



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref: 3/4/3/5/3/4

2023-08-07

**NOTICE OF A
PARKS, OPEN SPACES AND ENVIRONMENT
COMMITTEE MEETING
MONDAY: 2023-08-07**

TO Cllr J Williams [Chairperson]

COUNCILLORS Z Dalling
M Nkopane
E Vermeulen

Ex officio Executive Mayor, Ald G Van Deventer

Notice is hereby given that a Parks, Open Spaces and Environment Committee meeting will be held via MS Teams on **Monday, 2023-08-07 at 10:00** to consider the items on the Agenda.



**CLLR J WILLIAMS
CHAIRPERSON**

A G E N D A
PARKS, OPEN SPACES AND ENVIRONMENT
COMMITTEE MEETING
2023-08-07

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	NONE	
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11.	MATTERS TO BE CONSIDERED IN-COMMITTEE	
	NONE	

AGENDA

**PARKS, OPEN SPACES AND ENVIRONMENT
COMMUNITY SERVICES COMMITTEE MEETING**

2023-08-07

1.	OPENING AND WELCOME	
2	COMMUNICATION BY THE CHAIRPERSON	(3/4/3/6)
3	DISCLOSURE OF INTERESTS	(3/6/2/2)
4	APPLICATION FOR LEAVE OF ABSENCE	
5	CONFIRMATION OF THE MINUTES	(3/4/3/5/2/4)

The minutes of the Parks, Open Spaces and Environment Committee Meeting held on 2023-06-05.

FOR CONFIRMATION

APPENDIX 1



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref: 3/4/3/5/3/4

2023-06-05

MINUTES

PARKS, OPEN SPACES AND ENVIRONMENT COMMITTEE MEETING

2023-06-05 AT 10:00

**MINUTES
PARKS, OPEN SPACES AND ENVIRONMENT
COMMITTEE MEETING**

2023-06-05

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	NONE	
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7.1	NON-DELEGATED MATTERS	
	NONE	
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8.	REPORTS SUBMITTED BY THE MUNICIPAL MANAGER	
	NONE	
9.	NOTICES OF MOTIONS AND NOTICES OF QUESTIONS RECEIVED BY THE MUNICIPAL MANAGER	
	NONE	
10.	CONSIDERATION OF URGENT MATTERS	
	NONE	
11.	MATTERS TO BE CONSIDERED IN-COMMITTEE	
	NONE	

MINUTES

**PARKS, OPEN SPACES AND ENVIRONMENT
COMMUNITY SERVICES COMMITTEE MEETING**

2023-06-05

PRESENT Cllr J Williams [Chairperson]**COUNCILLORS** Z Dalling
M Nkopane (from 10:10)
E Vermeulen**ALSO PRESENT** Cllr R Pheiffer
Cllr XL Mdemka

OFFICIALS: Director: Community and Protection Services (G Boshoff)
Senior Manager: Community Services (A van der Merwe)
Manager: Parks and Cemeteries (N Mohamed (Ms))
Environmental Manager (TC Leibrandt (Ms))
Senior Admin Officer (T Samuels (Ms))

1.	OPENING AND WELCOME
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The newly appointed Chairperson, Cllr J Williams welcomed all present at the meeting.

2	COMMUNICATION BY THE CHAIRPERSON	(3/4/3/6)
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NONE

3	DISCLOSURE OF INTERESTS	(3/6/2/2)
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NONE

4	APPLICATION FOR LEAVE OF ABSENCE
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NONE

5	CONFIRMATION OF THE MINUTES	(3/4/3/5/2/4)
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The minutes of the Parks, Open Spaces and Environment Committee Meeting held on 2023-05-08 **was confirmed as correct without any changes.**

6.	REPORT/S BY THE DIRECTOR: COMMUNITY AND PROTECTIONS SERVICES RE OUTSTANDING RESOLUTIONS TAKEN AT PREVIOUS MEETINGS <i>(3/4/3/5/2/2)</i>
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NONE

7.	PARKS, OPEN SPACES & ENVIRONMENT: [PC: CLLR J JOON]
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7.1	NON-DELEGATED MATTERS
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NONE

7.2	DELEGATED MATTERS
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7.2.1	MARCH 2023 MONTHLY REPORT: ENVIRONMENTAL MANAGEMENT, PARKS AND CEMETERIES
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Collaborator No: 749706
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: 5 June 2023

1. SUBJECT: MARCH 2023 MONTHLY REPORT: ENVIRONMENTAL MANAGEMENT, PARKS AND CEMETERIES

2. PURPOSE

To notify the Committee of the monthly activities (**ANNEXURE A**) that was conducted by the Sections: Environmental Management, Parks and Cemeteries for March 2023.

3. DELEGATED AUTHORITY

For notification by the Portfolio Committee.

4. EXECUTIVE SUMMARY

To present the monthly activity report of the Sections Environmental Management, Parks and Cemeteries for the month of February 2023 to the Committee for notification.

MINUTES

**PARKS, OPEN SPACES AND ENVIRONMENT
COMMUNITY SERVICES COMMITTEE MEETING**2023-06-05

PARKS, OPEN SPACES AND ENVIRONMENT COMMITTEE MEETING: 2023-06-05**NOTED**

the monthly reports of the Sections Environmental Management, Parks and Cemeteries for the month of March 2023.

FOR FURTHER DETAILS CONTACT:

<i>NAME</i>	<i>Albert van der Merwe</i>
<i>POSITION</i>	<i>Senior Manager: Community Services</i>
<i>DIRECTORATE</i>	<i>Community and Protection Services</i>
<i>CONTACT NUMBERS</i>	<i>Ext 8165</i>
<i>E-MAIL ADDRESS</i>	<i>albert.vandermerwe@stellenbosch.gov.za</i>
<i>REPORT DATE</i>	

7.2.2	APRIL 2023 MONTHLY REPORT: ENVIRONMENTAL MANAGEMENT, PARKS AND CEMETERIES
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Collaborator No: 750470
 IDP KPA Ref No: Good Governance and Compliance
 Meeting Date: 5 June 2023

1. SUBJECT: MARCH 2023 MONTHLY REPORT: ENVIRONMENTAL MANAGEMENT, PARKS AND CEMETERIES

2. PURPOSE

To notify the Committee of the monthly activities (**ANNEXURE A**) that was conducted by the Sections: Environmental Management, Parks and Cemeteries for March 2023.

3. DELEGATED AUTHORITY

For notification by the Portfolio Committee.

4. EXECUTIVE SUMMARY

To present the monthly activity report of the Sections Environmental Management, Parks and Cemeteries for the month of February 2023 to the Committee for notification.

PARKS, OPEN SPACES AND ENVIRONMENT COMMITTEE MEETING: 2023-06-05

NOTED

the monthly reports of the Sections Environmental Management, Parks and Cemeteries for the month of March 2023.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Albert van der Merwe</i>
POSITION	<i>Senior Manager: Community Services</i>
DIRECTORATE	<i>Community and Protection Services</i>
CONTACT NUMBERS	<i>Ext 8165</i>
E-MAIL ADDRESS	<i>albert.vandermerwe@ Stellenbosch.gov.za</i>
REPORT DATE	

8.	REPORTS SUBMITTED BY THE MUNICIPAL MANAGER
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NONE

9.	NOTICES OF MOTIONS AND NOTICES OF QUESTIONS RECEIVED BY THE MUNICIPAL MANAGER
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NONE

10.	URGENT MATTERS
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NONE

11.	MATTERS TO BE CONSIDERED IN-COMMITTEE
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NONE

The meeting adjourned at 10:16.

CHAIRPERSON:

DATE:

Confirmed on: **with / without amendments**

AGENDA

**PARKS, OPEN SPACES AND ENVIRONMENT
COMMUNITY SERVICES COMMITTEE MEETING**

2023-08-07

6.	REPORT/S BY THE DIRECTOR: COMMUNITY AND PROTECTIONS SERVICES RE OUTSTANDING RESOLUTIONS TAKEN AT PREVIOUS MEETINGS (3/4/3/5/2/2)
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NONE

7.	PARKS, OPEN SPACES & ENVIRONMENT: [PC: CLLR J JOON]
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7.1	NON-DELEGATED MATTERS
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NONE

7.2	DELEGATED MATTERS
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7.2.1	MAY 2023 MONTHLY REPORT: ENVIRONMENTAL MANAGEMENT, PARKS AND CEMETERIES
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Collaborator No: 753736
 IDP KPA Ref No: Good Governance and Compliance
 Meeting Date: 7 August 2023

1. SUBJECT: MAY 2023 MONTHLY REPORT: ENVIRONMENTAL MANAGEMENT, PARKS AND CEMETERIES

2. PURPOSE

To notify the Committee of the monthly activities (**ANNEXURE A**) that was conducted by the Sections: Environmental Management, Parks and Cemeteries for May 2023.

3. DELEGATED AUTHORITY

For notification by the Portfolio Committee.

4. EXECUTIVE SUMMARY

To present the monthly activity report of the Sections Environmental Management, Parks and Cemeteries for the month of May 2023 to the Committee for notification.

5. RECOMMENDATION

that the monthly reports of the Sections Environmental Management, Parks and Cemeteries for the month of May 2023, be noted.

6. DISCUSSION / CONTENTS**6.1 Background**

The Section: Parks and Cemeteries specialises in maintaining all parks and cemeteries in the WCO24. The Section: Environmental Management specialises in maintaining all nature reserves, natural areas, wetlands and picnic sites in the WC024.

6.2 Discussion

The Parks and Cemeteries Section consists of one Manager, two Superintendents: Parks, one Superintendent: Ornamental Horticulture and one Foreperson: Cemeteries. They are responsible for overseeing and coordination of maintaining public open spaces and parks. The management team is responsible for the management of operational expenditure as well as capital projects. This Section is also responsible for the management and utilisation of cemeteries.

The Environmental Management Section consists of one Manager and two Superintendents for the sub-sections, namely Environmental Planning, Environmental Management Implementation and Small Plant Maintenance. This section is responsible for the management of all horticultural and arboriculturally operations. This section is also responsible for the maintenance of the nature reserves, plantations, all municipal gardens, trees, air quality & noise pollution control, environmental planning to manage the effective, efficient and economical operation of small plant, minor repairs and maintenance service to ensure the readily availability of Community's plant, machinery and equipment.

6.3 Financial Implications

As per the approved budget.

6.4 Legal Implications

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

6.5 Staff Implications

This report has no staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions

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

6.8.2 Director: Planning and Economic Development

No comments

6.8.3 Director: Protection and Community Services

No comments

6.8.4 Director: Corporate Services

No comments

6.8.5 Chief Financial Officer

No comments

6.8.6 Municipal Manager

No comments

ANNEXURES

Annexure A: Environmental Management, Parks and Cemeteries Monthly Report for May 2023

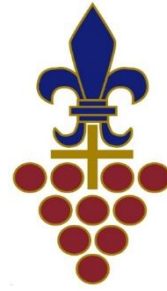
FOR FURTHER DETAILS CONTACT:

NAME	Albert van der Merwe
POSITION	Senior Manager: Community Services
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	Ext 8165
E-MAIL ADDRESS	albert.vandermerwe@stellenbosch.gov.za
REPORT DATE	

DIRECTOR: COMMUNITY AND PROTECTION SERVICES

The contents of this report have been discussed with the Portfolio Committee Chairperson and the Councillor agrees with the recommendations.

ANNEXURE A



**MONTHLY REPORT
FOR
MAY 2023**

**ENVIRONMENTAL
MANAGEMENT
SECTION**

**COMMUNITY
SERVICES**

1. Urban Forestry

- 1.1 General
- 1.2 Urban Forestry operation conducted.
- 1.3 Management of trees in WC024
- 1.4 Tree Basin Management
- 1.5 Watering of trees
- 1.6 Tree Planting Program
- 1.7 FQ's approved and loaded for the section.
- 1.8 Capital Projects
- 1.9 Incidents reported.
- 1.10 Injury on duty
- 1.11 EPWP Projects

2. Environmental Implementation

- 2.1 General
- 2.2 Highlights and achievements
- 2.3 Operational functions
- 2.4 Tenders
- 2.5 Formal quotations
- 2.6 Incidents reported.
- 2.7 Complaints register.
- 2.8 Vehicles
- 2.9 Occupational Health and Safety
- 2.10 Injury on Duty
- 2.11 Covid 19 Related
- 2.12 Epwp Projects
- 2.13 Visitors Statistics: Nature Reserves
- 2.14 Revenue from Nature Reserves
- 2.15 Achievements:
- 2.16 Events

3. ENVIRONMENTAL PLANNING

4. OVERTIME WORKED FOR MAY 2023: COMMUNITY SERVICES

5. CAPITAL EXPENDITURE : ENVIRONMENTAL MANAGEMENT (MAY 2023)

6. KPI'S FOR MAY 2023: ENVIRONMENTAL MANAGEMENT

7. HUMAN RESOURCES: ENVIRONMENTAL MANAGEMENT



1.URBAN FORESTRY

1. URBAN FORESTRY

1.1.1 General

The sub-section is responsible for the maintenance of the urban forest; specifically, street trees. The sub-section is also responsible for the implementation of operational plans to pre-set standards and best practices in a sustainable manner. Currently this section has 6 officials performing operations, however there is still severe shortage of staff, and this affects operations.

1.1.2 HIGHLIGHTS AND ACHIEVEMENTS

- 2 Operators was appointed.

1.1.3 Urban Forestry operation conducted.

Description	Completed	Incomplete
Pruning	198	0
Felling	3	0
Stump removal	28	0
Dead tree	2	0
Root barrier	1	0
Fallen branches	11	0
Tree failure	2	0

1.1.3 Management of trees in WC02

- Daily operations are continuing on a daily basis to ensure effective management of Street trees within WCO24.

1.1.3 Tree Basin Management:

- Tree Basin Maintenance completed: CBD parking, Cloetesville and Klapmuts.

1.1.4 Tree Planting Program: None.

1.1.5 Capital Projects:

- Design electronic Urban Foresrty Treeworx (Trams) 90% completed.
- Furniture Tools and Equipment: Urban Forestry.
- Specialized Equipment 100% completed.

1.1.6 INCIDENTS REPORTED

1.1.7 INJURY ON DUTY			
Team	Short Description of incident	Date of Incident	Progress
None			

1.1.7 EPWP Projects

Name of EPWP PROJECT	NUMBER OF WORKERS	RESPONSIBILITY
Urban forestry	5	General workers



2. ENVIRONMENTAL IMPLEMENTATION
(E.I)

2.1 GENERAL

The sub-section is responsible for the Nature Reserves and Areas. The sub-section is also responsible for the implementation of operational plans to pre-set standards and best practices in a sustainable manner.

2.2 HIGHLIGHTS AND ACHIEVEMENTS

- Phase 2 of fencing installation at Jan Marais Nature Reserve in progress.
- x3 Supervision training completed.
- x1 Driver was appointed.

2.3 OPERATIONAL FUNCTIONS

Staff has been attending to complaints of fallen trees, clearing of riverbanks, and addressing daily operational functions within areas of responsibility.

Description	Completed	Incomplete
Felling of trees	3	0
Riverbank clearance	1	3
Internal Alien Clearing Areas	0	1
Internal Fire break Maintenance	1	0
Number Trees allocated to contractor: BSM 69/21	0	0

2.3.1 Onder Papegaaiberg Nature Reserve

- x1 Forest guard is patrolling the area daily.
- Maintenance of gravel roads and firebreaks completed.

2.3.2 Paradyskloof Nature Area

- Maintenance of gravel roads completed.

TENDERS

2.3.3 Mont Rochelle- Nature Reserve gate house upgrade

- BSM07/22 This project is ongoing and 100% completed. Final payment is in process.

2.3.4 Preparation and Maintenance of Fire break: BSM 33/22

- Completed.

2.3.5 De-bushing of Alien Invasive Species

- BSM 65/22 awarded to two contractors, no work has commenced.

2.4 FORMAL QUOTATIONS

2.4.1 Installation of Wooden play gym for kids and the installation of the Selfie -frame at Nature Reserves and Areas.

2.5 INCIDENTS REPORTED

- Illegal wood cutters in Idas Valley Nature Area.

2.6 OCCUPATIONAL HEALTH AND SAFETY

➤ None

2.7 INJURY ON DUTY

Team	Short Description of incident	Date of Incident	Progress
None			

2.8 COVID 19 RELATED: None**2.9 EPWP PROJECTS:** No new EPWP contracts for the month of May 2023.

EPWP PROJECTS	TOTAL
Forest Guards	35
Alien Clearing	7
Urban Forestry	3
Jan Marias Nature Reserve	2
TOTAL AMOUNT OF EPWP	55



3. ENVIRONMENTAL PLANNING

The following matters are herewith reported on for the month of May 2023:

PROJECTS

Project	Progress	Date of Completion
Mount Rochelle (Investigation into private erven)	Item served before Council. Architectural guidelines established. Meetings to be held with Property Management and Planning to establish the way forward with regards to: <ul style="list-style-type: none"> consolidating the unsold erven into the NR 	Jun 2023
Mont Rochelle Gatehouse upgrade	Final invoice and certificate received and being processed for payment. 2.5% Retention to be invoiced for during first two weeks of June after which the project is concluded.	May 2023
Management Plans	Papegaaiberg Nature Reserve Environmental Management Plan being reviewed and revised. New plan to provide for the newly constructed Watergang fence to ensure compliance with the relevant Protected Area Management Agreement.	Dec 2023
Title	Approval Date	Status
Stell. Environmental Man. Framework	Council Jun 2019	No action required. Revision in 2024.
Stell. Municipality Invasive Alien Plant Man. Plan	Council Jul 2017 Council Nov 2022 (update)	Reviewed (5-year) document approved by Council.
Stell. Municipality Air Quality Man. Plan	Council Aug 2018 Council Nov 2022	Reviewed (5-year) document approved by Council.
Stell. Municipality Air Quality By-Law	Promulgated Feb 2019	No action required.
Stell. Municipality Integrated Fire Man. Plan	Council Sept 2019	No action required. Revision in 2024.
Noise Control Policy	Council Mar 2018	No action required.
Papegaaiberg Nature Reserve EMP	Council 2011	Currently under revision. Copy to be sent to Cape Nature. Revision to be submitted to Council for approval.
Jan Marais Park EMP		Draft
Paradyskloof Nature Area EMP	Council May 2019	No action required. Revision in 2024.
Mont Rochelle Nature Reserve EMP	Council Feb 2022	No action required. Revision in 2027.
Idas Valley / Botmaskop Nature Area EMP		No action required. Revision in 2028.

The following matters are herewith reported on for the month of May 2023:

NOISE CONTROL:

Area	Number
Stellenbosch	15
Franschhoek	1
Klapmuts	1
Jamestown	0
Pniel	0
Groot Drakenstein	0
Kylemore	0
Farms	1
Total	18

Further to the above, the following information in respect of current cases being investigated:

Complaint	Progress	Date of Completion	Comments
Generator noise complaint: Engen Paradyskloof	Final inspections carried out on 11 May 2023 between 06 am & 08 am. Noise emanating from the generator are within permissible level allowed.	11 May 23	Matter discussed with complainant & way forward explained. Considered closed.
Generator noise complaint: Pick n Pay Franschhoek	Recent inspection revealed no change in the noise levels. The new generator as per PnP undertaking not yet installed	On-going	Case file submitted on Wednesday, 24-05-23 to Clerk of Court. Legal action pending
Generator noise: Ecclesia Building, Plein Street, Stellenbosch	Noise measurements were taken following completion of Phase 1.	On-going	Requested and are awaiting a meeting with building owners. Still waiting
Noise from the Generator at Stelkor Doctors, Stellenbosch	Have met with the Clinic manager on Monday, 24 April 2023	On-going	Working in progress. Follow-up inspections pending
Generator noise: Mediclinic De Boord, Stellenbosch.	Matter address with the technical manager, Mr Edwin Klein smith	On-going	Working in progress. Follow-up inspections pending
Generator noise: De Vos Reynard Building, 12 Hofmeyr Street, Stellenbosch.	Inspection done on Wednesday, 24-05-23 revealed that the generator soundproofing is completed.	24 May 23	Complainants was informed. Considered closed.

<p>Klapmuts taxi rank: Noise nuisance caused by taxi operators using a megaphone to attract passengers from 05h00 every day.</p>	<p>Inspections was done on Friday, 19-05-23 and again on Monday, 22-05-23.</p> <p>Noise nuisance witnessed, matter refer to Law Enforcement and traffic</p>	<p>24 May 23</p>	<p>Law Enforcement responded and issued notices and will address further.</p> <p>Considered closed.</p>
<p>Generator noise: Revel Plato Coffee shop using a noisy generator & causing a disturbance every time the generator runs.</p>	<p>Noise measurements was done while the generator runs. A disturbing noise and caused. Complaints is therefore justified.</p>	<p>On-going</p>	<p>Issued notice to the owners.</p> <p>They undertook to comply with all relevant legislation by addressing the noise asap.</p>
<p>Loud music complaint: Complaint received concerning noise emanating from the Courtyard Café, Rose Street, Stellenbosch</p>	<p>An inspection was carried out on Friday, 04 May 203. No loud music present at the time of 22h30. Matter discussed with the owner and noise nuisance warning notice served.</p>	<p>On-going</p>	<p>Notice was acknowledged by the owner, undertook to comply with relevant legislation.</p> <p>Follow-up inspections pending.</p>
<p>Religious noise: Complaints received concerning loud church service that is held on Sundays inside the PJ Olivier Centre, Blom Street, Stellenbosch</p>	<p>Went to the PJ Olivier Building on Friday, 04 May 23 at 11h00. Discussed the concern with Hennie, the convenor of the church.</p>	<p>On-going</p>	<p>Hennie acknowledged the complaint and promised to lower the amplified sounds system they use during services.</p> <p>Feedback was provided to the Ward Cllrs Office.</p> <p>Follow-up inspection pending</p>
<p>Mechanical noise: Complaints received concerning a noisy compressor that serves Simonsrus Super Spar.</p>	<p>An inspection carried out on Wednesday, 24 May 2023 at 14h00 revealed the following:</p> <p>The compressor seemed faulty as the noise emanating from it sounded very strange and unusually loud.</p> <p>The room housing the compressor and other mechanical equipment are facing the Simonsrus residential estate directly, complaints is therefore justified.</p>	<p>On-going</p>	<p>Matter discussed with the store manager on the same day.</p> <p>Request that the mechanical equipment be service and maintained properly.</p> <p>Follow-up inspections pending.</p>
<p>Generator noise: The Vineyard Building,</p>	<p>Have met with owners/building managers again on Thursday, 25 May</p>	<p>On-going</p>	<p>The solar systems will be installed upon arrival by end or middle June 2023.</p>

Devonvalley Road, Stellenbosch.	23. Currently they are awaiting the delivery of the solar panels that was ordered.		The owners will inform this office when works are in progress. Follow-up inspections pending.
Generator noise complaint: Label Mountain, Distillery Road, Stellenbosch	This complaint was re-investigated and found to be a disturbance noise.	On-going	Final compliance notice was served with a compliance date for 26-05-2023. In the case of non-compliance, the matter will be referred to the Municipal Court, Stellenbosch.
Mechanical noise complaint; Die Eetkamer, Dorp Street, Stellenbosch, Erf1288 SB	An inspection was carried out on Thursday, 25 May 23. The extractor fan of the Eetkamer Restaurant was clogged with grease and thus causes a strange noise	25 May 23	Advise the manager on duty to have the extractor fan cleaned and services on a regularly basis. Considered closed.
Industrial noise complaints by Corroseal PTY Ltd. Request by City of Cape Town Noise control to assist with measurements	Note: This factory in Faure Street, Faure and situated within City boundaries. The complainant is living within the boundaries of Stellenbosch Mun and facing the site directly. Inspected the plant on Wed at 22h00 since they are forced to work after hours to complete the project within time frames allowed.	On-going	This is a re-investigation. Corroseal is currently busy extending their plant facing Stellenbosch hills. The NW side building is nearing completion, and the contractors are busy pouring concrete for the floors and causing nuisance after hours.
Industrial noise complaint: Le Caps Foods mechanical ventilation equipment.	An inspection carried on Thursday morning at 0700 am revealed that the complaint is justified. The cooling tower noise was observed to be excessive.	On-going	Wet weather conditions did not allow for measurements to be taken. The matter will however be addressed with the management of La Caps Foods. Follow-up inspection pending.
Generator noise complaint: La Gratitude Offices, 40 Dorp Street, Stellenbosch	Inspection was carried out on Tuesday, 23-05-23 at 17h30. Complaint is justified as the generator caused a disturbance noise to the complainants	On-going	Matter was addressed with David Botha, from Marite Properties. This is a replacement generator-noise control measures will be installed accordingly.

AIR QUALITY CONTROL:

The following air quality control matters have been investigated:

Complaint	Progress	Date of Completion	Comments
Diesel fumes emanating from the standby generator located at PnP Franschoek and facing the residents of the Franschoek valley.	Recent inspection revealed no change in the noise levels. The new generator as per PnP undertaking not yet installed	On-going	Case file submitted on Wednesday, 24-05-23 to Clerk of Court. Legal action pending
Diesel fumes from the Generator at the Ecclesia Building, Plein Street, Stellenbosch	Phase one of the project completed, however not effective as residents still complaint about the diesel fumes.	On-going	Requested and are awaiting a meeting with building owners. Still waiting
Diesel fumes emanating from the standby generator located at Level Plato coffees, 15 Krige Street, Stellenbosch	Inspections were carried out and meeting held with the owner. Currently they are seeking cost effective quotes to address the air pollution nuisance	On-going	Feedback provided to the complainant. Follow-up inspection pending
Diesel fumes emanating from the standby generator located at Distillery Road, Stellenbosch	This is a re-investigation which is considered justified since the exhaust pipe is installed in a manner that is likely to create an air pollution nuisance.	On-going	Final compliance notice was served with a compliance date for 26-05-2023. In the case of non-compliance, the matter will be referred to the Municipal Court, Stellenbosch.
Food smells/odors from the Eetkamer Restaurant, Dorp Street, Stellenbosch.	An inspection was carried out on Thursday, 25 May 23. The filters of the extractor fan of the Eetkamer Restaurant were clogged with grease and is likely the cause of the food smells every time the fan runs	25 May 23	Advice the manager on duty to have the extractor fan cleaned and services on a regularly basis. Considered closed.

NOISE EXEMPTIONS ISSUED AND SUPPORTED DURING MAY 2023

Date	Type of Event	Location
04 May 2023	International Fire Fighters Day	The Braak, Stellenbosch
05 May 2023	PRG vs Grey College, Hockey Tournament	Coetzenburg Hockey Fields
06 May 2023	PRG vs Paarl Gymnasium Rugby Day	Markotter Sports fields
06 May 2023	Stellenbosch University Open Day Event	Engineering Buildings SU
12 May 2023	Sportsman Warehouse Winter sport day	Stellenbosch Primary School
13 May 2023	Sportsman Warehouse Winter sport day	Stellenbosch Primary School
13 May 2023	Bartiney to Bartiney Trail Run	Bartiney farm
17 May 2023	SAVCA PE Conference 2023	Cavallie Estate, Stellenbosch
18 May 2023	SAVCA PE Conference 2023	Cavallie Estate, Stellenbosch
19 May 2023	Franschoek Literary Festival	Various Venues Franschoek
20 May 2023	Franschoek Literary Festival	Various Venues Franschoek
21 May 2023	Franschoek Literary Festival	Various Venues Franschoek
20 May 2023	Jonkershoek Mountain Challenge	Okkie Jooste Cultural Centre

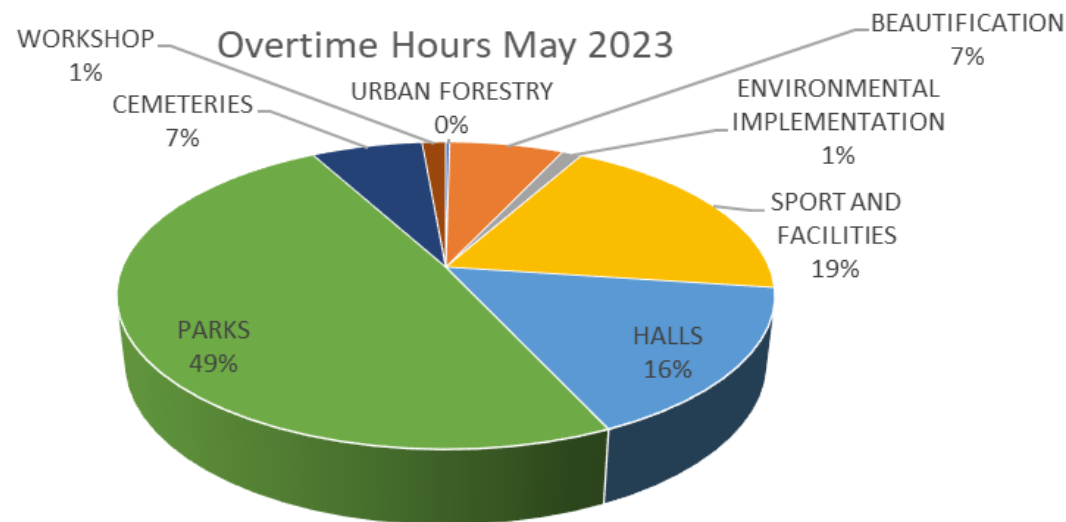
WORKGROUPS / STANDING MEETINGS:

Representatives from the department participate regularly and actively in the following working groups:

- De Zalze SMA Trust Meeting
- Stellenbosch River Collaborative
- Stellenbosch River Works Meeting
- Municipal Outreach Project (MOP) – DEADP
- Greater Cape Town Water Fund
- Western Cape Air Quality Officer Forum
- Western Cape Noise Control Forum

4. OVERTIME WORKED FOR MAY 2023: COMMUNITY SERVICES

OVERTIME & STANDBY HOURS WORKED	JUNE 2022	JULY 2022	AUG 2022	Sept 2022	OCT 2022	NOV 2022	DEC 2022	JAN 2023	FEB 2023	MAR 2023	APR 2023	MAY 2023
URBAN FORESTRY	0	0	0	20	28	11	4	0	0	0	1	6
BEAUTIFICATION	36	136	500	29	710	618	700	0	544	491	419	174
NATURE CONSERVATION	140		195	261	220		-	306	0	30	30	30
SPORT AND FACILITIES	280.8	206	204	300	590	467	666.5	672,20	747.5	554.5	449.5	494.5
HALLS	362.5	405.5	376	363	378	365	273	272	378	331	386	414.5
PARKS	0	0	0	1350	1197	1322	630	507	610	1258	1325	1270
CEMETERIES	176	152	284	105	475	391.5	304.5	11,5	155.5	304	155	169.5
WORKSHOP	6.5	0	10	13	26	19	4	5	38	12.5	18	36
TOTAL	1001.80	693.5	1569	2441	3624	3193.5	2582	1773.70	2473	2981	2783.5	2594.5



6. KPI'S FOR MAY 2023: ENVIRONMENTAL MANAGEMENT

Stellenbosch Municipality 2022-2023: Departmental KPI Report

Ref	KPI	Unit of Measurement	Source of Evidence	May-23		Overall Performance for May 2023 to May 2023
				Target	Performance Comment	Target
D715	Spend the Environmental Management approved Capital Budget	Percentage of approved Capital Budget of the Environmental Management spent by 30 June	Report from Finance System	0%		0%
D716	Capital spending committed on the financial management system	Percentage the approved Capital Budget committed by on the financial system by 31 March (30% by September, 60% by December and 90% by March)	Report from Finance System	0%		0%
D717	Submission of final bid specifications for all capital projects to the Bid Specification Committee (BSC) (2023/24)	Percentage of final bid specifications for all capital projects submitted to the BSC by 30 June (50% by 31 March 2023 and 100% by 30 June 2023 for	Proof of submission of bid specifications	0%		0%

		the 2023/24 financial year)				
D718	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 start of the quarter	Detailed procurement needs for operational projects submitted to the SCM Department	0		0
D719	Attendance of Quarterly Occupation Health and Safety meetings	Number of quarterly OHS meetings attended by the Manager or seconded	Attendance register	0		0
D851	Inspection of municipal vehicle fleet for the Department: Community Services	Number of quarterly municipal vehicle fleet inspections completed for the Department: Community Services	Report to the Senior Manager: Community Services	0		0
D852	Clearing of alien vegetation	Number of hectares of alien vegetation cleared by 30 June	Inspection reports / maps	0		0
D856	Follow up of initial cleared areas	Number of hectares of initial cleared alien vegetation follow ups by 30 June	Inspection reports / maps	0		0
D857	Maintenance of fire breaks	Number of hectares of fire breaks maintained by 30 June	Inspection reports / maps	0		0
D978	Review the Stellenbosch Invasive Alien Plant Management Plan	Number of Stellenbosch Invasive Alien Plant Management Plans reviewed by 31 March	Proof of submission of the Invasive Alien Plant Management Plans to the Director:	0		0

			Community and Protection Services			
D979	Submit the Mont Rochelle Nature Reserve EMP to Municipal Manager	Number of Mont Rochelle Nature Reserve EMP submitted to the Manager by 31 March	Proof of submission to the Municipal Manager	0		0
D980	Submit the Jan Marais Nature Reserve EMP to the Municipal Manager	Number of Jan Marais Nature Reserve EMP submitted to the Municipal Manager by 30 June	Proof of submission to the Municipal Manager	0		0
D981	Submit the Ida's Valley / Botmaskop Nature Area EMP to Municipal Manager	Number of Ida's Valley / Botmaskop Nature Area EMP submitted to Municipal Manager by 30 June	Proof of submission to the Municipal Manager	0		0
D1019	Establishment of a Friends Group for the nature reserves	Number of Friends Groups for the nature reserves established by 30 June	Proof of an established Friends Group for the nature reserve	0		0
D1020	Submit a revised Jan Marias Friends Group MOUs to the Municipal Manager	Number of revised Jan Marias Friends Group MOUs submitted by 31 January 2023	Proof of submission of a revised Friends Group MOU to the Municipal Manager	0		0
D1271	Submit a list of SOPs to be developed or reviewed to the Senior Manager: Community Services	Number lists of SOPs to be developed or review submitted to the Senior Manager: Community Services by 31 July	Proof of submission to the Senior Manager: Community Services	0		0
D1272	Develop or Review Standard Operating Procedures (SOPs) within the Section; Environmental Management	Percentage of SOPs Developed or Reviewed of which must 50% must be	Director approved Signed SOP	0%		0%

		completed by December and 100% by July				
D1289	Completion of the Mont Rochelle entrance	Number of Mon Rochelle entrances completed by 31 March	Completion Certificate	0		0

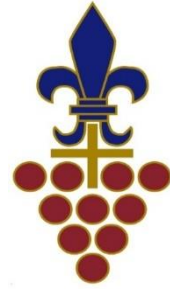
Overall Summary of Results

N/A	KPI Not Yet Applicable	KPIs with no targets or actuals in the selected period.	18
R	KPI Not Met	0% <= Actual/Target <= 74.999%	0
O	KPI Almost Met	75.000% <= Actual/Target <= 99.999%	0
G	KPI Met	Actual meets Target (Actual/Target = 100%)	0
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%	0
B	KPI Extremely Well Met	150.000% <= Actual/Target	0
	Total KPIs:		18

Report generated on 12 June 2023 at 15:29.

7. HUMAN RESOURCES: ENVIRONMENTAL MANAGEMENT

Departmental Human Resources:	2022	2022	2022	2022	2022	2023	2023	2023	2023	2023
STAFF COMPLEMENT (CURRENT PERMANENT)	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY
Urban Forestry	4	4	4	4	2	2	2	2	2	2
Environmental Implementation	9	9	9	9	9	9	9	9	9	9
Workshop	2	2	2	2	2	2	2	2	2	2
Environmental Planning	2	2	2	2	2	2	2	2	2	2
TOTAL	2022	2022	2022	2022	2022	2023	2023	2023	2023	2023
FUNDED VACANCIES	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY
Urban Forestry	1	1	1	3	3	3	3	3	3	3
Environmental Implementation	2	2	2	2	2	2	2	2	2	2
Workshop	1	1	1	2	2	2	2	2	2	2
TOTAL	2022	2022	2022	2022	2022	2023	2023	2023	2023	2023
EPWP	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY
Urban Forestry	6	6	6	6	6	6	6	6	6	6
Environmental Implementation	34	34	34	34	34	34	34	34	34	34
Workshop	2	2	2	2	2	2	2	2	2	2
RETIREMENTS / RESIGNATIONS	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY
Urban Forestry	0	0	0	0	1	1	1	0	0	0
Environmental Implementation	0	0	0	0	0	0	0	0	0	0
Workshop	0	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0	0	0
INCAPACITIES	0	0	0	0	0	0	0	0	0	0
DISABLED / CHRONIC ILLNESSES	0	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0	0	0
INJURY ON DUTY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY
Urban Forestry	0	0	0	0	0	0	0	0	0	0
Environmental Implementation	0	0	0	0	0	0	0	0	0	0
Libraries	0	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0	0	0
OVERTIME PRE-APPROVALS & STANDBY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY
Urban Forestry	0	20	28	11	4	0	0	0	1	6
Ornamental Horticulture	500	29	710	618	700	0	544	491	419	174
Environmental Implementation	195	261	220	-	-	306	0	30	30	30
Sport And Facilities	204	300	590	467	666.5	672,20	747.5	554.5	449.5	494.5
Halls	376	363	378	365	273	272	378	331	386	414.5
Parks (Stellenbosch and FHK)	0	1350	1197	1322	630	507	610	1258	1325	1270
Cemeteries	284	105	475	391.5	304.5	11,5	155.5	304	155	169.5
Workshop	10	13	26	19	4	5	38	12.5	18	36
TOTAL	1569	2441	3624	3193.5	2582	1773.70	2473	2981	2783.5	2594.5



MONTHLY REPORT

FOR

MAY 2023

Parks & Cemeteries

Department

Community Services

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PARKS AND CEMETERIES

1. PARKS FRANSCHHOEK AND DWARSRIVIER

General: Maintenance on public open spaces, parks and town entrances occurred as projected monthly.

1.1 Hotspots for Law Enforcement

Dwellers are sleeping at Gym Park Circus grounds.

1.2 Illegal Dumping and Vandalism:

Vandalism is busy to increase.

1.3 Events/ Education/ Meetings.

None.

1.4 Finance

1.4.1. Capital Projects

Description	Amount	Remarks
BSM 46/20 Play items Tender.	R153 579.00	Received order number 2860. Supplier busy with Installation.
Laterite Pathway in Franschhoek.	R328 314.00	Installation completed. Invoice has been paid.
3x Brush cutters.	R36418.00	Items were received. Invoice has been paid.
Artificial grass under new installed play equipment	R246 390.00	Received order 3499. Artificial grass installed. Invoice was paid.



1.4.2. Operational Projects

BSM 49/20 - Maintenance on Public Open Spaces and cutting of grass on Municipal Parks.

1.5 Requests

Date	Complaint	Progress
None		

1.6 Fleet

Hino CL 12071 is in for repairs. Automatic gear system is faulty.

7 Staff

1.7.1. Vacancies

None.

1.7.2. Injuries on duty

None.

1.7.3. EPWP opportunities

None were created via the EPWP programme during this financial year, for the cleaning of Parks in Franschhoek area.

2. PARKS STELLENBOSCH

General: BSM 49/20 Grass cutting tender: The grass cutting took place around Stellenbosch WCO24. The following POS were cut for the month of May in Techno Park. The tender for grass cutting has reached its capacity and we are unable to utilise it. Due to that reason the grass cutting team is under enormous pressure and the Department is doing everything they can to address the matter and attend to the grass cutting complaints. The new tender has been evaluated and it served at BAC committee on the 24 March 2023, the tender is awarded, however there is an appeal and the Department is waiting for the process of the appeal to be concluded.

2.1 Hotspots for Law Enforcement

POS next to Mountain View: Jamestown. Law Enforcement must do regular patrols at the parks.

2.2 Illegal Dumping and Vandalism

Illegal dumping is taking place in the POS opposite Kayamandi, Soekmeaar & POS between Rhode & Gabriels.

2.3 Events/ Education/ Meetings/Training

None.

2.4 Finance

2.4.1 Capital Projects

Description	Amount	Remarks
BSM 46/20 Play items Tender.	R261 508.00	Received order number 3039 for play items for various parks, Supplier is busy with installations. The project is 60% complete.
BSM 48/20 Artificial grass Tender.	R24510.46	Received order number 6779 for artificial grass in Daffodil Park: Kylemore, project is completed. Invoice was sent for payment.
BSM 48/20 Artificial grass Tender.	R199 953. 72	Received order number 7182 for artificial grass in Daffodil Park: Kylemore and Franschoek parks, installation is completed, and invoice sent to creditors for payment.

Integrated Parks and Spray Parks.

Description	Amount	Remarks
BSM 46/20 Play Equipment Tender.	R333 798.00	Received order number 3806 for play equipment for various Parks across Stellenbosch WCO24. Supplier is on site for the installation of play equipment. The project is 60% completed.

Furniture Tools and Equipment.

Description	Amount	Remarks
BSM 80/20 Small Plant Equipment Tender.	R84 975.80	Received order number 6510 for 7 brush cutters, they were delivered, and invoice is paid.
BSM 80/20 Small Plant Equipment Tender.	R15 649.20	Received order number 6512 for 3 hand blowers, waiting for delivery from the Supplier.

2.4.2. Operational Projects

BSM 69/21 Tree Pruning Tender: Received order number 7234 for pruning in Brummer Park, POS in Provinsie Laan and POS in Plankenbrug is loaded on SAMRAS and waiting for an order no from SCM.

Tree Planting in Daffodil Park: Kylemore

(Figure 1.)



(Figure 2.)



2.4.3. Capital Expenditure Report

Projects	Fund	Original Budget	Adjusted Budget	Planned Expenditure	Actual Expenditure	Shadows (Orders)	Provisional Cost	Actuals + Shadows & Provisional	Balance R	Actual Exp %	Committed %	Universal Key (Ukey)	Commodity Code	OV Code	Project Code
Cemeteries		7 000 000	1 000 000	1 000 000	514 622	354 943	113 422	982 987	17 013	51,46%	98,30%				
Extension of Cemetery Infrastructure	IUDG	7 000 000	1 000 000	1 000 000	514 622	354 943	113 422	982 987	17 013	51,46%	98,30%	20220630077663	30220000	OV0661	PC_0252
Parks and Cemeteries		1 515 928	2 907 442	2 907 442	797 562	2 103 927	-	2 901 490	5 952	27,43%	99,80%				
Furniture, Tools & Equipment: Parks & Cemeteries	CRR	-	340 053	340 053	105 560	227 313	-	332 873	7 180	31,04%	97,89%	202206300776870	21100000	OV0633	PC_0258
Irrigation Systems	CRR	100 000	-	-	-	-	-	-	-			20220630076870	26120000	OV0633	PC_0259
Integrated and Spray Parks	CRR	-	261 390	261 390	261 390	-	-	261 390	-	100,00%	100,00%	20220825124463	49240000	OV0633	PC_0293
Nursery: Facilities upgrade	CRR	50 000	150 000	150 000	142 793	5 000	-	147 793	2 207	95,20%	98,53%	20220630077669	49240000	OV0633	PC_0260
Pathways: Parks and Gardens	CRR	200 000	170 457	170 457	32 861	137 596	-	170 457	0	19,28%	100,00%	20220630077514	30120000	OV0633	PC_0261
Upgrading of Parks	CRR	1 000 000	1 819 614	1 819 614	254 959	1 568 128	-	1 823 087	-3 473	14,01%	100,19%	20220630077621	49240000	OV0633	PC_0265
Upgrading of Parks	DC-open	165 928	165 928	165 928	-	165 891	-	165 891	37	0,00%	99,98%	20220630077618	49240000	OV0633	PC_0265
TOTAL - Capital		412 273 204	378 709 141	378 709 141	224 437 285	111 419 905	2 924 378	338 781 567	39 927 574	59,26%	89,46%				

2.5 Complaints

Date	Complaint	Progress
02/05/2023	Grass cutting in Paradyskloof	Complete
02/05/2023	Replacement of Park sign board in Constantia Park	Incomplete
04/05/2023	Grass cutting and bush clearing in Swavel Park	Complete
08/05/2023	Replacement of dust bin in Lackay Park: Cloetesville	Complete
15/05/2023	Removal of illegal dumping in Coligny Park	Complete
22/05/2023	Grass cutting in Kylemore	Complete

2.6 Fleet

The Digger Loader with registration no **CL 42412**, is out of service due to a flat tyre and major repairs.

2.7 Staff

2.7.1. Vacancies

Three General worker positions are available, notice for advertising documentation was completed and sent to the CFO's office for approval.

2.7.2. Injuries on duty

None.

2.7.3. EPWP opportunities

Thirteen EPWP job opportunities were created via the EPWP Programme for the cleaning of Parks across Stellenbosch.

2.7.4. Disciplinary Hearing

None.

2.7.5. Incidents

On the 12th May 2023 on Friday around 12:19, our teams were cutting grass in Hamanshand Street: when a stone flew from a weed eater and hit the left passenger window of the Toyota.

3. CEMETERIES

General: None

3.1 Capital Projects

None.

3.2 Operational work done at all Cemeteries.

Property Management finalised the process of Groendal Storeroom with the replacement of the concrete roof.

3.2.1. Jamestown

The teams commenced with the cleaning of shrubs and weeds in flowerbeds and the filling up of graves. The teams removed all dirt bags to the landfill site.

3.2.2. Onder-Papegaaiberg

The teams commenced with the cutting of grass, cleaning, pruning, and filling up of graves. Fire started at Nature Conservation side and near boundary of cemetery.

Buildings and maintenance

<p>Onder-Papegaaiberg Cemetery</p>		<p>Maintenance repaired the roof, but the ceiling still in an outstanding matter. This is reported regularly; however, no work has been done.</p>
---	--	---

2.3. Groendal

Teams commenced with the cutting of grass, cleaning, pruning, herbicide application and the filling up of graves. All repair requests to the building were reported on the customer care portal. Illegal dumping is still taking place.

3.2.4. Franschoek-South

Teams commenced with the cutting of grass, cleaning, pruning and fill up of graves.

3.2.5. Kylemore

Teams commenced with the cutting of grass, cleaning, pruning, fill up of graves and herbicide application.

3.2.6. Pniel

Teams commenced with cleaning, pruning of trees and shrubs, weeds in flower beds.

3.2.7. Wemmershoek

Teams are busy with grass cutting and branches and removed all stumps and branches to landfill site.

3.3 Complaints

Date	Complaint	Progress
	None	

3.4 OHS

None.

3.5 Staff

3.5.1. Vacancies

Successful candidates have been appointed.

3.6 EPWP Opportunities

None.

3.7 Incidents

None.

Total burials/ internments

2023	31 Jan	29 Feb	31 Mar	30 Apr	31 May	30 Jun	31 Jul	31 Aug	30 Sept	30 Oct	30 Nov	31 Dec	Total	Average
Jamestown	34	35	36	43	28								176	35.2
Jamestown Children	2	2	0	4	3								11	2.2
Jamestown Self -digging	4	5	3	5	1								20.7	4.14
Onder Papegaaiberg	3	4	1	4	1								13	2.6
Onder Papegaaai Self-digging	0	0	0	3	0								3	0.6
Wemmershoek	0	0	1	0	0								1	0.3
Pniel	1	1	3	1	0								6	2.2
Pniel Self -digging	0	1	2	1	0								4	1
Franschhoek Self	0	0	0	17	11								28	5.6
Franschhoek North	1	1	0	0	2								4	0.8
Franschhoek South	7	4	16	0	9								27	7.2
Pauper Burials	0	0	0	0	1								0	0.2
Covid -19 Burials	0	0	0	0	0								0	0
Total burials/ Internments	52	51	63	78	56								293	58.74

4. ORNAMENTAL HORTICULTURE

4.1 General: Cooler weather has set in; teams are thus no longer watering landscaped areas. Having no maintenance or mowing contract in place, maintenance of areas is a challenge. Areas are currently deteriorating as the workload is too significant to handle with staff compliment alone. Traditionally this is also the teams planting season for beds that require attention as it is cooler for plants to establish themselves before the harsh summer temperatures, additionally the teams also change the seasonal colour planting pallet from summer to winter flowering annuals.

4.1.1. Standby Nursery:

None.

4.1.2. Events

None.

4.1.3. Finance

Capital Projects

Description	Amount	Remarks
Nursery upgrades	R19250,00	Battery Backup Inverter order received.

4.1.4. Requests

Date	Complaints or other	Progress
	None	

4.1.5. Workshop

None

4.1.6. Staff

4.1.7. Vacancies

Handyman irrigation and general worker post to be advertised internally. The general worker vacancy must still be advertised.

4.1.8. Injuries on duty

None.

4.1.9. EPWP opportunities

Nineteen EPWP staff commenced with duties.

4.1.10. Incident and accidents

One worker was hit with a stone while the team were using their brushcutters .

4.2.1. Buildings and facilities

Tiles and blinds must be replaced. The Nursery requires back up power during loadshedding. The Nursery requires a second exit/entrance gate in case of emergencies. The roof is leaking into the men’s cloakroom.

• R44 GATEWAY

The pots have been replanted with winter seasonal colour, a combination of Marigolds, Violas, Pansies and Sunpatiens have been planted in the pots.

Unfortunately, plants have been stolen from various pots, this has become a common problem, plants are replaced if it seems feasible, else they are replaced with less theft appealing plants to minimise losses.



• VOORGELEGEN GARDENS AND CBD GARDENS

Teams have removed struggling vygies and neatened the areas, these areas are currently being prepared to plant winter colour.



Herewith the team has planted Violas in the outer spiral of the circles, this will be a visual splendour as Violas come into flower.



Beds along the Braak and middle island beds in Bird Street have been upgraded with the plating of Violas and Pansies.



Winter will not be dull in the CBD, annuals have been fertilized and treated for pests and insects.

The team responded to the plight of Jan Marias park as they desperately needed their entrance to receive a makeover.



Herewith the staff are cleaning and preparing the areas for planting.



The team planted Leucadendron and Protea sp, with a border of Violas to add colour, the beds were finished with a layer of mulch.

• NURSERY

EPWP teams are continuously trained to plant, propagate, landscape, fertilize and care for all things horticulture related but have also gained some experience in hard landscaping and irrigation.



5. INCOME

CEMETERIES REVENUE

5.1.1. Cemeteries

2023	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Average
Jamestown	R73454.56	R267842.21	R96347.05	R111919.52	R68433.26								R617996.60	R123599.32
Jamestown Children	R3704.06	R1250.57	R0.00	R4144.74	R3751.71								R12851.08	R2570.21
Jamestown Self -digging	R2024.72	R1834.16	R0.00	R3668.32	R0.00								R7527.20	R1881.80
OnderPapegaaiberg	R5907.43	R6169.45	R2034.25	R13875.30	R2513.04								R30499.47	R6099.894
Wemmershoek	R0.00	R0.00	R1012.36	R0.00	R0.00								R1012.36	R337.45
Pniel	R1893.71	R0.00	R2513.04	R0.00	R0.00								R4406.75	R1468.91
Pniel Self -digging	R0.00	R0.00	R2024.72	R0.00	R0.00								R2024.72	R674.90
Franschhoek Self	R0.00	R0.00	R0.00	R0.00	R9111.24								R1822.24	R0.00
Franschhoek North	R0.00	R0.00	R0.00	R0.00	R0.00								R0.00	R0.00
Franschhoek South	R7086.52	R4049.44	R16304.96	R21219.07	R0.00								R48660.03	R12165.00
Covid-19 Burials	R0.00	R0.00	R0.00	R0.00	R0.00								R0.00	R0.00
Total Amount	R94071.00	R281145.83	R120236.84	R154826.95	R83809.25								R726800.45	R145360.09

7. KPI (KEY PERFORMANCE): DEPARTMENT COMMUNITY SERVICES

Ref	KPI	Unit of Measurement	KPI Type	MSC	Performance KPA	Performance Standard	May-23					Overall Performance for May 2023 to May 2023				
							Original Target	Target	Target Description	Actual	R	Performance Comment	Original Target	Target	Actual	R
D750	Spend the Parks and Cemeteries approved Capital Budget	Percentage of approved Capital Budget of the Parks and Cemeteries actually spent by 30 June	Unspecified	Whole Municipal Area: All	Unspecified		0%	0%		0%	N/A		0%	0%	0%	N/A
D751	Capital spending committed on the financial management system	Percentage Capital Budget committed by 31 March (30% by September, 60% by December and 90% by March)	Unspecified	Whole Municipal Area: All	Unspecified		0%	0%		0%	N/A		0%	0%	0%	N/A
D752	Submission of final bid specifications for all capital projects to the Bid Specification Committee (BSC) (2023/24)	Percentage of final bid specifications for all capital projects submitted to the BSC by 30 June (50% by 31 March 2023 and 100% by 30 June 2023 for the 2023/24 financial year)	Unspecified	Whole Municipal Area: All	Unspecified		0%	0%		0%	N/A		0%	0%	0%	N/A
D753	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 within 10 days before start of the quarter	Unspecified	Whole Municipal Area: All	Unspecified		0	0		0	N/A		0	0	0	N/A
D754	Attendance of Quarterly Occupation Health and Safety (OHS) meetings	Number of quarterly OHS meetings attended by the manager or secondee	Unspecified	Whole Municipal Area: All	Unspecified		0	0		0	N/A		0	0	0	N/A
D755	Inspection of all play parks in the Stellenbosch Municipal Area	Percentage of play parks inspected quarterly in the Stellenbosch Municipal Area	Unspecified	Whole Municipal Area: All	Unspecified		0%	0%		0%	N/A		0%	0%	0%	N/A
D756	Submission of a list of SOPs to be developed or reviewed to the Senior Manager: Community Services	Number lists of SOPs to be developed or review submitted to the Senior Manager: Community Services by 31 July	Unspecified	Whole Municipal Area: All	Unspecified		0	0		0	N/A		0	0	0	N/A
D757	Develop or Review Standard Operating Procedures (SOPs) within the Section: Parks and Cemeteries	Percentage of SOPs Developed or Reviewed of which must 50% must be completed by December and 100% by 30 June	Unspecified	Whole Municipal Area: All	Unspecified		0%	0%		0%	N/A		0%	0%	0%	N/A
D858	Submission of quarterly reports of play parks to be developed and or upgraded to the Senior Manager: Community Services	Number of quarterly reports submitted to the Senior Manager: Community Services of play parks to be developed and or upgraded by 31 May	Unspecified	Whole Municipal Area: All	Unspecified		0	0		0	N/A		0	0	0	N/A
D903	Beautification of town entrances	Number of quarterly reports submitted to the Senior Manager: Community Services of town entrances beautified by 30 June	Unspecified	Whole Municipal Area: All	Unspecified		0	0		0	N/A		0	0	0	N/A
D1015	Upgrade the Onder Papegaaiberg Cemetery	Number of the Onder Papegaaiberg Cemeteries upgraded by 30 June	Unspecified	Whole Municipal Area: All	NKPA 1- Basic Service Delivery		0	0		0	N/A		0	0	0	N/A
D1016	Road repairs and resealing of cemeteries	Number of cemeteries road repairs and resealing by 30 June	Unspecified	Whole Municipal Area: All	NKPA 1- Basic Service Delivery		0	0		0	N/A		0	0	0	N/A

Overall Summary of Results

N/A	KPI Not Yet Applicable	KPIs with no targets or actuals in the selected period.	12
R	KPI Not Met	0% <= Actual/Target <= 74.999%	0
O	KPI Almost Met	75.000% <= Actual/Target <= 99.999%	0
G	KPI Met	Actual meets Target (Actual/Target = 100%)	0
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%	0
B	KPI Extremely Well Met	150.000% <= Actual/Target	0
Total KPIs:			12

Report generated on 14 June 2023 at 12:48.

8. COMMUNITY SERVICES: HUMAN RESOURCES

Departmental Human Resources:	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
STAFF COMPLEMENT (CURRENT PERMANENT)												
URBAN FORESTRY	5	5	5	5	5							
ORNAMENTAL HORTICULTURE	20	20	20	20	20							
NATURE CONSERVATION	18	18	18	18	18							
SPORT AND FACILITIES	34	34	34	34	34							
HALLS	14	14	14	14	14							
PARKS STB	34	34	34	34	34							
PARKS FHK	9	9	9	9	9							
CEMETERIES	13	13	13	13	13							
LIBRARIES	35	35	35	35	35							
WORKSHOP	2	2	2	2	2							
TOTAL	184	184	184	184	184							
FUNDED VACANCIES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	2	2	2	2	2							
ORNAMENTAL HORTICULTURE	2	2	2	2	2							
NATURE CONSERVATION	2	2	2	2	2							

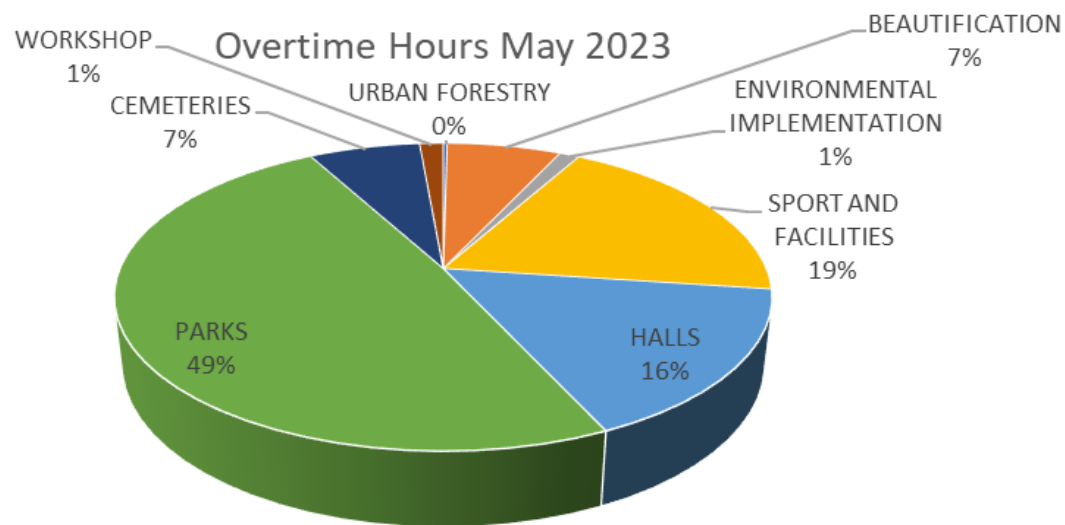
SPORT AND FACILITIES	4	4	4	4	4							
HALLS	2	2	2	2	2							
PARKS	2	2	2	2	2							
LIBRARIES	7	7	7	7	7							
CEMETERIES	0	0	0	0	0							
WORKSHOP	1	1	1	1	1							
TOTAL	22	22	22	22	22							
EPWP STAFF	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
ORNAMENTAL HORTICULTURE & Free2Grow	25	25	25	25	25							
URBAN FORESTRY & MTP	5	5	5	5	5							
NATURE CONSERVATION & AIP Projects	39	39	39	39	39							
SPORT AND FACILITIES	7	7	7	7	7							
HALLS	0	0	0	0	0							
PARKS & CEMETERIES	18	18	19	21	21							
WORKSHOP	0	0	0	0	0							
TOTAL	94	94	95	97	97							
TEMPORARY + RELIEVE STAFF	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	0	0	0	0	0							
ORNAMENTAL HORTICULTURE	0	0	0	0	0							
NATURE CONSERVATION	0	0	0	0	0							
SPORT AND FACILITIES	7	7	7	7	0							
HALLS	0	0	0	0	0							

PARKS	0	0	0	0	0							
LIBRARIES	0	0	0	0	0							
WORKSHOP	0	0	0	0	0							
TOTAL	7	7	7	7	0							
RETIREMENTS / RESIGNATIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Retirement												
HALLS	0	0	0	0	0							
SPORT	1	1	1	0	0							
Retirement	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
PARKS	0	0	0	0	0							
Resignation	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
WORKSHOP	0	0	0	0	0							
TOTAL	0	0	0	0	0							
DISMISSALS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
RETRENCHMENTS	0	0	0	0	0							
INCAPACITIES	0	0	0	0	0							
DISABLED / CHRONIC ILLNESSES	0	0	0	0	0							
TOTAL	0	0	0	0	0							
INJURY ON DUTY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	0	0	0	0	0							
ORNAMENTAL HORTICULTURE	0	0	0	0	0							
NATURE CONSERVATION	0	0	0	0	0							
SPORT AND FACILITIES	0	0	0	0	0							
HALLS	0	0	0	0	0							
PARKS	0	0	0	0	0							

LIBRARIES	0	0	0	0	0							
TOTAL	0	0	0	0	0							
TRAINING	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	0	0	0	0	1							
ORNAMENTAL HORTICULTURE	0	0	0	0	3							
NATURE CONSERVATION	0	0	0	0	2							
SPORT AND FACILITIES	0	0	0	17	0							
LIBRARIES	0	0	0	0	0							
HALLS	0	0	0	0	2							
TOTAL	0	0	0	17	8							
OVERTIME PRE- APPROVALS & STANDBY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	6	6	2	2	2							
BEAUTIFICATION	18	18	18	18	18							
NATURE CONSERVATION	9	9	9	9	9							
SPORT AND FACILITIES	34	34	34	34	34							
HALLS	12	12	12	12	12							
PARKS	45	45	45	45	45							
CEMETERIES	13	13	13	13	13							
LIBRARIES	0	0	0	0	0							
WORKSHOP	2	2	2	2	2							
TOTAL	137	137	133	133	133							

9. OVERTIME STATISTICS FOR COMMUNITY SERVICES DEPARTMENT

OVERTIME & STANDBY HOURS WORKED	JAN	FEB	MAR	APRIL	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	0	0	0	1	6							
BEAUTIFICATION	0	544	491	419	174							
NATURE CONSERVATION	306	0	30	30	30							
SPORT AND FACILITIES	672,20	747.5	554.5	449.5	494.5							
HALLS	272	378	331	386	414.5							
PARKS	507	610	1258	1325	1270							
CEMETERIES	11,5	155.5	304	155	169.5							
WORKSHOP	5	38	12.5	18	36							
TOTAL	1773.70	2473	2981	2783.5	2594.5							



AGENDA

**PARKS, OPEN SPACES AND ENVIRONMENT
COMMUNITY SERVICES COMMITTEE MEETING**2023-08-07

8.	REPORTS SUBMITTED BY THE MUNICIPAL MANAGER
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NONE

9.	NOTICES OF MOTIONS AND NOTICES OF QUESTIONS RECEIVED BY THE MUNICIPAL MANAGER
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NONE

10.	URGENT MATTERS
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11.	MATTERS TO BE CONSIDERED IN-COMMITTEE
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NONE