		
TELKOM SA	0000009000204	110065620002	230218,05	230 218,05	2025/01/01	202407		
TELKOM SA	0000009000209	110065620002	218479,15	218 479,15	2025/02/01	202408		
TELKOM SA	0000009000214	110065620002	261519,7	261 519,70	2025/03/01	202409		
TELKOM SA	0000009000222	110065620002	225459,95	225 459,95	2025/04/01	202410		
TELKOM SA	0000009000229	110065620002	235492,25	235 492,25	2025/05/01	202411		
TELKOM SA	0000009000236	110065620002	229571,4	229 571,40	2025/06/01	202412		
TELKOM SA	0000009000236	110137540001	386	386,00	2025/06/09	202412		
				2 764 384,31				

The table with monthly purchase orders show that:

- The expenditure was authorized through the municipality's financial system.
- The services were not procured clandestinely.
- The invoices were matched to approved orders before payment.
- The municipality received the services for which it paid.
- There is an audit trail supporting each payment.

Conclusion

The expenditure was incurred for legitimate municipal purposes relating to the continued provision of existing and essential telecommunications services.

The Municipality received the services, derived operational benefit there from, and no financial loss has been identified.

Monthly invoices were received from Telkom and processed through the municipality's financial system. Purchase orders were generated and approved prior to payment, and the municipality received the services reflected on the invoices.

The municipality received full value for the services rendered and the expenditure was incurred to ensure continuity of essential telecommunications services.

COMMENTS FROM THE MUNICIPAL MANAGER

The services were duly rendered, and the Municipality received value for money. These services were utilised in support of critical operational and service delivery functions, ensuring the continued effective functioning of the Municipality. Furthermore, appropriate control measures have since been implemented to strengthen the management of the Telkom account and to prevent a recurrence of a similar nature in future.

R MOOIDEEN
SENIOR MANAGER: ICT

11.1.2	**INVESTIGATION INTO IRREGULAR EXPENDITURE RELATED TO THE UPGRADE OF THE STELLENBOSCH MUNICIPALITY FIRE STATION AT IDA'S VALLEY**

Collaborator No:
IDP KPA Ref No: **Good Governance and Compliance**
Meeting Date: **29 July 2026**

1. SUBJECT: INVESTIGATION INTO IRREGULAR EXPENDITURE RELATED TO THE UPGRADE OF THE STELLENBOSCH MUNICIPALITY FIRE STATION AT IDA'S VALLEY

2. PURPOSE OF REPORT

To present information to MPAC of expenditure that may constitute unauthorised, irregular, fruitless, or wasteful expenditure, and to recommend appropriate actions based on the findings.

3. EXECUTIVE SUMMARY

This item already served before MPAC and was certified as irrecoverable and written off by the municipal council, but the VAT portion was omitted. Subsequently there was a return item to consider the VAT on the expenditure that was incurred, but a typing error resulted in the difference of R3 000. This was subsequently excluded from the item that served on 30 October 2024. The amount written off and considered as irrecoverable was R75 104.26, instead of R78 104.26.

4. BACKGROUND AND SEQUENCE OF EVENTS

The tender for the works was submitted by the Contractor on 18 October 2019. The tender was valid for one hundred and twenty (120) days and lapsed on 15 February 2020. It would have been reasonable to expect that the contract (MBD 7.2) would have been signed during this period and that the Contractor would have provided the Employer with a Construction Guarantee.

However, the conclusion of the contract did not occur within this timeframe. As a result of the Level 5 Covid-19 lockdown (starting 26 March 2020), the MBD7.2 was signed on 25 May 2020 (during Level 5 Lockdown). As per the government regulations, construction sector activities could only resume on 1 June 2020, resulting in a later site hand-over.

The Contractor did not submit the Construction Guarantee because the Employer did not issue a Purchase Order (PO) to the total value (R8.764 million) of the tendered sum. The Employer issued two (2) PO's during the latter part of 2020 (circa November) to the value of R1.9m and R2m respectively. Subsequently, the Contractor questioned the Employer's commitment to honour the contract for the total contractual tendered value of R8.764m and maintained its position on the risk of the Employer's financial commitment.

At a meeting held on 05 May 2021, the Parties agreed that the project would continue, for the full scope and value, on condition that the Employer will issue written confirmation of project funding and would generate the necessary PO for the full value.

The Contractor issued a letter on 13 May 2021 where it sought clarity on its ability to submit an expense and loss claim for the lapsed time between site hand-over and the closing of the tender. In consultation and on behalf of the Employer, the Principal Agent provided the same in its letter issued 18 May 2021.

Although the Principal Agent would normally reject the contractor's expense and loss claim on the grounds that the Contractor is also in default, it does however take note of mitigating factors that surrounded the project from the start such as the Covid-19 pandemic and discussions between the Parties around reduced PO values being issued culminating in discussions of reduced/re-prioritization scope of works and delayed directives from the Employer.

It must also be noted that the Contractor has completed the work three (3) months earlier than the contractual completion date, thus providing earlier beneficial use to the Employer. In the spirit of mutual co-operation, the Principal Agent recommended that the Employer provide some form of compensation to the Contractor in that there has been an impact on the performance of the Contractor due to some events that were outside of their control.

This item did serve before MPAC and was certified as irrecoverable and subsequently written off by the municipal council. However, Council only considered the expenditure that was incurred and not the VAT portion. This return item is to consider the VAT on the expenditure that was incurred but excluded from Council's initial resolution.

5. MITIGATING CONTROLS TO PREVENT REOCCURRENCE

The user department must identify and implement internal controls to prevent similar incidents in future. The following measures are proposed:

5.1 Implement strict contract management controls to ensure that all contracts are concluded, signed, and supported by the required guarantees and purchase orders within the validity period of the tender.

5.2 Ensure project funding and budget commitments are confirmed prior to contract award and commencement of works, including the issuing of purchase orders for the full approved contract value.

5.3 Establish a contract monitoring and escalation process whereby deviations, delays, and contractual risks are identified and reported timeously to management for corrective action before expenditure is incurred.

6. CONFIRMATION BY AUTHOR OF REPORT

I hereby confirm that the information contained in this report, together with the supporting documentation submitted, is to the best of my knowledge and belief a true, accurate, and complete reflection of the facts relating to the investigation into the irregular expenditure associated with the upgrade of the Stellenbosch Municipality Fire Station.

I further confirm that all relevant information available to the department has been disclosed for consideration by the Municipal Public Accounts Committee (MPAC) and that no material facts have been knowingly omitted.

7. INVESTIGATION BY MUNICIPAL PUBLIC ACCOUNTS COMMITTEE

7.1 Classification of Expenditure

Indicate the type of UIFWE applicable (mark with an X):

[ ] Unauthorised Expenditure

[x] Irregular Expenditure

[ ] Fruitless and Wasteful Expenditure

7.2 **Nature of the Expenditure**

Indicate the nature of the expenditure (mark with an X):

[x] Not a result of criminal conduct or fraud

[ ] Likely the result of criminal conduct or fraud

7.5 **Value for money assessment (mark with an X):**

Assessment	***Yes***	***No***
Did the Municipality receive the goods or services	*x*	
If received were the goods or services aligned to the specifications	*x*	
Is the cost of the goods and services market related.	*x*	
Did the official act in good faith	*x*	
Any financial loss incurred		*x*

7.6 **Assessment of recoverability**

No financial loss was incurred, therefore the expenditure is not assessed for recoverability.

8. FINANCIAL IMPLICATIONS

Irregular Expenditure: R 3 000.00

Financial loss to municipality: R 0

Amount recommended for recovery from officials/office bearers: R 0

9. LEGAL IMPLICATIONS

This matter must be considered in line with the following legislation and policies:

- Municipal Finance Management Act and the regulations issued under the Act
- Municipal Systems Act and the regulations issued under the Act
- Municipal Structures Act
- Municipal Supply Chain Management Policy
- Disciplinary Procedures as contained in the South African Local Government Bargaining Council Main Collective Agreement

10. RISK IMPLICATIONS

None, this item already served before MPAC and was certified as irrecoverable and written off by the municipal council

11. CONCLUSION

MPAC has completed its investigation and concludes as follows:
That the expenditure to the amount of R3 000.00 is irregular expenditure. The Committee established through its investigation of the expenditure concluded:

- The expenditure was not a result of criminal conduct or fraud
- The Municipality received the goods and services which were aligned to the specifications
- The cost of the goods and services is market related
- The official acted in good faith
- There was no financial loss to the Municipality

12. RECOMMENDATION

MPAC recommends the following actions based on its investigation:

(a) that Council certifies the irregular expenditure to the amount of R3 000.00 (including VAT) as irrecoverable; and

(b) that Council writes off the irregular expenditure as irrecoverable in terms of the MFMA Section 32(2).

RECOMMENDATIONS FROM THE MUNICIPAL PUBLIC ACCOUNTS MEETING: 2026-07-23: ITEM 5.3

MPAC recommends the following actions based on its investigation:

(a) that Council certifies the irregular expenditure to the amount of R3 000.00 (including VAT) as irrecoverable; and

(b) that Council writes off the irregular expenditure as irrecoverable in terms of the MFMA Section 32(2).

Annexures: A *Report from the User Department*

ANNEXURE A

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MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC)

IDP KPA Ref No:	**Good Governance and Compliance**
Meeting Date:	**18 June 2026**

1. SUBJECT:

Investigation into Irregular Expenditure Related to the Upgrade of the Stellenbosch Municipality Fire Station at Ida's Valley

2. PURPOSE OF REPORT

To present information to MPAC of expenditure that may constitute unauthorized, irregular, fruitless, or wasteful expenditure, and to recommend appropriate actions based on the findings.

3. EXECUTIVE SUMMARY

This item already served before MPAC and was certified as irrecoverable and written off by the municipal council, but the VAT portion was omitted. Subsequently there was a return item to consider the VAT on the expenditure that was incurred, but a typing error resulted in the difference of R3 000. This was subsequently excluded from the item that served on 30 October 2024. The amount written off and considered as irrecoverable was R75 104.26, instead of R78 104.26.

4. BACKGROUND AND SEQUENCE OF EVENTS

The tender for the works was submitted by the Contractor on 18 October 2019. The tender was valid for one hundred and twenty (120) days and lapsed on 15 February 2020. It would have been reasonable to expect that the contract (MBD 7.2) would have been signed during this period and that the Contractor would have provided the Employer with a Construction Guarantee.

However, the conclusion of the contract did not occur within this timeframe. As a result of the Level 5 Covid-19 lockdown (starting 26 March 2020), the MBD7.2 was signed on 25 May 2020 (during Level 5 Lockdown). As per the government regulations, construction sector activities could only resume on 1 June 2020, resulting in a later site hand-over.

The Contractor did not submit the Construction Guarantee because the Employer did not issue a Purchase Order (PO) to the total value (R8.764 million) of the tendered sum. The Employer issued two (2) PO's during the latter part of 2020 (circa November) to the value of R1.9m and R2m respectively. Subsequently, the Contractor questioned the Employer's commitment to honor the contract for the total contractual tendered value of R8.764m and maintained its position on the risk of the Employer's financial commitment.

At a meeting held on 05 May 2021, the Parties agreed that the project would continue, for the full scope and value, on condition that the Employer will issue written confirmation of project funding and would generate the necessary PO for the full value.

The Contractor issued a letter on 13 May 2021 where it sought clarity on its ability to submit an expense and loss claim for the lapsed time between site hand-over and the closing of the tender. In consultation and on behalf of the Employer, the Principal Agent provided the same in its letter issued 18 May 2021.

Although the Principal Agent would normally reject the contractor's expense and loss claim on the grounds that the Contractor is also in default, it does however take note of mitigating factors that surrounded the project from the start such as the Covid-19 pandemic and discussions between the Parties around reduced PO values being issued culminating in discussions of reduced/re-prioritization scope of works and delayed directives from the Employer.

It must also be noted that the Contractor has completed the work three (3) months earlier than the contractual completion date, thus providing earlier beneficial use to the Employer. In the spirit of mutual co-operation, the Principal Agent recommended that the Employer provide some form of compensation to the Contractor in that there has been an impact on the performance of the Contractor due to some events that were outside of their control.

This item did serve before MPAC and was certified as irrecoverable and subsequently written off by the municipal council. However, Council only considered the expenditure that was incurred and not the VAT portion. This return item is to consider the VAT on the expenditure that was incurred but excluded from Council's initial resolution.

5. MITIGATING CONTROLS TO PREVENT REOCCURRENCE

The user department must identify and implement internal controls to prevent similar incidents in future. The following measures are proposed:

5.1 Implement strict contract management controls to ensure that all contracts are concluded, signed, and supported by the required guarantees and purchase orders within the validity period of the tender.

5.2 Ensure project funding and budget commitments are confirmed prior to contract award and commencement of works, including the issuing of purchase orders for the full approved contract value.

5.3 Establish a contract monitoring and escalation process whereby deviations, delays, and contractual risks are identified and reported timeously to management for corrective action before expenditure is incurred.

6. CONFIRMATION BY AUTHOR OF REPORT

I hereby confirm that the information contained in this report, together with the supporting documentation submitted, is to the best of my knowledge and belief a true, accurate, and complete reflection of the facts relating to the investigation into the irregular expenditure associated with the upgrade of the Stellenbosch Municipality Fire Station.

I further confirm that all relevant information available to the department has been disclosed for consideration by the Municipal Public Accounts Committee (MPAC) and that no material facts have been knowingly omitted.

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7. RECOMMENDATION

For consideration.

8. COMMENTS FROM THE MUNICIPAL MANAGER

This matter was previously served before MPAC on 30 October 2024 and was subsequently certified as irrecoverable and written off by the Municipal Council. However, the VAT portion relating to the expenditure was inadvertently omitted. A subsequent return item was submitted for consideration of the VAT amount incurred, but due to a typographical error, the variance was not correctly reflected and was consequently excluded from the item. Appropriate corrective measures have since been implemented to strengthen quality control processes and prevent a recurrence of such oversight in future.

Annexures A: Previous MPAC Item and resolution.

FOR FURTHER DETAILS CONTACT:

NAME	**Gary Boshoff**
POSITION	**Director Community and Protection Services**
DIRECTORATE	**Community & Protection Services**
CONTACT NUMBERS	**021 808 8410**
E-MAIL ADDRESS	**gary.boshoff@stellenbosch.gov.za**
REPORT DATE	**12-06-2026**

11.1.3	**INVESTIGATION INTO IRREGULAR EXPENDITURE RELATED TO THE OBTAINING OF QUOTATIONS FOR ADVERTISEMENTS IN NEWSPAPERS AS PER THE FINDINGS BY THE AUDITOR GENERAL**

Collaborator No:
IDP KPA Ref No: **Good Governance and Compliance**
Meeting Date: **29 July 2026**

1. SUBJECT: INVESTIGATION INTO IRREGULAR EXPENDITURE RELATED TO THE OBTAINING OF QUOTATIONS FOR ADVERTISEMENTS IN NEWSPAPERS AS PER THE FINDINGS BY THE AUDITOR GENERAL

2. PURPOSE OF REPORT

To provide feedback to the Municipal Public Accounts Committee (MPAC) regarding the outcome of the investigation into alleged irregular, fruitless and wasteful expenditure relating to the obtaining of quotations for advertisements in newspapers.

3. EXECUTIVE SUMMARY

Section 32(2)(b) of the Municipal Finance Management Act, 2003 (Act 56 of 2003) (MFMA) requires a municipality to recover unauthorised, irregular, or fruitless and wasteful expenditure from the person liable for that expenditure unless the expenditure, in the case of irregular or fruitless and wasteful expenditure, is, after investigation by a council committee, certified by the council as irrecoverable and written off by the council.

In the 2024/2025 financial year possible irregular, fruitless and wasteful expenditure was identified by the Auditor-General in its audit for compliance relating to the reasons given whenever three quotations could not be obtained as prescribed within the SCM Regulations.

Management disagreed with the Auditor-General finding pertaining to a local newspaper in terms of section 21A of the Systems Act, which requires a municipality when it needs to publish any notice through the media, it must do so in a local newspaper that circulates within its area.

The SCM Policy under section 22(1)(a) stipulates that any invitation to prospective providers to submit bids must be by means of a public advertisement in a newspaper commonly circulating locally, the website or any other appropriate way.

The newspaper needs to cover approximately 900 square kilometres, and its area of jurisdiction includes the towns of Stellenbosch and Franschhoek as well as several rural hamlets such as Wemmershoek, La Motte, De Novo, Kylemore, Pniel, Johannesdal, Languedoc, Groot Drakenstein, Muldersvlei, Klapmuts, Elsenburg, Raithby, Jamestown, Kayamandi, Koelenhof and Vlottenburg.

The newspapers identified by the Auditor-General in their independent assessment were the Bolander, a free local newspaper that distributes weekly in Stellenbosch and its surrounding areas which include Strand, Somerset West, Franschhoek, Paarl, Gordon's Bay and Wellington.

Management disagreed with the Auditor-General since the municipality needed to cover all our areas as per our IDP (Integrated Development Plan) and Media 24 and Novus Media do cover the above-mentioned areas within WCO24 the most effectively.

Although management disagreed, the Auditor-General concluded that their finding constitutes non-compliance with SCM Regulation 17(1)(c) and the Auditor-General further concluded that the non-compliance is NOT MATERIAL.

4. BACKGROUND AND SEQUENCE OF EVENTS

AUDIT FINDING – COMAFF 10

In the 2024/2025 financial year possible irregular, fruitless and wasteful expenditure was identified by the Auditor-General in its audit for compliance relating to the reasons given whenever three quotations could not be obtained as prescribed within the SCM Regulations.

Request Number	Order Date	Supplier	Value	SCM REG 17
40986	04 February 2025	Media 24	R40 229,50	Only supplier Media
43798	23 April 2025	Novus Media	R32 183,59	Only supplier Media
45292	04 June 2025	Novus Media	R30 806,89	Only supplier Media
			R103 219,98	

Management disagreed with the Auditor-General finding pertaining to a local newspaper in terms of section 21A of the Systems Act, which requires a municipality when it needs to publish any notice through the media, it must do so in a local newspaper that circulates within its area.

The SCM Policy under section 22(1)(a) stipulates that any invitation to prospective providers to submit bids must be by means of a public advertisement in a newspaper commonly circulating locally, the website or any other appropriate way.

The newspaper needs to cover approximately 900 square kilometres, and its area of jurisdiction includes the towns of Stellenbosch and Franschhoek as well as several rural hamlets such as Wemmer Hoek, La Motte, De Novo, Kylemore, Pniel, Johannesdal, Languedoc, Groot Drakenstein, Muldersvlei, Klapmuts, Elsenburg, Raithby, Jamestown, Kayamandi, Koelenhof and Vlottenburg.

The newspapers identified by the Auditor-General in their independent assessment were the Bolander, a free local newspaper that distributes weekly in Stellenbosch and its surrounding areas which include Strand, Somerset West, Franschhoek, Paarl, Gordons Bay and Wellington.

Management disagreed with the Auditor-General since the municipality needed to cover all our areas as per our IDP (Integrated Development Plan) and Media 24 and Novus Media do cover the above-mentioned areas within WCO24 the most effectively.

Although management disagreed, the Auditor-General concluded that their finding constitutes non-compliance with SCM Regulation 17(1)(c) and the Auditor-General further concluded that the non-compliance is NOT MATERIAL.

5. MITIGATING CONTROLS TO PREVENT REOCCURRENCE

The department has initiated a tender process.

6. CONFIRMATION BY AUTHOR OF REPORT

The information provided is a true and accurate reflection of the facts.

7. INVESTIGATION BY MUNICIPAL PUBLIC ACCOUNTS COMMITTEE

7.1 Classification of Expenditure

Indicate the type of UIFWE applicable (mark with an X):

[ ] Unauthorised Expenditure

[x] Irregular Expenditure

[ ] Fruitless and Wasteful Expenditure

7.2 Nature of the Expenditure

Indicate the nature of the expenditure (mark with an X):

[x] Not a result of criminal conduct or fraud

[ ] Likely the result of criminal conduct or fraud

7.7 Value for money assessment (mark with an X):

Assessment	***Yes***	***No***
Did the Municipality receive the goods or services	*x*	
If received were the goods or services aligned to the specifications	*x*	
Is the cost of the goods and services market related.	*x*	
Did the official act in good faith	*x*	
Any financial loss incurred		*x*

7.8 Assessment of recoverability

No financial loss was incurred, therefore the expenditure is not assessed for recoverability.

8. FINANCIAL IMPLICATIONS

Irregular Expenditure: R103 219.98

Financial loss to municipality: R 0

Amount recommended for recovery from officials/office bearers: R 0

9. LEGAL IMPLICATIONS

This matter must be considered in line with the following legislation and policies:

- Municipal Finance Management Act and the regulations issued under the Act
- Municipal Systems Act and the regulations issued under the Act
- Municipal Structures Act
- Municipal Supply Chain Management Policy
- Disciplinary Procedures as contained in the South African Local Government Bargaining Council Main Collective Agreement

10. RISK IMPLICATIONS

If not addressed, this can possibly result in material non-compliance audit findings.

11. CONCLUSION

MPAC has completed its investigation and concludes as follows:

That the expenditure to the amount of R103 219.98 is irregular expenditure. The Committee established through its investigation of the expenditure concluded:

- The expenditure was not a result of criminal conduct or fraud
- The Municipality received the goods and services which were aligned to the specifications
- The cost of the goods and services is market related
- The official acted in good faith
- There was no financial loss to the Municipality

12. RECOMMENDATION

MPAC recommends the following actions based on its investigation:

(a) that Council certifies the irregular expenditure to the amount of R103 219.98 (including VAT) as irrecoverable; and

(b) that Council writes off the irregular expenditure as irrecoverable in terms of the MFMA Section 32(2).

RECOMMENDATIONS FROM THE MUNICIPAL PUBLIC ACCOUNTS MEETING: 2026-07-23: ITEM 5.4

MPAC recommends the following actions based on its investigation:

(a) that Council certifies the irregular expenditure to the amount of R103 219.98 (including VAT) as irrecoverable; and

(b) that Council writes off the irregular expenditure as irrecoverable in terms of the MFMA Section 32(2).

Annexures

A: Report from the User Department

ANNEXURE A

MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC)

IDP KPA Ref No: **Good Governance and Compliance**
Meeting Date: **18 June 2026**

---

1. SUBJECT:

CONSIDERATION
Investigation into Irregular Expenditure Related to the obtaining of quotations for advertisements in newspapers as per the findings by the Auditor General.

2. PURPOSE OF REPORT

To provide feedback to the Municipal Public Accounts Committee (MPAC) regarding the outcome of the investigation into alleged irregular, fruitless and wasteful expenditure relating to **the obtaining of quotations for advertisements in newspapers.**

3. EXECUTIVE SUMMARY

Section 32(2)(b) of the Municipal Finance Management, 2003 (Act 56 of 2003) (MFMA) require a municipality to recover unauthorized, irregular, or fruitless and wasteful expenditure from the person liable for that expenditure unless the expenditure, in the case of irregular or fruitless and wasteful expenditure, is, after investigation by a council committee, certified by the council as irrecoverable and written off by the council.

In the 2024/2025 financial year possible irregular, fruitless and wasteful expenditure was identified by the Auditor – General in its audit for compliance relating to the reasons given whenever three quotations could not be obtained as prescribed within the SCM Regulations.

Management disagreed with the Auditor-General finding pertaining to a local newspaper in terms of section 21A of the systems act, which requires a municipality when it needs to publish any notice through the media, it must do so in a local newspaper that circulates within its area.

The SCM Policy under section 22(1)(a) stipulates that any invitation to prospective providers to submit bids must be by means of a public advertisement in a newspaper commonly circulating locally, the website or any other appropriate way.

The newspaper needs to cover approximately 900 square meters, and its area of jurisdiction includes the towns of Stellenbosch and Franschhoek as well as several rural hamlets such as Wemmer Hoek, La motte, De Novo, Kylemore, Pniel, Johannesdal, Lanquedoc, Groot Drakenstein, Muldersvlei, Klapmuts, Elsenburg, Raithby, Jamestown, Kayamandi, Koelenhof and Vlottenburg.

The newspapers identified by the Auditor-General in their independent assessment were the Bolander, a free local newspaper that distributes weekly in Stellenbosch and its surrounding areas which include Strand, Somerset West, Franschhoek, Paarl, Gordons Bay and Wellington.

Management disagreed with the Auditor-General since the municipality needed to cover all our areas as per our IDP (Integrated Development Plan) and MEDIA 24 and Novus media do cover the above-mentioned areas within WCO24 the most effectively.

Although management disagreed, the Auditor- General concluded that their finding constitutes noncompliance with SCM Regulation 17(1) © and the Auditor General further concluded that the non-compliance is NOT MATERIAL.

4. BACKGROUND AND SEQUENCE OF EVENTS

AUDIT FINDING – COMAFF 10

In the 2024/2025 financial year possible irregular, fruitless and wasteful expenditure was identified by the Auditor – General in its audit for compliance relating to the reasons given whenever three quotations could not be obtained as prescribed within the SCM Regulations.

Request Number	Order Date	Supplier	Value	SCM REG 17
40986	04 February 2025	Media 21	R40 229,50	Only supplier Media
43798	23 April 2025	Novus Media	R32 183,59	Only supplier Media
45292	04 June 2025	Novus Media	R30 806,89	Only supplier Media
			R103 219,98	

Management disagreed with the Auditor-General finding pertaining to a local newspaper in terms of section 21A of the systems act, which requires a municipality when it needs to publish any notice through the media, it must do so in a local newspaper that circulates within its area.

The SCM Policy under section 22(1)(a) stipulates that any invitation to prospective providers to submit bids must be by means of a public advertisement in a newspaper commonly circulating locally, the website or any other appropriate way.

The newspaper needs to cover approximately 900 square meters, and its area of jurisdiction includes the towns of Stellenbosch and Franschhoek as well as several rural hamlets such as Wemmer Hoek, La motte, De Novo, Kylemore, Pniel, Johannesdal, Lanquedoc, Groot Drakenstein, Muldersvlei, Klapmuts, Elsenburg, Raithby, Jamestown, Kayamandi, Koelenhof and Vlottenburg.

The newspapers identified by the Auditor-General in their independent assessment were the Bolander, a free local newspaper that distributes weekly in Stellenbosch and its surrounding areas which include Strand, Somerset West, Franschhoek, Paarl, Gordons Bay and Wellington.

Management disagreed with the Auditor-General since the municipality needed to cover all our areas as per our IDP (Integrated Development Plan) and MEDIA 24 and Novus media do cover the above-mentioned areas within WCO24 the most effectively.

Although management disagreed, the Auditor- General concluded that their finding constitutes non-compliance with SCM Regulation 17(1) and the Auditor General further concluded that the non-compliance is NOT MATERIAL

5. MITIGATING CONTROLS TO PREVENT REOCCURRENCE

The department has initiated a tender process.

6. CONFIRMATION BY AUTHOR OF REPORT

The information provided is a true and accurate reflection of the facts.

7. INVESTIGATION BY MUNICIPAL PUBLIC ACCOUNTS COMMITTEE

7.1 Classification of Expenditure

Indicate the type of UIFWE applicable (mark with an X):
[ ] Unauthorised Expenditure
[x] Irregular Expenditure
[ ] Fruitless and Wasteful Expenditure

7.2 Nature of the Expenditure

Indicate the nature of the expenditure (mark with an X):
[x] Not a result of criminal conduct or fraud
[ ] Likely the result of criminal conduct or fraud

7.3 Value for money assessment (mark with an X):

Assessment	***Yes***	***No***
Did the Municipality receive the goods or services	*x*	
If received were the goods or services aligned to the specifications	*x*	
Are the cost for the goods and services market related.	*x*	
Did the official act in good faith	*x*	
Any financial loss incurred		*x*

7.4 Assessment of recoverability

Where financial loss was incurred, MPAC must assess recoverability based on Regulation 74(1) of the Municipal Budget and Reporting Regulations, which requires consideration of:

Regulation 74 (1)
A Council Committee contemplated in section 32 (2) (a) (ii) of the Act to investigate the recoverability of any unauthorised, irregular, fruitless and wasteful expenditure must consider:

a) the measures already taken to recover such expenditure,
b) the cost of the measures already taken to recover such expenditure
c) the estimated cost and likely benefit or further measures that can be taken to recover such expenditure; and

d) submit a motivation explaining its recommendation to the municipal council for a final decision

Motivation for Recommendation:
The Auditor- General concluded that their finding constitutes noncompliance with SCM Regulation 17(1) © and the Auditor General further concluded that the non-compliance is NOT MATERIAL

8. FINANCIAL IMPLICATIONS

Total UIFWE amount: **R103 219,98**

Financial loss to municipality: 0

Amount recommended for recovery from officials/office bearers: R 0

9. LEGAL IMPLICATIONS

This matter must be considered in line with the following legislation and policies:

- Municipal Finance Management Act and the regulations issued under the Act
- Municipal Systems Act and the regulations issued under the Act
- Municipal Structures Act
- Municipal Supply Chain Management Policy
- Disciplinary Procedures as contained in the South African Local Government Bargaining Council Main Collective Agreement

10. RISK IMPLICATIONS

Risks and exposure to the municipality will be evaluated on a case-by-case basis. Potential risks may include:

- Reputational damage
- Legal liability
- Financial loss
- Service Delivery
- Health and Safety

11. CONCLUSION

MPAC has completed its investigation and concludes as follows:
[Insert summary conclusion of findings and responsible parties.]

13. RECOMMENDATION

MPAC recommends the following actions based on its investigation:

Annexures

A. Report from the User Department
B. Comments from the Municipal Manager and CFO
C. Relevant supporting documentation (e.g., invoices, contracts)
D. *Internal or External Investigation Report (if applicable)*

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	*15 June 2026*

12.	**REPORTS BY THE MUNICIPAL MANAGER**

12.1	**QUARTERLY REPORT OF THE AUDIT AND PERFORMANCE AUDIT COMMITTEE OF STELLENBOSCH MUNICIPALITY FOR THE PERIOD 21 JANUARY 2026 TILL 30 JUNE 2026**

Collaborator No:
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: Council: 29 July 2026

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1. QUARTERLY REPORT OF THE AUDIT AND PERFORMANCE AUDIT COMMITTEE OF STELLENBOSCH MUNICIPALITY FOR THE PERIOD 21 JANUARY 2026 TILL 30 JUNE 2026

2. PURPOSE

To inform Council of the activities of the Audit and Performance Audit Committee (APAC) for the period 21 January 2026 till 30 June 2026. The APAC Report with recommendations outlining the items considered by the Committee during this reporting period is herewith attached as **APPENDIX 1**.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

In terms of Section 166 of the Municipal Finance Act (MFMA), Act No 56 of 2003, each municipality must have an Audit Committee. The Audit Committee is an independent advisory body which must advise Council, the political office bearers, the accounting officer, the management and staff of the municipality.

The APAC has executed its duties and responsibilities during the period under review in accordance with its Charter i.e. Terms of Reference (ToR's) relating to the Municipality's governance, risk management, compliance, accounting, internal auditing, internal control, financial and non-financial reporting practices.

5. RECOMMENDATION

That Council takes note of the report of the APAC for the period 21 January 2026 till 30 June 2026.

6. DISCUSSION / CONTENTS

6.1 Background

6.1.1 In terms of Section 166 (2) of the MFMA, the APAC must advise Municipal council, the political office-bearers, the accounting officer and the management staff of the municipality on matters relating to:

- internal financial control and internal audit;
- risk management;
- accounting policies;
- the adequacy, reliability and accuracy of financial reporting and information;
- performance management;

- effective governance;
- performance evaluation;
- compliance with the MFMA, the annual Division of Revenue Act, and any other applicable legislation; and
- any issues referred to it by the Municipality.

6.1.2 The APAC must also:

- Review the Annual Financial Statements (AFS) to advise the Council whether its finances are managed efficiently and effectively.
- Respond to the Council on issues raised by the Auditor General South Africa (AGSA) in the audit report.
- Carry out investigations into the financial affairs of the municipality if requested to do so by the Council.
- Perform such other functions as may be prescribed.

6.1.3 To execute its responsibilities effectively, the APAC has access to the financial records and all other relevant information on the municipality.

6.2 Discussion

6.2.1. During the reporting period, the APAC convened three (3) meetings as follows:

- Quarter two (2) Ordinary meeting of 05 March 2026.
- Quarter three (3) Ordinary meeting of 29 May 2026.
- Quarter three (3) Ordinary meeting of 19 June 2026 (continuation meeting of 29 May 2026).

6.2.2. The APAC Report with recommendations outlining the items considered by the Committee during this reporting period is herewith attached as **APPENDIX 1**.

6.3. Financial Implications

The Chairperson and ordinary members are paid a stipend of R6500 and R5500 per meeting respectively. The Municipality budgets on an annual basis for the remuneration of APAC members.

6.4 Legal Implications

Section 166 (1)(2)(3) and (4) of the Local Government: Municipal Finance Management Act (MFMA) No. 56 of 2003 sets out the following:

"*(1) Each municipality and each municipal entity must have an audit committee, subject to subsection (6).*

(2) An audit committee is an independent advisory body which must—

(a) advise the municipal council, the political office-bearers, the accounting officer and the management staff of the municipality, or the board of directors, the accounting officer and the management staff of the municipal entity, on matters relating to—

(i) internal financial control and internal audits;

(ii) risk management;

(iii) accounting policies;

(iv) the adequacy, reliability and accuracy of financial reporting and information;

(v) performance management;

(vi) effective governance;

(vii) compliance with this Act, the annual Division of Revenue Act and any other applicable legislation;

(viii) performance evaluation; and

(ix) any other issues referred to it by the municipality or municipal entity;

(b) review the annual financial statements to provide the council of the municipality or, in the case of a municipal entity, the council of the parent municipality and the board of directors of the entity, with an authoritative and credible view of the financial position of the municipality or municipal entity, its efficiency and effectiveness and its overall level of compliance with this Act, the annual Division of Revenue Act and any other applicable legislation;

(c) respond to the council on any issues raised by the Auditor-General in the audit report;

(d) carry out such investigations into the financial affairs of the municipality or municipal entity as the council of the municipality, or in the case of a municipal entity, the council of the parent municipality or the board of directors of the entity, may request; and

(e) perform such other functions as may be prescribed.

(3) In performing its functions, an audit committee—

(a) has access to the financial records and other relevant information of the municipality or municipal entity; and

(b) must liaise with—

(i) the internal audit unit of the municipality; and

(ii) the person designated by the Auditor-General to audit the financial statements of the municipality or municipal entity.

(4) An audit committee must—

(a) consist of at least three persons with appropriate experience, of whom the majority may not be in the employ of the municipality or municipal entity, as the case may be; and

(b) meet as often as is required to perform its functions, but at least four times a year."

Reference is made to paragraph 4.1, page 69 of the National Treasury Municipal Audit Committee Tool Kit of 2023 which states that:

"4.1 The Audit Committee and the Council/Board

The Audit Committee has been legislated in to provide independent advice and oversight in terms of financial and non-financial matters in order to improve the effective functioning of organs of state. In addition, many audit findings can be prevented or mitigated through proper oversight by the Audit Committee.
The Audit Committee is a key contributor to good governance. It plays a crucial role in

assisting the relevant Council/Board in discharging its responsibilities in overseeing financial and performance management, compliance with legal and other regulatory requirements and internal controls.

Key concerns identified by the Audit Committee that affect the effective functioning of the Municipality/Municipal Entity should be escalated to the Council/Board."

Paragraph 10.1 of the APAC Charter for 2025/26 financial year state that:

*"**10. Reporting***

10.1. The Chairperson of the APAC will report twice a year, or more frequently if required, to the Municipal Council on the operations of the APAC. The report should include:

a) A summary of the work performed by the Internal Audit Function (IAF) and the APAC against the annual work plan.

b) Effectiveness of risk management processes and internal controls and additional measures that must be implemented to address identified risks.

c) The committee's assessment of the municipality's performance management system.

d) A summary of key issues dealt with, such as significant internal and external audit findings, recommendations and updated status thereof.

e) Progress with any investigations and their outcomes in relation to the mandate.

f) Details of meetings and the number of meetings attended by each member.

g) Other matters requested of the IAF and APAC."

6.5 Staff Implications

No additional staff implications

6.6 Previous / Relevant Council Resolutions:

N/A

6.7 Risk Implications

Lack of submission of the APAC report may attract negative audit findings and my compromise governance principles.

6.8 Comments from Senior Management:

The item was not circulated to Senior Management; however, the Municipal Manager is in support of this item.

APPENDICES

Appendix 1 – Quarterly Report of the APAC of Stellenbosch Municipality for the period 21 January 2026 till 30 June 2026.

NAME	***Lunga Mvandedwa, CIA, CRMA***
POSITION	***Chief Audit Executive***
DIRECTORATE	***Municipal Manager***
CONTACT NUMBERS	***0218088555***
E-MAIL ADDRESS	***Lunga.Mvandedwa@stellenbosch.gov.za***
REPORT DATE	***22 July 2026***

APPENDIX 1

STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

AUDIT AND PERFORMANCE AUDIT COMMITTEE REPORT TO COUNCIL
29 JULY 2026

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6. **KEY RECOMMENDATIONS** **13**

1. LIST OF ABBREVIATIONS

ABBREVIATIONS	MEANING
AGSA	Auditor General South Africa
AFS	Annual Financial Statements
APAC	Audit and Performance Audit Committee
APR	Annual Performance Report
AI	Artificial Intelligence
CAE	Chief Audit Executive
CAPEX	Capital Expenditure
CFO	Chief Financial Officer
CRO	Chief Risk Officer
ERFMC	Ethics, Risk and Fraud Management Committee
GIAS	Global Internal Audit Standards
GRAP	Standards of Generally Recognised Accounting Practice
IAF	Internal Audit Function
ICT	Information and Communication Technology
MAYCO	Mayoral Committee
MFMA	Municipal Finance Management Act No. 56 of 2003
MM	Municipal Manager
Q	Quarter
QAIP	Quality Assurance and Improvement Program
SBM	Stellenbosch Municipality
SCM	Supply Chain Management

2. PURPORSE

2.1. To inform Council of the activities of the APAC for the period 21 January 2026 to 30 June 2026. The report highlights items for noting and approval, where applicable by the Council, as required by the approved APAC Charter.

2.2. This report is based on outcomes of the APAC meetings held as follows:

a. Q2 Ordinary meeting of 05 March 2026 (Open and In-committee).

b. Q3 Ordinary meeting of 29 May 2026 (Open and In-committee).

c. Q3 Ordinary meeting of 19 June 2026 (continuation meeting of 29 May 2026).

3. LEGISLATIVE BACKGROUND

3.1. The APAC is a Council Committee established in terms of Section 166 of the MFMA and National Treasury Municipal Audit Committee Toolkit of December 2023.

3.2. This report is submitted in terms of paragraph 10.1 of the approved APAC Charter which requires that:

"10.1. The Chairperson of the APAC will report twice a year, or more frequently if required, to the Municipal Council on the operations of the APAC. The report should include:

a) A summary of the work performed by the Internal Audit Function (IAF) and the APAC against the annual work plan.

b) Effectiveness of risk management processes and internal controls and additional measures that must be implemented to address identified risks.

c) The committee's assessment of the municipality's performance management system.

d) A summary of key issues dealt with, such as significant internal and external audit findings, recommendations and updated status thereof.

e) Progress with any investigations and their outcomes in relation to the mandate.

f) Details of meetings and the number of meetings attended by each member.

g) Other matters requested of the IAF and APAC."

4. SUMMARY OF THE APAC MEETINGS AND MEMBERS ATTENDANCE

4.1. The APAC held three (3) meetings during the reporting period as follows:

a) Q2 Ordinary meeting of 05 March 2026.

b) Q3 Ordinary meeting of 29 May 2026.

c) Q3 Ordinary meeting of 19 June 2026 (continuation meeting of 29 May 2026).

4.2. Due to the voluminous items/report and other competing commitments, the Committee could not finalize the meeting of 29 May 206, thus the continuation meeting on 19 June 2026.

4.3. The attendance by individual APAC members is set out in table below:

APAC Members	Attendance		
	05-Mar-26 (Ordinary)	29-May-26 (Ordinary)	19-Jun-26 (Ordinary)
Mr. Linda Nene (Chairperson)	Present	Present	Present
Ms. Reyhana Gani	Present	Present	Present
Dr. Nimrod Llewellyn Mortimer	Present	Present	Present
Mr. Mervyn Burton	Present	Present	Present

5. DISCUSSIONS

The following key issues were discussed.

5.1. Q2 MEETING (OPEN MEETING): 05 MARCH 2026 (ORDINARY)

The Committee considered the following items:

1. Minutes of the APAC: 25 November 2025 (Ordinary Meeting)

The Committee approved the minutes with minor editorial inputs.

2. Minutes of the APAC: 20 January 2026 (Special Meeting)

The Committee approved the minutes with no amendments.

3. Matters Arising from Previous Minutes/Action Points for Consideration and APAC Resolutions

1. The Committee noted the matters arising from the previous meetings were 85% complete.
2. The Committee noted the previous resolutions were 100% complete.

4. Draft AGSA Audit Action Plan for the year ending 30 June 2025

1. The Committee noted the Draft Audit Action Plan developed by management in consultation with IAF to address the findings raised by the AGSA in 2024/25 audit.
2. The progress on implementation of the Audit Action Plan was as follows:
   a) Two (2) out of the nine (9) findings were addressed i.e. 22%.
   b) Seven (7) of the nine (9) findings are in-progress i.e. 78%.
3. The Audit Action Plan is also monitored by the Western Cape Provincial Treasury through the Financial Management Capability Maturity Model (FMCMM) portal.

The Committee recommended that:

The progress on implementation of the Audit Action Plan should be monitored per each action item instead of overall findings.

5. Presentation on Artificial Intelligence

1. The Committee considered the presentation on AI from Mr. Coetsee: ICT Governance expert. The presentation covered the following amongst other things:
   a) Definition and history of AI.
   b) AI in Local Government.
   c) AI governance principles.
   d) AI Municipal Assurance functions.
   e) Risks involved in the use of AI. AI risks should be escalated to Municipal Strategic Risk Register.
   f) APAC AI responsibilities.
2. The governance of AI should be an institutional responsibility and not just ICT function.

The Committee recommended that:

- *The use of AI should be monitored through Combined Assurance, and management should develop guidelines for use of AI.*
- *The* AI *concept should also be tabled to the MAYCO, as a start.*

6. Report on the Implementation of the SCM Policy of SBM: Q2 (01 October 2025 – 31 December 25)

The Committee considered the report with no material challenges brought to the attention of the Committee.

7. MFMA Section 52 Reporting: Q2 (01 October 2025 – 31 December 2025)

The Committee considered the report and raised concerns regarding low spending on CAPEX. However, management provided assurance that the spending will improve in Q3 onward.

8. Progress Report on Implementation of 2025/26 Internal Audit Plan: Q2

1. The implementation of Internal Audit Plan was at 48%, as at the end of Q2.
2. The progress report was accompanied by the following completed IAF Reports:
   a) Predetermined Objectives – Q2.
   b) ICT Asset Security and Control Environment Assessment.
   c) Risk Management Review.
   d) Internal Audit Report: Follow up.

3. The Committee noted the management action plans to address the internal control deficiencies identified by Internal Audit, particularly on the following material findings:
   a) Actual performance incorrectly reported to Council.
   b) Outdated ICT Governance Framework and lack of approved Standard Operating Procedures.
   c) Weak physical access controls to safeguard ICT facilities and assets.
   d) Inadequacies and deficiencies noted on the Risk Management Policy and the Risk Management Framework.
   e) Inadequate communication and workshopping of Risk Management Policy and Framework, Anti-fraud and Corruption Plan and Fraud Awareness Initiatives.
   f) Inadequacies noted on the implementation of established ERFMC processes.
4. Twelve (12) out of twenty-one (21) Internal Audit findings were addressed i.e. 57%.
5. The Committee noted the capacity constraints within the IAF and that the processes are underway for recruitment of an additional Internal Auditor.

9. Revised APAC Workplan for 2025/26 Financial Year

The Committee noted its revised workplan.

10. Progress Report on QAIP

The Committee noted the report.

11. ICT Governance Report: Q2 (1 October 2025 – 31 December 2025)

The Committee noted the Q2 report and commended management efforts to improve ICT governance. However, the Committee is concerned regarding the delays on capacitating the ICT Unit i.e. some positions are earmarked to be filled on 1 September 2026, 1 November 2026 etc.

12. Combined Assurance Report- Q2 (1 October 2025 – 31 December 2025)

The Committee noted the report and commended management and IAF for integrating Combined Assurance across the Municipality. The Committee implores management to expand the Combined Assurance plan to operational risks as well.

13. Minutes: Ethics, Risk and Fraud Management Committee: 21October 2025

The Committee noted the minutes confirming functionality of the ERFMC.

14. Strategic and Operational Risk Register 2025/ 2026

1. The Committee noted the Risk Registers incorporating the following Strategic Risks with significant residual ratings:
   a) Loss of life of activists and safety and security around officials and council members.

b) Ineffective service delivery due to geopolitical Instability.
c) Cyber-attacks.
d) Inability to attract and retain skilled personnel at Senior Management Level.

15. Risk and Fraud Management Project Plan- Q2 (1 October 2025 – 31 December 2025)

The Committee noted the Risk and Fraud Management Project Plan.

5.2. Q2 MEETING (INCOMMITTEE MEETING): 05 MARCH 2026 (ORDINARY)

The Committee considered the following items

1. The minutes of the Ordinary APAC meeting held on 25 November 2025

The Committee approved the minutes with no amendments.

2. The minutes of the Special APAC meeting held on 20 January 2026

The Committee approved the minutes with no amendments.

3. Matters Arising from Previous Minutes / Action Points for Consideration and Resolutions

The Committee noted that both Matters Arising and Resolutions Register are hundred percent (100%) complete.

4. Fraud Register Status Report – Open Cases

4.1. The Committee considered report and noted that:

a) One (1) case is closed and all funds were recovered.
b) One (1) case is in the hearing process, and hearing was convened end of February 2026.

5. Register for S56 disciplinary cases

5.1. The Committee considered the report and noted that:

a) One matter was referred to Lawyers for Legal Opinion, as guided by the Council Speaker.
b) One matter is subjected to disciplinary hearing.

5.3. Q3 MEETING (OPEN MEETING): 29 MAY 2026 (ORDINARY)

The Committee considered the following items:

1. The minutes of the Ordinary APAC meeting held on 05 March 2026

The Committee approved the minutes with two minor typing errors.

2. Matters Arising from Previous Minutes/Action Points for Consideration and APAC Resolutions

2.1. The Committee noted the matters arising from the previous meetings were at 92% complete.

2.2. The Committee noted the previous resolutions were 100% complete.

3. Progress on Implementation of the AGSA Audit Action Plan for the year ending 30 June 2025

3.1. The progress on implementation of the Audit Action Plan was as follows:

c) Eleven (11) out of the sixteen (16) actions were implemented i.e. 69%.

d) Five (5) out of the sixteen (16) actions are in-progress i.e. 31%.

3.2. The Committee noted management concerns on limitations on compliance with Municipal SCM Regulation 36 (2): *"reporting of the deviations to the next Council meeting"* and is encouraged that management engaged National Treasury for further guidance on the matter.

The Committee recommended that:

CFO to provide the APAC with feedback from National Treasury regarding the limitations on compliance with Regulation 36 (2) of the Municipal SCM Regulations by 30 June 2026.

4. Report on the Implementation of the SCM Policy of SBM: Q3 (01 January 2026 – 31 March 2026)

The Committee considered the report with no material challenges brought to the attention of the Committee.

5. MFMA Section 52 Reporting: Q3 (01 January 2026 – 31 March 2026)

The Committee considered the report and is concerned with the low spending on CAPEX, particularly Infrastructure, Planning and Economic Development and Community and Protection Services Directorates.

The Committee recommended that:

The report on assessment of CAPEX spending for 2025/26 financial year should be tabled in the APAC AFS Workshop meeting to be convened in August 2026.

6. Interim Financial Statements 2025/26 financial year

The Committee noted the Interim Financial Statements and appreciates management proactiveness on implementation of GRAP 104.

7. Progress Report on Implementation of 2025/26 Internal Audit Plan: Q3

1. The implementation of Internal Audit Plan was at 70%, as at the end of Q3.
2. The progress report was accompanied by the following completed Internal Audit Reports:
    a) Predetermined Objectives – Q3.
    b) Pre-Review of the Municipal Manager and Directors Annual Performance Evaluations 2024/25.
    c) Periodic Internal Quality Assessment Report.
    d) Internal Audit Report: Follow up.
3. The Committee noted the management action plans to address the internal control deficiencies identified by Internal Audit, particularly on the following material findings:
    a) Actual performance incorrectly reported to Council.
    b) IAF plans to improve conformance with the GIAS, from "*general conformance*" to "*full conformance*".
    c) Only nineteen (19) out of sixty-nine (69) of previous Internal Audit findings are addressed i.e. 28%.
4. The Committee appreciated the appointment of an additional Internal Auditor to assume duties on 1 June 2026.

8. Draft Internal Audit Strategic and Operational Plan 2026/27- 2028/29

The Committee approved the Internal Audit Strategic and Operational Plan for 2026/27 to 2028/29 financial year, subject to IAF engaging with AGSA for possible areas of reliance.

9. Internal Audit Charter 2026/27

The Committee approved the updated 2026/27 financial year Internal Audit Charter.

10. APAC Charter 2026/27

The Committee considered the APAC Charter and accepted the proposed amendments incorporating updates from King V Code on Corporate Governance, 2025.

The Committee recommended that:

The amended APAC Charter for 2026/27 be submitted to Council for adoption.

11. Progress Report on QAIP

The Committee noted the report.

5.4. APAC CONTINUATION MEETING (OPEN MEETING): 19 JUNE 2026 (ORDINARY)

The Committee considered the following items that could not be finalized in the meeting of 29 May 2026:

1. ICT Governance Report: Q3 (1 January 2026 – 31 March 2026)

1.1. The Committee considered the report and is concerned about the following:

a) Capacity constraints and delays in filling the vacant positions within ICT unit.

b) Emerging risks around the Server Storage and Expansion Project considering that the existing hardware is coming to end of life on 30 September 2026, and the Municipality is still in procurement process for replacement of the server.

The Committee recommended that:

- *The IAF Plan for 2026/27 should incorporate an Advisory Review of Server Storage and Expansion Project.*
- *The MM should facilitate the handover of ICT functions to Acting Director Corporate Services, from the CFO who was the interim caretaker of the function in the absence of Director Corporate Services.*

2. Combined Assurance Report- Q3 (1 January 2026– 31 March 2026)

The Committee noted the comprehensive report and is pleased with the establishment and induction of the Combined Assurance Forum on 12 March 2026. The Combined Assurance Forum is functional and convened its Q3 meeting on 14 May 2026.

3. Minutes: Ethics, Risk and Fraud Management Committee: 24 February 2026

The Committee noted the minutes confirming functionality of the ERFMC. The Committee noted that management has commended with the annual risk assessments for 2026/27 financial year.

The Committee recommended that:

The CRO should submit the ICT and Fraud Risk Register in Q4 Ordinary APAC meeting.

4. Strategic and Operational Risk Register 2025/ 2026

4.1. The Committee noted the Risk Registers incorporating the following Strategic Risks with significant residual ratings:

a) Ineffective service delivery due to geopolitical Instability.

b) Inefficient evictions management.

c) Loss of life of activists and safety and security around officials and Council members.

d) Cyber-attacks.

e) Differentiation in salary regimes and adjustments (increases) leads to inequality in renumeration to different levels of management in Local Government.

5. Risk and Fraud Management Project Plan- Q3 (1 January 2026 – 31 March 2026)

The Committee noted the Plan.

6. Revised Anti-fraud and Corruption Prevention Plan

The Committee considered the revised Anti-fraud and Corruption Prevention Plan.

The Committee recommended that:

The revised Anti-fraud and Corruption Prevention Plan be submitted to Council for adoption.

7. Standard Operating Procedures- Allegations/Fraud

The Committee noted the Standard Operating Procedure- Allegations/Fraud.

The Committee recommended that:

The Standard Operating Procedures- Allegations/Fraud be adopted.

5.5. Q3 MEETING (INCOMMITTEE MEETING): 29 MAY 2026 (ORDINARY)

The Committee considered the following items.

1. The minutes of the Ordinary APAC meeting held on 05 March 2026

The Committee approved the minutes with no amendments.

2. Matters Arising from Previous Minutes / Action Points for Consideration and Resolutions

The Committee noted that both Matters Arising and Resolutions Register are hundred percent (100%) complete.

3. Fraud Register Status Report – Open Cases

3.1. The Committee considered report and noted that:

a) That the cases in-progress are anticipated to be closed by 30 June 2026.

b) Two (2) of the cases have been referred to Labour Relations.

4. Register for S56 disciplinary cases

The Committee noted the report.

5. CAE Mid-year Performance Assessment Feedback (01 July 2025- 31 December 2025)

The Committee appreciated the report noting that there are some key performance areas needing improvement. The Committee implored the CAE to accelerate the implementation of the non-achieved targets, as the year end is fast approaching.

6. KEY RECOMMENDATIONS

It is recommended that:

6.1. The Council, within its legislative powers:

6.1.1. Adopts the APAC Charter for 2026/27 financial year.

6.1.2. Adopts the revised Anti-fraud and Corruption Prevention Plan.

6.2. The Executive Mayor should:

6.2.1. Improve monitoring and oversight on planning and spending of CAPEX.
6.2.2. Consider discussions of AI as part of MAYCO meetings.

6.3. The MM should within the legislative powers and authority:

6.3.1. Accelerate plans for the capacitation of the ICT Unit.
6.3.2. Oversee the handover of ICT functions from CFO to Acting Director Corporate Services.
6.3.3. Oversee implementation of action plans to address previous IAF and AGSA findings/control deficiencies.
6.3.4. Improve controls on CAPEX spending.
6.3.5. Approves the Standard Operating Procedures- Allegations/Fraud.

SUBMITTED BY:



Mr. L. Nene

APAC Chairperson

12.2	AUDIT AND PERFORMANCE AUDIT COMMITTEE CHARTER 2026/ 2027

Collaborator No:
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: Council: 29 July 2026

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1. AUDIT AND PERFORMANCE AUDIT COMMITTEE CHARTER 2026/ 2027

2. PURPOSE

To obtain Council's approval of the Audit and Performance Audit Committee (APAC) Charter attached as **APPENDIX 1**.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The APAC conducts an annual review of its Charter to incorporate legislative updates and align with emerging best practice principles, including those set out in the Global Internal Audit Standards (GIAS) and King V Code on Corporate Governance for South Africa, 2025. The Charter is submitted to Council for approval on an annual basis.

At its meeting held on 29 May 2026, the Committee reviewed the Charter as part of this annual process.

5. RECOMMENDATION

that Council approve the APAC Charter 2026/ 2027.

6. DISCUSSION / CONTENTS

6.1 Background

The APAC is an independent governance structure whose function is to provide an oversight role on the system of internal control, risk management and governance. Governance entails how an organisation is managed, which includes culture, policies and strategies and the way it deals with stakeholders. Section 166 of the MFMA provides for the establishment, composition and frequency of meetings.

The purpose, roles, responsibilities, remuneration and authority should be clearly documented in a charter (Terms of Reference). In relation to Municipalities the Council should approve the APAC Charter.

6.2 Discussion

The Stellenbosch Municipality's APAC Charter was reviewed and approved by the APAC at a meeting held on 29 May 2026. This charter requires annual review to stay abreast of the latest developments and best practice in the fields of Internal Audit, risk management and governance.

The Chief Audit Executive (CAE), in consultation with the APAC and Management, conducted a review of the Charter, considering all applicable legislation and the requirements of the GIAS and King V Code on Corporate Governance for South Africa, 2025.

The updated APAC Charter, appended hereto, articulates the roles and responsibilities of the Stellenbosch Municipality's APAC. The table below extracts the material amendments proposed to be incorporated into APAC Charter:

#	Page & Paragraph	Recommended Amendments
1	**Cover page and header on all pages**	Updated reference to 2026/27 financial year.
2	**Page 6, paragraph 8.3: Term of Office**	Updated the cooling-off period from two years to three years in line with King V Code on Corporate Governance for South Africa, 2025 Principle 5: Composition of the governing body-Independence and conflicts, recommended practice 42. The practice suggests a cooling off period of three years for those serving Board of Directors, though this does not directly refer to serving Audit Committees.
3	**Page 8, paragraph 11.1: Remuneration of Members**	Propose 5% increment to the remuneration of the APAC members. This is an average between the Consumer Price Index (CPI) of 4,5% and Stellenbosch Municipality Councillors and employee increment of 4,75% per 2026/27 approved budget. The proposed increment is as follows: • Ordinary member, from R5 500 to R5 775 per meeting i.e. R275 increase. • Chairperson, from R6500 to R6 825 per meeting i.e. R325 increase.
4	**Page 8, paragraph 11.2.2: Remuneration of Members**	Added performance evaluation sessions as one type of meetings attended by APAC members.
5	**Page 9, paragraph 12.1: Performance Assessments**	Incorporated Workplan as an additional item the APAC must measure its performance against.
6	**Page 10, paragraph 13.1: Internal Audit Function**	Added the following items to enhance APAC oversight over Internal Audit Function, as follows: i) Included *"other assurance providers".* n) Included the *"IAF strategy"* as some of the IAF performance target s are set in the IAF Strategy. o) Included the *"members of the APAC"* as well. Though it is reasonable understood that access to APAC members is through the APAC Chairperson, however the GIAS encourages unrestricted access to the entire APAC.
7	**Page 16, paragraph 13.8: ICT Governance**	Enhance APAC oversight role on ICT Governance in line with King V Code on Corporate Governance for South Africa, 2025 Principle 10: Data, information and technology
8	**Page 17, paragraph 14: Meetings**	Added new paragraph 14.9 for circulation of draft minutes to APAC within 14 days after the meeting. This is to enhance APAC efficiency in meetings.

Financial Implications

The Municipality budgets on an annual basis for the remuneration of APAC members.

6.4 Legal Implications

Section 166 of the Local Government: Municipal Finance Management Act (MFMA) No. 56 of 2003 sets out the following:

"*(1) Each municipality and each municipal entity must have an audit committee, subject to subsection (6).*

(2) An audit committee is an independent advisory body which must—

(a) advise the municipal council, the political office-bearers, the accounting officer and the management staff of the municipality, or the board of directors, the accounting officer and the management staff of the municipal entity, on matters relating to—

(i) internal financial control and internal audits;
(ii) risk management;
(iii) accounting policies;
(iv) the adequacy, reliability and accuracy of financial reporting and information;
(v) performance management;
(vi) effective governance;
(vii) compliance with this Act, the annual Division of Revenue Act and any other applicable legislation;
(viii) performance evaluation; and
(ix) any other issues referred to it by the municipality or municipal entity;

(b) review the annual financial statements to provide the council of the municipality or, in the case of a municipal entity, the council of the parent municipality and the board of directors of the entity, with an authoritative and credible view of the financial position of the municipality or municipal entity, its efficiency and effectiveness and its overall level of compliance with this Act, the annual Division of Revenue Act and any other applicable legislation;

(c) respond to the council on any issues raised by the Auditor-General in the audit report;

(d) carry out such investigations into the financial affairs of the municipality or municipal entity as the council of the municipality, or in the case of a municipal entity, the council of the parent municipality or the board of directors of the entity, may request; and

(e) perform such other functions as may be prescribed.

(3) In performing its functions, an audit committee—

(a) has access to the financial records and other relevant information of the municipality or municipal entity; and

(b) must liaise with—

(i) the internal audit unit of the municipality; and
(ii) the person designated by the Auditor-General to audit the financial statements of the municipality or municipal entity.

(4) An audit committee must—

(a) consist of at least three persons with appropriate experience, of whom the majority may not be in the employ of the municipality or municipal entity, as the case may be; and

(b) meet as often as is required to perform its functions, but at least four times a year.

(5) The members of an audit committee must be appointed by the council of the municipality or, in the case of a municipal entity, by the council of the parent municipality. One of the members who is not in the employ of the municipality or municipal entity, must be appointed as the chairperson of the committee. No councillor may be a member of an audit committee.

(6) A single audit committee may be established for—

(a) a district municipality and the local municipalities within that district municipality; and

(b) a municipality and municipal entities under its sole control."

6.5 Staff Implications

No additional staff implications

6.6 Previous / Relevant Council Resolutions:

N/A

6.7 Risk Implications

Risks have been addressed in the content of the item.

6.8 Comments from Senior Management:

6.8.1 Chief Financial Officer:

The Municipality budgets on an annual basis for the remuneration of APAC members.

6.8.2 Municipal Manager:

The Municipal Manager is in support of this item.

APPENDICES

Appendix 1 – Audit and Performance Audit Committee Charter 2026/ 2027

FOR FURTHER DETAILS CONTACT:

NAME	***Lunga Mvandedwa***
POSITION	***Chief Audit Executive, CIA, CRMA***
DIRECTORATE	***Municipal Manager***
CONTACT NUMBERS	***0218088555***
E-MAIL ADDRESS	***Lunga.Mvandedwa@stellenbosch.gov.za***
REPORT DATE	***22 July 2026***

APPENDIX 1

STELLENBOSCH
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Audit and Performance Audit Committee (APAC) Charter

2026/2027

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1. Introduction

1. The charter is used to guide the activities of the APAC on an ongoing basis. The APAC charter sets out the objectives, roles and responsibilities, composition, structure and membership requirements, relationships with other stakeholders, authority for the Committee to conduct enquiries and access Municipality records and personnel, outlines procedures for meetings, addresses the confidentiality and independence of Committee members, and provides for ethical conduct and reporting.
2. The charter should be used as a basis for:
   a) Preparing the APAC's annual work plan.
   b) Setting the agenda for meetings.
   c) Requesting skills and expertise.
   d) Making recommendations to the Municipal Manager (MM) and Municipal Council.
   e) Assessing the APAC's performance by its members, Municipal Council, management, Auditor-General Sout Africa (AGSA) and Internal auditors.
   f) Contributions and participation at meetings.

2. Authority

2.1. The APAC operates as a Committee of the Council. The APAC performs the responsibilities assigned to it by the Municipal Finance Management Act, No. 56 of 2003 (the MFMA), Municipal Systems Act, No. 32 of 2000 (the MSA), Municipal Planning and Performance Management Regulations, and the corporate governance responsibilities delegated to it under this charter by Council.

2.2. A charter is the written Terms of Reference (ToR) approved by Council which outlines the mandate and authority of the APAC. The charter becomes the ToR of the Committee which then informs the contracts of the APAC members.

2.3. The APAC shall have the authority to perform functions, and to obtain any information and advice, from within or outside the Municipality, to perform its functions as legislated. Appropriate resources will be made available to the APAC to perform its functions as agreed in its charter.

2.4. The APAC may:
   a) Communicate with the Council, MM or the internal and external auditors of the Municipality.
   b) Have access to Municipal records containing information that is needed to perform its duties or exercise its powers.
   c) Request any relevant person to attend any of its meetings, and, if necessary, to provide information requested by the Committee.
   d) Conduct investigations into the affairs of the Municipality, as requested by the Council of the Municipality.

3. Composition

3.1. Section 166 of the MFMA provides for a minimum requirement for the composition of an APAC.

3.2. The APAC shall comprise of at least three (3) independent members but not more than five (5), of which at least one person has expertise in performance management. Working knowledge of business is required i.e., financial management, legal, auditing, performance management, risk management and Information and Communication Technology (ICT).

3.3. In terms of best practice, the number and/or size of the APAC can be increased to address the requirements, characteristics and needs of the Municipality, which will also be guided by the approved charter.

3.4. These requirements apply to all Municipalities regardless of whether the APAC is established in-house or through a shared service.

4. Appointment of Members

4.1. Section 166(5) of the MFMA requires that the members of an APAC must be appointed by the Council of the Municipality. All members shall be independent non-executives, and none shall be in the employ of the Municipality. Councillors are not allowed to be members of the APAC. The appointed members should enter into a contract with the Municipality according to the approved charter.

4.2. The Council shall appoint the Chairperson from the members of the Committee. The Chairperson shall be an independent person, knowledgeable of the status of the position, has the requisite business, financial and leadership skills and must not be a political office bearer.

4.3. Except in the case of shared APAC, the Council must ensure that APAC members do not serve on more than three (3) local government APAC's simultaneously as the practice of serving on too many committees may impact negatively on the performance of the APAC compromising to their effectiveness.

5. Attributes of Members

5.1. The Chairperson of the APAC should be appointed after the following factors have been considered.

5.2. The Chairperson should:

a) Have a good standing and ability to lead discussions.
b) Create vision and provide direction at meetings.
c) Build Municipal capabilities by guiding management based on expert knowledge and skills.
d) Promote and achieve quality outcomes at meetings.
e) Can speedily and effectively advise the Council of any impending non-compliance with the legislative framework.
f) Can encourage other members to participate in APAC meetings.
g) Conduct meetings in a manner that demonstrates a desire to establish effective communication with all stakeholders.

h) Demonstrate ethical and effective leadership and act in the best interest of the Municipality.

5.3. In determining suitable candidates for an APAC and maintaining a balanced composition, the Council should seek to appoint candidates that have ability to:

a) Perform the role of advisor to management.
b) Communicate effectively with management.
c) Carefully review the information received and obtain clarification from management as and when appropriate.
d) Raise relevant questions, evaluate responses and follow up on any matter that is unclear.
e) Conduct responsibilities in the context of the Municipality's strategic objectives and overall corporate governance of the Council.
f) Act independently and be proactive in advising the MM regarding issues that require further management attention.
g) Encourage openness and transparency.
h) Build relations with management.
i) Have a professional approach to performing duties, including commitment of time and effort.
j) Each Committee member must be ethical, independent and appropriately skilled.
k) Each member must be capable of making a valuable contribution to the Committee.

6. Skills and Experience

6.1. Members should be selected from different areas of expertise to enhance the APAC's overall knowledge of the Municipality and the ability to discharge its obligations and provide appropriate recommendations to the Council.

6.2. The roles and responsibilities of an APAC can be used as a baseline to obtain relevant skills that members must possess. This will ensure that appointed members are competent to carry out their responsibilities as set out in the APAC's charter.

6.3. The appointed members should collectively possess the following skills and experience:

a) Private and public sector experience.
b) An understanding of service delivery priorities.
c) Good governance and/ or financial management experience (keep abreast of latest GRAP standards and Annual Financial Statements (AFS) requirements).
d) An understanding of the role of Council and Councillors.
e) An understanding of the operations of the Municipality.
f) Familiarity with risk management practices.
g) An understanding of roles and responsibilities of internal and external audits including internal controls.
h) An understanding of major accounting practices and public sector reporting requirements.
i) An understanding of public sector reforms.
j) Familiar with legislation applicable to Municipalities.

k) An understanding of the treatment of allegations and investigations.
l) An understanding of the performance management system.
m) ICT expertise.

7. Membership and Independence

7.1. The APAC must be independent and safeguarded from undue influence in exercising its responsibilities objectively. To enhance the APAC function, the following is required:

a) The APAC Chairperson and members should be independent of the Municipality and declare any ongoing conflict of interest.
b) The APAC Chairperson and members should not be biased but exhibit an independent mental attitude during deliberations.
c) All APAC members should declare private and business interests at every meeting.
d) Members should not conduct any business with the Municipality.

8. Term of Office

8.1. To enhance the independence of the APAC, the term of office for members must be strictly adhered to. The Chairperson should be appointed for a minimum of three (3) years to ensure that he/she contributes most effectively and provides stability to the APAC.

8.2. Other APAC members should serve at least a minimum of three (3) years with an option to renew for another three (3) years, based on performance. Recruitment of members should be staggered to prevent a loss of knowledge and skills in the Committee. The recruitment process of new members should be concluded at least three (3) months in advance of the expiry of existing members' term. The Chief Audit Executive (CAE) and the MM must maintain records of the APAC member contracts and ensure recruitment is undertaken as mentioned above.

8.3. Rotation of members is encouraged as it enhances the independence of the APAC. Members of the APAC should not be contracted continuously for a period exceeding six years. After serving consecutively for six years, a cooling-off period of three years should be provided for, before appointing the same member to the APAC.

8.4. Members should be encouraged not to end their contracts until they have shared their knowledge with new members. A Committee member should give two (2) months' notice prior to resignation.

8.5. The Committee members should have the opportunity to have an exit meeting with the Council to discuss the reason for leaving and to provide feedback on their experience on the APAC as well as any other issues. The date of resignation should be minuted by the secretariat of the APAC or Council.

8.6. Committee members can be dismissed by the Municipal Council under certain circumstances. The Municipal Council should consult the charter when dismissing members of the Committee. Reasons for dismissal, amongst other things, would normally be detailed in the letter of appointment and contract agreement, such as:

a) Where an ongoing conflict of interest exists.
b) Where a member has not performed to expectations.
c) Convicted of criminal offense involving fraud and corruption.
d) Fails to effectively execute his or her responsibilities, including failure to attend at least three (3) consecutive ordinary/planned meetings of the Committee without an apology/leave of absence.
e) Is incapable due to ill health.
f) Resigns.
g) Is in breach of the duty of confidentiality.
h) Is proven to be unethical.

8.7. The official dismissal process as it relates to the Municipality should be adhered to by the MM and Municipal Council when an APAC member is being dismissed.

8.8. Where appropriate, the dismissal process is linked to the charter and member's performance assessment process. The dismissal of a member should be performed by the Municipal Council, and the outcome of the dismissal process should be in writing. The date of dismissal should be minuted by the secretariat of the APAC and or Council.

9. Induction of Members

9.1. A formal process of induction must be facilitated by the CAE in consultation with the MM. During the induction of members, the roles and responsibilities of the APAC must be clarified. The induction process should entail sufficient briefings and information on their roles, responsibilities, accountability and management's expectations. Induction of members can also be facilitated by Provincial Treasury or National Treasury, upon request.

9.2. New members should meet and be briefed by the MM, Chief Financial Officer (CFO), Chairperson of the APAC and the CAE. New members should also be introduced to the external auditors. The information to be provided to new members should include:

a) The Municipality's governance and operational structures and how the APAC operate within this structure.
b) Copy of the APAC's charter, including any policies, recent APAC minutes, audit management letter, audit report, including details of outstanding issues, Council resolutions and recommendations presented to the Municipal Council.
c) Copies of the relevant legislation.
d) Copies of the latest Municipality's annual report, AFS, Integrated Development Plan (IDP), budgets, Service Delivery and Budget Implementation Plans (SDBIP), in-year reports, code of conduct, performance agreements, risk register and risk management plans.
e) Information from management and the Internal Audit on the risk profile, status of internal controls and system of delegation.
f) A copy of the Internal Audit charter and annual work plans, among others.

10. Reporting

10.1. The Chairperson of the APAC will report twice a year, or more frequently if required, to the Municipal Council on the operations of the APAC. The report should include:

a) A summary of the work performed by the Internal Audit Function (IAF) and the APAC against the annual work plan.
b) Effectiveness of risk management processes and internal controls and additional measures that must be implemented to address identified risks.
c) The Committee's assessment of the Municipality's performance management system.
d) A summary of key issues dealt with, such as significant internal and external audit findings, recommendations and updated status thereof.
e) Progress with any investigations and their outcomes in relation to the mandate.
f) Details of meetings and the number of meetings attended by each member.
g) Other matters requested of the IAF and APAC.

10.2. The APAC shall prepare an APAC annual report which will be incorporated into the Municipality's annual report. This includes the following:

a) The functions performed by the Committee and meetings attended.
b) Resolutions taken by Council and implementation status of recommendations made.
c) Other relevant comments that may enhance governance and accountability.

11. Remuneration of Members

11.1. Remuneration will be in accordance with a tariff as approved by the Council. Remuneration shall be based on a fixed rate per meeting. This rate will include preparation time utilised by members for meetings. The rate per meeting for ordinary members is R5 775.00 (five thousand seven hundred and seventy-fiverand) per meeting and R6 825,00 (six thousand eight hundred and twenty-five rand) per meeting for the Chairperson of the Committee. The Municipality may utilize the rates provided by the National Treasury. Should the MM deem it necessary, he or she can, in consultation with the Municipal Council, determine other remuneration, provided that the APAC charter properly define the time and cost.

11.2. Remuneration of Committee members are calculated based on the various types of meetings attended, taking into consideration the tariff approved by Council. In calculating the remuneration due there is distinguished between two types of meetings:

11.2.1. APAC meetings:

a) Remuneration is calculated on a full day tariff.

11.2.2. Other meetings including but not limited to attendance of Council meetings, CAE interviews, performance evaluation sessions, meetings with AGSA, IAF and other assurance providers outside APAC meetings:

a) One to two (1-2) hours = half a day tariff.
b) More than two (2) hours = a full day tariff.

11.3. The reimbursement of all members for travel expenditure must be determined under the approved Council policy or the rate per kilometre as published and updated by the National Department of Transport.

11.4. The MM, in consultation with the CAE, is required to approve the reimbursement of all travel expenditure for members of the APAC based on the above mentioned or make alternative arrangements to pay for modes of travel to such meetings, in terms of Council policy.

11.5. The Chairperson and members of the APAC will be required to complete particulars of their respective travel to and from the venue of the APAC meetings.

12. Performance Assessments

12.1. The APAC should assess its performance and achievements against its charter and work plan on an annual basis. The assessment should be conducted within the first quarter of the new financial year. The assessment would cover the performance of the individual member as part of the overall APAC reference to the particular skills the member has brought to the APAC as a whole.

12.2. The aim of the self-assessment is to ensure that the APAC is meeting its objectives efficiently and effectively. The outcomes of the self-assessment should be presented by the Chairperson to the MM and Municipal Council.

12.3. Where the self-assessment highlights a need for enhancements to the role, operational processes or membership of the committee, the Chairperson should take action to ensure that such enhancements are implemented. The Chairperson may need to consult with the MM and Municipal Council to obtain appropriate support to ensure all enhancements are implemented.

12.4. It may be beneficial for the APAC to use an external facilitator to aid with, or to supervise the self-assessment process. It is up to the APAC to decide whether the services of an external facilitator are required.

12.5. An external facilitator can provide an impartial and objective view and can approach the evaluation process without bias or preconceived ideas. The Chairperson and external facilitator should provide feedback to the APAC members and present the results of the evaluation to the MM and Municipal Council.

12.6. Where the APAC is not performing in accordance with its charter and this has been observed by various stakeholders such as for example, Internal Audit, external audit or management, it would be appropriate for this or other issues to be brought to the attention of the MM and Municipal Council.

12.7. If an individual APAC member is not performing, then the Chairperson of APAC should be given an opportunity to address the poor performance with the member. If still not resolved, the member must be given an opportunity to address such with the Municipal Council. If it is considered necessary to terminate the services of an APAC member prior to the end of the term of appointment, proper procedures should be followed.

13. Roles and Responsibilities

The APAC responsibilities in relation to other functional areas are highlighted below.

13.1. Internal Audit Function (IAF)

13.1.1. The APAC responsibilities relating to IAF, which evaluates and contributes to the improvement of governance, risk management and control processes, are to:

a) Ensure that the IAF charter, independence and activities of the IAF are clearly understood and respond to the objectives of the Municipality and the legal framework.
b) Meet separately with the CAE to discuss any matters that the Committee or IAF believe should be discussed privately.
c) Review the annual IAF budget and final fees and recommend to Council for adoption.
d) Regularly review the functional and administrative reporting lines of the CAE to ensure that the organisational structure is consistent with the principles of independence and accountability.
e) Review and approve the IAF charter, three-year rolling plan and one-year operational Internal Audit Plan and any significant changes to the plan.
f) Confirm that the annual audit plan makes provision for critical risk areas in the Municipality.
g) Advise the Municipality on resources allocated to give effect to the work outputs of the IAF.
h) Reviewing the capacity building and training strategy within the IAF.
i) Consider and advise on the co-operation and co-ordination between IAF and the Auditor-General and other assurance providers.
j) Ensure that there is sufficient support for the IAF and external auditors from senior management.
k) Confirm with management that the IAF findings are submitted to the APAC on a quarterly basis.
l) Confirm actions taken by management in relation to the implementation of IAF recommendations to address IAF findings.
m) Consider and review reports relating to difficulties encountered during the audit engagement, including any scope limitation or access to information reported to the MM that remain unresolved.
n) Evaluate the performance of the IAF in terms of the agreed goals and objectives as captured in the internal audit plan and strategy.
o) Ensure that the CAE has unrestricted access to the Chairperson and members of the APAC.
p) Conduct a high-level review of IAF on an annual basis, to ascertain whether the IAF adheres to the mandatory elements of The Institute of Internal Auditor's International Professional Practices Framework, which are the Global Internal Audit Standards and Topical requirements.
q) Participate in the appointment, reassignment and dismissal of the CAE.

r) Is responsible for the performance evaluation of the CAE and recommends the level of appointment of the CAE.
s) Oversee the IAF Quality Assurance and Improvement Program (QAIP).
t) Monitoring the appropriateness of the Combined Assurance Framework, which will include inter alia, co-ordination and co-operation between AGSA, Internal Audit and other assurance providers to minimise duplication of effort, promote reliance on each other's work, and to ensure all significant risk areas are addressed.
u) Confirm that a Combined Assurance Framework is applied, the implementation of which is facilitated by internal audit.
v) Reviews and approves the Internal Audit Strategy.
w) Consider differences of opinion between management and the IAF, and their resolution.

13.1.2. The IAF is accountable to the APAC as follows:

a) Maintain open and effective communication with the APAC.
b) Develop a three-year rolling plan and one-year operational Internal Audit Plan using a risk-based methodology, addressing any weaknesses in risks or controls identified.
c) Implementation of Internal Audit Policies and Plans i.e. IAF Strategy, IAF Plan, IAF Methodology, Combined Assurance Framework, QAIP.
d) Annually submit the internal audit plan to the APAC for review and approval.
e) Report on the implementation and results of the annual audit plan including special tasks requested by management and the APAC.
f) Assist in drafting the agenda and documentation and facilitate the distribution thereof to the APAC in advance of meetings.
g) Meet periodically with the Chairperson of the APAC to discuss whether the material and information furnished meets the requirements of the APAC.
h) Obtain advice from the APAC whether the frequency and time allocated to the Committee is sufficient to attend effectively to all matters.
i) Cooperate with the APAC as they conduct annual reviews of the performance of the IAF.
j) Submit the Internal Audit charter to the APAC for review and approval on an annual basis and/ or as necessary.

13.2. **External Audit (AGSA)**

13.2.1. The APAC must in relation to external audit:

a) Take cognizance of the scope of work undertaken by the external auditor and the extent of co-ordination with the IAF.
b) Review annual external audit plans, audit fees and other compensation.
c) Review reports and monitor management's implementation of audit recommendations and Municipal Council resolutions with a view to ensuring satisfactory responses and corrective actions, where necessary.

d) Review the report on the financial statements and matters raised therein for reasonability and accuracy.
e) Obtain assurance from the AGSA that the annual performance information is a fair reflection of the Municipality's performance and that adequate records are being maintained.
f) Review any interim reports issued to take cognizance of the issues raised in determining the follow up work for the IAF.
g) Conduct a review of the extent to which previously reported findings by the external auditor have been addressed by the Municipal Council.
h) Provide advice to the MM on actions taken relating to significant matters raised in external audit reports.
i) Liaise with the external auditors on any matter that the APAC consider appropriate.
j) Ensure that the external auditors have reasonable access to management and the Chairperson of the APAC.
k) Address any potential restrictions or limitations with the MM and Council.
l) Address outstanding matters raised by the external auditors and ensure that findings are dealt with conclusively in an expeditious manner.

13.3. **Financial Performance and AFS**

13.3.1. The APAC shall consider the Quarterly Financial Performance Reports i.e. Section 52 (d) reports including Supply Chain Management Reports.

13.3.2. The MM must prepare AFS of the Municipality within two months after the end of the financial year to which those statements relate, submit the statements to the AGSA for auditing (This should be linked to the MFMA calendar).

13.3.3. The APAC should review the AFS at least one (1) week before submission to the AGSA. The process and timelines for APAC meetings should be changed accordingly. The AGSA and auditee should plan this process carefully to meet the determined timelines.

13.3.4. The APAC must review the AFS to provide the Council of the Municipality assurance on the financial position of the Municipality by:

a) Confirming if the Municipal audit file is prepared in line with the applicable standards and guidance contained in MFMA Circular 50, or as updated.
b) Reviewing the unaudited AFS of the Municipality to ensure that the quality, integrity and content is consistent with applicable standards and compliant with the legal framework.
c) Evaluating the AFS of the Municipality for reasonableness, completeness and accuracy, and provide comment thereon, on a timely basis.
d) Considering the AGSA's opinion on the quality and appropriateness of the Municipality's accounting policies.
e) Reviewing efficiency and effectiveness of internal controls over AFS preparation and reporting.

13.3.5. Specifically, with regards to AFS, the APAC should review and challenge where necessary:

a) Arithmetical accuracy and consistency.
b) Review the appropriateness of accounting policies applied and disclosed in the AFS. Methods used to account for significant or unusual transactions where different approaches are possible.
c) Whether the Municipality has followed appropriate accounting standards and made appropriate estimates and judgements, considering previous audit outcomes.
d) The quality of disclosure in the Municipality's financial reports and the context in which statements are made.
e) All material information presented with the AFS, such as the operating and financial review and the corporate governance statement (insofar as it relates to the audit and risk management).
f) All material issues in prior reports by the AGSA have been appropriately accounted for, resulting in fair presentation.
g) Conduct analysis of trends and other financial ratio calculations e.g., year-on-year comparisons and composition of primary group e.g., salaries as a component of operations, whether operations are undertaken on a sustainable basis, operations at surplus or deficit, efficiency and solvency ratios, etc.
h) Able to question management rationale for judgement and estimates.
i) Review the adequacy of the skills within the finance unit.
j) The APAC should annually assess the performance, including staffing and skills of the finance unit.

13.4. **Risk Management Activities**

13.4.1. The MM is responsible for the establishment of effective risk management within the Municipality.

13.4.2. The responsibilities of the APAC with respect to risk management:

a) Oversee the development, implementation and review of the Municipal risk management framework, including the risk management policy and plan, and recommend these to Council for approval.
b) Provide an independent and objective view of the effectiveness of the Municipality's risk management.
c) Review of the high-level risk register, including the report of significant changes to the Municipality's risk register.
d) Review of the report on risk management culture of the Municipality.
e) Evaluate whether risk management is carried out in a manner that benefits the Municipality.
f) Assess and contribute to the Internal Audit planning processes relating to the risks of the Municipality.
g) Review and recommend disclosures on matters of risk in the AFS.

h) Review and recommend disclosures on matters of risk and risk management in the annual report.

i) Consider Ethics, Risk and Fraud Management Committee (ERFMC) quarterly reports and recommendations made in line with the APAC Charter.

j) The APAC must advise the MM and Municipal Council on the adequacy and effectiveness of risk management in the Municipality.

13.5. **Compliance with laws, regulations, ethics policies and procedures**

13.5.1. The APAC as part of its risk management and internal control responsibilities should ensure the management of the Municipality has the necessary mechanisms in place to ensure compliance with pertinent laws and regulations and is conducting its affairs ethically. This include maintaining effective controls against conflict of interest, fraud and corrupt practices.

13.5.2. The APAC must review and monitor compliance with policy documents that should incorporate compliance with laws, regulations, ethics policies and rules regarding conflict of interest.

13.5.3. The APAC must monitor the control processes and the adequacy of internal control by viewing ERFMC documentation and internal and external audit reports.

13.5.4. The APAC should communicate with the ERFMC, internal and external auditors on:

a) Any fraudulent activities, suspected fraud or fraud investigations being conducted which they are aware of.

b) Any concerns about the nature, extent and frequency of management assessment of the accounting and control systems in place, to prevent and detect fraud.

13.5.5. Notify the Municipal Council when the MM has been implicated in fraud, corruption or gross negligence.

13.5.6. Monitor developments and changes in law relating to the responsibility and accountability of management and review the extent to which management is meeting its obligations.

13.5.7. Ensure legal counsel regarding compliance where necessary.

13.5.8. Once each year within the first month of the start of each financial year, members of the APAC must provide written declarations to the IAF Office declaring any potential or actual conflicts of interest they may have in relation to their responsibilities. The Committee members should consider past employment, consultancy arrangements and related party issues in making these declarations and the Chairperson should be satisfied that there are sufficient processes in place to manage any real or perceived conflict.

13.6. **Control Environment**

13.6.1. The APAC members need to have a good understanding of the control environment, in fulfilling this responsibility the Committee should:

a) Ensure that management follows a sound process to draw conclusions on the adequacy and effectiveness of the system of internal control.

b) Establish whether management has relevant policies and procedures in place and that these are adequate, effective and regularly updated.
c) Determine whether appropriate processes are followed and complied with on a regular basis.
d) Consider measures applied on any required changes to the design or implementation of internal controls.
e) Assess steps taken by management to encourage ethical and lawful behaviour, financial discipline and accountability for use of public resources.

13.7. **Performance Management**

13.7.1. Part of the responsibilities of the APAC includes the review of the performance management system. The Municipality has reviewed its Committees to ensure that in cases where there is an APAC, that these are combined into one Committee for effective management, oversight and reporting, as envisaged by section 166 of the MFMA.

13.7.2. The APAC members need to have a good understanding of the performance of the Municipality. These include:

a) Review and comment on compliance with statutory requirements, performance management best practices and standards.
b) Review and comment on the alignment of the IDP, the budget, SDBIP and performance agreements of Directors.
c) Review and comment on relevance of indicators to ensure they are measurable and relate to services performed by the Municipality and its entities.
d) Review compliance with in-year reporting requirements.
e) Advise on the effectiveness of the system for monitoring compliance with applicable laws and regulations.
f) Advise on the effectiveness of corporate policies relating to performance management.
g) Review the quarterly performance reports submitted by the IAF.
h) Annually review and comment on Municipality's Annual Performance Report (APR) and timely submission to the AGSA by 31 August.
i) Obtain assurance from management with respect to the accuracy, completeness and validity of the performance information.
j) Review and comment on the Municipality's annual report within the stipulated timeframes.
k) Review and comment on the Municipality's performance management system and make recommendations for its improvement to Council. In reviewing the Municipality's performance management system, the Committee must focus on economy, efficiency, effectiveness and impact in so far as the key performance indicators and performance targets set by the Municipality are concerned.

l) Review the audited annual performance information and AGSA's Audit Report, prior to submission to and approval by the Council, focusing particularly on:
   i. Providing an authoritative and credible view on whether the Municipality's goals and objectives as per the IDP, by the business unit under review have been achieved.
   ii. The Municipality's performance management system.
   iii. Compliance with statutory requirements.

13.8. **ICT Governance**

13.8.1. The APAC need to provide advice on ICT governance, controls, access, safeguarding of information in the Municipality. Annually review the functioning of the ICT Steering Committee.

13.8.2. Consider quarterly ICT Governance Reports from the ICT Steering Committee.

13.8.3.

13.8.4. Specific expertise may be required from within or outside the Municipality from time to time, to assist the IAF and APAC to formulate recommendations on systems and controls. The Committee may have to advise on the appropriateness of ICT security measures, Artificial Intelligence, Disaster Recovery and Business Continuity Plans supporting IT risks, regular testing and evaluation of plans, systems and processes.

13.8.5. The APAC must advise the MM and Municipal Council on adequacy and effectiveness of ICT governance, compliance and controls in the Municipality.

13.9. **Relationship with Stakeholders**

13.9.1. The APAC are required to maintain good relationships with key stakeholders, such as:
   a) Municipal Council.
   b) MM.
   c) Management and staff.
   d) Internal Auditors and External Auditors.
   e) Western Cape Provincial Treasury.
   f) National Treasury.
   g) Western Cape Department of Local Government.

13.10. **Combined Assurance Model**

13.10.1 The Committee should ensure that a combined assurance model is developed and applied, to provide a coordinated approach towards assuring that relevant assurance activities are effective and efficient. In particular, the Committee must:
   a) Ensure that the combined assurance is appropriate to address all significant risks facing the Municipality and that management is adequately mitigating these risks.
   b) Monitor the relationship between all assurance providers, particularly between internal and external auditors to ensure efficiency of assurance provision.

14. **Meetings**

14.1. The APAC should meet as often as required to perform its functions, but at least four (4) times a year.

14.2. The APAC shall protect and maintain the confidentiality of all information provided to it, in accordance with applicable laws.

14.3. The responsibilities of the secretariat shall be carried out by the Council's administration department, including providing all administrative support to the APAC meetings, sending invitations and documentation to members, coordinating and compiling APAC meeting documentation, taking minutes at APAC meetings. The IAF is responsible for preparing all logistical arrangements relating to APAC meetings, including arrangement for the prompt payment of claims and fees, etc.

14.4. The CAE, in consultation with the APAC secretariat of the Municipality, must ensure that the required preparation for the meeting of the APAC is finalized at least seven (7) days before the commencement of the meeting and that substantive work would be undertaken for the duration of the meeting.

14.5. Any person attending the meeting may add items to the agenda three (3) days before the agenda is finalized. Such items should be provided to the Chairperson or the CAE.

14.6. Special meetings of the APAC may be convened with the Chairperson's approval. Any member of the APAC, the MM, the internal or external auditors may request a special meeting if they consider it necessary.

14.7. The majority of the members will form a quorum, and if the Chairperson is absent, the members that are present will elect one of the members as Chairperson for that meeting. If there is no quorum, the meeting will be adjourned to a new date and time not exceeding two (2) weeks.

14.8. The members are the only people with voting rights. Voting shall be by a show of hands unless decided by all members that it be by ballot. The Chairperson shall have a casting vote. If a member wants to dissent or protest a decision, he or she may request that it is recorded in the minutes.

14.9. Draft minutes should be distributed to the APAC members within fourteen (14) days of the meeting for inputs and comments.

14.10. The following people have a standing invitation to the APAC and attend all the Ordinary meetings:

a) The Executive Mayor.
b) The Municipal Public Accounts Committee (MPAC) Chairperson.
c) MM.
d) CAE.
e) CFO.
f) All Directors.
g) Chief Risk Officer (CRO).

h) External Auditors (AGSA)
i) Representative from Western Cape Provincial Treasury
j) Any other person on invitation by the APAC Chairperson.

14.11. The CAE, in consultation with the Chairperson of the APAC, must determine the time frames of all meetings. Considering the financial implications, the MM in consultation with the Chairperson of the APAC must agree, if meetings go beyond a one day sitting.

15. Review Period

15.1. This charter will be reviewed annually and updated to ensure relevance and consistency with the MFMA, MSA and other related legislation, guides and best practice, and submitted to Council for approval.

15.2. Following approval, the APAC charter will be published on the municipal website to promote awareness to all stakeholders.

MM's Signature : ……

Initials and Surname : ……

Date : ……

APAC Chairperson Signature: ……

Initials and Surname : ……

Date : ……

Executive Mayor's Signature: ……

Initials and Surname : ……

Date: : **……**

12.3	REQUEST FOR RENEWAL/EXTENSION OF THE AUDIT AND PERFORMANCE AUDIT COMMITTEE MEMBER TERM

Collaborator No:
IDP KPA Ref No: **Good Governance and Compliance**
Meeting Date: **29 July 2026**

1. SUBJECT: REQUEST FOR RENEWAL/EXTENSION OF THE AUDIT AND PERFORMANCE AUDIT COMMITTEE MEMBER TERM

2. PURPOSE

To obtain Council's approval for renewal/extension of the Audit and Performance Audit Committee (APAC) member contract /term.

3. DELEGATED AUTHORITY

The delegated authority for the appointment of APAC members and Chairperson is Council.

4. EXECUTIVE SUMMARY

In terms of Section 166 of the Municipal Finance Act (MFMA), Act No 56 of 2003, each municipality must have an Audit Committee. The Audit Committee is an independent advisory body which must advise Council, the political office bearers, the accounting officer, the management and staff of the municipality. The Act requires the Council to appoint the Audit Committee members and the Chairperson.

In its meeting held on 27 September 2023, the Council resolved to appoint Ms Reyhana Gani as a member of the APAC of Stellenbosch Municipality for a period of three (3) years, starting from 01 October 2023 concluding on the 30 September 2026.6

5. RECOMMENDATION

that Council approves the renewal/extension of the contract term of Ms Reyhana Gani as an ordinary member of APAC for another term of three years, starting from the 01 October 2026 concluding on 30 September 2029.

6. DISCUSSION / CONTENTS

6.1 Background

Ms. Reyhana Gani was appointed by Council on 27 September 2023 for a period of three years. Her term will end on 30 September 2026.

Paragraph 8 of the Stellenbosch Municipality's Council approved APAC Charter for

2025/26 states that:

"8. Term of Office

8.1 To enhance independence of the Audit and Performance Audit Committee, the term of office for members must be strictly adhered to. The chairperson should be appointed for a minimum of three years to ensure that he/she contributes most effectively and provides stability to the Audit and Performance Audit Committee.

8.2 Other Audit and Performance Audit Committee members should serve at least a minimum of three years with an option to renew for another three years, based on

performance. Recruitment of members should be staggered to prevent a loss of knowledge and skills in the committee. The recruitment process of new members should be concluded at least three months in advance of the expiry of existing members' term. The Chief Audit Executive and the Accounting Officer must maintain records of Audit and Performance Audit Committee member contracts and ensure recruitment is undertaken as mentioned above.

8.3 Rotation of members is encouraged as it enhances the independence of the Audit and Performance Audit Committee. Members of the Audit and Performance Audit Committee should not be contracted continuously for a period exceeding six years. After serving consecutively for six years, a cooling off period of two years should be provided for, before appointing the same member to the Audit and Performance Audit Committee.

8.4 Members should be encouraged not to terminate their contracts until they have shared their knowledge with new members. A committee member should give two months' notice prior to resignation."

6.2 Discussion

The Charter provides an option for renewal or extension of the term of APAC members for another three years based on performance. This provision is in line with the National Treasury Municipal Audit Committee Tool Kit of 2023 which states that:

"**Term of Office**

To enhance independence of the audit committee, the term of office for members must be strictly adhered to. The Chairperson should be appointed for a minimum of three years to ensure that he/she contributes most effectively and provides stability to the audit committee. Other audit committee members should serve at least a minimum of three years with an option to renew for another three years, based on performance. Recruitment of members should be staggered to prevent a loss of knowledge and skills in the committee. Members should not be contracted continuously for a period exceeding six years. After serving continuously for six years, a cooling period of two years should be allowed before appointing the same member."

An assessment of the APAC for 2024/25 financial year was performed in March 2025 by the Honorable Executive Mayor, the Municipal Manager and the Acting Chief Audit Executive (CAE) and the APAC also conducted a self-assessment with an excellent performance rating. Therefore, this rating confirmed that the APAC including Ms. Gani as a member, is effective. The feedback on assessment of APAC was presented to Council of 30 April 2025.

Furthermore, Ms. Gani as a Chartered Accountant (South Africa), is currently one of the two APAC members with expertise in financial management. The renewal/extension of her contract term will ensure that APAC's oversight into financial management, performance and reporting remain effective and that the institutional knowledge possessed by her is retained and passed over to the current and future APAC members.

6.3 Financial Implications

The ordinary member is paid a stipend of R5500 per meeting. The Municipality budgets on an annual basis for the remuneration of APAC members.

6.4 Legal Implications

Section 166 (5) of the Local Government: Municipal Finance Management Act (MFMA) No. 56 of 2003 sets out the following:

"*(5) The members of an audit committee must be appointed by the council of the municipality or, in the case of a municipal entity, by the council of the parent municipality. One of the members who is not in the employ of the municipality or municipal entity, must be appointed as the chairperson of the committee. No councillor may be a member of an audit committee.***"**

Reference is made to page 53 of the National Treasury Municipal Audit Committee

Tool Kit of 2023 which states that:

"**Term of Office**

To enhance independence of the audit committee, the term of office for members must be strictly adhered to. The Chairperson should be appointed for a minimum of three years to ensure that he/she contributes most effectively and provides stability to the audit committee. Other audit committee members should serve at least a minimum of three years with an option to renew for another three years, based on performance. Recruitment of members should be staggered to prevent a loss of knowledge and skills in the committee. Members should not be contracted continuously for a period exceeding six years. After serving continuously for six years, a cooling period of two years should be allowed before appointing the same member."

Paragraph 8 of the APAC Charter for 2025/26 financial year state that:

"8. ***Term of Office***

8.1. To enhance the independence of the APAC, the term of office for members must be strictly adhered to. The Chairperson should be appointed for a minimum of three (3) years to ensure that he/she contributes most effectively and provides stability to the APAC.

8.2. Other APAC members should serve at least a minimum of three (3) years with an option to renew for another three (3) years, based on performance. Recruitment of members should be staggered to prevent a loss of knowledge and skills in the committee. The recruitment process of new members should be concluded at least three (3) months in advance of the expiry of existing members' term. The Chief Audit Executive (CAE) and the MM must maintain records of the APAC member contracts and ensure recruitment is undertaken as mentioned above.

8.3. Rotation of members is encouraged as it enhances the independence of the APAC. Members of the APAC should not be contracted continuously

for a period exceeding six years. After serving consecutively for six years, a cooling-off period of two years should be provided for, before appointing the same member to the APAC.

8.4. Members should be encouraged not to end their contracts until they have shared their knowledge with new members. A committee member should give two (2) months' notice prior to resignation."

6.5 Staff Implications

No additional staff implications.

6.6 Previous / Relevant Council Resolutions:

N/A

6.7 Risk Implications

Lack of formal Council resolution on extension/renewal of Ms Gani's contract may attract negative audit findings and my compromise governance principles.

6.8 Comments from Senior Management:

6.8.1 Chief Financial Officer:

The Municipality budgets on an annual basis for the remuneration of APAC members.

6.8.2 Municipal Manager:

The Municipal Manager is in support of this item.

APPENDICES

Appendix 1 – Appointment Letter of Ms Gani- 27 September 2023.
Appendix 2 – APAC Charter 2025/ 2026
Appendix 3 – Results on APAC Assessment 2024/25

FOR FURTHER DETAILS CONTACT:

NAME	***Lunga Mvandedwa***
POSITION	***Chief Audit Executive, CIA, CRMA***
DIRECTORATE	***Municipal Manager***
CONTACT NUMBERS	***0218088555***
E-MAIL ADDRESS	***Lunga.Mvandedwa@stellenbosch.gov.za***
REPORT DATE	***22 July 2026***

APPENDIX 1

STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

27 September 2023

Mrs Reyhana Gani
59 Kingsway
Baronetcy Estate
Plattekloof
7500

Per email: reyhana@ganvest.co.za

Dear Mrs Gani

APPOINTMENT AS MEMBER OF THE STELLENBOSCH MUNICIPALITY'S AUDIT AND PERFORMANCE AUDIT COMMITTEE

I am pleased to inform you that the Stellenbosch Municipality Council at its meeting held on 27 September 2023, unanimously agreed to your appointment as a member of the Council's Audit and Performance Audit Committee. Your appointment is for a period of three years, made in terms of Section 166 of the Municipal Finance Management Act, No 56 of 2003.

You will be paid a stipend of R5 500,00 for every meeting of the Audit and Performance Committee you will attend and this will include two hours preparation you are required to do for these meetings. The Committee must meet as often as required but at least four times in a financial year. I attach with this appointment letter a copy of the approved Stellenbosch Municipality Audit and Performance Audit Committee Charter for your perusal.

Thank you for your willingness to serve the Greater Stellenbosch Community in this manner and I wish you a successful and rewarding term of office as a member of the Audit and Performance Audit Committee. Please do not hesitate to contact the Chief Audit Executive, Mr Faiz Hoosain of Stellenbosch Municipality, if you have any enquiries in this regard.

Yours faithfully

QUINTIN SMIT
SPEAKER OF COUNCIL

APPENDIX 2

STELLENBOSCH
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MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Audit and Performance Audit Committee (APAC) Charter

2025/2026

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1. Introduction

1. The charter is used to guide the activities of the APAC on an ongoing basis. The APAC charter sets out the objectives, roles and responsibilities, composition, structure and membership requirements, relationships with other stakeholders, authority for the committee to conduct enquiries and access municipality records and personnel, outlines procedures for meetings, addresses the confidentiality and independence of committee members, and provides for ethical conduct and reporting.
2. The charter should be used as a basis for:
   a) Preparing the APAC's annual work plan.
   b) Setting the agenda for meetings.
   c) Requesting skills and expertise.
   d) Making recommendations to the Municipal Manager (MM) and Municipal Council.
   e) Assessing the APAC's performance by its members, Municipal Council, management, Auditor-General Sout Africa (AGSA) and Internal auditors.
   f) Contributions and participation at meetings.

2. Authority

2.1. The APAC operates as a committee of the Council. The APAC performs the responsibilities assigned to it by the Municipal Finance Management Act, No. 56 of 2003 (the MFMA), Municipal Systems Act, No. 32 of 2000 (the MSA), Municipal Planning and Performance Management Regulations, and the corporate governance responsibilities delegated to it under this charter by Council.

2.2. A charter is the written Terms of Reference (ToR) approved by Council which outlines the mandate and authority of the APAC. The charter becomes the ToR of the Committee which then informs the contracts of the APAC members.

2.3. The APAC shall have the authority to perform functions, and to obtain any information and advice, from within or outside the municipality, to perform its functions as legislated. Appropriate resources will be made available to the APAC to perform its functions as agreed in its charter.

2.4. The APAC may:
   a) Communicate with the Council, MM or the internal and external auditors of the municipality.
   b) Have access to municipal records containing information that is needed to perform its duties or exercise its powers.
   c) Request any relevant person to attend any of its meetings, and, if necessary, to provide information requested by the committee.
   d) Conduct investigations into the affairs of the municipality, as requested by the Council of the municipality.

3. Composition

3.1. Section 166 of the MFMA provides for a minimum requirement for the composition of an APAC.

3.2. The APAC shall comprise of at least three (3) independent members but not more than five (5), of which at least one person has expertise in performance management. Working knowledge of business is required i.e., financial management, legal, auditing, performance management, risk management and ICT.

3.3. In terms of best practice, the number and/or size of the APAC can be increased to address the requirements, characteristics and needs of the municipality, which will also be guided by the approved charter.

3.4. These requirements apply to all municipalities regardless of whether the APAC is established in-house or through a shared service.

4. Appointment of Members

4.1. Section 166(5) of the MFMA requires that the members of an APAC must be appointed by the Council of the municipality. All members shall be independent non-executives, and none shall be in the employ of the Municipality. Councillors are not allowed to be members of the APAC. The appointed members should enter into a contract with the municipality according to the approved charter.

4.2. The Council shall appoint the Chairperson from the members of the Committee. The Chairperson shall be an independent person, knowledgeable of the status of the position, has the requisite business, financial and leadership skills and must not be a political office bearer.

4.3. Except in the case of shared APAC, the Council must ensure that APAC members do not serve on more than three (3) local government APAC's simultaneously as the practice of serving on too many committees may impact negatively on the performance of the APAC compromising to their effectiveness.

5. Attributes of Members

5.1. The Chairperson of the APAC should be appointed after the following factors have been considered.

5.2. The Chairperson should:

a) Have a good standing and ability to lead discussions.
b) Create vision and provide direction at meetings.
c) Build municipal capabilities by guiding management based on expert knowledge and skills.
d) Promote and achieve quality outcomes at meetings.
e) Can speedily and effectively advise the Council of any impending non-compliance with the legislative framework.
f) Can encourage other members to participate in APAC meetings.
g) Conduct meetings in a manner that demonstrates a desire to establish effective communication with all stakeholders.

h) Demonstrate ethical and effective leadership and act in the best interest of the municipality.

5.3. In determining suitable candidates for an APAC and maintaining a balanced composition, the Council should seek to appoint candidates that have ability to:

a) Perform the role of advisor to management.
b) Communicate effectively with management.
c) Carefully review the information received and obtain clarification from management as and when appropriate.
d) Raise relevant questions, evaluate responses and follow up on any matter that is unclear.
e) Conduct responsibilities in the context of the municipality's strategic objectives and overall corporate governance of the Council.
f) Act independently and be proactive in advising the MM regarding issues that require further management attention.
g) Encourage openness and transparency.
h) Build relations with management.
i) Have a professional approach to performing duties, including commitment of time and effort.
j) Each committee member must be ethical, independent and appropriately skilled.
k) Each member must be capable of making a valuable contribution to the Committee.

6. Skills and Experience

6.1. Members should be selected from different areas of expertise to enhance the APAC's overall knowledge of the municipality and the ability to discharge its obligations and provide appropriate recommendations to the Council.

6.2. The roles and responsibilities of an APAC can be used as a baseline to obtain relevant skills that members must possess. This will ensure that appointed members are competent to carry out their responsibilities as set out in the APAC's charter.

6.3. The appointed members should collectively possess the following skills and experience:

a) Private and public sector experience.
b) An understanding of service delivery priorities.
c) Good governance and/ or financial management experience (keep abreast of latest GRAP standards and Annual Financial Statements (AFS) requirements).
d) An understanding of the role of Council and Councillors.
e) An understanding of the operations of the municipality.
f) Familiarity with risk management practices.
g) An understanding of roles and responsibilities of internal and external audits including internal controls.
h) An understanding of major accounting practices and public sector reporting requirements
i) An understanding of public sector reforms.
j) Familiar with legislation applicable to municipalities.

k) An understanding of the treatment of allegations and investigations.

l) An understanding of the performance management system.

m) ICT expertise.

7. Membership and Independence

7.1. The APAC must be independent and safeguarded from undue influence in exercising its responsibilities objectively. To enhance the APAC function, the following is required:

a) The APAC Chairperson and members should be independent of the municipality and declare any ongoing conflict of interest.

b) The APAC Chairperson and members should not be biased but exhibit an independent mental attitude during deliberations.

c) All APAC members should declare private and business interests at every meeting.

d) Members should not conduct any business with the municipality.

8. Term of Office

8.1. To enhance the independence of the APAC, the term of office for members must be strictly adhered to. The Chairperson should be appointed for a minimum of three (3) years to ensure that he/she contributes most effectively and provides stability to the APAC.

8.2. Other APAC members should serve at least a minimum of three (3) years with an option to renew for another three (3) years, based on performance. Recruitment of members should be staggered to prevent a loss of knowledge and skills in the committee. The recruitment process of new members should be concluded at least three (3) months in advance of the expiry of existing members' term. The Chief Audit Executive (CAE) and the MM must maintain records of the APAC member contracts and ensure recruitment is undertaken as mentioned above.

8.3. Rotation of members is encouraged as it enhances the independence of the APAC. Members of the APAC should not be contracted continuously for a period exceeding six years. After serving consecutively for six years, a cooling-off period of two years should be provided for, before appointing the same member to the APAC.

8.4. Members should be encouraged not to end their contracts until they have shared their knowledge with new members. A committee member should give two (2) months' notice prior to resignation.

8.5. The committee members should have the opportunity to have an exit meeting with the Council to discuss the reason for leaving and to provide feedback on their experience on the APAC as well as any other issues. The date of resignation should be minuted by the secretariat of the APAC or Council.

8.6. Committee members can be dismissed by the Municipal Council under certain circumstances. The municipal Council should consult the charter when dismissing members of the committee. Reasons for dismissal, amongst other things, would normally be detailed in the letter of appointment and contract agreement, such as:

a) Where an ongoing conflict of interest exists.
b) Where a member has not performed to expectations.
c) Convicted of criminal offense involving fraud and corruption.
d) Fails to effectively execute his or her responsibilities, including failure to attend at least three (3) consecutive ordinary/planned meetings of the Committee without an apology/leave of absence.
e) Is incapable due to ill health.
f) Resigns.
g) Is in breach of the duty of confidentiality.
h) Is proven to be unethical.

8.7. The official dismissal process as it relates to the municipality should be adhered to by the MM and Municipal Council when an APAC member is being dismissed.

8.8. Where appropriate, the dismissal process is linked to the charter and member's performance assessment process. The dismissal of a member should be performed by the Municipal Council, and the outcome of the dismissal process should be in writing. The date of dismissal should be minuted by the secretariat of the APAC and or Council.

9. Induction of Members

9.1. A formal process of induction must be facilitated by the CAE in consultation with the MM. During the induction of members, the roles and responsibilities of the APAC must be clarified. The induction process should entail sufficient briefings and information on their roles, responsibilities, accountability and management's expectations. Induction of members can also be facilitated by Provincial Treasury or National Treasury, upon request.

9.2. New members should meet and be briefed by the MM, Chief Financial Officer (CFO), Chairperson of the APAC and the CAE. New members should also be introduced to the external auditors. The information to be provided to new members should include:

a) The municipality's governance and operational structures and how the APAC operate within this structure.
b) Copy of the APAC's charter, including any policies, recent APAC minutes, audit management letter, audit report, including details of outstanding issues, Council resolutions and recommendations presented to the Municipal Council.
c) Copies of the relevant legislation.
d) Copies of the latest municipality's annual report, AFS, Integrated Development Plan (IDP), budgets, Service Delivery and Budget Implementation Plans (SDBIP), in-year reports, code of conduct, performance agreements, risk register and risk management plans.
e) Information from management and the internal audit on the risk profile, status of internal controls and system of delegation.
f) A copy of the Internal Audit charter and annual work plans, among others.

10. Reporting

10.1. The Chairperson of the APAC will report twice a year, or more frequently if required, to the Municipal Council on the operations of the APAC. The report should include:

a) A summary of the work performed by the Internal Audit Function (IAF) and the APAC against the annual work plan.
b) Effectiveness of risk management processes and internal controls and additional measures that must be implemented to address identified risks.
c) The committee's assessment of the municipality's performance management system.
d) A summary of key issues dealt with, such as significant internal and external audit findings, recommendations and updated status thereof.
e) Progress with any investigations and their outcomes in relation to the mandate.
f) Details of meetings and the number of meetings attended by each member.
g) Other matters requested of the IAF and APAC.

10.2. The APAC shall prepare an APAC annual report which will be incorporated into the municipality's annual report. This includes the following:

a) The functions performed by the Committee and meetings attended.
b) Resolutions taken by Council and implementation status of recommendations made.
c) Other relevant comments that may enhance governance and accountability.

11. Remuneration of Members

11.1. Remuneration will be in accordance with a tariff as approved by the Council. Remuneration shall be based on a fixed rate per meeting. This rate will include preparation time utilised by members for meetings. The rate per meeting for ordinary members is R5 500, 00 (five thousand five hundred rand) per meeting and R6 500, 00 (six thousand five hundred rand) per meeting for the Chairperson of the Committee. The municipality may utilize the rates provided by the National Treasury. Should the MM deem it necessary, he or she can, in consultation with the Municipal Council, determine other remuneration, provided that the APAC charter properly define the time and cost.

11.2. Remuneration of committee members are calculated based on the various types of meetings attended, taking into consideration the tariff approved by Council. In calculating the remuneration due there is distinguished between two types of meetings:

11.2.1. APAC meetings:

a) Remuneration is calculated on a full day tariff.

11.2.2. Other meetings including but not limited to attendance of Council meetings, CAE interviews, meetings with AGSA, IAF and other assurance providers outside APAC meetings:

a) One to two (1-2) hours = half a day tariff.
b) More than two (2) hours = a full day tariff.

11.3. The reimbursement of all members for travel expenditure must be determined under the approved Council policy or the rate per kilometre as published and updated by the National Department of Transport.

11.4. The MM, in consultation with the CAE, is required to approve the reimbursement of all travel expenditure for members of the APAC based on the above mentioned or make alternative arrangements to pay for modes of travel to such meetings, in terms of Council policy.

11.5. The Chairperson and members of the APAC will be required to complete particulars of their respective travel to and from the venue of the APAC meetings.

12. Performance Assessments

12.1. The APAC should assess its performance and achievements against its charter on an annual basis. The assessment should be conducted within the first quarter of the new financial year. The assessment would cover the performance of the individual member as part of the overall APAC reference to the particular skills the member has brought to the APAC as a whole.

12.2. The aim of the self-assessment is to ensure that the APAC is meeting its objectives efficiently and effectively. The outcomes of the self-assessment should be presented by the Chairperson to the MM and Municipal Council.

12.3. Where the self-assessment highlights a need for enhancements to the role, operational processes or membership of the committee, the Chairperson should take action to ensure that such enhancements are implemented. The Chairperson may need to consult with the MM and Municipal Council to obtain appropriate support to ensure all enhancements are implemented.

12.4. It may be beneficial for the APAC to use an external facilitator to aid with, or to supervise the self-assessment process. It is up to the APAC to decide whether the services of an external facilitator are required.

12.5. An external facilitator can provide an impartial and objective view and can approach the evaluation process without bias or preconceived ideas. The Chairperson and external facilitator should provide feedback to the APAC members and present the results of the evaluation to the MM and Municipal Council.

12.6. Where the APAC is not performing in accordance with its charter and this has been observed by various stakeholders such as for example, internal audit, external audit or management, it would be appropriate for this or other issues to be brought to the attention of the MM and Municipal Council.

12.7. If an individual APAC member is not performing, then the Chairperson of APAC should be given an opportunity to address the poor performance with the member. If still not resolved, the member must be given an opportunity to address such with the Municipal Council. If it is considered necessary to terminate the services of an APAC member prior to the end of the term of appointment, proper procedures should be followed.

13. Roles and Responsibilities

The APAC responsibilities in relation to other functional areas are highlighted below.

13.1. Internal Audit Function (IAF)

13.1.1. The APAC responsibilities relating to internal audit, which evaluates and contributes to the improvement of governance, risk management and control processes, are to:

a) Ensure that the IAF charter, independence and activities of the IAF are clearly understood and respond to the objectives of the municipality and the legal framework.
b) Meet separately with the CAE to discuss any matters that the committee or IAF believe should be discussed privately.
c) Review the annual IAF budget and final fees and recommend to Council for adoption.
d) Regularly review the functional and administrative reporting lines of the CAE to ensure that the organisational structure is consistent with the principles of independence and accountability.
e) Review and approve the IAF charter, three-year rolling plan and one-year operational internal audit plan and any significant changes to the plan.
f) Confirm that the annual audit plan makes provision for critical risk areas in the municipality.
g) Advise the municipality on resources allocated to give effect to the work outputs of the IAF.
h) Reviewing the capacity building and training strategy within the IAF.
i) Consider and advise on the co-operation and co-ordination between IAF and the Auditor-General.
j) Ensure that there is sufficient support for the IAF and external auditors from senior management.
k) Confirm with management that the IAF findings are submitted to the APAC on a quarterly basis.
l) Confirm actions taken by management in relation to the implementation of IAF recommendations to address IAF findings.
m) Consider and review reports relating to difficulties encountered during the audit engagement, including any scope limitation or access to information reported to the MM that remain unresolved.
n) Evaluate the performance of the IAF in terms of the agreed goals and objectives as captured in the internal audit plan.
o) Ensure that the CAE has unrestricted access to the Chairperson of the APAC.
p) Conduct a high-level review of IAF on an annual basis, to ascertain whether the IAF adheres to the mandatory elements of The Institute of Internal Auditor's International Professional Practices Framework, which are the Global Internal Audit Standards and Topical requirements.
q) Participate in the appointment, reassignment and dismissal of the CAE.

r) Is responsible for the performance evaluation of the CAE and recommends the level of appointment of the CAE.

s) Oversee the IAF Quality Assurance and Improvement Program (QAIP).

t) Monitoring the appropriateness of the Combined Assurance Framework, which will include inter alia, co-ordination and co-operation between AGSA, internal audit and other assurance providers to minimise duplication of effort, promote reliance on each other's work, and to ensure all significant risk areas are addressed.

u) Confirm that a Combined Assurance Framework is applied, the implementation of which is facilitated by internal audit.

v) Reviews and approves the Internal Audit Strategy.

w) Consider differences of opinion between management and the IAF, and their resolution.

13.1.2. The IAF is accountable to the APAC as follows:

a) Maintain open and effective communication with the APAC.

b) Develop a three-year rolling plan and one-year operational internal audit plan using a risk-based methodology, addressing any weaknesses in risks or controls identified.

c) Implementation of Internal Audit Policies and Plans i.e. IAF Strategy, IAF Plan, IAF Methodology, Combined Assurance Framework, QAIP.

d) Annually submit the internal audit plan to the APAC for review and approval.

e) Report on the implementation and results of the annual audit plan including special tasks requested by management and the APAC.

f) Assist in drafting the agenda and documentation and facilitate the distribution thereof to the APAC in advance of meetings.

g) Meet periodically with the Chairperson of the APAC to discuss whether the material and information furnished meets the requirements of the APAC.

h) Obtain advice from the APAC whether the frequency and time allocated to the committee is sufficient to attend effectively to all matters.

i) Cooperate with the APAC as they conduct annual reviews of the performance of the IAF.

j) Submit the Internal Audit charter to the APAC for review and approval on an annual basis and/ or as necessary.

13.2. **External Audit (AGSA)**

13.2.1. The APAC must in relation to external audit:

a) Take cognizance of the scope of work undertaken by the external auditor and the extent of co-ordination with the IAF.

b) Review annual external audit plans, audit fees and other compensation.

c) Review reports and monitor management's implementation of audit recommendations and Municipal Council resolutions with a view to ensuring satisfactory responses and corrective actions, where necessary.

d) Review the report on the financial statements and matters raised therein for reasonability and accuracy.
e) Obtain assurance from the AGSA that the annual performance information is a fair reflection of the municipality's performance and that adequate records are being maintained.
f) Review any interim reports issued to take cognizance of the issues raised in determining the follow up work for the IAF.
g) Conduct a review of the extent to which previously reported findings by the external auditor have been addressed by the Municipal Council.
h) Provide advice to the MM on actions taken relating to significant matters raised in external audit reports.
i) Liaise with the external auditors on any matter that the APAC consider appropriate.
j) Ensure that the external auditors have reasonable access to management and the Chairperson of the APAC.
k) Address any potential restrictions or limitations with the MM and Council.
l) Address outstanding matters raised by the external auditors and ensure that findings are dealt with conclusively in an expeditious manner.

13.3. **Financial Performance and AFS**

13.3.1. The APAC shall consider the Quarterly Financial Performance Reports i.e. Section 52 (d) reports including Supply Chain Management Reports.

13.3.2. The MM must prepare AFS of the municipality within two months after the end of the financial year to which those statements relate, submit the statements to the AGSA for auditing (This should be linked to the MFMA calendar).

13.3.3. The APAC should review the AFS at least one (1) week before submission to the AGSA. The process and timelines for APAC meetings should be changed accordingly. The AGSA and auditee should plan this process carefully to meet the determined timelines.

13.3.4. The APAC must review the AFS to provide the Council of the municipality assurance on the financial position of the municipality by:

a) Confirming if the municipal audit file is prepared in line with the applicable standards and guidance contained in MFMA Circular 50, or as updated.
b) Reviewing the unaudited AFS of the municipality to ensure that the quality, integrity and content is consistent with applicable standards and compliant with the legal framework.
c) Evaluating the AFS of the municipality for reasonableness, completeness and accuracy, and provide comment thereon, on a timely basis.
d) Considering the AGSA's opinion on the quality and appropriateness of the municipality's accounting policies.
e) Reviewing efficiency and effectiveness of internal controls over AFS preparation and reporting.

13.3.5. Specifically, with regards to AFS, the APAC should review and challenge where necessary:

a) Arithmetical accuracy and consistency.
b) Review the appropriateness of accounting policies applied and disclosed in the AFS. Methods used to account for significant or unusual transactions where different approaches are possible.
c) Whether the municipality has followed appropriate accounting standards and made appropriate estimates and judgements, considering previous audit outcomes.
d) The quality of disclosure in the municipality's financial reports and the context in which statements are made.
e) All material information presented with the AFS, such as the operating and financial review and the corporate governance statement (insofar as it relates to the audit and risk management).
f) All material issues in prior reports by the AGSA have been appropriately accounted for, resulting in fair presentation.
g) Conduct analysis of trends and other financial ratio calculations e.g., year-on-year comparisons and composition of primary group e.g., salaries as a component of operations, whether operations are undertaken on a sustainable basis, operations at surplus or deficit, efficiency and solvency ratios, etc.
h) Able to question management rationale for judgement and estimates.
i) Review the adequacy of the skills within the finance unit.
j) The APAC should annually assess the performance, including staffing and skills of the finance unit.

13.4. **Risk Management Activities**

13.4.1. The MM is responsible for the establishment of effective risk management within the municipality.

13.4.2. The responsibilities of the APAC with respect to risk management:

a) Oversee the development, implementation and review of the Municipal risk management framework, including the risk management policy and plan, and recommend these to Council for approval.
b) Provide an independent and objective view of the effectiveness of the municipality's risk management.
c) Review of the high-level risk register, including the report of significant changes to the Municipality's risk register.
d) Review of the report on risk management culture of the Municipality.
e) Evaluate whether risk management is carried out in a manner that benefits the Municipality.
f) Assess and contribute to the internal audit planning processes relating to the risks of the Municipality.
g) Review and recommend disclosures on matters of risk in the AFS.

h) Review and recommend disclosures on matters of risk and risk management in the annual report.

i) Consider Ethics, Risk and Fraud Management Committee quarterly reports and recommendations made in line with the APAC Charter.

j) The APAC must advise the MM and Municipal Council on the adequacy and effectiveness of risk management in the municipality.

13.5. **Compliance with laws, regulations, ethics policies and procedures**

13.5.1. The APAC as part of its risk management and internal control responsibilities should ensure the management of the municipality has the necessary mechanisms in place to ensure compliance with pertinent laws and regulations and is conducting its affairs ethically. This include maintaining effective controls against conflict of interest, fraud and corrupt practices.

13.5.2. The APAC must review and monitor compliance with policy documents that should incorporate compliance with laws, regulations, ethics policies and rules regarding conflict of interest.

13.5.3. The APAC must monitor the control processes and the adequacy of internal control by viewing Ethics, Risk and Fraud Management Committee documentation and internal and external audit reports.

13.5.4. The APAC should communicate with the Ethics, Risk and Fraud Management Committee, internal and external auditors on:

a) Any fraudulent activities, suspected fraud or fraud investigations being conducted which they are aware of.

b) Any concerns about the nature, extent and frequency of management assessment of the accounting and control systems in place, to prevent and detect fraud.

13.5.5. Notify the Municipal Council when the MM has been implicated in fraud, corruption or gross negligence.

13.5.6. Monitor developments and changes in law relating to the responsibility and accountability of management and review the extent to which management is meeting its obligations.

13.5.7. Ensure legal counsel regarding compliance where necessary.

13.5.8. Once each year within the first month of the start of each financial year, members of the APAC must provide written declarations to the IAF Office declaring any potential or actual conflicts of interest they may have in relation to their responsibilities. The Committee members should consider past employment, consultancy arrangements and related party issues in making these declarations and the Chairperson should be satisfied that there are sufficient processes in place to manage any real or perceived conflict.

13.6. **Control Environment**

13.6.1. The APAC members need to have a good understanding of the control environment, in fulfilling this responsibility the committee should:

a) Ensure that management follows a sound process to draw conclusions on the adequacy and effectiveness of the system of internal control.
b) Establish whether management has relevant policies and procedures in place and that these are adequate, effective and regularly updated.
c) Determine whether appropriate processes are followed and complied with on a regular basis.
d) Consider measures applied on any required changes to the design or implementation of internal controls.
e) Assess steps taken by management to encourage ethical and lawful behaviour, financial discipline and accountability for use of public resources.

13.7. **Performance Management**

13.7.1. Part of the responsibilities of the APAC includes the review of the performance management system. The municipality has reviewed its committees to ensure that in cases where there is an APAC, that these are combined into one committee for effective management, oversight and reporting, as envisaged by section 166 of the MFMA.

13.7.2. The APAC members need to have a good understanding of the performance of the municipality. These include:

a) Review and comment on compliance with statutory requirements, performance management best practices and standards.
b) Review and comment on the alignment of the IDP, the budget, SDBIP and performance agreements of Directors.
c) Review and comment on relevance of indicators to ensure they are measurable and relate to services performed by the municipality and its entities.
d) Review compliance with in-year reporting requirements.
e) Advise on the effectiveness of the system for monitoring compliance with applicable laws and regulations.
f) Advise on the effectiveness of corporate policies relating to performance management.
g) Review the quarterly performance reports submitted by the IAF.
h) Annually review and comment on municipality's Annual Performance Report (APR) and timely submission to the AGSA by 31 August.
i) Obtain assurance from management with respect to the accuracy, completeness and validity of the performance information.
j) Review and comment on the municipality's annual report within the stipulated timeframes.
k) Review and comment on the municipality's performance management system and make recommendations for its improvement to Council. In reviewing the municipality's performance management system, the committee must focus on economy, efficiency,

effectiveness and impact in so far as the key performance indicators and performance targets set by the municipality are concerned.

l) Review the audited annual performance information and AGSA's Audit Report, prior to submission to and approval by the Council, focusing particularly on:

i. Providing an authoritative and credible view on whether the municipality's goals and objectives as per the IDP, by the business unit under review have been achieved.

ii. The municipality's performance management system.

iii. Compliance with statutory requirements.

13.8. **ICT Governance**

13.8.1. The APAC need to provide advice on ICT governance, controls, access, safeguarding of information in the municipality. Annually review the functioning of the ICT Steering Committee and review its minutes.

13.8.2. Specific expertise may be required from within or outside the municipality from time to time, to assist the IAF and APAC to formulate recommendations on systems and controls. The committee may have to advise on the appropriateness of disaster recovery and business continuity plans supporting IT risks, regular testing and evaluation of plans, systems and processes.

13.9. **Relationship with Stakeholders**

13.9.1. The APAC are required to maintain good relationships with key stakeholders, such as:

a) Municipal Council.

b) MM.

c) Management and staff.

d) Internal Auditors and External Auditors.

e) Western Cape Provincial Treasury.

f) National Treasury.

g) Western Cape Department of Local Government.

13.10. **Combined Assurance Model**

13.10.1 The Committee should ensure that a combined assurance model is developed and applied, to provide a coordinated approach towards assuring that relevant assurance activities are effective and efficient. In particular, the Committee must:

a) Ensure that the combined assurance is appropriate to address all significant risks facing the Municipality and that management is adequately mitigating these risks.

b) Monitor the relationship between all assurance providers, particularly between internal and external auditors to ensure efficiency of assurance provision.

14. **Meetings**

14.1. The APAC should meet as often as required to perform its functions, but at least four (4) times a year.

14.2. The APAC shall protect and maintain the confidentiality of all information provided to it, in accordance with applicable laws.

14.3. The responsibilities of the secretariat shall be carried out by the Council's administration department, including providing all administrative support to the APAC meetings, sending invitations and documentation to members, coordinating and compiling APAC meeting documentation, taking minutes at APAC meetings. The IAF is responsible for preparing all logistical arrangements relating to APAC meetings, including arrangement for the prompt payment of claims and fees, etc.

14.4. The CAE, in consultation with the APAC secretariat of the municipality, must ensure that the required preparation for the meeting of the APAC is finalized at least seven (7) days before the commencement of the meeting and that substantive work would be undertaken for the duration of the meeting.

14.5. Any person attending the meeting may add items to the agenda three (3) days before the agenda is finalized. Such items should be provided to the Chairperson or the CAE.

14.6. Special meetings of the APAC may be convened with the Chairperson's approval. Any member of the APAC, the MM, the internal or external auditors may request a special meeting if they consider it necessary.

14.7. The majority of the members will form a quorum, and if the Chairperson is absent, the members that are present will elect one of the members as Chairperson for that meeting. If there is no quorum, the meeting will be adjourned to a new date and time not exceeding two (2) weeks.

14.8. The members are the only people with voting rights. Voting shall be by a show of hands unless decided by all members that it be by ballot. The Chairperson shall have a casting vote. If a member wants to dissent or protest a decision, he or she may request that it is recorded in the minutes.

14.9. The following people have a standing invitation to the APAC and attend all meetings:

a) The Executive Mayor.
b) The Municipal Public Accounts Committee (MPAC) Chairperson.
c) MM.
d) CAE.
e) CFO.
f) All Directors.
g) Chief Risk Officer (CRO).
h) External Auditors (AGSA)
i) Representative from Western Cape Provincial Treasury
j) Any other person on invitation by the APAC Chairperson.

14.10. The CAE, in consultation with the Chairperson of the APAC, must determine the time frames of all meetings. Considering the financial implications, the MM in consultation with the Chairperson of the APAC must agree, if meetings go beyond a one day sitting.

15. Review Period

15.1. This charter will be reviewed annually and updated to ensure relevance and consistency with the MFMA, MSA and other related legislation, guides and best practice, and submitted to Council for approval.

15.2. Following approval, the APAC charter will be published on the municipal website to promote awareness to all stakeholders.

MM's Signature : .....

Initials and Surname : G.L Mettler

Date : 29/8/25

APAC Chairperson Signature: .....

Initials and Surname : .....

Date : .....

Executive Mayor's Signature: .....

Initials and Surname : J.S. Fasser

Date: : 3/09/2025

14.10. The CAE, in consultation with the Chairperson of the APAC, must determine the time frames of all meetings. Considering the financial implications, the MM in consultation with the Chairperson of the APAC must agree, if meetings go beyond a one day sitting.

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15.2. Following approval, the APAC charter will be published on the municipal website to promote awareness to all stakeholders.

MM's Signature : .....

Initials and Surname : G.L Mettler

Date : 29/8/25

APAC Chairperson Signature: .....

Initials and Surname : LC NENE

Date : 05/09/25

Executive Mayor's Signature: .....

Initials and Surname : J.S. Fasser

Date: : 8/09/2025

APPENDIX 3

STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

AUDIT AND PERFORMANCE AUDIT COMMITTEE PERFORMANCE ASSESSMENT BY THE EXECUTIVE MAYOR 2024/25

AUDIT AND PERFORMANCE AUDIT COMMITTEE PERFORMANCE ASSESSMENT BY THE EXECUTIVE MAYOR 2024/ 2025

For each of the following statements, indicate a number between 1 and 3, with 1 indicating that you strongly disagree and 3 indicating that you strongly agree with the statement. Indicate 0 if you do not have enough knowledge or information to rank the Audit and Performance Audit Committees performance on a particular statement.

Indicate one number for each statement.

Leading Practice	Effectiveness Rating (1-3)	Comments
Composition and Quality		
1. Members have the appropriate qualifications to meet the objectives of the Audit and Performance Audit Committee's charter, including appropriate financial literacy.	3	
2. Audit and Performance Audit Committee members have differing perspectives due to a diversity of experience and backgrounds.	3	
3. The Audit and Performance Audit Committee demonstrates integrity, credibility, trustworthiness, willingness to actively participate, ability to constructively handle conflict, interpersonal skills, and pro-activeness.	3	
4. The Audit and Performance Audit Committee demonstrates appropriate knowledge of the municipality.	3	
5. Members of the Audit and Performance Audit Committee meet all applicable independence requirements.	3	
6. The leadership of the Audit and Performance Audit Committee chair is effective.	3	
7. The Audit and Performance Audit Committee considers the significant risks faced by the Stellenbosch Municipality. Examples of risks include (but are not limited to): • Regulatory and legal • Political • Economic • Strategic • Finance • Technology • Human Resources	3	

AUDIT AND PERFORMANCE AUDIT COMMITTEE PERFORMANCE ASSESSMENT BY THE EXECUTIVE MAYOR 2024/ 2025

For each of the following statements, indicate a number between 1 and 3, with 1 indicating that you strongly disagree and 3 indicating that you strongly agree with the statement. Indicate 0 if you do not have enough knowledge or information to rank the Audit and Performance Audit Committees performance on a particular statement.

Indicate one number for each statement.

Process and Procedures		
8. The Audit and Performance Audit Committee reports its proceedings and recommendations to Council after each committee meeting.	3	
9. The Audit and Performance Audit Committee dedicates appropriate time and resources to execute its responsibilities.	3	
10. Audit and Performance Audit Committee meetings are conducted in an effective manner, with time being spent primarily on significant issues.	3	
11. The Audit and Performance Audit Committee respects the line between oversight and management of the financial reporting process.	3	
12. Audit and Performance Audit Committee members come to meetings well prepared.	3	
Communication & Information		
13. The level of openness between the Audit and Performance Audit Committee and relevant parties (management, Internal Audit, and the Auditor General) is appropriate.	3	
Oversight of the Financial Reporting Process, Including Internal Controls		
14. The Audit and Performance Audit Committee understands and gives appropriate consideration to the internal control testing conducted by management, Internal Audit, and the Auditor General to assess the process of detecting internal control issues or fraud.	3	
15. If management's assessment of internal controls resulted in the identification of significant deficiencies or material weaknesses, plans to address these issues are reviewed, evaluated and monitored by the Audit and Performance Audit Committee.	3	

AUDIT AND PERFORMANCE AUDIT COMMITTEE PERFORMANCE ASSESSMENT BY THE EXECUTIVE MAYOR 2024/ 2025

For each of the following statements, indicate a number between 1 and 3, with 1 indicating that you strongly disagree and 3 indicating that you strongly agree with the statement. Indicate 0 if you do not have enough knowledge or information to rank the Audit and Performance Audit Committees performance on a particular statement.

Indicate one number for each statement.

16. The Audit and Performance Audit Committee reviews the management recommendation letters written by the auditors (external and internal) and monitors the process to determine that all significant matters raised are addressed.	3	
17. The Audit and Performance Audit Committee ensures that management takes action to achieve resolution when there are instances of repeat comments from auditors, particularly for those related to internal controls.	3	
18. The Audit and Performance Audit Committee's understanding of the Financial Accounting and reporting process is adequate.	3	
19. The Audit and Performance Audit Committee adequately considers the Annual Financial Statements, significant policies, significant issues affecting the financial statements.	3	
Oversight of Audit Function		
20. The Audit and Performance Audit Committee understands the co-ordination of work between the auditors (Internal and Auditor General).	3	
21. The Audit and Performance Audit Committee regularly reviews the adequacy of the internal audit function (eg. The charter, audit plan, budget, compliance, and number, quality and continuity of staff).	3	
22. The internal audit reporting lines established with the Audit and Performance Audit Committee promote an atmosphere where significant issues that might involve management will be brought to the attention of the Audit and Performance Audit Committee.	3	

AUDIT AND PERFORMANCE AUDIT COMMITTEE PERFORMANCE ASSESSMENT BY THE EXECUTIVE MAYOR 2024/ 2025

For each of the following statements, indicate a number between 1 and 3, with 1 indicating that you strongly disagree and 3 indicating that you strongly agree with the statement. Indicate 0 if you do not have enough knowledge or information to rank the Audit and Performance Audit Committees performance on a particular statement.

Indicate one number for each statement.

23. The Audit and Performance Audit Committee appropriately considers internal audit reports, management's responses, and improvement actions.	3	
24. The Audit and Performance Audit Committee considers the Auditor General's audit plan and provides recommendations as appropriate.	3	
25. The Audit and Performance Audit Committee comprehensively reviews management's representation letters to the Auditor General, (including making enquiries about any difficulties obtaining the responses).	3	
26. The Audit and Performance Audit Committee has private sessions with executive management, Internal Audit and Auditor General, which result in candid discussion of pertinent issues.	3	
Overall Ethics and Compliance Culture		
27. The Audit and Performance Audit Committee oversees management's procedures for enforcing the municipality's Code of Conduct.	3	
28. The Audit and Performance Audit Committee oversees the process in place to address: • The risks of non-compliance with applicable regulations; • Conflict of Interest; and • Violations of the code of ethical conduct	3	

AUDIT AND PERFORMANCE AUDIT COMMITTEE PERFORMANCE ASSESSMENT BY THE EXECUTIVE MAYOR 2024/ 2025

What is your overall evaluation of the Audit and Performance Audit Committee's performance (Scale of 1 to 4, 1 being poor, 2 being fair, 3 being good and 4 being excellent)

1	2	3	4

General Comments:

Please note other significant matters of interest with regard to the performance of the Audit and Performance Audit Committee and specifically issues that the Committee should address in future.



Executive Mayor (Jeremy Fasser):

Date: 26/3/2025.

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AUDIT AND PERFORMANCE AUDIT COMMITTEE PERFORMANCE ASSESSMENT BY THE MUNICIPAL MANAGER 2024/25

AUDIT AND PERFORMANCE AUDIT COMMITTEE PERFORMANCE ASSESSMENT BY THE MUNICIPAL MANAGER 2024/ 2025

For each of the following statements, indicate a number between 1 and 3, with 1 indicating that you strongly disagree and 3 indicating that you strongly agree with the statement. Indicate 0 if you do not have enough knowledge or information to rank the Audit and Performance Audit Committee's performance on a particular statement.

Indicate one number for each statement.

Leading Practice	Effectiveness Rating (1-3)	Comments
Composition and Quality		
1. Audit and Performance Audit Committee members have the appropriate qualifications to meet the objectives of the Audit and Performance Audit Committee's charter, including appropriate financial literacy.	3	All audit committee members have the appropriate qualifications and can converse on all financial related issues.
2. Audit and Performance Audit Committee members have differing perspectives due to a diversity of experience and backgrounds.	3	Excellent composition with a diversity of experience which is well balanced in all aspects of the municipal function.
3. The Audit and Performance Audit Committee demonstrates integrity, credibility, trustworthiness, willingness to actively participate, ability to constructively handle conflict, interpersonal skills, and pro-activeness.	3	The audit committee have demonstrated all the attributes required and have been an excellent asset to the municipality including in sharpening our controls and credibility.
4. The Audit and Performance Audit Committee demonstrates appropriate knowledge of the municipality.	3	The audit committee have a good spread of all required competencies.
5. Members of the Audit and Performance Audit Committee meet all applicable independence requirements.	3	Yes, all requirements are met.
6. The leadership of the Audit and Performance Audit Committee chair is effective.	3	Effective leadership in place.
Understanding the Business, Including Risks		
7. The Audit and Performance Audit Committee considers the significant risks faced by the Stellenbosch Municipality. Examples of risks include (but are not limited to): • Regulatory and legal; • Political; • Economic; • Strategic; • Finance; • Technology; and	3	Yes. The Risk Register is discussed on a regular basis and quarterly submissions are done to the Audit and performance Audit Committee.

AUDIT AND PERFORMANCE AUDIT COMMITTEE PERFORMANCE ASSESSMENT BY THE MUNICIPAL MANAGER 2024/ 2025

For each of the following statements, indicate a number between 1 and 3, with 1 indicating that you strongly disagree and 3 indicating that you strongly agree with the statement. Indicate 0 if you do not have enough knowledge or information to rank the Audit and Performance Audit Committee's performance on a particular statement.

Indicate one number for each statement.

• Human Resources		
Process and Procedures		
8. The Audit and Performance Audit Committee reports its proceedings and recommendations to Council after each committee meeting.	3	Yes, quarterly reports are submitted to Council.
9. The Audit and Performance Audit Committee dedicates appropriate time and resources to execute its responsibilities.	3	Yes.
10. Audit and Performance Audit Committee meetings are conducted in an effective manner, with time being spent primarily on significant issues.	3	Yes.
11. The Audit and Performance Audit Committee respects the line between oversight and management of the financial reporting process.	3	Yes.
12. Audit and Performance Audit Committee members come to meetings well prepared.	3	Yes.
Communication and Information		
13. The level of openness between the Audit and Performance Audit Committee and relevant parties (management, Internal Audit, and the Auditor General) is appropriate.	3	Yes, excellent relationship between the relevant bodies.
Oversight of the Financial Reporting Process, Including Internal Controls		
14. The Audit and Performance Audit Committee understands and gives appropriate consideration to the internal control testing conducted by management, Internal Audit, and the Auditor General to assess the process of detecting internal control issues or fraud.	3	Yes.
15. If management's assessment of internal controls resulted in the identification of significant deficiencies or material weaknesses, plans to address these issues are reviewed, evaluated and monitored by the Audit and Performance Audit Committee.	3	Yes.

AUDIT AND PERFORMANCE AUDIT COMMITTEE PERFORMANCE ASSESSMENT BY THE MUNICIPAL MANAGER 2024/ 2025

For each of the following statements, indicate a number between 1 and 3, with 1 indicating that you strongly disagree and 3 indicating that you strongly agree with the statement. Indicate 0 if you do not have enough knowledge or information to rank the Audit and Performance Audit Committee's performance on a particular statement.

Indicate one number for each statement.

16. The Audit and Performance Audit Committee reviews the management recommendation letters written by the auditors (external and internal) and monitors the process to determine that all significant matters raised are addressed.	3	Yes.
17. The Audit and Performance Audit Committee ensures that management takes action to achieve resolution when there are instances of repeat comments from auditors, particularly for those related to internal controls.	3	Yes. Action is taken immediately and implementation thereof is being monitored regularly.
18. The Audit and Performance Audit Committee's understanding of the Financial Accounting and reporting process is adequate	3	Yes.
19. The Audit and Performance Audit Committee adequately considers the Annual Financial Statements, significant policies, significant issues affecting the financial statements.	3	Yes.
Oversight of Audit Function		
20. The Audit and Performance Audit Committee understands the co-ordination of work between the auditors (Internal and Auditor General).	3	Yes.
21. The Audit and Performance Audit Committee regularly reviews the adequacy of the internal audit function (e.g. the charter, audit plan, budget, compliance, and number, quality and continuity of staff).	3	Yes.
22. The internal audit reporting lines established with the Audit and Performance Audit Committee promote an atmosphere where significant issues that might involve management will be brought to the attention of the Audit and Performance Audit Committee.	3	Yes.
23. The Audit and Performance Audit Committee appropriately considers internal audit reports,	3	Yes.

AUDIT AND PERFORMANCE AUDIT COMMITTEE PERFORMANCE ASSESSMENT BY THE MUNICIPAL MANAGER 2024/ 2025

For each of the following statements, indicate a number between 1 and 3, with 1 indicating that you strongly disagree and 3 indicating that you strongly agree with the statement. Indicate 0 if you do not have enough knowledge or information to rank the Audit and Performance Audit Committee's performance on a particular statement.

Indicate one number for each statement.

management's responses, and improvement actions.		
24. The Audit and Performance Audit Committee considers the Auditor General's audit plan and provides recommendations as appropriate.	3	Yes.
25. The Audit and Performance Audit Committee comprehensively reviews management's representation letters to the Auditor General, (including making enquiries about any difficulties obtaining the responses).	3	Yes.
26. The Audit and Performance Audit Committee has private sessions with executive management, Internal Audit and Auditor General, which result in candid discussion of pertinent issues.	3	Yes, where issues arise thorough interrogation is done.
Overall Ethics and Compliance Culture		
27. The Audit and Performance Audit Committee oversees management's procedures for enforcing the municipality's Code of Conduct.	3	Yes.
28. The Audit and Performance Audit Committee oversees the process in place to address: • The risks of non-compliance with applicable regulations; • Conflict of Interest; and • Violations of the code of ethical conduct	3	Yes.

AUDIT AND PERFORMANCE AUDIT COMMITTEE PERFORMANCE ASSESSMENT BY THE MUNICIPAL MANAGER 2024/ 2025

What is your overall evaluation of the Audit and Performance Audit Committee's performance (Scale of 1 to 4, 1 being poor, 2 being fair, 3 being good and 4 being excellent)

1	*2*	*3*	*4*

General Comments:

Please note other significant matters of interest with regard to the performance of the Audit and Performance Audit Committee and specifically issues that the Committee should address in future.

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_____
_____
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Municipal Manager (Geraldine Mettler): 

Date: 06 March 2025

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AUDIT AND PERFORMANCE AUDIT COMMITTEE PERFORMANCE ASSESSMENT BY INTERNAL AUDIT 2024/25

AUDIT AND PERFORMANCE AUDIT COMMITTEE PERFORMANCE ASSESSMENT BY INTERNAL AUDIT 2024/ 2025

For each of the following statements, indicate a number between 1 and 3, with 1 indicating that you strongly disagree and 3 indicating that you strongly agree with the statement. Indicate 0 if you do not have enough knowledge or information to rank the Audit and Performance Audit Committee's performance on a particular statement.

Indicate one number for each statement.

Leading Practice	Effectiveness Rating (1-3)	Comments
Composition and Quality		
1. Audit and Performance Audit Committee members have the appropriate qualifications to meet the objectives of the Audit and Performance Audit Committee's charter, including appropriate financial literacy.	3	APAC members possess the necessary qualifications and extensive public sector experience in key areas, including internal audit, risk management, performance management, financial statements, and ICT. Their expertise enhances transparency, accountability, and efficiency, ensuring effective governance and sustainable institutional growth.
2. The Audit and Performance Audit Committee demonstrates integrity, credibility, trustworthiness, willingness to actively participate, ability to constructively handle conflict, interpersonal skills, and pro-activeness.	3	Yes
3. The Audit and Performance Audit Committee demonstrates appropriate knowledge of the municipality.	3	Their knowledge and expertise enhance transparency, accountability, and efficiency, ensuring effective governance and sustainable institutional growth.
4. Members of the Audit and Performance Audit Committee meet all applicable independence requirements.	3	Yes
5. The leadership of the Audit and Performance Audit Committee chair is effective.	3	The leadership is highly effective, demonstrating strategic decision-making, strong governance, and the ability to drive meaningful outcomes.
Understanding the Business, Including Risks		
6. The Audit and Performance Audit Committee considers the significant risks faced by the Stellenbosch Municipality. Examples of risks include (but are not limited to): • Regulatory and legal • Political • Economic • Strategic • Finance • Technology • Human Resources	3	Yes - APAC conducts regular reviews and thorough assessments of strategic and operational risk registers to ensure effective risk management and governance.

AUDIT AND PERFORMANCE AUDIT COMMITTEE PERFORMANCE ASSESSMENT BY INTERNAL AUDIT 2024/ 2025

For each of the following statements, indicate a number between 1 and 3, with 1 indicating that you strongly disagree and 3 indicating that you strongly agree with the statement. Indicate 0 if you do not have enough knowledge or information to rank the Audit and Performance Audit Committee's performance on a particular statement.

Indicate one number for each statement.

7. The Audit and Performance Audit Committee understands and approves the process implemented by management to effectively identify, assess, and respond to the municipality's key risks.	3	Yes - APAC conducts regular reviews and thorough assessments of strategic and operational risk registers to ensure effective risk management and governance.
8. The Audit and Performance Audit Committee understands and approves management's fraud risk assessment and has an understanding of identified fraud risks.	3	Yes
Process and Procedures		
9. The Audit and Performance Audit Committee dedicates appropriate time and resources to execute its responsibilities.	3	Yes
10. Audit and Performance Audit Committee meetings are conducted in an effective manner, with time being spent primarily on significant issues.	3	Yes, the APAC executes this efficiently and effectively, ensuring robust governance and oversight
11. The Audit and Performance Audit Committee respects the line between oversight and management of the financial reporting process.	3	Yes
12. Audit and Performance Audit Committee members come to meetings well prepared.	3	Yes
Communication and Information		
13. The level of openness between the Audit and Performance Audit Committee and relevant parties (management, Internal Audit, and the Auditor General) is appropriate.	3	Yes – unrestricted and open communication exists between all parties.
Oversight of the Financial Reporting Process, Including Internal Controls		
14. The Audit and Performance Audit Committee receives sufficient information to assess and understand management's process to evaluate the municipality's system of internal controls (eg. Financial reporting and disclosure controls, operation controls, and compliance controls).	3	Yes - detailed quarterly reports from the Internal Audit Department and Management ensure that APAC receives sufficient information to provide informed advice and reasonable assurance on the control environment.

AUDIT AND PERFORMANCE AUDIT COMMITTEE PERFORMANCE ASSESSMENT BY INTERNAL AUDIT 2024/ 2025

For each of the following statements, indicate a number between 1 and 3, with 1 indicating that you strongly disagree and 3 indicating that you strongly agree with the statement. Indicate 0 if you do not have enough knowledge or information to rank the Audit and Performance Audit Committee's performance on a particular statement.

Indicate one number for each statement.

15. The Audit and Performance Audit Committee understands and gives appropriate consideration to the internal control testing conducted by management, Internal Audit, and the Auditor General to assess the process of detecting internal control issues or fraud.	3	Yes - the APAC possesses a strong understanding of the various types of assurance providers, including Management, Internal Audit, and the Auditor General, ensuring a comprehensive approach to governance and oversight.
16. If management's assessment of internal controls resulted in the identification of significant deficiencies or material weaknesses, plans to address these issues are reviewed, evaluated and monitored by the Audit and Performance Audit Committee, responsibility of Fraud and Risk Management Committee (FARMCO).	3	Yes - regular reporting to the APAC ensures effective oversight of any significant deficiencies or material weaknesses identified. All material, critical, and significant deficiencies are reported to the APAC on a quarterly basis.
17. The Audit and Performance Audit Committee makes enquiries of the appropriate parties (Auditor General, Internal Audit and Management) on the depth of experience and sufficiency of the Stellenbosch Municipality's accounting and finance staff.	3	Yes
18. The Audit and Performance Audit Committee reviews the management recommendation letters written by the auditors (external and internal) and monitors the process to determine that all significant matters raised are addressed.	3	Yes - all recommendations provided by the Internal Audit Department and Auditor General are thoroughly discussed, reviewed, and monitored. On a quarterly basis, Management updates the Auditor General's action plan, which is then reported to the APAC. Additionally, follow-up reports from Internal Audit are submitted to the APAC, addressing the status of all previously reported significant and critical findings.
19. The Audit and Performance Audit Committee ensures that management takes action to achieve resolution when there are instances of repeat comments from auditors, particularly for those related to internal controls.	3	Yes - repeated findings are clearly highlighted, and management provides reports on the corrective actions taken to address these issues.
20. The Audit and Performance Audit Committee's understanding of the Financial Accounting and reporting process is adequate.	3	Yes – a thorough understanding exists from all APAC members.

AUDIT AND PERFORMANCE AUDIT COMMITTEE PERFORMANCE ASSESSMENT BY INTERNAL AUDIT 2024/ 2025

For each of the following statements, indicate a number between 1 and 3, with 1 indicating that you strongly disagree and 3 indicating that you strongly agree with the statement. Indicate 0 if you do not have enough knowledge or information to rank the Audit and Performance Audit Committee's performance on a particular statement.

Indicate one number for each statement.

21. The Audit and Performance Audit Committee adequately considers the Annual Financial Statements, significant policies, significant issues affecting the financial statements.	3	Yes
Oversight of Audit Function		
22. The Audit and Performance Audit Committee understands the co-ordination of work between the auditors (Internal and Auditor General).	3	Yes – an approved Combined Assurance Framework is in place.
23. The Audit and Performance Audit Committee regularly reviews the adequacy of the internal audit function (eg. The charter, audit plan, budget, compliance, and number, quality and continuity of staff).	3	Yes - an annual APAC workplan is in place, encompassing the review of various functions, including internal audit, charters, risk management, financial reporting, governance, and more.
24. The Audit and Performance Audit Committee provides feedback to the CAE on his/her performance at least annually.	3	Yes - this is reviewed annually as part of Internal Audit's Quality Assurance Improvement Plan (QAIP). Additionally, the APAC Chairperson has been invited to participate in the performance review of the Chief Audit Executive (CAE).
25. The internal audit reporting lines established with the Audit and Performance Audit Committee promote an atmosphere where significant issues that might involve management will be brought to the attention of the Audit and Performance Audit Committee.	3	Yes - the reporting lines are highly effective, and the Chief Audit Executive (CAE) has unrestricted access to the APAC.
26. The Audit and Performance Audit Committee appropriately considers internal audit reports, management's responses, and improvement actions.	3	Yes - the APAC effectively carries out this oversight function.
27. The Audit and Performance Audit Committee has private sessions with executive management, Internal Audit and Auditor General, which result in candid discussion of pertinent issues	3	Yes – The Chairperson regularly meets with the CAE and MM on a one-on-one basis. The Chairperson also has unrestricted access to the Auditor General.

AUDIT AND PERFORMANCE AUDIT COMMITTEE PERFORMANCE ASSESSMENT BY INTERNAL AUDIT 2024/ 2025

What is your overall evaluation of the Audit and Performance Audit Committee's performance (Scale of 1 to 4, 1 being poor, 2 being fair, 3 being good and 4 being excellent)

1	2	3	4

General Comments:

Please note other significant matters of interest with regard to the performance of the Audit and Performance Audit Committee and specifically issues that the Committee should address in future.

_____

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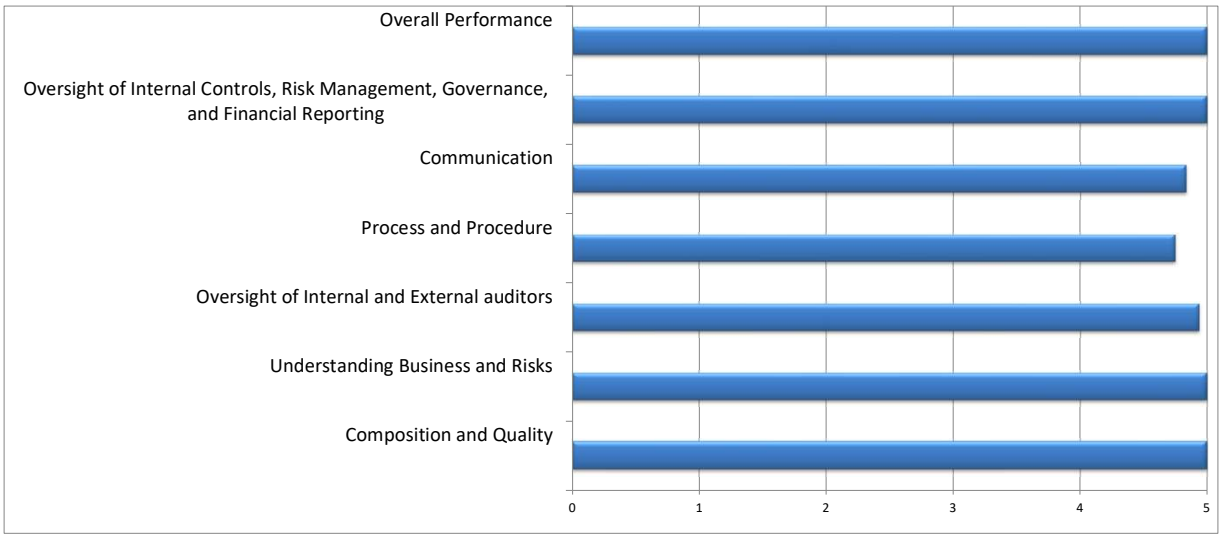
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Acting CAE (Mari-Lise Krige): 

Date: **26 March 2025**

Annual Self Performance Assessment of the APAC - 2024/2025



	PERFORMANCE AREA	Score
A.	Composition and Quality	5.0
B.	Understanding Business and Risks	5.0
C.	Oversight of Internal and External auditors	4.9
D.	Process and Procedure	4.8
E.	Communication	4.8
F.	Oversight of Internal Controls, Risk Management, Governance, and Financial Reporting	5.0
G.	Overall Performance	5.0

ASSESSMENT RATING	
1	Strongly Disagree
2	Disagree
3	Average
4	Agree
5	Strongly Agree

NO	CRITERIA	Linda Nene	Len Mortimer	Reyhana Gani		COMMENTS
A.	**Composition and Quality**					
1	Members understands their duties and responsibilities.	5	5	5		
2	The committee is independent and objective in performing its duties.	5	5	5		
3	The committee discharges its duties and responsibilities in line with its formally adopted charter.	5	5	5		
4	Members have signed a declaration of interest.	5	5	5		
5	The committee consists of at least three persons.	5	5	5		
6	At least one member of the committee is from outside the public service.	5	5	5		
7	The majority of the members are not in the employ of the Municipality (except with the relevant treasury's approval)	5	5	5		
8	The chairperson is not a political office-bearer.	5	5	5		
9	The committee reviews its charter annually to determine whether it still adequately addresses its mandate.	5	5	5		
10	Members's self-evaluation process is in place and effective.	5	5	5		
B.	**Understanding Business and Risks**					
1	Members understands the Municipality's environment.	5	5	5		
2	Members understands the risks faced by the Municipality.	5	5	5		
3	Members reviews risk assessment results.	5	5	5		
4	Members advises management on risk exposure.	5	5	5		
C.	**Oversight of Internal and External auditors**					
1	The extent and appropriateness of the coordination of the activities of the internal and external auditors is reviewed so as to avoid unnecessary duplication of efforts.	5	5	5		
2	Members reviews both the findings and recommendations by internal and external auditors to ensure that recommendations are implemented.	5	5	5		
3	The committee regularly reviews the internal audit tools (e.g. the IA charter, audit plan, budget, structure, staff quality).	5	5	5		
4	The reporting lines of the CAE are administratively to the AO and functionally to the committee.	5	5	5		
5	The committee reviews the appropriateness of the external audit fee.	5	4	5		
D.	**Process and Procedure**					
1	The committee thoroughly prepares for the meetings.	5	5	5		
2	The agenda and prior meeting minutes are circulated in advance of meetings to allow members sufficient time to thoroughly prepare for the meeting.	5	5	5		
3	The committee meets at least four times per annum.	5	5	5		
4	Members has private meetings with the AO.	5	4	4		**This can be implemented**
5	Members has private meetings with the IAA.	5	4	4		**This can be implemented**
6	Members has private meetings with the AG.	5	4	4		**This can be implemented**
7	Members charter deals with the committee's purpose, authority and responsibilities.	5	5	5		
8	Members annual report discloses the committee's membership, number of meetings held and attendance thereof.	5	5	5		
9	For matters that require specialised expertise the committee lacks, an expert opinion is sought.	5	4	4		**There has not been a need in the period under review**
10	Members challenges management, the internal auditors, and the independent auditors with its own view on issues.	5	5	4		**This can be improved on**
11	Members is cognizant of the line between oversight and management, and it endeavours to respect it.	5	5	5		
12	Meetings are of the appropriate length to discuss relevant issues consistent with committee's responsibilities.	5	5	5		
E.	**Communication**					
1	Members regularly reports to the Executive Committee.	5	4	5		
2	There is an acceptable level of openness between the committee and management (including the AO).	5	5	5		
3	There is an acceptable level of openness between the committee and external auditors.	5	5	5		
4	There is an acceptable level of openness between the committee and internal auditors.	5	4	5		
F.	**Oversight of Internal Controls, Risk Management, Governance, and Financial Reporting**					
1	The committee receives sufficient information to evaluate the Municipality's internal control, risk management, and governance systems.	5	5	5		
2	The committee has achieved the right balance of proactive oversight and has neither infringed on management's responsibility nor provided less than effective oversight.	5	5	5		
3	There is appropriate consideration of the municipality's financial reporting risks and the related internal controls, which are reflected in the committee's agenda items and discussions.	5	5	5		
G.	**Overall Performance**					
1	Members is adding value to the Municipality.	5	5	5		
2	The overall performance of Members is satisfactory.	5	5	5		

12.4	WASTE RECLAIMER STRATEGY FOR STELLENBOSCH MUNICIPALITY

Collaborator No: 809587
IDP KPA Ref No: *Good Governance*
Meeting Date: 29 July 2026

1. SUBJECT: WASTE RECLAIMER STRATEGY FOR STELLENBOSCH MUNICIPALITY

2. PURPOSE

The purpose of this submission is to obtain approval for the Waste Reclaimer Strategy to be implemented by the Municipality.

3. DELEGATED AUTHORITY

Municipal Council.

4. EXECUTIVE SUMMARY

Stellenbosch Municipality, like other Municipalities in the country have informal waste reclaimers who reclaim waste from bins at households and businesses. These waste reclaimers can also be found on landfill, as in the case with Stellenbosch Municipality.

The National Government has accepted that waste reclaimers are a sector within waste management that needs to be formally recognised, supported, and integrated into the formal waste management sector. For this, national legislative requirements, particularly the National Environmental Management: Waste Act (2008), the National Waste Management Strategy (2020), and the Waste Reclaimer Integration Guideline for South Africa, mandates the progressive integration of informal waste reclaimers into formal waste and recycling systems.

Waste reclaimers already play a critical and indispensable role in Stellenbosch's waste economy by recovering high-value recyclable materials from households, businesses and the municipal landfill, thereby reducing landfill disposal volumes, extending landfill lifespan and contributing to environmental protection and climate change mitigation. Despite this contribution, most reclaimers currently operate on the margins of the formal waste management system, without legal recognition, adequate infrastructure, occupational health and safety protection, or structured engagement with the Municipality.

The draft Strategy proposes a structured and phased approach to waste reclaimer integration, centred on strengthening and expanding the role of reclaimers through separation at source, improved market access and formal recognition. Key strategic interventions include the registration and accreditation of reclaimers, provision of identifiable uniforms and PPE, allocation of defined collection routes, establishment of safe and appropriately located sorting facilities, upgrading of landfill-based reclaimer facilities, and enhanced collaboration with Producer Responsibility Organisations, buy-back centres and private sector partners. The strategy also emphasises public awareness campaigns, by-law alignment, data sharing and inclusion of reclaimers as recognised stakeholders in municipal planning and decision-making processes.

The Draft Waste Reclaimer Strategy was advertised in the newspaper and in public libraries from **21 May 2026 to 19 June 2026**. After the Public Participation Period, no comments were received, and therefore, the strategy can be finalised.

5. RECOMMENDATION

that Council adopts the Waste Reclaimer Strategy for implementation.

6. DISCUSSION / CONTENTS

6.1 Background

The Stellenbosch Local Municipality (SLM) appointed Delta Built Environment Consultants (Delta BEC) to develop a Waste Reclaimer Strategy (WRS) to guide the formal recognition, support and integration of waste reclaimers into the municipal solid waste management system. This strategy responds to national legislative requirements, particularly the National Environmental Management: Waste Act (2008), the National Waste Management Strategy (2020), and the Waste Reclaimer Integration Guideline for South Africa, which mandate the progressive integration of informal waste reclaimers into formal waste and recycling systems.

Waste reclaimers already play a critical and indispensable role in Stellenbosch's waste economy by recovering high-value recyclable materials from households, businesses and the municipal landfill, thereby reducing landfill disposal volumes, extending landfill lifespan and contributing to environmental protection and climate change mitigation. Despite this contribution, most reclaimers currently operate on the margins of the formal waste management system, without legal recognition, adequate infrastructure, occupational health and safety protection, or structured engagement with the municipality.

The situational analysis confirms that waste reclaimer activity within SLM occurs through two primary groups: reclaimers operating at the Stellenbosch landfill working face and reclaimers collecting recyclables within residential and commercial areas of Stellenbosch town and surrounding neighbourhoods. A single buy-back centre, CL Trading, currently serves as the main outlet for recyclable materials and reports approximately 2 500 registered reclaimers on its system, although the exact number of active reclaimers operating within the municipality remains uncertain. The report identifies growing waste generation pressures within the municipality, driven by population growth and consumption patterns, underscoring the importance of improved waste diversion and recycling. Without effective separation at source and structured recycling systems, increasing volumes of recyclable material will continue to be disposed to landfill. Waste reclaimers are therefore central to achieving municipal waste minimisation, recycling targets and compliance with national policy objectives.

Stakeholder engagement highlighted both strong support for waste reclaimer integration and several operational and social challenges. These include public perceptions of disorderly waste sorting, safety risks associated with informal collection and transport, lack of identifiable uniforms and PPE, limited access to formal sorting areas and the absence of structured registration and accreditation mechanisms. At the same time, reclaimers expressed general satisfaction with existing arrangements but indicated a clear willingness to participate in improved systems that provide safer working conditions, access to infrastructure and better market opportunities.

The strategy proposes a structured and phased approach to waste reclaimer integration, centred on strengthening and expanding the role of reclaimers through separation at source, improved market access and formal recognition. Key strategic interventions include the registration and accreditation of reclaimers, provision of identifiable uniforms and PPE, allocation of defined collection routes, establishment of safe and appropriately located sorting facilities, upgrading of landfill-based reclaimer facilities, and enhanced collaboration with Producer Responsibility Organisations, buy-back centres and private sector partners. The strategy also emphasises public

awareness campaigns, by-law alignment, data sharing and inclusion of reclaimers as recognised stakeholders in municipal planning and decision-making processes. A detailed SWOT analysis confirms that Stellenbosch has a strong foundation for successful integration due to existing reclaimer activity, policy alignment and recycling markets, while also identifying risks related to funding constraints, social stigma, safety concerns and potential resistance to change. These risks are addressed through targeted action plans, clear performance indicators and partnership-based implementation.

The Waste Reclaimer Strategy provides Stellenbosch Local Municipality with a practical, policy-aligned framework to formalise and strengthen the contribution of waste reclaimers. Effective implementation will support improved recycling performance, compliance with national legislation, reduced landfill dependence and enhanced social and economic inclusion. By recognising waste reclaimers as partners rather than informal actors, the municipality can advance a more efficient, inclusive and sustainable waste management system that delivers long-term environmental, social and economic benefits.

6.3 Financial Implications

Operational budget will be utilised to assist some of the interventions to the estimated value of R500 000.

Most of the funding will be sourced from Producer Responsibility Organisations.

6.4 Legal Implications

In terms of the National Environmental Management: Waste Act (Act No. 59 of 2008)

National Waste Management Strategy; 2020

6.5 Staff Implications

Senior Technician: Waste Management post needs to be filled which is currently unfunded.

6.6 Previous / Relevant Council Resolutions:

39TH COUNCIL MEETING: 2026-03-31: ITEM 10.6.1

RESOLVED (nem con)

(a) that Council notes the draft Waste Reclaimer Strategy and supports that the Strategy be circulated for public comments;

(b) that the draft Waste Reclaimer Strategy be recommended to Council to approve the public participation process; and

(c) that the relevant comments be incorporated into the document and resubmitted to Council for adoption.

6.7 Risk implications

None.

6.8 **Comments from Management:**

6.8.1 ***Director: Infrastructure Services***

Author of the item.

6.8.2 ***Director: Planning and Economic Development:***

6.8.3 ***Director: Community and Protection Services:***

6.8.4 ***Acting Director: Corporate Services:***

6.8.5 **Chief Financial Officer*:***

6.8.6 ***Municipal Manager:***

ANNEXURES : Draft Waste Reclaimer Strategy

FOR FURTHER DETAILS CONTACT:

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REPORT DATE	***10 July 2026***

ANNEXURE A









Prepared for:
Stellenbosch Local Municipality

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STELLENBOSCH WASTE RECLAIMER STRATEGY

DRAFT REPORT
REVISION 00

MARCH 2026

Prepared by:
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00	Draft	Issued for comments	22/01/2026
01	Final	Issued to Client	27/02/2026

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EXECUTIVE SUMMARY

The Stellenbosch Local Municipality (SLM) appointed Delta Built Environment Consultants (Delta BEC) to develop a Waste Reclaimer Strategy (WRS) to guide the formal recognition, support and integration of waste reclaimers into the municipal solid waste management system. This strategy responds to national legislative requirements, particularly the National Environmental Management: Waste Act (2008), the National Waste Management Strategy (2020), and the Waste Reclaimer Integration Guideline for South Africa, which mandate the progressive integration of informal waste reclaimers into formal waste and recycling systems.

Waste reclaimers already play a critical and indispensable role in Stellenbosch's waste economy by recovering high-value recyclable materials from households, businesses and the municipal landfill, thereby reducing landfill disposal volumes, extending landfill lifespan and contributing to environmental protection and climate change mitigation. Despite this contribution, most reclaimers currently operate on the margins of the formal waste management system, without legal recognition, adequate infrastructure, occupational health and safety protection, or structured engagement with the municipality.

The situational analysis confirms that waste reclaimer activity within SLM occurs through two primary groups: reclaimers operating at the Stellenbosch landfill working face and reclaimers collecting recyclables within residential and commercial areas of Stellenbosch town and surrounding neighbourhoods. A single buy-back centre, CL Trading, currently serves as the main outlet for recyclable materials and reports approximately 2 500 registered reclaimers on its system, although the exact number of active reclaimers operating within the municipality remains uncertain. The report identifies growing waste generation pressures within the municipality, driven by population growth and consumption patterns, underscoring the importance of improved waste diversion and recycling. Without effective separation at source and structured recycling systems, increasing volumes of recyclable material will continue to be disposed to landfill. Waste reclaimers are therefore central to achieving municipal waste minimisation, recycling targets and compliance with national policy objectives.

Stakeholder engagement highlighted both strong support for waste reclaimer integration and several operational and social challenges. These include public perceptions of disorderly waste sorting, safety risks associated with informal collection and transport, lack of identifiable uniforms and Personal Protective Equipment (PPE), limited access to formal sorting areas and the absence of structured registration and accreditation mechanisms. At the same time, reclaimers expressed general satisfaction with existing arrangements but indicated a clear willingness to participate in improved systems that provide safer working conditions, access to infrastructure and better market opportunities.

The strategy proposes a structured and phased approach to waste reclaimer integration, centred on strengthening and expanding the role of reclaimers through separation at source, improved market access and formal recognition. Key strategic interventions include the registration and accreditation of reclaimers, provision of identifiable uniforms and PPE, allocation of defined collection routes, establishment of safe and appropriately located sorting facilities, upgrading of landfill-based reclaimer facilities, and enhanced collaboration with Producer Responsibility Organisations, buy-back centres and private sector partners. The

strategy also emphasises public awareness campaigns, by-law alignment, data sharing and inclusion of reclaimers as recognised stakeholders in municipal planning and decision-making processes. A detailed SWOT analysis confirms that Stellenbosch has a strong foundation for successful integration due to existing reclaimer activity, policy alignment and recycling markets, while also identifying risks related to funding constraints, social stigma, safety concerns and potential resistance to change. These risks are addressed through targeted action plans, clear performance indicators and partnership-based implementation.

The Waste Reclaimer Strategy provides Stellenbosch Local Municipality with a practical, policy-aligned framework to formalise and strengthen the contribution of waste reclaimers. Effective implementation will support improved recycling performance, compliance with national legislation, reduced landfill dependence and enhanced social and economic inclusion. By recognising waste reclaimers as partners rather than informal actors, the municipality can advance a more efficient, inclusive and sustainable waste management system that delivers long-term environmental, social and economic benefits.

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GLOSSARY OF TERMS AND ABBREVIATIONS

ARO	African Reclaimers Organisation
Delta BEC	Delta Built Environment Consultants (Pty) Ltd
DFFE	Department of Forestry, Fisheries and the Environment
DSI	Department of Science and Innovation
EPR	Extended Producer Responsibility
IWMP	Integrated Waste Management Plan
MRF	Material Recovery Facility
NEM:WA	National Environmental Management Waste Act
NWMS	National Waste Management Strategy
PPE	Personal Protective Equipment
PRO	Producer Responsibility Organisation
SAWPA	South African Waste Picker Association
SAWPRS	South African Waste Picker Registration System
SLM	Stellenbosch Local Municipality
WRS	Waste Reclaimer Strategy
WPIG	Waste Reclaimer Integration Guideline

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1 INTRODUCTION

Delta Built Environment Consultants (Pty) Ltd (Delta BEC) has been appointed by Stellenbosch Local Municipality (SLM) to develop a Waste Reclaimer Strategy (WRS). This WRS aims to guide the SLM in working with waste reclaimers in the future and serve as a document to be presented during community engagements to improve awareness regarding waste reclaimer integration.

The Waste Picker Integration Guideline of South Africa, developed by the Department of Forestry, Fisheries, and the Environment in 2020 (DFFE & DSI, 2020), defines what waste reclaimer integration means in the context of South Africa. It furthermore sets out a list of ten principles to underpin all integration strategies or initiatives and provides guidance for municipalities on how to partner with reclaimers to develop formally planned recycling systems. As per the 2020 National Waste Management Strategy (NWMS, 2020), all municipalities in South Africa are required to integrate waste reclaimers in line with the guidelines. The nationally mandated integration of waste reclaimers into the municipal solid waste system has provided legitimacy to reclaimers through partnerships with the private/public sector. These partnerships have given reclaimers secure access to recyclables and secured greater participation by the informal sector in recycling markets.

Not only in South Africa do waste reclaimers play an important role, but it is also seen as an essential solid waste service in municipalities across the globe. The success of the waste reclaimer strategy in the SLM can be achieved through its integration and inclusion into municipal solid waste systems.

1.1 PURPOSE OF REPORT

The purpose of this report is to outline the way forward to formally acknowledge the waste reclaimers within Stellenbosch Local Municipality and provide recommendations that benefit the waste reclaimers, residents and the municipality among other stakeholders.

1.2 STRUCTURE OF REPORT

The report comprises the following sections:

- Section 2: Literature review
- Section 3: Situational Analysis
- Section 4: Conclusion
- Section 5: References

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2 LITERATURE REVIEW

2.1 WASTE RECLAIMER OVERVIEW

The informal waste sector fulfils an integral part in all municipal solid waste management systems through collecting waste materials for recycling purposes, resulting in the reduction of collection and disposal costs (Hidalgo-Crespo *et al,* 2023). Ultimately, the environment benefits from the activities reclaims undertake.

The term waste "reclaimer" emphasises that these workers are rescuing items with potential value from being wasted and engaging in multiple, complex forms of labour to revalue them, while waste "picker" associates them with rubbish and reduces their work to the simple act of "picking" (Samson, 2020). These waste reclaimers could be viewed as experts in their field as they source the most valuable discarded materials for reprocessing (Hidalgo-Crespo *et al,* 2023).

Globally, waste is a crisis that requires policy coordination and various technological solutions to improve the broader system of waste management during each life cycle stage (Buch *et al,* 2021). It is estimated that globally there are 20 million people actively engaged in recycling; these people are known as waste reclaimers who undertake the collection, washing and sorting of waste materials from streets, watercourses and WDF's (Buch *et al,* 2021). The main reason people engage in waste reclamation activities is economic in nature due to the financial vulnerability of the waste reclamation groups (Milic *et al,* 2025). Matter *et al* (2013) argue that improvement in the practice of waste management activities would require the integration of the informal sector into the formal waste management sector.

2.1.1 Waste Minimisation

Waste minimisation is accomplished by waste reclaimers who perform the crucial first step in extracting recyclable and reusable materials from the waste stream and initiating their revalorisation. Part of the value chain is the private sector, on the basis of opportunities to generate revenue by reusing and recycling waste or to reduce production costs by avoiding waste or substituting recycled and recovered materials for virgin materials where recovered materials are less expensive (DFFE, 2020).

In the absence of formal systems for separation at source of recyclable waste, it has emerged that reclaimers contribute significantly to the collection of recyclables from households and businesses (NWMS, 2020), directly contributing to the minimisation of waste disposal to landfill. The 2020 NWMS (DFFE, 2020) aimed for cities and towns to initiate waste separation at source programmes by 2016. Ultimately, this objective was not reached (Godfrey, 2021).

The majority of recyclable material processing in South Africa is undertaken by the private sector, for example, buy-back centres that purchase recyclables from waste reclaimers for further processing (NWMS, 2020).

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2.1.2 National Waste Management Strategy

As the shift was made from the 2011 National Waste Management Strategy (NWMS) to adopt the 2020 NWMS, the focus was placed on addressing key waste management-related challenges in municipalities (NWMS, 2020). These challenges include the incorporation of waste reclaimers/reclaimers (informal economy) into the circular economy.

The 2020 NWMS promotes waste separation at source through a concentrated effort to raise public awareness and private sector investment in the delivery of infrastructure and services such as kerb-side collection, drop-off centres and buy-back centres linked to a national awareness campaign around recycling, EPR programmes, and, where feasible, economic incentives.

As a focus area of Pillar 2 of the 2020 NWMS highlights, waste separation is a critical tool to enable waste reclaimers into formal waste management systems (NWMS, 2020).

2.1.3 Waste Reclaimer Integration Guideline for South Africa

The Waste Picker Integration Guideline for South Africa (2020), developed by the Department of Forestry, Fisheries and Environment (DFFE) and the Department of Science and Innovation (DSI), provides nationally endorsed guidance to municipalities and industry on integrating informal waste reclaimers into formal waste management and recycling systems. The Guideline gives effect to existing legislation and national policy commitments and is intended to support implementation at the local government level.

Constitutional and Legislative Mandate

Local government has a constitutional responsibility for refuse removal, waste management, and disposal services. National waste legislation requires municipalities to progressively divert waste away from landfills and toward reuse, recovery, and recycling. Waste reclaimer integration is recognised as a necessary mechanism to achieve these objectives, given that informal waste reclaimers already perform the majority of recycling collection activities in South Africa.

National Environmental Policy and Waste Legislation

The Guideline is grounded in South Africa's core waste legislation and policy framework, including:

- National Environmental Management: Waste Act, 2008 (Act No. 59 of 2008) This Act establishes the legal basis for waste minimisation, recycling and recovery, and obliges all spheres of government to promote the waste hierarchy. Integrating waste reclaimers supports compliance with the Act's objectives by strengthening recycling systems and reducing landfill disposal.
- National Waste Management Strategy (NWMS), 2020: The 2020 NWMS (DFFE, 2020) promotes separation at source through a concerted effort to

raise public awareness and private sector investment in the delivery of infrastructure and services such as kerb-side collection, drop-off centres and buy-back centres linked to a national awareness campaign around recycling, EPR programmes, and, where feasible, economic incentives.

Integrated Waste Management Planning

Municipalities are legally required to develop and implement Integrated Waste Management Plans (IWMPs). The Guideline confirms that waste reclaimer integration must be incorporated into IWMPs, including:

- Recognition of waste reclaimers as service providers within municipal recycling systems.
- Inclusion of waste reclaimers as partners in planning, implementation and review processes.
- Alignment of waste reclaimer integration plans with municipal Integrated Development Plans (IDPs).

Extended Producer Responsibility

South Africa is implementing mandatory Extended Producer Responsibility (EPR) regulations, which require producers to take responsibility for the post-consumer phase of their products. The Guideline highlights that:

- Waste reclaimers already recover an estimated 80–90% of post-consumer paper and packaging collected for recycling.
- EPR schemes must integrate waste reclaimers to ensure legal compliance, cost-effective collection and social inclusion.
- Municipalities and Producer Responsibility Organisations (PROs) are expected to align EPR implementation with waste reclaimer integration.

Landfill Regulation and Licensing

Waste reclaimer activity at landfill sites is governed by waste management licences. The Guideline notes that:

- Landfill licences may need to be amended to lawfully permit and regulate waste picking.
- Municipalities are encouraged to develop social transition plans for landfill waste reclaimers where landfill operations change or close, in line with environmental authorisation conditions.

Occupational Recognition and Labour Protection

The Guideline supports the development of an occupational classification for waste reclaimers, which would:

- Improve legal recognition and data accuracy.
- Facilitate access to social protection, health and safety measures.

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- Support municipalities in formalising service agreements without undermining waste reclaimers' livelihoods.

Alignment with National Development and Socio-Economic Policy

Waste reclaimer integration advances broader national policy objectives, including:

- National Development Plan (NDP) 2030, particularly poverty alleviation, job creation, inequality reduction and inclusive economic growth.
- Sustainable Development Goals (SDGs), notably goals on poverty reduction, decent work, reduced inequality and sustainable cities.
- The transition to a circular economy, as promoted in national science, technology and innovation policy.

Implications for Municipalities

In legislative terms, the Guideline clarifies that municipalities are expected to:

- Recognise waste reclaimers as integral actors within the waste management system.
- Integrate waste reclaimers into separation-at-source and recycling programmes.
- Ensure participatory planning processes that include waste reclaimer organisations.
- Align municipal by-laws, contracts and operational systems with national waste legislation and policy.

2.1.4 South African Waste Reclaimer landscape

The informal waste sector in South Africa, comprising of waste reclaimers, fulfils a critical role in waste management by diverting post-consumer recyclable materials from landfill (GreenCape, 2020:11). Nonetheless, the majority of waste reclaimers in South African municipalities operate at the edge of formal waste management systems.

The informal waste sector, with specific reference to waste reclaimers, forms the backbone of the South African recycling economy. It is estimated that more than half of the paper and packaging collected in South Africa is undertaken by waste reclaimers (Godfrey, 2021), thus diverting waste from WDF's. In fiscal terms, the informal waste economy, in 2017, earned roughly R872 million from the private sector, including buy-back centres (Godfrey, 2021). Unfortunately for waste reclaimers, in the majority of cases, they are forced to sell their collected materials at lower prices to middlemen who have funds and infrastructure available to sell the materials at higher prices to processors (Chvatal, 2010).

South Africa has approximately 204 active plastic recyclers who supports between 60 000 - 90 000 waste reclaimers (DEA, 2018), but this number is not confirmed and could be exceeding 200 000 reclaimers. The number of reclaimers in recent years has risen, and is partly attributed to rising unemployment in South Africa, forcing

people to seek a livelihood in the informal sector (DEA, 2018). Waste picker integration includes not only the integration of waste pickers' work, but also the political, economic, social, legal, and environmental integration of waste pickers.

Municipalities should view reclaimers as partners and view them as assets to the municipal waste management system rather than on the false assumptions made about reclaimers as nuisances and criminals (Samson et al, 2022; Hidalgo-Crespo et al, 2023). Municipalities and surrounding communities should aim to stop the stigmatization of waste reclaimers by giving recognition to their work in communities (Samson et al, 2022). A case study by Samson et al (2022) found that when reclaimers are issued with clearly identifiable uniforms and PPE, the perspective shifted to a more formal view of reclaimers and higher levels of trust.

2.1.4.1 South African Waste Reclaimer Association

The South African Waste Reclaimer Association (SAWPA) started in 2007, and it was constituted in 2009 during the first national meeting of waste reclaimers in Africa. SAWPA has between 4 000 to 6 000 registered waste reclaimers, registered through the South African Waste Picker Registration System, from all nine provinces of South Africa. Members are based on WDF's and on the streets of cities and towns across the country. They play a key role in environmental justice and mitigating climate change by collecting and selling waste as a livelihood strategy. They divert materials such as plastic, cardboard, paper and metals away from waste dumps and recycle them – thereby reducing GHG emissions from waste dumpsites and reducing reliability on virgin material.

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3 SITUATIONAL ANALYSIS

The information contained in this section was sourced during engagements within the Stellenbosch Local Municipality during the week of 03-07 November 2025 and a desktop study, which will include, but is not limited to:

3.1 AREAS OF OPERATION

Current operations in the Stellenbosch Local Municipality (SLM) occur through two separate groups of waste reclaimers. One group of a maximum of 40 reclaimers gains daily access to the Stellenbosch Landfill, and the remaining reclaimers operate within the town of Stellenbosch in the more affluent areas to reclaim valuable materials.

The reclaimers operating on the working face of the landfill sell the collected materials from the working face to four private buyers collecting waste from the landfill to sell to a third party (buy-back centre). Thus, the four buyers act as middlemen between the reclaimers and the buy-back centre.

The reclaimers operating within neighbourhoods and Stellenbosch Central collect materials from households or businesses and subsequently sell the materials to buy-back centres within the SLM. The exact number of reclaimers operating in the SLM is not known.

The main areas of operation in the SLM are surrounding the town of Stellenbosch and its related neighbourhoods, including but not limited to:

- Simonswyk
- Mostersdrift
- Karindal
- Uniepark
- Rozendal
- Kayamandi
- Stellenbosch Central
- Kromrivier
- Die Rand
- La Colline
- Devon Park
- Papegaaiberg
- Die Boord
- Krigeville
- Dalsig
- Welgelegen
- Coetzenburg.

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3.2 BUY-BACK CENTRE

CL Trading Stellenbosch serves as a buy-back centre for the greater Stellenbosch Local Municipality. CL Trading is a private entity located at 5 Planken Street, Plankenbrug, Kayamandi, Stellenbosch. Figure 3-1 below illustrates the location of CL Trading in the Kayamandi industrial area.



Figure 3-1: Aerial view of CL Trading location

Through engagement with CL Trading, it was reported that approximately 2 500 waste reclaimers were registered on the company's system as waste reclaimers. Reclaimers are compensated per kilogram of material sold to CL Trading; these transactions are cash-based.

3.3 WASTE TYPES AND GENERATION RATES

Table 3-1 illustrates the typical types of waste generated in local municipalities.

It must be noted that waste reclaimers will typically only source high-value recyclable materials from the general waste stream.

Table 3-1: Types of waste generated in municipalities

CATEGORIES	DESCRIPTION
General waste	Domestic general waste: Disposable materials generated by households. This waste usually contains recyclable materials and non-recyclables. Non-recyclables were referred to as the fraction of waste disposed of. after household separation. This includes the following:

CATEGORIES	DESCRIPTION
	• Food waste • Food-tainted items (such as used paper plates or boxes, paper towels, or paper napkins) • Ceramics and kitchenware • Household Medicine boxes • Paper and cardboard • Polystyrene • Metals (tins & cans) • Cleaning chemical containers • Plastic toys or sporting goods equipment • Ash, etc.
	Business general waste: Business general waste includes all waste produced by supermarkets and businesses that is non-hazardous. This waste usually contains high quantities of recyclable materials such as cardboard and plastic packaging.
Organic waste	Garden refuse and food waste.
Construction and demolition (C&D) waste	Concrete, mortar, bricks, wood, insulation materials, gypsum, etc., generated from construction and demolition sites.
Health care risk waste (HCRW)	Discarded blood and human tissue, sharps, infectious materials, expired pharmaceuticals, etc.
Hazardous waste	Used mineral oils, solvent residues, paint and resin waste, organic chemical residues, putrescible waste (slaughterhouse), batteries, sewage sludge and used agricultural chemicals.
Other waste types	This includes agriculture, abattoirs and tyre waste.

3.3.1 Determining Current Domestic Waste Generation Per Capita

Waste generation per income category for the Stellenbosch Municipality was calculated using the percentage of the population per income group. Waste generation rates per person per year, according to the Guidelines for the development of Integrated Waste Management Plans (IWMPs), are assumed to be for domestic waste only (Department of Environmental Affairs, 2006):

- Low income = 149.65 kg/person/year = 0.14 tonnes/person/year
- Middle income = 270.1 kg/person/year = 0.27 tonnes/person/year
- High income = 470.85 kg/person/year = 0.47 tonnes/person/year

The contribution of each income group was calculated as follows:

$$Waste\ generation_i = p\ x\ r$$

$$where\ i = income\ group$$

$$p = percentage\ of\ population\ in\ income\ group$$

$$r = waste\ generation\ rates\ per\ person\ per\ year.$$

Equation 1: Income Group Calculation

The estimated domestic waste generation per income group[1] is shown in Table 3-2.

Table 3-2: Stellenbosch Local Municipality estimated current (2025) annual domestic waste generation rate per income group in tonnes

INCOME GROUP (PER YEAR)	PERCENTAGE OF POPULATION PER INCOME GROUP (STAS SA 2011)	POPULATION PER INCOME GROUP	WASTE GENERATION/ PERSON - YEAR	ESTIMATED WASTE GENERATED IN 2023 (T/ANNUM)
Low income (R0 - R150K)	79.9%	170 505	0.14	23 871
Middle income (R150K-R600K)	15.1%	32 223	0.27	8 700
High income (R600K- Over R2.5m)	5.0%	10 670	0.47	5 015
Total	**100%**	**213 398**	**-**	**37 586**

The population estimates were sourced from Statistics South Africa from the results of the 2022 Census.

The waste generation for the town of Stellenbosch was also calculated using the same method above and is shown in the table below.

Table 3-3: Stellenbosch town waste generation rates

INCOME GROUP (PER ANNUM)	PERCENTAGE OF POPULATION PER INCOME GROUP	POPULATION PER INCOME GROUP	WASTE GENERATION/ PERSON - YEAR	ESTIMATED WASTE GENERATED IN 2025 (T/ANNUM)
Low income (R0 - R150K)	79.9%	19 291	0.14	2 701
Middle income (R150K-R600K)	15.1%	3 646	0.27	984
High income (R600K- Over R2.5m)	5.0%	1 207	0.47	567
Total	**100%**	**24 143**		**4 252**

[1] Note: The 2011 Stats SA (as extracted from the IDP 2023) data for household income distribution was used due to the unavailability of updated information.

3.3.2 Estimate Future Waste Generation Rates and Quantities

The future waste generation was calculated based on the 2022 Stats SA population data. The assumption was made that the population growth rate of 1.7% will remain unchanged. The future waste generation for 2025 – 2031 is illustrated in Table 3-4.

Table 3-4: Future waste generation for MLM

YEAR	POPULATION	TOTAL ESTIMATED WASTE GENERATION (T/ANNUM)
2025	213 398	**4 252**
2026	228 336	**4 550**
2027	244 319	**4 868**
2028	261 422	**5 209**
2029	279 721	**5 574**
2030	299 302	**5 964**
2031	320 253	**6 381**

3.4 WASTE RECLAIMER OPERATIONS

CL Trading (buy-back centre) serves as the main hub for buying recyclable materials from waste reclaimers in the SLM. Waste reclaimers operating within the respective neighbourhoods and areas of Stellenbosch make use of waste trolleys as a mode of transporting their materials to CL Trading. The majority of the waste reclaimers will have to cross the *R310* to access CL Trading, posing a risk to their safety and that of motorists.

Figure 3-2 below illustrates the route taken by the four buyers at the Stellenbosch WDF to CL Trading to sell reclaimed materials. The buyers at the Stellenbosch WDF buy reclaimed materials from the waste reclaimers operating on the WDF working face; the compensation is paid in cash.

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Figure 3-2: Routes from the Stellenbosch WDF to CL Trading

3.5 STAKEHOLDER ENGAGEMENT

Stakeholders include representatives of affected communities, waste reclaimers, municipal departments, political representatives, etc. The following stakeholders were engaged during the situational analysis phase.

1) Companies that support recycling and waste reclaimer integration through corporate social responsibility programmes.
2) Companies that collect waste.
3) Buyers and buy-back centres that purchase recyclables from waste reclaimers.
4) Municipal officials, elected representatives, consultants and professionals who work on issues related to no-waste management and recycling, and who develop plans and make decisions that affect waste reclaimers.
5) Waste reclaimer representatives.
6) Landfill operators.

The following stakeholders were visited in the SLM.

3.5.1 Waste Representatives/ Buyers

1) Paul Klaasen - Vlottenburg Ward 20 and Devon Valley Ward 11
   Contact number: 064 634 6344

2) Jasmine Flink - Kayamandi Enkanini Ward 12
   Contact number: 073 333 3114

3.5.2 Ward numbers and Councillors

- Ward 11 Cllr Johannie Serdyn
  Email: johanna.serdyn@stellenbosch.gov.za
- Ward 1 Cllr Reginald Pheiffer
  Email: reginald.pheiffer@stellenbosch.gov.za
- Ward 22 Cllr Esther Groenewald
  Email: esther.groenewald@stellenbosch.gov.za
- Ward 23 Cllr Lwando Nkamisa
  Email: Lwando.nkamisa@stellenbosch.gov.za

3.5.3 Municipal Officials

1) Michelle Aalbers
   Manager: Community Development
   Email: michelle.aalbers@stellenbosch.gov.za

3.5.4 Buy Back Centre

CL Waste Scrap Metal (Pty) Ltd

Physical Address:

5 Planken Street, Plankenbrug, Stellenbosch, 7600

- Shaun Styger; Email: shaun@cltrading.org, Tel : 082 566 9789
- Jean- Mari; Email: jeanmari@cltrading.org

3.5.5 Other Stakeholders engaged

- University of Stellenbosch
  - Christine Groenewald
  - Yaariq Fakier
  - Banothile Khuboni
- University of the Western Cape
  - Catherina Schenck
- Aquila Environmental
  - Charlotte Nell
  - Monique Coetzee

3.5.6 Stakeholder engagement feedback summary

The comments received during the site visits and in-person meetings conducted between 04 – 06 November 2025 are shown below.

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Table 3-5: Stakeholder feedback summary

STAKEHOLDER	COMMENTS

Councillors	• Challenges experienced
	  o Waste collection done by waste reclaimers is at times messy;
	  o Un-uniformed waste reclaimers make residents uneasy;
	  o Recyclable generation from households is cyclical and thus waste reclaimers are selective of the type of recyclable waste;
	  o Waste reclaimers are generally perceived as vagrants or homeless people, which is not the case.
	• Waste reclaimers should be formalised and given identifiable "uniforms" to be more identifiable by the general public and promote waste reclaimers to have a "self-image", with the possibility of a new "uniform" annually.
	• Waste reclaimers should be registered with either SAWPA or ARO.
	• Enforce waste reclaimer registration through legislation
	  o Buy-back centres must only be allowed to accept waste from registered waste reclaimers;
	  o Allow buy-back centres to serve as modes of registration;
	  o Ensure registration process is easy and quick;
	• Unlawful sorting sites are an "eye-sore" to the public.
	• Availability of a formal sorting area that is roofed and has a concrete floor for the reclaimers would benefit them and improve public perception.
	• Separation at source for businesses and ultimately residences would benefit the recycling industry and assist the waste reclaimers.
	• Waste reclaimer awareness campaigns would be beneficial for both the residents and reclaimers.
	• Public participation will be essential in obtaining "buy-in" from residents, waste reclaimers and businesses alike.
	• Purpose built trolleys for reclaimers.
	• Limit a certain number of reclaimers per area to foster relationships.

Buy-Back centres	• Currently has ~2 500 waste reclaimers on their system • Receives an estimated 25 tonnes of recyclable waste from waste reclaimers on a monthly basis. *These values are only speculative and have not been confirmed.* • Handles an estimated 50 tonnes of recyclable waste on average per month. *These values are only speculative and have not been confirmed.*

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STAKEHOLDER	COMMENTS
Waste Reclaimers	• Reclaimers are content with how things are. • Would appreciate an area to perform sorting that is roofed and floored. • Will look after the sorting area and keep it clean. • If such an area is made available, skips should be added to dispose of material not deemed valuable to reclaimers. • These skips can then be serviced by the Municipality and taken to the MRF for extraction of materials. • If such an area was made available it should ideally be between the high-income areas and the buyback centre • Would like to sell materials to the MRF at the Stellenbosch landfill. • Some do not necessarily want to "work" for someone • Eagerness was displayed by most waste reclaimers to be part of representative group. • Possibility of access to purpose-built trolleys to assist with reclaiming
General Public	• Indicated "messy" sorting of waste outside homes when reclaimers were going through the waste. • Indicated littering around the river running through Stellenbosch, which is an "eyesore". • Waste reclaimers going through bins around the mall area is not ideal.
University of Stellenbosch (Christine Groenewald, Yaariq Fakier, Banothile Khuboni) **University of the Western Cape (Catherina Schenck)** **Aquila Environmental (Charlotte Nell, Monique Coetzee)**	• No waste reclaimers allowed on campuses. • Possibility to incorporate reclaimers at designated waste storage areas prior to collection. • Possibility of providing sorting area for reclaimers • Separation at source initiatives on campuses to raise awareness. • Registration of waste reclaimers with SAWPA or ORA • Recognisable PPE for reclaimers

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3.6 STRATEGIC OBJECTIVES AND KEY INITIATIVES

Table 3-6: Strategic Objective and Key Initiative

STRATEGIC OBJECTIVES	KEY INITIATIVES	TIMEFRAME
Strengthening and expanding the role of waste reclaimers: through integrated separation at source, supporting markets for source-separated recyclables.	• Assign defined collection areas or routes linked to residential and commercial separation-at-source programmes. • Require waste collection and recycling contractors to work alongside accredited waste reclaimers. • Include contractual clauses that protect reclaimer access to source-separated recyclables. • Upgrade landfill-based facilities to improve safety and efficiency for on-site reclaimers.	Short Term (0-2 Years)
Supply waste reclaimers with clearly identifiable overalls/uniforms.	• Partner with PROs, local businesses and organisations to provide overalls & PPE to registered waste reclaimers in the SLM. • Issue uniforms only to registered and accredited waste reclaimers. • Maintain a simple database linking uniform issuance to individual reclaimers or cooperatives. • Use uniforms as visible proof of participation in municipal separation-at-source systems.	Short Term (0-2 Years)
Liaise with PROs to facilitate the registration of waste reclaimers.	• Identify & register reclaimers on the South African Waste Picker Registration System (SAWPRS). • Collaboration between SLM and the SAWPRS to keep updated records of reclaimers. • Partner with PROs to fund waste reclaimer initiatives – procuring equipment for waste management activities (balers, shredders, grinders).	Short Term (0-2 Years)

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STRATEGIC OBJECTIVES	KEY INITIATIVES	TIMEFRAME
Undertake awareness campaigns regarding separation at source behaviour and the role of waste reclaimers in the SLM.	• Increase public participation through conducting awareness campaigns at schools, businesses, and in respective wards- promote the role of waste reclaimers in recycling and environmental protection. • Recognise organised reclaimers as formal municipal stakeholders - establish trust by showcasing the reliability of reclaimers to deliver a service. • Improve compliance with separation-at-source requirements by updating municipal by-laws.	Short Term (0-2 years)
Promote cooperation between the public and private sectors for waste management-related activities.	• Liaise with buy-back centres to share recyclable material data with the SLM to determine the quantities of waste diverted from WDFs. • Provide hands-on training in the operation and maintenance of upcycling technologies through partnerships with TVET colleges, NGOs and universities. • Introduce incentives linked to diversion from landfill. • Promote co-investment in infrastructure such as buy-back centres, sorting hubs, and upcycling facilities. • Share data between the municipality and private partners to improve planning and investment decisions.	Short Term (0-2 years)
Provide access to technologies and markets that enable waste reclaimers to manufacture upcycled products.	• Facilitate direct linkages between waste reclaimers and recyclers or processors. • Improve price transparency through regular market information sharing. • Inclusion of reclaimers in activities at the WDF MRF. • Leverage EPR funding, green economy grants, and private sector sponsorship to finance equipment and start-up costs. • Provide shared access to small-scale, low-cost technologies that enable waste reclaimers to convert recovered materials into value-added products (e.g., plastic shredders, extruders, moulds, and basic woodworking or metalworking tools).	Medium Term (2-4 Years)

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STRATEGIC OBJECTIVES	KEY INITIATIVES	TIMEFRAME
Identify a safe area in Stellenbosch for waste reclaimers to sort/process materials.	• Partner with community members, businesses & PROs to identify suitable land for reclaimer separation activities. • Prioritise sites with appropriate zoning or the potential for rezoning to support waste-related activities. • Pilot the sorting area with a defined group of waste reclaimers before scaling up. • Ensure proximity to main waste generation areas and transport routes to minimise logistical costs. • Design the site to meet minimum occupational health and safety requirements. • Enable temporary storage to allow bulk selling and improved pricing.	Long Term (4+ Years)

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3.7 SWOT ANALYSIS

The table below contains the SWOT analysis for waste reclaimers in the SLM.

Table 3-7: SWOT Analysis

SWOT ANALYSIS	
STRENGTHS	**WEAKNESSES**
• *Vast contribution to recycling activities & waste diversion:* waste reclaimers are responsible for reclaiming a significant portion of recyclable materials and diverting waste from the municipal WDF – this contributes to cost savings for the SLM by reducing WDF usage and extending the operational lifespan. • *Existing local knowledge and coverage*: reclaimers already operate widely throughout the greater Stellenbosch area, covering households, businesses, and informal spaces — this represents an established "field network" that can be maximised operationally. Reclaimers at the WDF have a good understanding of the waste streams at the WDF. • *Social and economic impact*: integration of reclaimers can support livelihoods, reduce poverty, and create jobs in an area with high unemployment. Possibility of transforming informal work into a recognised economic contribution. • *Policy alignment*: alignment with the National Waste Picker Integration Guideline by the SLM.	• *Informal status*: many reclaimers operate outside of formal structures without contracts, social protection or legal recognition, making integration into municipal systems difficult. Varying literacy, education levels, and organisational structures among pickers can make communication, training, and compliance harder to achieve. • *Health, safety & working conditions*: Reclamation activities on WDFs expose reclaimers to poor sanitation and health hazards (biological, chemical, physical risks) if not issued with proper Personal Protective Equipment (PPE). Reclaimers often lack equipment (carts) and safe sorting spaces, impacting efficiency & environmental health. • *Institutional and operational challenges*: Integration efforts can be slowed or poorly implemented if detailed planning, monitoring, and dispute resolution mechanisms are not well established. Limited municipal capacity, staff training, and budget constraints may impede operational support for integration (e.g., training, monitoring, enforcement). Limited awareness campaigns surrounding waste separation at source. • *Lack of organisation amongst reclaimers*: Many reclaimers are independent; low rates of organised cooperatives can hinder formal engagement, contracting, or inclusion in municipal programs. • View of public: Negative perspective from community members surrounding waste reclaimers.

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SWOT ANALYSIS	
OPPORTUNITIES	**THREATS**
• *Enhanced Municipal Recycling and Circular Economy Development*: A structured integration plan can significantly improve recycling rates, reduce waste management costs, and support circular economy models, especially with future EPR frameworks emerging. • *Formal support structures:* Provision of resources such as trolleys, sorting facilities, protective equipment, access to training, and formal registration systems can uplift productivity and safety. • *Partnership & funding:* Collaboration with NGOs, private recyclers, universities and national programmes can unlock technical and financial support. Local partnerships can also facilitate education campaigns to improve waste separation at source and raise public awareness of pickers' roles. • *Social inclusion and community engagement:* Integration of reclaimers can strengthen municipal-community relations, improve public participation in waste separation programs and reduce the stigma associated with informal recycling/reclaimers. Structured inclusion offers opportunities to build multi-stakeholder platforms where reclaimers have a voice in planning and decision-making.	• Resistance to Change: Possibility of internal resistance from municipal workers, contractors, or private waste service providers who view integration as a threat to existing business models or job roles. Some reclaimers may resist formal structures, preferring independence over regulated employment or cooperative membership. • Limited funding and resources: budget constraints could delay implementation of integration programs or lead to incomplete support (e.g., protective gear, sorting space, transportation methods). • Social stigma & safety risks: Community stigma and lack of public understanding of waste reclaimer contributions can undermine support for integration. Safety and security risks at landfill sites and in public spaces remain a barrier and could exacerbate health costs or liabilities for the municipality. Overregulation by enforcement authorities results in the bullying of reclaimers. • Policy implementation gaps: National policy guidelines exist, but gaps in translation to local actionable programs, monitoring, and enforcement could lead to inconsistent results, as seen in other municipalities' experiences.

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3.8 KEY PERFORMANCE INDICATORS & ACTION PLANS

The table below illustrates the strategic objectives for the SLM waste reclaimer strategy with key performance indicators and action plans set to achieve the key initiatives identified.

Table 3-8: Key performance indicators and action plans

STRATEGIC OBJECTIVE	KEY INITIATIVES	KEY PERFORMANCE INDICATOR	ACTION PLAN	TIMEFRAME	ESTIMATED BUDGET
Strengthening and expanding the role of waste reclaimers: through integrated separation at source, supporting markets for source-separated recyclables.	Assign defined collection areas or routes linked to residential and commercial separation-at-source programmes.	% increase in source-separated recyclables.	Map separation-at-source areas and formally allocate routes to accredited reclaimers	Short Term (0-2 Years)	R40 000
	Require waste collection and recycling contractors to work alongside registered waste reclaimers.	Number of contracts amended. Contractor compliance rate.	Amend tender and contract conditions to include reclaimer collaboration	Short Term (0-2 Years)	Internal
	Include contractual clauses that protect reclaimer access to source-separated recyclables.	Clauses included in all new contracts.	Review and update SCM documentation and service-level agreements.	Short Term (0-2 Years)	Internal
	Upgrade landfill-based facilities to improve safety and efficiency for on-site reclaimers.	Reduction in injuries incurred at the WDF. Improvement in waste diversion rates.	Allow access to basic sanitation, PPE and improve access control.	Short Term (0-2 Years)	R100 000

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STRATEGIC OBJECTIVE	KEY INITIATIVES	KEY PERFORMANCE INDICATOR	ACTION PLAN	TIMEFRAME	ESTIMATED BUDGET
Supply waste reclaimers with clearly identifiable overalls/uniforms.	Partner with PROs, local businesses and organisations to provide overalls & PPE to registered waste reclaimers in the SLM.	Number of reclaimers issued with PPE & overalls.	Secure sponsorships and PRO-funded PPE support.	Short Term (0-2 Years)	Internal
	Issue uniforms only to registered and accredited waste reclaimers.	% of registered reclaimers issued uniforms.	Link uniform distribution to registration status.	Short Term (0-2 Years)	R50 000
	Maintain a simple database linking uniform issuance to individual reclaimers or cooperatives.	Establishment of database with registered reclaimers.	Integrate with the existing municipal system and SAWPRS records.	Short Term (0-2 Years)	R10 000
	Use uniforms as visible proof of participation in municipal separation-at-source systems.	Public recognition of reclaimers.	Awareness campaigns with communities and businesses to advance reclaimer recognition.	Short Term (0-2 Years)	R50 000
Promote cooperation between public and private sectors for waste management-related activities.	Liaise with buy-back centres to share recyclable material data with the SLM to determine the quantities of waste diverted from WDFs.	Information sharing agreements.	Establish information reporting systems.	Short Term (0-2 years)	Internal

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STRATEGIC OBJECTIVE	KEY INITIATIVES	KEY PERFORMANCE INDICATOR	ACTION PLAN	TIMEFRAME	ESTIMATED BUDGET
	Provide hands-on training in the operation and maintenance of upcycling technologies through partnerships with TVET colleges, NGOs and universities.	Number of reclaimers trained.	Implement skills development programmes.	Short Term (0-2 years)	R50 000
	Introduce incentives linked to diversion from landfill.	Increased waste diversion rates.	Identify incentives to increase waste diversion from landfill.	Short Term (0-2 years)	Internal
	Promote co-investment in infrastructure such as buy-back centres, sorting hubs, and upcycling facilities.	Facilities developed through co-funding initiatives.	Engage in private-public funding initiatives.	Short Term (0-2 years)	Internal
	Share data between the municipality and private partners to improve planning and investment decisions.	Improved planning outcomes.	Formalise information-sharing platforms.	Short Term (0-2 years)	Internal
Liaise with PROs to facilitate the registration of waste reclaimers.	Identify & register reclaimers on the South African Waste Picker Registration System (SAWPRS).	Number of reclaimers registered in SLM.	Joint registration drives with PROs and Buy-back centres.	Short Term (0-2 Years)	R10 000
	Collaboration between SLM and the SAWPRS to keep updated records of reclaimers.	Continuous updating of reclaimer database.	Establishment of information-sharing agreements between relevant parties.	Short Term (0-2 Years)	Internal

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STRATEGIC OBJECTIVE	KEY INITIATIVES	KEY PERFORMANCE INDICATOR	ACTION PLAN	TIMEFRAME	ESTIMATED BUDGET
	Partner with PROs to fund waste reclaimer initiatives – procuring equipment for waste management activities (balers, shredders, grinders).	Equipment procured and used in operations	Apply for EPR funding and manage procurement of equipment.	Short Term (0-2 Years)	Internal
Undertake awareness campaigns regarding separation at source behaviour and the role of waste reclaimers in the SLM.	Increase public participation through conducting awareness campaigns at schools, businesses and in respective wards - promote the role of waste reclaimers in recycling and environmental protection.	Number of awareness campaigns initiated. Level of community buy-in achieved.	Undertake awareness campaigns regarding waste reclaimers and their role in separation at source.	Short Term (0-2 Years)	R50 000
	Recognise organised reclaimers as formal municipal stakeholders - establish trust by showcasing reliability of reclaimers to deliver a service.	Establishment of formal engagement structures.	Include reclaimers in municipal forums.	Short Term (0-2 Years)	Internal
	Improve compliance with separation-at-source requirements by updating municipal by-laws.	Promulgation of amended by-laws.	Review and amend waste management by-laws to include role of waste reclaimers.	Short Term (0-2 Years)	R30 000

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STRATEGIC OBJECTIVE	KEY INITIATIVES	KEY PERFORMANCE INDICATOR	ACTION PLAN	TIMEFRAME	ESTIMATED BUDGET
Provide access to technologies and markets that enable waste reclaimers to manufacture upcycled products.	Facilitate direct linkages between waste reclaimers and recyclers or processors.	Number of formal off-take agreements.	Facilitate access to recycling markets for waste reclaimers by partnering with organisations and businesses.	Medium Term (2-5 Years)	Internal
	Improve price transparency through regular market information sharing.	Price updates issued on a quarterly basis.	Share pricing data via meetings or notices with reclaimers.	Medium Term (2-5 Years)	R20 000
	Inclusion of reclaimers in activities at the WDF MRF.	Number of reclaimers participating in MRF activities.	Adjust MRF access and operational rules.	Medium Term (2-5 Years)	R50 000
	Leverage EPR funding, green economy grants, and private sector sponsorship to finance equipment and start-up costs.	EPR funds secured.	Prepare funding applications.	Medium Term (2-5 Years)	R30 000
	Provide shared access to small-scale, low-cost technologies that enable waste reclaimers to convert recovered materials into value-added products (e.g., plastic shredders, extruders, moulds, and basic woodworking or metalworking tools).	Number of reclaimers with access to equipment.	Secure funds for equipment, procure equipment and make available to reclaimers for use.	Medium Term (2-5 Years)	R100 000

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STRATEGIC OBJECTIVE	KEY INITIATIVES	KEY PERFORMANCE INDICATOR	ACTION PLAN	TIMEFRAME	ESTIMATED BUDGET
Promote cooperation between public and private sectors for waste management-related activities.	Liaise with buy-back centres to share recyclable material data with the SLM to determine the quantities of waste diverted from WDFs.	Information sharing agreements.	Establish information reporting systems.	Short Term (0-2 years)	Internal
	Provide hands-on training in the operation and maintenance of upcycling technologies through partnerships with TVET colleges, NGOs and universities.	Number of reclaimers trained.	Implement skills development programmes.	Short Term (0-2 years)	R50 000
	Introduce incentives linked to diversion from landfill.	Increased waste diversion rates.	Identify incentives to increase waste diversion from landfill.	Short Term (0-2 years)	Internal
	Promote co-investment in infrastructure such as buy-back centres, sorting hubs, and upcycling facilities.	Facilities developed through co-funding initiatives.	Engage in private-public funding initiatives.	Short Term (0-2 years)	Internal
	Share data between the municipality and private partners to improve planning and investment decisions.	Improved planning outcomes.	Formalise information-sharing platforms.	Short Term (0-2 years)	internal

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STRATEGIC OBJECTIVE	KEY INITIATIVES	KEY PERFORMANCE INDICATOR	ACTION PLAN	TIMEFRAME	ESTIMATED BUDGET
Identify a safe area in Stellenbosch for waste reclaimers to sort/process materials.	Partner with community members, businesses & PROs to identify suitable land for reclaimer separation activities.	Identification and approval of a suitable site.	Undertake site assessments with all relevant stakeholders.	Long Term (5+ Years)	R50 000
	Prioritise sites with appropriate zoning or the potential for rezoning to support waste-related activities.	Achievement of zoning compliance.	Engage planning and land-use departments to obtain suitable zoning permits.	Long Term (5+ Years)	R50 000
	Pilot the sorting area with a defined group of waste reclaimers before scaling up.	Successful pilot project.	Implement pilot project before upscaling the project.	Long Term (5+ Years)	R50 000
	Ensure proximity to main waste generation areas and transport routes to minimise logistical costs.	Reduction in transport costs.	Conduct logistic feasibility planning & assessments.	Long Term (5+ Years)	R50 000
	Design the site to meet minimum occupational health and safety requirements.	Compliance with OHS standards.	Procurement of basic services infrastructure, and improved safety equipment and measures.	Long Term (5+ Years)	R200 000
	Enable temporary storage to allow bulk selling and improved pricing.	Improved pricing on recyclable materials.	Provide covered & lockable storage area.	Long Term (5+ Years)	R200 000

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4 CONCLUSION

The Waste Reclaimer Strategy confirms that waste reclaimers already play a critical and indispensable role in recycling and waste diversion within the Stellenbosch Local Municipality. The situational analysis, stakeholder engagement and policy review demonstrate that integrating waste reclaimers into the formal waste management system is both a legislative requirement and a practical opportunity to improve waste minimisation, extend landfill lifespan, and advance social and economic inclusion.

The Strategy presents a structured and practical framework to guide the municipality in the formal recognition, support and integration of waste reclaimers. Key focus areas include registration and accreditation, improved occupational health and safety conditions, access to appropriate infrastructure and equipment, the implementation of separation-at-source programmes, and strengthened collaboration with the private sector and Producer Responsibility Organisations. These interventions are aligned with national waste legislation and policy directives and are designed to support the transition towards a more inclusive and circular waste economy.

Effective implementation of the Strategy will require coordinated institutional action, ongoing stakeholder participation and alignment with the Municipality's Integrated Waste Management Plan and other relevant planning instruments. Through the phased implementation of the proposed strategic objectives, key initiatives and performance measures, Stellenbosch Local Municipality will be positioned to improve recycling performance, ensure compliance with national policy requirements, and establish a more efficient, inclusive and sustainable waste management system that delivers environmental, social and economic benefits for the municipality and waste reclaimers.

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12.5	RETURN ITEM: DISPOSAL OF TRANSVALIA COMPLEX THROUGH A 30-YEAR LEASE TO MIDDEDORP PROPERTIES (PTY) LTD

Collaborator No:
IDP KPA Ref No: **Good Governance and Compliance**
Meeting Date: **29 July 2026**

1. SUBJECT: RETURN ITEM: DISPOSAL OF TRANSVALIA COMPLEX THROUGH A 30-YEAR LEASE TO MIDDEDORP PROPERTIES (PTY) LTD

2. PURPOSE OF REPORT

To obtain Council approval for the negotiated commercial terms concluded between Stellenbosch Municipality and Middedorp Properties (Pty) Ltd, pursuant to Council's previous resolutions, and to authorise the Municipal Manager to conclude the long-term lease agreement.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

On 25 August 2025 Council approved a negotiation framework for determining the lease amount in respect of the proposed 30-year lease of the Transvalia Precinct to Middedorp Properties (Pty) Ltd.

In accordance with that resolution, the Municipal Manager appointed a Negotiation Team to negotiate the outstanding commercial terms, considering:

- the valuation report setting out the fair market value and rental of the property;
- the capital investment to the property;
- the maintenance costs and upkeep over the thirty-year lease period; and
- the economic benefit to the community and the Municipality.

Following extensive negotiations, supported by correspondence exchanged between the parties, agreement has been reached on all outstanding commercial terms. The negotiated outcome provides that rental will accrue from the date occupation is granted during the planning and construction phase, but payment of that accrued rental will be deferred until the development becomes operational. The accrued rental will thereafter be repaid over a period of three years without interest. The parties further agreed that no capital offset mechanism shall apply.

Council is requested to approve the negotiated commercial terms and authorise the Municipal Manager to conclude the lease agreement.

5. RECOMMENDATIONS

(a) that Council notes the negotiations undertaken by the Negotiation Team appointed by the Municipal Manager;

(b) that Council confirms that the negotiations were concluded in accordance with the negotiation framework approved by Council on 25 August 2025;

(c) that Council notes the correspondence attached as Annexures C to M.

(d) that Council Approves in principle the following negotiated commercial terms for the proposed long-term lease between Stellenbosch Municipality and Middedorp Properties (Pty) Ltd, subject to compliance with the Municipal Asset Transfer Regulations, including the publication of a revised Information Statement and completion of the prescribed public participation process:

a) Planning and Construction Phase (maximum three years):
- Office rental accrues at R120/m²/month (1 691 m²), escalated annually by CPI from the Municipality's original proposal.
- Storage and garage rental accrues at R14 400/month, escalated annually by CPI.
- Parking rental accrues for 143 parking bays at the Municipality's approved tariff.
- Rental accrues from occupation, but payment is deferred until the operational phase.
- Deferred rental is repayable over three years without interest.

b) Operational Phase:
- The escalated monthly rental becomes payable in the ordinary course, the rental will escalate annually by CPI.
- Deferred rental is repaid over three years.
- No capital offset mechanism shall apply.

(e) that Council Approves in principle that rental shall accrue during the planning and construction phase from the date occupation is granted, subject to Council's final approval;

(f) that Council Approves in principle that payment of the accrued rental be deferred until commencement of the operational phase, subject to Council's final approvals;

(g) that Council Approves in principle that the accrued rental be repaid over a period of three (3) years without interest, subject to Council's final approval;

(h) that Council Approves in principle that no capital offset mechanism shall apply, subject to Council's final approval;

(i) that Council Authorises the Municipal Manager, following completion of the prescribed public participation process and Council's final approval of the proposed long-term lease, to conclude and sign the long-term lease agreement on behalf of the Municipality;

(j) that Council Authorises the Municipal Manager to make minor technical, administrative or editorial amendments that do not alter the commercial principles approved in principle by Council;

(k) that Council approves the publication of a revised Information Statement containing:
- the negotiated rental applicable during the planning and construction phase;
- the negotiated rental applicable during the operational phase;
- the deferred rental payment arrangement;
- confirmation that no capital offset mechanism shall apply;
- the expected proceeds to be received by the Municipality; and
- all other information required by the Municipal Asset Transfer Regulations, 2008.

(l) that the Municipal Manager be authorised to publish the revised Information Statement and undertake the prescribed public participation process whereafter the matter will return to Council for a final decision.

6. DISCUSSION / CONTENTS

6.1 Background

Council has previously resolved that the relevant erven are not required for municipal services, approved the disposal through a 30-year lease following a competitive tender process, approved the public participation process and Information Statement, and ultimately approved a negotiation framework on 25 August 2025.The 25 August 2025 Council resolution required the Negotiation Team to consider:

1. The valuation report setting out the fair market value and rental of the property. (A copy of the valuation report is attached hereto as Annexure B)
2. The capital investment to the property.
3. The maintenance costs and upkeep of the property over the thirty-year lease period.
4. Economic benefits to the community and the Municipality.

The Municipal Manager subsequently appointed a Negotiation Team to negotiate within this mandate.

6.2 Discussion

Process followed

The Municipal Manager appointed the Negotiation Team (Annexure A) to negotiate the outstanding commercial terms in accordance with Council's approved framework.

The negotiations considered the market-related valuation, increased capital investment, maintenance obligations, economic benefits, legal advice and the Municipality's financial interests.

Written proposals and counterproposals were exchanged between the parties (Annexures C-L). On 20 July 2026 Middedorp Properties formally accepted the Municipality's proposal, subject to Council approval.

The Negotiation Team is satisfied that the negotiated outcome complies with Council's mandate and represents a commercially balanced outcome.

Negotiated Commercial Framework

The negotiated commercial framework is:

Planning and Construction Phase (maximum three years):

- Office rental accrues at R120/m²/month (1 691 m²), escalated annually by CPI from the Municipality's original proposal.
- Storage and garage rental accrues at R14 400/month, escalated annually by CPI.
- Parking rental accrues for 143 parking bays at the Municipality's approved tariff.
- Rental accrues from occupation, but payment is deferred until the operational phase.
- Deferred rental is repayable over three years without interest.

Operational Phase:

- The escalated monthly rental becomes payable in the ordinary course; the rental will escalate annually by CPI.
- Deferred rental is repaid over three years.
- No capital offset mechanism shall apply.

Publication of information statement

The Information Statement previously approved by Council indicated that the rental payable under the proposed lease would be determined through negotiations. Following Council's approval of the negotiation framework and the successful conclusion of the negotiations, all material commercial terms have now been agreed.

Council is therefore requested to approve the publication of a revised Information Statement incorporating the negotiated commercial terms, including the applicable rental amounts, the deferred rental payment mechanism, confirmation that no capital offset mechanism shall apply, the expected proceeds to be received by the Municipality, and all other information required in terms of the Municipal Asset Transfer Regulations, 2008.

Following publication of the revised Information Statement, the prescribed public participation process and consultation with National Treasury and Provincial Treasury, where applicable, the matter will be resubmitted to Council for consideration of any representations received and for final approval of the long-term lease agreement.

6.3 Financial Implications

The negotiated framework ensures that no rental is waived. Rental accrues throughout the planning and construction phase and is fully recoverable. The proposal secures a predictable long-term revenue stream while facilitating a significant private investment.

6.4 Legal Implications

The lease agreement will be drafted by the Property Management Department and will comply with the MFMA, Municipal Systems Act, Municipal Asset Transfer Regulations and all other applicable legislation.

6.5 Risk Implications

The negotiated outcome reduces implementation delays, removes uncertainty regarding rental determination and capital offsets and protects the Municipality's financial interests.

6.6 <u>Previous / Relevant Council Resolutions</u>:

34TH COUNCIL MEETING: 2025-08-25: ITEM 10.3.4

RESOLVED (majority vote with 3 abstentions)

a) that Council takes note of the comments received after public participation; and
b) that Council takes note that the appeal in terms of Section 62 of the Municipal Systems Act has been finalised;
c) that Council approves the negotiation framework for the determination of the lease amount. The framework states that the negotiations team take the following into consideration:
    1. The valuation report setting out the fair market value and rental of the property;
    2. The capital investment to the property;

3. The maintenance costs and upkeep of the property over the thirty year lease period;
4. The economic benefit to the community and municipality.

6.7 Comments from Management:

6.7.1 Comments from the Director: Corporate Services (Acting):

The report states the accrued rental will be repaid interest-free over three years which could be deemed as effectively granting Middedorp Properties a financial benefit in the form of a time-value-of-money advantage. Council at its next meeting should be satisfied that this concession is captured in the valuation of the overall consideration and that it does not reduce the effective return below fair market value as contemplated by section 14(5) of the MFMA.

The report was not circulated for comments except to the Municipal Manager. This is procedurally incorrect for a matter of this magnitude. This lease constitutes one of the most consequential decisions Council will make in a financial year. Prior to the next Council meeting at which this matter returns for final approval, the draft lease agreement must be reviewed and signed off by Legal Services, and that a consolidated set of management comments from all relevant Directorates be included in the final Council report.

6.7.2 Comments from the Municipal Manager:

Support the item. It should be noted that in normal commercial transactions no rental is payable during the planning and developmental stages as the property cannot generate any income during this period. To this end, the deferral of the rental accrued free during this period is supported.

ANNEXURES

Annexure A – Appointment of the Negotiation Team by the Municipal Manager.
Annexure B – Rental Valuation Report
Annexure C – Municipality's letter dated 03 February 2026.
Annexure D – Middedorp Properties' letter dated 18 February 2026.
Annexure E – Municipality's letter dated 20 March 2026.
Annexure F – Middedorp Properties letter dated 23 March 2026.
Annexure G – Municipality's letter dated 13 April 2026
Annexure H – Middedorp Properties letter dated 22 April 2026
Annexure I – Municipality's letter dated 02 June 2026
Annexure J – Middedorp Properties letter dated 18 June 2026
Annexure K – Municipality's letter dated 17 July 2026
Annexure L - Middedorp Properties' acceptance dated 20 July 2026.
Annexure M – Draft Information Statement

FOR FURTHER DETAILS CONTACT:

NAME	Kevin Carolus
POSITION	***Chief Financial Officer***
DIRECTORATE	***Financial Services***
CONTACT NUMBERS	***021 808 8528***
E-MAIL ADDRESS	***Kevin.carolus@stellenbosch.gov.za***
REPORT DATE	***23 July 2026***

ANNEXURE A

Outlook

Transvalia council resolution and implementation

From Geraldine Mettler <Geraldine.Mettler@stellenbosch.gov.za>
Date Wed 2025/08/27 12:16
To Alexander Kannemeyer <Alexander.Kannemeyer@stellenbosch.gov.za>; Yolande van den Berg <Yolande.vandenBerg@stellenbosch.gov.za>; Kevin Carolus <Kevin.Carolus@stellenbosch.gov.za>; Dalleel Jacobs <Dalleel.Jacobs@stellenbosch.gov.za>
Cc Raydine Wenn <Raydine.Wenn@stellenbosch.gov.za>; Nomie Tshefu <Nomie.Tshefu@stellenbosch.gov.za>

Dear Colleagues,

In terms of the Council resolution dated 25 August 2025, a negotiation framework was approved see below:

In terms of the resolution a framework was approved for the negotiations. The committee must take the following into consideration:

1. *The valuation report setting out the fair market value and rental of the property;*
2. *The capital investment to the property;*
3. *The maintenance costs and upkeep of the property over the thirty-year lease period;*
4. *The economic benefit to the community and municipality.*

Hence a committee must be appointed to negotiate with Middedorp Properties on the monthly rental before we can finalise and publish the Information Statement. For these purposes I suggest that the committee consist of.

1. Property Management; (Yolande van der Berg)
2. Finance; (CFO)
3. Supply Chain Management.(Daleel)

Yolande can please urgently get the valuation report to assist the team with the negotiations.

Kind regards,

Geraldine Mettler
Municipal Manager
Stellenbosch Municipality
Office of the Municipal Manager

T: +27 21 808 8025 | C: +27 82 312 3063
Plein Street, Stellenbosch, 7600
www.stellenbosch.gov.za



Disclaimer and confidentiality note: The legal status of this communication is governed by the terms and conditions published at the following link:
http://www.stellenbosch.gov.za/main_pages/disclaimerpage.htm

ANNEXURE B

RENTAL VALUATION REPORT

ERVEN 825, 1123, 1128, 1133, 1134, 1142 & 1160 STELLENBOSCH

HCB GROUP

HCB Property Valuations
35 Long Street
Moorreesburg
7310
Tel: 022 433 2035
Email: admin@hcb.co.za

LIMITATIONS AND RESTRICTIONS

This valuation report has been made with the following general assumptions:

1. No responsibility is assumed for the legal description or for matters including legal or title considerations. Title to the property is assumed to be good and marketable unless otherwise stated.
2. The property is valued free and clear of any or all liens or encumbrances unless otherwise stated.
3. Responsible ownership and competent property management are assumed.
4. The information furnished by others is believed to be reliable. However, no warranty is given for its accuracy.
5. All engineering information is assumed to be correct. The plans and illustrative material in this report are included only to assist the reader in visualizing the property.
6. It is assumed that there are no hidden or unapparent conditions of the property, subsoil, or structures that render it more or less valuable. No responsibility is assumed for such conditions or for arranging for engineering studies that may be required to discover them.
7. It is assumed that there is full compliance with all applicable state and local environmental regulations and laws unless non-compliance is stated, defined and considered in the valuation report.
8. It is assumed that all applicable zoning and use regulations and restrictions have been complied with, unless non-compliance is stated, defined and considered in the valuation report.
9. It is assumed that all required licenses, certificates of occupancy, consents or other legislative or administrative authority from any local or national government or private entity or organization have been or can be obtained or renewed for any use on which the value estimate contained in this report is based.
10. It is assumed that the utilization of the land and improvements is within the boundaries or property lines of the property described and that there is no encroachment or trespassing unless noted in this report.



Signature

LIMITATIONS AND RESTRICTIONS

This valuation report has been made with the following general limiting conditions.

1. The apportionment, if any, of the total valuation figure in this report between land and improvements applies only under the stated client instructions and is hypothetical. The separate allocations for land and buildings must not be used in conjunction with any other valuation and are invalid if so used.
2. Possession of this report, or a copy thereof, does not carry with it the right of publication. It may not be used for any purpose by any person other than the party to whom it is addressed without the written consent of the valuer, and in any event only with proper written qualification and only in its entirety.
3. The valuer herein by reason of this valuation is not required to give further consultation, testimony, or be in attendance in court with reference to the property in question unless arrangements have been previously made.
4. Neither all nor part of the contents of this report (especially conclusions as the value, the identity of the valuer, or the firm with which the valuer is connected) shall be disseminated to the public through advertising, public relations, news, sales, or other media without the prior written consent and approval of the valuer.
5. Neither the whole nor any part of this valuation report or certificate or any reference thereto may be included in any published document, circular or statement, or published in any way without the valuer's written approval of the form and context in which it may appear. The publication shall deem to include references in company accounts and/or director's reports or any other company statement or circular.
6. The valuation is prepared on the basis that full disclosure of all information and facts which may affect the valuation, has been made to the valuer and no liability or responsibility will be accepted whatsoever for the valuation unless such full disclosure has been made.
7. This valuation is solely for the use of the party to whom it is addressed in accordance with the instructions. Reliance on it by any third party cannot be regarded as reasonable and no responsibility to any third party is or will be accepted for the whole or any part of the valuation.
8. The valuer has no personal interest in the property.
9. In the unlikely event of the client incurring any losses due to negligence of the valuers, valuers in training and assistants, the aggregate amount of the damages recoverable against the valuer shall not exceed the fee for providing the service.



Signature

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1. INTRODUCTION

I, Coenraad Botha, registered as a Professional Valuer in terms of the Property Valuers Profession Act 47 of 2000, do hereby certify that I have identified the subject properties referred to in this report and have obtained all the necessary information to determine the market rental value thereof.

- *See Annexure 1 for Valuer Certificates*

1.1 Instruction

An instruction was received from Mrs Yolande van den Berg of Stellenbosch Municipality to attend to the rental valuation of Erven 825, 1123, 1128, 1133, 1134, 1142 and 1160, Stellenbosch. The purpose of the valuation is to determine the open market rental valuation of the properties as on 1 November 2025.

- *See Annexure 2 for Instruction*

1.2 Date of Valuation

The date of valuation as instructed by the client is 1 November 2025.

1.3 Date of Inspection

Subject Properties were inspected on Friday, 31 October 2025, by Helen Louwrens, Candidate Valuer.

2. TITLE DEED DESCRIPTION

- *See Annexure 3 for Copy of Property Report*

Erf Number	Title Deed	Owner	Extent	Purchase Price	Zoning
825	T4915/1966	Mun Stellenbosch	2 120m^2	N/A	Parking & Roads
1123	G19/1971	Mun Stellenbosch	2 371m^2	N/A	Multi-Unit Residential & parking
1128	G19/1971	Mun Stellenbosch	1 093m^2	N/A	Parking & Roads
1133	G19/1971	Mun Stellenbosch	714m^2	N/A	Multi-Unit Residential
1134	G19/1971	Mun Stellenbosch	2 200m^2	N/A	Multi-Unit Residential & parking
1142	G19/1971	Mun Stellenbosch	909m^2	N/A	Multi-Unit Residential & parking
1160	G19/1971	Mun Stellenbosch	117m^2	N/A	Parking & Roads

2.1 Surveyor General Information

HCB could not find any discrepancies regarding the ground layout with the Surveyor General Information.

2.2 Title Deed Conditions

HCB did not have sight of the Title Deeds; thus, we cannot comment on any restrictive conditions.

3. LOCAL, PROVINCIAL AND CENTRAL GOVERNMENT INFORMATION

3.1 Local Authority

This property falls under the jurisdiction of the Stellenbosch Municipality, situated in the Western Cape.

3.2 Zoning

Multi-Unit Residential & Public Road & Parking

Use Zone Table

MULTI-UNIT RESIDENTIAL ZONE	• Dwelling house • Flats • Group housing • Guest house • Hostel • Retirement village • Second dwelling house • Tourist dwelling unit • Commune	• Bed and Breakfast • Home day care • Home occupation • Home lodging	**SINGLE RESIDENTIAL ZONE I**	Dwelling House	Primary uses: • Bed & Breakfast • Home child care • Home occupation • Second dwelling (≤60m²) Consent uses: • Second dwelling (exceeding >60m²) • Home lodging • Guest house • Self-catering unit • Commune
			GENERAL RESIDENTIAL ZONE I	Group housing	Consent uses: • Commune • Home occupation • Retirement resort

Stellenbosch Municipality – Draft Zoning Scheme Bylaw 2025: Council Item 10.8.1 dd 30072025

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			GENERAL RESIDENTIAL ZONE III	Flats	Consent uses: • Commune • Home occupation • Retirement resort
			GENERAL RESIDENTIAL ZONE V	Boarding Hostel	

PUBLIC ROADS AND PARKING ZONE	• Public road • Public parking area • Utility service	• Rooftop base telecommunication station • Market	**TRANSPORT ZONE II**	Public street	Primary uses: • Public street • Public parking Consent use: • Multiple parking garage • Market
			UTILITY ZONE	Utility service	

Note: The current zoning does not provide for the current usage of offices. Due to the usage not being permitted in the zoning scheme, rezoning must be done. HCB is not aware of any special consent given. Zoning was provided by Stellenbosch Municipality and should this be incorrect, we reserve the right to make amendments to this valuation report.

4. PHYSICAL DESCRIPTION

4.1 Location

Subject property is situated in on dorp street, and parking can be accessed via Louw Street, Piet Retief Street and Noordwal-Wes Road. *See Annexure 4 for Locality Plan*

4.2 Infrastructure

It was noted that all infrastructure is available to the surrounding erven, and the properties is serviced.

4.3 Land

Subject property is flat, and ground conditions are good, therefore our findings that the topography will not affect market value.

4.4 Improvements

The properties are known as Transvalia Flats or Dorpstreet Flats, and Stelkor Parking. The units are currently being occupied by Stellenbosch Municipal Employees for office space.The parking spaces are all paid parking.

The subject Properties are improved as follows:

Erf 825:

This property is tarred with parkings used for public purposes.

Erf 1123:

This property is tarred with parkings used for public purposes.
It also contains a double storey building currently used as office space, with 3 bathrooms, 2 kitchen units, and 8 office spaces. It also contains a freestanding building that has open plan on the ground floor, and office space and bathroom on the first floor.

Erf 1128:
This property is tarred with parkings used for public purposes.

Erf 1133:
It also contains a double storey building currently used as office space, with 3 bathrooms, 2 kitchen units, and 8 office spaces.

Erf 1134:
This property is tarred with parkings used for public purposes.
With site inspection, access was not available to this building, as it is not currently operational and is used as storage. It is assumed that the condition is similar to other buildings valued in this report, and due to no access, the number of bathrooms and offices could not be determined.

Erf 1142:
It also contains a double storey building currently used as office space, with 3 bathrooms, 2 kitchen units, and 6 office spaces

Erf 1160:
This property is a part of road with tarred surface.

There are 15 garages that serve as parking and storage that spread over erven 1123, 1133, 1128, 1134 and 1142. These Garages are in average condition, and maintenance must be done. They have manual doors for parking access, and a door for access from the other side. The units are divided by steel fencing on the inside. This building as a whole also has 2 public bathrooms, one for females and one for males.

Note: *The buildings have heritage status, and they are in need of maintenance. Interior features are dated, mould was noted, and overall look of building suggests work is needed for it to achieve highest market rental.*
Although current usage is offices and storage, conversion to student housing or group home would also be beneficial in a town like Stellenbosch where accommodation is in high demand.

The finishes and condition of improvements can be seen at annexure 6 – photos of subject properties.

Due to heritage status of improvements, demolition of improvements is not a viable option.

5. MARKET ANALYSIS

Rent is a system of payment for the temporary use of something owned by someone else; the payments for such use are typically referred to as “rent”. In the open market, rent is a product; it does not occur naturally, as in, ‘this is the rent for the premises. To value rent, all the terms and conditions of the tenancy must be known, stated in advance, or defined. However, because the rent at a new letting is often agreed before the lease is drafted and/or approved; it is possible for a completed lease to contain terms and conditions that could produce a different rent to what was agreed.

6. METHOD OF VALUATION

The Comparable Rental Method of valuation is the most suitable method to apply to establish the market rental of the subject property. In applying the Comparable Rental Method, it is necessary to investigate the sales of similar type properties that have been rented as well as returns required by the holders of such land.

The above information is compared to the subject property, which involves judgments as to the degree of similarity regarding value factors such as location, shape of erf and use to which the subject property can be put.

7. ESTABLISHMENT OF COMPARABLE RENTALS

7.1 Highest and Best use

Definition*: “The most probable use of a property which is physically possible, appropriately justified, legally permissible, financially feasible and which result in the highest value of the property being valued”*.
Therefore, it could be argued that the highest and best use of a property is, which is physically possible, appropriately justified, legal permissible, financially feasible and which result in the best value of the property to be valued.

Due to the usage, I am of the opinion that highest and best use would be offices and parking, and that rezoning must be done.

7.2 Valuation Method

The market was surveyed for current leases, rates of return and leasing practices in Stellenbosch. Information was sourced from local estate agents, local property professionals, as well as our property info database. The information that was obtained was verified and adjustments were made for time, use, layout, and location.

Commercial Property Rentals (Property24, November 2025):

Area	Monthly Market Rental	Rate per Square Meter	Extent	Comment – all office spaces
Stellenbosch Central	R1 690	R211.25	8m^2	Office – condition superior to subject properties
Stellenbosch Central	R2 600	R152.94	17m^2	Office – condition superior to subject properties
Stellenbosch Central	R31 232	R256	122m^2	Office – condition superior to subject properties
Stellenbosch Central	R50 350	R189.29	266m^2	Office – condition superior to subject properties
Stellenbosch Central	R46 968	R412	114m^2	Office – condition superior to subject properties

Parking & Storage Market Information:

With our market research and discussions with local property professionals, we determined that parking in Stellenbosch is scarce, and a monthly rate of R500-00 to R1 200-00 per parking is achieved in the open market.

The following table shows parking incomes in similar locations with their current rates:

ADDRESS	OWNERSHIP	RENTAL	SIZE	RATE
ST GEORGES MALL	MUNICIPAL OWNED	R6 000	8	R750
V&A WATERFRONT	PRIVATELY OWNED	R12 000	8	R1 500
V&A WATERFRONT	PRIVATELY OWNED	R5 000	2	R2 500

7.3 Application of Comparables

The various erven all have different components, for the purpose of this valuation, each component will receive a rate that can be applied to subject properties and their components.

These market rentals range between R150-00/m² and R410-00/m² and were adjusted due to location and finishes as the subject property is older than the comparable rentals that are currently being achieved in the market.

Thus, it is my opinion that a rental of R120-00/m² is applicable to the improvements of the erven in this report. Current zoning offers opportunity for both residential units as well as commercial as future use. The condition, layout and age of the improvements significantly influencing the market related rental that the subject properties are able to achieve, as well as the current zoning not providing for the usage of office space – a 20% adjustment to the lowest tariff is made to achieve the rate of R120/m^2.

Our market research has concluded parking rental in Stellenbosch to be between R500-00 and R1 200-00 per parking per month. It is noted that Stellenbosch Municipality however has a standard tariff for parking rental of R362-00 per month. These parkings are however central and in high demand. It is my opinion that parkings should lease at R1 000-00 per parking per month. The parkings are easily accessible, and always fully occupied during business hours.

For storage/garage leases, due to the condition of these units, it is my opinion to apply R1 200-00 per unit per month, as they are lower standard garages with manual doors. Should these units not be leased separately, they can be included with the office lease amount provided.

8. CERTIFYING OF VALUE

I hereby certify that I have identified the subject property and obtained all the necessary information to determine the Market Value thereof.

Accordingly, I hereby certify that in my opinion, to the best of my knowledge, skill and expertise, the rental value of the subject properties on 1 November 2025 to be:

Office	**R120-00/m2 (one hundred and twenty rand per square meter per month).**
Parking	**R1 000-00 (one thousand rand per month).**
Storage	**R1 200-00 (one thousand two hundred rand per month).**



Hendrik Coenraad Botha
Professional Valuer
Registration Number: 5601

4 November 2025
Date of Signature

9. CAVEATS

This valuation has been prepared on the basis that full disclosure of all Information and factors which may affect the valuation have been made to us and we cannot accept any liability or responsibility whatsoever for the Valuation unless such full disclosure has been made.

a. Valuation Standard

This valuation has been prepared in accordance with the guidelines of the South African Institute of Valuers for valuation reports.

b. Statutory Notices and Unlawful Use

We have assumed that the property and its value are unaffected by any statutory notice or condition of Title where Title Deeds have not been inspected, and that neither the property nor its condition, nor its use, nor its intended use, is or will be unlawful.

c. Confidentiality

This valuation is produced exclusively for Stellenbosch Municipality and for the specific purpose to which it refers. It may be disclosed to your other professional advisers assisting you in respect of that purpose. We accept no responsibility whatsoever to any parties other than yourselves who make use of this valuation.

d. Non-Publication

Kindly note that neither the whole nor any part of this report, nor any reference thereto maybe included in any published document, circular or statement, nor published in any way without our prior written approval at to the form or context in which it may appear.

10. ANNEXURES

Annexure 1 – Valuer Certificates

SOUTH AFRICAN COUNCIL FOR THE
PROPERTY VALUERS PROFESSION

This is to certify that

HENDRIK COENRAAD BOTHA

is registered as

Professional Valuer

In terms of section 20(2)(a) of the Property Valuers Profession Act, 2000

DATE OF REGISTRATION AS: Professional Valuer: 28 January 2020
DATE OF ISSUE: 25 July 2024
PERIOD OF VALIDITY: 1 July 2024 - 30 June 2029

JF Cloete
President

REGISTRATION No: 5601

ND Naidoo
Registrar

Annexure 2 – Instruction

HCB
Valuations and Services (Pty) Ltd
HEAD OFFICE
38 Long Street, Moorreesburg, 7310
T: +27(0)22 433 2035 M: +27(0)83 663 2140 E: admin@hcb.co.za

HCB would like to assist with you valuation request.
Kindly complete below to the best of your ability in order for us to provide you with a quotation and subsequent valuation report.

Erf/Farm Number:	825, 1123, 1133, 1128, 1134, 1142 & 1160 (Transvalia)
Town/Region:	Stellenbosch
Owner:	Stellenbosch Municipality
Zoning and Usage:	Multi-Unit Residential & Public Roads & Parking
Date of Valuation:	28/08/2025.
Reason for valuation:	To determine the market Related Rental.
Any other information you feel is pertinent to the valuation:	Property known as "Transvalia" or "Dopp Straat Flats". Please include all buildings. Parking spaces lease amount approved in terms of Municipal tariffs.
Expected Delivery Date:	ASAP.

Should you have any questions or concerns contact:
Helen: 081 4733 707 / helen@hcbval.co.za
Coenraad: 083 663 2140 / coenraad@hcb.co.za

Annexure 3 – Copy of Property Reports

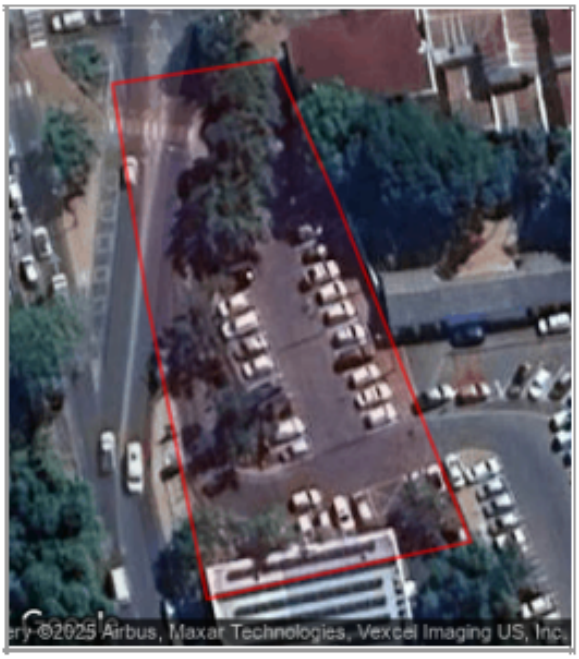
Hcb Valuations
Moorreesburg
Helen Louwrens

E-mail: helenlowrens@gmail.com
Cell: 081 473 3707

Tel: 022 433 2035

HCB Group
Tel: 022 433 2035
Email: admin@hcb.co.za
PO Box 247, Moorreesburg, 7310





PROPERTY INFORMATION			
Erf	825	GPS	18.859747°E 33.939328°S
Township	STELLENBOSCH	Extent	2 m²
Address	PIET RETIEF STREET	Cadastral extent	2 120 m²
Suburb	STELLENBOSCH CENTRAL	Usage	Open Space
Municipality	STELLENBOSCH	Type	
Province	WESTERN CAPE	Zoning	
		Zoning Desc	

MUNICIPAL VALUATION	
Total Value	R 3 920 000
Valuation Year	2025

SALE INFORMATION			
Owner	MUN STELLENBOSCH	Title Deed	T4915/1966
Sale Price	-	Bond Holder	-
Sale Date	-	Bond Amount	-
Registered	1966/03/15	Sale Type	-

ACCOMMODATION							
Condition	-	Age		Building Extent	-		
Bed Rooms	-	Reception Rooms	-	Alarm	-	Perim Security	-
Bath Rooms	-	En Suite	-	Pool	-	Tennis Court	-
Study	-	Domestic Accom.	-	Garden	-	Sprinkler System	-
Garages	-	P Bays/C Ports	-	Borehole	-	Outside Accom.	-
Special Features							

Hcb Valuations
Moorreesburg
Helen Louwrens

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Tel: 022 433 2035

HCB Group
Tel: 022 433 2035
Email: admin@hcb.co.za
PO Box 247, Moorreesburg, 7310





PROPERTY INFORMATION			
Erf	1123	**GPS**	18.860092°E 33.939525°S
Township	STELLENBOSCH	**Extent**	2 402 m²
Address	DORP STREET	**Cadastral extent**	2 371 m²
Suburb	STELLENBOSCH CENTRAL	**Usage**	Residential
Municipality	STELLENBOSCH	**Type**	
Province	WESTERN CAPE	**Zoning**	
		Zoning Desc	

MUNICIPAL VALUATION	
Total Value	R 23 157 000
Valuation Year	2025

SALE INFORMATION			
Note: The Sale Price is inclusive of 10 properties on this Title Deed			
Owner	MUN STELLENBOSCH	**Title Deed**	G19/1971
Sale Price	-	**Bond Holder**	-
Sale Date	-	**Bond Amount**	-
Registered	1971/01/28	**Sale Type**	-

ACCOMMODATION							
Condition	-	**Age**		**Building Extent**	-		
Bed Rooms	-	**Reception Rooms**	-	**Alarm**	-	**Perim Security**	-
Bath Rooms	-	**En Suite**	-	**Pool**	-	**Tennis Court**	-
Study	-	**Domestic Accom.**	-	**Garden**	-	**Sprinkler System**	-
Garages	-	**P Bays/C Ports**	-	**Borehole**	-	**Outside Accom.**	-
Special Features							

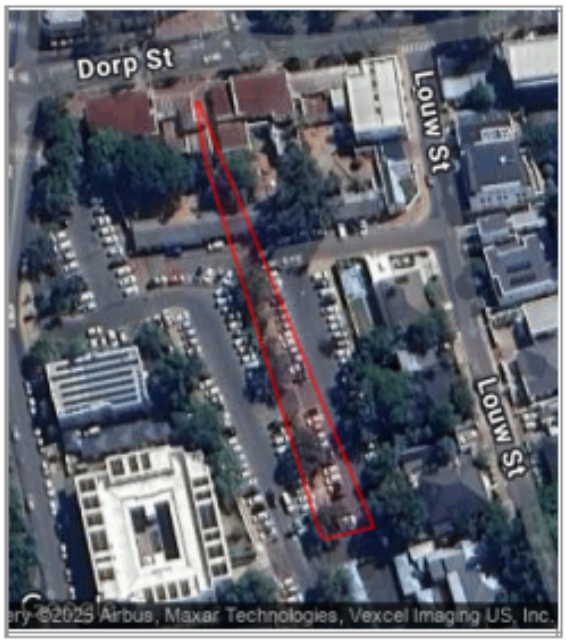
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PROPERTY INFORMATION			
Erf	1128	**GPS**	18.860347°E 33.939503°S
Township	STELLENBOSCH	**Extent**	1 166 m²
Address	DORP STREET	**Cadastral extent**	1 093 m²
Suburb	STELLENBOSCH CENTRAL	**Usage**	Vacant land
Municipality	STELLENBOSCH	**Type**	
Province	WESTERN CAPE	**Zoning**	
		Zoning Desc	

MUNICIPAL VALUATION	
Total Value	R 480 000
Valuation Year	2025

SALE INFORMATION			
Note: The Sale Price is inclusive of 10 properties on this Title Deed			
Owner	MUN STELLENBOSCH	**Title Deed**	G19/1971
Sale Price	-	**Bond Holder**	-
Sale Date	-	**Bond Amount**	-
Registered	1971/01/28	**Sale Type**	-

ACCOMMODATION							
Condition	-	**Age**		**Building Extent**	-		
Bed Rooms	-	**Reception Rooms**	-	**Alarm**	-	**Perim Security**	-
Bath Rooms	-	**En Suite**	-	**Pool**	-	**Tennis Court**	-
Study	-	**Domestic Accom.**	-	**Garden**	-	**Sprinkler System**	-
Garages	-	**P Bays/C Ports**	-	**Borehole**	-	**Outside Accom.**	-
Special Features							

CMA INFO

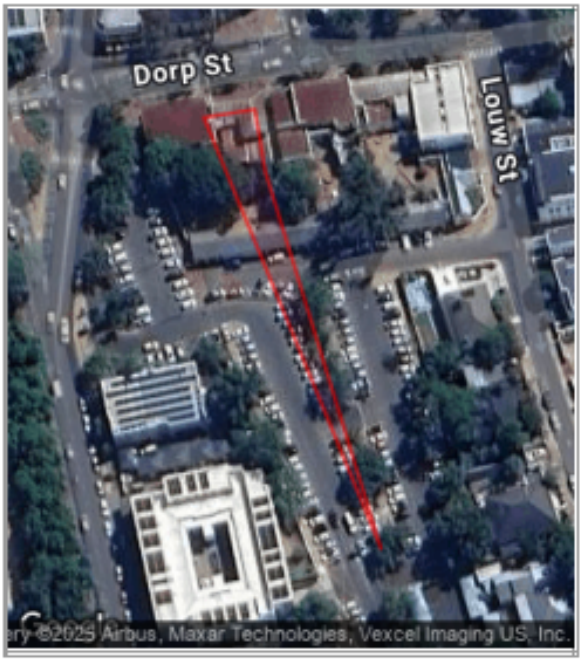
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PROPERTY INFORMATION			
Erf	1133	**GPS**	18.860193°E 33.939512°S
Township	STELLENBOSCH	**Extent**	899 m²
Address	DORP STREET	**Cadastral extent**	714 m²
Suburb	STELLENBOSCH CENTRAL	**Usage**	Residential
Municipality	STELLENBOSCH	**Type**	
Province	WESTERN CAPE	**Zoning**	
		Zoning Desc	

MUNICIPAL VALUATION	
Total Value	R 1 000
Valuation Year	2025

SALE INFORMATION			
Note: The Sale Price is inclusive of 10 properties on this Title Deed			
Owner	MUN STELLENBOSCH	**Title Deed**	G19/1971
Sale Price	-	**Bond Holder**	-
Sale Date	-	**Bond Amount**	-
Registered	1971/01/28	**Sale Type**	-

ACCOMMODATION							
Condition	-	**Age**		**Building Extent**	-		
Bed Rooms	-	**Reception Rooms**	-	**Alarm**	-	**Perim Security**	-
Bath Rooms	-	**En Suite**	-	**Pool**	-	**Tennis Court**	-
Study	-	**Domestic Accom.**	-	**Garden**	-	**Sprinkler System**	-
Garages	-	**P Bays/C Ports**	-	**Borehole**	-	**Outside Accom.**	-
Special Features							

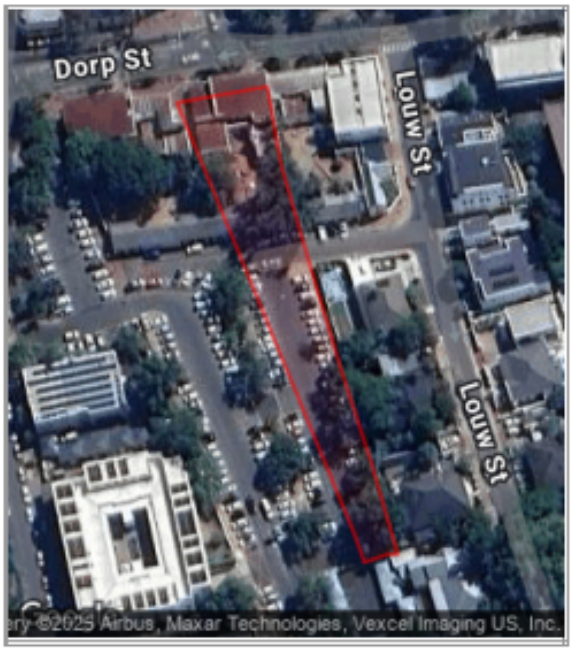
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PROPERTY INFORMATION			
Erf	1134	**GPS**	18.860419°E 33.939527°S
Township	STELLENBOSCH	**Extent**	2 m²
Address	DORP STREET	**Cadastral extent**	2 200 m²
Suburb	STELLENBOSCH CENTRAL	**Usage**	Residential
Municipality	STELLENBOSCH	**Type**	
Province	WESTERN CAPE	**Zoning**	
		Zoning Desc	

MUNICIPAL VALUATION	
Total Value	R 1 000
Valuation Year	2025

SALE INFORMATION			
Note: The Sale Price is inclusive of 10 properties on this Title Deed			
Owner	MUN STELLENBOSCH	**Title Deed**	G19/1971
Sale Price	-	**Bond Holder**	-
Sale Date	-	**Bond Amount**	-
Registered	1971/01/28	**Sale Type**	-

ACCOMMODATION							
Condition	-	**Age**		**Building Extent**	-		
Bed Rooms	-	**Reception Rooms**	-	**Alarm**	-	**Perim Security**	-
Bath Rooms	-	**En Suite**	-	**Pool**	-	**Tennis Court**	-
Study	-	**Domestic Accom.**	-	**Garden**	-	**Sprinkler System**	-
Garages	-	**P Bays/C Ports**	-	**Borehole**	-	**Outside Accom.**	-
Special Features							

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PROPERTY INFORMATION			
Erf	1142	GPS	18.860524°E 33.939145°S
Township	STELLENBOSCH	Extent	968 m²
Address	DORP STREET	Cadastral extent	909 m²
Suburb	STELLENBOSCH CENTRAL	Usage	Residential
Municipality	STELLENBOSCH	Type	
Province	WESTERN CAPE	Zoning	
		Zoning Desc	

MUNICIPAL VALUATION	
Total Value	R 1 000
Valuation Year	2025

SALE INFORMATION			
Note: The Sale Price is inclusive of 10 properties on this Title Deed			
Owner	MUN STELLENBOSCH	Title Deed	G19/1971
Sale Price	-	Bond Holder	-
Sale Date	-	Bond Amount	-
Registered	1971/01/28	Sale Type	-

ACCOMMODATION							
Condition	-	Age		Building Extent	-		
Bed Rooms	-	Reception Rooms	-	Alarm	-	Perim Security	-
Bath Rooms	-	En Suite	-	Pool	-	Tennis Court	-
Study	-	Domestic Accom.	-	Garden	-	Sprinkler System	-
Garages	-	P Bays/C Ports	-	Borehole	-	Outside Accom.	-
Special Features							

CMA INFO

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PROPERTY INFORMATION			
Erf	1160	**GPS**	18.860721°E 33.939281°S
Township	STELLENBOSCH	**Extent**	117 m²
Address	DORP STREET	**Cadastral extent**	117 m²
Suburb	STELLENBOSCH CENTRAL	**Usage**	Pub Service Infra
Municipality	STELLENBOSCH	**Type**	
Province	WESTERN CAPE	**Zoning**	
		Zoning Desc	

MUNICIPAL VALUATION	
Total Value	R 1 000
Valuation Year	2025

SALE INFORMATION			
Note: The Sale Price is inclusive of 10 properties on this Title Deed			
Owner	MUN STELLENBOSCH	**Title Deed**	G19/1971
Sale Price	-	**Bond Holder**	-
Sale Date	-	**Bond Amount**	-
Registered	1971/01/28	**Sale Type**	-

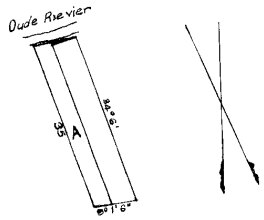
ACCOMMODATION							
Condition	-	**Age**		**Building Extent**	-		
Bed Rooms	-	**Reception Rooms**	-	**Alarm**	-	**Perim Security**	-
Bath Rooms	-	**En Suite**	-	**Pool**	-	**Tennis Court**	-
Study	-	**Domestic Accom.**	-	**Garden**	-	**Sprinkler System**	-
Garages	-	**P Bays/C Ports**	-	**Borehole**	-	**Outside Accom.**	-
Special Features							

Annexure 4 –CSG Diagrams
Erf 825:

Unavailable at time of Report Compilation.

Erf 1123:

NO. 41/1801.



on the remainder

334/1976

DATED 21-2-75 S/264/95 122

For SURVEYOR

0 5 10 20 40

Schaale van 40 Ryl. Roeden.

*NOW ERF NO.1123 STELLENBOSCH.

Bovenstaande Figuur is geleegen in den dorpe van Stellenbosch en aldaar *een gedeelte der plaats van weylen den oud Brandmeester Lambert Fick groot in zyne grond 316 Quadt. Roeden 96 Quadt. Voeten.

Strekkende Westw. aangem. Plaats.

Zuydw. aan't Revier.

Oostw. aan de Pastorie.

Noordw. aan de Opgaande Straat.

Gemeeten voor de Weduwe van wylen opgem. stuk door my,

(Get.) J. W. Wernich.

gezw. Landmeter.

B

S C

T/A 415

20.10.1801 (Vol. 2)

mak

nms. Landmeter-Generaal.

3.7.1959

For list of deductions see back of diagram

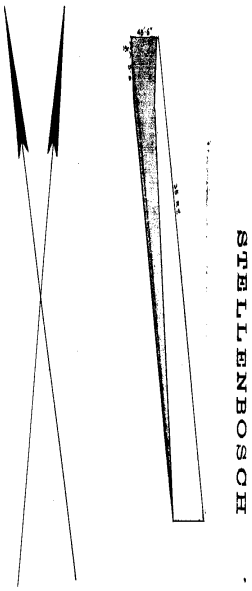
M.v.Z./P.S. Checked by.

2768

BH8DC/V51

1123

Erf 1128:



NOW ERF 1128 STELLENBOSCH

Nevenstaande Figuur is geleegen in den Dorpe van Stellenbosch en aldaar een gedeelte der Gedeelde Erven van Wijlen L. Fick. groot 144 quad.e roeden, 89 d.e voeten.

Streckende Oostw.ds aan de Pastonie
Noord.w aan de Straat
Zuid aan de rivier &
West aan de resteereende gedeelte van dit Gedeelde Erv.

Onder deze Expresse Conditie dat de muur van de Straat gereekent Scheidinge makende tusschen dit en ter Westen geleegen op resteerende Erf ter lengte van 19 voeten zoo als dezelve in de kaart met 2 kruisjes geteekent stand met elkandere zulle gemeen blyven

Naard Orig. Caant en opgave van verdeeling door der besitter.

'd Zelve verdeeld door my
(get) J.W. Wennich,
gouv. ges. Landmeter.

Dgm. No 2/1810

M. 2769 BHRDC/VS12 1128

1 2 3 4 5 10 20
SCHALE VAN 20 RYL ROEDEN

on the remainder
THE PROPERTY WITH CURIO & THEREON DECLARED A NATIONAL MONUMENT. VIDE G.N. 334/1975
DATED 21-2-75 SEE FILE 5/284/55 PLANS 122

Copied from Diagram attached to Transfer dated 30/11/1810 in favour of D. de Vos
No 1810/3/535
No 671/1947. by SURVEYOR-GENERAL. CAPETOWN.
G.S. 194).

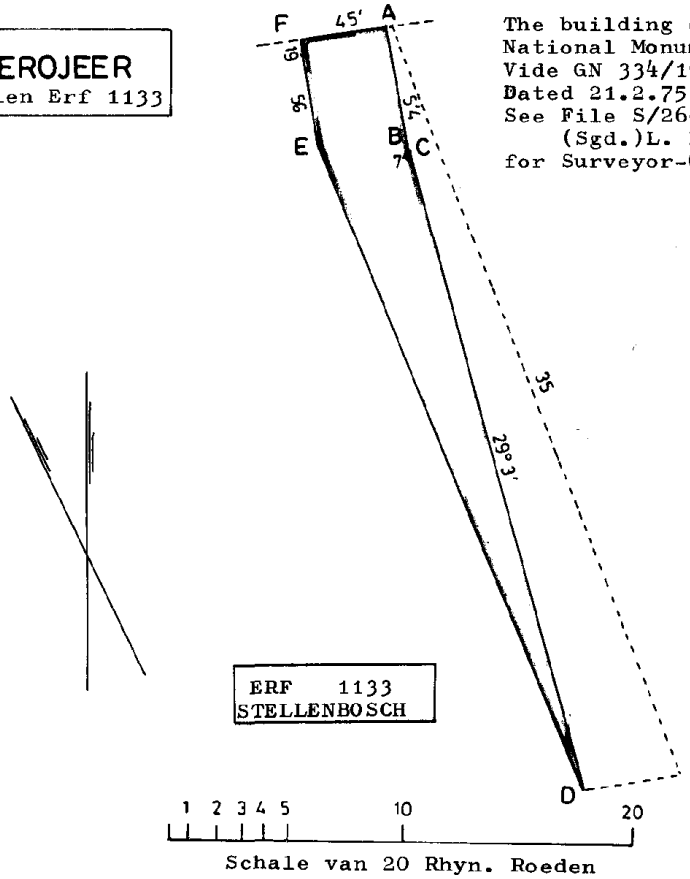
For list of deductions see back of diagram

C B S

Erf 1133:

L.G. Krt. No. 38/1812

GEROJEER
Sien Erf 1133



The building declared a
National Monument
Vide GN 334/1975
Dated 21.2.75
See File S/2641/95 pg 122
(Sgd.)L. Petrie
for Surveyor-General.

Schale van 20 Rhyn. Roeden

Bovenstande Figuur A.B.C.D.E.F. groot 68 quadraat roeden en 68 Ditto voeten is gelegen in het Dorp van Stellenbosch zynde een gedeelte der gedeelde Erf van Josias Hoffman

Strekkende Noord aan de Straat
Oost aan de resteerende gedeelte van dit gedeelde Erf
Zuidwaards naar de Eerst Rivier en
Westwaards aan het Erf van Willem Geering

Gemeten en verdeelt door my
(Get.) Jno. Melvill.
Gesw. As. Govt. Landmeter

B C

Afskrif van kaart geheg aan
T/A 1812-2(2)-166

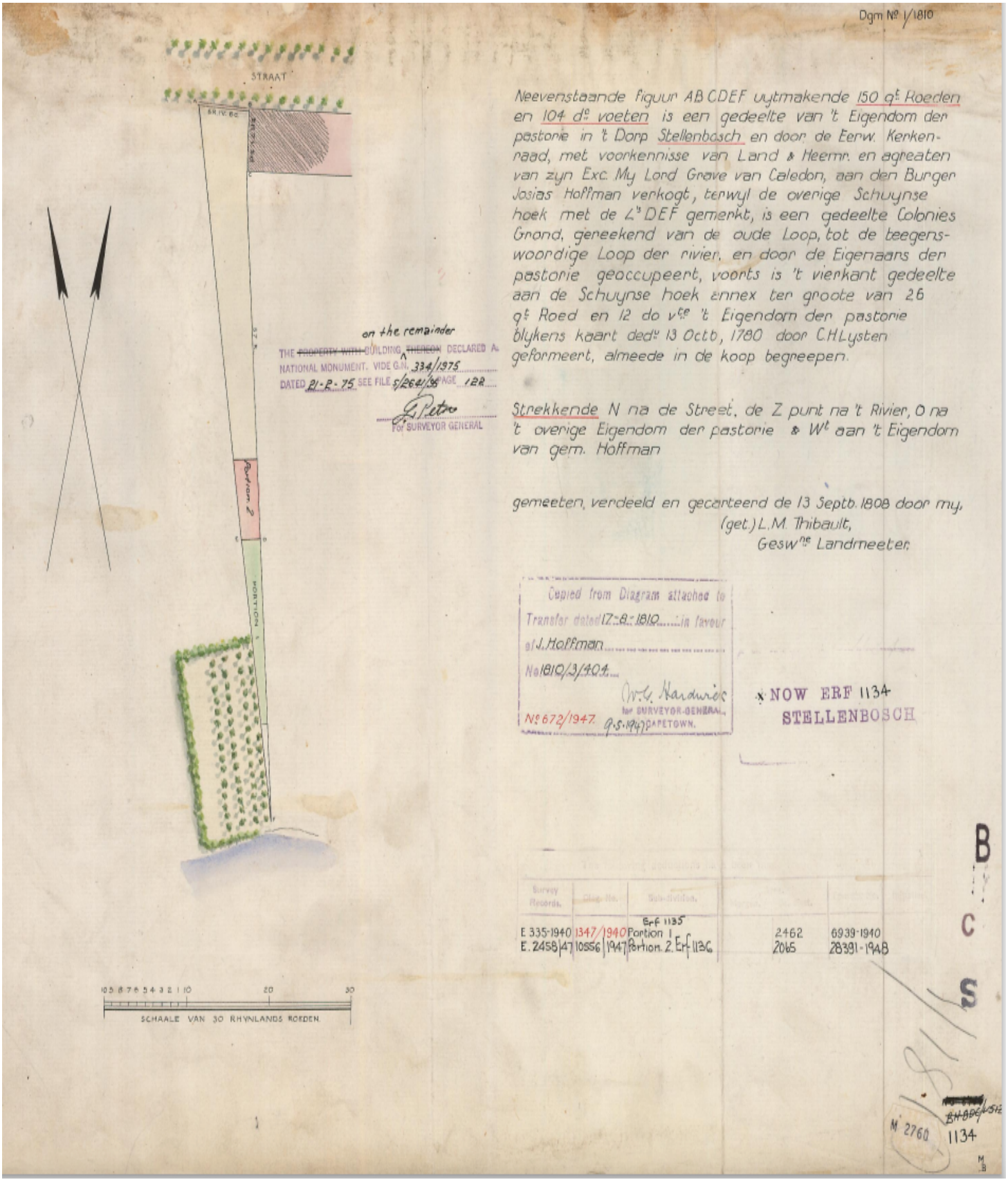
nms. Landmeter-generaal.
Datum: 7-1-1981

BH-8DC/V512 (1499) C

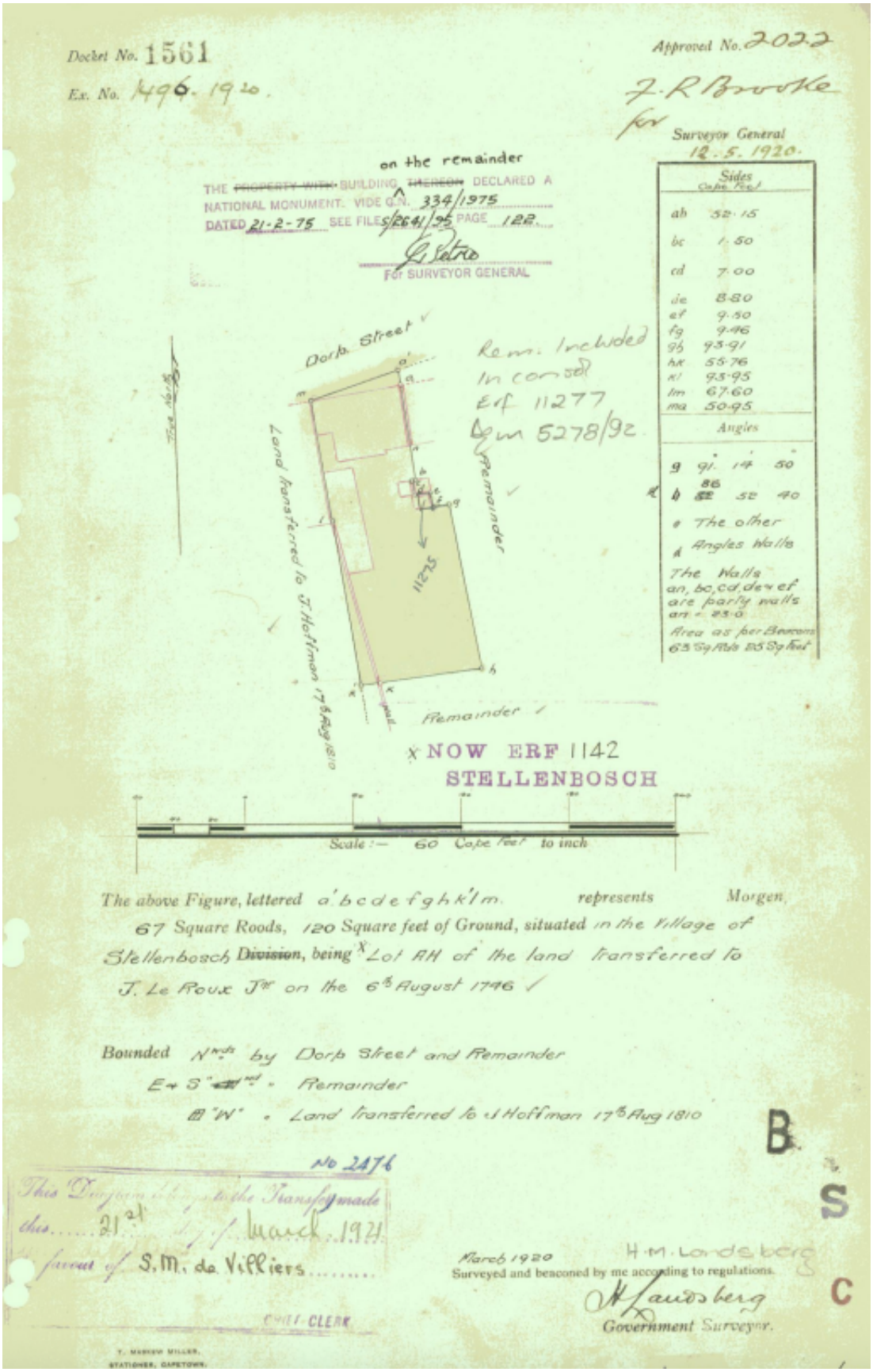
N 2760 DC

1133

Erf 1134:


Dgm Nº 1/1810
STRAAT
Portion 2
PORTION
on the remainder
THE PROPERTY WITH BUILDING THEREON DECLARED A
NATIONAL MONUMENT. VIDE G.N. 334/1975
DATED 21-2-75 SEE FILE 5/264/36 PAGE 122
for SURVEYOR GENERAL
Neevenstaande figuur AB CDEF uytmakende 150 q.t Roeden en 104 d.o voeten is een gedeelte van 't Eigendom der pastorie in 't Dorp Stellenbosch en door de Eerw. Kerkenraad, met voorkennisse van Land & Heemr. en agreaten van zyn Exc. My Lord Grave van Caledon, aan den Burger Josias Hoffman verkogt, terwyl de overige Schuynse hoek met de L.n DEF gemerkt, is een gedeelte Colonies Grond, geneekend van de oude Loop, tot de teegenswoordige Loop der rivier, en door de Eigenaars der pastorie geoccupeert, voorts is 't vierkant gedeelte aan de Schuynse hoek annex ter groote van 26 q.t Roed en 12 do v.ge 't Eigendom der pastorie blykens kaart ded.o 13 Octb. 1780 door C.H.Lysten geformeert, almeede in de koop begreepen.
Strekkende N na de Street, de Z punt na 't Rivier, O na 't overige Eigendom der pastorie & W.t aan 't Eigendom van gem. Hoffman
gemeeten, verdeeld en gecarteerd de 13 Septb. 1808 door my,
(get.) L.M. Thibault,
Gesw.ns Landmeeter.
Copied from Diagram attached to Transfer dated 17-8-1810 in favour of J. Hoffman
No 1810/3/404
No 672/1947
for SURVEYOR-GENERAL
C.S.O. CAPETOWN.
NOW ERF 1134
STELLENBOSCH
Survey Records
Diag. No.
Subdivision
Erf 1135
E 335-1940 1347/1940 Portion 1 2462 6939-1940
E. 2458/47 10556 1947 Portion 2 Erf 1136 2065 28391-1948
105 8 7 6 5 4 3 2 1 10 20 30
SCHAALE VAN 30 RHYNLANDS ROEDEN
B
C
S
M 2760
1134

Erf 1142:


Docket No. 1561
Ex. No. 496. 1920.
Approved No. 2022
J. R Brooke
for Surveyor General
12.5.1920.
on the remainder
THE PROPERTY WITH BUILDING THEREON DECLARED A NATIONAL MONUMENT. VIDE G.N. 334/1975
DATED 21-2-75 SEE FILES 5/264/75 PAGE 122
G Sotho
FOR SURVEYOR GENERAL
Sides Cape Feet
ab 52.15
bc 1.50
cd 7.00
de 8.80
ef 9.50
fg 9.96
gh 93.91
hk 55.76
kl 93.95
lm 67.60
ma 50.95
Angles
g 91° 14' 50"
h 86 52 40
e The other
A Angles Walls
The Walls ab, bc, cd, de & ef are party walls ab = 23.0
Area as per Beacons 63 Sq Rds 85 Sq Feet
Dorp Street
Rem. Included in consd Erf 11277 & Gm 5278/92
Land transferred to J. Hoffman 17th Aug 1810
Remainder
11275
Remainder
NOW ERF 1142
STELLENBOSCH
Scale :— 60 Cape Feet to inch
The above Figure, lettered a b c d e f g h k l m represents Morgen, 67 Square Roods, 120 Square feet of Ground, situated in the Village of Stellenbosch Division, being Lot RH of the land transferred to J. Le Roux Jr on the 6th August 1746
Bounded N by Dorp Street and Remainder
E & S " " Remainder
W " Land transferred to J Hoffman 17th Aug 1810
No 2476
This Diagram is Annexed to the Transfer made this 21st day of March 1921
in favour of S. M. de Villiers
CHIEF CLERK
March 1920
Surveyed and beaconed by me according to regulations.
H. M. Landsberg
Government Surveyor.
B
S
C

Erf 1160:

SUB-DIVISIONAL DIAGRAM.
Sec. 24 (b) Act No. 9 of 1937.

OFFICE COPY

SIDES Cape	Feet	ANGLES OF DIRECTION		SYSTEM L° 19° CO-ORDINATES y	x	
				+39000	+11930000	
ab	26.00	257. 6. 50	a	+ 1721.20	+ 1252.63	V
bc	1.25	347. 10. 30	b	+ 1695.86	+ 1246.83	V
cd	4.91	256. 13. 10	c	+ 1695.58	+ 1248.05	V
de	76.00	350. 29. 50	d	+ 1690.81	+ 1246.88	V
ef	29.31	82. 18. 40	e	+ 1678.26	+ 1321.84	V
fa	74.44	169. 14. 40	f	+ 1707.31	+ 1325.76	V

S.G. No. 2429/48

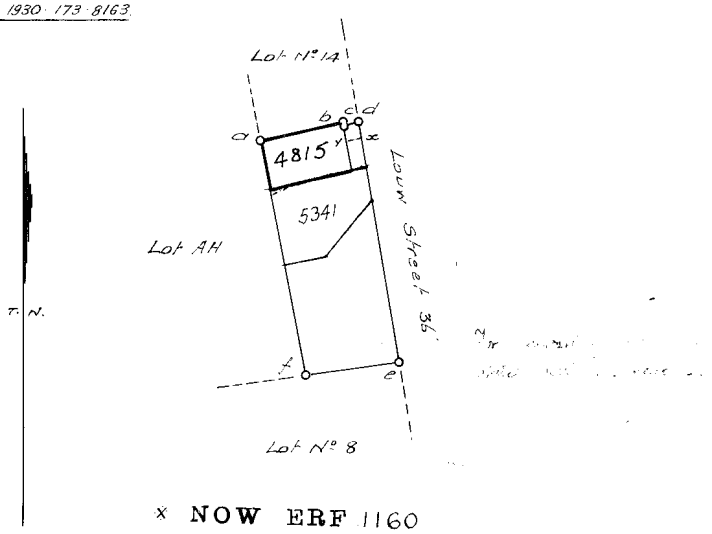
Approved

W.G. Robbertse

Surveyor-General.
10. 4. 1948

Beacons:-
a b c d e - Half-inch iron pegs
f - Three inch iron pipe (Fence post)

cdxy represents an existing servitude Right-of-Way 5' wide
Vide D/T. 1930. 173. 8163.



x NOW ERF 1160
STELLENBOSCH

0 30 100 150 200 Cape Feet.
Scale 1/500

The figure abcdef

represents 2277 Square Feet of land being

x PORTION 15 (a portion of Lot AA) of Roux's Claim

situate in the Municipality & Division of Stellenbosch Province of Cape of Good Hope.

Surveyed in August 1945 by me

H.A. Krige
Land Surveyor.

This diagram is annexed to Deed of Transfer N° 28393 dated 15. 12. 48. in favour of

Registrar of Deeds.

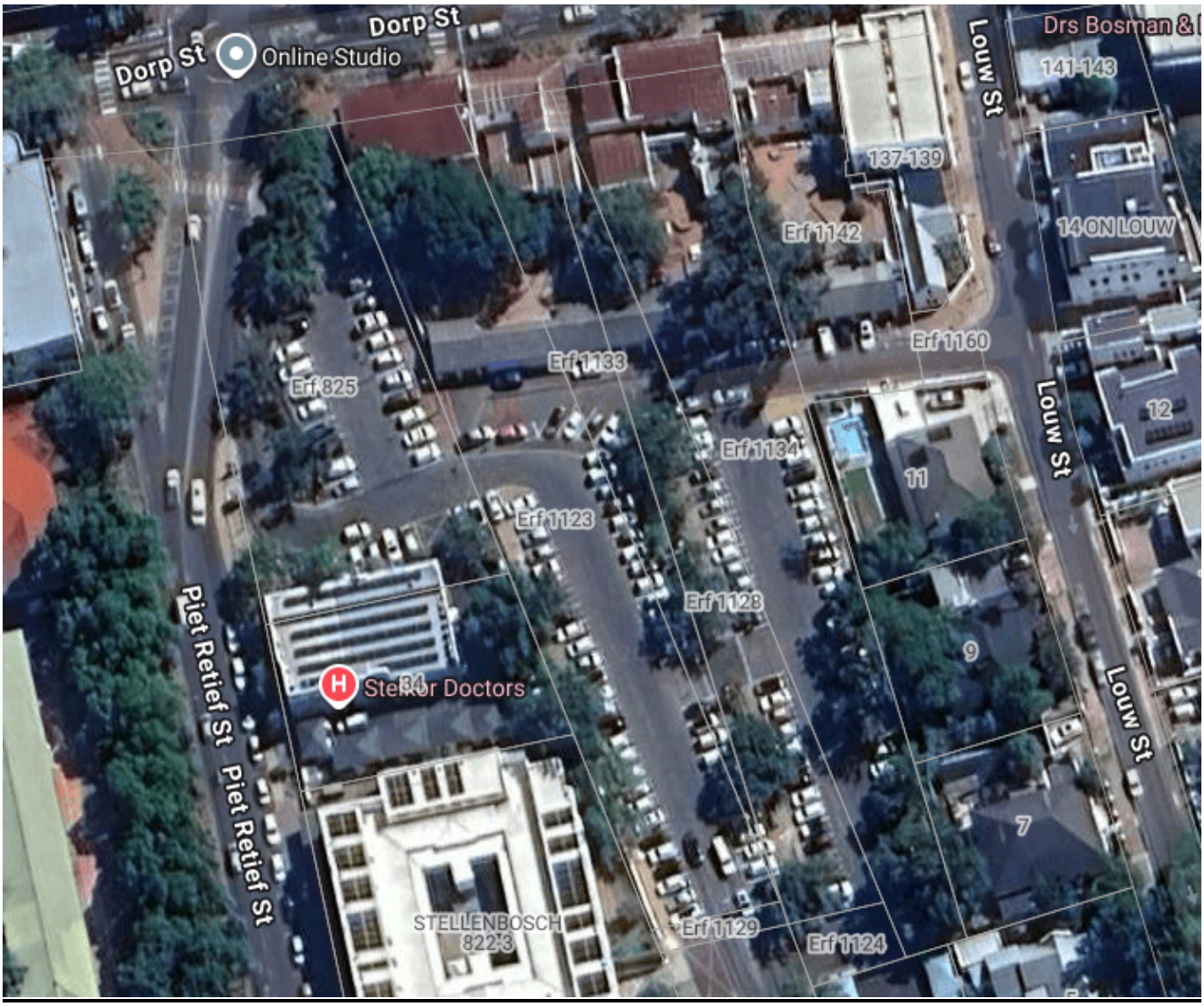
The original diagram is No. A3290/1925 annexed to D/T 1925. 208. 9855.

M 2760

S.G. File No. S 2641/95
S.R. No. E. 545/48 C
Stel. Shts. 3 9 V
Deg. Shts. BH 80 a b
BH80C/V512

FOR ENDORSEMENTS 1160
SEE BACK OF DGM. C.T.

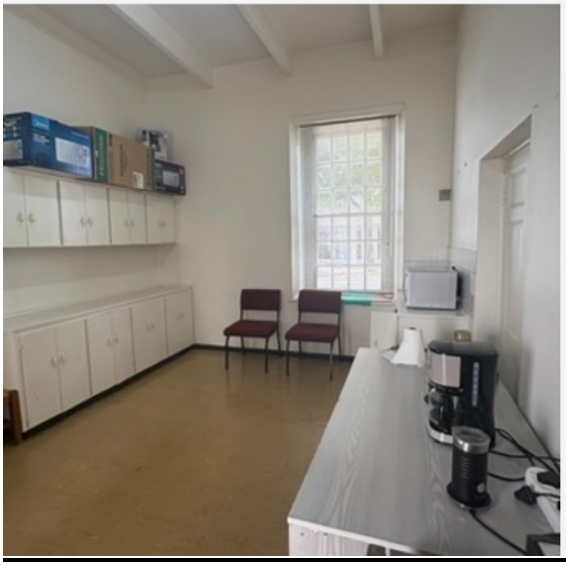
Annexure 5 – Locality Map



Annexure 6 – Photos of Subject Properties

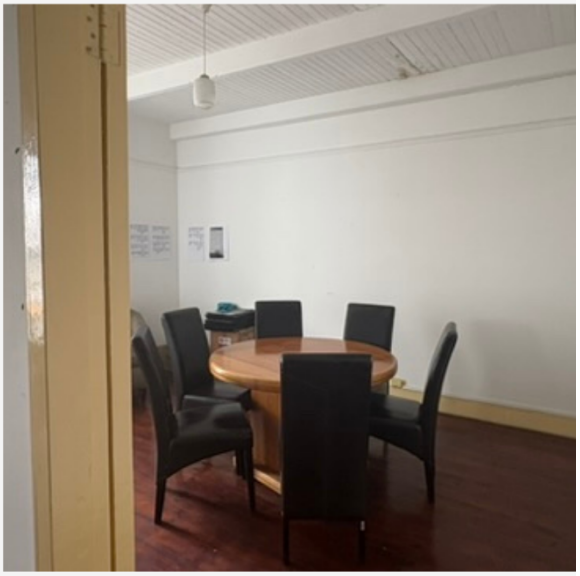




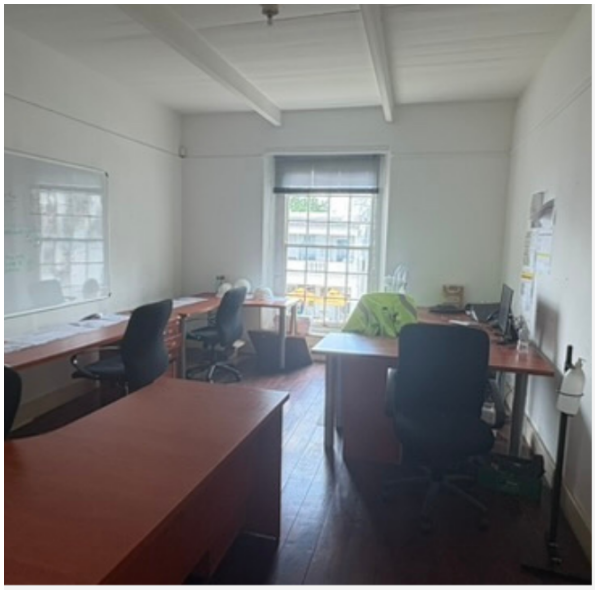


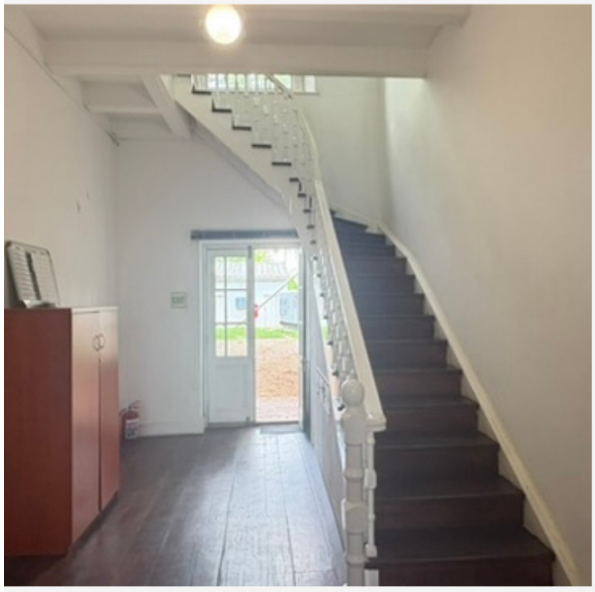


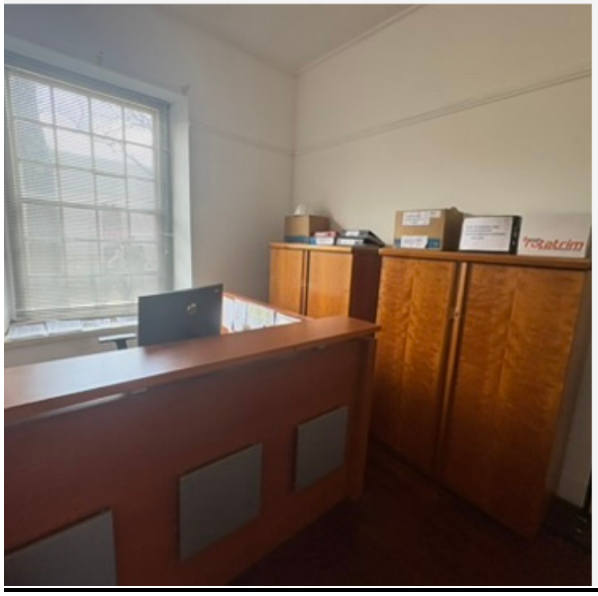


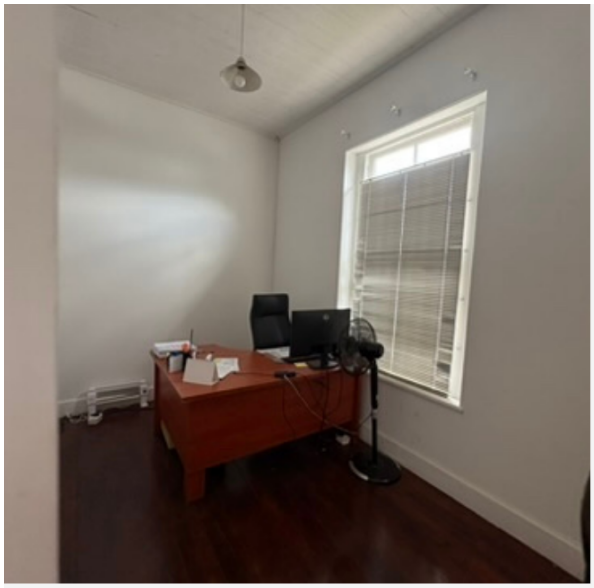


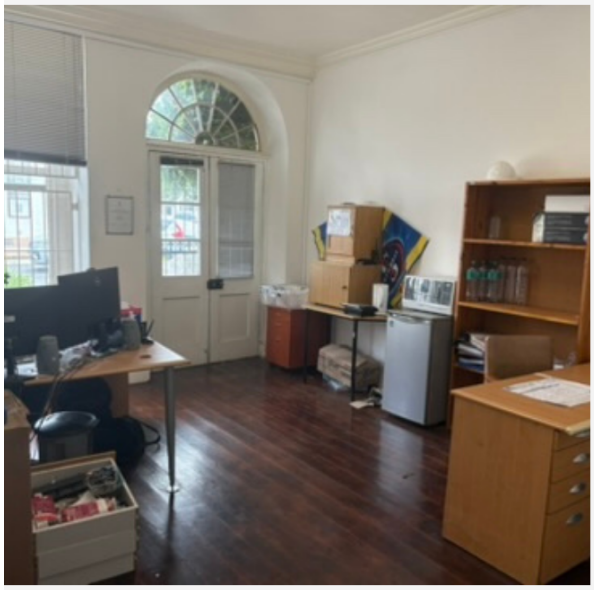


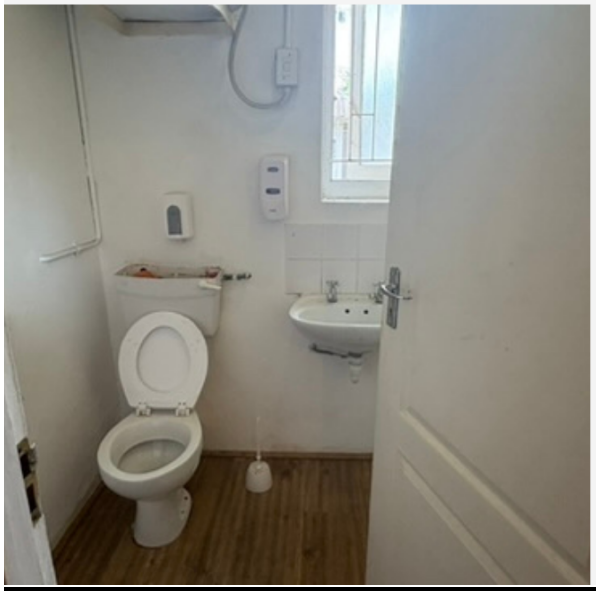
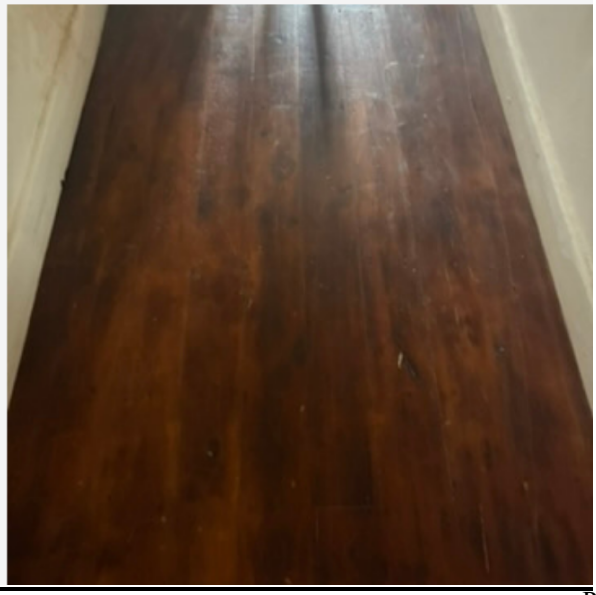








Annexure 7 - Valuation Certificate

HCB
Valuations and Services (Pty) Ltd

HEAD OFFICE
35 Long Street, Moorreesburg, 7310
T: +27(0)22 433 2035 **M**: +27(0)83 663 2140 **E**: admin@hcb.co.za

Valuation Certificate

Client:	Stellenbosch Municipality
Erven Numbers:	825, 1123, 1128, 1133, 1134, 1142, 1160
Title Deed Number:	As per Report
Area/Town:	Stellenbosch
Owner:	Mun Stellenbosch
Erf Extent:	As per Report
Date of Valuation:	1 November 2025
Reference Number:	STEL/RENTAL/TRANSVALIA
Rental Valuation Amount	
Offices:	***R120-00 per square meter per month***
Parking:	***R1 000-00 per parking bay month***
Storage:	***R1 200-00 per unit per month***
Zoning:	Multi Unit Residential, Public Roads & Parking

Comments:

This Valuation Certificate must be read in conjunction with the attached Valuation Report.

Hendrik Coenraad Botha
Professional Valuer
Registration Number: 5601

ANNEXURE C

STELLENBOSCH
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MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Date: 03/02/2026

MIDDEDORP PROPERTIES (PTY) LTD
STELLENBOSCH

BY EMAIL

Dear Sir / Madam

DISPOSAL OF TRANSVALIA COMPLEX THROUGH A 30 YEAR LEASE TO MIDDEDORP PROPERTIES
B/SM 111/24: RE-DEVELOPMENT AND LEASE OF TRANSVALIA PROPERTIES

We refer to the abovementioned matter.

We refer you the Clause 4.4 of the specifications in the abovementioned tender, which reads as follows:

> "4.4 Tenderers are required to tender lease amounts for the first 12 months (planning phase), construction phase (estimated at around 24 months) and the rest of the duration of the lease. These amounts must be **market related** and may take the development costs into account as all developments on the property will become the property of the Municipality and will remain on site after the lease expired. The tender will not be evaluated based on the lease amounts and the Municipality reserve the right to negotiate the lease amounts with the successful bidder before the lease agreement takes effect."

In terms of the tender specifications the lease amount offered by you as the successful bidder is not a final amount and in August 2025 Council approved the negotiations framework for the determination of the lease amount as well as appointing the negotiations team.

In terms of the Council resolution the framework states that the negotiations team take the following into consideration:

1. The valuation report setting out the fair market value and rental of the property;
2. The capital investment to the property;
3. The maintenance costs and upkeep of the property over the thirty-year lease period; and
4. The economic benefit to the community and municipality.

We attach hereto for your kind attention the valuation report received setting out the fair market-related rental for the property. For clarification, please take note of the following:

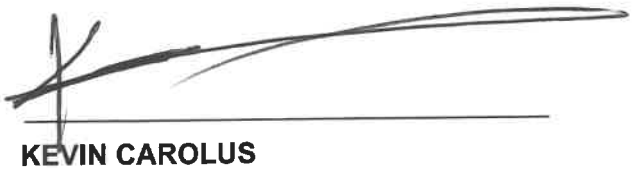
a) The Municipality has a prescribed tariff for the leasing of parking spaces in Stellenbosch CBD, which is less than the amount provided by the valuation report. The Municipality can not deviate from the prescribed tariff and therefore the amount used for determining the fair market related rental for the parking lot will be R366.00 per parking bay per month. This means 143 parking bays x R366.00 = R52 338.00 per month;
b) The erven listed as offices amount to 6 221 square meters. 6 221 x R120.00 = R746 520.00 per month; and
c) The storage space referred to will be the garages which is a further R14 400.00 per month.

Therefore, in terms of the valuation report received the fair market related rental is **R813 258.00** per month.

We therefore write this letter to you to invite your team for negotiations on the monthly rental payable as per Clause 4.4 quoted above. Please provide us with three alternative dates and times when you can avail yourself for these discussions.

We trust you find this to be in order and please do not hesitate to contact writer hereof should you have any queries.

Yours faithfully,



KEVIN CAROLUS

CHIEF FINANCIAL OFFICER

TEL: 021 808 8018

EMAIL: Kevin.Carolus@stellenbosch.gov.za

ANNEXURE D

MIDDEDORP PROPERTIES

The Municipal Manager
Stellenbosch Municipality
P.O. Box 17
Stellenbosch
7600

18 February 2026

Attention: Chief Financial Officer

RE: FORMAL RESPONSE TO MUNICIPAL CORRESPONDENCE DATED 3 FEBRUARY 2026 AND FOLLOWING ENGAGEMENT OF 17 FEBRUARY 2026 - PROPOSED LONG-TERM LEASE: B/SM 111/24 RE-DEVELOPMENT AND LEASE OF TRANSVALIA PROPERTIES

We refer to:

1. The Municipality's letter dated 3 February 2026; and
2. The meeting held on 17 February 2026 at 11:30 with the duly appointed Negotiations Committee regarding the lease of the Transvalia Properties.

Middedorp Properties (Pty) Ltd ("Middedorp"), as the successful bidder and preferred tenderer in respect of the B/SM 111/24, hereby formally records its position for purposes of finalising the negotiated lease terms and progressing the matter toward Council approval.

We wish to acknowledge the constructive engagement to date and confirm our commitment to concluding a mutually beneficial long-term lease arrangement.

RENTAL AMOUNTS

Development Phase (First 12 Months from Lease Commencement)

Middedorp will, during the initial 12-month period:

- Undertake rezoning and land use applications;
- Consolidate the relevant erven;
- Complete architectural, engineering and planning processes;
- Engage Heritage Western Cape and other statutory bodies;
- Secure all required statutory approvals.

During this period, the property will not generate income and will not be operational. Middedorp therefore formally proposes that no rental be payable during this 12-month development phase, as the property will remain in a statutory planning process and incapable of beneficial commercial use.

Construction Phase (Estimated 24 Months Thereafter)

During the construction phase:

- Office, storage and garage areas will be unusable due to active building works.

- Middedorp therefore proposes that no rental be payable on these components during construction.
- Middedorp will, however, take over the parking component at commencement of construction and will pay rental on 143 paid parking bays at R366 per parking bay per month, unless otherwise agreed by both parties.

This structure reflects commercial reality and ensures that rental is paid only on usable components of the property.

Operational Phase (Post Development & Construction)

Based on the independent valuation report and discussions with the Committee, Middedorp records the following agreement in principle:

1. Parking Component: Rental of R366 per parking bay per month is accepted as fair market-related rental.

2. Office Component: The building area identified as office space does not measure 6211m² but rather 1691m², as reflected in the attached existing building area schedule. At the valuation rate of R120 per m² per month, this equates to: 1,691m² × R120 = R202,920 per month. Middedorp accepts this rental in accordance with the valuation report.

3. Storage and Garage Areas: The proposed Rental of R14 400 per month is accepted.

Upon completion of development and construction, and once the property is fully operational, the total monthly rental will therefore amount to: R269,658 per month (subject to final verification of parking bay numbers and the lease agreement).

OTHER MATTERS

Capital Expenditure Offset Mechanism

It is recorded, as discussed and in line with established municipal long-term lease practice, that:

> *All approved capital expenditure incurred by Middedorp on the Transvalia properties shall be offset against rental payable to Stellenbosch Municipality.*

Given the substantial capital reinvestment required in heritage buildings owned by the Municipality, this mechanism is fundamental to project viability.

Rates and Taxes

As is commonly accepted, rates and taxes are payable by the registered owner of the property. In this instance, the Transvalia Properties remains owned by Stellenbosch Municipality.

On this basis, our understanding is that rates and taxes will remain the responsibility of the Municipality as property owner.

Development Contributions

We request confirmation regarding Middedorp's liability for development contributions under applicable municipal by-laws and, if applicable, whether exemptions or negotiated adjustments may apply in light of:

- The long-term lease structure;
- The scale of capital reinvestment into municipal-owned heritage assets;
- The public economic and catalytic benefit of the project.

Services

Middedorp confirms that, upon occupation, it will be responsible for all services related to the property.

Way Forward

We look forward to the scheduled meeting on 25 February 2026 at 15:00 in the office of the Chief Financial Officer, where we trust that all outstanding matters can be finalised.
It is our sincere intention that the matter proceed to Council during March 2026 for final approval of the lease agreement.

Middedorp remains committed to delivering a heritage-sensitive, economically catalytic development within the historic core of Stellenbosch, aligned with the Municipality's strategic objectives.

We trust the above accurately records our position and look forward to progressing this matter without further delay.

Yours faithfully,



Ben-Carl Havemann
Director

ANNEXURE E

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Middedorp Properties (Pty) Ltd
14 Neethlings Street
Stellenbosch
7600

20 March 2026

Response to Correspondence Dated 18 February 2026 – Tender BSM 111/24: Transvalia Properties.

We refer to your correspondence dated 18 February 2026, titled "Formal Response to Municipal Correspondence dated 3 February 2026 and Engagement of 17 February 2026" in respect of Tender BSM 111/24 for the redevelopment and long-term lease of the Transvalia Properties.

The Municipality has considered your submission, together with the independent valuation and internal financial assessment. Our response is set out below.

1. Rental: Development and Construction Phases

We note your request that:

- No rental be payable during the development phase (estimated period - 12 months); and
- Rental be waived during the construction phase (estimated period - 24 months).

The Municipality wishes to clarify that:

- Rental remains payable during both the development and construction phases, in line with the valuation and tender conditions (please refer to the attached extract from the tender document);
- The rental determined is already reflective of the current condition of the property, including its dilapidated state.

However, the Municipality is prepared to consider a structured alternative mechanism, under which:

- Rental during the development and construction phases may be set off;
- This concession is strictly conditional and will apply only if the alternative mechanism (as outlined below) is agreed to in full.

2. Capital Expenditure Set-off Mechanism

We refer to your proposal that all approved capital expenditure be fully set off against rental payable.

The Municipality is unable to support this proposal for the following reasons:

- The independent valuation determined a rental of R120/m², which already reflects:
  - The poor and dilapidated condition of the buildings;
  - The age, maintenance requirements, and limitations, including heritage considerations;
- Market evidence indicates that improved properties achieve significantly higher rentals, and therefore:
  - The current rental already constitutes a discounted entry point.

Allowing full capital set-off in addition to this discounted rental would result in a double financial concession, which is not considered appropriate.

Proposed Alternative Mechanism

The Municipality proposes the following structured approach:

Phase 1: Development and Construction

- Rental payable during this period may be set off, subject to agreement;
- This is the only circumstance under which rental relief will be considered.

Phase 2: Post-Construction / Operational Phase

- Upon completion, the property will be revalued based on its improved condition;
- A revised market-related rental will be determined that will be applicable for the duration of the lease agreement;
- Verified capital expenditure incurred during the development and construction phases may then be:
  - Considered for set-off against the revised rental,
  - Subject to agreed caps, verification, and conditions.

3. Operational Phase Rental

We note your proposed rental structure for the operational phase.

The Municipality confirms the inclusion of an additional component not reflected in the valuation report:

- Open space rental: R10/m²
- Extent: 920 m²

This forms part of the overall rental structure and is based on the valuation assessment. The relevant valuation extract is attached for your reference.

4. Rates and Taxes

The Municipality confirms that:

- Property rates will remain the responsibility of the Municipality, as owner of the property.

5. Municipal Services

It is confirmed that:

- All municipal services consumed in relation to the property will be for the account of the Middedorp Properties.

6. Development Contributions

With regard to development contributions:

- These will be assessed upon submission of the required development application;
- Any applicable charges, exemptions, or rebates will be determined in accordance with:
    - Applicable municipal by-laws;
    - Council-approved policies; and
    - Relevant legislation.

No determination can be made at this stage, as this is a separate statutory process.

7. Lease Commencement / Occupation

Following internal discussions, the Municipality confirms that:

- Middedorp Properties will be permitted to take occupation of the property with effect from 01 September 2026.

This date will serve as the commencement of the lease and associated obligations, subject to the conclusion of the lease agreement.

The above proposal should you accept same is subject to Council approval.

8. Way Forward

We note the proposed engagement and confirm the Municipality's willingness to proceed with further discussions at the scheduled meeting with the CFO.

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9. Conclusion

The Municipality remains committed to enabling the redevelopment of the Transvalia properties while ensuring that:

- The agreed rental reflects fair market value;
- Financial arrangements are balanced and sustainable; and
- The Municipality's asset value is appropriately safeguarded.

We trust that the above clarifies the Municipality's position and look forward to continued engagement.

Kind regards

Kevin Carolus
Chief Financial Officer

T: +27 21 808 8025 • F: +27 21 808 8026
Plein Steet, Stellenbosch, 7600 • PO Box 17, Stellenbosch, 7599
www.stellenbosch.gov.za

ANNEXURE F

MIDDEDORP PROPERTIES

The Chief Financial Officer
Stellenbosch Municipality
P.O. Box 17
Stellenbosch
7600

23 March 2026

Dear Mr Carolus,

Thank you for your letter dated 20 March 2026 and for the constructive engagement to date regarding the redevelopment and long-term lease of the Transvalia properties.

We appreciate the Municipality's willingness to consider a structured alternative mechanism and confirm that we are agreeable in principle to the proposed phased approach, as outlined in your correspondence .

In order to progress this project to financial close, however, we require alignment on a number of key commercial principles, which we believe are fully consistent with both the tender conditions and the approved Council negotiation framework.

1. RENTAL DURING DEVELOPMENT AND CONSTRUCTION

We require confirmation that:

- No net rental will be payable during the development and construction phases, anticipated from September 2026 to March 2028, with rental fully set off during this period.

This is a fundamental requirement for project bankability, as the asset will not be income-generating during this phase and will require significant upfront capital investment.

This approach is aligned with standard commercial practice and consistent with precedent, where capital investment is recognised as the primary value contribution during early project phases.

2. CERTAINTY OF OPERATIONAL PHASE RENTAL

The tender provides that rental will escalate annually in line with CPI, and that the final rental must be determined within the approved negotiation framework, taking into account:

- The valuation;
- Capital investment;
- Maintenance and long-term upkeep;
- Economic benefit to the Municipality.

Our proposal aligns directly with these principles.

Without certainty on the operational phase rental, the project cannot proceed to financial close. A revaluation-based approach post-completion introduces an unquantifiable future liability, which is not fundable by lenders or investors.

To enable funding and investment approval, we require certainty of rental post-completion, and accordingly propose:

- **Base rental for the building of: R275/m²**
- **Escalation: CPI annually, in line with the tender provisions**

This provides the predictability required to unlock funding while remaining fully compliant with the tender framework.

3. CAPITAL EXPENDITURE SET-OFF (INITIAL AND ONGOING)

Given the scale of investment and long-term stewardship of the asset, we propose that all approved capital improvements (initial and future), subject to agreed parameters and verification, be eligible for set-off against rental over time.

This mechanism ensures:

- **Ensure continued reinvestment into the asset;**
- **Maintain the quality and relevance of the precinct over a 30-year lease period; and**
- **Align long-term interests between the Municipality and the developer.**

The Municipality's return is effectively supplemented by the capital uplift of the asset, the transfer of maintenance obligations, and the broader economic activation of the site.

4. ALIGNMENT OF INTERESTS

Our proposal strongly satisfies all criteria set out in the Council-approved framework:

- **Capital Investment:** Estimated to be in excess of R100+ million into the asset;
- **Maintenance:** Full responsibility assumed over the lease period;
- **Economic Benefit:** Activation of a key site in the historic core, with significant tourism, employment, and economic impact;
- **Municipal Benefit:** No ongoing capital or operational expenditure required.

The Municipality's return should therefore be viewed holistically, not purely as a function of base rental.

5. OCCUPATION AND EARLY ACCESS

We note and accept the proposed lease commencement date of 1 September 2026 .However, given that we have secured Heritage Western Cape approval to commence façade restoration, we request that early access to portions of the property be granted from 1 July 2026, where feasible.

This will allow for immediate restoration work on Dorp Street, improving the public realm and accelerating visible progress.

5. WAY FORWARD

We remain fully committed to delivering a development that will significantly enhance the Municipality's asset and contribute meaningfully to the economic and cultural fabric of Stellenbosch.

The above principles represent the minimum requirements to secure funding and proceed with implementation, and we believe they are fair, commercially sound, and aligned with both policy and precedent.

We look forward to engaging further at the upcoming meeting to finalise these matters.

Yours faithfully,

Ben-Carl Havemann
Middedorp Properties (Pty) Ltd
Director

ANNEXURE G

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Middedorp Properties (Pty) Ltd
Att: Mr Ben-Carl Havemann
14 Neethlings Street
Stellenbosch
7600

13 April 2026

Response to Correspondence Dated 23 March 2026 – Tender BSM 111/24: Transvalia Properties

We refer to your correspondence dated 23 March 2026 regarding the redevelopment and long-term lease of the Transvalia Properties, and further to the Municipality's previous communication issued in response to your submission dated 18 February 2026.

The Municipality has considered your latest proposals and wishes to respond as follows, with reference to its previously communicated position and the agreed negotiation framework:

1. Rental During Development and Construction Phases

The Municipality notes your request for no rental to be payable during the development and construction phases.

In line with our previous correspondence, the Municipality confirms that rental remains payable during these phases in terms of the tender conditions. However, the Municipality remains amenable to the structured alternative mechanism previously proposed, whereby:

- Rental during the development and construction phases will be offset, meaning no rental is payable during these phases.
- Such set-off will be strictly conditional upon agreement on the full framework, including the post-construction rental approach.

2. Certainty of Operational Phase Rental

The Municipality acknowledges your requirement for certainty of rental to enable financial close.

However, as previously communicated, the Municipality is unable to commit to a fixed rental amount in advance of the completion of the development, as this would be based on a future event and subject to market variability.

The Municipality's position therefore remains that:

- The property will be revalued upon completion, considering the improved condition and final product delivered. The re-evaluation will be based on the mid-level finishes estimate (see below) and not the high-end finishes that you are planning on implementing;

- A revised market-related rental will then be determined and applied in accordance with the approved lease agreement.

Notwithstanding the above, and to facilitate ongoing engagement, the Municipality has undertaken an indicative assessment which suggests:

- A current estimated rental range of R260/m² to R280/m² per month assuming the property is in a good condition.
- A potential rental range of R300/m² to R350/m² per month, depending on the final presentation of the completed development.

This indicative range is provided for guidance purposes only and does not constitute a binding commitment.

3. Capital Expenditure Set-Off (Initial period during the planning and construction period and Ongoing thereafter)

The Municipality's position remains consistent with its previous correspondence.

Capital expenditure incurred during the development and construction phases to a maximum of R22 million may be considered for set-off against rental, subject to:

- Prior approval by Council;
- Agreed parameters; and
- Verification by the Municipality

- This set-off is linked specifically to the planning and construction phases and forms part of the structured mechanism previously proposed.

Regarding envisaged future capital expenditure during the operational phase and subsequent the construction phase:

- The Municipality is unable to agree, at this stage, to a blanket provision allowing such expenditure to be set off against rental;

- Any such future proposals on capital expenditure will be subject to a separate process and may be submitted to Council for consideration on a case-by-case basis, in accordance with applicable merits thereof, policies and governance requirements.

Due to the fact that we are not in a position to deviate from the tender and the award thereof, the Municipality cannot agree that any capital set off over and above the amount in the tender document can be considered, unless prior approval is obtained from Council for capital expenditure pursuant to the planning and construction phase.

We further place on record that the Municipality can only set off capital investment into the property that is deemed to be mid-level finishes, not high-end finishes as you envision for the development. We propose that a Quantity Surveyor be appointed to determine what the industry standard will be for mid-level finishes as opposed to the high end finishes. This appointment will be made in terms of the normal procurement processes of the Municipality and we propose that a Bill of Quantities is prepared and provided to us in order for the Quantity Surveyor to consider same.

The reasoning for this is that the Municipality can't use public funds (even by way of set off) for the installation of high-end finishes.

4. Alignment of Interests

The Municipality notes your comments regarding the alignment of interests and the broader economic and capital benefits of the proposed development.

The Municipality confirms that its position has been formulated based on a holistic assessment, including:

- The long-term strategic value of the asset;
- The need to secure a fair and sustainable revenue stream;
- The capital investment proposed;
- The preservation and enhancement of a heritage asset; and
- The broader economic benefits associated with the development.

In this regard, the Municipality remains committed to achieving an outcome that appropriately balances public value with commercial viability.

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5. Occupation and Early Access

The Municipality notes your request for early access to portions of the property from 1 July 2026.

As previously communicated, the lease commencement date of 1 September 2026 remains applicable.

While the Municipality cannot formally commit to an earlier access date at this stage, it will endeavour to facilitate access to portions of the property, where feasible, prior to this date.

6. Way Forward

The Municipality remains committed to the ongoing engagement process and to working collaboratively towards a mutually acceptable terms and conditions that enables the successful redevelopment of the Transvalia Properties.

It is further noted that any terms and conditions agreed to during the negotiation process will be subject to formal approval by Council.

Kind regards,

Kevin Carolus
Chief Financial Officer

ANNEXURE H

MIDDEDORP PROPERTIES

The Chief Financial Officer
Stellenbosch Municipality
P.O. Box 17
Stellenbosch
7600

22 April 2026

Dear Mr Carolus,

Thank you for your letter dated 13 April 2026 and for the continued engagement on this important project.

We appreciate the Municipality's considered response and the willingness to work towards a mutually beneficial outcome. We remain fully committed to this project and to delivering a development that meaningfully enhances the tourism potential of the Stellenbosch CBD, in line with the stated purpose of the tender.

However, given the time elapsed since October 2024 and the increasing impact of delays on project feasibility, it is important that we now move towards finality on the key commercial principles underpinning the lease agreement.

1. Rental During Development and Construction Phases

As outlined in the tender, the redevelopment is intended to introduce tourism-related facilities and accommodation that do not currently exist on the site.

In its current condition:

- The buildings are not zoned for commercial use;
- They are not fit for occupation and would not qualify for an Occupation Certificate;
- They present material health and safety risks, including fire compliance concerns;
- They are therefore incapable of generating any income.

Accordingly, we reiterate that the buildings are not fit for the purpose envisaged in the tender during the development and construction phases. On this basis, the charging of rental during this period is not commercially or practically appropriate.

For clarity, we anticipate the development and construction period to run from **01 September 2026 to 31 August 2028**, following lease commencement.

While we note the Municipality's proposed set-off mechanism, our position remains that no rental should accrue during this period, given the non-income-generating nature of the asset in its current state.

2. Certainty of Operational Phase Rental

We acknowledge the Municipality's position regarding the inability to fix a future rental in advance. However, from a funding and financial close perspective, a lack of certainty on post-development rental presents a material risk that cannot be underwritten.

We therefore propose that the Municipality considers the following:

- A recent valuation commissioned by the Municipality indicated a current rental level of approximately **R120/m²**, notwithstanding the absence of appropriate zoning and the condition of the buildings.
- Based on this, and following our discussions on 17 February 2026, we proposed an increased rental of **R275/m² post-development**, representing a significant uplift of approximately **129%**.

In addition:

- Our Quantity Surveyor has prepared detailed cost estimates, indicating a total projected capital investment of approximately **R112 million** for the precinct (please see attached).
- This level of investment materially exceeds the minimum capital requirement referenced in the tender documentation.

At the compulsory clarification meeting held on 5 July 2025, it was clearly communicated that the capital amount indicated in the tender would be regarded as a **minimum investment threshold**, and that the development implementation plan -including capital investment - formed a core part of the functionality assessment.

In light of the above, we believe it is both reasonable and necessary that:

- The agreed capital investment be recognised in determining the operational phase rental; and
- A clear and bankable rental framework be finalised, based on the available valuation data and verified development costs.

3. Capital Expenditure Set-Off

Given that the Municipality is now in possession of a detailed and realistic indication of the capital required to deliver the project, we request clarity on:

- The **total quantum of capital expenditure** that will be recognised for set-off purposes; and
- The **mechanism** through which such set-off will be applied.

While we note the reference to the R22 million amount in the tender, this figure does not reflect the actual capital required to deliver on the intent of the project.

We therefore request that this position be reconsidered in light of:

- The scale of the proposed investment;
- The public benefit derived from the redevelopment; and
- The need for alignment between capital input and commercial terms.

4. Alignment of Interests

We remain aligned with the Municipality's objectives and are committed to working collaboratively to unlock the full potential of this precinct.

This project represents a significant private-sector investment into a heritage asset, with long-term economic, social, and tourism benefits for Stellenbosch. It is in all parties' interests to ensure that the commercial framework enables, rather than constrains, its successful delivery.

If we take a base rental of R275/m² for the buildings, together with the agreed rental for parking and open spaces from 01 September 2028, and apply annual CPI-linked escalations over the remaining 28-year lease period, the Municipality will realise a minimum value of approximately **R230 million** in rental income.

This long-term income stream is secured alongside a significant private capital investment of over **R100 million** into the redevelopment of the precinct - transforming a currently non-income-generating asset into a vibrant, tourism-focused destination. The project will further deliver meaningful economic benefits, including sustained job creation during both the construction and operational phases, increased visitor spend in the Stellenbosch CBD, and broader support for local businesses and the tourism ecosystem.

Given that Middedorp Properties will carry the full capital investment, development risk, and ongoing maintenance obligations, it is reasonable that such capital expenditure be recognised and offset against rental over the lease term.

Accordingly, under our proposal, the Municipality secures a substantial, escalating, and predictable long-term revenue stream, while simultaneously unlocking significant economic and social value -without any upfront capital outlay or financial risk on its part.

5. Occupation

We take note of the confirmed lease commencement date of 01 September 2026 and proceed on this basis.

6. Way Forward

We are now at a critical juncture in the process. The protracted nature of the negotiations to date is beginning to impact:

- Project timelines;
- Development costs; and
- Overall feasibility.

In order to progress towards financial close and implementation, it is essential that the outstanding matters - particularly rental certainty and capital set-off - are finalised as a matter of urgency.

We remain committed to engaging constructively and would welcome the opportunity to meet in the coming days to resolve these items and conclude the commercial framework.

We look forward to your feedback and to working together to bring this important project to fruition.
Warm regards,



Ben-Carl Havemann
Middedorp Properties (Pty) Ltd

COST PLAN

20 MARCH 2026

Middedorp Hotel - Scheme 3 Revision 1

Stellenbosch, South Africa
Middedorp Properties (Pty) Ltd

Prepared By

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MIDDEDORP HOTEL
STELLENBOSCH, SOUTH AFRICA
FOR : MIDDEDORP PROPERTIES (PTY) LTD

J6869 /A1/S3R1
20 MARCH 2026

COST PLAN - SCHEME 3 REVISION 1

ESTIMATED DEVELOPMENT COST :		HOTEL	ACCOMMODAT.	SPA	POOL AMENITIES	RETAIL / GALLERY	BAR & BISTRO / COFFEE KIOSK	HOTEL EXTERNAL WORKS	PUBLIC PARKING & ABLUTIONS	TOTAL
LAND / PROPERTY VALUE (ANNEXURE "A")	0.00%	R 0	R 0	R 0	R 0	R 0	R 0	R 0	R 0	R 0
	R 0									
ESTIMATED IMPROVEMENT COSTS (ANNEXURE "B")	94.58%	R 41 880 000	R 59 864 000	R 5 421 000	R 2 282 000	R 6 144 000	R 11 673 000	R 20 589 000	R 11 202 000	R 159 055 000
	R 61 510									
Current Building Cost		*R 29 198 000*	*R 37 153 000*	*R 3 818 000*	*R 1 443 000*	*R 4 387 000*	*R 7 545 000*	*R 14 964 000*	*R 8 184 000*	*R 106 692 000*
FF&E		*R 1 210 000*	*R 6 000 000*	*R 120 000*	*R 150 000*	*R 80 000*	*R 890 000*	*R 0*	*R 0*	*R 8 450 000*
Escalation		*R 1 338 000*	*R 1 899 000*	*R 173 000*	*R 70 000*	*R 197 000*	*R 371 000*	*R 659 000*	*R 341 000*	*R 5 048 000*
Professional Fees		*R 6 960 000*	*R 10 306 000*	*R 898 000*	*R 453 000*	*R 1 014 000*	*R 1 987 000*	*R 3 404 000*	*R 1 825 000*	*R 26 847 000*
Contingency		*R 3 174 000*	*R 4 506 000*	*R 412 000*	*R 166 000*	*R 466 000*	*R 880 000*	*R 1 562 000*	*R 852 000*	*R 12 018 000*
GENERAL COSTS (ANNEXURE "C")	1.95%	R 870 000	R 1 241 000	R 112 000	R 48 000	R 129 000	R 241 000	R 411 000	R 224 000	R 3 276 000
	R 1 270									
CAPITALISED INTEREST (ANNEXURE "D")	3.48%	R 1 598 000	R 2 268 000	R 207 000	R 90 000	R 234 000	R 449 000	R 784 000	R 216 000	R 5 846 000
	R 2 260									
ESTIMATED DEVELOPMENT COST (EXCL VAT)	100.00%	**R 44 348 000**	**R 63 373 000**	**R 5 740 000**	**R 2 420 000**	**R 6 507 000**	**R 12 363 000**	**R 21 784 000**	**R 11 642 000**	**R 168 177 000**

AREA (INCLUSIVE OF COVERED EXTERNAL AREAS)	**881 m²**	**1 202 m²**	**97 m²**	**38 m²**	**165 m²**	**203 m²**	**2 586 m²**	**N/A**	**2 586 m²**
KEYS	**N/A**	**24 No.**	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**24 No.**

BUILDING COST PER m² AT DATE OF COMPLETION	**R 34 661 /m²**	**R 32 489 /m²**	**R 41 144 /m²**	**R 39 816 /m²**	**R 27 782 /m²**	**R 38 995 /m²**	**R 6 041 /m²**	**N/A**	**R 39 913 /m²**
DEVELOPMENT COST PER m² AT DATE OF COMPLETION	**R 50 338 /m²**	**R 52 723 /m²**	**R 59 175 /m²**	**R 63 684 /m²**	**R 39 436 /m²**	**R 60 901 /m²**	**R 8 424 /m²**	**N/A**	**R 60 532 /m²**
DEVELOPMENT COST PER KEY AT DATE OF COMPLETION	**R 1 847 833 /Key**	**R 2 640 542 /Key**	**R 239 167 /Key**	**R 100 833 /Key**	**R 271 125 /Key**	**R 515 125 /Key**	**R 907 667 /Key**	**N/A**	**R 7 007 375 /Key**

LICHELLE NEETHLING
DIRECTOR

JUAN TERBLANCHE
ASSOCIATE

ANNEXURE "A"

LAND		HOTEL	ACCOMMODAT.	SPA	POOL AMENITIES	RETAIL / GALLERY	BAR & BISTRO / COFFEE KIOSK	HOTEL EXTERNAL WORKS	PUBLIC PARKING & ABLUTIONS	TOTAL
		COST SUMMARY								
		A	B	C	D	E	F	G	H	I = A - H
1 Land value	Excluded									R 0
SUB-TOTAL		**R 0**	**R 0**	**R 0**	**R 0**	**R 0**	**R 0**	**R 0**	**R 0**	**R 0**
2 Legal costs in connection with land transfer	Excluded									R 0
3 Commission on sale of land	Excluded									R 0
LAND COST		**R 0**	**R 0**	**R 0**	**R 0**	**R 0**	**R 0**	**R 0**	**R 0**	**R 0**

ANNEXURE "B"

IMPROVEMENTS			HOTEL	ACCOMMODAT.	SPA	POOL AMENITIES	RETAIL / GALLERY	BAR & BISTRO / COFFEE KIOSK	HOTEL EXTERNAL WORKS	PUBLIC PARKING & ABLUTIONS	TOTAL
			COST SUMMARY								
			A	B	C	D	E	F	G	H	I = A - H
A1 : HOTEL AND ACCOMMODATION											
1 Rooms, excluding "stoeps" (alterations)	494 m² @	R 28 549		R 14 103 000							R 14 103 000
2 Rooms, excluding "stoeps" (new build)	536 m² @	R 31 507		R 16 888 000							R 16 888 000
3 Entrance, reception and bag drop	100 m² @	R 29 830	R 2 983 000								R 2 983 000
4 Lounges	145 m² @	R 22 152	R 3 212 000								R 3 212 000
5 Library / boardroom	48 m² @	R 33 396	R 1 603 000								R 1 603 000
6 WC	37 m² @	R 29 297	R 1 084 000								R 1 084 000
7 Conservatory	41 m² @	R 29 512	R 1 210 000								R 1 210 000
8 Circulation	219 m² @	R 20 379	R 4 463 000								R 4 463 000
9 Sauna / spa	97 m² @	R 35 784			R 3 471 000						R 3 471 000
10 Pool amenities	38 m² @	R 34 526				R 1 312 000					R 1 312 000
11 Retail / galleries	165 m² @	R 24 170					R 3 988 000				R 3 988 000
A2 : FOOD AND BEVERAGE AREAS											
12 Breakfast / kitchen	99 m² @	R 37 636	R 3 726 000								R 3 726 000
13 Staff canteen / kitchen / lockers	74 m² @	R 39 162	R 2 898 000								R 2 898 000
14 Bistro and bar	149 m² @	R 33 597						R 5 006 000			R 5 006 000
15 Coffee kiosk / wine bar	54 m² @	R 34 315						R 1 853 000			R 1 853 000
16 Bar (first floor)	29 m² @	R 32 379	R 939 000								R 939 000
A3 : BACK-OF-HOUSE AREAS											
17 Admin	36 m² @	R 22 167	R 798 000								R 798 000
18 Linen	53 m² @	R 18 962	R 1 005 000								R 1 005 000
A1 - A3 - SUB TOTAL	**2 414 m² @**	**R 29 222**	**R 23 921 000**	**R 30 991 000**	**R 3 471 000**	**R 1 312 000**	**R 3 988 000**	**R 6 859 000**	**R 0**	**R 0**	**R 70 542 000**
A4 : EXTERNAL AREAS											
19 Room "stoeps" (covered)	172 m² @	R 16 186		R 2 784 000							R 2 784 000
20 Service yard / deliveries (uncovered)	146 m² @	R 7 384							R 1 078 000		R 1 078 000
21 Roof terrace (partially covered)	198 m² @	R 10 460	R 2 071 000								R 2 071 000
22 Pool (uncovered)	50 m² @	R 26 780							R 1 339 000		R 1 339 000
23 Side walk (uncovered)	403 m² @	R 2 017							R 813 000		R 813 000
24 Existing "stoep" (uncovered)	153 m² @	R 5 111							R 782 000		R 782 000
25 Tea garden (partially covered)	39 m² @	R 14 154	R 552 000								R 552 000
26 Circulation (uncovered)	769 m² @	R 6 648							R 5 112 000		R 5 112 000
A4 - SUB TOTAL	**1 930 m² @**	**R 7 529**	**R 2 623 000**	**R 2 784 000**	**R 0**	**R 0**	**R 0**	**R 0**	**R 9 124 000**	**R 0**	**R 14 531 000**
A5 : FURNITURE, FITTINGS AND EQUIPMENT											
27 Allowance for Rooms	24 No @	R 250 000		R 6 000 000							R 6 000 000
28 Allowance for Reception / Bag Drop	Item	R 150 000	R 150 000								R 150 000
29 Allowance for Lounges	Item	R 450 000	R 450 000								R 450 000
30 Allowance for Breakfast Area	Item	R 250 000	R 250 000								R 250 000
31 Allowance for Coffee Kiosk / Wine Bar	Item	R 300 000						R 300 000			R 300 000
32 Allowance for Conservatory	Item	R 180 000	R 180 000								R 180 000
33 Allowance for Tea Garden	Item	R 90 000						R 90 000			R 90 000
34 Allowance for Bar & Bistro	Item	R 500 000						R 500 000			R 500 000
35 Allowance for Bar (first floor)	Item	R 30 000	R 30 000								R 30 000
36 Allowance for Roof Terrace	Item	R 70 000	R 70 000								R 70 000
37 Allowance for Pool Area	Item	R 150 000				R 150 000					R 150 000
38 Allowance for Front "Stoep"	Item	R 80 000	R 80 000								R 80 000
39 Allowance for Retail / Galleries	Item	R 80 000					R 80 000				R 80 000
40 Allowance for Sauna / Spa	Item	R 120 000			R 120 000						R 120 000
A5 - SUB TOTAL			**R 1 210 000**	**R 6 000 000**	**R 120 000**	**R 150 000**	**R 80 000**	**R 890 000**	**R 0**	**R 0**	**R 8 450 000**
SUB TOTAL (A1 - A5)	**4 344 m² @**	**R 21 529 A**	**R 27 754 000**	**R 39 775 000**	**R 3 591 000**	**R 1 462 000**	**R 4 068 000**	**R 7 749 000**	**R 9 124 000**	**R 0**	**R 93 523 000**

ANNEXURE "B"

IMPROVEMENTS			HOTEL	ACCOMMODAT.	SPA	POOL AMENITIES	RETAIL / GALLERY	BAR & BISTRO / COFFEE KIOSK	HOTEL EXTERNAL WORKS	PUBLIC PARKING & ABLUTIONS	TOTAL
			COST SUMMARY								
			A	B	C	D	E	F	G	H	I = A - H
B : EXTERNAL WORKS AND DEMOLITIONS											
Site clearance		**R 3 010 000**									
41 Site clearance, removal of trees and demolition of roads	8 600 m² @	R 350							R 1 225 000	R 1 785 000	R 3 010 000
To be confirmed by Civil Engineer											
Bulk earthworks											
42 Bulk earthworks, creating platforms and filling under floors		Excluded									R 0
Civil works and services											
43 Potable and external fire water		Existing connection									R 0
44 Foul sewer		Existing connection									R 0
45 Stormwater		Existing connection									R 0
46 Cable ducts		Existing connection									R 0
To be confirmed by Civil Engineer											
Roads, pavings and paths		**R 5 555 000**									
47 Roads, parking and pathways (public parking)	4 562 m² @	R 1 000								R 4 562 000	R 4 562 000
48 Roads, parking and pathways (hotel parking)	1 418 m² @	R 700							R 993 000		R 993 000
To be confirmed by Civil Engineer											
Signage, etc.		**R 150 000**									
49 Allowance for directional signage	Item	R 150 000							R 150 000		R 150 000
Electrical supply		**R 550 000**									
50 Electrical supply and site reticulation to new buildings	Item	R 300 000							R 300 000		R 300 000
51 Generator	Item	R 250 000							R 250 000		R 250 000
To be confirmed by Electrical Engineer											
Boundary walls		**R 500 000**									
52 Boundary walls to hotel perimeter or refurbishment of existing walls	Item	R 500 000							R 500 000		R 500 000
Ancillary buildings		**R 420 000**									
53 Public ablutions	Item	R 420 000								R 420 000	R 420 000
Landscaping		**R 656 000**									
54 Allowance for landscaping	680 m² @	R 700							R 476 000		R 476 000
55 Allowance for planter walls	Item	R 180 000							R 180 000		R 180 000
Principal contractor's mark-up / attendance											
56 Principal contractor's mark-up / attendance	2.50% on above								R 102 000	R 169 000	R 271 000
	SUB TOTAL	**B**	**R 0**	**R 0**	**R 0**	**R 0**	**R 0**	**R 0**	**R 4 176 000**	**R 6 936 000**	**R 11 112 000**
C : SUB-TOTAL	**TOTAL (A + B)**	**C**	**R 27 754 000**	**R 39 775 000**	**R 3 591 000**	**R 1 462 000**	**R 4 068 000**	**R 7 749 000**	**R 13 300 000**	**R 6 936 000**	**R 104 635 000**
D : PRELIMINARY AND GENERAL ITEMS											
57 Principal Contractor preliminaries (builder's work)	10.00% on A1 to A4		R 2 654 000	R 3 378 000	R 347 000	R 131 000	R 399 000	R 686 000	R 912 000		R 8 507 000
58 Principal Contractor preliminaries (civil & external work)	18.00% on B								R 752 000	R 1 248 000	R 2 000 000
	SUB TOTAL	**D**	**R 2 654 000**	**R 3 378 000**	**R 347 000**	**R 131 000**	**R 399 000**	**R 686 000**	**R 1 664 000**	**R 1 248 000**	**R 10 507 000**
E : ESTIMATED CURRENT BUILDING COST	**TOTAL (C + D)**	**E**	**R 30 408 000**	**R 43 153 000**	**R 3 938 000**	**R 1 593 000**	**R 4 467 000**	**R 8 435 000**	**R 14 964 000**	**R 8 184 000**	**R 115 142 000**

ANNEXURE "B"

IMPROVEMENTS			HOTEL	ACCOMMODAT.	SPA	POOL AMENITIES	RETAIL / GALLERY	BAR & BISTRO / COFFEE KIOSK	HOTEL EXTERNAL WORKS	PUBLIC PARKING & ABLUTIONS	TOTAL
			COST SUMMARY								
			A	B	C	D	E	F	G	H	I = A - H
F : ESCALATION											
59 Prior to construction :											
Base date			01-Mar-26	01-Mar-26	01-Mar-26	01-Mar-26	01-Mar-26	01-Mar-26	01-Mar-26	01-Mar-26	
Start of construction			01-Jun-27	01-Jun-27	01-Jun-27	01-Jun-27	01-Jun-27	01-Jun-27	01-Jun-27	01-Mar-27	
Total months			15.0	15.0	15.0	15.0	15.0	15.0	15.0	12.0	
Monthly escalation			0.20%	0.20%	0.20%	0.20%	0.20%	0.20%	0.20%	0.30%	
Escalation over period			3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.60%	
Pre-contract escalation value			R 912 000	R 1 295 000	R 118 000	R 48 000	R 134 000	R 253 000	R 449 000	R 295 000	R 3 504 000
60 During construction :											
Start of construction			01-Jun-27	01-Jun-27	01-Jun-27	01-Jun-27	01-Jun-27	01-Jun-27	01-Jun-27	01-Mar-27	
End of construction			01-Apr-28	01-Apr-28	01-Apr-28	01-Apr-28	01-Apr-28	01-Apr-28	01-Apr-28	01-Jul-27	
Total months			10.0	10.0	10.0	10.0	10.0	10.0	10.0	4.0	
Monthly escalation			0.40%	0.40%	0.40%	0.40%	0.40%	0.40%	0.40%	0.40%	
Escalation over period			4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	1.60%	
Haylett factor			0.85	0.85	0.85	0.85	0.85	0.85	0.85	0.85	
Cashflow factor			0.4	0.4	0.4	0.4	0.4	0.4	0.4	0.4	
Post contract escalation value			R 426 000	R 604 000	R 55 000	R 22 000	R 63 000	R 118 000	R 210 000	R 46 000	R 1 544 000
	SUB TOTAL	**F**	**R 1 338 000**	**R 1 899 000**	**R 173 000**	**R 70 000**	**R 197 000**	**R 371 000**	**R 659 000**	**R 341 000**	**R 5 048 000**
ESTIMATED FINAL BUILDING COST (EXCL VAT)	**TOTAL (E + F)**	**G**	**R 31 746 000**	**R 45 052 000**	**R 4 111 000**	**R 1 663 000**	**R 4 664 000**	**R 8 806 000**	**R 15 623 000**	**R 8 525 000**	**R 120 190 000**

ANNEXURE "B"

IMPROVEMENTS				COST SUMMARY								
				HOTEL	ACCOMMODAT.	SPA	POOL AMENITIES	RETAIL / GALLERY	BAR & BISTRO / COFFEE KIOSK	HOTEL EXTERNAL WORKS	PUBLIC PARKING & ABLUTIONS	TOTAL
				A	B	C	D	E	F	G	H	I = A - H
H : PROFESSIONAL FEES AND DISBURSEMENTS												
CORE CONSULTANTS												
61 Architect	13.04%	on	R 101 551 645	R 3 497 000	R 4 963 000	R 453 000	R 183 000	R 514 000	R 970 000	R 1 721 000	R 939 000	R 13 240 000
62 Quantity Surveyor	4.53%	on	R 132 208 000	R 1 582 000	R 2 246 000	R 205 000	R 83 000	R 232 000	R 439 000	R 779 000	R 425 000	R 5 991 000
63 Structural Engineer	8.38%	on	R 19 252 779	R 426 000	R 605 000	R 55 000	R 22 000	R 63 000	R 118 000	R 210 000	R 114 000	R 1 613 000
64 Civil Engineer	9.12%	on	R 11 170 419	R 269 000	R 382 000	R 35 000	R 14 000	R 40 000	R 75 000	R 132 000	R 72 000	R 1 019 000
65 Electrical Engineer	11.54%	on	R 5 631 539	R 172 000	R 244 000	R 22 000	R 9 000	R 25 000	R 48 000	R 84 000	R 46 000	R 650 000
66 Mechanical Engineer	11.95%	on	R 4 049 894	R 128 000	R 181 000	R 17 000	R 7 000	R 19 000	R 35 000	R 63 000	R 34 000	R 484 000
67 Wet Services Engineer	17.51%	on	R 1 792 937	R 83 000	R 118 000	R 11 000	R 4 000	R 12 000	R 23 000	R 41 000	R 22 000	R 314 000
68 Fire Engineer	14.72%	on	R 1 481 148	R 58 000	R 82 000	R 7 000	R 3 000	R 8 000	R 16 000	R 28 000	R 16 000	R 218 000
ADVISORY CONSULTANTS												
69 Archeologist			Not applicable									R 0
70 Acoustic Consultant			Not applicable									R 0
71 Agricultural Specialist			Not applicable									R 0
72 Botanical Specialist			Not applicable									R 0
73 Community Liaison Officer			Not applicable									R 0
74 Conveyancer			Excluded									R 0
75 Ecologist			Not applicable									R 0
76 Environmental Consultant / Control Officer			Not applicable									R 0
77 Faunal Specialist			Not applicable									R 0
78 Floodline Specialist			Not applicable									R 0
79 FOH Lighting Consultant			Excluded									R 0
80 Food Services Facilities & BOH Consultant			Excluded									R 0
81 Freshwater Specialist			Not applicable									R 0
82 Geotechnical Engineer		Item	R 120 000	R 32 000	R 45 000	R 4 000	R 2 000	R 5 000	R 9 000	R 14 000	R 9 000	R 120 000
83 Green Building Consultant			Not applicable									R 0
84 Heritage Consultant / Visual Impact Assessment		Item	R 220 000	R 58 000	R 82 000	R 8 000	R 3 000	R 9 000	R 16 000	R 29 000	R 15 000	R 220 000
85 Interior Designer	10.00%	on	R 8 450 000	R 121 000	R 600 000	R 12 000	R 15 000	R 8 000	R 89 000			R 845 000
86 Landscape Architect	10.00%	on	R 476 000							R 48 000		R 48 000
87 Land Surveyor		Item	R 230 000	R 61 000	R 86 000	R 8 000	R 3 000	R 9 000	R 17 000	R 30 000	R 16 000	R 230 000
88 OHS Officer		Item	R 75 000	R 20 000	R 28 000	R 3 000	R 1 000	R 3 000	R 5 000	R 10 000	R 5 000	R 75 000
89 Pool & Water Feature Consultant		Item	R 80 000				R 80 000					R 80 000
90 Signage Consultant		Item	R 50 000	R 14 000	R 20 000	R 2 000	R 1 000	R 2 000	R 4 000	R 7 000		R 50 000
91 Socio-economic Impact Specialist			Not applicable									R 0
92 Terrestrial Biodiversity Specialist			Not applicable									R 0
93 Town Planner		Item	R 800 000	R 211 000	R 300 000	R 27 000	R 11 000	R 31 000	R 59 000	R 104 000	R 57 000	R 800 000
94 Traffic Engineer		Item	R 200 000	R 53 000	R 75 000	R 7 000	R 3 000	R 8 000	R 15 000	R 26 000	R 13 000	R 200 000
95 XA calculations		Item	R 50 000	R 17 000	R 23 000	R 2 000	R 1 000	R 2 000	R 5 000			R 50 000
96 Disbursements	0.25%	on	Total G	R 79 000	R 113 000	R 10 000	R 4 000	R 12 000	R 22 000	R 39 000	R 21 000	R 300 000
97 Fee contingency	0.25%	on	Total G	R 79 000	R 113 000	R 10 000	R 4 000	R 12 000	R 22 000	R 39 000	R 21 000	R 300 000
			SUB TOTAL H	**R 6 960 000**	**R 10 306 000**	**R 898 000**	**R 453 000**	**R 1 014 000**	**R 1 987 000**	**R 3 404 000**	**R 1 825 000**	**R 26 847 000**
			TOTAL (G + H) I	**R 38 706 000**	**R 55 358 000**	**R 5 009 000**	**R 2 116 000**	**R 5 678 000**	**R 10 793 000**	**R 19 027 000**	**R 10 350 000**	**R 147 037 000**

ANNEXURE "B"

IMPROVEMENTS				COST SUMMARY								
				HOTEL	ACCOMMODAT.	SPA	POOL AMENITIES	RETAIL / GALLERY	BAR & BISTRO / COFFEE KIOSK	HOTEL EXTERNAL WORKS	PUBLIC PARKING & ABLUTIONS	TOTAL
				A	B	C	D	E	F	G	H	I = A - H
J : CONTINGENCY ALLOWANCES												
98 Design development contingency provision	5.00%	on	Total G	R 1 587 000	R 2 253 000	R 206 000	R 83 000	R 233 000	R 440 000	R 781 000	R 426 000	R 6 009 000
99 Construction contingency provision	5.00%	on	Total G	R 1 587 000	R 2 253 000	R 206 000	R 83 000	R 233 000	R 440 000	R 781 000	R 426 000	R 6 009 000
ESTIMATED IMPROVEMENT COST (EXCL VAT)				**R 41 880 000**	**R 59 864 000**	**R 5 421 000**	**R 2 282 000**	**R 6 144 000**	**R 11 673 000**	**R 20 589 000**	**R 11 202 000**	**R 159 055 000**

NOTES

BASIS OF ESTIMATE :
- Cost as at 01 March 2026 with a separate escalation allowance
- Drawings provided by Slee & Co dated 10 July 2025
- No structural, civil, MEPF or landscaping information and budgets were available at the time of preparing this document

PROGRAMME :
For the purpose of this Analysis the following programme has been used :

- A construction period of	10	10	10	10	10	10	10	4
- Commencement of construction on	01-Jun-27	01-Jun-27	01-Jun-27	01-Jun-27	01-Jun-27	01-Jun-27	01-Jun-27	01-Mar-27
- Completion of construction on	01-Apr-28	01-Apr-28	01-Apr-28	01-Apr-28	01-Apr-28	01-Apr-28	01-Apr-28	01-Jul-27

COST ESCALATION :
The cost escalation projections prepared by Medium Term Forecasting Associates and published in
are as follows:

- Prior to construction	0.16%	0.16%	0.16%	0.16%	0.16%	0.16%	0.16%	0.25%
- During construction	0.37%	0.37%	0.37%	0.37%	0.37%	0.37%	0.37%	0.35%

The pre and post tender escalation actually used for this estimate have been adjusted to those as set out hereunder:

- Prior to construction	0.20%	0.20%	0.20%	0.20%	0.20%	0.20%	0.20%	0.30%
- During construction	0.40%	0.40%	0.40%	0.40%	0.40%	0.40%	0.40%	0.40%

ANNEXURE "C"

GENERAL COSTS

					COST SUMMARY								
					HOTEL	ACCOMMODAT.	SPA	POOL AMENITIES	RETAIL / GALLERY	BAR & BISTRO / COFFEE KIOSK	HOTEL EXTERNAL WORKS	PUBLIC PARKING & ABLUTIONS	TOTAL
					A	B	C	D	E	F	G	H	I = A - H
1	Assessment rates			Excluded									R 0
2	Development fee			Excluded									R 0
3	Finance structuring fee / bond raising fee 60% of Improvements & General Costs	2.30%	of	R 96 072 600	R 582 000	R 832 000	R 75 000	R 32 000	R 85 000	R 162 000	R 286 000	R 156 000	R 2 210 000
4	Cost for perspectives, brochures, marketing board, etc.			Excluded									R 0
5	Scale model			Excluded									R 0
6	Tenant co-ordination fee			Not applicable									R 0
7	Insurances (CAR, Public Liability, and SASRIA)	0.40%		R 115 142 000	R 121 000	R 173 000	R 16 000	R 7 000	R 18 000	R 34 000	R 60 000	R 32 000	R 461 000
8	Provision for legal costs (excl. arbitration and related costs)		Item	R 500 000	R 132 000	R 188 000	R 17 000	R 7 000	R 19 000	R 37 000	R 65 000	R 36 000	R 501 000
9	Marketing allowance (material, general and events)			Excluded									R 0
10	Plan scrutiny and approval fees	2 586	m² @	R 40	R 35 000	R 48 000	R 4 000	R 2 000	R 7 000	R 8 000			R 104 000
11	EIA costs			Not applicable									R 0
12	Sectional title register			Not applicable									R 0
13	Site survey			Included in Annexure B, Item 87									R 0
14	Document management system			Excluded									R 0
15	GBCSA registration			Not applicable									R 0
16	Tenant fee provision (as per Lease Agreement)			Not applicable									R 0
17	NHBRC registration			Excluded									R 0
18	Site services connection fees			Excluded									R 0
19	Council switch for the account of the developers			Excluded									R 0
20	Electrical connection fee			Excluded									R 0
21	Electrical consumption deposit			Excluded									R 0
22	Roads contribution To be confirmed by Civil Engineer			Excluded									R 0
23	Infrastructure/bulk services contribution To be confirmed by Civil Engineer			Excluded									R 0
24	Electrical bulk development levy To be confirmed by Electrical Engineer			Excluded									R 0
ESTIMATED GENERAL COSTS					R 870 000	R 1 241 000	R 112 000	R 48 000	R 129 000	R 241 000	R 411 000	R 224 000	R 3 276 000

ANNEXURE "D"

CAPITALISED INTEREST

		COST SUMMARY								
		HOTEL	ACCOMMODAT.	SPA	POOL AMENITIES	RETAIL / GALLERY	BAR & BISTRO / COFFEE KIOSK	HOTEL EXTERNAL WORKS	PUBLIC PARKING & ABLUTIONS	TOTAL
		A	B	C	D	E	F	G	H	I = A - H
LAND / PROPERTY COST										
1 Interest on Land Cost :	Excluded									R 0
BUILDER'S WORK										
2 Interest on Builder's Work :										
Value of builder's work including escalation and contingency (60% of costs)		R 20 952 000	R 29 734 800	R 2 713 800	R 1 097 400	R 3 078 000	R 5 811 600	R 10 311 000	R 5 626 200	
Start of construction		01-Jun-27	01-Jun-27	01-Jun-27	01-Jun-27	01-Jun-27	01-Jun-27	01-Jun-27	01-Mar-27	
End of construction		01-Apr-28	01-Apr-28	01-Apr-28	01-Apr-28	01-Apr-28	01-Apr-28	01-Apr-28	01-Jul-27	
Total months		10.0	10.0	10.0	10.0	10.0	10.0	10.0	4.0	
Nominal annual interest rate		10.25%	10.25%	10.25%	10.25%	10.25%	10.25%	10.25%	10.25%	
Cashflow factor		**0.500**	**0.500**	**0.500**	**0.500**	**0.500**	**0.500**	**0.500**	**0.500**	
Capitalized interest value		R 930 000	R 1 320 000	R 120 000	R 49 000	R 137 000	R 258 000	R 458 000	R 97 000	R 3 369 000
3 Interest on VAT on above :										
Value Added Tax (VAT)		R 3 142 800	R 4 460 220	R 407 070	R 164 610	R 461 700	R 871 740	R 1 546 650	R 843 930	
Total months for VAT recovery		3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	
Nominal annual interest rate		10.25%	10.25%	10.25%	10.25%	10.25%	10.25%	10.25%	10.25%	
Cashflow factor		**1.000**	**1.000**	**1.000**	**1.000**	**1.000**	**1.000**	**1.000**	**1.000**	
Capitalized interest value		R 81 000	R 115 000	R 11 000	R 4 000	R 12 000	R 23 000	R 40 000	R 22 000	R 308 000
PROFESSIONAL FEES										
4 Interest on Professional Fees :										
Value of professional fees (60% of costs)		R 4 176 000	R 6 183 600	R 538 800	R 271 800	R 608 400	R 1 192 200	R 2 042 400	R 1 095 000	
Base date		01-Mar-26	01-Mar-26	01-Mar-26	01-Mar-26	01-Mar-26	01-Mar-26	01-Mar-26	01-Mar-26	
End of construction		01-Apr-28	01-Apr-28	01-Apr-28	01-Apr-28	01-Apr-28	01-Apr-28	01-Apr-28	01-Jul-27	
Total months		25.0	25.0	25.0	25.0	25.0	25.0	25.0	16.0	
Nominal annual interest rate		10.25%	10.25%	10.25%	10.25%	10.25%	10.25%	10.25%	10.25%	
Cashflow factor		**0.500**	**0.500**	**0.500**	**0.500**	**0.500**	**0.500**	**0.500**	**0.500**	
Capitalized interest value		R 495 000	R 733 000	R 64 000	R 32 000	R 72 000	R 141 000	R 242 000	R 80 000	R 1 859 000
5 Interest on VAT on above :										
Value Added Tax (VAT)		R 626 400	R 927 540	R 80 820	R 40 770	R 91 260	R 178 830	R 306 360	R 164 250	
Total months for VAT recovery		3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	

ANNEXURE "D"

CAPITALISED INTEREST

	HOTEL	ACCOMMODAT.	SPA	POOL AMENITIES	RETAIL / GALLERY	BAR & BISTRO / COFFEE KIOSK	HOTEL EXTERNAL WORKS	PUBLIC PARKING & ABLUTIONS	TOTAL
	COST SUMMARY								
	A	B	C	D	E	F	G	H	I = A - H
Nominal annual interest rate	10.25%	10.25%	10.25%	10.25%	10.25%	10.25%	10.25%	10.25%	
Cashflow factor	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	
Capitalized interest value	R 16 000	R 24 000	R 2 000	R 1 000	R 2 000	R 5 000	R 8 000	R 4 000	R 62 000
GENERAL COSTS									
6 Interest on General Costs :									
Value of general costs (60% of costs)	R 522 000	R 522 000	R 67 200	R 28 800	R 77 400	R 144 600	R 246 600	R 134 400	
Base date	01-Mar-26	01-Mar-26	01-Mar-26	01-Mar-26	01-Mar-26	01-Mar-26	01-Mar-26	01-Mar-26	
End of construction	01-Apr-28	01-Apr-28	01-Apr-28	01-Apr-28	01-Apr-28	01-Apr-28	01-Apr-28	01-Jul-27	
Total months	25.0	25.0	25.0	25.0	25.0	25.0	25.0	16.0	
Nominal annual interest rate	10.25%	10.25%	10.25%	10.25%	10.25%	10.25%	10.25%	10.25%	
Cashflow factor	0.600	0.600	0.600	0.600	0.600	0.600	0.600	0.600	
Capitalized interest value	R 74 000	R 74 000	R 10 000	R 4 000	R 11 000	R 21 000	R 35 000	R 12 000	R 241 000
7 Interest on VAT on above :									
Value Added Tax (VAT)	R 78 300	R 78 300	R 10 080	R 4 320	R 11 610	R 21 690	R 36 990	R 20 160	
Total months for VAT recovery	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	
Nominal annual interest rate	10.25%	10.25%	10.25%	10.25%	10.25%	10.25%	10.25%	10.25%	
Cashflow factor	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	
Capitalized interest value	R 2 000	R 2 000	R 0	R 0	R 0	R 1 000	R 1 000	R 1 000	R 7 000
ESTIMATED CAPITALISED INTEREST	**R 1 598 000**	**R 2 268 000**	**R 207 000**	**R 90 000**	**R 234 000**	**R 449 000**	**R 784 000**	**R 216 000**	**R 5 846 000**

NOTES

CAPITALISED INTEREST :
Capitalised interest has been calculated at a rate of 10.25% per annum compounded monthly

ANNEXURE "E"

AREA SCHEDULE		GCA	EXTERNAL COVERED AREAS	GCA INCL. EXT. COVERED AREAS	EXTERNAL UNCOVERED AREAS	NUMBER OF UNITS	GCA PER UNIT	PARKING BAYS
1 HOTEL								
Hotel entrance	*Ground Floor*	30 m²	0 m²	30 m²	0 m²	N/A	N/A	N/A
Hotel admin	*Ground Floor*	36 m²	0 m²	36 m²	0 m²	N/A	N/A	N/A
Lounge	*Ground Floor*	93 m²	0 m²	93 m²	0 m²	N/A	N/A	N/A
Linen	*Ground Floor*	26 m²	0 m²	26 m²	0 m²	N/A	N/A	N/A
Library / boardroom	*Ground Floor*	48 m²	0 m²	48 m²	0 m²	N/A	N/A	N/A
Breakfast / kitchen	*Ground Floor*	99 m²	0 m²	99 m²	0 m²	N/A	N/A	N/A
WC	*Ground Floor*	37 m²	0 m²	37 m²	0 m²	N/A	N/A	N/A
Staff canteen / kitchen / lockers	*Ground Floor*	74 m²	0 m²	74 m²	0 m²	N/A	N/A	N/A
Reception / bag drop	*Ground Floor*	70 m²	0 m²	70 m²	0 m²	N/A	N/A	N/A
Conservatory	*Ground Floor*	41 m²	0 m²	41 m²	0 m²	N/A	N/A	N/A
Service yard / deliveries	*Ground Floor*	0 m²	0 m²	0 m²	146 m²	N/A	N/A	N/A
Lounge	*First Floor*	52 m²	0 m²	52 m²	0 m²	N/A	N/A	N/A
Linen	*First Floor*	27 m²	0 m²	27 m²	0 m²	N/A	N/A	N/A
Bar	*First Floor*	29 m²	0 m²	29 m²	0 m²	N/A	N/A	N/A
Roof terrace	*First Floor*	0 m²	0 m²	0 m²	198 m²	N/A	N/A	N/A
Circulation	*First Floor*	219 m²	0 m²	219 m²	769 m²	N/A	N/A	N/A
2 ACCOMMODATION								
Room 01	*Ground & First Floor*	72 m²	0 m²	72 m²	0 m²	1 No.	72 m²	N/A
Room 02	*Ground Floor*	53 m²	0 m²	53 m²	0 m²	1 No.	53 m²	N/A
Room 03	*Ground Floor*	67 m²	0 m²	67 m²	0 m²	1 No.	67 m²	N/A
Room 04	*Ground Floor*	37 m²	15 m²	52 m²	0 m²	1 No.	52 m²	N/A
Room 05	*Ground Floor*	37 m²	15 m²	52 m²	0 m²	1 No.	52 m²	N/A
Room 06	*Ground Floor*	33 m²	14 m²	47 m²	0 m²	1 No.	47 m²	N/A
Room 07	*Ground Floor*	32 m²	14 m²	46 m²	0 m²	1 No.	46 m²	N/A
Room 08	*First Floor*	36 m²	0 m²	36 m²	0 m²	1 No.	36 m²	N/A
Room 09	*First Floor*	49 m²	0 m²	49 m²	0 m²	1 No.	49 m²	N/A
Room 10	*First Floor*	51 m²	0 m²	51 m²	0 m²	1 No.	51 m²	N/A
Room 11	*First Floor*	44 m²	0 m²	44 m²	0 m²	1 No.	44 m²	N/A
Room 12	*First Floor*	27 m²	0 m²	27 m²	0 m²	1 No.	27 m²	N/A
Room 13	*First Floor*	67 m²	0 m²	67 m²	0 m²	1 No.	67 m²	N/A
Room 14	*First Floor*	65 m²	0 m²	65 m²	0 m²	1 No.	65 m²	N/A
Room 15	*First Floor*	34 m²	0 m²	34 m²	0 m²	1 No.	34 m²	N/A
Room 16	*First Floor*	48 m²	0 m²	48 m²	0 m²	1 No.	48 m²	N/A
Room 17	*First Floor*	53 m²	0 m²	53 m²	0 m²	1 No.	53 m²	N/A
Room 18	*First Floor*	36 m²	18 m²	54 m²	0 m²	1 No.	54 m²	N/A
Room 19	*First Floor*	34 m²	19 m²	53 m²	0 m²	1 No.	53 m²	N/A
Room 20	*First Floor*	33 m²	16 m²	49 m²	0 m²	1 No.	49 m²	N/A
Room 21	*First Floor*	25 m²	13 m²	38 m²	0 m²	1 No.	38 m²	N/A
Room 22	*First Floor*	32 m²	16 m²	48 m²	0 m²	1 No.	48 m²	N/A
Room 23	*First Floor*	31 m²	15 m²	46 m²	0 m²	1 No.	46 m²	N/A
Room 24	*First Floor*	34 m²	17 m²	51 m²	0 m²	1 No.	51 m²	N/A
3 SPA								
Sauna / spa	*Ground Floor*	97 m²	0 m²	97 m²	0 m²	N/A	N/A	N/A
4 POOL AMENITIES								
Pool amenities	*Ground Floor*	38 m²	0 m²	38 m²	0 m²	N/A	N/A	N/A
Pool	*Ground Floor*	0 m²	0 m²	0 m²	50 m²	N/A	N/A	N/A
5 STREET FAÇADE								
Side walk	*Ground Floor*	0 m²	0 m²	0 m²	403 m²	N/A	N/A	N/A
Existing stoep	*Ground Floor*	0 m²	0 m²	0 m²	153 m²	N/A	N/A	N/A
6 RETAIL / GALLERY								
Retail / gallery 01	*Ground Floor*	71 m²	0 m²	71 m²	0 m²	N/A	N/A	N/A
Retail / gallery 02	*Ground Floor*	94 m²	0 m²	94 m²	0 m²	N/A	N/A	N/A
7 BAR & BISTRO / COFFEE KIOSK								
Bistro and bar	*Ground Floor*	149 m²	0 m²	149 m²	0 m²	N/A	N/A	N/A
Coffee kiosk / wine bar	*Ground Floor*	54 m²	0 m²	54 m²	0 m²	N/A	N/A	N/A
Tea garden	*Ground Floor*	0 m²	0 m²	0 m²	39 m²	N/A	N/A	N/A
TOTAL AREAS / UNITS / BAYS		**2 414 m²**	**172 m²**	**2 586 m²**	**1 758 m²**	**24 No.**	**1 202 m²**	**N/A**
8 PARKING & ABLUTIONS								
Public ablutions	*Ground Floor*	28 m²	0 m²	28 m²	0 m²	N/A	N/A	N/A
Public parking and circulation	*Ground Floor*	0 m²	0 m²	0 m²	4 562 m²	N/A	N/A	146 Bays
Hotel parking and circulation	*Ground Floor*	0 m²	0 m²	0 m²	1 418 m²	N/A	N/A	32 Bays
TOTAL AREAS / UNITS / BAYS		**28 m²**	**0 m²**	**28 m²**	**5 980 m²**	**N/A**	**N/A**	**178 Bays**

ANNEXURE I

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Middedorp Properties (Pty) Ltd
Att: Mr Ben-Carl Havemann
14 Neethlings Street
Stellenbosch
7600

Dear Mr Havemann,

We refer to your recent correspondence and the ongoing negotiations relating to the redevelopment and long-term lease of the Transvalia Properties.

The Municipality has considered the matters raised and wishes to place the following on record as its final position regarding the outstanding commercial matters.

1. Rental During Development and Construction Phases

The Municipality notes your continued position that no rental should accrue during the development and construction phases due to the current condition of the property and its inability to generate income. It should be mentioned that the zoning of the property as well as the state of the buildings were made known in the tender specifications as well as at the compulsory site meeting where all potential bidders had the opportunity to inspect the building. It was a well-known fact that the rezoning of the property was required and that the buildings needed a lot of work.

As previously communicated, the Municipality remains willing to accommodate an alternative mechanism whereby rental during the planning, development and construction phases is offset, resulting in no rental being payable during this period.

For the avoidance of doubt, this concession remains strictly conditional upon agreement being reached on the Municipality's proposed alternative framework in its entirety. The rental offset mechanism is therefore not a standalone concession and can only be implemented if the alternative mechanism proposed by the Municipality is accepted and approved.

2. Operational Phase Rental

The Municipality notes your comments regarding the need for rental certainty to facilitate financial close.

The Municipality's position remains unchanged. The Municipality is unable to commit to a fixed rental amount before completion of the development, as the final rental determination is dependent upon a future event, namely the completion of the development and the condition of the asset at that time.

However, the Municipality confirms that upon completion of the development, the property will be valued on the basis of a development incorporating mid-level finishes and specifications, and not high-end finishes.

As previously communicated, the Municipality can only recognise and consider improvements that are consistent with a mid-level commercial standard. The valuation will therefore be undertaken on this basis in order to determine the applicable market-related rental.

To facilitate this process, the Municipality reiterates its proposal that an independent Quantity Surveyor be appointed through the Municipality's normal procurement processes to determine the industry standard for mid-level finishes and specifications. Middedorp Properties will be required to submit the relevant Bill of Quantities and supporting information for consideration by the appointed Quantity Surveyor.

Take note that the Municipality will ensure that the appointed valuator and Quantity Surveyor work hand-in-hand when the valuation report is finalised to ensure that a fair and reasonable value is reached.

3. Capital Expenditure Set-Off

The Municipality notes your request for further clarity regarding the quantum of capital expenditure that may be recognised for set-off purposes.

The Municipality's position remains unchanged and is regarded as final.

The tender submitted by Middedorp Properties proposed a capital investment amount of R22 million. This formed part of the tender submission that was evaluated and subsequently approved through the tender process.

Accordingly, the Municipality is not in a position to recognise or approve a capital expenditure set-off amount exceeding R22 million, as doing so would constitute a material deviation from the tender proposal and the basis upon which the award was made.

The Municipality therefore confirms that:

- Capital expenditure set-off is limited to a maximum amount of R22 million;
- Any set-off remains subject to verification, agreed parameters and all required approvals;
- The set-off mechanism applies only to capital expenditure incurred during the planning, development and construction phases;
- The set-off mechanism remains conditional upon agreement being reached on the Municipality's proposed alternative framework as communicated in previous correspondence;

- No agreement exists for the automatic recognition or set-off of capital expenditure exceeding R22 million; and
- The Municipality cannot commit to any further capital expenditure set-off beyond the amount contained in the successful tender submission, unless expressly approved by Council following the appropriate governance processes.

The Municipality further reiterates that only expenditure relating to improvements that are consistent with a mid-level finish and specification will be considered for purposes of any approved set-off mechanism.

The Municipality further notes the argument that the proposed capital investment substantially exceeds the amount contemplated in the tender submission. While the Municipality is not in a position, having regard to the applicable MFMA, Supply Chain Management framework and the basis upon which the tender was awarded, to recognise a capital expenditure set-off in excess of the amount contained in the successful tender submission, it is important to note that any consideration of a higher capital expenditure amount would necessarily require a corresponding reassessment of the rental determination methodology.

In such circumstances, it would not be appropriate to continue valuing the property on the basis of a development incorporating mid-level finishes and specifications. Rather, the rental would need to be determined based on the actual development delivered, including the higher specification finishes, enhanced improvements and increased capital investment reflected in the completed asset.

Accordingly, any increase in the capital expenditure recognised for set-off purposes would need to be balanced by a corresponding market-related rental assessment that reflects the enhanced value, quality and income-generating potential of the completed development. The Municipality therefore does not accept the proposition that increased capital expenditure can be considered in isolation from the market value and rental implications arising from such investment.

4. Alignment of Interests

The Municipality acknowledges the significant investment proposed by Middedorp Properties and recognises the potential economic, tourism and heritage benefits associated with the redevelopment of the precinct.

The Municipality's proposals have at all times sought to balance:

- The redevelopment and preservation of an important heritage asset;
- Long-term economic activation of the precinct;
- The commercial viability of the development;
- The protection of public assets and public funds; and
- Compliance with the tender conditions and applicable governance requirements.

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The Municipality remains of the view that the proposed framework appropriately balances these considerations.

5. Final Position

The Municipality believes that it has provided reasonable accommodation within the constraints of the tender conditions, the approved negotiation framework, and applicable governance and legislative requirements.

The positions contained in this correspondence, read together with the Municipality's previous correspondence dated 20 March 2026 and 13 April 2026, constitute the Municipality's final position on the matters of rental determination and capital expenditure set-off.

Should Middedorp Properties wish to proceed on this basis, the Municipality remains committed to concluding the negotiations and preparing the matter for consideration through the relevant approval processes.

The Municipality further reiterates that any terms and conditions agreed to during the negotiation process remain subject to formal approval by Council and that no binding agreement shall arise until all required approvals have been obtained.

Yours sincerely,

Kevin Carolus
Chief Financial Officer

ANNEXURE J

MIDDEDORP PROPERTIES

The Chief Financial Officer
Stellenbosch Municipality
P.O. Box 17
Stellenbosch
7600

18 June 2026

Dear Mr Carolus,

Thank you for your engagement in this matter. Despite the time that has passed and the various discussions held, the parties have unfortunately not been able to reach agreement on the key commercial terms required to conclude the lease.

While the engagements have been constructive, we have unfortunately been unable to reach agreement on the market-related rental applicable following completion of the redevelopment, including the valuation assumptions relating to the completed development, nor on the treatment and extent of a capital offset mechanism.

In an effort to avoid further delays, external referrals, and continued uncertainty for both parties, we would like to propose that the parties revert substantially to the framework initially presented by the Municipality in its correspondence dated 3 February 2026.

Accordingly, we propose the following:

Planning and Construction Phase (1 September 2026 – 31 August 2028)

- No rent shall be payable on the 1,691m² office component for the duration of the planning and construction period, being 24 months in total (and not 36 months as contemplated in the tender).
- No rent shall be payable on the storage and garage component during the same 24-month period.
- Rent for the 143 parking bays shall be payable from 1 September 2026 at the Municipality's prescribed tariff of R366 per bay per month.

Operational Phase (from 1 September 2028)

- Rent shall become payable on the 1,691m² office component at R120/m² per month, escalated annually by CPI from the date of the Municipality's original proposal to 1 September 2028.
- Rent on the storage and garage component shall become payable at R14,400 per month, similarly escalated annually by CPI to 1 September 2028.
- Rent for the 143 parking bays shall continue as per the Planning and Construction phase.
- No capital offset mechanism shall apply. However, any consideration that the negotiation team may be able to give to recognising the substantial increase in capital investment since the original tender submission would be greatly appreciated. As the team is aware, the anticipated investment has increased from approximately R22 million at tender stage to close to R100 million following two years of planning and project development

This approach provides certainty to both parties from the outset. The Municipality will know exactly what rental income it can expect over the term of the lease, while Middedorp Properties will have the certainty required to conclude funding arrangements and proceed with the redevelopment of the precinct.

Based on our current projections, this framework will generate rental income to the Municipality in excess of R215 million over the lease term, while removing future uncertainty relating to valuations, rental determinations, capital offsets, and their interpretation.

While there has been extensive correspondence over the past two years, we have only had one substantive meeting with the negotiation team, with several subsequent meetings unfortunately being cancelled. We therefore remain of the view that this proposal offers a practical and efficient path to resolving the matter and enabling the project to proceed.

We trust that the Municipality will give this revised proposal due consideration and look forward to your response.

Warm regards,



Ben-Carl Havemann
Middedorp Properties (Pty) Ltd

ANNEXURE K

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Middedorp Properties (Pty) Ltd
14 Neethlings Street
Stellenbosch
7600

16 July 2026

Dear Mr Havemann,

Thank you for your letter dated 18 June 2026 and for setting out Middedorp Properties' revised proposal. The Municipality appreciates the constructive manner in which you have continued to engage with the negotiation team and acknowledges the considerable work undertaken by Middedorp Properties in progressing the proposed redevelopment.

The Municipality has taken note of the proposals contained in your correspondence and the rationale provided in support thereof. The negotiation team has carefully considered the proposed framework, particularly the request that no rental be payable during the planning and development phase.

Following consideration of the proposal, the Municipality is unfortunately not in agreement with the principle that no rental should accrue during the planning and development period. The Municipality remains of the view that rental should be levied for the property throughout this period, as the property will be under the control and occupation of the developer for the purposes of implementing the approved redevelopment.

In an effort to accommodate the developer's cash flow requirements during the construction period while maintaining the commercial principles applicable to the transaction, the Municipality is prepared, subject to Council approval, to consider an alternative arrangement.

Under this approach, the applicable rental for the planning and development phase would accrue from the commencement of that phase in accordance with the agreed lease terms. However, recognising that the development will not yet be operational and will not be generating income during this period, the Municipality would be willing to defer payment of the accrued rental until the development has been been completed and becomes operational.

The total rental accrued during the planning and development phase may then be repaid over a period of three (3) years from the date on which the development commences operations. No interest would be charged on the deferred rental during this repayment period.

This proposal is made subject to the approval of the Stellenbosch Municipal Council and should therefore not be construed as a binding commitment by the Municipality until such approval has been obtained.

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The Municipality believes that this approach provides a balanced solution by recognising the developer's funding and construction constraints while also preserving the Municipality's entitlement to rental for the period during which the property is made available for the redevelopment.

We trust that this proposal will receive your consideration and look forward to your response so that the parties may continue working towards the conclusion of mutually acceptable commercial terms.

Kind regards



Kevin Carolus
Chief Financial Officer

ANNEXURE L

MIDDEDORP PROPERTIES

The Chief Financial Officer
Stellenbosch Municipality
P.O. Box 17
Stellenbosch
7600

20 July 2026

RE: TRANSVALIA PROPERTIES - ACCEPTANCE OF THE MUNICIPALITY'S PROPOSAL AND REQUEST TO PROCEED

We refer to the Municipality's correspondence dated 16 July 2026, as well as our letter dated 18 June 2026.

Having carefully considered the Municipality's response, and in the interest of bringing this matter to conclusion, Middedorp Properties hereby accepts the Municipality's proposal that rental shall accrue during the planning and development phase.

Accordingly, we confirm our acceptance of the following commercial framework:

PLANNING AND CONSTRUCTION PHASE
(From the date on which occupation is granted until the commencement of the operational phase, being a maximum period of three years)

- Rental for the 1,691m² office component shall accrue at R120/m² per month, escalated annually by CPI from the date of the Municipality's original proposal.
- Rental for the storage and garage component shall accrue at R14,400 per month, escalated annually by CPI from the date of the Municipality's original proposal.
- Rental for the 143 parking bays shall accrue at the Municipality's prescribed tariff of R366 per month.
- The rental accruing on the office, storage and parking components during the planning and construction period shall not be payable during this period. Subject to Council approval, the total accrued rental shall be repaid over a period of three years from the commencement of the operational phase.

OPERATIONAL PHASE

- From the commencement of the operational phase, the monthly rentals referred to above shall become payable in the ordinary course.
- The accrued rental from the planning and construction period shall, subject to Council approval, be repaid over a period of three years.
- No capital offset mechanism shall apply.

We believe this framework provides both parties with the certainty required to proceed. It provides the Municipality with a clear and predictable rental stream over the full term of the lease, while providing Middedorp Properties with the commercial certainty required to conclude funding arrangements and proceed with the redevelopment of the Transvalia Precinct.

In light of the above, we respectfully request that the matter now be submitted to Council for consideration and approval, and that the drafting of the long-term lease agreement commence in parallel so that the project can proceed without further delay.

We would like to thank you and the negotiation team for the time and effort invested throughout this process. Although the negotiations have been lengthy, we appreciate the constructive engagement and trust that we have now reached a position that enables this important redevelopment project to move forward.

We look forward to your confirmation of the next steps.

Yours sincerely,



Ben-Carl Havemann
Middedorp Properties (Pty) Ltd

ANNEXURE M

INFORMATION STATEMENT IN RELATION TO A LONG-TERM LEASE (30 YEARS) OF PORTIONS OF THE TRANSVALIA COMPLEX (ERVEN 825, 1123, 1128, 1133, 1134 AND 1142, STELLENBOSCH)

1. PURPOSE

The purpose of this Information Statement is to provide the information prescribed in Regulations 34 and 35 of the Municipal Asset Transfer Regulations, 2008, issued in terms of section 168 of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003), to enable the public to participate in the statutory public participation process.

Council intends granting a 30-year lease over portions of the Transvalia Complex (Erven 825, 1123, 1128, 1133, 1134 and 1142, Stellenbosch) to Middedorp Properties (Pty) Ltd for redevelopment into a boutique hotel, tourism facilities, public parking and associated amenities.

Following Council's approval of the negotiation framework, negotiations have been concluded and the negotiated commercial terms have been agreed in principle, subject to Council approval and completion of the statutory public participation process.

2. BACKGROUND

The Municipality owns the Transvalia Complex and has identified the property as a strategic opportunity to stimulate economic development while preserving the historic character of the precinct. Following a competitive process Middedorp Properties (Pty) Ltd was identified as the preferred bidder.

3. DISCUSSION

The proposed development includes the restoration of heritage buildings, a boutique hotel, restaurant, tourism facilities, upgraded public amenities and improved public parking. All development remains subject to heritage and planning approvals.

3.1 PUBLIC PARTICIPATION

The Negotiation Team concluded negotiations in accordance with Council's mandate. Middedorp Properties accepted the Municipality's negotiated proposal on 20 July 2026. This Information Statement is published to invite public comment before Council considers the transaction for final approval.

3.2 INFORMATION REQUIRED BY REGULATION 34

3.2.1 Reasons

The proposal will preserve an important heritage precinct while promoting tourism, investment and economic development. Ownership of the property remains vested in the Municipality.

3.2.2 Expected Benefits

The project will generate employment, improve public amenities, preserve heritage buildings, enhance tourism, upgrade public parking and stimulate economic activity within the town centre.

3.2.3 Expected Proceeds

The Municipality will retain ownership of the property.

Planning and construction phase (maximum three years):

- Office accommodation (approximately 1 691 m²): R120.00/m²/month with annual CPI escalation.
- Storage and garage: R14 400.00 per month with annual CPI escalation.
- 143 public parking bays at the Municipality's approved parking tariff

Rental accrues from occupation but payment is deferred until operations commence. The accrued rental will be repaid over three years without interest.

Once operational, the negotiated monthly rental becomes payable in terms of the lease agreement.

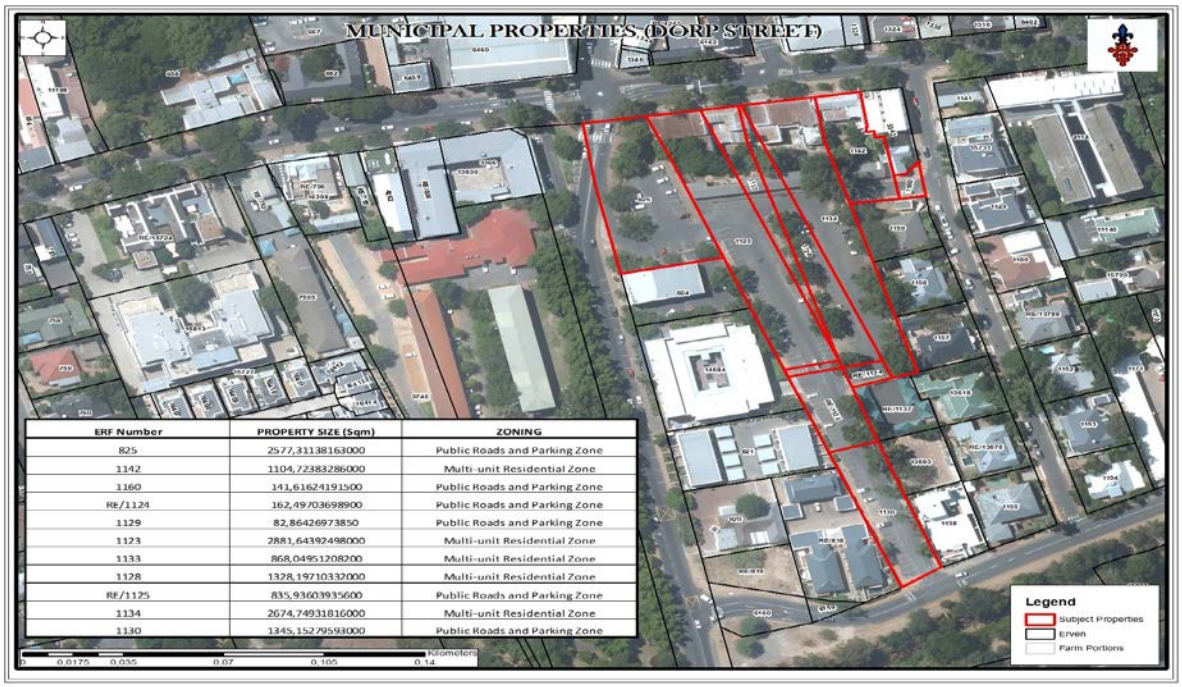
The Municipality will also benefit from an estimated capital investment of approximately R22 028 250. All permanent improvements remain attached to the municipal property.

3.2.4 Expected Gain or Loss

Rental is deferred during construction but not waived. The Municipality will recover the full negotiated rental while benefiting from significant private investment, heritage restoration and avoiding maintenance costs during the lease period.

3.3 LOCATION AND CONTEXT

The lease area is situated within the historic Dorp Street precinct in central Stellenbosch.



ERF Number	PROPERTY SIZE (Sqm)	ZONING
825	2577,31138163000	Public Roads and Parking Zone
1142	1104,72383286000	Multi-unit Residential Zone
1160	141,61624191500	Public Roads and Parking Zone
RE/1124	162,49703698900	Public Roads and Parking Zone
1129	82,86426973850	Public Roads and Parking Zone
1123	2881,64392498000	Multi-unit Residential Zone
1133	868,04951208200	Multi-unit Residential Zone
1128	1328,19710332000	Multi-unit Residential Zone
RE/1125	835,93603935600	Public Roads and Parking Zone
1134	2674,74931816000	Multi-unit Residential Zone
1130	1345,15279593000	Public Roads and Parking Zone

3.4 PUBLIC COMMENT INVITED

Members of the public are invited to submit written comments, objections or alternative proposals regarding the proposed 30-year lease.

This Information Statement includes the negotiated commercial terms, including the proposed rental arrangements, deferred rental mechanism, expected proceeds and anticipated municipal benefits.

Comments must reach the Municipal Manager by the closing date stated in the public notice via Municipal.Manager@stellenbosch.gov.za.

Enquiries may be directed to Ms Yolande Van Den Berg at (021) 808 8073 or Yolande.VanDenBerg@stellenbosch.gov.za.

12.6	**ADOPTION OF THE REVISED ANTI-FRAUD AND CORRUPTION PREVENTION PLAN**

Collaborator No:
IDP KPA Ref No: *Good Governance and Compliance*
Meeting Date: 29 July 2026

1. SUBJECT: ADOPTION OF THE REVISED ANTI-FRAUD AND CORRUPTION PREVENTION PLAN

2. PURPOSE

To obtain Council approval for the adoption of the Revised Anti-Fraud and Corruption Prevention Plan (**ANNEXURE A**), which strengthens the Municipality's fraud prevention environment and aligns it with current legislative requirements, evolving governance practices and the Municipality's strategic risk environment.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

The Municipality is committed to promoting the highest standards of ethical conduct, accountability, transparency and good governance in accordance with the Constitution of the Republic of South Africa and applicable legislation.

The Revised Anti-Fraud and Corruption Prevention Plan (the Plan) has been developed to strengthen the Municipality's capacity to prevent, detect, investigate and respond effectively to incidents of fraud, corruption and unethical conduct. The Plan provides for an Internal Response Unit, reinforces management accountability for ethical leadership, strengthens fraud reporting mechanisms and promotes a culture of integrity throughout the Municipality.

Section 79 of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998), empowers Council to establish committees necessary for the effective and efficient performance of its functions. The Audit and Performance Audit Committee (APAC) provides independent oversight and advice to Council and the Municipal Manager regarding the adequacy and effectiveness of governance, fraud risk management, ethics management, internal controls and compliance.

The Municipal Manager, as the Accounting Officer, remains responsible for implementing effective financial management, internal control and fraud prevention systems in terms of Sections 60 and 62 of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003).

5. RECOMMENDATIONS

(a) that Council adopts the Revised Anti-Fraud and Corruption Plan (**ANNEXURE A**);

(b) that Council mandates the Municipal Manager to implement and monitor the Plan across the Municipality; and

(c) that Council notes that implementation of the Plan will be monitored through regular reporting to APAC and Council.

6. DISCUSSION / CONTENTS

6.1 Background/Discussion

The Municipality has a statutory obligation to establish and maintain effective systems of governance, risk management, internal control and financial management to minimise the occurrence of fraud, corruption and financial misconduct.

Section 60 of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) (MFMA), requires the Municipal Manager, as the Accounting Officer, to exercise the functions assigned by the Act and to provide guidance and advice to political structures, political office-bearers and municipal officials regarding compliance with the MFMA.

Section 62 of the MFMA further requires the Accounting Officer to take all reasonable steps to ensure that the Municipality maintains:

"Effective, efficient and transparent systems of financial and risk management and internal control;
an internal audit function operating in accordance with prescribed norms and standards;
measures to prevent unauthorised, irregular, fruitless and wasteful expenditure and other financial losses; and
appropriate disciplinary and, where applicable, criminal proceedings against officials responsible for financial misconduct."

The revised Plan further supports compliance with:

the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000);
the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004);
the Protected Disclosures Act, 2000 (Act No. 26 of 2000);
applicable National Treasury Regulations and the Municipal System of Delegation, amongst others.

6.1.1 Need for the Revision

The Anti-Fraud and Corruption Prevention Plan has been reviewed to ensure that it remains aligned with legislative requirements, governance best practice and the Municipality's changing operational environment.

The revision also responds to the increasing complexity of fraud risks associated with technological innovation, digital service delivery, cybersecurity threats, Artificial Intelligence and changing economic and geopolitical conditions that may influence municipal operations, procurement and financial management. The revised Plan strengthens governance arrangements, reinforces accountability across all levels of the Municipality and promotes a proactive approach to fraud prevention and allegations, facilitates investigations, monitors corrective actions, identifies systemic control weaknesses and provides reports to the Municipal Manager and the APAC on ethical conduct.

6.1.2 Governance and Oversight

The successful implementation of the Plan requires ethical leadership and accountability throughout, and APAC will continue to provide independent oversight regarding the adequacy and effectiveness of governance, fraud risk management, ethics management and internal control of the revised Plan will largely be accommodated within existing institutional resources. Any additional resource requirements identified during the Municipality.

Executive Management is responsible for establishing and maintaining an ethical organisational culture and ensuring that effective fraud prevention controls are implemented and monitored.

Internal Audit will provide independent assurance on the effectiveness of fraud prevention controls.

6.2 Financial Implications

Implementation of the revised Plan will largely be accommodated within existing institutional resources. Any additional resource requirements identified during implementation will be addressed through the Municipality's normal budgeting processes.

6.3 Legal Implications

Section 62 of the MFMA

General Financial Management Functions

(1) The accounting officer of a municipality is responsible for the managing of financial administration of the municipality, and must for this purpose take all reasonable steps to ensure –
(a) that the resources of the municipality are used effectively, efficient and economically;
(b) that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards;
(c) that the municipality has and maintains effective, efficient and transparent systems–
(i) of financial and risk management and internal control.

6.4 Staff Implications

None

6.5 Previous/Relevant Council resolutions

30TH COUNCIL MEETING: 2025-03-31: ITEM 10.11.2

6.6 Risk Implications

Failure to adopt and implement an effective Anti-Fraud and Corruption Prevention Plan may increase the Municipality's exposure to fraud, corruption, financial losses, audit findings, legal and regulatory non-compliance, reputational damage and weakened public confidence.

The Revised Anti-Fraud and Corruption Prevention Plan strengthens the Municipality's governance framework by enhancing fraud prevention, detection, investigation and response mechanisms. It reflects Council's commitment to ethical leadership, accountability and transparency, while ensuring that the Municipality remains responsive to changes in legislation and governance practices.

6.7 Comments from Senior Management

6.7.1 *Director: Infrastructure Services*

Supported.

6.7.2 *Director: Planning and Economic Development*

Supported.

6.7.3 *Director: Community and Protection Services*

Supported.

6.7.4 *Director: Corporate Services*

Supported.

6.7.5 *Director: Planning and Economic Development*

Supported.

6.7.6 *Chief Financial Officer*

Supported.

6.7.7 *Municipal Manager*

Supported.

ANNEXURES

Annexure A: Revised Anti-Fraud and Corruption Prevention Plan.

FOR FURTHER DETAILS CONTACT:

NAME	***Helena Priem***
POSITION	***Chief Risk Officer***
DIRECTORATE	***Office of the Municipal Manager***
CONTACT NUMBER/S	***8157***
E-MAIL ADDRESS	***helena.priem@stellenbosch.gov.za***
REPORT DATE	***22 July 2026***

ANNEXURE A

12.7	**APPOINTMENT OF PEOPLE SERVING ON THE MUNICIPAL HONOURS AND MEDALS ADVISORY PANEL**

Collaborator No:
IDP KPA Ref No: *Good Governance and Compliance*
Meeting Date: 29 July 2026

1. SUBJECT: APPOINTMENT OF PEOPLE SERVING ON THE MUNICIPAL HONOURS AND MEDALS ADVISORY PANEL

2. PURPOSE

To appoint a maximum of five (5) people appointed by Council to serve on the Municipal Honours and Medals Advisory Panel in terms of clause 5 (1)(b) of the Stellenbosch Municipal Honours By-Law of 2025.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The Stellenbosch Municipal Council in 2025 promulgated The Municipal Honours By-Law **(ANNEXURE A)** in terms of which Council can recognise and consider persons for exceptional achievements or for rendering of exceptional, meritorious service in the interest of the municipality. The By-law requires that a Municipal Honours Advisory Panel should advise Council on the conferral of Municipal Honours.

Council approved the appointment of five (5) councillors at the Council meeting on 25 February 2026 to serve on the Municipal Honours Advisory Panel. Council further approved the appointment of three (3) councillors to serve as secundi's to the Councillors already appointed by Council to serve on the Municipal Honours and Medals Advisory Panel should any of the appointed councillors, for whichever reason, stop being a member appointed by Council to serve on the Municipal Honours and Medals Advisory Panel on 31 March 2026.

Stellenbosch Municipal Council must also appoint a maximum of five (5) people, highly respected by and who are broadly representative of the people of Stellenbosch Municipality, if Council so wishes.

5. RECOMMENDATIONS

(a) that Council considers and appoints Mr M Cyster to serve on the Municipal Honours and Medals Advisory Panel as a highly respected person of Stellenbosch Municipality;

(b) that Mr M Cyster be included when the advisory panel meet at the request of the Executive Mayor to consider the conferral, annulment or restoration of Municipal honours;

(c) that Mr M Cyster be informed of his appointment as member of the Municipal Honours Advisory Panel.

(d) that Council approves the full list of panel members made up of councillors and members of the public to serve on the Municipal and Medals Advisory panel, namely Mr M Cyster, Ald JC Anthony, Cllr A Ferns, Cllr E Groenewald, Cllr M Nkopane and Cllr W Pietersen.

6. DISCUSSION / CONTENTS

6.1 Background

The Stellenbosch Municipal Council in 2025 promulgated The Municipal Honours By-Law **(ANNEXURE A)** in terms of which Council can recognise and consider persons for exceptional achievements or for rendering of exceptional, meritorious service in the interest of the municipality. The By-law requires the Executive Mayor to obtain advice on the referral, annulment or restoration of Municipal honours from an advisory panel. The advisory panel shall meet at the request of the Executive Mayor. Furthermore, the advisory panel will make recommendations to the Executive Mayor. It is imperative to note that the Executive Mayor is the patron of the municipal honours, and may, after approval of Council, confer municipal honours on any person, and make a posthumous conferral of a municipal honour.

6.2 Discussion

The municipality regularly receives applications for Council's consideration for bestowing of municipal honours. However, since no advisory panel is currently approved by Council, the administration is unable to process the application.

The Stellenbosch Municipal Council in 2025 promulgated The Municipal Honours By-Law **(ANNEXURE A)** in terms of which Council can recognise and consider persons for exceptional achievements or for rendering of exceptional, meritorious service in the interest of the municipality. The By-law requires that a Municipal Honours Advisory Panel should advise Council on the conferral of Municipal Honours.

Council approved the appointment of five (5) councillors at the Council meeting on 25 February 2026 to serve on the Municipal Honours Advisory Panel. Council further approved the appointment of three (3) councillors to serve as secundi's to the Councillors already appointed by Council to serve on the Municipal Honours and Medals Advisory Panel should any of the appointed councillors, for which ever reason, stop being a member appointed by Council to serve on the Municipal Honours and Medals Advisory Panel on 31 March 2026.

Stellenbosch Municipal Council must also appoint a maximum of five (5) people, highly respected by and who are broadly representative of the people of Stellenbosch Municipality, if Council so wishes in terms of clause 5(1)(b) of the Stellenbosch Municipal Honours By-Law of 2025. This process commenced with the placing of advertisements in all three (3) official languages in Die Eikestadnuus on 16 April 2026 **(ANNEXURE B)** and Die Burger on 17 April 2026 **(ANNEXURE C)** calling for nominations of people from Stellenbosch Municipality to be considered for appointment by Council to serve on the Municipal Honours and Medals Advisory Panel. Submissions closed on 15 May 2026.

In addition to the advertisements, electronic correspondence was circulated to all councillors of Stellenbosch Municipality on three (3) separate dates, and ward administrators were included in the correspondence **(ANNEXURE D)**. Included in the correspondence were:

- Nomination form for panel member of the Stellenbosch Municipality Municipal Honours and Medals Advisory Panel **(ANNEXURE E)**;
- Advertisements in Afrikaans, English and isiXhosa **(ANNEXURE F)**;
- The Municipal Honours By-Law **(ANNEXURE A)**.

By 15 May 2026, the closing date for nominations to be submitted, only one (1) nomination was received **(ANNEXURE G)**.

Council must now consider if it wants to appoint the person to serve on the Municipal Honours and Medals Advisory Panel as a highly respected person of Stellenbosch Municipality.

6.3 Financial Implications

Budget must be made available for the manufacturing of medals and for the hosting of ceremonial events.

6.4 Legal Implications

The recommendations are in line with the provisions of the Stellenbosch Municipal Honours By-law, 2025.

6.5 Staff Implications

None

6.6 Previous / Relevant Council Resolutions

Item 12.1 – Council meeting: 2026-02-25.
Item 12.1 – Council meeting: 2026-03-31.

6.7 Risk Implications

This report has no risk implications for the Municipality.

6.8 Comments from Senior Management

None required.

ANNEXURES

Annexure A: Stellenbosch Municipal Honours By-law, 2025.

Annexure B: Advertisement in Eikestadnuus, 16 April 2026.

Annexure C: Advertisement in Die Burger, 17 April 2026.

Annexure D: Electronic correspondence circulated to all councillors on nomination of people to serve on Municipal Honours and Medals Advisory Panel.

Annexure E: Nomination form for panel member of the Stellenbosch Municipality Municipal Honours and Medals Advisory Panel.

Annexure F: Advertisements in Afrikaans, English and isiXhosa.

Annexure G: Nomination of Mr M Cyster to serve on the Stellenbosch Municipality Municipal Honours and Medals Advisory Panel.

NAME	Donovan Muller
POSITION	Manager: Councillor Support
DIRECTORATE	Corporate Services
CONTACT NUMBERS	021 808 8314
E-MAIL ADDRESS	Donovan.Muller@stellenbosch.gov.za
REPORT DATE	20 May 2026

ANNEXURE A

STELLENBOSCH LOCAL MUNICIPALITY

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MUNICIPAL HONOURS BY-LAW

PREAMBLE

To provide for Municipal honours, the conferral thereof, the amendment of conferral, of Municipal honours, and to provide for matters incidental thereto.

WHEREAS section 156(5) of the Constitution of the Republic of South Africa, Act No 108 of 1996, in general authorise a municipality to exercise any power concerning a matter reasonably necessary for, or incidental to, the effective performance of its functions;

AND WHEREAS section 156(2) of the Constitution of the Republic of South Africa authorise a municipality to make by-laws for the effective administration of the matters which it has the right to administer;

AND WHEREAS it is desirable to take into consideration and recognise persons for exceptional achievements or the rendering of exceptionally meritorious service in the interest of the municipality;

AND WHEREAS this needs to be done in an orderly manner;

THEREFORE, enacted by the Council of the Stellenbosch Municipality.

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7. Proclamation page 6
8. Short Title and Date of Commencement page 7

1. DEFINITIONS

1. *"The Council' means the political structure of Stellenbosch Municipality in terms of section (4) of the Establishment Notice (P.N. 489/2000) as contemplated in section 18 of the Municipal Structures Act.*

2. *"Stellenbosch Municipality" means the municipality established in terms of section (4) of the Establishment Notice (P.N. 489/2000).*

3. *"Municipal Manager" means the person that is the head of administration and also accounting officer for the municipality, appointed in terms of section 82 of the Municipal Structures Act, Act 117 of 1998.*

4. *" Councillor" means a member of the Municipal Council of Stellenbosch Municipality.*

5. *" Municipality" for the purposes of section 7 means:*

   (a) *the Municipality of Stellenbosch established by Provincial Notice 489 of 2000 dated 22 September 2000 and amended by Provincial notice 118/2021 dated 15 October 2021;*

   (b) *any municipality established under the provision of the Local Government Transition Act, 1993;*

   (c) *any municipality established under the provisions of the Municipal Ordinance, 1974 or any previous ordinance providing for the establishment of a municipality;*

   (d) *any council l or committee established under the provisions of the Black Local Authorities Act, 1982;*

   (e) *any management committee established under the provisions of Provincial Ordinance No 6 of 1963.*

6. *"Employee" means an employee of Stellenbosch Municipality and shall for the purposes of section 6(8) include commencement service at one of the following established municipalities:*

   Stellenbosch Municipality
   Franschhoek Municipality
   Pniel Local Council
   Boland District Municipality
   Winelands District Council
   Western Cape Metropol Council
   Stellenbosch Divisional Council.

7. *"Full term" A full term constitutes the period between Local government Elections.*

8. *"Structures Act' means the Local Government Municipal Structures Act, Act 117 of 1998 as amended.*

2. MUNICIPAL HONOURS

(1) There are the following Municipal honours for Stellenbosch Municipality:

(a) freedom of the Municipality or freedom of the town of Stellenbosch, Franschhoek or Pniel;

(b) honorary citizenship of the Municipality of Stellenbosch;

(c) illuminated address of the Municipality or illuminated address of the town of Stellenbosch, Franschhoek or Pniel;

(d) Aldermanship certificate;

(e) a Council's commendation certificate;

(f) a Mayor's commendation certificate; and

(g) certificate for long or outstanding service with the Council.

(2) There is the following medal for the Stellenbosch Municipality:

the Simonsberg medal (gold) for exceptional achievement or for performing an act of bravery within the Municipal area of Stellenbosch;

(3) The Mayor is the patron of the Municipal honours as described in section (1) and (2).

3. CONFERRAL OF MUNICIPAL HONOURS

The Mayor, after of approval of Council may confer municipal honours on any person and may make a posthumous conferral of a municipal honour.

4. ANNULMENT OF CONFERRAL OF MUNICIPAL HONOURS AND MEDALS

(1) The Mayor, after approval of Council may annul the conferral of a Municipal honour if the holder of the honour has performed any action or has behaved in a manner which harmed the interest of the Municipality of Stellenbosch or otherwise has become unworthy of the Municipal honour concerned.

(2) The Mayor shall, in annulling the conferral of a Municipal honour in terms of subsection (1), do so in accordance with the advice of the panel referred to in section 5.

5. MUNICIPAL HONOURS ADVISORY PANEL

(1) The Mayor must obtain advise on the conferral, annulment or restoration of Municipal honours from an advisory panel, consisting of:

(a) a maximum of five (5) councillors, broadly representative of the council, appointed by council; and

(b) a maximum of five (5) people, highly respected by and who are broadly representative of the people of Stellenbosch Municipality, appointed by Council, if Council so wishes.

(2) The advisory panel shall meet at the request of the Mayor.

6. CRITERIA FOR THE BESTOWING OF MUNICIPAL HONOURS

(1) The freedom of the Municipality or the freedom of the town of Stellenbosch, Franschhoek or Pniel will be conferred:

(a) on a non-resident person or organisation, when such a person or organisation is worthy of such an honour in the opinion of Council;

(b) if approved by Council by way of a broad consensus. The freedom of the Municipality or of a town shall not be conferred on an active politician.

(2) Honorary citizenship of the Municipality of Stellenbosch will be conferred:

(a) on a person of national and/or international stature residing in Stellenbosch Municipality for a period of at least 25 years, when such person is worthy of such an honour in the opinion of Council;

(b) on such a person if unanimously approved by Council at a Special Council Meeting. Alternatively, when approved by Council by way of a broad consensus.

(c) Honorary citizenship will not be conferred on an active politician.

(3) An illuminated address of the municipality or an illuminated address of the town of Stellenbosch, Franschhoek or Pniel will be conferred:

(a) on a person when such person is worthy of such an honour in the opinion of Council;

(b) if approved by Council by a two-thirds majority vote;

(4) Aldermanship will be conferred on a serving Councillor of Stellenbosch Municipality:

(a) who has served on one or more municipalities within the Republic of South Africa for a total period of 20 years. Such terms of office need not be consecutive;

(b) upon the assumption of the office of Executive Mayor. This criterium does not apply to acting Mayors or acting chairperson of Council. Such title shall be removed if such Councillor does not serve the Council for a full term of office as Executive Mayor;

(c) who obtains the minimum of 20 points on the following scale:

(i) one point for each completed year served as a Councillor on any municipality; plus

(ii) one additional point for each completed year service as a member of the executive of any municipality; plus

(iii) one additional point for each completed year service as a Speaker or Council Whip of a municipality; plus

(iv) a Councillor who served 3 full consecutive terms as a normal Councillor without appearing in front of a disciplinary hearing, be awarded 5 additional points.

(5) Any current serving Councillor who is of the view that he/she qualifies for Aldermanship, should notify the Municipal Manager in writing, together with the necessary details to the satisfaction of the Municipal Manager. The Municipal Manager shall make a recommendation to Council, after having considered all the relevant detail. The Municipal Manager shall for the purpose of this by-law create an appropriate database of all current serving councillors of the Council of Stellenbosch as from 5 December 2000.

(6) The Councils recommendation certificate will be conferred;

(a) resident of Stellenbosch Municipality when such person is worthy of such an honour in the opinion of Council;

(b) if approved by Council;

(7) The Mayor's recommendation certificate will be conferred on:

(a) a resident of Stellenbosch Municipality; and

(b) in the sole discretion of the Executive Mayor.

(8) A certificate for long outstanding service with the Council will be conferred on an employee:

(a) who has served the municipality for a period of 25 years, on condition that such an employee has not been found guilty of misconduct for a period of 10 years prior to his/her 35th year of service.

(9) A medal will be conferred on a resident of Stellenbosch Municipality when:

(a) such person is worthy of such an honour in the opinion of Council; and

(b) if approved by Council by way of a broad consensus when recognised as an Alderman/Alderwoman.

7. PROCLAMATION

The Mayor together with the other members of Council may, by special Council decision and after publication thereof in the Provincial Gazette, issue a proclamation for the better carrying out of the objects of this by-law and in particular, but without prejudice to the generality of the foregoing, relating to:

(a) the keeping and administering of the Municipal honours referred to in section 1 ;

(b) the keeping of a register of Municipal honours conferred;

(c) the replacement of lost or stolen Municipal honours and the charges, therefor;

(d) the publication of an annual Municipal honours list;

(e) the wearing of Municipal medals;

(f) benefits and privileges of Alderman;

(g) rules regarding the annulment and restoration of provincial honours;

(h) the issuing of accompanying certificates;

(i) the lay-out/description of Municipal honours/medals; and

(j) the protocol regarding the handing over of Municipal honours.

8. SHORT TITLE

This by-law is called the Stellenbosch Municipal Honours By-law and takes effect on date of publication thereof.

ANNEXURE B

SMALLads
Eikestad NUUS
021 887 2840
geraldine.adendorf@novusmedia.co.za

GENERAL & HOME SERVICES

ELEKTRIES

BOLAND
APPLIANCE & REFRIGERATION
★ FRIDGES
★ FREEZERS
★ DISHWASHERS
★ WASHING MACHINES
★ STOVES
★ AIRCONS
SALES, SERVICE & SPARES
Tel: 067 979 8339
066 267 0442
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82 van Riebeeck Rd, Paarl
★ NOW ALSO SELLING NEW APPLIANCES

VOERTUIE

VOERTUIE GESOEK OM TE KOOP

BUY ALL CARS FOR CASH!
Call: 084 844 0000

BETREKKINGS

ALGEMEEN

Highly skilled and experienced **GARDENER** needed for a permanent position. 4 or 5 days per week. Must be reliable and able to supply good references. Location: Stellenbosch, off R44. Please send CV and references to: 082 292 4620

The best guide to find the service that meets your BUDGET

IRRIGATION ASSISTANT – Wine Farm Stellenbosch

Company: Tokara Wines
Location: Stellenbosch, Western Cape
Salary: Market-related
Tokara Wines is seeking a reliable and hardworking Irrigation Assistant to join our farming operations team.

Key Responsibilities
- Assist with the daily operation and maintenance of irrigation systems
- Learn and understand the layout of the farm, including pipes, valves, fittings, and irrigation zones
- Open and close irrigation valves as per schedule and instruction
- Maintain irrigation equipment and work areas

Minimum Requirements
- Basic understanding of farming or irrigation systems (advantageous but not essential)
- Physically fit and able to work outdoors in varying conditions
- Valid driver's license (advantageous)

What We Offer
- Opportunity to gain hands-on experience in a leading wine estate
- Supportive team environment
- Market-related remuneration

How to Apply
Please send your CV to: tokaraworkshop26@gmail.com

Closing Date: 23/4/2026

TOKARA

MAINTENANCE TECHNICIAN Tokara Wines

Tokara Wines is seeking a reliable and skilled Maintenance Technician to join our team.

Key Responsibilities:
Perform general day-to-day maintenance tasks
Replace light bulbs, plugs, and basic electrical components
Ensure pumps and equipment are functioning properly
Carry out routine maintenance across the wine cellar, restaurant, and farm
Assist with upkeep and minor repairs on farming equipment
Identify and resolve maintenance issues proactively
Help with irrigation on farm and vineyards when needed
Must have driver's license
Must be able to work standby and overtime

Minimum Requirements:
At least 3 years' relevant experience in a similar role
Basic mechanical and electrical maintenance knowledge
Hands-on, practical approach to problem-solving
Ability to work independently and as part of a team
Reliable and trustworthy

Position Details:
Available immediately
Salary: Market-related

To Apply:
Please send your CV to: tokaraworkshop26@gmail.com

Closing date 23/4/2026

TOKARA

The best guide to find the service that meets your BUDGET



Spesiale dienste
021 887 2840
geraldine.adendorf@novusmedia.co.za
Spertye dienste Dinsdae 12:00!

BT PLUMBING
FOR ALL YOUR PLUMBING NEEDS
We attend to the following:
Blocked drains
Burst pipes
Leaking geysers
Sanitary installations
Pressure & flow rate problems
Element & thermostat replacements
Drain camera inspection
24 HOURS
Contact Bill Timmins
Cell: 082 592 0336 or
plumbing.bt@gmail.com



HP ROOFING & WATERPROOFING
Re-Roofing • Roof Repairs
Roof Clean & Coat
Waterproofing
General painting
Gutter & Fascias
ALL WORK GUARANTEED
021 887 7806
Hugh Parry 083 448 3090

Be Wise – Advertsise 071 433 8137



Become an organ donor
You'll be someone's hero!
Web: www.odt.org.za
Tel: 0800 22 66 11 (toll free)

Stellenbosch
NAGSKUILING • NIGHT SHELTER

VACANCY: SOCIAL AUXILIARY WORKER VAKATURE: MAATSKAPLIKE HULPWERKER

Key Responsibilities / Pligte
- Assist the Social Worker with case management, follow-ups, and recordkeeping.
  Help die Maatskaplike Werker met gevalle, opvolg en administrasie
- Maintain contact with welfare, health, and community resources.
  Handhaaf kontak met welsyns- en gemeenskapsbronne.

Requirements:
- Qualified & registered with SACSSP (proof of 2025/2026 fees)
  Gekwalifiseerd & geregistreer by SACSSP (bewys van 2025/2026-jaargeld)
- Valid driver's licence (Code B)
  Geldige bestuurslisensie (Kode B)
- Bilingual (Afrikaans & English)
  Tweetalig (Afrikaans en Engels)
- Good admin & communication skills; computer literate
  Goeie administratiewe en kommunikasievaardighede; rekenaarvaardig
- Compassionate, reliable & willing to work with homeless adults
  Deernisvol, betroubaar en bereid om met hawelose volwassenes te werk
- Experience with vulnerable communities will be an advantage
  Ervaring met kwesbare gemeenskappe sal 'n voordeel wees

Start / Aanvang: So gou as moontlik As soon as possible
Send CV & proof of registration / Stuur CV en bewys van registrasie: info@stellenboschnightshelter.co.za

Closing date / Sluitingsdatum: 30/04/2026
Only shortlisted candidates will be contacted / Slegs kortlys-kandidate sal gekontak word.

Disclaimer at quackery advertisements
SmallAds and Novus Media have not verified whether any of the services or products advertised will have the desired effect or outcome. Readers will note that some of the promised results in the advertisements are extraordinary and may be impossible to achieve. Beware some of the procedures and claims advertised may be dangerous if not executed by a qualified medical practitioner. Readers are warned that they should carefully consider and verify the advertiser's credentials. SmallAds and Novus Media do not accept any liability whatsoever in respect of any of the services or goods advertised.
novus media
DistrictMail Standard Eikestad Nuus Times Paarl Post Gazette Weslander Weslander Nuus

STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

IKHWELO LOKUTYUMBA
IGQIZA LABACEBISI NGAMAWONGA NEEMBASA ZIKAMASIPALA

UMasipala waseStellenbosch

UMasipala waseStellenbosch umema amalungu oluntu ukuba atyunjwe ukuba asebenze kwiGqiza laBacebisi ngamaWonga neeMbasa zikaMasipala ngokoMthetho kaMasipala waseStellenbosch, ka2025.

Injongo yeGqiza laBacebisi

IGqiza laBacebisi ngamaWonga neeMbasa zikaMasipala libonelela ngengcebiso kuSodolophu oLawulayo malunga **nokunikezelwa, ukutshitshiswa okanye ukubuyiselwa kwamaWonga neeMbasa zikaMasipala** eziwongwe nguMasipala. Igqiza lidlala indima ebalulekileyo ekuqinisekiseni ukuba iwonga likamasipala linikezelwa ngendlela enobulungisa, engafihliyo nenesidima kubantu okanye imibutho enike inkonzo ekhethekileyo okanye impumelelo.

Ukusekwa kweGqiza

Ngokuhambelana nomthetho kamasipala, iGqiza labaCebisi linokubandakanya:
- Ukuya kutsho **kwisihlanu (5) sooceba**, abameli ngokubanzi beBhunga likaMasipala; kwaye
- Ukuya kutsho **kwisihlanu (5) samalungu oluntu**, ahlonitshwa kakhulu kwaye amele uluntu ngokubanzi kuMasipala waseStellenbosch.

Eli khwelo lifuna ngokukodwa **ukutyunjwa kwamalungu afanelekileyo oluntu** ukuba asebenze kweli gqiza.

Iinkqubo zokuFaneleka

Abatyunjwa kufuneka:
- Babe ngabantu abanesidima esiphezulu, ababekekileyo nabahloniphekileyo eluntwini.
- Bamele ngokubanzi uluntu olukwinginggi kaMasipala waseStellenbosch.
- Babonise **ulwazi, amava, okanye umdla kulwamkelo loluntu, ilifa lemveli, uphuhliso loluntu, ubugcisa, inkcubeko, ezemidlalo, inkonzo yoluntu okanye igalelo kwintlalo.**
- Bazimisele ukukhonza uluntu ngokungenamkhethe kwaye bagcine isidima nembeko Isidima nobungangamsha bamawonga kamasipala.
- Bangabi nako nakuphi na ukungqubana kweemfuno okunokuthi kubeke esichengeni umsebenzi wegqiza.

ImiSebenzi noXanduva lokuPhendula

Amalungu eGqiza laBacebis aza:
- Kuthathela ingqalelo kwaye avavanye ukutyunjwa kwamaWonga neeMbasa zikaMasipala.
- Kubonelela ngeengcebiso ezizimeleyo kuSodolophu oLawulayo malunga **nokunikezela, ukutshitshiswa okanye ukubuyiselwa kweembasa.**
- Kuqinisekisa ukuba izindululo zihambelana nemigaqo kunye nezibonelelo zoMthetho kaMasipala wamaWonga.
- Kuzimasa iintlanganiso ezibizwe nguSodolophu oLawulayo njengoko kufuneka.

IiMfuno zokuTyumba

Amagama abatyunjiweyo kufuneka aquke:
1. Ifomu yokutyumba egcwalisiweyo (efumaneka kwiwebhusayithi kamasipala okanye efumaneka kuDonovan.Muller@stellenbosch.gov.za
2. **Inkuthazo echaza ukufaneleka komtyunjwa.**
3. **Uluhlu lwemfundo nemisebenzi emfutshane** yomtyunjwa (amaphepha ama 3ubuninzi).
4. **Ulwamkelo** olubhaliweyo **lokutyunjwa** ngumtyunjwa.
5. Iinkcukacha zoqhagamshelwano zomtyunjwa.

Ukunjeniswa kwabaTyinjwa

Iifomu ezigcwalisiweyo zokutyumba kufuneka zingeniswe:

IOfisi kaSodolophu oLawulayo
UMasipala waseStellenbosch, PO Box 17, eStellenbosch, 7600
Thumela i-imeyile kuDonovan.Muller@stellenbosch.gov.za. Umnxeba: 021 808 8314

Umhla wokuVala

AOnke amagama abatyunjwa kufuneka afunyanwe **ngomhla okanye ngaphambi kwawo 15 uCanzibe 2026 ngo 16:30PM**. Amagama abatyunjwa afakwe emva kwexesha okanye iifomu ezingagqitywanga awayi kuthathelwa ngqalelo.

Xa unemibuzo

Ukuba unemibuzo malunga nenkqubo yokutyumba, nceda uqhagamshelane:
[noDonovan Muller: Donovan.Muller@stellenbosch.gov.za or 021 808 8314]

UMasipala waseStellenbosch ukhuthaza ulonyulo olubonakalisa **iyantlukwano kunye nobutyebi boluntu**, kubandakanywa abantu abavela kumacandelo ahlukeneyo, imvelaphi neendawo ezikummandla kamasipala.

gear GA4151

STELLENBOSCH
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MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

CALL FOR NOMINATIONS
MUNICIPAL HONOURS AND MEDALS ADVISORY PANEL

Stellenbosch Municipality

Stellenbosch Municipality hereby invites nominations from members of the public for appointment to serve on the **Municipal Honours and Medals Advisory Panel** in terms of the **Stellenbosch Municipal Honours By-law, 2025.**

Purpose of the Advisory Panel

The Municipal Honours and Medals Advisory Panel provides advice to the Executive Mayor regarding the **conferral, annulment or restoration of Municipal Honours and Medals** awarded by the Municipality. The panel plays an important role in ensuring that municipal honours are conferred in a fair, transparent and dignified manner on individuals or organisations who have rendered exceptional service or achievement.

Composition of the Panel

In accordance with the by-law, the Advisory Panel may consist of:
- Up to **five (5) councillors**, broadly representative of the Municipal Council; and
- Up to **five (5) members of the public**, who are highly respected and broadly representative of the communities of Stellenbosch Municipality.

This call specifically seeks nominations of suitable members of the public to serve on the panel.

Eligibility Criteria

Nominees should:
- Be persons of **high integrity, standing and respect within the community.**
- Be broadly representative of the communities within the Stellenbosch Municipal area.
- Demonstrate **knowledge, experience, or interest in civic recognition, heritage, community development, arts, culture, sport, public service or social contribution.**
- Be willing to serve impartially and uphold the dignity and prestige of municipal honours.
- Not have any conflicts of interest that may compromise the work of the panel.

Roles and Responsibilities

Members of the Advisory Panel will:
- Consider and evaluate nominations for Municipal Honours and Medals.
- Provide independent advice to the Executive Mayor regarding the **conferral, annulment or restoration of honours.**
- Ensure that recommendations are aligned with the criteria and provisions of the Municipal Honours By-law.
- Attend meetings convened by the Executive Mayor as required.

Nomination Requirements

Nominations must include:
1. Completed nomination form (available on the municipal website or from Donovan.Muller@stellenbosch.gov.za)
2. A **motivation outlining the suitability of the nominee.**
3. A **brief curriculum vitae** of the nominee (maximum 3 pages).
4. Written **acceptance of nomination** by the nominee.
5. Contact details of the nominee.

Submission of Nominations

Completed nominations must be submitted to:
Office of the Executive Mayor
Stellenbosch Municipality
PO Box 17, Stellenbosch, 7600
Email: Donovan.Muller@stellenbosch.gov.za
Tel: 021 808 8314

Closing Date

All nominations must be received **on or before 15 May 2026 at 16:30PM.**
Late or incomplete nominations will not be considered.

Enquiries

For enquiries regarding the nomination process, please contact:
[Donovan Muller: Donovan.Muller@stellenbosch.gov.za or 021 808 8314]

Stellenbosch Municipality encourages nominations that reflect the **diversity and richness of its communities**, including persons from different sectors, backgrounds and areas within the municipal area.

gear GA4151

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OPROEP OM BENOEMINGS
MUNISIPALE ADVIESPANEEL OOR EERBEWYSE EN MEDALJES

Stellenbosch Munisipaliteit

Die Stellenbosch Munisipaliteit vra hiermee om openbare benoemings vir aanstelling in die **Munisipale Adviespaneel oor Eerbewyse en Medaljes** kragtens die **Stellenbosch Munisipale Verordening oor Eerbewyse, 2025.**

Doel van die Adviespaneel

Die Munisipale Adviespaneel oor Eerbewyse en Medaljes lewer advies aan die Uitvoerende Burgemeester oor die **toekenning, herroeping of herstel van munisipale eerbewyse en medaljes** wat deur die Munisipaliteit toegeken word. Die paneel speel 'n belangrike rol daarin om te verseker dat munisipale eerbewyse op billike, deursigtige en waardige wyse aan individue of organisasies, wat buitengewone diens of prestasie gelewer het, toegeken word.

Samestelling van die paneel

Kragtens die verordening kan die Adviespaneel bestaan uit:
- tot en met **vyf (5) raadslede**, wat in die breë verteenwoordigend van die Munisipale Raad is; en
- tot en met **vyf (5) lede van die publiek**, wat hoog aangeskrewe en in die breë verteenwoordigend van die gemeenskappe van die Stellenbosch Munisipaliteit is.

Hierdie oproep is spesifiek gemik op benoemings van lede van die publiek om in die paneel te dien.

Geskiktheidskriteria

Benoemdes moet:
- persone met **sterk integriteit** wees **en moet goeie aansien en agting in die gemeenskap geniet;**
- in die breë verteenwoordigend van die gemeenskappe in die Stellenbosch munisipale gebied wees;
- **kennis en ervaring van, of belangstelling in burgerlike erkenning, erfenis, gemeenskapsontwikkeling, die kunste, kultuur, sport, openbare diens of maatskaplike bydrae** demonstreer;
- bereid wees om onpartydig te dien en die waardigheid en aansien van munisipale eerbewyse te handhaaf; en
- nie enige belangebotsings hê wat die werk van die paneel kan kompromitteer nie.

Rolle en verantwoordelikhede

Lede van die Adviespaneel sal:
- benoemings vir munisipale eerbewyse en medaljes oorweeg en beoordeel;
- onafhanklike advies aan die Uitvoerende Burgemeester lewer ten opsigte van die **toekenning, herroeping of herstel van eerbewyse;**
- verseker dat aanbevelings strook met die kriteria en bepalings van die Munisipale Verordening oor Eerbewyse; en
- vergaderings wat deur die Uitvoerende Burgemeester saamgeroep word, soos nodig bywoon.

Benoemingsvereistes

Benoemings moet die volgende insluit:
1. Ingevulde benoemingsvorm (op die munisipale webwerf, of by Donovan.Muller@stellenbosch.gov.za beskikbaar)
2. **'n Beweegrede wat die geskiktheid van die benoemde uiteensit**
3. **'n Kort curriculum vitae** van die benoemde (maksimum 3 bladsye)
4. Skriftelike **aanvaarding van die benoeming** deur die benoemde
5. Kontakbesonderhede van die benoemde

Indiening van benoemings

Ingevulde benoemingsvorms moet ingedien word by:
Die Kantoor van die Uitvoerende Burgemeester
Stellenbosch Munisipaliteit
Posbus 17, Stellenbosch, 7600
Epos: Donovan.Muller@stellenbosch.gov.za
Tel: 021 808 8314

Sluitingsdatum

Alle benoemings moet op **of voor 15 Mei 2026 om 16:30NM** ontvang word.
Laat of onvolledige benoemings sal nie oorweeg word nie.

Navrae

Vir navrae oor die benoemingsproses, kontak gerus die onderstaande:
Donovan Muller: Donovan.Muller@stellenbosch.gov.za of 021 808 8314

Die **Stellenbosch Munisipaliteit** moedig benoemings aan wat die **diversiteit en rykheid van sy gemeenskappe** weerspieël, met inbegrip van mense uit verskillende sektore, agtergronde en gebiede binne die munisipale gebied.

gear GA4151



DON'T DRINK AND DRIVE

ANNEXURE C

KENNISGEWINGS

STELLENBOSCH

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MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

CALL FOR NOMINATIONS

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- Demonstrate **knowledge, experience, or interest in civic recognition, heritage, community development, arts, culture, sport, public service or social contribution**.
- Be willing to serve impartially and uphold the dignity and prestige of municipal honours.
- Not have any conflicts of interest that may compromise the work of the panel.

Roles and Responsibilities

Members of the Advisory Panel will:

- Consider and evaluate nominations for Municipal Honours and Medals.
- Provide independent advice to the Executive Mayor regarding the **conferral, annulment or restoration of honours**.
- Ensure that recommendations are aligned with the criteria and provisions of the Municipal Honours By-law.
- Attend meetings convened by the Executive Mayor as required.

Nomination Requirements

Nominations must include:

1. Completed nomination form (available on the municipal website or from Donovan.Muller@stellenbosch.gov.za)
2. A **motivation outlining the suitability of the nominee**.
3. A **brief curriculum vitae** of the nominee (maximum 3 pages).
4. Written **acceptance of nomination** by the nominee.
5. Contact details of the nominee.

Submission of Nominations

Completed nominations must be submitted to:
Office of the Executive Mayor
Stellenbosch Municipality
PO Box 17, Stellenbosch, 7600
Email: Donovan.Muller@stellenbosch.gov.za
Tel: 021 808 8314

Closing Date

All nominations must be received **on or before 15 May 2026 at 16:30PM.**
Late or incomplete nominations will not be considered.

Enquiries

For enquiries regarding the nomination process, please contact:
[Donovan Muller: Donovan.Muller@stellenbosch.gov.za or 021 808 8314]

gear GA4151

Stellenbosch Municipality encourages nominations that reflect the **diversity and richness of its communities**, including persons from different sectors, backgrounds and areas within the municipal area.

STELLENBOSCH

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OPROEP OM BENOEMINGS

MUNISIPALE ADVIESPANEEL OOR EERBEWYSE EN MEDALJES

Stellenbosch Munisipaliteit

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Doel van die Adviespaneel

Die Munisipale Adviespaneel oor Eerbewyse en Medaljes lewer advies aan die Uitvoerende Burgemeester oor die **toekenning, herroeping of herstel van munisipale eerbewyse en medaljes** wat deur die Munisipaliteit toegeken word. Die paneel speel 'n belangrike rol daarin om te verseker dat munisipale eerbewyse op billike, deursigtige en waardige wyse aan individue of organisasies, wat buitengewone diens of prestasie gelewer het, toegeken word.

Samestelling van die paneel

Kragtens die verordening kan die Adviespaneel bestaan uit:

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- tot en met **vyf (5) lede van die publiek**, wat hoog aangeskrewe en in die breë verteenwoordigend van die gemeenskappe van die Stellenbosch Munisipaliteit is.

Hierdie oproep is spesifiek gemik op benoemings van lede van die publiek om in die paneel te dien.

Geskiktheidskriteria

Benoemdes moet:

- persone met **sterk integriteit** wees **en moet goeie aansien en agting in die gemeenskap geniet**;
- in die breë verteenwoordigend van die gemeenskappe in die Stellenbosch munisipale gebied wees;
- **kennis en ervaring van, of belangstelling in burgerlike erkenning, erfenis, gemeenskapsontwikkeling, die kunste, kultuur, sport, openbare diens of maatskaplike bydrae** demonstreer;
- bereid wees om onpartydig te dien en die waardigheid en aansien van munisipale eerbewyse te handhaaf; en
- nie enige belangebotsings hê wat die werk van die paneel kan kompromitteer nie.

Rolle en verantwoordelikhede

Lede van die Adviespaneel sal:

- benoemings vir munisipale eerbewyse en medaljes oorweeg en beoordeel;
- onafhanklike advies aan die Uitvoerende Burgemeester lewer ten opsigte van die **toekenning, herroeping of herstel van eerbewyse**;
- verseker dat aanbevelings strook met die kriteria en bepalings van die Munisipale Verordening oor Eerbewyse; en
- vergaderings wat deur die Uitvoerende Burgemeester saamgeroep word, soos nodig bywoon.

Benoemingsvereistes

Benoemings moet die volgende insluit:

1. Ingevulde benoemingsvorm (op die munisipale webwerf, of by Donovan.Muller@stellenbosch.gov.za beskikbaar)
2. 'n **Beweegrede wat die geskiktheid van die benoemde uiteensit**
3. 'n **Kort curriculum vitae** van die benoemde (maksimum 3 bladsye)
4. Skriftelike **aanvaarding van die benoeming** deur die benoemde
5. Kontakbesonderhede van die benoemde

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Ingevulde benoemingsvorms moet ingedien word by:
Die Kantoor van die Uitvoerende Burgemeester
Stellenbosch Munisipaliteit
Posbus 17, Stellenbosch, 7600
Epos: Donovan.Muller@stellenbosch.gov.za
Tel: 021 808 8314

Sluitingsdatum

Alle benoemings moet op **of voor 15 Mei 2026 om 16:30NM** ontvang word.
Laat of onvolledige benoemings sal nie oorweeg word nie.

Navrae

Vir navrae oor die benoemingsproses, kontak gerus die onderstaande:
Donovan Muller: Donovan.Muller@stellenbosch.gov.za of 021 808 8314

gear GA4151

Die **Stellenbosch Munisipaliteit** moedig benoemings aan wat die **diversiteit en rykheid van sy gemeenskappe** weerspieël, met inbegrip van mense uit verskillende sektore, agtergronde en gebiede binne die munisipale gebied.

CEDERBERG

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

INVITATION TO TENDER

Tender documents, in English, will be available from Friday, 17 April 2026, at the reception of Cederberg Municipality, 2A Voortrekker Street, Clanwilliam, during office hours (Monday to Thursday: 08:00–16:00 and Friday: 08:00–14:00).

Alternatively, documents may be requested via email from Melanie Arries at Cederberg Municipality (Tel: 027 482 8000 / Email: melaniek@cederberg.gov.za). Documents will be provided electronically upon receipt of proof of payment of the tender participation fee.

A non-refundable tender deposit of R1101.00 (VAT inclusive) is payable. The amount must be deposited into the Standard Bank account of Cederberg Municipality:

Account Number: 082163324
Branch Code: 050106
Reference: CED 24/2025-2026 – Company Name

Proof of payment must be provided when requesting or collecting tender documents.

Tenders in sealed envelopes, clearly endorsed: **"TENDER NO: CED 24/2025-2026: APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF ACCOUNTING SERVICES"**, must be deposited in the Tender Box at the Main Building of Cederberg Municipality, 2A Voortrekker Street, Clanwilliam.

Bids may only be submitted on the official bid documentation issued by Cederberg Municipality.

The closing date and time for submission of tenders is **Monday, 18 May 2026 at 12:00**. Late submissions will not be accepted. Tenders will be opened immediately thereafter in the Supply Chain Management Committee Room, Clanwilliam Administration.

The Municipality reserves the right to withdraw any invitation to tender and/or to re-advertise or reject any tender, or to accept a part thereof. The Municipality is not bound to accept the lowest or any tender.

Technical enquiries may be directed to Ms L. Sampson at Tel: 027 482 8000 or Email: lameezs@cederberg.gov.za

TENDER NUMBER: CED 24/2025-2026

APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF ACCOUNTING SERVICES

NOTICE NO: 97/2026

G MATTHYSE
MUNICIPAL MANAGER

Cederberg Municipality
Private Bag X2
CLANWILLIAM 8135

1564/5 www.eyenews.co.za

STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

IKHWELO LOKUTYUMBA

IGQIZA LABACEBISI NGAMAWONGA NEEMBASA ZIKAMASIPALA

UMasipala waseStellenbosch

UMasipala waseStellenbosch umema amalungu oluntu ukuba atyunjwe ukuba asebenze kwi**Gqiza laBacebisi ngamaWonga neeMbasa zikaMasipala ngokoMthetho kaMasipala waseStellenbosch, ka2025**.

Injongo yeGqiza laBacebisi

IGqiza laBacebisi ngamaWonga neeMbasa zikaMasipala libonelela ngengcebiso kuSodolophu oLawulayo malunga **nokunikezelwa, ukutshitshiswa okanye ukubuyiselwa kwamaWonga neeMbasa zikaMasipala** eziwongwe nguMasipala. Igqiza lidlala indima ebalulekileyo ekuqinisekiseni ukuba iwonga likamasipala linikezelwa ngendlela enobulungisa, engafihliyo nenesidima kubantu okanye imibutho enike inkonzo ekhethekileyo okanye impumelelo.

Ukusekwa kweGqiza

Ngokuhambelana nomthetho kamasipala, iGqiza labaCebisi linokubandakanya:

- Ukuya kutsho **kwisihlanu (5) sooceba**, abameli ngokubanzi beBhunga likaMasipala; kwaye
- Ukuya kutsho **kwisihlanu (5) samalungu oluntu**, ahlonitshwa kakhulu kwaye amele uluntu ngokubanzi kuMasipala waseStellenbosch.

Eli khwelo lifuna ngokukodwa **ukutyunjwa kwamalungu afanelekileyo oluntu** ukuba asebenze kweli gqiza.

Iinkqubo zokuFaneleka

Abatyunjwa kufuneka:

- Babe ngabantu abanesidima esiphezulu, ubabekekileyo nabahloniphekileyo eluntwini.
- Bamele ngokubanzi uluntu olukwingingqi kaMasipala waseStellenbosch.
- Babonise **ulwazi, amava, okanye umdla kulwamkelo loluntu, ilifa lemveli, uphuhliso loluntu, ubugcisa, inkcubeko, ezemidlalo, inkonzo yoluntu okanye igalelo kwintlalo**.
- Bazimisele ukukhonza uluntu ngokungenamkhethe kwaye bagcine isidima nembeko Isidima nobungangamsha bamawonga kamasipala.
- Bangabi nako nakuphi na ukungqubana kweemfuno okunokuthi kubeke esichengeni umsebenzi wegqiza.

ImiSebenzi noXanduva lokuPhendula

Amalungu eGqiza laBacebis aza:

- Kuthathela ingqalelo kwaye avavanye ukutyunjwa kwamaWonga neeMbasa zikaMasipala.
- Kubonelela ngeengcebiso ezizimeleyo kuSodolophu oLawulayo malunga **nokunikezela, ukutshitshiswa okanye ukubuyiselwa kweembasa**.
- Kuqinisekisa ukuba izindululo zihambelana nemigaqo kunye nezibonelelo zoMthetho kaMasipala wamaWonga.
- Kuzimasa iintlanganiso ezibizwe nguSodolophu oLawulayo njengoko kufuneka.

IiMfuno zokuTyumba

Amagama abatyunjiweyo kufuneka aquke:

1. Ifomu yokutyumba egcwalisiweyo (efumaneka kwiwebhusayithi kamasipala okanye efumaneka kuDonovan.Muller@stellenbosch.gov.za
2. **Inkuthazo echaza ukufaneleka komtyunjwa**.
3. **Uluhlu lwemfundo nemisebenzi emfutshane** yomtyunjwa (amaphepha ama 3ubuninzi).
4. **Ulwamkelo** olubhaliweyo **lokutyunjwa** ngumtyunjwa.
5. Iinkcukacha zoqhagamshelwano zomtyunjwa.

Ukunjeniswa kwabaTyinjwa

Iifomu ezigcwalisiweyo zokutyumba kufuneka zingeniswe:

IOfisi kaSodolophu oLawulayo
UMasipala waseStellenbosch, PO Box 17, eStellenbosch, 7600
Thumela i-imeyile kuDonovan.Muller@stellenbosch.gov.za. Umnxeba: 021 808 8314

Umhla wokuVala

AOnke amagama abatyunjwa kufuneka afunyanwe **ngomhla okanye ngaphambi kwawo 15 uCanzibe 2026 ngo 16:30PM**. Amagama abatyunjwa afakwe emva kwexesha okanye iifomu ezingagqitywanga awayi kuthathelwa ngqalelo.

Xa unemibuzo

Ukuba unemibuzo malunga nenkqubo yokutyumba, nceda uqhagamshelane:
[noDonovan Muller: Donovan.Muller@stellenbosch.gov.za or 021 808 8314]

gear GA4151

UMasipala waseStellenbosch ukhuthaza ulonyulo oluzonakalisa **lyantlukwano kunye nobutyebi boluntu**, kubandakanywa abantu abavela kumacandelo ahlukeneyo, imvelaphi neendawo ezikummandla kamasipala.

GEREGTELIKE VEILINGS

4500

Y-2-K Customs Consultants BK
GEREGTELIKE VEILING
Khayelitsha

IN DIE HOOGGEREGSHOF VAN SUID-AFRIKA, WES-KAAPSE AFDELING, KAAPSTAD. BUS 401. SAAKNR: 3906/2019. In die saak tussen: TECHNOLOGIES ACCEPTANCES RECEIVABLES (EDMS.) BPK. Eerste Eiser/Applikant en Y-2-K CUSTOMS CONSULTANTS BK, Eerste Verweerder / Respondent, NCUBE, PHILANI TAKESURE, Tweede Verweerder / Respondent, DIE STANDARD BANK VAN SUID-AFRIKA BEPERK, Derde Respondent, DIE STAD KAAPSTAD METROPOLITAANSE MUNISIPALITEIT, Vierde Respondent. Ter uitvoering van 'n uitspraak van die HOOGGEREGSHOF VAN SUID-AFRIKA in die bogenoemde saak, sal 'n verkoping gehou word van die ondergenoemde eiendom van die eksekusiedebiteur by die kantore van die Balju Khayelitsha, Sierraweg 20, Mandalay, Khayelitsha op Donderdag 7 Mei 2026 om 12:00 op die voorwaardes wat deur die Afslaer ten tyde van die verkoop voorgelees sal word, welke voorwaardes voor die verkoping ter insae sal lê by die kantoor van die Balju Khayelitsha, Sierraweg 20, Mandalay, Khayelitsha: ERF 27572 KHAYELITSHA, geleë in die Stad Kaapstad, Afdeling Kaap, Provinsie Wes-Kaap, Grootte: 308 (driehonderd-en-agt) vierkante meter geleë by Giyogiyostraat 26, Village 1 Suid, Ilithapark, Khayelitsha, gehou kragtens Titelakte T64732/2007. DIE EIENDOM IS GESONEER: RESIDENSIEEL. Die eiendom het 'n baksteenhuis, baksteenwerf en motorhuis; niks word egter gewaarborg nie. VOORWAARDES: Die eiendom sal deur die Balju aan die hoogste bieër verkoop word, onderhewig aan 'n reserweprys van R600 000.00, soos bepaal mag word deur 'n voorkeurskuldeiser of plaaslike owerheid ingevolge Hofreël 46(5)(a). 10% van die koopprys is betaalbaar op die datum van die verkoping, welke betaling kontant, per bankgewaarborgde tjek of deur middel van 'n elektroniese oordrag gemaak moet word, mits bevredigende bewys van betaling onmiddellik op aanvraag aan die Balju verskaf word. Die res tesame met rente op die volle koopprys, maandeliks vooruit bereken en gekapitaliseer vanaf die datum van verkoping tot die datum van registrasie van oordrag, beide dae ingesluit, teen die koers wat tans deur die bestaande verbandhouer gehef word op voorskotte gelykstaande aan die koopprys, sal verseker word deur 'n bank- of bouvereniging of ander aanvaarbare waarborg, wat deur die Prokureurs goedgekeur moet word, en wat binne 21 (een-en-twintig) dae na die datum van verkoping aan die balju verskaf moet word. Gedagteken in Johannesburg op 13 Maart 2026.

SMIT JONES & PRATT ING. Eksekusieskuldeiser / Eiser se Prokureurs, Oxfordweg 37, Forest Town, Tel.: 011 532 1500, Faks: 011 484 2922, E-pos: ngobeni@sjp.co.za/grobler@sjp.co.za, Verw.: FIN227/0039 Mr T Ngobeni/hg, P.a. JEFF GOWAR ING. 3de Vloer, Piazza on Church Square, Adderleystraat 39, Kaapstad, Tel. 021 461 9771, Faks: 021 461 9466, Verw.: MILLICENT VAN AARDE
9169 - Apr. 17 - (4501)M

A. G. & M. F. Fransman

EKSEKUSIEVEILING
Delft

IN DIE HOOGGEREGSHOF VAN SUID-AFRIKA (WES-KAAPSE AFDELING, KAAPSTAD). Saaknr. 6857/2020. In die saak tussen: ABSA HOME LOANS GUARANTEE COMPANY (RF) (EDMS.) BPK. & ABSA BANK BEPERK (Eisers) en ANDRE GRANT FRANSMAN (ID-nr. 841101 5189 08 8) en MICHELLE FRANCINA FRANSMAN (ID-nr. 790618 0227 08 5)(Verweerders). 1. Eiendom: Bouganvillastraat 36, Delft. 2. Domicilium: Cassialaan 22, Goodwood. 3. Woonadres: Bouganvillastraat 36, Delft. Ter uitvoering van 'n vonnis van die bogenoemde agbare hof gedateer 31 Oktober 2023, sal die ondervermelde onroerende eiendom op DONDERDAG, 30 APRIL 2026 om 10:00 by die BALJU-KANTOOR, EENHEID 1, STRANDWEG 16, BELLVILLE in eksekusie verkoop word aan die hoogste bieder onderhewig aan 'n reserweprys van R260,000.00, asook onderhewig aan die hiernavermelde en sodanige verdere voorwaardes as wat deur die balju by die veiling uitgelees sal word, sowel as die Verbruikersbeskermingswet, 68 van 2008 (soos gewysig): ERF 31047 DELFT, in die STAD KAAPSTAD, Afdeling KAAP, Wes-Kaap Provinsie geleë te BOUGANVILLASTRAAT 36, DELFT; groot 74 vierkante meter; gehou kragtens Transportakte nr T38269/2016. Beskrywing: Die volgende inligting word verstrek, maar nie gewaarborg nie: Woonhuis met GOLFYSTER DAK MET BAKSTEEN GEPLEISTERDE MURE, 2/3 SLAAPKAMERS, KOMBUIS, LEEFKAMER, BADKAMER/TOILET. Betaalvoorwaardes: 1. Alle bieders moet hul identiteitsdokumente en bewys van woonadres aanbied vir FICA nakoming. 2. Betaling van 'n registrasiefooi van R50,000.00 (terugbetaalbaar) met bankgewaarborgde tjek. 3. Tien persent (10%) van die koopprys moet onmiddellik na die veiling betaal word. Die balans-koopprys tesame met rente daarop is betaalbaar teen registrasie van oordrag. 4. Advertensiekostes teen huidige publikasietariewe en veilingskostes in terme van hofreëls is van toepassing. Verkoopvoorwaardes: Die volledige verkoopvoorwaardes lê ter insae by die kantoor van die balju vir die Hooggeregshof, BELLVILLE en die kantore van die ondergetekende.
Gedateer te Tygervallei op hierdie 10de dag van April 2026.

MARAIS MÜLLER HENDRICKS PROKUREURS

MARAIS MULLER HENDRICKS, Eiser se Prokureurs, 1ste Vloer, Tyger Forum A, Willie van Schoorrylaan 53, Tygervallei (VERW. MJT/Yvette Smith/ZA9949; tel 021 943 3000).
2917 - Apr. 17 - (4501)M

ANNEXURE D

Donovan Muller

From: Donovan Muller
Sent: Thursday, 07 May 2026 12:37
To: Council Stellenbosch
Cc: Waylin Duimpies; Rachel Pearce (ward 2); Gregory Viljoen (ward 3); Melicia Florence; Sharne Meyer; Charlene Wenn; Raymond Loftie-Eaton; Mitculay Swarts; Najewa Moffat; Nalerona Mphomane; Zenani Mithi; Enathi Mpemnyama; Phumla Nyakaza; Sonique Manuel; Michelle Maluqua; Candace Wesso; Jassica Fortuin (Vlottenbrug ward office); Nelmare Williams (ward 21); Ongeziwe Mpikashe; Speaker Pa (Farida Le Roux); mm
Subject: FW: ADVERT AND NOMINATION FORM - PANEL MEMBER: MUNICIPAL HONOURS AND MEDALS
Attachments: 2026 STELLENBOSCH MUNICIPALITY_NOMINATION FORM_PANEL MEMBER_MUNICIPAL HONOURS AND MEDALS.docx; 2026 STELLENBOSCH MUNICIPALITY_NOMINATION FORM_PANEL MEMBER_MUNICIPAL HONOURS AND MEDALS.pdf; Adviespaneel_Stellenbosch.Municipality_AFR.pdf; Advisory Panel_Stellenbosch.Municipality_ENG.pdf; Advisory Panel_Stellenbosch.Municipality_isiXHOSA.pdf; ANNEXURE A - STELLENBOSCH MUNICIPALITY MUNICIPAL HONOURS BY-LAW 2025.pdf

Tracking:

Recipient	Read
Council Stellenbosch	
Waylin Duimpies	
Rachel Pearce (ward 2)	Read: 2026/05/08 08:52
Gregory Viljoen (ward 3)	
Melicia Florence	
Sharne Meyer	
Charlene Wenn	
Raymond Loftie-Eaton	
Mitculay Swarts	Read: 2026/05/07 12:56
Najewa Moffat	Read: 2026/05/07 13:23
Nalerona Mphomane	
Zenani Mithi	
Enathi Mpemnyama	
Phumla Nyakaza	Read: 2026/05/07 16:23
Sonique Manuel	
Michelle Maluqua	Read: 2026/05/18 11:24
Candace Wesso	
Jassica Fortuin (Vlottenbrug ward office)	
Nelmare Williams (ward 21)	Read: 2026/05/07 12:37
Ongeziwe Mpikashe	
Speaker Pa (Farida Le Roux)	
mm	
Jeremy Fasser	Read: 2026/05/07 13:58
James Williams	Read: 2026/05/07 14:10
Nateshia Mcombring	Read: 2026/05/07 17:30
Elliot Masimini	Read: 2026/05/08 16:16
JC Anthony	Read: 2026/05/07 15:09

Good day councillors and ward admin

This is a reminder.

Find attached the advertisements and nomination forms for panel members to be considered to serve on the Municipal Honours and Medals Advisory panel.

For ease of reference, the Stellenbosch Municipality Municipal Honours By-law 2025 is also attached.

Please distribute / circulate the attached information.

The cut-off date for submissions to be considered is 15 May 2026 at 16h30. No late submissions will be considered.

Kind regards / Vriendelike groete

Donovan Muller
Manager: Councillor Support

T: +27 21 808 8314 | F: +27 886 6761
2nd Floor, Main Building, Plein Street
Stellenbosch, 7600
www.stellenbosch.gov.za

"Please note that all invitations and meeting requests are accepted on the basis that they could be cancelled due to emergencies which may arise and require the Mayor's attention." / "Let asseblief daarop dat alle uitnodigings en vergadering versoeke aanvaar word op die basis dat dit gekanselleer mag word as gevolg van noodgevalle wat mag ontstaan en die Burgemeester se aandag vereis."

From: Donovan Muller
Sent: Friday, 24 April 2026 10:34
To: Council Stellenbosch <Council.Stellenbosch@stellenbosch.gov.za>
Cc: Speaker Pa (Farida Le Roux) <Speaker.Pa@stellenbosch.gov.za>
Subject: FW: ADVERT AND NOMINATION FORM - PANEL MEMBER: MUNICIPAL HONOURS AND MEDALS

Good day councillors

This is a reminder.

Find attached the advertisements and nomination forms for panel members to be considered to serve on the Municipal Honours and Medals Advisory panel.

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From: Donovan Muller
Sent: Thursday, 16 April 2026 13:12
To: Council Stellenbosch <Council.Stellenbosch@stellenbosch.gov.za>
Cc: Waylin Duimpies <Waylin.Duimpies@stellenbosch.gov.za>; Rachel Pearce (ward 2) <Rachel.Pearce@stellenbosch.gov.za>; Gregory Viljoen (ward 3) <Gregory.Viljoen@stellenbosch.gov.za>; Melicia Florence <Melicia.Florence@stellenbosch.gov.za>; Sharne Meyer <Sharne.Meyer@stellenbosch.gov.za>; Charlene Wenn <Charlene.Wenn@stellenbosch.gov.za>; Raymond Loftie-Eaton <Raymond.Loftie-Eaton@stellenbosch.gov.za>; Mitculay Swarts <Mitculay.Swarts@stellenbosch.gov.za>; Najewa Moffat <Najewa.Moffat@stellenbosch.gov.za>; Nalerona Mphomane <Nalerona.Mphomane@stellenbosch.gov.za>; Zenani Mithi <Zenani.Mithi@stellenbosch.gov.za>; Enathi Mpemnyama <Enathi.Mpemnyama@stellenbosch.gov.za>; Phumla Nyakaza <Phumla.Nyakaza@stellenbosch.gov.za>; Sonique Manuel <Sonique.Manuel@stellenbosch.gov.za>; Michelle Maluqua <Michelle.Maluqua@stellenbosch.gov.za>; Candace Wesso <Candace.Wesso@stellenbosch.gov.za>; Jassica Fortuin (Vlottenbrug ward office) <Jassica.Fortuin@stellenbosch.gov.za>; Nelmare Williams (ward 21) <Nelmare.Williams@stellenbosch.gov.za>; Ongeziwe Mpikashe <Ongeziwe.Mpikashe@stellenbosch.gov.za>; Speaker Pa (Farida Le Roux) <Speaker.Pa@stellenbosch.gov.za>; Nomie Tshefu <Nomie.Tshefu@stellenbosch.gov.za>; mm <Municipal.Manager@stellenbosch.gov.za>
Subject: ADVERT AND NOMINATION FORM - PANEL MEMBER: MUNICIPAL HONOURS AND MEDALS

Good day councillors

Find attached the advertisements and nomination forms for panel members to be considered to serve on the Municipal Honours and Medals Advisory panel.

For ease of reference, the Stellenbosch Municipality Municipal Honours By-law 2025 is also attached.

Please distribute / circulate the attached information.

The cut-off date for submissions to be considered is 15 May 2026 at 16h30. No late submissions will be considered.

Kind regards / Vriendelike groete

Donovan Muller
Manager: Councillor Support

T: +27 21 808 8314 | F: +27 886 6761
2nd Floor, Main Building, Plein Street
Stellenbosch, 7600
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vergadering versoeke aanvaar word op die basis dat dit gekanselleer mag word as gevolg van noodgevalle wat mag ontstaan en die Burgemeester se aandag vereis."

ANNEXURE E

STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

STELLENBOSCH MUNICIPALITY

NOMINATION FORM

Appointment to the Municipal Honours and Medals Advisory Panel

Issued by: Stellenbosch Municipality
In terms of the Stellenbosch Municipal Honours By-law, 2025

---

1. PURPOSE OF THE NOMINATION

The Municipal Honours and Medals Advisory Panel provide advice to the Executive Mayor and Council on matters relating to:

- The **conferral of municipal honours**
- The **annulment of honours**
- The **restoration of honours**
- Ensuring nominations comply with the **criteria set out in the Municipal Honours By-law**

The panel forms part of the governance structure that safeguards the integrity, dignity and public credibility of municipal honours.

Municipal honours include, among others:

- Freedom of the Municipality or a Town
- Honorary Citizenship
- Illuminated Address
- Aldermanship Certificate
- Council's Commendation Certificate
- Mayor's Commendation Certificate
- Certificate for Long or Outstanding Service
- The **Simonsberg Medal (Gold)** for exceptional achievement or bravery.

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STELLENBOSCH • PNIEL • FRANSCHHOEK

2. CATEGORY OF NOMINATION

Please indicate the category under which the nominee is proposed:

☐ Public Representative (Non-Councillor)
☐ Member of Civil Society
☐ Academic / Heritage Expert
☐ Cultural or Community Leader
☐ Business / Professional Leader
☐ Other (Specify): _____

3. DETAILS OF NOMINEE [PERSON TO SERVE ON ADVISORY PANEL]

Full Name:

Identity Number / Passport Number:

Date of Birth:

Residential Address:

Postal Address:

Contact Number:

Email Address:

Occupation / Profession:

Employer / Organisation:

Years resident in Stellenbosch Municipal Area:

Municipal Ward (if known):

---

4. NOMINATOR DETAILS

Full Name:

Identity Number:

Organisation (if applicable):

Relationship to Nominee:

Contact Number:

Email Address:

Signature of Nominator:

Date:

STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

5. SECONDERS (if required)

Seconders strengthen the credibility of nominations.

Name Organisation Contact Signature

---

6. QUALIFICATIONS AND EXPERIENCE

Provide details of the nominee's relevant qualifications, expertise or experience that would contribute to the functions of the Municipal Honours Advisory Panel.

Examples include:

- Governance and ethics
- Heritage, culture or history
- Community leadership
- Public administration
- Academic or research expertise
- Public recognition programmes
- Civic leadership

Details:

---

7. COMMUNITY REPRESENTATIVITY

The by-law requires the advisory panel to be **broadly representative of the people of Stellenbosch**.

Describe how the nominee contributes to community representation (for example):

- Cultural representation
- Geographic representation (Stellenbosch, Franschhoek, Pniel etc.)
- Youth / civil society leadership
- Heritage or traditional knowledge
- Community activism

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8. RECORD OF PUBLIC SERVICE OR COMMUNITY CONTRIBUTION

Please outline the nominee's contribution to the community or public life.

Include:

- Civic leadership
- Heritage preservation
- Cultural leadership
- Social impact
- Public service
- Awards or recognition

9. INTEGRITY AND ETHICAL STANDING

Members of the panel must be persons **held in high regard by the community**.

Please confirm the following:

Declaration	**Yes**	**No**
The nominee is widely respected in the community	☐	☐
The nominee has not been convicted of a serious criminal offence	☐	☐
The nominee has not been found guilty of corruption or fraud	☐	☐

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Declaration	**Yes**	**No**
The nominee has no conflict of interest that would compromise independence	☐	☐

If any answer is **No**, provide details:

---

10. DECLARATION OF INTERESTS

The nominee must disclose potential conflicts of interest.

List any:

- Political positions
- Board memberships
- Government appointments
- Financial interests related to municipal institutions

---

11. SUPPORTING DOCUMENTS

Attach the following:

☐ Curriculum Vitae (maximum 3 pages)
☐ Certified copy of identity document
☐ Motivation letter (max 2 pages)
☐ Letters of support (optional)
☐ Proof of residence in municipal area (if applicable)

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12. NOMINEE ACCEPTANCE

I, the undersigned, accept the nomination to serve on the **Municipal Honours and Medals Advisory Panel** of the Stellenbosch Municipality.

I confirm that:

- The information provided is true and correct.
- I will act impartially and in the public interest.
- I understand that the panel provides **advice to the Mayor and Council on the conferral, annulment and restoration of municipal honours**.

Name:

_____

Signature:

_____

Date:

_____

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13. MUNICIPAL USE ONLY

Nomination received by:

Department:

Date received:

Compliance check:

Requirement	**Yes**	**No**
Form complete	☐	☐
Supporting documents attached	☐	☐
Eligibility confirmed	☐	☐

Recommendation:

☐ Eligible for consideration
☐ Not eligible

Official:

Signature:

14. SUBMISSION DETAILS

Completed nominations must be submitted to:

Office of the Executive Mayor
Stellenbosch Municipality

Email: Donovan.Muller@stellenbosch.gov.za
Physical Address: Stellenbosch Municipality, Main Building, Plein Street, Stellenbosch, 7600

Closing Date: 15 May 2026 @16h30

ANNEXURE F

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MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

IKHWELO LOKUTYUMBA

IGQIZA LABACEBISI NGAMAWONGA NEEMBASA ZIKAMASIPALA

UMasipala waseStellenbosch

UMasipala waseStellenbosch umema amalungu oluntu ukuba atyunjwe ukuba asebenze kwi**Gqiza laBacebisi ngamaWonga neeMbasa zikaMasipala ngokoMthetho kaMasipala waseStellenbosch, ka2025.**

Injongo yeGqiza laBacebisi

IGqiza laBacebisi ngamaWonga neeMbasa zikaMasipala libonelela ngengcebiso kuSodolophu oLawulayo malunga **nokunikezelwa, ukutshitshiswa okanye ukubuyiselwa kwamaWonga neeMbasa zikaMasipala** eziwongwe nguMasipala. Igqiza lidlala indima ebalulekileyo ekuqinisekiseni ukuba iwonga likamasipala linikezelwa ngendlela enobulungisa, engafihliyo nenesidima kubantu okanye imibutho enike inkonzo ekhethekileyo okanye impumelelo.

Ukusekwa kweGqiza

Ngokuhambelana nomthetho kamasipala, iGqiza labaCebisi linokubandakanya:

- Ukuya kutsho **kwisihlanu (5) sooceba**, abameli ngokubanzi beBhunga likaMasipala; kwaye
- Ukuya kutsho **kwisihlanu (5) samalungu oluntu**, ahlonitshwa kakhulu kwaye amele uluntu ngokubanzi kuMasipala waseStellenbosch.

Eli khwelo lifuna ngokukodwa **ukutyunjwa kwamalungu afanelekileyo oluntu** ukuba asebenze kweli gqiza.

Iinkqubo zokuFaneleka

Abatyunjwa kufuneka:

- Babe ngabantu abanesidima esiphezulu, ubabekekileyo nabahloniphekileyo eluntwini.
- Bamele ngokubanzi uluntu olukwingingqi kaMasipala waseStellenbosch.
- Babonise **ulwazi, amava, okanye umdla kulwamkelo loluntu, ilifa lemveli, uphuhliso loluntu, ubugcisa, inkcubeko, ezemidlalo, inkonzo yoluntu okanye igalelo kwintlalo.**
- Bazimisele ukukhonza uluntu ngokungenamkhethe kwaye bagcine isidima nembeko Isidima nobungangamsha bamawonga kamasipala.
- Bangabi nako nakuphi na ukungqubana kweemfuno okunokuthi kubeke esichengeni umsebenzi wegqiza.

ImiSebenzi noXanduva lokuPhendula

Amalungu eGqiza laBacebis aza:

- Kuthathela ingqalelo kwaye avavanye ukutyunjwa kwamaWonga neeMbasa zikaMasipala.
- Kubonelela ngeengcebiso ezizimeleyo kuSodolophu oLawulayo malunga **nokunikezela, ukutshitshiswa okanye ukubuyiselwa kweembasa.**
- Kuqinisekisa ukuba izindululo zihambelana nemigaqo kunye nezibonelelo zoMthetho kaMasipala wamaWonga.
- Kuzimasa iintlanganiso ezibizwe nguSodolophu oLawulayo njengoko kufuneka.

IiMfuno zokuTyumba

Amagama abatyunjiweyo kufuneka aquke:

1. Ifomu yokutyumba egcwalisiweyo (efumaneka kwiwebhusayithi kamasipala okanye efumaneka kuDonovan.Muller@stellenbosch.gov.za
2. **Inkuthazo echaza ukufaneleka komtyunjwa.**
3. **Uluhlu lwemfundo nemisebenzi emfutshane** yomtyunjwa (amaphepha ama 3ubuninzi).
4. **Ulwamkelo** olubhaliweyo **lokutyunjwa** ngumtyunjwa.
5. Iinkcukacha zoqhagamshelwano zomtyunjwa.

Ukunjeniswa kwabaTyinjwa

Iifomu ezigcwalisiweyo zokutyumba kufuneka zingeniswe:

IOfisi kaSodolophu oLawulayo

UMasipala waseStellenbosch, PO Box 17, eStellenbosch, 7600

Thumela i-imeyile kuDonovan.Muller@stellenbosch.gov.za. Umnxeba: 021 808 8314

Umhla wokuVala

AOnke amagama abatyunjwa kufuneka afunyanwe **ngomhla okanye ngaphambi kwawo 15 uCanzibe 2026 ngo 16:30PM.** Amagama abatyunjwa afakwe emva kwexesha okanye iifomu ezingagqitywanga awayi kuthathelwa ngqalelo.

Xa unemibuzo

Ukuba unemibuzo malunga nenkqubo yokutyumba, nceda uqhagamshelane:
[noDonovan Muller: Donovan.Muller@stellenbosch.gov.za or 021 808 8314]

gear GA4151

UMasipala waseStellenbosch ukhuthaza ulonyulo olubonakalisa **iyantlukwano kunye nobutyebi boluntu,** kubandakanywa abantu abavela kumacandelo ahlukeneyo, imvelaphi neendawo ezikummandla kamasipala.

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MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

OPROEP OM BENOEMINGS

MUNISIPALE ADVIESPANEEL OOR EERBEWYSE EN MEDALJES

Stellenbosch Munisipaliteit

Die Stellenbosch Munisipaliteit vra hiermee om openbare benoemings vir aanstelling in die **Munisipale Adviespaneel oor Eerbewyse en Medaljes** kragtens die **Stellenbosch Munisipale Verordening oor Eerbewyse, 2025**.

Doel van die Adviespaneel

Die Munisipale Adviespaneel oor Eerbewyse en Medaljes lewer advies aan die Uitvoerende Burgemeester oor die **toekenning, herroeping of herstel van munisipale eerbewyse en medaljes** wat deur die Munisipaliteit toegeken word. Die paneel speel 'n belangrike rol daarin om te verseker dat munisipale eerbewyse op billike, deursigtige en waardige wyse aan individue of organisasies, wat buitengewone diens of prestasie gelewer het, toegeken word.

Samestelling van die paneel

Kragtens die verordening kan die Adviespaneel bestaan uit:

- tot en met **vyf (5) raadslede**, wat in die breë verteenwoordigend van die Munisipale Raad is; en
- tot en met **vyf (5) lede van die publiek**, wat hoog aangeskrewe en in die breë verteenwoordigend van die gemeenskappe van die Stellenbosch Munisipaliteit is.

Hierdie oproep is spesifiek gemik op benoemings van lede van die publiek om in die paneel te dien.

Geskiktheidskriteria

Benoemdes moet:

- persone met **sterk integriteit** wees **en moet goeie aansien en agting in die gemeenskap geniet;**
- in die breë verteenwoordigend van die gemeenskappe in die Stellenbosch munisipale gebied wees;
- **kennis en ervaring van, of belangstelling in burgerlike erkenning, erfenis, gemeenskapsontwikkeling, die kunste, kultuur, sport, openbare diens of maatskaplike bydrae** demonstreer;
- bereid wees om onpartydig te dien en die waardigheid en aansien van munisipale eerbewyse te handhaaf; en
- nie enige belangebotsings hê wat die werk van die paneel kan kompromitteer nie.

Rolle en verantwoordelikhede

Lede van die Adviespaneel sal:

- benoemings vir munisipale eerbewyse en medaljes oorweeg en beoordeel;
- onafhanklike advies aan die Uitvoerende Burgemeester lewer ten opsigte van die **toekenning, herroeping of herstel van eerbewyse;**
- verseker dat aanbevelings strook met die kriteria en bepalings van die Munisipale Verordening oor Eerbewyse; en
- vergaderings wat deur die Uitvoerende Burgemeester saamgeroep word, soos nodig bywoon.

Benoemingsvereistes

Benoemings moet die volgende insluit:

1. Ingevulde benoemingsvorm (op die munisipale webwerf, of by Donovan.Muller@stellenbosch.gov.za beskikbaar)
2. 'n **Beweegrede wat die geskiktheid van die benoemde uiteensit**
3. 'n **Kort curriculum vitae** van die benoemde (maksimum 3 bladsye)
4. Skriftelike **aanvaarding van die benoeming** deur die benoemde
5. Kontakbesonderhede van die benoemde

Indiening van benoemings

Ingevulde benoemingsvorms moet ingedien word by:
Die Kantoor van die Uitvoerende Burgemeester
Stellenbosch Munisipaliteit
Posbus 17, Stellenbosch, 7600
Epos: Donovan.Muller@stellenbosch.gov.za
Tel: 021 808 8314

Sluitingsdatum

Alle benoemings moet op **of voor 15 Mei 2026 om 16:30NM** ontvang word.
Laat of onvolledige benoemings sal nie oorweeg word nie.

Navrae

Vir navrae oor die benoemingsproses, kontak gerus die onderstaande:
Donovan Muller: Donovan.Muller@stellenbosch.gov.za of 021 808 8314

gear GA4151

Die **Stellenbosch Munisipaliteit** moedig benoemings aan wat die **diversiteit en rykheid van sy gemeenskappe** weerspieël, met inbegrip van mense uit verskillende sektore, agtergronde en gebiede binne die munisipale gebied.

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MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

CALL FOR NOMINATIONS

MUNICIPAL HONOURS AND MEDALS ADVISORY PANEL

Stellenbosch Municipality

Stellenbosch Municipality hereby invites nominations from members of the public for appointment to serve on the **Municipal Honours and Medals Advisory Panel** in terms of the **Stellenbosch Municipal Honours By-law, 2025**.

Purpose of the Advisory Panel

The Municipal Honours and Medals Advisory Panel provides advice to the Executive Mayor regarding the **conferral, annulment or restoration of Municipal Honours and Medals** awarded by the Municipality. The panel plays an important role in ensuring that municipal honours are conferred in a fair, transparent and dignified manner on individuals or organisations who have rendered exceptional service or achievement.

Composition of the Panel

In accordance with the by-law, the Advisory Panel may consist of:

- Up to **five (5) councillors**, broadly representative of the Municipal Council; and
- Up to **five (5) members of the public**, who are highly respected and broadly representative of the communities of Stellenbosch Municipality.

This call specifically seeks nominations of suitable members of the public to serve on the panel.

Eligibility Criteria

Nominees should:

- Be persons of **high integrity, standing and respect within the community.**
- Be broadly representative of the communities within the Stellenbosch Municipal area.
- Demonstrate **knowledge, experience, or interest in civic recognition, heritage, community development, arts, culture, sport, public service or social contribution.**
- Be willing to serve impartially and uphold the dignity and prestige of municipal honours.
- Not have any conflicts of interest that may compromise the work of the panel.

Roles and Responsibilities

Members of the Advisory Panel will:

- Consider and evaluate nominations for Municipal Honours and Medals.
- Provide independent advice to the Executive Mayor regarding the **conferral, annulment or restoration of honours.**
- Ensure that recommendations are aligned with the criteria and provisions of the Municipal Honours By-law.
- Attend meetings convened by the Executive Mayor as required.

Nomination Requirements

Nominations must include:

1. Completed nomination form (available on the municipal website or from Donovan.Muller@stellenbosch.gov.za)
2. A **motivation outlining the suitability of the nominee.**
3. A **brief curriculum vitae** of the nominee (maximum 3 pages).
4. Written **acceptance of nomination** by the nominee.
5. Contact details of the nominee.

Submission of Nominations

Completed nominations must be submitted to:

Office of the Executive Mayor
Stellenbosch Municipality
PO Box 17, Stellenbosch, 7600
Email: Donovan.Muller@stellenbosch.gov.za
Tel: 021 808 8314

Closing Date

All nominations must be received **on or before 15 May 2026 at 16:30PM.**
Late or incomplete nominations will not be considered.

Enquiries

For enquiries regarding the nomination process, please contact:
[Donovan Muller: Donovan.Muller@stellenbosch.gov.za or 021 808 8314]

gear GA4151

Stellenbosch Municipality encourages nominations that reflect the **diversity and richness of its communities,** including persons from different sectors, backgrounds and areas within the municipal area.

ANNEXURE G

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MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

OPROEP OM BENOEMINGS

MUNISIPALE ADVIESPANEEL OOR EERBEWYSE EN MEDALJES

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Doel van die Adviespaneel

Die Munisipale Adviespaneel oor Eerbewyse en Medaljes lewer advies aan die Uitvoerende Burgemeester oor die **toekenning, herroeping of herstel van munisipale eerbewyse en medaljes** wat deur die Munisipaliteit toegeken word. Die paneel speel 'n belangrike rol daarin om te verseker dat munisipale eerbewyse op billike, deursigtige en waardige wyse aan individue of organisasies, wat buitengewone diens of prestasie gelewer het, toegeken word.

Samestelling van die paneel

Kragtens die verordening kan die Adviespaneel bestaan uit:

- tot en met **vyf (5) raadslede**, wat in die breë verteenwoordigend van die Munisipale Raad is; en
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Hierdie oproep is spesifiek gemik op benoemings van lede van die publiek om in die paneel te dien.

Geskiktheidskriteria

Benoemdes moet:

- persone met **sterk integriteit** wees en **moet goeie aansien en agting in die gemeenskap geniet;**
- in die breë verteenwoordigend van die gemeenskappe in die Stellenbosch munisipale gebied wees;
- **kennis en ervaring van, of belangstelling in burgerlike erkenning, erfenis, gemeenskapsontwikkeling, die kunste, kultuur, sport, openbare diens of maatskaplike bydrae** demonstreer;
- bereid wees om onpartydig te dien en die waardigheid en aansien van munisipale eerbewyse te handhaaf; en
- nie enige belangebotsings hê wat die werk van die paneel kan kompromitteer nie.

Rolle en verantwoordelikhede

Lede van die Adviespaneel sal:

- benoemings vir munisipale eerbewyse en medaljes oorweeg en beoordeel;
- onafhanklike advies aan die Uitvoerende Burgemeester lewer ten opsigte van die **toekenning, herroeping of herstel van eerbewyse;**
- verseker dat aanbevelings strook met die kriteria en bepalings van die Munisipale Verordening oor Eerbewyse; en
- vergaderings wat deur die Uitvoerende Burgemeester saamgeroep word, soos nodig bywoon.

Benoemingsvereistes

Benoemings moet die volgende insluit:

1. Ingevulde benoemingsvorm (op die munisipale webwerf, of by Donovan.Muller@stellenbosch.gov.za beskikbaar)
2. 'n **Beweegrede wat die geskiktheid van die benoemde uiteensit**
3. 'n **Kort curriculum vitae** van die benoemde (maksimum 3 bladsye)
4. Skriftelike **aanvaarding van die benoeming** deur die benoemde
5. Kontakbesonderhede van die benoemde

Indiening van benoemings

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Stellenbosch Munisipaliteit
Posbus 17, Stellenbosch, 7600
Epos: Donovan.Muller@stellenbosch.gov.za
Tel: 021 808 8314

Sluitingsdatum

Alle benoemings moet op **of voor 15 Mei 2026 om 16:30NM** ontvang word.
Laat of onvolledige benoemings sal nie oorweeg word nie.

Navrae

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Donovan Muller: Donovan.Muller@stellenbosch.gov.za of 021 808 8314

gsar-GA4151

Die **Stellenbosch Munisipaliteit** moedig benoemings aan wat die **diversiteit en rykheid van sy gemeenskappe** weerspieël, met inbegrip van mense uit verskillende sektore, agtergronde en gebiede binne die munisipale gebied.

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STELLENBOSCH MUNICIPALITY

NOMINATION FORM

Appointment to the Municipal Honours and Medals Advisory Panel

Issued by: Stellenbosch Municipality
In terms of the Stellenbosch Municipal Honours By-law, 2025

1. PURPOSE OF THE NOMINATION

The Municipal Honours and Medals Advisory Panel provide advice to the Executive Mayor and Council on matters relating to:

- The **conferral of municipal honours**
- The **annulment of honours**
- The **restoration of honours**
- Ensuring nominations comply with the **criteria set out in the Municipal Honours By-law**

The panel forms part of the governance structure that safeguards the integrity, dignity and public credibility of municipal honours.

Municipal honours include, among others:

- Freedom of the Municipality or a Town
- Honorary Citizenship
- Illuminated Address
- Aldermanship Certificate
- Council's Commendation Certificate
- Mayor's Commendation Certificate
- Certificate for Long or Outstanding Service
- The **Simonsberg Medal (Gold)** for exceptional achievement or bravery.

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2. CATEGORY OF NOMINATION

Please indicate the category under which the nominee is proposed:

☐ Public Representative (Non-Councillor)
☐ Member of Civil Society
x Academic / Heritage Expert
x☐ Cultural or Community Leader
☐ Business / Professional Leader
☐ Other (Specify): _____

3. DETAILS OF NOMINEE [PERSON TO SERVE ON ADVISORY PANEL]

Full Name: **Matthew Justice Cyster**

Identity Number / Passport Number: **4507305093080**

Date of Birth: **30 July 1945**

Residential Address: **Panorama Street, Pniël, Stellenbosch**

Postal Address: **Panorama Street, Pniël, Stellenbosch 7600**

Contact Number: **083 324 7691**

Email Address: matthewcyster@gmail.com

Occupation / Profession: **Retired teacher**

Employer / Organisation: **N/A**

Years resident in Stellenbosch Municipal Area: **Lifelong**

Municipal Ward (if known): **Ward 4**

4. NOMINATOR DETAILS

Full Name: **Pietman Retief**

Identity Number: **4212075008083**

Organisation (if applicable): STellenbosch Heritage Trust

Relationship to Nominee: **Serves with Mr Cyster on the board of the Stellenbosch Heritage Trust**

Contact Number: **082 554 1476**

Email Address: **pietmanretief@gmail.com**

Signature of Nominator:

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12 Mei 2016.

Date:

5. SECONDERS (if required)

Seconders strengthen the credibility of nominations.

Name Organisation Contact Signature

N/A

6. QUALIFICATIONS AND EXPERIENCE

Provide details of the nominee's relevant qualifications, expertise or experience that would contribute to the functions of the Municipal Honours Advisory Panel.

Examples include:

- Governance and ethics
- Heritage, culture or history
- Community leadership
- Public administration
- Academic or research expertise
- Public recognition programmes
- Civic leadership

Details:

Apart from an illustrious career as teacher, vice principal and also principal of school at Lückhoff High School and Pniël Primary School, Mr Cyster has represented the community of Pniël for many years as administrator of various organisations such as Pniël Villagers (treasurer), the Congregational Church, as trustee of Pniël Erfenis Trust and the Stellenbosch Erfenis Trust. He also served as a councillor for the Municipality of Pniël.

His interest lies in the heritage of Pniël in particular, and he was involved in the writing and publishing of a book on Pniël, *Pniël en sy Mense*, which was begun in 2010. This was followed by the

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establishing of the Pniël Museum in 2013 and the Pniël Heritage Trust, of which he was the chairman.

He also helped to initiate the Pniël Skryfskool, which has already published two volumes of poetry, *Voetspore 1* and *Voetspore 2*, and which focuses on Pniël's stories and personalities. Next was the establishment of the Pniël Art School, where the PJ Olivier Art School provides tuition every other Saturday since 2020.

7. COMMUNITY REPRESENTATIVITY

The by-law requires the advisory panel to be **broadly representative of the people of Stellenbosch.**

Describe how the nominee contributes to community representation (for example):

- Cultural representation
- Geographic representation (Stellenbosch, Franschhoek, Pniel etc.)
- Youth / civil society leadership
- Heritage or traditional knowledge
- Community activism

Mr Cyster plays a pivotal role in the culture and heritage of Pniël, and has been involved in this town's activities for many, many years.

As mentioned before, he was involved in local education, as well as in sporting activities, very much involved in the activities of the Pniël Congregational Church, and especially in the recording of the heritage and history of Pniël.

His passion is the Pniël Heritage Museum, which is Pniël's pride and joy. Furthermore, he was involved in the writing of a book, *Pniël en sy mense*, which records the history of this town and its residents. A Skryfskool and Art School are also two of his endeavours to stimulate the arts in his community.

8. RECORD OF PUBLIC SERVICE OR COMMUNITY CONTRIBUTION

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Please outline the nominee's contribution to the community or public life.

Include:

- Civic leadership
- Heritage preservation
- Cultural leadership
- Social impact
- Public service
- Awards or recognition

Mention has already been made of Mr Cyster's incredible dedication and service to Pniel's educational and civic institutions, its culture and heritage such as the establishment of the Pniël Skryfskool, which has its origins in the Adam Small Festival, an enterprise which Mr Cyster is also involved in.

Mr Cyster received a special award from the e'Bosch Heritage Project in 2018 for his achievements and contributions towards the heritage and history of the community of Pniël and Stellenbosch.

He is currently a trustee of the Stellenbosch Heritage Trust, a body that is responsible for the maintenance of the Stellenbosch Museum's buildings.

9. INTEGRITY AND ETHICAL STANDING

Members of the panel must be persons **held in high regard by the community.**

Please confirm the following:

Declaration	**Yes**	**No**
The nominee is widely respected in the community	x☐	☐
The nominee has not been convicted of a serious criminal offence	☐	☐ not convicted
The nominee has not been found guilty of corruption or fraud	x☐	☐ not found guilty

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12. NOMINEE ACCEPTANCE

I, the undersigned, accept the nomination to serve on the **Municipal Honours and Medals Advisory Panel** of the Stellenbosch Municipality.

I confirm that:

- The information provided is true and correct.
- I will act impartially and in the public interest.
- I understand that the panel provides **advice to the Mayor and Council on the conferral, annulment and restoration of municipal honours.**

Name: MATTHEW J CYSTER

Signature: MJCyster

Date: 09 MAY 2026.

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Declaration	Yes	No
The nominee has no conflict of interest that would compromise independence	X	☐ no conflict of interest

If any answer is **No**, provide details:

He is an upstanding, ethical citizen, a person of integrity.

10. DECLARATION OF INTERESTS

The nominee must disclose potential conflicts of interest.

List any:

- Political positions
- Board memberships
- Government appointments
- Financial interests related to municipal institutions

N/A

11. SUPPORTING DOCUMENTS

Attach the following:

x☐Curriculum Vitae (maximum 3 pages)
x☐ Certified copy of identity document
x☐ Motivation letter (max 2 pages)
☐ Letters of support (optional)
x☐ Proof of residence in municipal area (if applicable)

12. NOMINEE ACCEPTANCE

CURRICULUM VITAE

VOLLE NAME : Matthew Justice Cyster : 30/07/1945

KONTAK BESONDERHEDE: SEL – 083 324 7691; EPOS - matthewcyster@gmail.com

OPVOEDING : Matrikuleer aan Noorder Paarl H.S – 1963

Kwalifiseer as onderwyser aan Universiteit Wes-Kaapland met BSc en Universiteitsonderwys Diploma 1964 - 1967.

Deur verdere studie aan UWK word ook die BSc-Honneurs – 1981 en B.Ed in 1990 verwerf.

PROFESSIONELE LOOPBAAN :

Begin 1968 as onderwyser aan Luckhoff S.S waar ek vir 25 gelukkige jare meestal terugBiologie aan senior klasse aanbied. Word later bevorder tot Departementshoof, Adjunkhoof waar ek vir afwisselende periodes as hoof waarneem en uiteindelik van Julie 1986 tot Junie 1988 as prinsipaal.

Ek sluit my onderwysloopbaan af as prisipaal van Pniel Primêre Skool vanaf Januarie 1993 tot aftrede in einde 1996.

My onderwys ondervinding bring my vir nagenoeg 5 jaar weer terug na die skole in Stellenbosch en Paarl waar ek as leier van `n groep afgetrede onderwysers verantwoordelik was vir die afneem van sistemiese toetse vir die onderwys departement aan graad 9 leerders .

ANDER TER SAAKLIKE

Tydens my professionele loopbaan dien ek as administrateur in verskeie plaaslike organisasies o.a Pniel Villagers as kassier, plaaslike kerk as trustee en selfs as Raadslid vir Pniel.

As (halfgeskoolde wetenskaplike) prikkel die vraag oor waar Pniel se mense vandaan is en lei navorsing tot die publikasie van die boek " Pniel en sy Mense" in 2008 wat alle aspekte van die Pnielse leefwyse bevat.

Hierdie boek vorm uiteindelik die basis vir die vestiging van die Pniel Museum wat in 2010 begin is met die stigting nam die Pniel Erfenis Trust waarvan ek voorsitter was. Die Pniel Museum open 2013 en strewe om die herkoms, erfenis en geskiedenis van Pnielers op tasbare wyse voor te stel.

Na voltooiing van die museum verskuif aandag na 'die geleenthede waartoe Pnielers en soortgelyke gemeenskappe min toegang in die verlede gehad het en stig ek Die Pniel Museum Skryfskool in 2018 wat reeds twee digbundels, Voetspore 1 en Voetspore 2 uitgegee wat fokus op stories en persoonlikhede van Pniel. Die Pniel Kunsskool wat tans deur PGOlivier Kunsskool op Stellenbosch op alternatiewe Saterdae aangebied word volg in 2020.

Tans bly ek betrokke by bogenoemde akies en dien as trustee op die Stellenbosch Erfenis Trust.

mjc

Panoramastraat 10, Pniël.

09/05/2026.

REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD

Surname:
CYSTER
Names:
MATTHEW JUSTICE
Sex:
M
Nationality:
RSA
Identity Number:
4507305093080
Date of Birth:
30 JUL 1945
Country of Birth:
RSA
Status:
CITIZEN



Signature:

SOUTH AFRICAN POLICE SERVICE
COMMUNITY SERVICE CENTRE
GROOT-DRAKENSTEIN
08 MAY 2026
GEMEENSKAPDIENSSENTRUM
GROOT-DRAKENSTEIN
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REKENING NOMMER	100597
BELASTINGFAKTUUR	8074965
REKENING DATUM	16/04/2026
KWITANSIES GEPOS TOT	15/04/2026
BTW.	313.39
WAARDASIE	2945000
ERF	PNIEL 674 00001
GEBOU	PANORAMASTRAAT 10
LIGGING	PANORAMASTRAAT 10
DEPOSITO / WAARBORG	
DEB BTW REG NR.	

Mnr/Me MJ+D CYSTER
POSBUS 16
PNIEL
7681

BELASTINGFAKTUUR MAANDELIKSE REKENING — TAX INVOICE MONTHLY ACCOUNT

Diens tipe	Meter nr	Vorige	Huidige	Faktor	Verbruik	Periode	Daag Gemid
W	0023065794	289	298		9.000	19/02-19/03	.32
E	0000619112	54405	54793		388.000	19/02-19/03	13.85

Saldo oorgedra:				2511.51
ACB/ander betalings0000000034				-2511.51
Diens tipe	**Verbruik**	**Tarief/Koste**	**BTW**	**Bedrag**
Water: DOM Basic/Basies	1	93.38000	14.01	107.39
Water: DOM Cons - Norm	3.214	26.03000	3.90	29.93
Water: DOM Cons - Restr	5.785	46.86000	7.03	53.89
Elekt/Elect Basic/Basies	1	322.62000	48.39	371.01
Elekt/Elect Cons/Verbr	388	1011.60000	151.74	1163.34
Belasting Maandeliks RES				246.95
Vullis Verwydering	1	309.01000	46.35	355.36
Riool Heffing	1	279.83000	41.97	321.80
Betaal per Debietorder op 07/05/2026				-2649.67
** Totale maandelikse saldo:				.00

WAARDASIE	VERBRUIK	OPPERVLAKTE
2945000	RES	.0648

BOODSKAP

Stellenbosch Munisipaliteit se drinkwater kwaliteit voldoen 94.5%.
Indien hierdie rekening nie per debietorder betaal word nie, vereffen asseblief betyds om rente teen die standaardkoers, en verdere kredietbeheermaatreëls te vermy.
ONS FNB BANK REKENING IS GESLUIT. Betalings moet na ons nuwe STANDARD BANK rekening gedoen word om boetes te vermy.

Sien agterkant vir belangrike inligting / See reverse side for important information

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021 808 8111

Name / Naam	Account No. / Rekeningnr.	Period / Tydperk	Date / Datum
Mnr/Me MJ+D CYSTER	100597	2026/04	16/04/2026

Due Date / Datum Verskuldig	Monthly / Maandeliks		Annual / Jaarliks		TOTAL NOW DUE / TOTAAL NOU VERSKULDIG
	Arrears / Credits / Agterstalig / Krediete	07/05/2026	Arrears / Credits / Agterstalig / Krediete		
Now Due / Future: / Nou Verskuldig / Toekomstig:		2649.67			**2649.67**

Lesaka EasyPay
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Dear Sir/Madam

Re: Nomination of Mr Matthew Justice Cyster as a member of the Stellenbosch Municipal Honours and Medals Advisory Panel.

It is with great pleasure that I recommend Mr Cyster for the above-mentioned position. I have known him for many years, as we have both been involved in the preservation of the heritage of the greater Stellenbosch for decades, and I can vouch for Mr Cyster's integrity and the passion he has for the heritage and history of Stellenbosch in general, and Pniël in particular.

He has also served his community for many years in many positions: first as an educator; as treasurer of the Pniël Villagers Club; a member of the Pniël Congregational Church; the chairman of the Pniël Heritage Trust – as a municipal councillor for Pniël - and now serves as a trustee of the Stellenbosch Heritage Trust. He is, therefore, very much an all-rounder who represents his community in many disciplines.

Mr Cyster was one of the authors and contributors to *Pniel en sy mense*, a book on Pniël, its history, its stories and its personalities. This book formed the basis for the establishment of the Pniël Museum in 2010, to represent the culture and heritage of the people of Pniël, and also the forming of the Pniël Heritage Trust, of which he was the chairman.

He then focused on other cultural activities such as the Pniël Skryfskool (Writing school) in 2018, which has already produced two volumes of poetry. This was followed in 2020 by the Pniël Art School, where the PJ Olivier Art School teaches art every other Saturday.

Mr Cyster is still involved in all of these cultural activities, as well as in the Adam Small Festival, presented annually in Pniel.

I want to conclude by saying that Mr Cyster is eminently suitable for a position on the Stellenbosch Municiaplity's advisory panel, and eventually also as a nominee for a municipal commendation for services rendered to the community.

I trust you will regard this letter and the accompanying documentations in a favourable light.

Kind regards



12 Mei 2026

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

NONE

14.	**CONSIDERATION OF URGENT MOTIONS**

NONE

15.	**URGENT MATTERS SUBMITTED BY THE MUNICIPAL MANAGER**

NONE

16.	**REPORTS SUBMITTED BY THE SPEAKER**

16.1	**QUARTERLY REPORT – WARD COMMITTEE FUNCTIONING 4TH QUARTER OF 2025/2026 FINANCIAL YEAR**

Collaborator No: 809718
IDP KPA Ref No: *Good Governance*
Meeting Date: 29 July 2026

1. SUBJECT: QUARTERLY REPORT – WARD COMMITTEE FUNCTIONING 4TH QUARTER OF 2025/2026 FINANCIAL YEAR

2. PURPOSE

For Council to take note of the Functioning of Ward Committees within the Stellenbosch municipal areas.

3. DELEGATED AUTHORITY

For notification by Municipal Council.

4. EXECUTIVE SUMMARY

In terms of section 73 of the Local Government: Municipal Structures Act, no 117 of 1998 and Regulations, Ward Committees must be established for each ward within the municipal area within 120 days after the election.

The system of delegations of the Stellenbosch Municipality (S6 and S7) designates the Speaker of Stellenbosch Municipality to facilitate the establishment of Ward Committees in line with the provisions and stipulations of the Municipal Structures Act and Council's policy for the establishment of Ward Committees.

At the Council meeting of 30 March 2022, Council noted the establishment of Ward Committees for all 23 wards within the Stellenbosch Municipality.

Wards who did not have the full complement of Ward Committees members were allowed to co-opt members in line with Council Policy and Procedures for Ward Committees. All ward committees are fully functional and are performing all duties as set out in the Policy and Procedures for Ward Committees.

Attached herewith as ANNEXURE A is a table outlining the functioning of all Ward Committees for the period April - June 2026, including dates and number of Ward Committee meetings held to date.

5. RECOMMENDATIONS

(a) that Council note the functioning of Ward Committees in all 23 wards;

(b) that Council take note of the number of Ward Committee and Sector meetings held to date in all 23 wards from April - June 2026.

6. DISCUSSION / CONTENTS

6.1 Background

In terms of the Policy and Procedures for Ward Committees amended and adopted by Council on 23 November 2021, the Speaker of Council is the custodian of Ward

Committees. The Speaker must, in collaboration with Ward Councillors, regulate and monitor the frequency of ward committee and community report back meetings and must through his/her office ensure functionality of ward committees, as outlined in paragraphs 15(1) and 15(3 and 4) of Council's Policy and Procedures for Ward Committees.

In terms of section 73 of the Local Government: Municipal Structures Act, no 117 of 1998 and Regulations, Ward Committees must be established for each ward within the municipal area within 120 days after the election.

6.2 Discussion

At the meeting of 30 March 2022 Council noted the establishment of Ward Committees for all 23 wards within the Stellenbosch Municipality. Wards who did not have the full complement of Ward Committees members were allowed to co-opt members in line with Council Policy and Procedures for Ward Committees.

All ward committees are fully functional and are performing all duties as set out in the Policy and Procedures for Ward Committees.

Attached herewith as ANNEXURE A is a table outlining the functioning of all Ward Committees, including dates and number of Ward Committee meetings for the period April - June 2026.

6.3 Financial Implications

As per the approved budget.

6.4 Legal Implications

The recommendations in this report comply with approved delegations, legislation and Council policies.

6.5 Staff Implications

Ward Administrators have been appointed to assist with the functioning of Ward Committees. Where vacancies exist, there are processes in place to fill the vacancies.

6.6 Previous / Relevant Council Resolutions:

40TH COUNCIL MEETING: 2026-01-28: ITEM 9.2.1

6.7 Risk Implications

This report addresses the risk implications for the Municipality.

6.8 Comments from Senior Management:

The report was not circulated for comment.

ANNEXURES

Annexure A: Summary of Ward Committee and Public Meetings held: April – June 2026

FOR FURTHER DETAILS CONTACT:

NAME	Jacqueline Beerwinkel
POSITION	***EXECUTIVE SUPPORT OFFICER***
DIRECTORATE	***CORPORATE SERVICES***
CONTACT NUMBERS	***021808 8618***
E-MAIL ADDRESS	***Jacqueline.Beerwinkel@stellenbosch.gov.za***
REPORT DATE	***13 July 2026***

ANNEXURE A

ANNEXURE A: SUMMARY OF WARD COMMITTEE AND PUBLIC MEETINGS HELD:

APRIL - JUNE 2026

WARD COMMITTEE MEETINGS: APRIL - JUNE 2026					
Wards	**No of WC Members**	**No of WC Meetings**	**Meeting dates (WC)**	**Public / Report back meetings**	**IDP attendance of Ward committees**
1	9	3	30/04/3036; 27/05/2026; 24/06/2026		
2	9	2	28/05/2026; 11/06/2026		
3	8	2	23/04/2026; 28/05/2026		
4	8	2	19/05/2026; 15/06/2026	**26/05/2026**	
5	10	3	16/04/2026; 14/05/2026; 09/06/2026		
6	10	3	08/04/2026; 07/05/2026; 04/06/2026		
7	10	2	08/04/2026; 10/06/2026	13/05/2026	
8	9	1	28/05/2026		
9	9	1	02/06/2026		
10	7	3	21/04/2026; 20/05/2026; 16/06/2026		
11	10	1	24/06/2026	14/05/2026	
12	10	2	05/05/2026; 19/05/2026	13/04/2026	
13	9	3	27/04/2026; 20/05/2026; 24/06/2026		

Wards	No of WC Members	No of WC Meetings	Meeting dates (WC)	Public / Report back meetings	IDP attendance of w comm
14	10	3	07/04/2026; 27/05/2026; 11/06/2026		
15	10	2	22/04/2026; 26/05/2026	13/05/2026	
16	9	3	28/05/2026; 09/06/2026; 15/06/2026		
17	7	3	30/04/3036; 26/05/2026; 15/06/2026		
18	9	3	13/04/2026; 04/05/2026; 01/06/2026		
19	8	3	07/04/2026; 14/05/2026; 08/06/2026		
20	8	2	14/04/2026; 12/05/2026	09/06/2026	
21	7	2	05/05/2026; 02/06/2026	30/06/2026	
22	7	2	15/04/2026; 14/05/2026		
23	9	2	12/05/2026; 30/06/2026		

17.	**REPORTS SUBMITTED BY THE EXECUTIVE MAYOR**

NONE

18.	**MATTERS TO BE CONSIDERED IN–COMMITTEE**

(SEE PINK DOCUMENTATION)

THE AGENDA HAS BEEN DISCUSSED WITH THE SPEAKER, CLLR Q SMIT AND HE AGREES WITH THE CONTENT.