



**STELLENBOSCH**  
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

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

2020-02-08

**NOTICE OF A  
PARKS, OPEN SPACES AND ENVIRONMENT  
COMMITTEE MEETING  
MONDAY: 2020-02-10**

**TO** Cllr XL Mdemka (Ms) [Chairperson: Parks, Open Spaces and Environment Services]

**COUNCILLORS** F Adams  
Ald JP Serdyn (Ms)  
E Vermeulen (Ms)

**Ex officio** Executive Mayor, Ald G Van Deventer (Ms)

Notice is hereby given that a Parks, Open Spaces and Environment Committee meeting will be held in the Council Chamber, Town House, Plein Street, Stellenbosch on **Monday, 2020-02-10 at 10:00** to consider the attached Agenda.

**CLLR XL MDEMKA (MS)  
CHAIRPERSON**

**A G E N D A**  
**PARKS, OPEN SPACES AND ENVIRONMENT**  
**COMMITTEE MEETING**  
**2020-02-10**  
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1.	OPENING AND WELCOME
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2.1	COMMUNICATION BY THE CHAIRPERSON	(3/4/3/6)
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2.2	DISCLOSURE OF INTERESTS	(3/6/2/2)
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3.	APPLICATION FOR LEAVE OF ABSENCE
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4.1	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 2019-11-04, is attached as **APPENDIX 1**.

**FOR CONFIRMATION**

4.2	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

# **APPENDIX 1**



**STELLENBOSCH**  
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Ref: 3/4/3/5/3/4

2019-11-04

**MINUTES**

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

**2019-11-04 AT 10:00**

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

**2019-11-04**  
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	NONE	

MINUTES

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

2019-11-04

**PRESENT** Cllr XL Mdemka (Ms) [Chairperson]

**COUNCILLORS** Ald JP Serdyn (Ms)  
E Vermeulen (Ms)

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

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<b>1.</b>	<b>OPENING AND WELCOME</b>
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The Chairperson, Cllr XL Mdemka (Ms) welcomed all present at the meeting of the Parks, Open Spaces and Environment.

<b>2.1</b>	<b>COMMUNICATION BY THE CHAIRPERSON</b>	<b>(3/4/3/6)</b>
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NONE

<b>2.2</b>	<b>DISCLOSURE OF INTERESTS</b>	<b>(3/6/2/2)</b>
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NONE

<b>3.</b>	<b>APPLICATION FOR LEAVE OF ABSENCE</b>
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NONE

<b>4.1</b>	<b>CONFIRMATION OF THE MINUTES</b>	<b>(3/4/3/5/2/4)</b>
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The minutes of the Parks, Open Spaces and Environment Committee Meeting held on 2019-09-02, was **confirmed as correct.**

<b>4.2</b>	<b>REPORT/S BY THE DIRECTOR: COMMUNITY AND PROTECTIONS SERVICES RE OUTSTANDING RESOLUTIONS TAKEN AT PREVIOUS MEETINGS</b>	<b>(3/4/3/5/2/2)</b>
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NONE

5.	<b>PARKS, OPEN SPACES &amp; ENVIRONMENT: [PC: CLLR XL MDEMKA (MS)]</b>
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5.1	<b>NON-DELEGATED MATTERS</b>
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NONE

5.2	<b>DELEGATED MATTERS</b>
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5.2.1	<b>MONTHLY REPORT: SEPTEMBER 2019: ENVIRONMENTAL MANAGEMENT, PARKS AND CEMETERIES</b>
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Collaborator No: 666098

IDP KPA Ref No: Green and Sustainable Valley

Meeting Date: 11 November 2019

**1. SUBJECT: MONTHLY REPORT: SEPTEMBER 2019: ENVIRONMENTAL MANAGEMENT, PARKS AND CEMETERIES**

**2. PURPOSE**

To notify the Committee of the monthly activities (**ANNEXURE A**) that were conducted by the Sections: Environmental Management, Parks and Cemeteries for September 2019.

**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 September 2019 to the Committee for notification.

**PARKS, OPEN SPACES AND ENVIRONMENT COMMITTEE MEETING:  
2019-11-04: ITEM 5.2.1**

**NOTED**

the monthly report for September 2019, by Environmental Management, Parks and Cemeteries, be noted.

**FOR FURTHER DETAILS CONTACT:**

<b>NAME</b>	<i>Albert van der Merwe</i>
<b>POSITION</b>	<i>Manager: Community Services</i>
<b>DIRECTORATE</b>	<i>Community and Protection Services</i>
<b>CONTACT NUMBERS</b>	<i>Ext 8161</i>
<b>E-MAIL ADDRESS</b>	<i>albert.vandermerwe@stellenbosch.gov.za</i>
<b>REPORT DATE</b>	

<b>6.</b>	<b>REPORTS SUBMITTED BY THE MUNICIPAL MANAGER</b>
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NONE

<b>7.</b>	<b>NOTICES OF MOTIONS AND NOTICES OF QUESTIONS RECEIVED BY THE MUNICIPAL MANAGER</b>
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NONE

<b>8.</b>	<b>URGENT MATTERS</b>
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NONE

<b>9.</b>	<b>MATTERS TO BE CONSIDERED IN-COMMITTEE</b>
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NONE

The meeting adjourned at 10:20.

**CHAIRPERSON:** .....

**DATE:** .....

**Confirmed on** ..... **with/without amendments**

<b>5.</b>	<b>PARKS, OPEN SPACES &amp; ENVIRONMENT: [PC: CLLR XL MDEMKA (MS)]</b>
<b>5.1</b>	<b>NON-DELEGATED MATTERS</b>
<b>5.1.1</b>	<b>PROGRESS REPORT - IDENTIFICATION AND ACQUISITION OF AUTHORISATIONS AND APPROVALS FOR THE ESTABLISHMENT OF ONE OR MORE REGIONAL CEMETERIES FOR STELLENBOSCH MUNICIPALITY</b>

Collaborator No: 675073

IDP KPA Ref No:

Meeting Date: 10 February 2020

**1. SUBJECT: PROGRESS REPORT - IDENTIFICATION AND ACQUISITION OF AUTHORISATIONS AND APPROVALS FOR THE ESTABLISHMENT OF ONE OR MORE REGIONAL CEMETERIES FOR STELLENBOSCH MUNICIPALITY**

**2. PURPOSE**

To report on the status of the above project.

**3. DELEGATED AUTHORITY**

Council of Stellenbosch Municipality.

**4. EXECUTIVE SUMMARY**

During 2016 Stellenbosch Municipality commenced with a project of identifying and acquiring the necessary environmental and land use approvals for the establishment of one or more large ( $\pm 30$ ha) cemeteries for the WC024 area.

During a comprehensive feasibility study conducted 54 sites were considered against a set of criteria which included:

- Ownership (Municipal / State / Private)
- Extent
- Location (proximity to settlements / accessibility / surrounding land uses)
- Zoning and land use
- Environmental characteristics (current status / vegetation / geology / pedology / hydrology)
- Soil characteristics (excavability / permeability / drainage / topography / basal buffer / stability / workability)

A total of 4 sites were identified as being feasible:

- Louw's Bos (Farm 502, south of Stellenbosch)
- Culcatta Bos (Farm 29, north of Koelenhof)
- Meerlust (Portion 1 of Farm Meer Lust No 1006, Groot-Drakenstein)
- De Novo (Portion 10 of Farm De Novo No 727, south of Muldersvlei)

Of the 4 sites 2 were included in the process of acquiring the necessary environmental and land use approvals for the establishment of a cemetery. These 2 sites were Louw's Bos and Culcatta Bos. Even though the Meerlust site is ideally located (in terms of need for burial space) it was (for the time being) excluded due to risks associated with the site's location in close proximity to an existing settlement. The National Health Act, 61 of 2003, Regulations Relating to the Management of Human Remains (Government Notice R363), includes the following:

15. *Burial sites and burials*

(2) *All burial sites must comply with the following environmental requirements-*

(a) *be located outside the 100 year floodplain;*

(b) *be located at least 350m from ground water sources used for drinking purposes and 500m from the nearest habitable building;*

(c) *...*

Even though there are examples of cemetery sites that have been established within these zones since the above regulations came into effect proceeding with an application for establishing a cemetery site within these zones is a risk if the relevant authorities cannot be convinced of the need and impact of such development. The De Novo site (property of the Department of Transport and Public Works) was excluded due to uncertainty regarding the long term planning of the property.

Both sites (Louw's Bos and Culcatta Bos) require the following approvals:

- Environmental Authorization (in terms of the National Environmental Management Act, 107 of 1998, Environmental Impact Assessment Regulations)
- Water Use Licensing (in terms of the National Water Act, 36 of 1998)
- Land Use Approval (in terms of the Stellenbosch Land Use Planning By-Law)

The process of acquiring all 3 sets of approvals for both sites has commenced and are at different stages of conclusion.

## 5. **RECOMMENDATION**

that the report on the status of the project: Identification and acquisition of authorisations and approvals for the establishment of one or more regional cemeteries for Stellenbosch Municipality, be noted.

**6. DISCUSSION / CONTENTS****6.1. Background**

The provision and maintenance of cemeteries, funeral parlors and crematoria is a function vested in local government in terms of Schedule 5 (Part B) of the Constitution of the Republic of South Africa, 108 of 1996.

Stellenbosch Municipality (the Municipality), like most of its neighboring local authorities, have a shortage in burial space. A 2012 SALGA report<sup>1</sup> on the status of cemeteries in South African Cities indicated, at that stage, in most municipalities less than 50% of its cemeteries still had capacity for burials. Primary challenges in this regard are:

- shortage of land for more cemeteries,
- insufficient budget for the development of cemeteries,
- the high rate of conventional / traditional burials, and
- resistance by communities to alternative forms of burial.

In reaction to the shortage of burial space the Municipality during 2016 started with a project of identifying and developing one or more regional cemetery sites within the WC024 area to provide for the whole of the municipality for the foreseeable future.

**6.2 Discussion****History**

The Municipality's burial space in existing cemeteries are under pressure. The development of suitable cemetery sites to provide capacity in this regard has become critical.

An Item (listed under #6.6 below and attached under Annexure 1) that served before Council during 2015 reported the status of burial space within the Municipality and the need to provide for additional burial space. The above Council Meeting resolved that the situation pertaining to burial space in the municipality is acknowledged and that various possible sites be investigated as a solution to the burial space needed. The then Department Planning & Economic Development subsequently initiated a tender process in terms of which the following call for proposals was issued:

- a) *the establishment of a professional team for the identification of suitable sites for the establishment of one or more regional cemetery sites of 30 ha and more within Stellenbosch Municipality;*
- b) *the preparation and the submission of applications for authorisation of a municipal cemetery, including all specialist assessments related to the activities;*

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<sup>1</sup> The State of Cemeteries in South African Cities (SALGA, 2012)

- c) *the planning and design of all related services infrastructure for the cemetery; and*
- d) *the planning and design of the cemetery and establishing a cemetery register in accordance with the layout.*

Bidders were requested to evaluate those cemetery sites as per the above Council Resolution as well as alternative sites that might be identified as being feasible. CK Rumboll & Partners were appointed during June 2016 in the above regard after the tender process was successfully concluded and commenced with the identification and feasibility study of the various sites.

During 2017, after the identification and feasibility study of the various sites were completed, Council resolved (Resolution included under Annexure 2) that it supports the acquisition of the required authorization for the proposed establishment of regional cemeteries (for burial need within WC024) at Farm Culcatta No. 29 and the Remainder of Farm Louw's Bos No. 502 as well as the proposed establishment of a regional cemetery at Farm De Novo No. 727/10 and Portion 1 of Farm Meer Lust No 1006 should the process of acquiring the necessary approval from the Department of Transport and Public Works be acquired. Following the above Council Resolution these sites were included in a Pre-Application (in terms of the National Environmental Management Act, 107 of 1998) process which included a public participation process. This was done to screen out any potential issues that might occur during an official application process.

Of the 4 sites 2 (Louw's Bos and Culcatta Bos) were included in the process of acquiring the necessary environmental and land use approvals for the establishment of a cemetery (see the Memorandum [May 2018] in this regard submitted to the Municipal Manager included under Annexure 3). The 2 remaining sites were (for the time being) excluded from the process after a process of communication with the land owner (Department of Transport and Public Works) and the long term intention of the property could not be established as well as risks associated with the location of the Meerlust site relevant to existing settlements a boreholes.

#### **Approvals (progress):**

Both sites (Louw's Bos and Culcatta Bos) require the following approvals:

- Environmental Authorization (in terms of the National Environmental Management Act, 107 of 1998, Environmental Impact Assessment Regulations)
- Water Use Licensing (in terms of the National Water Act, 36 of 1998)
- Land Use Approval (in terms of the Stellenbosch Land Use Planning By-Law)

#### Environmental Authorization

Applications for Environmental Authorization to the Department of Environmental Affairs and Development Planning for both sites followed a range of specialist studies including geological, archaeological, paleontology, freshwater, heritage, visual, botanical and geohydrological assessments conducted.

Louw's Bos: Application (Final Basic Assessment Report) submitted 13 September 2019. A decision on the report is expected by January 2020.

Culcatta Bos: Environmental Authorisation issued 20 September 2020 (Annexure 4).

#### Water Use Licensing

Applying for water use includes a number of phases (Pre-Application Phases / Phase 1: Pre-Application Meeting / Phase 2: Draft Application / Phase 3: Final Submission).

Louw's Bos: Draft Application was submitted to the Department Water and Sanitation September 2019. We are awaiting feedback from the Department Water and Sanitation to proceed to Phase 3.

Culcatta Bos: Final Submission to the Department Water and Sanitation has been made November 2019. A decision on the application is expected by February 2020.

#### Land Use Approval

As both sites are the property of the Municipality both land use applications will be referred to the Municipal Planning Tribunal for a decision.

Louw's Bos: Land use application to be advertised in January 2020 after the December holidays.

Culcatta Bos: Land use application advertised in the Eikestad News on 12 September 2019 (Annexure 5).

#### **Planning:**

Both sites are planned in a manner that does not conform to the traditional way people think of graveyards (as areas used solely for burial purposes, i.e. predominantly rows of graves), but rather as memorial parks visited for a range of activities other than burials. Together these sites will consist of a combined area of 30 hectare of burial space (traditional graves).

During the 2017/18 financial year a total number of 810 people were buried in the Municipality. This equates to 67.5 burials per month. The general formula for calculating traditional grave (i.e. interment) space, as set out by the Western Cape Department of Environmental Affairs and Development Planning, is determined at 2 000 graves per hectare or alternatively 5m<sup>2</sup> per traditional grave, including 10% for circulation. In the planned Louw's Bos cemetery and memorial park alone, approximately 20 hectare is proposed for use as traditional grave space. Using the formula provided by the Department of Environmental Affairs and Development Planning, 39 940 traditional graves may be provided for as set out below.

19.97 ha x 2 000 = 39 940 graves  
39 940/810 = **49 years**  
199 700 / 5m<sup>2</sup> = 39 940 graves

Calculating at an average of 810 deaths per annum, 4 050m<sup>2</sup> grave space per annum will be required. Should the average burials stay more or less the same approximately 12.15 hectare of land will be required over the next 30 years. The planned Louw's Bos regional site should provide sufficient traditional interment space for approximately the next 49 years.

### 6.3. Financial Implications

On completion of this project (acquisition of the approvals), which is expected to conclude during 2020, it is estimated that the establishment / development of the 2 sites will cost in the order of R34 000 000-00 over the next 5 years.

### 6.4. Legal Implications

The provision and maintenance of cemeteries, funeral parlors and crematoria is a function vested in local government in terms of Schedule 5 (Part B) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996).

### 6.5 Staff Implications

This report has no staff implications to the Municipality. Given the size of the 2 cemetery sites additional dedicated staff will have to be appointed for the day-to-day maintenance and upkeep of both sites.

### 6.6 Previous / Relevant Council Resolutions

#### 27<sup>TH</sup> Council Meeting: 2015-02-25: Item 7.4

#### RESOLVED (nem con)

- (a) that the current situation pertaining to burial space in WC024, be noted by Council; and
- (b) that the following sites which were identified, be investigated as a solution to the critical burial space needed:
  - i. Erf 619/1: Municipal owned land zoned for agricultural use. This land is approximately 29 ha not in lease currently.
  - ii. Louw's Bos plantation: The plantation operation has been stopped and the area is currently Fynbos area.
  - iii. De Novo existing cemetery is owned by Department of Transport and Public Works.
  - iv. Franschoek Valley: La Motte – Farm 1339/1 (Public Works).
  - v. Wemmershoek: Farm 1024/1 (Stellenbosch Municipality).
  - vi. Dennegeur: Erf 3666 (Private).
  - vii. Klapmuts: Farm 748/40 (Private).
  - viii. Stellenbosch: Onder Papegaaiberg – Re Farm 183 (Stellenbosch Municipality)
  - ix. Jamestown: Farm 1166 (Private).

**8<sup>TH</sup> COUNCIL MEETING: 2017-04-26: ITEM 7.3.2****RESOLVED** (nem con)

- (a) that Council amends its 27th Meeting of the Council of Stellenbosch (25 February 2015) resolution by adding (b)(x) to include any alternative land in the same area which could feasibly be used as a site to be investigated as a solution to the critical need for burial space within Stellenbosch Municipality;
- (b) that Council supports the acquisition of the required authorization for the proposed establishment of regional cemeteries (for burial need within WC024) at Farm Culcatta No. 29 and the Remainder of Farm Louw's Bos No. 502 as well as the proposed establishment of a regional cemetery at Farm De Novo No. 727/10 and Portion 1 of Farm Meer Lust No 1006 should the process of acquiring the necessary approval from the Department of Transport and Public Works be acquired;
- (c) that the possible creation of a garden of remembrance as alternative to a traditional land site also be investigated; and
- (d) that Council authorises the Municipal Manager to proceed with acquiring the necessary approvals for the establishment of the above cemeteries.

**6.7 Risk Implications**

The direct risk to the Municipality is the reality that the WC024 cemeteries have reached its capacity and will run out of burial space over the next few years.

**ANNEXURES**

Annexure 1: Council Resolution 2015

Annexure 2: Council Resolution 2017

Annexure 3: Memorandum to the Municipal Manager (May 2018)

Annexure 4: Environmental Authorisation (Culcatta Bos) (20 September 2019)

Annexure 5: Eikestad News Advertisement (12 September 2019)

**FOR FURTHER DETAILS CONTACT:**

<b>NAME</b>	<b>Schalk van der Merwe</b>
<b>POSITION</b>	<b>Environmental Planner</b>
<b>DIRECTORATE</b>	<b>Community and Protection Services</b>
<b>CONTACT NUMBERS</b>	<b>021 808 8679</b>
<b>E-MAIL ADDRESS</b>	<b>schalk.vandermerwe@stellenbosch.gov.za</b>
<b>REPORT DATE</b>	<b>04 December 2019</b>

# **ANNEXURE A**

**7.4 EXTENTION OF BURIAL SPACE***File number* : 16/6/1*Compiled by* : *Manager: Community Services & Acting Head:  
Parks, Rivers & Area Cleaning**Report by* : *Director Community & Protection Services**Delegated Authority* : *Council****Strategic intent of item***

Preferred investment destination	<input type="checkbox"/>
Greenest municipality	<input checked="" type="checkbox"/>
Safest valley	<input type="checkbox"/>
Dignified Living	<input checked="" type="checkbox"/>
Good Governance	<input type="checkbox"/>

**1. PURPOSE OF REPORT**

To inform Council of:

- (a) the critical need for burial space in the Greater Stellenbosch; and
- (b) the outcome of the workshop held on 30 October 2014.

**2. BACKGROUND**

Due to the increase of population growth in the Greater Stellenbosch, the existing burial space in cemeteries is under severe pressure and will soon reach full capacity. Contributing factors are the conventional burial methods, which is still preferred above other burial methods which include cremation and liquid burials. This phenomenon is further enhanced by the capacity of cemeteries reached by the neighboring towns such as City of Cape Town, Drakenstein and Overstrand Municipality.

The Municipality started with its first investigation to extend burial space in 2006. Dennis Moss Partnership was appointed to identify areas for possible development.

The finding of the report was considered by Council and five areas were recommended where the need was most urgent, subject to the condition to utilize Council owned land to avoid cost of purchasing land.

The areas identified were Onder-Papegaaiberg, Klapmuts, Pniel/Kylemore, La Motte and Jamestown.

#### FINDINGS OF DENNIS MOSS SURVEY 2006

Name of cemetery	Investigation outcomes	Alternative burial space to be used
Onder-Papegaaiberg	Existing cemetery	Continue to bury in informal plantation area used for children grave blocks
Klapmuts	No Municipal owned land for burial space	Existing cemetery on private property
Pniel	No Municipal land	Cemetery belongs to Congregational Church
Kylemore	Cemetery belongs to the Old Apostolic Church and Municipal public open space	Both cemeteries are in operation
La Motte	Municipal owned land	Cemeteries are in operation
Jamestown	Municipal owned land with available space earmarked for housing development	Cemeteries are in operation

The Department of Public Works granted permission to proceed with the study (Environmental Impact Assessment) for La Motte.

As a first phase for the extension of burial space, a consultant was appointed in 2008 to conduct the prescribed studies to meet the legal requirements for Onder-Papegaaiberg, Kylemore and La Motte.

Subsequent to these applications submitted to the Department of Environment Affairs and Development Planning (DEADP), the application for Kylemore Village was approved. The Property Manager has applied for consolidation of the different erven contained in the approval. The relevant ervens are 9, 21, 22, 34, 35, 36 and 71 Kylemore. **(APPENDICES 1 and 2)**

The La Motte application was rejected by the Department of Water Affairs and due to this rejection the Department decided not to proceed with the process. **(APPENDIX 3)**

Onder-Papegaaiberg's application has not been finalized yet, pending a final decision on the land use by Council. Two applications were submitted to DEADP, one being for the extension of burial space on a portion of the land and the other for the declaration of the entire area as a Nature Reserve.

**3. DISCUSSION**

In October 2014 a Cemetery workshop was conducted with an aim of finding possible solutions to the shortage of burial space. The attendees included Councilors, Municipal officials and External experts in cemetery management. The discussions were overwhelmed with finding sufficient space which should at least be 30 hectares or more for the development of proper burial space. The development should include various alternative burial methods such as:

- Landscaped grid areas: grassed surface with a plaque
- Sculpture and tombstone areas: high cost area
- Medium costs areas: landscape with flower areas
- Low costs areas: general accepted grave sites
- Pauper burial sites

**3.1 Current capacity**

The Department Community Services conducted a base line assessment of the available space and projected the operations in terms of number of grave sites.

CEMETERY SITE	% OF LAND USE AS GRAVE SITES	REMAINING GRAVE SITES (ESTIMATED)
Onder-Papegaaiberg	98%	150 pre-booked graves
Jamestown	98%	300 graves
Pniel	98%	30 graves
Franschhoek	10% of 2ha	1000 graves
Wemmershoek	98%	20 graves
Groendal	98%	38 graves
Kylemore	95%	20 graves
Klapmuts	Reached capacity	-

**3.2 Possible land identified during the workshop**

The Department Community Services proceeded beyond the call by Council to investigate only the five identified areas in the Dennis Moss report for alternative burial sites.

In collaboration with the Congregational Church of Pniel, the Municipality and Boschendal Treasury Trust (BTT), Boschendal subsequently donated land adjacent to the existing cemetery as additional space.

The Boschendal Estate donated additional burial space on portion 13 of their farm Boschendal 1674. This offer was accepted and the application for rezoning was submitted.

- Erf 619/1: Municipal owned land zoned for agricultural use. This land is approximately 29 ha not in leased currently. **(APPENDIX 4)**
- "Louw's Bos" plantation: The plantation operation has been stopped and the area is currently Fynbos area. **(APPENDIX 5)**
- De Novo existing cemetery is owned by The Department of Transport and Public Works.

#### 4. LEGAL IMPLICATION

##### Regulatory context

Constitution of the Republic of South Africa 1996 Part B of Schedule 5 of the Constitution provides that cemeteries, crematoria and funeral parlours are local government matters. Local government has a Constitutional and statutory duty to regulate Cemeteries, crematoria and funeral parlours, to provide for the internment of human remains in a dignified manner.

#### 5. FINANCIAL IMPLICATION

Budget requirements must be dealt with through the budget process.

#### 6. COMMENTS FROM OTHER RELEVANT DEPARTMENTS

##### 6.1 Planning Department

The Boschendal Estate application for rezoning must, like any other sites, be preceded by a full environmental authorization application. There is no sense in incurring costs and considering rezonings if the site does not meet the strict cemetery specifications.

The Directorate must make available the required budget, estimated at roughly R2,4 million over two financial years to the Planning and Economic Development Directorate, to proceed with the gaining of the required approvals and authorisations for the establishment of one or more regional or sub-regional cemeteries. P&ED will then manage the process and ensure that suitable cemetery space is identified and planned by commencement of the 2017/18 financial year.

##### 6.2 Property Management

As is mentioned in the report, we are in the process of acquiring various portions of land in the Dwarsrivier area, being Pniel, Lanquedoc and Kylemore.

This Department is not in support of the two (2) options mentioned in par. 3.2, i.e Erf 619/1 (Portion 1 of Farm 619) and Louw's Bos (Portion of Farm 502). Farm 619/1 is situated 2km from the Annandale road with limited access (gravel road), whilst Louw's Bos, next to the Airfield, have other, more option potential.

This department would suggest the following sites based on the principle of "*building on whilst is already in place*", rather than developing new burial sites:

Franschhoek Valley:	La Motte:	Farm 1339/1:	Public Works
	Wemmershoek:	Farm 1024/1:	Stellenbosch Municipality
Dennegeur:	Erf 3666:	Private	
Klapmuts:	Next to existing site:	Farm 748/40:	Private
Stellenbosch:	Onder Papegaaiberg:	Rem Farm 183:	Stellenbosch Municipality
Jamestown:	Next to existing site:	Farm 1166:	Private

The areas are shown on **APPENDICES 6 - 8**.

#### RECOMMENDED

- (a) that the current situation pertaining to burial space in WCO24, be noted by Council; and
- (b) that the sites which were identified, be investigated as a solution to the critical burial space needed.

#### (DIRECTOR: COMMUNITY AND PROTECTION SERVICES TO ACTION)

#### COMMUNITY AND PROTECTION SERVICES COMMITTEE: 2015-02-11: ITEM 5.1.1

#### RECOMMENDED

- (a) that the current situation pertaining to burial space in WCO24, be noted by Council; and
- (b) that the following sites which were identified, be investigated as a solution to the critical burial space needed:

Franschhoek Valley:	La Motte:	Farm 1339/1:	Public Works
	Wemmershoek:	Farm 1024/1:	Stellenbosch Municipality
Dennegeur:	Erf 3666:	Private	
Klapmuts:	Next to existing site:	Farm 748/40:	Private

Stellenbosch:	Onder Papegaaiberg:	Rem Farm 183:	Stellenbosch Municipality
Jamestown:	Next to existing site:	Farm 1166:	Private

**(DIRECTOR: COMMUNITY AND PROTECTION  
SERVICES TO ACTION)**

**MAYORAL COMMITTEE MEETING: 2015-02-18: ITEM 5.1.4**

**RECOMMENDED BY THE EXECUTIVE MAYOR**

- (a) that the current situation pertaining to burial space in WCO24, be noted by Council; and
- (b) that the following sites which were identified, be investigated as a solution to the critical burial space needed:
  - (i) Erf 619/1: Municipal owned land zoned for agricultural use. This land is approximately 29 ha not in leased currently.
  - (ii) "Louw's Bos" plantation: The plantation operation has been stopped and the area is currently Fynbos area.
  - (iii) De Novo existing cemetery is owned by Department of Transport and Public Works.
  - (iv) Franschhoek Valley: La Motte: Farm 1339/1: Public Works
  - (v) Wemmershoek: Farm 1024/1: Stellenbosch Municipality
  - (vi) Dennegeur: Erf 3666: Private
  - (vii) Klapmuts: Next to existing site: Farm 748/40: Private
  - (viii) Stellenbosch: Onder Papegaaiberg: Rem Farm 183: Stellenbosch Municipality
  - (ix) Jamestown: Next to existing site: Farm 1166: Private

**(DIRECTOR: COMMUNITY AND PROTECTION  
SERVICES TO ACTION)**

**27<sup>TH</sup> COUNCIL MEETING: 2015-02-25: ITEM 7.4****RESOLVED** (nem con)

- (a) that the current situation pertaining to burial space in WCO24, be noted by Council; and
- (b) that the following sites which were identified, be investigated as a solution to the critical burial space needed:
  - (i) Erf 619/1: Municipal owned land zoned for agricultural use. This land is approximately 29 ha not in leased currently.
  - (ii) "Louw's Bos" plantation: The plantation operation has been stopped and the area is currently Fynbos area.
  - (iii) De Novo existing cemetery is owned by Department of Transport and Public Works.
  - (iv) Franschhoek Valley: La Motte: Farm 1339/1: Public Works
  - (v) Wemmershoek: Farm 1024/1: Stellenbosch Municipality
  - (vi) Dennegeur: Erf 3666: Private
  - (vii) Klapmuts: Next to existing site: Farm 748/40: Private
  - (viii) Stellenbosch: Onder Papegaaiberg: Rem Farm 183: Stellenbosch Municipality
  - (ix) Jamestown: Next to existing site: Farm 1166: Private

**(DIRECTOR: COMMUNITY AND PROTECTION  
SERVICES TO ACTION)**

**ITEM 7.4**

**APPENDICES 1-8**

**EXTENTION OF BURIAL SPACE**

**27<sup>TH</sup> COUNCIL MEETING:  
2015-02-25**

# APPENDIX 1

APPENDIX 1



**STELLENBOSCH**  
STELLENBOSCH • PNIEL • FRANSCHHOEK  
MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

2012-09-14

The Manager: Property Management  
Department of Transport & Public Works  
Provincial Government of the Western Cape  
9 Dorp Street  
Cape Town  
8001

Dear Mrs Koeries

**PROPOSED ACQUISITION OF A NUMBER OF ERVEN IN KYLEMORE FOR THE PURPOSE OF A CEMETERY**

**1. Background**

On 22 January 1987 the then Regional Director of the Administration: House of Representatives, wrote to the Secretary of the Divisional Council, indicating that they are willing to sell a portion of Remainder Farm 124/33 (Now erf 9, Kylemore) to the Divisional Council for the purchase price of R2.00, for the purposes of a cemetery. Hereto attached as **APPENDIX 1**, a copy of the said letter. I have no records whether this proposal was indeed considered by the Divisional Council.

During 1994 Stellenbosch Municipality took over the Management of the Kylemore area. During 1999 an agenda item served at the Executive Committee meeting, where it was decided to inform the Department of Planning, Local Government and Housing that "*the matter is under investigation*" (the management of the cemetery). A copy of the agenda item, setting out the history of the cemetery, is attached as **APPENDIX 2**. Again, I can find no record that the matter was indeed taken up with the Department.

Since then the area is managed on an informal basis by the various churches in the community.

**2. Environmental Authorisation**

During 2011 a consultant was appointed to do a basic assessment with the view of extending the existing cemetery in Kylemore. On 2011-06-22 an Environmental Authorisation was issued by the Provincial Department of Environmental Affairs & Development a copy of which is attached as **APPENDIX 3**. The area (property) identified in this authorisation consist of erven 9,21,22,34,35,36 and 71, Kylemore, as shown on General Plan No 12164, a copy of which is attached as **APPENDIX 4**.

3. De Facto situation

The de facto situation is that the area referred to above, and not only erf 9, is effectively used as an informal cemetery, as can be seen on Fig 1, below.

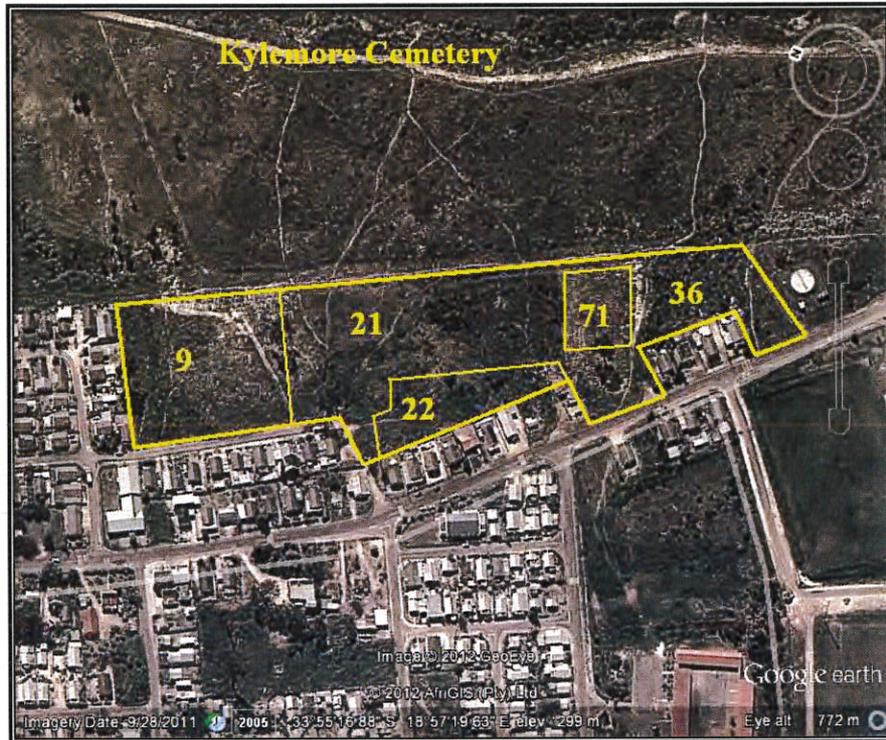


Fig 1: Aerial photo of area

Hereunder a list of the erven mentioned above, with an indication of ownership:

Erf number	Size	Ownership*
9	9271m <sup>2</sup>	Provincial Housing Development Board
21	13115 ha	Stellenbosch Municipality
22	2771m <sup>2</sup>	Provincial Housing Development Board
34	356m <sup>2</sup>	National Housing Board
35	350m <sup>2</sup>	National Housing Board
36	4190m <sup>2</sup>	National Housing Board
71	1834m <sup>2</sup>	Old Apostolic Church of Africa

\*See Deeds Search results attached as **APPENDIX 5**.

From the above it is clear that there are three (3) owners involved, i.e.:-

Stellenbosch Municipality : Erf 21, measuring 13115m<sup>2</sup>

Provincial Housing Development Board : Erven 9, 22, 34, 35 and 36  
measuring 16938m<sup>2</sup> and  
Old Apostolic Church of Africa : Erf 71, measuring 1834m<sup>2</sup>

**4. Request to acquire land**

We hereby request that erven 9, 22, 34, 35 and 36 be made available/transferred to Stellenbosch Municipality for the purpose of using/managing it as a cemetery. Please note that Stellenbosch Municipality, for all practical purposes, is already managing the entire area as a cemetery.

We await your urgent feedback in this regard.

Yours faithfully



.....  
**PIET SMIT**  
**MANAGER: PROPERTY MANAGER**

cc: Johan Le Roux

# APPENDIX 2

APPENDIX 2



<b>LEGEND</b>	
	WALLED ROADS
	VEGETATION
	WALLS OF DEMERSENCE
	STORMWATER CUT OFF TRENCH
	STORMWATER PIPES
<b>SCALE</b>	
1:25	1:1000
<b>PROJECT</b>	
PROPOSED EXTENSIONS TO ONDER KYLEMORE CEMETERY	
<b>CLIENT</b>	
STELLENBOSCH MUNICIPALITY	
<b>DATE</b>	
2014/05/10	
<b>PROJECT NO.</b>	
W1414-K100	
<b>SCALE</b>	
A	

# APPENDIX 3

APPENDIX 3



**water affairs**

Department:  
Water Affairs  
REPUBLIC OF SOUTH AFRICA

Private Bag X16, Santiamhof, 7532 / 52 Voortrekker Road, Bellville, 7530  
Tel. (021) 941 6143 Fax: (021) 950 7224

Enquires: Blantina Masela,  
Cell: 082 3292 736,  
E [maselab@dwa.gov.za](mailto:maselab@dwa.gov.za),  
☎ 16/27/610A/A/11

Attention: NZ Loebenberg

Cape Lowlands Environmental Services  
P.O. Box 70  
DARLING  
7345

Dear Sir/Madam

**FINAL BASIC ASSESSMENT REPORT: PROPOSED CONSTRUCTION OF LA MOTTE VILLAGE CEMETERY ON FARM NO. 1339/1, STELLENBOSCH**

Your report dated 13 January 2012 with DEA&DP Ref No. E 12/2/4/1-64/37-1015/11 refers.

This Department has reviewed your report and wishes to inform you on the following conditions concerning the proposed development:

1. The requirements of the Department of Water Affairs are that graveyards should not be:
  - located below the 1 in 50 year floodline of a river;
  - in close proximity to water bodies such as wetlands, vleis, pans, estuaries and floodplains;
  - situated on unstable areas, like fault zones, seismic zones, dolomitic or karst areas where sinkholes and subsidence are likely;
  - situated in or near sensitive ecological areas;
  - situated in or on areas characterised by flat gradients, shallow or emergent groundwater;
  - situated in areas characterised by steep gradients, or shallow bedrock with little soil cover, where stability of slopes could be a problem;
  - situated in areas of ground water recharge on account of topography and/or highly permeable soils; and
  - situated on areas overlaying or adjacent to important or potentially important aquifers (Parsons aquifer classification), where such aquifers are to be use for water supply purposes.
2. It has been noted that the site is characterised by a high water table and might be affected by the proposed development. Please refer to the Geohydrological comments attached. This office does not support the proposed activity.
3. All relevant sections and regulations of the National Water Act, 1998 (Act 36 of 1998) regarding water use must be adhered to.

Should there be any queries, please do not hesitate to contact this office.

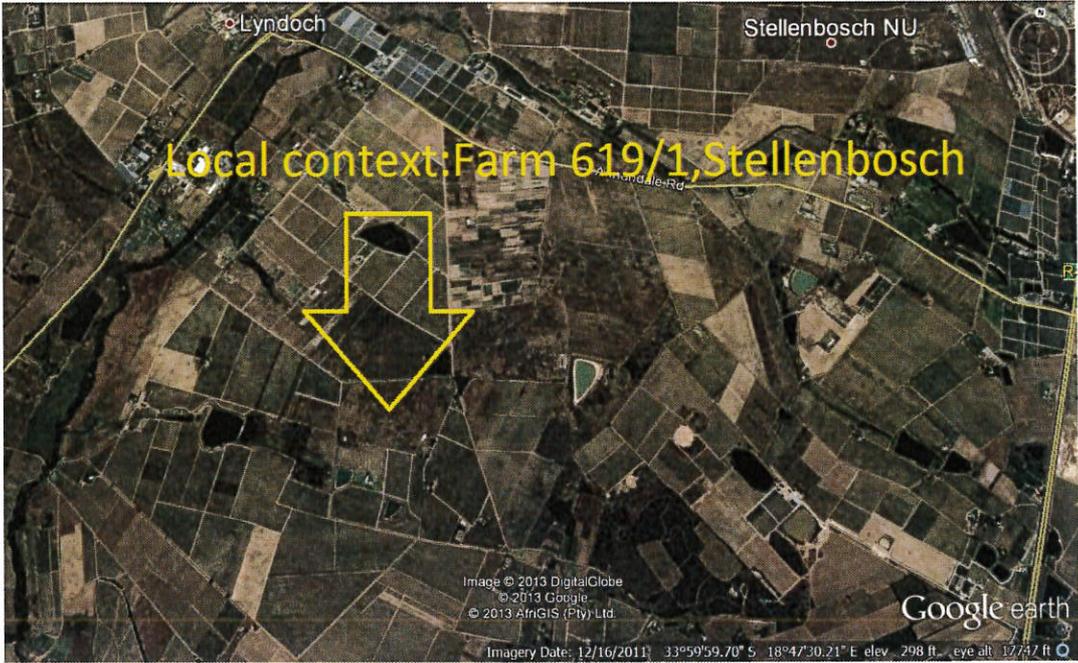
Yours faithfully

*AM Schneider*  
of CHIEF DIRECTOR: WESTERN CAPE

DATE: 23 April 2012

# APPENDIX 4

APPENDIX 4



# APPENDIX 5

APPENDIX 5

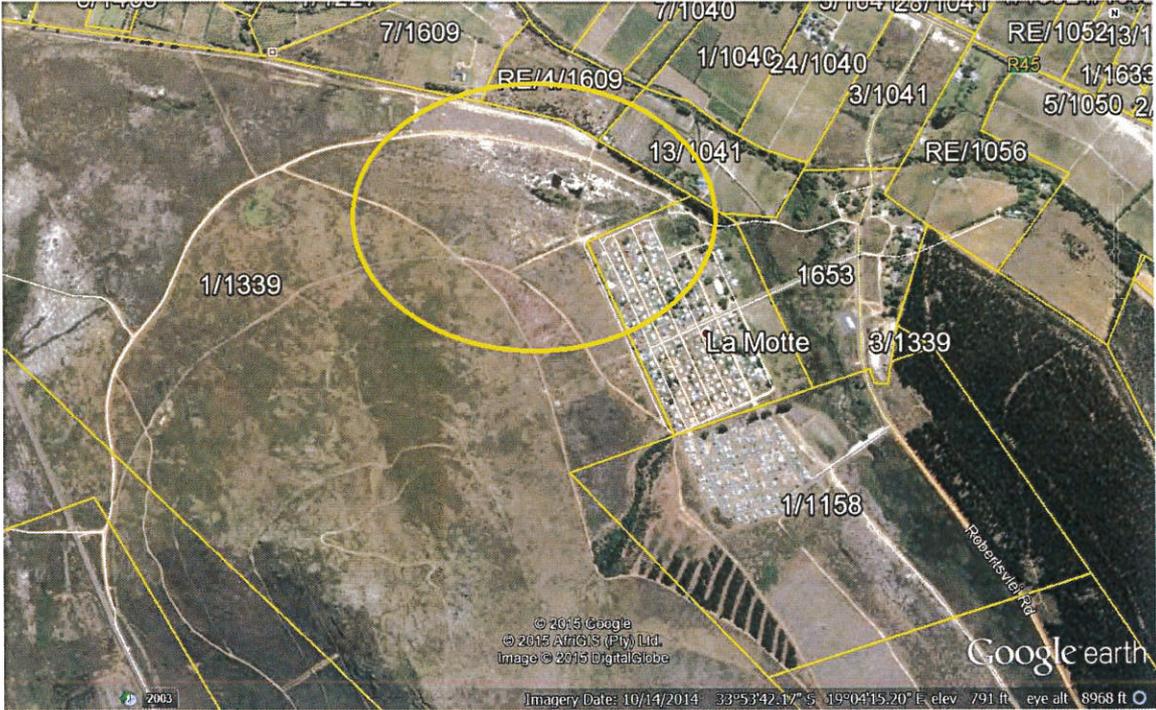
**LOUWS BOS PLANTATION**



<b>ERF Number</b>	Farm 502 (portion of) with agricultural zoning.
<b>Size</b>	42.8 ha

# APPENDIX 6

Appendix 6



La Motte



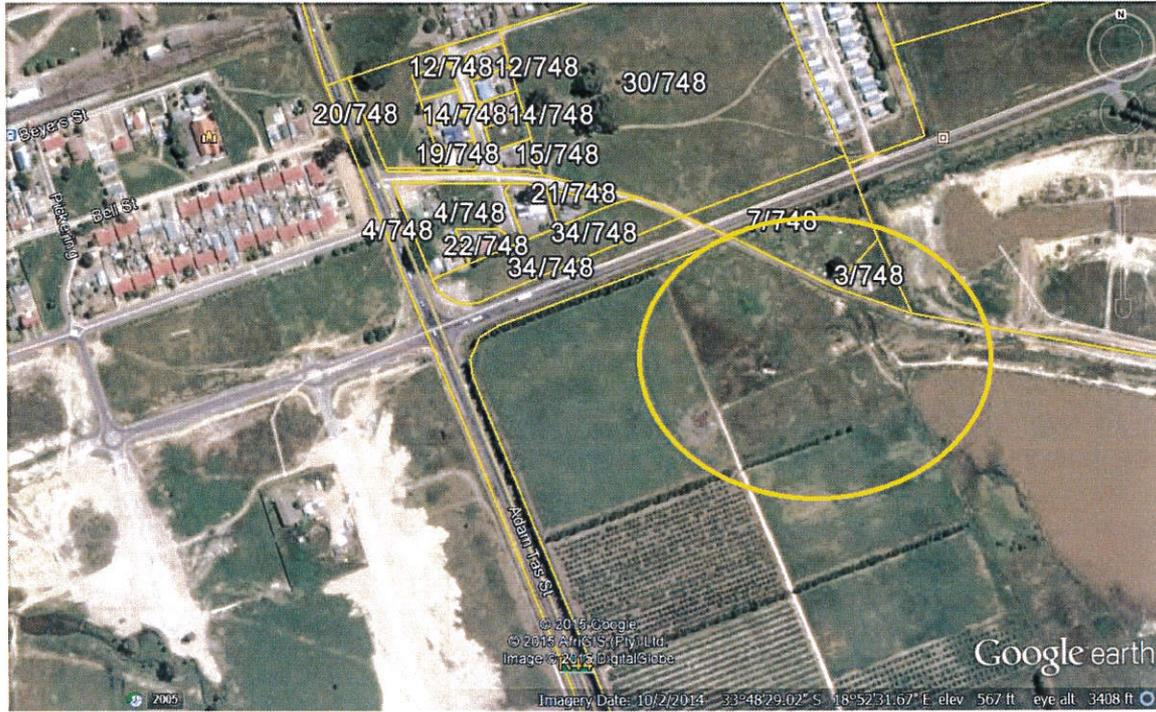
Wemmershoek

# APPENDIX 7

Appendix 7



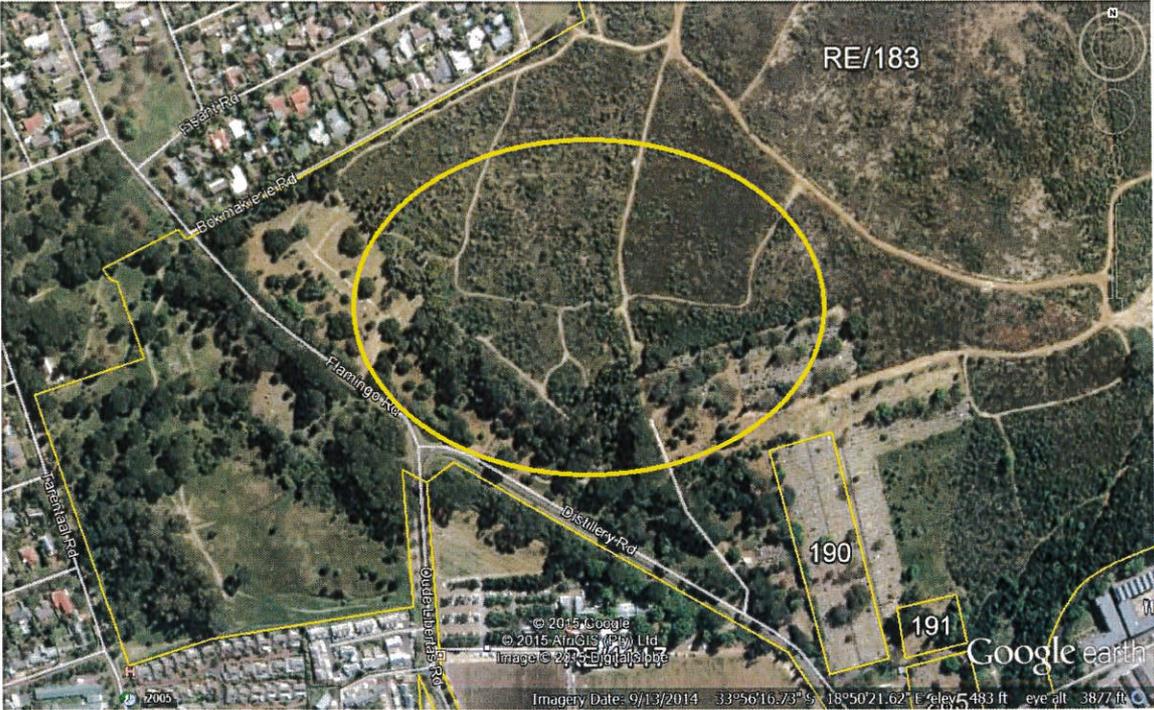
Dennegeur



Klapmuts

# APPENDIX 8

Appendix 8



Papegaaiberg



Jamestown

# **ANNEXURE B**



**STELLENBOSCH**

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref no.3/4/1/5

2017-05-12

## **MINUTES**

### **8<sup>TH</sup> MEETING OF THE COUNCIL OF STELLENBOSCH MUNICIPALITY**

**2017-04-26 AT 10:00**

Detailed account of the meeting proceedings is available on audio recording, which is obtainable from The Municipal Manager's Office per Request for Information (RFI)

7.3.2	<b>STELLENBOSCH MUNICIPALITY: EXTENSION OF BURIAL SPACE</b>
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**1. PURPOSE OF THE REPORT**

To inform Council of the status of the above project, the result of the feasibility study conducted in the process of identifying new cemetery sites, and to obtain Council's approval to commence with the process of developing the proposed sites as cemeteries.

**2. BACKGROUND**

The provision and maintenance of cemeteries, funeral parlours and crematoria is a function vested in local government in terms of Schedule 5 (Part B) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996).

The Greater Stellenbosch Municipality's (the municipality) burial space in cemeteries is under pressure. The development of suitable cemetery sites to provide capacity in this regard has become critical.

An Item that served before Council on the 27<sup>th</sup> Meeting of the Council of Stellenbosch (25 February 2015) (**APPENDIX 1**) reported the status of burial space within the municipality and the need to provide for additional burial space mainly due to the increase in population growth within the municipality, cultural beliefs as it pertains to dealing with the deceased and the fact that neighbouring municipality's, the City of Cape Town, Drakenstein and Overstrand, cemeteries have also reached capacity.

The above Council Meeting resolved that the situation pertaining to burial space in the municipality is acknowledged and that various possible sites be investigated as a solution to the burial space needed.

The Department Planning & Economic Development subsequently initiated a tender process in terms of which the following call for proposals was issued:

- a) *the establishment of a professional team for the identification of suitable sites for the establishment of one or more regional cemetery sites of 30 ha and more within Stellenbosch Municipality;*
- b) *the preparation and the submission of applications for authorisation of a municipal cemetery, including all specialist assessments related to the activities;*
- c) *the planning and design of all related services infrastructure for the cemetery; and*
- d) *the planning and design of the cemetery and establishing a cemetery register in accordance with the layout.*

Bidders were requested to evaluate those cemetery sites as per the above Council resolution as well as alternative sites that might be identified as being feasible.

CK Rumboll & Partners were appointed during June 2016 in the above regard after the tender process was successfully concluded and commenced with the identification and feasibility study of the various sites.

**8<sup>TH</sup> COUNCIL MEETING: 2017-04-26: ITEM 7.3.2**

**RESOLVED** (nem con)

- (a) that Council amends its 27th Meeting of the Council of Stellenbosch (25 February 2015) resolution by adding (b)(x) to include any alternative land in the same area which could feasibly be used as a site to be investigated as a solution to the critical need for burial space within Stellenbosch Municipality;
- (b) that Council supports the acquisition of the required authorization for the proposed establishment of regional cemeteries (for burial need within WC024) at Farm Culcatta No. 29 and the Remainder of Farm Louw's Bos No. 502 as well as the proposed establishment of a regional cemetery at Farm De Novo No. 727/10 and Portion 1 of 'Farm Meer Lust No 1006 should the process of acquiring the necessary approval from the Department of Transport and Public Works be acquired;
- (c) that the possible creation of a garden of remembrance as alternative to a traditional land site also be investigated; and
- (d) that Council authorises the Municipal Manager to proceed with acquiring the necessary approvals for the establishment of the above cemeteries.

Meeting: Ref no Collab:	8 <sup>TH</sup> COUNCIL: 2017-04-26 7/2/1/1	Submitted by Directorate: Author Referred from:	Planning & Econ Dev D Lombaard Mayco: 2017-04-19
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# **ANNEXURE C**

11 JUN 2018

Office of the Municipal Manager  
Kantoor van die Munisipale Bestuurder



# MEMORANDUM

*Department Spatial Planning, Heritage and Environment*

*Departement Ruimtelike Beplanning, Erfenis and Omgewing*

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**To** : Municipal Manager  
**From** : Manager: Spatial Planning Heritage & Environment – Bernabé de la Bat  
**Date** : 31 May 2018  
**File ref.** : 16/6/1  
**Re** : EXTENTION OF BURIAL SPACE – BID 17/16

---

## 1. PURPOSE OF THE MEMORANDUM

The 8<sup>th</sup> Meeting of Council (2017-04-26: Item 7.3.2) resolved:

- (a) that Council amends its 27th Meeting of the Council of Stellenbosch (25 February 2015) resolution by adding (b)(x) to include any alternative land in the same area which could feasibly be used as a site to be investigated as a solution to the critical need for burial space within Stellenbosch Municipality;
- (b) that Council supports the acquisition of the required authorization for the proposed establishment of regional cemeteries (for burial need within WC024) at Farm Culcatta No. 29 and the Remainder of Farm Louw's Bos No. 502 as well as the proposed establishment of a regional cemetery at Farm De Novo No. 727/10 and Portion 1 of Farm Meer Lust No 1006 should the process of acquiring the necessary approval from the Department of Transport and Public Works be acquired;
- (c) that the possible creation of a garden of remembrance as alternative to a traditional land site also be investigated; and
- (d) that Council authorizes the Municipal Manager to proceed with acquiring the necessary approvals for the establishment of the above cemeteries.

CK Rumboll & Partners was appointed in terms of BID 17/16 during 2016 for a process that resulted in the identification of the above proposed regional cemetery sites. Further to such identification process the appointment included the acquisition of the required authorization for cemetery establishment on two (2) sites.

The purpose of this memorandum is to report on the progress made in terms of the above project and to acquire the Municipal Manager's approval on the two (2) recommended sites upon which formal application for the required authorization for cemetery establishment will follow.

## **2. CEMETERY SITES**

During January 2018 the Department Spatial Planning, Heritage & Environment through its appointed consultant, CK Rumboll & Partners, commenced with the acquisition of Environmental Authorization in terms of the National Environmental Management Act, 107 of 1998 (NEMA), Environmental Impact Assessment Regulations, for the establishment of regional cemetery sites at the above locations.

To manage risk, especially with respect to possible future wasteful expenditure, a pre-application process as allowed in the above regulations was undertaken before a formal process for Environmental Authorization is launched. This process has allowed the municipality to advertise all the sites and the intention of possible cemetery establishment in the local newspapers.

Three of the four sites formed part of the process. The Farm De Novo No. 727/10 was excluded due to the uncertainty on the landowner's, Department of Roads & Public Works, side as to the future use of the property.

A 60-day period was allowed for interested and affected parties to register and submit comment. During this time the municipality and its consultants were also able to conduct further studies into the feasibility of the use of the sites for the intended purpose. The 60-day commenting period has concluded.

The next step will be the formal application to the Department of Environmental Affairs & Development Planning in terms of NEMA for Environmental Authorization as well as an application to the Department of Water and Sanitation for a Water Use License where required.

The following information relevant to the three remaining possible sites must be noted at this point:

### **2.1 LOUW'S BOS**

Stellenbosch Municipality owns Farm Louw's Bos No. 502. Farm Louw's Bos No. 502 is a large track of land south-west of Stellenbosch town (De Zalze), west of the R44 and along the Annendale Road (see Figure 1 on the following page). This property includes the Stellenbosch Airfield precinct.

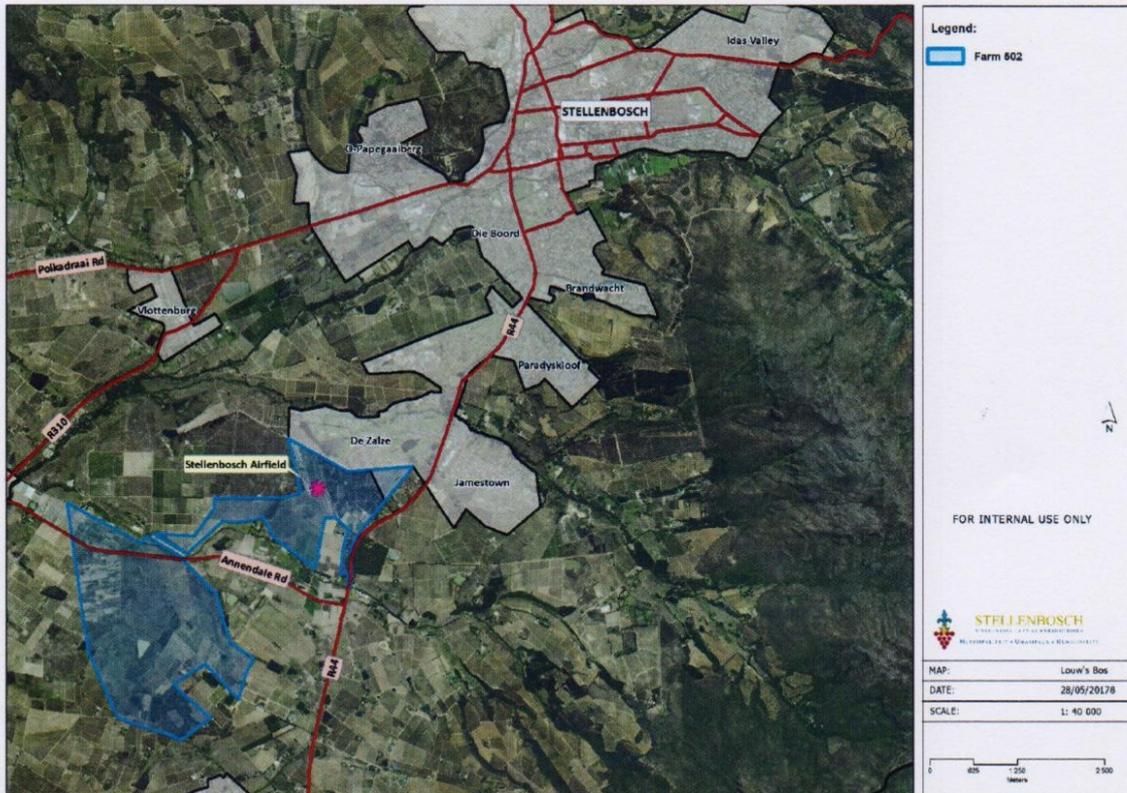


Figure 1: Farm Louw's Bos No. 502

This property is located in what has been identified in the cemetery study (Identification and Acquisition of Authorisations and Approvals for the establishment of One or More Regional cemeteries for Stellenbosch Municipality, CK Rumboll & Partners, October 2016) as the "Central District" ideally located to provide for burial space in an area within Stellenbosch Municipality where the highest concentration of its population is located.

Initially only the portion immediately south of the Stellenbosch Airfield (north of the Annendale Road) was investigated for possible cemetery establishment. This area is marked as Area "A" in Figure 2 on the following page. However, a portion of property immediately south of the Annendale Road, Area "B" was also recently identified by the municipality's Property Management section. Because Area B presents some advantages over the development of Area A as a regional cemetery site this option is also dealt with as part of this memorandum and recommendations.

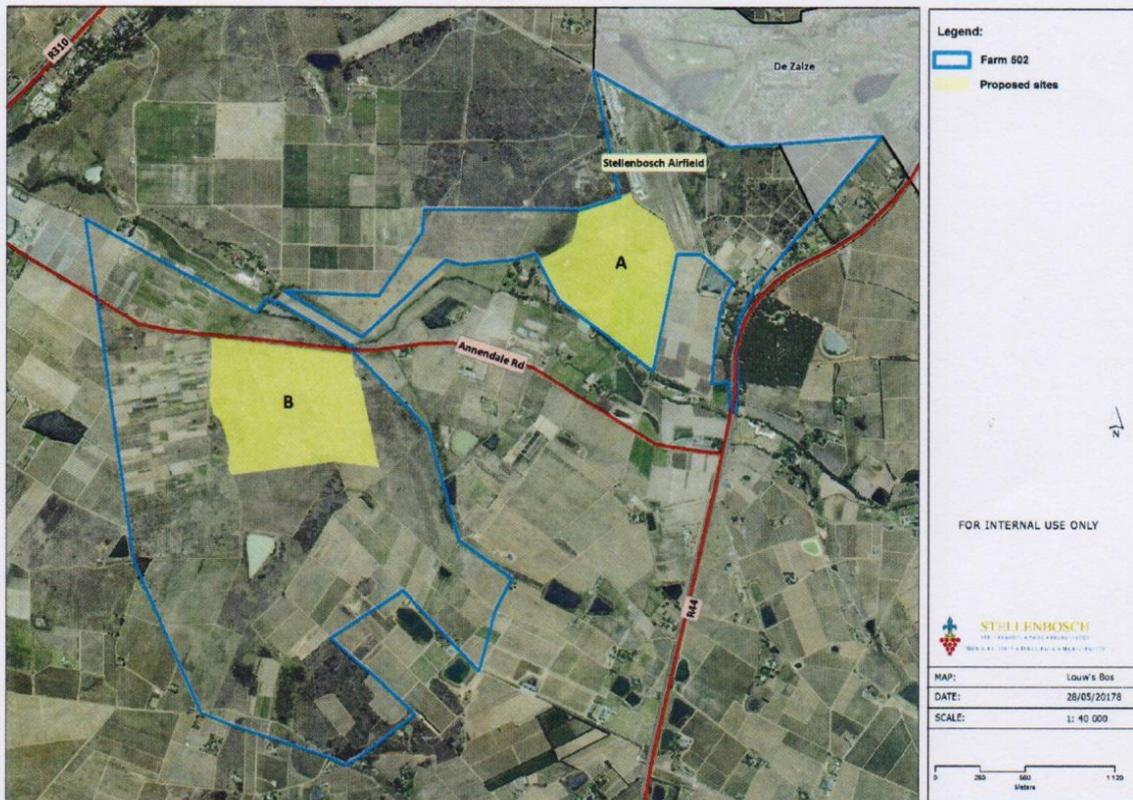


Figure 2: Proposed sites on Farm Louw's Bos No. 502

The main concerns that were identified during the above public participation process, relevant to Farm Louw's Bos No. 502 was the following:

- Access will need to be provided
- Possible congestion on the Annendale Road
- Potential ground water/surface water contamination
- Potential Western By-Pass
- Potential Airfield expansion
- Loss of high potential agricultural land
- Conservation of natural vegetation

2.1.1 Site Advantages

	Area A	Area B
<u>Location</u>	Located close to Stellenbosch town.	Located close to Stellenbosch town.
<u>Access</u>		Directly off the Annendale Road onto municipal land.
<i>Notes:</i>	Access from the R44 and via the existing access road to the Stellenbosch Airfield will	

	not be possible. Access will have to be gained from the Annendale Road.	
<u>Area size</u>	±30ha. Large enough to accommodate a regional cemetery site.	±35ha. Large enough to accommodate a regional cemetery site.
<u>Biophysical</u>	Biophysically the site is suitable for cemetery establishment. Soil-type is granite.	Although the biophysical characteristics of Area B need to be confirmed, the indications, similar to that of Area A, are that the site is suitable for cemetery establishment.  The available land offers more gradual slopes (compared to Area A) which impact on the storm water management. This may have cost implications in the long term.
<u>Land Use</u>	No water rights registered on the property. The property is underutilized and lying fallow.	Water rights registered on the property could be used for agricultural purposes and upkeep of the cemetery.

### 2.1.2 Site Challenges

	Area A	Area B
<u>Access</u>	No option for direct access from the Annendale Road. Access will have to be gained over private property as well as a river crossing.	
<u>Area size</u>	Even though Area A consists of a large enough area to accommodate a regional cemetery it has to allow for the possible future construction of a western by-pass. Planning for such a possibility will somewhat fragmented a proposed site.	
<u>Biophysical</u>	High yielding boreholes directly south of the site.	
<u>Land Use</u>		The area is currently being used for agricultural purposes. The development of this area will result in the sterilization of the particular area from agriculture. In addition, there is one lease agreement that will be affected by the establishment of a cemetery on the site.
<i>Notes:</i>	The lease agreement in place with the lessee on the relevant portion of land allows the Municipality to end the agreement with 12-month notice.	

Whilst Area B is less complicated than Area A with regards to possible future development (possible extension of the airfield / development of a western by-pass) the biggest difference between the two areas is its location in terms of its proximity to the Annandale Road. To provide access to Area A will require access over private land as well as make provision for a river crossing. Area B is located on the Annendale Road. The development of access to Area B will represent a substantial saving (in the order of R1.2mil) to Council compared to the development of access to Area A.

## 2.2 MEERLUST

Portion 1 of Farm Meer Lust No 1006 is located in the Dwarsriver Valley north of Pniel and the Helshoogte Road / R45 intersection (Figure 3). This property is located in the "Eastern District" of the municipal area, located in relatively close proximity of Klapmuts, Pniel and Wemmershoek.

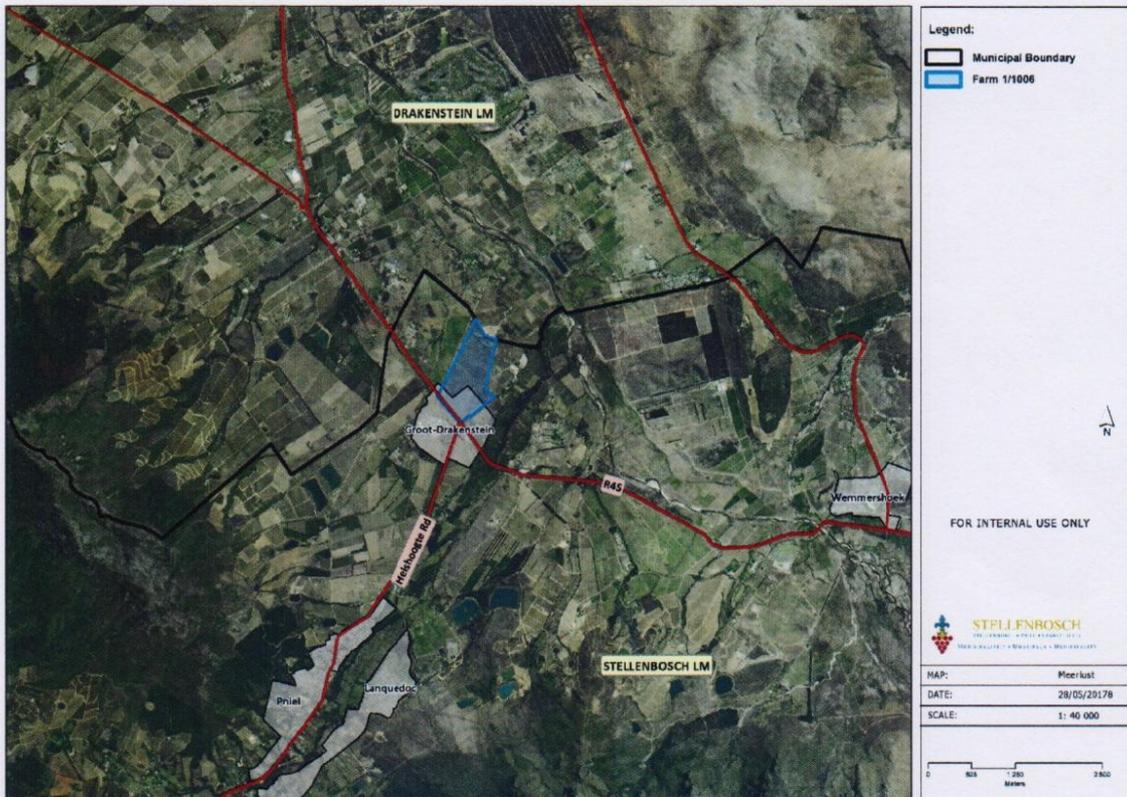


Figure 3: Portion 1 of Farm Meer Lust No 1006

Of the three sites Portion 1 of Farm Meer Lust No 1006 received the most input from the public during the above public participation process. Most of these responses where,

however, relating to the local community's demand for housing and the need for economic development rather than that of burial space.

The main concerns that were identified during the above public participation process was the following:

- Access will need to be provided
- Possible congestion on the R301
- Social – Housing requirements/title deed (tenure outstanding)
- Need for economic development
- Conservation of natural vegetation
- Potential groundwater contamination

### 2.2.1 Site Advantages

<u>Location</u>	Ideally located to serve the northern and eastern district of Stellenbosch Municipality.
<u>Access</u>	Directly off the R45.
<u>Area size</u>	±20ha. Large enough to accommodate a regional cemetery site.

### 2.2.2 Site Challenges

<u>Location</u>	Located in close proximity to existing residential settlement. It is also located close to high yielding boreholes.
-----------------	---

Portion 1 of Farm Meer Lust No 1006 is ideally located in the Eastern District of the municipal area in relatively close proximity to various local settlements. However, the site's location in terms of its proximity to an existing settlement and boreholes represents a risk if the legislation guiding the location of cemeteries and the requirements for buffer zones from these areas is rigorously applied. The National Health Act, 61 of 2003, Regulations Relating to the Management of Human Remains (Government Notice R363), includes the following:

#### 15. *Burial sites and burials*

- (2) *All burial sites must comply with the following environmental requirements-*
- (a) *be located outside the 100 year floodplain;*
  - (b) ***be located at least 350m from ground water sources used for drinking purposes and 500m from the nearest habitable building;***
  - (c) *...*

Even though there are examples of cemetery sites that have been established within these zones since the above regulations came into effect proceeding with an application for

establishing a cemetery site within these zones is a risk if the relevant authorities can not be convinced of the need and impact of such development.

### 2.3 CULCATA

Stellenbosch Municipality owns Farm Culcatta No. 29. Farm Culcatta No. 29 borders the R304 to the east between the Koelenhof node and Muldervlei Crossing (Figure 4). This property is located in the "North Western District" of the municipal area, is lying fallow and is currently overgrown with alien vegetation *Eucalyptus globulus* or Tasmanian blue gum. This property is surrounded by privately owned agricultural land. Limited response was received during the above public participation process.

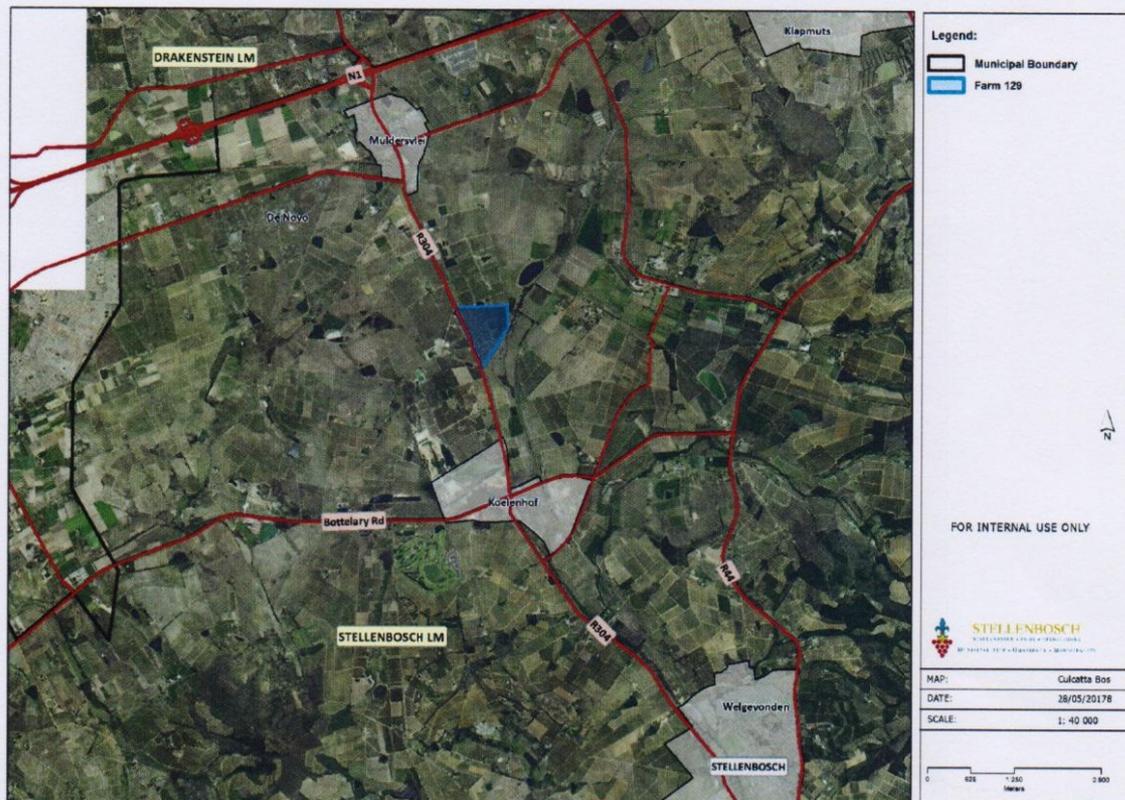


Figure 4: Farm Culcatta No 29

The main concerns that were identified during the above public participation process was the following:

- Access will need to be provided
- Potential ground water/surface water contamination
- Congestion of the R304 as a high-speed road
- Aesthetics impact

### 2.3.1 Site Advantages

<u>Access</u>	Directly off the R304 onto municipal land.
<u>Area size</u>	±26ha. Large enough to accommodate a regional cemetery site.
<u>Biophysical</u>	Biophysically the site is suitable for cemetery establishment. Soil-type is Malmesbury Group shales.
<u>Land Use</u>	The property is underutilized and lying fallow.

### 2.3.2 Site Challenges

<u>Access</u>	Requirement to be set by provincial Department of Transport. This can be time-consuming and expensive.
<u>Location</u>	Not as ideally located compared to the other two sites, somewhat removed from the main settlements of Stellenbosch Municipality.

## **3. RECOMMENDATIONS**

The appointment of CK Rumboll & Partners for BID 17/16 was for the identification of cemetery sites (regional, ±30ha in size), followed with the acquisition of the required authorization for cemetery establishment (for two sites), the planning and design of all related infrastructure for such cemeteries, the planning and design of the cemeteries itself as well as the establishment of cemetery registers for the respective cemeteries.

Based on the information gathered during the project so far it is recommended that the above process continue for the following two (2) sites:

#### Farm Louw's Bos No. 502 (Area B)

Reasons:

- Located in close proximity to where the largest portion of population of Stellenbosch Municipality resides.
- Access directly off the Annendale Road (Area B) onto municipal land.
- Largest of the four sites (Area B: ±35ha) that formed part of the above Council Resolution.

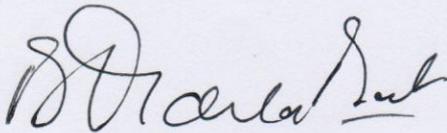
#### Farm Culcatta No. 29

Reasons:

- The development of underutilized municipal land.

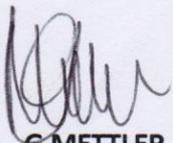
- Access directly off the R304 onto municipal land, however, the cost implications to access from a high speed road may be onerous as additional slip lanes will be required.

Portion 1 of Farm Meer Lust No 1006 provides a more central location for the establishment of a regional cemetery site than Farm Culcatta No. 29. The reason for the exclusion of Portion 1 of Farm Meer Lust No. 1006 is the site's proximity to an existing settlement and a borehole. The risk to Council for pursuing the establishment of a regional cemetery site on Portion 1 of Farm Meer Lust No. 1006 is that the full processes of acquiring environmental and other authorization can be run, and associated expenses incurred, only to be refused the right by the National Department of Health or the Department of Water and Sanitation to establish such use at a later stage. If the prescribed buffers included in the relevant legislation described above are applied on the site (excluded from the total area that comprises the identified site) the remaining total area does not allow for the establishment of a regional cemetery site. Council may in the future, rather consider the establishment of a local cemetery that allows for the recommended buffers from the existing settlement and borehole at the same site.



**B DE LA BAT**  
**MANAGER: SPATIAL PLANNING, HERITAGE & ENVIRONMENT**

Approved / ~~Not approved~~



**G METTLER**  
**MUNICIPAL MANAGER**  
**STELLENBOSCH MUNICIPALITY**

# **ANNEXURE D**



**Western Cape  
Government**

Environmental Affairs and  
Development Planning

Directorate: Development Management  
(Region 1)

**EIA REFERENCE:** 16/3/3/1/B4/45/1030/19  
**NEAS REFERENCE:** WCP/EIA/0000593/2019  
**ENQUIRIES:** D'mitri Matthews  
**DATE OF ISSUE:** 2019 -09- 2 0

The Municipal Manager  
Stellenbosch Municipality  
P. O. Box 17  
**STELLENBOSCH**  
7599

**Attention: Mr P. Smit**

Tel.: (021) 808 8750

Fax: (021) 887 6167

Dear Sir

**APPLICATION FOR ENVIRONMENTAL AUTHORISATION AND THE ADOPTION OF A FRESHWATER REHABILITATION, MAINTENANCE AND MANAGEMENT PLAN IN TERMS OF THE NATIONAL ENVIRONMENTAL MANAGEMENT ACT, 1998 (ACT 107 OF 1998) AND THE ENVIRONMENTAL IMPACT ASSESSMENT REGULATIONS, 2014, (AS AMENDED): DEVELOPMENT OF THE CALCUTTA PUBLIC CEMETERY AND MEMORIAL PARK ON FARM NO. 29, STELLENBOSCH**

1. With reference to the above application, the Department hereby notifies you of its decision to **grant** Environmental Authorisation and to **adopt** the Freshwater Rehabilitation, Maintenance and Management Plan, attached herewith, together with the reasons for the decision.
2. In terms of Regulation 4 of the Environmental Impact Assessment Regulations, 2014, (as amended), you are instructed to ensure, within 14 days of the date of the Environmental Authorisation, that all registered Interested and Affected Parties ("I&APs") are provided with access to and reasons for the decision, and that all registered I&APs are notified of their right to appeal.
3. Your attention is drawn to Chapter 2 of the National Appeal Regulations, 2014 (as amended), which prescribes the appeal procedure to be followed. This procedure is summarized in the attached Environmental Authorisation.

Yours faithfully

  
**MR. ZA AHIR JOFY**

**DIRECTOR: DEVELOPMENT MANAGEMENT (REGION 1)  
DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING**

CC: (1) Mr. S. van der Merwe (Stellenbosch Municipality)  
(2) Ms. V. Thompson (EnviroAfrica CC)  
(3) Mr. N. Mkonto (Department of Water and Sanitation)  
(4) Mr. R. Smart (CapeNature)  
(5) Mr. C. van der Walt (Department of Agriculture)

Fax: (021) 886 6899  
Fax: (086) 512 0154  
Fax: (021) 941 6082  
Fax: (086) 529 4992  
Fax: (021) 808 5092



**EIA REFERENCE:** 16/3/3/1/B4/45/1030/19  
**NEAS REFERENCE:** WCP/EIA/0000593/2019  
**ENQUIRIES:** D'mitri Matthews  
**DATE OF ISSUE:** 2019 -09- 2 0

## ENVIRONMENTAL AUTHORISATION

### APPLICATION FOR ENVIRONMENTAL AUTHORISATION AND THE ADOPTION OF A FRESHWATER REHABILITATION, MAINTENANCE AND MANAGEMENT PLAN IN TERMS OF THE NATIONAL ENVIRONMENTAL MANAGEMENT ACT, 1998 (ACT 107 OF 1998) AND THE ENVIRONMENTAL IMPACT ASSESSMENT REGULATIONS, 2014, (AS AMENDED): DEVELOPMENT OF THE CALCUTTA PUBLIC CEMETERY AND MEMORIAL PARK ON FARM NO. 29, STELLENBOSCH

With reference to your application for the abovementioned, find below the outcome with respect to this application.

## DECISION

By virtue of the powers conferred on it by the National Environmental Management Act, 1998 (Act No. 107 of 1998) ("NEMA") and the Environmental Impact Assessment ("EIA") Regulations, 2014 (as amended), the Competent Authority herewith **grants Environmental Authorisation** to the applicant to undertake the listed activities specified in Section B below with respect to Alternative 1, described in the Basic Assessment Report ("BAR"), dated May 2019.

In terms of the NEMA, viz, the EIA Regulations, 2014 (as amended) (in Government Gazette No. 40772 of 7 April 2017) the Competent Authority hereby **adopts the Freshwater Rehabilitation, Maintenance and Management Plan ("FRMMP")** for the associated infrastructure within and adjacent to the watercourse on site, included in the BAR dated May 2019.

The applicant for this Environmental Authorisation is required to comply with the conditions set out in Section E below.

## A. DETAILS OF THE APPLICANT FOR THIS ENVIRONMENTAL AUTHORISATION

Stellenbosch Municipality  
 % Mr. P. Smit  
 P. O. Box 17  
**STELLENBOSCH**  
 7599

6<sup>th</sup> Floor, 1 Dorp Street, Cape Town, 8001  
 Tel: +27 21 483 8350 Fax: +27 21 483 3098  
 E-mail: D'mitri.Matthews@westerncape.gov.za

Private Bag X9086, Cape Town, 8000  
[www.westerncape.gov.za/eadp](http://www.westerncape.gov.za/eadp)

Tel.: (021) 808 8750

Fax: (021) 887 6167

The abovementioned applicant is the holder of this Environmental Authorisation and is hereinafter referred to as "**the holder**".

## B. LIST OF ACTIVITIES AUTHORISED

Listed activities	Activity/Project Description
<p>EIA Regulations Listing Notice 1 of 2014: Activity Number 12: The development of—</p> <p>(i) dams or weirs, where the dam or weir, including infrastructure and water surface area, exceeds 100 square metres; or</p> <p><b>(ii) infrastructure or structures with a physical footprint of 100 square metres or more;</b></p> <p>where such development occurs—</p> <p>(a) within a watercourse;</p> <p>(b) in front of a development setback; or</p> <p>(c) if no development setback exists, within 32 metres of a watercourse, measured from the edge of a watercourse; —</p> <p>excluding—</p> <p>(aa) the development of infrastructure or structures within existing ports or harbours that will not increase the development footprint of the port or harbour;</p> <p>(bb) where such development activities are related to the development of a port or harbour, in which case activity 26 in Listing Notice 2 of 2014 applies;</p> <p>(cc) activities listed in activity 14 in Listing Notice 2 of 2014 or activity 14 in Listing Notice 3 of 2014, in which case that activity applies;</p> <p>(dd) where such development occurs within an urban area;</p> <p>(ee) where such development occurs within existing roads, road reserves or railway line reserves; or</p> <p>(ff) the development of temporary infrastructure or structures where such infrastructure or structures will be removed within 6 weeks of the commencement of development and where indigenous vegetation will not be cleared.</p>	<p>The proposal will include the construction of boardwalks and wooden bridges as well as a gabion lined drift, over the watercourse that traverses the site.</p>
<p>Activity Number 19: The infilling or depositing of any material of more than 10 cubic metres into, or the dredging, excavation, removal or moving of soil, sand, shells,</p>	<p>The construction and maintenance of the watercourse crossings and the rehabilitation of the watercourse will require the infilling and movement of material in excess of 10m<sup>3</sup>.</p>

<p>shell grit, pebbles or rock of more than 10 cubic metres from a watercourse;</p> <p>but excluding where such infilling, depositing, dredging, excavation, removal or moving—</p> <p>(a) will occur behind a development setback;</p> <p>(b) is for maintenance purposes undertaken in accordance with a maintenance management plan;</p> <p>(c) falls within the ambit of activity 21 in this Notice, in which case that activity applies;</p> <p>(d) occurs within existing ports or harbours that will not increase the development footprint of the port or harbour; or</p> <p>(e) where such development is related to the development of a port or harbour, in which case activity 26 in Listing Notice 2 of 2014 applies.</p>	
<p>Activity Number 23: The development of cemeteries of 2 500 square metres or more in size.</p>	<p>The proposed public cemetery and memorial park will cover an area of approximately 30ha in extent.</p>
<p>Activity Number 24: The development of a road—</p> <p>(i) for which an environmental authorisation was obtained for the route determination in terms of activity 5 in Government Notice 387 of 2006 or activity 18 in Government Notice 545 of 2010; or</p> <p><b>(ii) with a reserve wider than 13,5 meters, or where no reserve exists where the road is wider than 8 metres;</b></p> <p>but excluding a road—</p> <p>(a) which [are] is identified and included in activity 27 in Listing Notice 2 of 2014;</p> <p>(b) where the entire road falls within an urban area; or</p> <p>(c) which is 1 kilometre or shorter.</p>	<p>An access road wider than 8m will be constructed as part of the proposal, in an area where no road reserve exists.</p>
<p>EIA Regulations Listing Notice 1 of 2014: Activity Number 4: The development of a road wider than 4 metres with a reserve less than 13,5 metres.</p> <p><b>i. Western Cape</b></p> <p>i. Areas zoned for use as public open space or equivalent zoning;</p> <p>ii. Areas outside urban areas;</p> <p><b>(aa) Areas containing indigenous vegetation;</b></p> <p>(bb) Areas on the estuary side of the development setback line or in an estuarine functional zone where no such setback line has been</p>	<p>The new access road will be wider than 4m and will require the removal of indigenous vegetation.</p>

<p>determined; or</p> <p>iii. Inside urban areas:</p> <p>(aa) Areas zoned for conservation use; or</p> <p>(bb) Areas designated for conservation use in Spatial Development Frameworks adopted by the competent authority.</p>	
<p>Activity Number 12:</p> <p>The clearance of an area of 1 hectares or more, but less than 20 hectares of indigenous vegetation, except where such clearance of indigenous vegetation is required for—</p> <p>(i) the undertaking of a linear activity; or</p> <p>(ii) maintenance purposes undertaken in accordance with a maintenance management plan.</p> <p><b>i. Western Cape</b></p> <p><b>i. Within any critically endangered or endangered ecosystem listed in terms of section 52 of the NEMBA or prior to the publication of such a list, within an area that has been identified as critically endangered in the National Spatial Biodiversity Assessment 2004;</b></p> <p>ii. Within critical biodiversity areas identified in bioregional plans;</p> <p>iii. Within the littoral active zone or 100 metres inland from high water mark of the sea or an estuarine functional zone, whichever distance is the greater, excluding where such removal will occur behind the development setback line or even in urban areas;</p> <p>iv. On land, where, at the time of the coming into effect of this Notice or thereafter such land was zoned open space, conservation or had an equivalent zoning; or</p> <p>v. On land designated for protection or conservation purposes in an Environmental Management Framework adopted in the prescribed manner, or a Spatial Development Framework adopted by the MEC or Minister.</p>	<p>The proposal will include the clearance of more than 300m<sup>2</sup> of critically endangered indigenous vegetation.</p>

The abovementioned list is hereinafter referred to as "**the listed activities**".

The holder is herein authorised to undertake the following alternative:

The proposal entails the development of a public cemetery and memorial park that will comprise:

- A traditional grave area which allows for whole-body burials in traditional underground graves with headstones.
- An informal zone. This zone is non-traditional burial sites within a memorial park/landscaped park/garden area with lawn plaques/or a tree of remembrance/tree as

headstone. The zone will incorporate the outspan in the southern section of the site and wetland buffer zones of 25m to 30m for watercourses.

- A columbarium and defined zone. These zones are non-traditional burial sites that comprise of formalized/built, above ground areas where either individual or group burials will take place. These areas include structures with niche/small spaces for placing cremated/legally reduced remains in urns or other approved containers, memorial walls with plaques of remembrance, floor plaques/flat headstones and mausoleums or crypts.
- A defined zone that includes an area for family and group burials and a heroes acre.
- An access road that will be constructed at a dedicated two-way intersection of the R304 at approximate KM 50,37.
- Internal roads of 8m wide near the entrance and around the bus parking and narrower roads for access to other regions within the cemetery and memorial park.
- A perimeter fence with main access gates and an entrance wall on the northern boundary.
- Boardwalks and wooden bridges.
- Gabion lined drift.
- An irrigation reservoir.
- A memorial park center and service zone consisting of:
  - A chapel,
  - Offices and a storage area,
  - Ablution facilities,
  - A workshop,
  - A plant/sapling nursery,
  - Staff accommodation, and
  - A gathering space.
- A sewer treatment plant and network.
- A storm water network and treatment plant. The subsurface storm water network will discharge storm water into a reed bed/storm water treatment system. A storm water attenuation pond will form part of the storm water management system.
- A security route along the boundary of the site.

**C. SITE DESCRIPTION AND LOCATION**

The listed activities will be undertaken on Farm No. 29, Stellenbosch, at the following co-ordinates:

Latitude (S)			Longitude (E)		
33°	51'	13.55"	18°	48'	35.96"

The SG digit code is: C06700000000002900000

Refer to Annexure 1: Locality Map and Annexure 2: Site Development Plan.

The above is hereinafter referred to as "the site".

**D. DETAILS OF THE ENVIRONMENTAL ASSESSMENT PRACTITIONER**

EnviroAfrica CC  
 % Ms. V. Thomson  
 P. O. Box 5367

**HELDERBERG**

7135

Tel.: (021) 851 1616

Fax: (086) 512 0154

**E. CONDITIONS OF AUTHORISATION**

**Scope of authorisation**

1. The holder is authorised to undertake the listed activities specified in Section B above in accordance with, and restricted to, Alternative 1, as described in the BAR dated May 2019 at the site as described in Section C above.
2. The holder must commence with the listed activities on site within a period of **five (5) years** from the date of issue of this Environmental Authorisation.
3. The development must be concluded within **10 years** from the date of commencement of the first listed activity.
4. The holder shall be responsible for ensuring compliance with the conditions by any person acting on his/her behalf, including an agent, sub-contractor, employee or any person rendering a service to the holder.
5. Any changes to, or deviations from the scope of the alternative described in Section B above must be accepted or approved, in writing, by the Competent Authority before such changes or deviations may be implemented. In assessing whether to grant such acceptance/approval or not, the Competent Authority may request information, in order to evaluate the significance and impacts of such changes or deviations, and it may be necessary for the holder to apply for further authorisation in terms of the applicable legislation.

**Written notice to the Competent Authority**

6. Seven calendar days' notice, in writing, must be given to the Competent Authority before commencement of construction activities. The notice must:
  - 6.1 make clear reference to the site details and EIA Reference number given above; and
  - 6.2 include proof of compliance with the following conditions described herein:

Conditions: 7, 8 and 12

**Notification and administration of appeal**

7. The holder must in writing, within 14 (fourteen) calendar days of the date of this decision–
  - 7.1 notify all registered Interested and Affected Parties ("I&APs") of –
    - 7.1.1 the outcome of the application;
    - 7.1.2 the reasons for the decision as included in Annexure 3;
    - 7.1.3 the date of the decision; and

- 7.1.4 the date when the decision was issued.
- 7.2 draw the attention of all registered I&APs to the fact that an appeal may be lodged against the decision in terms of the National Appeals Regulations, 2014 (as amended) detailed in Section G below;
- 7.3 draw the attention of all registered I&APs to the manner in which they may access the decision; and
- 7.4 provide the registered I&APs with:
  - 7.4.1 the name of the holder (entity) of this Environmental Authorisation;
  - 7.4.2 name of the responsible person for this Environmental Authorisation;
  - 7.4.3 postal address of the holder;
  - 7.4.4 telephonic and fax details of the holder;
  - 7.4.5 e-mail address, if any, of the holder; and
  - 7.4.6 contact details (postal and/or physical address, contact number, facsimile and e-mail address) of the decision-maker and all registered I&APs in the event that an appeal is lodged in terms of the 2014 National Appeals Regulations (as amended).
- 8. The listed activities, including site preparation, must not commence within 20 (twenty) calendar days from the date the applicant notifies the registered I&APs of this decision. In the event that an appeal is lodged with the Appeal Authority, the effect of this Environmental Authorisation is suspended until the appeal is decided i.e. the listed activities, including site preparation, must not commence until the appeal is decided.

**Management of activity**

- 9. The draft Environmental Management Programme ("EMPr") submitted as part of the application for Environmental Authorisation is hereby approved and must be implemented.
- 10. The Freshwater Rehabilitation, Maintenance and Management Plan ("FRMMP") adopted as part of this Environmental Authorisation must be implemented.
- 11. The EMPr and FRMMP must be included in all contract documentation for all phases of implementation.

**Monitoring**

- 12. The holder must appoint a suitably experienced environmental control officer ("ECO"), or site agent where appropriate, before commencement of any land clearing or construction activities to ensure compliance with the EMPr, FRMMP and the conditions contained herein.
- 13. A copy of the Environmental Authorisation, EMPr, FRMMP, audit reports and compliance monitoring reports must be kept at the site of the authorised activity, and must be made available to anyone on request, including on a publicly accessible website.
- 14. Access to the site referred to in Section C must be granted, and the environmental reports mentioned above must be produced, to any authorised official representing the Competent Authority who requests to see it for the purposes of assessing and/or monitoring compliance with the conditions contained herein.

**Auditing**

15. In terms of Regulation 34 of the NEMA EIA Regulations, 2014 (as amended), the holder must conduct environmental audits to determine compliance with the conditions of the Environmental Authorisation, the EMPr and submit Environmental Audit Reports to the Competent Authority. The Environmental Audit Report must be prepared by an independent person and must contain all the information required in Appendix 7 of the NEMA EIA Regulations, 2014 (as amended).

The ECO must conduct fortnightly site audits. Monthly ECO Audit Reports must be submitted to the Competent Authority for the duration of the construction phase. The final Environmental Audit Report must be submitted to the Competent Authority six months after operation commenced.

The holder must, within 7 days of the submission of each of the above-mentioned reports to the Competent Authority, notify all potential and registered I&APs of the submission and make the report available to anyone on request and on a publicly accessible website (if applicable).

**Specific Conditions**

16. Should any heritage remains be exposed during excavations or any other actions on the site, these must immediately be reported to the Provincial Heritage Resources Authority of the Western Cape, Heritage Western Cape. Heritage remains uncovered or disturbed during earthworks must not be further disturbed until the necessary approval has been obtained from Heritage Western Cape.

Heritage remains include: meteorites, archaeological and/or paleontological remains (including fossil shells and trace fossils); coins; indigenous and/or colonial ceramics; any articles of value or antiquity; marine shell heaps; stone artefacts and bone remains; structures and other built features with heritage significance; rock art and rock engravings; and/or graves or unmarked human burials including grave goods and/or associated burial material.

17. A qualified archaeologist and/or palaeontologist must be contracted where necessary (at the expense of the holder) to remove any heritage remains. Heritage remains can only be disturbed by a suitably qualified heritage specialist working under a directive from the relevant heritage resources authority.

**F. GENERAL MATTERS**

1. Notwithstanding this Environmental Authorisation, the holder must comply with any other statutory requirements that may be applicable when undertaking the listed activities.
2. Non-compliance with a condition of this Environmental Authorisation or EMPr may render the holder liable to criminal prosecution.
3. If the holder does not commence with the listed activities within the period referred to in Condition 2, this Environmental Authorisation shall lapse for that activity, and a new application for Environmental Authorisation must be submitted to the Competent Authority. If the holder wishes to extend the validity period of the Environmental Authorisation, an

application for amendment in this regard must be made to the Competent Authority prior to the expiry date of the Environmental Authorisation.

4. The holder must submit an application for amendment of the Environmental Authorisation to the Competent Authority where any detail with respect to the Environmental Authorisation must be amended, added, substituted, corrected, removed or updated. If a new holder is proposed, an application for Amendment in terms of Part 1 of the EIA Regulations, 2014 (as amended) must be submitted.

Please note that an amendment is not required if there is a change in the contact details of the holder. In this case, the Competent Authority must only be notified of such changes.

5. The manner and frequency for updating the EMPr is as follows:  
Amendments to the EMPr must be done in accordance with Regulations 35 to 37 of the EIA Regulations, 2014 (as amended) or any relevant legislation that may be applicable at the time.

## **G. APPEALS**

Appeals must comply with the provisions contained in the National Appeal Regulations 2014 (as amended).

1. An appellant (if the holder of the decision) must, within 20 (twenty) calendar days from the date on which notification of the decision was sent to the holder by the Competent Authority –
  - 1.1. submit an appeal in accordance with Regulation 4 of the National Appeal Regulations 2014 (as amended) to the Appeal Administrator; and
  - 1.2. submit a copy of the appeal to any registered I&APs, any Organ of State with interest in the matter and the decision-maker i.e. the Competent Authority that issued the decision.
2. An appellant (if NOT the holder of the decision) must, within 20 (twenty) calendar days from the date on which the holder of the decision sent notification of the decision to the registered I&APs–
  - 2.1. submit an appeal in accordance with Regulation 4 of the National Appeal Regulations 2014 (as amended) to the Appeal Administrator; and
  - 2.2. submit a copy of the appeal to the holder of the decision, any registered I&AP, any Organs of State with interest in the matter and the decision-maker i.e. the Competent Authority that issued the decision.
3. The holder of the decision (if not the appellant), the decision-maker that issued the decision, the registered I&AP and the Organs of State must submit their responding statements, if any, to the appeal authority and the appellant within 20 (twenty) calendar days from the date of receipt of the appeal submission.
4. The appeal and the responding statement must be submitted to the address listed below:

By post: Western Cape Ministry of Local Government, Environmental Affairs and  
Development Planning  
Private Bag X9186  
CAPE TOWN  
8000

By facsimile: (021) 483 4174; or

By hand: Attention: Mr Marius Venter (Tel: 021 483 2659)  
Room 809  
8<sup>th</sup> Floor Utilitas Building, 1 Dorp Street, Cape Town, 8001

**Note:** For purposes of electronic database management, you are also requested to submit electronic copies (Microsoft Word format) of the appeal, responding statement and any supporting documents to the Appeal Authority to the address listed above and/ or via e-mail to DEADP.Appeals@westerncape.gov.za

5. A prescribed appeal form as well as assistance regarding the appeal processes is obtainable from Appeal Authority at: Tel. (021) 483 2659, E-mail DEADP.Appeals@westerncape.gov.za or URL <http://www.westerncape.gov.za/eadp>.

#### H. DISCLAIMER

The Western Cape Government, the Local Authority, committees or any other public authority or organisation appointed in terms of the conditions of this Environmental Authorisation shall not be responsible for any damages or losses suffered by the holder, developer or his/her successor in any instance where construction or operation subsequent to construction is temporarily or permanently stopped for reasons of non-compliance with the conditions as set out herein or any other subsequent document or legal action emanating from this decision.

Your interest in the future of our environment is appreciated.

Yours faithfully

  
\_\_\_\_\_  
MR. ZAHIR TOEFY

**DIRECTOR: DEVELOPMENT MANAGEMENT (REGION 1)**

**DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING**

DATE OF DECISION: 20/09/2019

CC: (1) Mr. S. van der Merwe (Stellenbosch Municipality)  
(2) Ms. V. Thompson (EnviroAfrica CC)  
(3) Mr. N. Mkonto (Department of Water and Sanitation)  
(4) Mr. R. Smart (CapeNature)  
(5) Mr. C. van der Walt (Department of Agriculture)

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**ANNEXURE 1: LOCALITY MAP**



Figure 1: Locality map.

ANNEXURE 2: SITE DEVELOPMENT PLAN

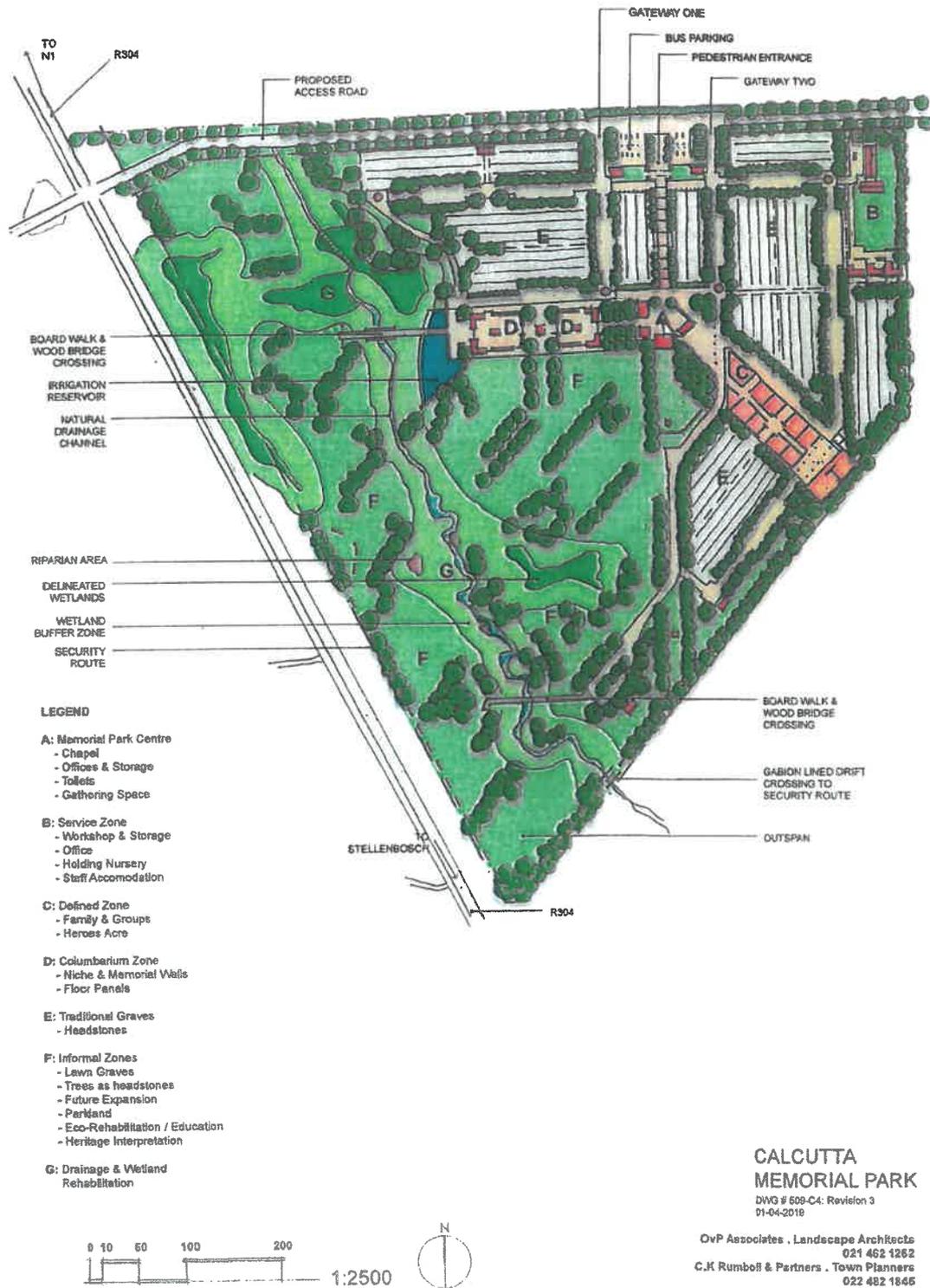


Figure 2: Site development plan for the cemetery and memorial park.



Figure 3: Storm water and sewage plan layout.

**ANNEXURE 3: REASONS FOR THE DECISION**

In reaching its decision, the Competent Authority considered, amongst others, the following:

- a) The information contained in the Application Form dated 16 April 2019, the final BAR dated May 2019 and the EMPr and FRMMP submitted together with the final BAR;
- b) Relevant information contained in the Departmental information base, including the Guidelines on Public Participation and Alternatives (dated March 2013);
- c) The objectives and requirements of relevant legislation, policies and guidelines, including Section 2 of NEMA;
- d) The comments received from I&APs and responses to these, included in the BAR dated May 2019; and
- e) The balancing of negative and positive impacts and proposed mitigation measures.

No site visits were conducted. The Competent Authority had sufficient information before it to make an informed decision without conducting a site visit.

All the concerns raised by I&APs were responded to and addressed during the public participation process. Specific management and mitigation measures have been considered in this Environmental Authorisation EMPr and in the FRMMP, in order to address the concerns raised.

**1. Public Participation**

The public participation process included:

- identification of and engagement with I&APs;
- fixing notice boards at the sites where the listed activities are to be undertaken on 7 February 2018;
- the placing of a newspaper advertisement in the 'Eikestad Nuus' on 8 February 2018;
- giving written notice to the owners and occupiers of land adjacent to the site where the listed activities are to be undertaken, the municipality and ward councillor, and the various Organs of State having jurisdiction in respect of any aspect of the listed activities, on 14 September 2017, 9 February 2018, 15 November 2018, 1 February 2019 and 23 April 2019; and
- making the pre-application draft BAR's available to I&APs from 15 November 2018 and 1 February 2019 and making the in-process draft BAR available to I&APs for public review from 23 April 2019.

All the concerns raised by I&APs were responded to and addressed during the public participation process. Specific management and mitigation measures have been considered in this Environmental Authorisation and EMPr, in order to address the concerns raised.

The Competent Authority notes the Environmental Assessment Practitioner's responses to the issues raised during the public participation process and has included appropriate conditions in this Environmental Authorisation and in the EMPr.

## 2. Alternatives

Layout alternatives were assessed as part of the application and are discussed below.

### Alternative 1 (Herewith Authorised):

The proposal entails the development of a public cemetery and memorial park that will comprise:

- A traditional grave area which allows for whole-body burials in traditional underground graves with headstones.
- An informal zone. This zone is non-traditional burial sites within a memorial park/landscaped park/garden area with lawn plaques/or a tree of remembrance/tree as headstone. The zone will incorporate the outspan in the southern section of the site and wetland buffer zones of 25m to 30m for watercourses.
- A columbarium and defined zone. These zones are non-traditional burial sites that comprise of formalized/built, above ground areas where either individual or group burials will take place. These areas include structures with niche/small spaces for placing cremated/legally reduced remains in urns or other approved containers, memorial walls with plaques of remembrance, floor plaques/flat headstones and mausoleums or crypts.
- A defined zone that includes an area for family and group burials and a heroes acre.
- An access road that will be constructed at a dedicated two-way intersection of the R304 at approximate KM 50,37.
- Internal roads of 8m wide near the entrance and around the bus parking and narrower roads for access to other regions within the cemetery and memorial park.
- A perimeter fence with main access gates and an entrance wall on the northern boundary.
- Boardwalks and wooden bridges.
- Gabion lined drift.
- An irrigation reservoir.
- A memorial park center and service zone consisting of:
  - A chapel,
  - Offices and a storage area,
  - Ablution facilities,
  - A workshop,
  - A plant/sapling nursery,
  - Staff accommodation, and
  - A gathering space.
- A sewer treatment plant and network.
- A storm water network and treatment plant. The subsurface storm water network will discharge storm water into a reed bed/storm water treatment system. A storm water attenuation pond will form part of the storm water management system.
- A security route along the boundary of the site.

This alternative is preferred as the layout plan accommodates wetland buffer zones between 25m and 30m, whilst providing ample memorial park/garden space to the west of the site. The additional crossing over the non-perennial drainage line will also enable the security team to have ease of access to the entire site during monitoring of the route. This alternative does not locate the conservancy tank/sewer treatment plant within the wetland buffer zone and makes provision for two storm water treatment plants and a storm water retention pond within the storm water network.

### Alternative 2:

This alternative is similar to Alternative 1, with the exception of the wetland buffer zones ranging between 10m and 15m, structures (maintenance and nursery building) as well as cultivated areas

(orchards) within the wetland buffer zones and the conservancy tank being located in the wetland buffer zone and in close proximity to the non-perennial drainage line.

This alternative is not preferred since the layout does not allow for the maximum wetland buffer zones to be established and it places structures (maintenance and nursery building) as well as cultivated areas (orchards) in areas that are to be rehabilitated and maintained as part of a park. Additionally, the location of the conservancy tank within the wetland buffer zone is not appropriate and this alternative does not make provision for an effluent treatment plant or a retention pond.

#### Alternative 3:

This alternative is similar to Alternative 2, except that the access road off the R304 is located at KM 50,58.

This alternative is not preferred for the same reasons as provided for Alternative 2. In addition, this alternative is not preferred as it does not take the Final Traffic Study's recommendation into consideration that the access road off the R304 must be located at KM 50.37.

#### "No-Go" Alternative

The "no-go" option to not develop a public cemetery and memorial park was considered. However, it is not preferred because it will not address the need for additional burial space within Stellenbosch Municipality, which currently has very limited burial space at existing cemeteries.

### **3. Impact Assessment and Mitigation measures**

#### 3.1 Activity Need and Desirability

There is currently a shortage of land within Stellenbosch Municipality for the development of public cemeteries. The existing public cemeteries within Stellenbosch Municipality are nearing maximum occupation and alternative land for public cemeteries is needed. The proposed public cemetery and memorial park will address the limited burial space within the municipality. The specialist studies conducted during the EIA process has informed the layout of the site to avoid and mitigate impacts and provide the best practicable environmental option.

#### 3.2 Biodiversity and Biophysical Impacts

According to the Botanical Statement dated 30 January 2019, compiled by Mr. P. Botes of PB Consulting, the site would have been historically comprised of Swartland Shale Renosterveld, an ecosystem listed as critically endangered in terms of Section 52 of the National Environmental Management Biodiversity Act, 2004 (Act No. 10 of 2004) ("NEMBA"). The site is however, overgrown by a dense mix of alien invasive vegetation and approximately 5% of the site contains hardy shrubs or pioneer species. The site has been previously disturbed by sand mining, as well as harvesting and dumping, which has further degraded the area. The Botanical Statement concluded that the proposed development will not have any significant impact on indigenous vegetation. Through the implementation of the EMPr (accepted in Section E, Condition 9), the impact on indigenous vegetation will be limited.

According to the Freshwater Impact Assessment dated May 2019, compiled by Mr. J. Gericke of EnviroSwift, a non-perennial drainage line and a mosaic of depression wetlands were identified and delineated. The northern section of the non-perennial drainage line (between the northern boundary and northernmost wetland) is artificial and has been excavated historically. This may have been a measure to drain the northernmost wetland. The rest of the non-perennial drainage line is natural and has been subjected to substantial erosion, which is related to the presence of alien invasive vegetation. The present ecological state of the non-perennial drainage line is

classified as being largely modified, since there has been a large loss of natural habitat, biota and ecosystem functions. The ecological importance and sensitivity of the non-perennial drainage line is deemed to be moderate, since it has been severely impacted by alien invasive vegetation and the introduction of storm water runoff from the R304. However, rehabilitation is not excessively difficult, since the natural course seems to be intact. The mosaic of depression wetlands was delineated within the southern and north-western portion of the site. They are largely modified and have a moderate ecological importance. Through the implementation of the EMPr (accepted in Section E, Condition 9) and FRMMP (adopted in Condition 10), the impact on the non-perennial drainage line and depression wetlands will be mitigated.

Furthermore, a Water Use Licence Application ("WULA") in terms of the National Water Act, 1998 (Act 38 of 1998) will be submitted to the Department of Water and Sanitation, that will assess the water related impacts further.

A FRMMP has been compiled to address future maintenance activities taking place in the affected watercourse. The maintenance of the structures authorised in this Environmental Authorisation forms part of this FRMMP. It must be noted that the accepted maintenance activities only relate to the activities described in the FRMMP. Should any new activities and associated infrastructure, not included in the FRMMP, require maintenance and if any of the applicable listed activities are triggered, an Environmental Authorisation must be obtained prior to the undertaking of such activities. It remains the responsibility of the proponent to determine if any other listed activities are triggered and to ensure that the necessary Environmental Authorisation is obtained.

The fact that the FRMMP is adopted by the Competent Authority does not absolve the applicant from its general "duty of care" set out in Section 28(1) of the NEMA, which states that *"Every person who causes, has caused or may cause significant pollution or degradation of the environment must take reasonable measures to prevent such pollution or degradation from occurring, continuing or recurring, or, in so far as such harm to the environment is authorised by law or cannot reasonably be avoided or stopped, to minimise and rectify such pollution or degradation of the environment."* (Note: When interpreting their "duty of care" responsibility, cognisance must be taken of the principles of sustainability contained in Section 2 of NEMA).

### 3.3 Geohydrological Impacts

According to the Geohydrological Assessment dated 23 October 2018, compiled by Mr. C. Peek of Geohydrological and Spatial Solutions International (Pty) Ltd, the site is located on a fractured aquifer. Most of the site is classified as having a low/medium groundwater vulnerability rating. The southern portion of the site has been classified as medium grading into a very high vulnerability classification. Traditional burial sites have however, been located in the north eastern and eastern section, which is away from the medium to very high vulnerability areas to avoid potential impacts on groundwater. Through the implementation of the EMPr (accepted in Section E, Condition 9), groundwater impacts will be mitigated.

### 3.4 Heritage Impacts

According to the Heritage Impact Assessment dated November 2018, compiled by New World Associates, no fossil remains were recorded during the palaeontological site visit, therefore it is unlikely to expect significant impacts palaeontological heritage. No pre-colonial archaeological heritage and no buildings, structures or features were encountered during the field assessment. Impacts on archaeological heritage is not anticipated. The proposed public cemetery and memorial park will have a medium impact and significance on the landscape, in terms of the visual impact associated with the development. An outspan has been identified in the south

western corner of the site. The area containing the outspan has however, been included in the informal park zone, to preserve the significance of this heritage feature within this landscape. Through the implementation of the EMPr (accepted in Section E, Condition 9), impacts on heritage resources will be mitigated.

### 3.5 Traffic Impacts

According to the Traffic Impact Assessment dated March 2019, compiled by Sturgeon Consulting (Pty) Ltd, the proposed new intersection at the northern boundary (KM 50,37) of the site will operate at acceptable levels of service.

The development will result in both negative and positive impacts.

#### **Negative Impacts:**

- There will be a minimal impact on the remaining indigenous vegetation.
- Impacts on the watercourse is expected during construction, however, rehabilitation of the stream will be undertaken.

#### **Positive impacts:**

- Additional land for burial will become available.
- The non-perennial drainage line and wetlands will be rehabilitated.
- Alien invasive plants will be removed.
- Employment opportunities will be created during the construction and operational phases.

## 4. National Environmental Management Act Principles

The NEMA Principles (set out in Section 2 of the NEMA, which apply to the actions of all Organs of State, serve as guidelines by reference to which any Organ of State must exercise any function when taking any decision, and which must guide the interpretation, administration and implementation of any other law concerned with the protection or management of the environment), *inter alia*, provides for:

- the effects of decisions on all aspects of the environment to be taken into account;
- the consideration, assessment and evaluation of the social, economic and environmental impacts of activities (disadvantages and benefits), and for decisions to be appropriate in the light of such consideration and assessment;
- the co-ordination and harmonisation of policies, legislation and actions relating to the environment;
- the resolving of actual or potential conflicts of interest between organs of state through conflict resolution procedures; and
- the selection of the best practicable environmental option.

## 5. Conclusion

In view of the above, the NEMA principles, compliance with the conditions stipulated in this Environmental Authorisation, and compliance with the EMPr, the Competent Authority is satisfied that the proposed listed activities will not conflict with the general objectives of integrated environmental management stipulated in Chapter 5 of the NEMA and that any potentially detrimental environmental impacts resulting from the listed activities can be mitigated to acceptable levels.

-----END-----

# **ANNEXURE E**

EIKESTANJUNUS 12 SEPTEMBER 2019

## NOTICE OF LAND DEVELOPMENT APPLICATION IN THE STELLENBOSCH MUNICIPAL AREA

### APPLICATION FOR REZONING: FARM CALCUTTA NR 29, ADMINISTRATIVE DIVISION, STELLENBOSCH

Applicant: CK Rumboll and Partners  
 Owner: Stellenbosch Municipality  
 Application number: LU/9404  
 Reference number: Farm 29, Stellenbosch Division  
 Property Description: Farm Calcutta nr. 29  
 Physical Address: Farm Calcutta, adjacent the R304, Stellenbosch

Detailed description of proposal: The matter for consideration is an application (in terms of Section 15(2) (a) of the Stellenbosch Municipal Land Use Planning By-Law) for the rezoning of Farm 29 from Agricultural Zone I to Open Space Zone II to allow for the establishment of a Memorial Park.

Notice is hereby given in terms of the Stellenbosch Municipal Land Use Planning By-law that the above mentioned application has been received and is available for inspection during weekdays between 08:30 and 13:30 at the Planning Advice Centre at Stellenbosch Municipality, Plein Street, Stellenbosch. Any written comments/objections, with full reasons therefore, may be addressed in terms of section 50 of the said legislation to the applicant in one of the following manners:

#### APPLICANT

##### Registered mail or normal mail

CK Rumboll and Partners, PO Box 211, Malmesbury, 7299. Attention: Jolandie Linnemann

##### Or faxed to

022 487 1661

##### Or hand delivered to

CK Rumboll and Partners, 16 Rainier Street, Malmesbury, 7300. Attention: Jolandie Linnemann

##### Or e-mailed to

jolandie@rumboll.co.za

All comments, quoting the application number, reference number, your name, address or contact details, your interest in the application and reasons for comments should be received by the above party on or before 30 days from the date of publication of this notice. Telephonic enquiries can be made to the applicant, CK Rumboll and Partners: Jolandie Linnemann at (022 482 1845). Any comment/objection received after aforementioned closing date will be considered invalid. Any person who cannot write will be assisted by a Municipal official by transcribing their comments

## KENNISGEWING VAN GRONDONTWIKKELINGSAAANSOEK IN DIE STELLENBOSCH MUNISIPALE GEBIED

### AANSOEK OM HERSONERING: PLAAS CALCUTTA NR 29, ADMINISTRATIEWE DISTRIK, STELLENBOSCH

Aansoeker: CK Rumboll en Vennote  
 Eienaar: Stellenbosch Munisipaliteit  
 Aansoeknommer: LU/9404  
 Verwysingsnommer: Plaas 29, Administratiewe Distrik, Stellenbosch  
 Eiendomsbeskrywing: Plaas Calcutta nr 29  
 Fisiese Adres: Plaas Calcutta, aangrensend R304, Stellenbosch  
 Beskrywing van aansoek: Die aangeleentheid vir oorweging is 'n aansoek (ingevolge artikel 15 (2) (a) van die Stellenbosch Munisipale Grondgebruikbeplanningsverordening) om die hersonering van Plaas 29 vanaf Landbou Sone I na Oopruimtesone II om voorsiening te maak vir die vestiging van 'n Gedenkpark.

Kennis geskied hiermee ingevolge die Stellenbosch Munisipaliteit: Verordening op Grondgebruikbeplanning dat die bogenoemde aansoek ontvang is en gedurende weksdae tussen 08:30 en 13:30 by die Beplanningsadvieskantoor by Stellenbosch Munisipaliteit, Pleinstraat, Stellenbosch ter insae lê. Enige geskrewe kommentare/besware, met volledige redes daarvoor, moet ingevolge Artikel 50 van die genoemde wetgewing aan die aansoeker op een van die volgende wyses geadreseer word:

#### AANSOEKER

##### Geregistreerde of gewone pos

CK Rumboll en Vennote, Posbus 211, Malmesbury, 7299. Vir aandag: Jolandie Linnemann

##### Of gefaks aan

022 487 1661

##### Of per hand afgelewer aan

CK Rumboll en Vennote, Rainierstraat 16, Malmesbury, 7300. Vir aandag: Jolandie Linnemann

##### Of per e-pos gelewer aan

jolandie@rumboll.co.za

Alle kommentare moet op of voor 30 dae vanaf die datum van publikasie van hierdie kennisgewing, met vermelding van die aansoeknommer, verwysingsnommer, u naam, adres en kontakbesonderhede, belangstelling in die aansoek en redes vir kommentaar, deur die bogemelde party ontvang word. Telefoniese navrae kan aan die aansoeker, Jolandie Linnemann by tel 022 482 1845 gerig word. Enige kommentaar/beswaar ontvang na die voormelde sluitingsdatum sal as ongeldig geag word. Enige persoon wat nie kan skryf nie sal deur 'n Munisipale-amptenaar bygestaan word om hul kommentaar op skrif te stel.

5.1.2	<b>PROGRESS REPORT: ESTABLISHMENT OF 'FRIENDS GROUPS' FOR STELLENBOSCH NATURE RESERVES AND DESIGNATED NATURE AREAS</b>
-------	--

Collaborator No:

IDP KPA Ref No:

Meeting Date:

**1. SUBJECT: PROGRESS REPORT: ESTABLISHMENT OF 'FRIENDS GROUPS' FOR STELLENBOSCH NATURE RESERVES AND DESIGNATED NATURE AREAS**

**2. PURPOSE**

To report on the progress of the establishment of "Friends Groups" for the declared nature reserves of Pappegaaiberg, Mont Rochelle and Jan Marais, as well as informal nature areas such as Paradyskloof Forest.

**3. DELEGATED AUTHORITY**

For decision the Municipal Council.

In terms of the National Environmental Management: Protected Areas Act, 57 of 2003 and the National Conservation Ordinance, 19 of 1974.

**4. EXECUTIVE SUMMARY**

At the 26<sup>th</sup> Council meeting, held on 24 April 2019 the following decisions were taken regarding the establishment of "Friends Groups" for the different nature reserves and nature areas:

- (a) that Council accepts the concept of "Friends Groups" as a way of creating community involvement in the management of nature areas;
- (b) that approval is granted for the establishment of "Friends Groups" for the declared nature reserves of Pappegaaiberg, Mont Rochelle and Jan Marais Nature Reserve as well as informal nature areas as required;
- (c) that the Protected Areas Forum Terms of Reference be revised and brought in alignment with the Norms and Standard of the Department of Environment, Gazette Notice 382 of 31 March 2016, and its purpose as alluded to in this item; and
- (d) that a progress report on the establishment of "Friends Groups" be submitted within 30 days after implementation.

**5. RECOMMENDATION**

that the Progress Report on the Establishment of 'Friends Groups' for Stellenbosch Nature Reserves and designated nature areas, be noted.

**6. DISCUSSION / CONTENTS****6.1 Background**

Significant portions of the Stellenbosch Municipality consist of areas designated for conservation purposes. These areas consist of nature reserves or areas protected by legislation such as National Environmental Management Act, 107 of 1998 and the Mountain Catchment Areas Act, 63 of 1970, amongst others. These include Papegaaiberg, Jan Marais and Mont Rochelle nature reserves, critical biodiversity areas and property designated mountain catchment areas located in Paradyskloof, Wemmershoek and Botmaskop.

Previously, under the old Nature Conservation Ordinance, 19 of 1974, advisory bodies were established for the purpose of advising and making recommendations to the Management Authority with regards to the management, control and development of the Reserve. These bodies were active in Jan Marais and Mont Rochelle nature reserves; however Mont Rochelle NR is the only one active at this stage.

The Nature Conservation unit is of the opinion that the advisory boards were not functioning on a technical basis, but rather by assisting on a day to day operational and overall facility improvement basis.

NEM: PAA also requires management plans for nature reserves, as well as an advisory Protected Areas Forum (Department of Environmental Affairs Notice 382: Protected Areas Norms and Standards- 31 March 2016). The legislation requires compliance to specific norms and standards.

**6.2 Discussion**

The community and interested parties were invited via the local newspaper to attend the first information session regarding the establishment of "Friends Groups" for the different nature reserves. This session was held on 31 October 2019. Notes were taken at the aforementioned information session (See Annexure A and B).

Attendees were requested to complete the attendance register and to indicate in which reserve/nature area they are interested (See Annexure C).

Residents were identified who will be the contact persons of each reserve, until official structures are in place for the Friends Groups.

Presentations were made to provide the background of this project (See Annexure D).

After the information session, further discussions were held with the "Friends" of Helderberg Nature Reserve and the City of Cape Town, who is the owner of Helderberg Nature reserve, to discuss the detail of the model that is in place.

A meeting will be scheduled to further discuss this model with the groups and to get the buy-in on this model. Officials from the City of Cape Town indicated that they will assist Stellenbosch Municipality in establishing and implementing the model.

**6.3 Financial Implications**

There are no financial implications.

**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**

At the 26<sup>th</sup> Council meeting, held on 24 April 2019 the following decisions were taken regarding the establishment of "Friends Groups" for the different nature reserves and nature areas:

- 4.1 That Council accepts the concept of "Friends Groups" as a way of creating community involvement in the management of nature areas.
- 4.2 That approval is granted for the establishment of "Friends Groups" for the declared nature reserves of Papegaaiberg, Mont Rochelle and Jan Marais Nature Reserve as well as informal nature areas as required.
- 4.3 That the Protected Areas Forum Terms of Reference be revised and brought in alignment with the Norms and Standard of the Department of Environment, Gazette Notice 382 of 31 March 2016, and its purpose as alluded to in this item.
- 4.4 That a progress report on the establishment of "Friends Groups" be submitted within 30 days after implementation.

**6.7 Risk Implications**

This report has no risk implications for the Municipality.

**ANNEXURES**

**Annexure A:** Agenda of first meeting held on 31 October 2019

**Annexure B:** Notes of first meeting held on 31 October 2019

**Annexure C:** Attendees of the first meeting

**Annexure D:** Presentation: Friends Groups

# **ANNEXURE A**



## AGENDA

**Friends of the Nature Reserves/ Advisory Board within the Greater Stellenbosch**  
**31 October 2019**  
**10:00- 12:00**

**Community Services, 123 Merriman Ave, Stellenbosch**

Welcome <i>Complete attendance register in full for distribution.</i>	Albert Van Der Merwe	(5 min)
Meet and greet	Tammy Leibrandt	(5 min)
Introduction <ul style="list-style-type: none"> <li>• <i>Background</i></li> <li>• <i>Workshop</i></li> <li>• <i>Council decision</i></li> <li>• <i>No discussion on detail projects at different reserves</i></li> </ul>	Schalk Van Der Merwe	(5 min)
Election of an administrative representative	Schalk Van Der Merwe	(10 min)
Roles and functions of Friends Groups	Tammy Leibrandt	(15 min)
Roles and functions of Friends groups <i>Questions</i>	Tammy Leibrandt	(15 min)
Compiling of constitution	Tammy Leibrandt	(10 min)
Amount of meetings	Tammy Leibrandt	(5 min)
Communication between Friends Groups and Stellenbosch Municipality	Tammy Leibrandt	(5 min)
General	Schalk Van Der Merwe	(15 min)
Way Forward	Schalk Van Der Merwe	(10 min)
Closing	Albert Van Der Merwe	
<i>(Time : 1h40 Minutes)</i>		

# **ANNEXURE B**



**MINUTES OF DEPARTMENTAL MEETING REGARDING THE ESTABLISHMENT OF FRIENDS GROUPS  
FOR PROTECTED AREAS WITHIN WC024  
COMMUNITY SERVICES DEPARTMENT  
TUESDAY, 31 OCTOBER 2019**

1. Mr Albert van der Merwe, Senior Manager: Community Services introduced all municipal officials present to the contractors:

OFFICIAL	JOB TITLE
<b>Mr Albert van der Merwe</b>	Senior Manager: Community Services
<b>Mrs Tammy Leibrandt</b>	Manager: Environmental Management
<b>Mr Schalk van der Merwe</b>	Senior Environment Planner
<b>Ms Angelique George</b>	Clerk
<b>Ms Tazmynn Linders</b>	Senior Clerk

2. Mr Albert van der Merwe allowed all attendees to introduce themselves and to state which protected areas they represent as part of the new establishment of the Friends Groups (See attached attendance register).

	AGENDA POINT	NOTES	COMMENT/S FROM INTERESTED PARTIES
<b>1.</b>	Welcome (Albert van der Merwe)	<ul style="list-style-type: none"> <li>Mr van der Merwe welcomed all present and thanked everyone for attending.</li> </ul>	None.
<b>2.</b>	Meet and greet (Tammy Leibrandt)	<ul style="list-style-type: none"> <li>Mrs Leibrandt gave all attendees the opportunity to introduce themselves and indicate/state the protected area they are representing with regards to the establishment of the friends groups.</li> </ul>	None.



**MINUTES OF DEPARTMENTAL MEETING REGARDING THE ESTABLISHMENT OF FRIENDS GROUPS  
FOR PROTECTED AREAS WITHIN WC024  
COMMUNITY SERVICES DEPARTMENT  
TUESDAY, 31 OCTOBER 2019**

<p><b>3.</b></p>	<p>Introduction: (Schalk van der Merwe)</p> <ul style="list-style-type: none"> <li>• Background</li> <li>• Workshop</li> <li>• Council decision</li> <li>• No discussion on detail projects at different reserves</li> </ul>	<ul style="list-style-type: none"> <li>• A presentation was done by Mr Schalk van der Merwe (see attached presentation for ease of reference).</li> <li>• Mr Schalk van der Merwe highlighted questions such as: <ul style="list-style-type: none"> <li>○ Why we're here?</li> <li>○ How will the friends' groups work?</li> </ul> </li> <li>• Management Plans and Frameworks were discussed and explained.</li> <li>• The Basic Principles were discussed and explained.</li> <li>• The Protected Areas Forum was explained as a more technical forum which consists of Stellenbosch Municipality, The University of Stellenbosch and DETPI.</li> <li>• Mr Schalk van der Merwe explained that Stellenbosch Municipality submit Council reports regarding the implementation of all management- plans, frameworks and budgets located to them.</li> </ul>	<p>None.</p>
<p><b>4.</b></p>	<p>Election of an administrative representative (Schalk van der Merwe)</p>	<ul style="list-style-type: none"> <li>• Mr Schalk van der Merwe requested that an administrative representative be elected from each protected area.</li> <li>• The liaison officer selected, will send the names to the Community Services Administrators for capturing.</li> <li>• The administration representatives consist of the following that must be submitted: <ul style="list-style-type: none"> <li>○ Chairperson</li> <li>○ Secretary</li> <li>○ Liaison Officer</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Cllr Serdyn requested a list of all persons interested in being part of the establishment of the friends group because not everyone is present at the meeting.</li> </ul>



**MINUTES OF DEPARTMENTAL MEETING REGARDING THE ESTABLISHMENT OF FRIENDS GROUPS  
FOR PROTECTED AREAS WITHIN WC024  
COMMUNITY SERVICES DEPARTMENT  
TUESDAY, 31 OCTOBER 2019**

<p><b>5.</b></p>	<p>Roles and functions of Friends Groups (Tammy Leibrandt)</p>	<ul style="list-style-type: none"> <li>• The roles and responsibilities of Stellenbosch Municipality for the management of the protected areas were explained to all.</li> <li>• Approved management plans were discussed with all.</li> <li>• The roles and responsibilities of the friends' groups were explained in terms of operational matters, such as, management of finances and/or seeking of sponsorships etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Cllr Badenhorst suggested that, with regards to funding, each ward councillor become an ex officio and non-executive for each group to comply with the MFMA.</li> <li>• Prof. Eggers enquired on what the requirements are to be a part of a friends group and how the municipality will distinguish between interested individuals and/or groups.</li> <li>• It was requested that all approved management- plans and framework be distributed.</li> <li>• Mr Schalk van der Merwe will provide the abovementioned to those who requested it.</li> </ul>
<p><b>6.</b></p>	<p>Compiling of constitution (Tammy Leibrandt)</p>	<ul style="list-style-type: none"> <li>• It was requested that each liaison officer submit a draft constitution to Stellenbosch Municipality.</li> </ul>	<ul style="list-style-type: none"> <li>• It was requested that Stellenbosch Municipality provide each group with a draft constitution.</li> <li>• Mr Schalk van der Merwe indicated that there is no existing one, hence the fact that the groups must submit a draft constitution for scrutiny.</li> <li>• Prof. Eggers and Mrs Carol van Reenen stated that they will send a template of a constitution as a guide to formulate draft constitution for the Friends Group.</li> </ul>



**MINUTES OF DEPARTMENTAL MEETING REGARDING THE ESTABLISHMENT OF FRIENDS GROUPS  
FOR PROTECTED AREAS WITHIN WC024  
COMMUNITY SERVICES DEPARTMENT  
TUESDAY, 31 OCTOBER 2019**

<b>7.</b>	Amount of meetings (Tammy Leibrandt)	<ul style="list-style-type: none"> <li>The amount of meetings will be communicated on a monthly basis via the Community Services Department.</li> </ul>	None.
<b>8.</b>	Communication between Friends Groups and Stellenbosch Municipality (Tammy Leibrandt)	<ul style="list-style-type: none"> <li>Future communication will be between the Manager: Environmental Management and the elected liaison officer of each protected area.</li> </ul>	<ul style="list-style-type: none"> <li>It was requested that a contact list of all relevant officials and members be distributed to all.</li> </ul>
<b>9.</b>	Way Forward (Schalk van der Merwe)	<ul style="list-style-type: none"> <li>A draft item will be submitted to Council regarding the constitution of each protected area.</li> </ul>	None
<b>10.</b>	Closing (Albert van der Merwe)	<ul style="list-style-type: none"> <li>Mr Albert van der Merwe thanked everyone for attending.</li> <li>Meeting adjourned 11:30.</li> </ul>	None

  
 Albert van der Merwe  
 Senior Manager: Community Services

15/11/19  
 Date

# **ANNEXURE C**



**STELLENBOSCH**  
STELLENBOSCH • PNIEL • FRANSCHHOEK  
MUNICIPALITEIT • UMASIPALA • MUNICIPALITY

**ATTENDANCE REGISTER**

**MEETING:** Friends Groups of Stellenbosch Nature Reserves  
**DATE:** 31 October 2019  
**TIME:** 10:00-12:00  
**PLACE:** Plein Street Library Hall, Plein Street, Stellenbosch

Name and Surname	Interested in (reserve)	Contact number	Email Address	Signature
Schallie van Wierne		021 808 8679	schallie.vanderwene@stellenbosch.gov.za	
Carol van Rensen McWilliam Smith	Onderpapegaaiberg Mont Rochelle Nature Reserve	08455809551 082 819 7627	carol.vanrensena@gmail.com kathmccusd@gmail.com	 
Xous van Mdenzeka		0844816844		
Therina Stolberg	Edon - G-spot, Binnestryk	021 886 4442	info@stellenboschtrailfund.org	
Ashley Bauer	Mont Rochelle	083457 4065	fire.salezo@gmail.com	
Charl Cillie	Jan Maras Park	082 415 7815	charl.cillie@gmail.com	
Darius Snyester	Paradys Koetsoberg/MR6	021 880 2157	darius@wikistb.org.za	
Clk Rikus Badenhorst	Redyskloof NR	0826544018	mkur.badenhorst@stellenbosch.gov.za	
Chanté Volkeyn	Jan Maras Park	082 445 4074	chantemauton@gmail.com	
Lans Eggert	Paradyskloof WCC4	021 808 3523	eggert@sun.ac.za	
Edwin DELPORT	Paradyskloofbos	0856 119164	edwin@edin.co.za	
Léwénton Erasmus	Jan Maras Park	021 8801046	lee.erasmus@gmail.com	
Harry Lewis	Papegaaiberg	074 1951144	harryl1993@gmail.com	



# **ANNEXURE D**

# COMMUNITY SERVICES FRIENDS GROUPS



Meeting  
31 October 2019



**STELLENBOSCH**  
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

- INTRODUCTION
- ROLES AND FUNCTIONS OF FRIENDS GROUPS
- FORMALIZATION OF FRIENDS GROUPS
- GENERAL



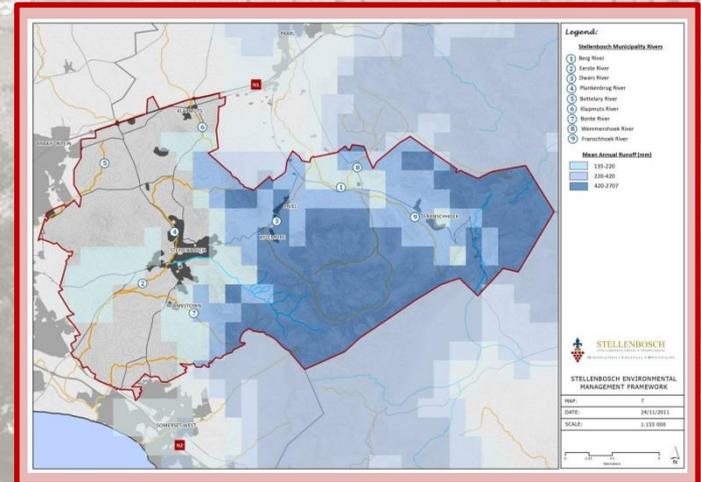
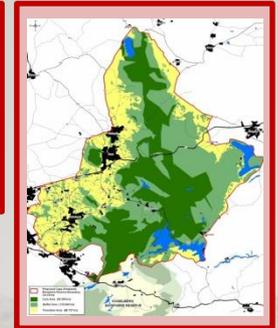
Cape Winelands Biosphere Reserve

Cape Floral Region

Boland Mountain Complex

River Catchments

Strategic Water Source Areas...areas that supply a disproportionate amount of mean annual runoff to a geographical region of interest



Stellenbosch Municipality is, on behalf of the people of the area, the custodian of these environmental attributes, with specific reference to land owned by the Municipality.

The Municipality recognises the fundamental importance of addressing the key aspects of sound environmental management and enhancement as requirements for a sustainable future.

- Integrated Development Plan
- Spatial Development Framework
- Stellenbosch Environmental Management Framework



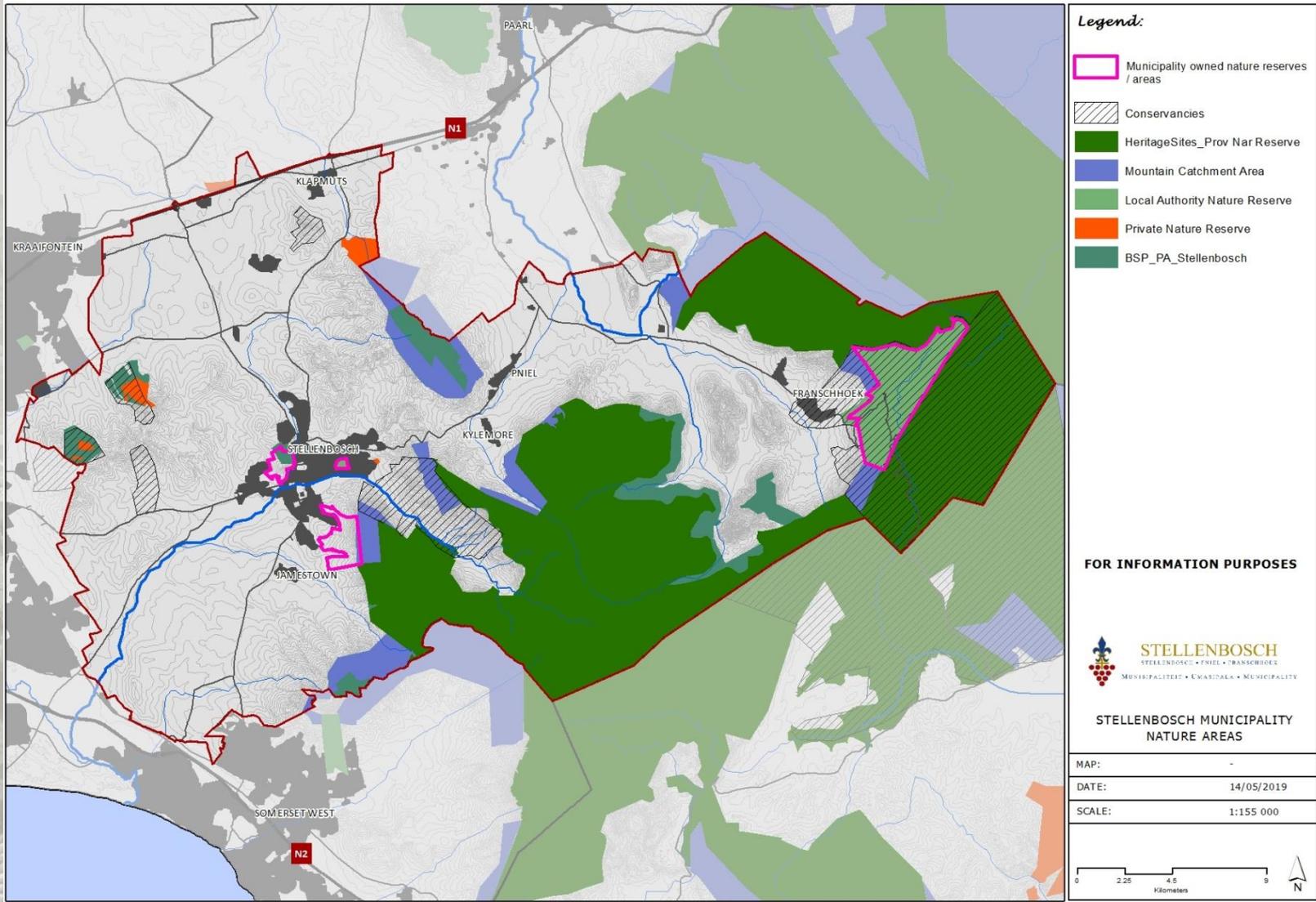
WORKSHOP (April 2018)

ITEM TO COUNCIL (26<sup>th</sup> Council Meeting 2019-04-24 [Item 7.6.3])

...that Council accepts the concept of “Friends Groups” as a way of creating community involvement in the management of nature areas

...that approval is granted for the establishment of “Friends Groups” for the declared nature reserves of Papegaaiberg, Mont Rochelle and Jan Marais Nature Reserve as well as informal nature areas as required;...





**Legend:**

- Municipality owned nature reserves / areas
- Conservancies
- HeritageSites\_Prov Nar Reserve
- Mountain Catchment Area
- Local Authority Nature Reserve
- Private Nature Reserve
- BSP\_PA\_Stellenbosch

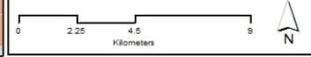
FOR INFORMATION PURPOSES

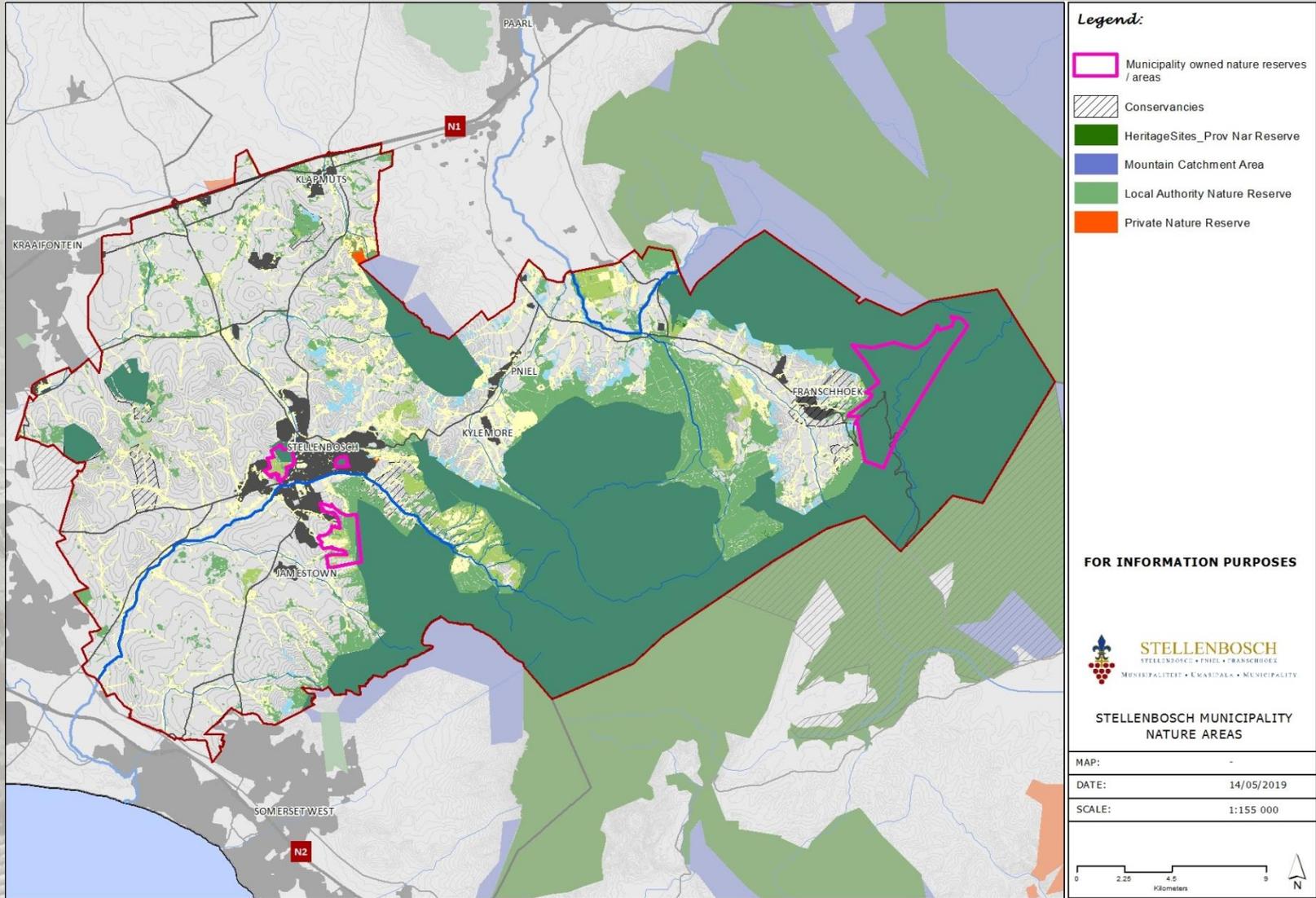


**STELLENBOSCH**  
 STELLENBOSCH • PNIEL • FRANSCHHOEK  
 MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

**STELLENBOSCH MUNICIPALITY  
 NATURE AREAS**

MAP:	-
DATE:	14/05/2019
SCALE:	1:155 000





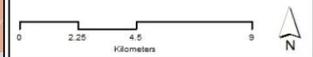
- Legend:**
- Municipality owned nature reserves / areas
  - Conservancies
  - HeritageSites\_Prov Nar Reserve
  - Mountain Catchment Area
  - Local Authority Nature Reserve
  - Private Nature Reserve

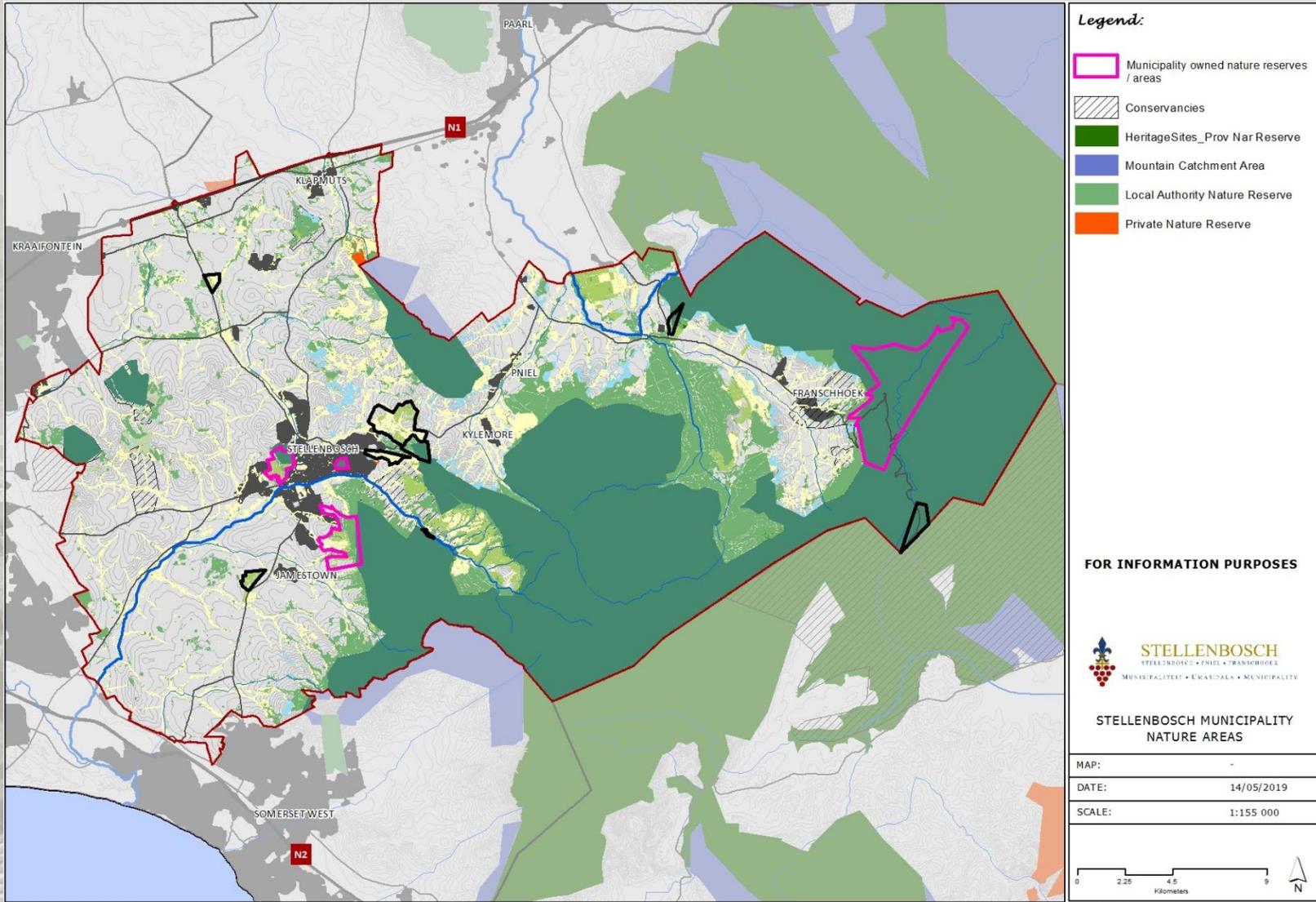
FOR INFORMATION PURPOSES

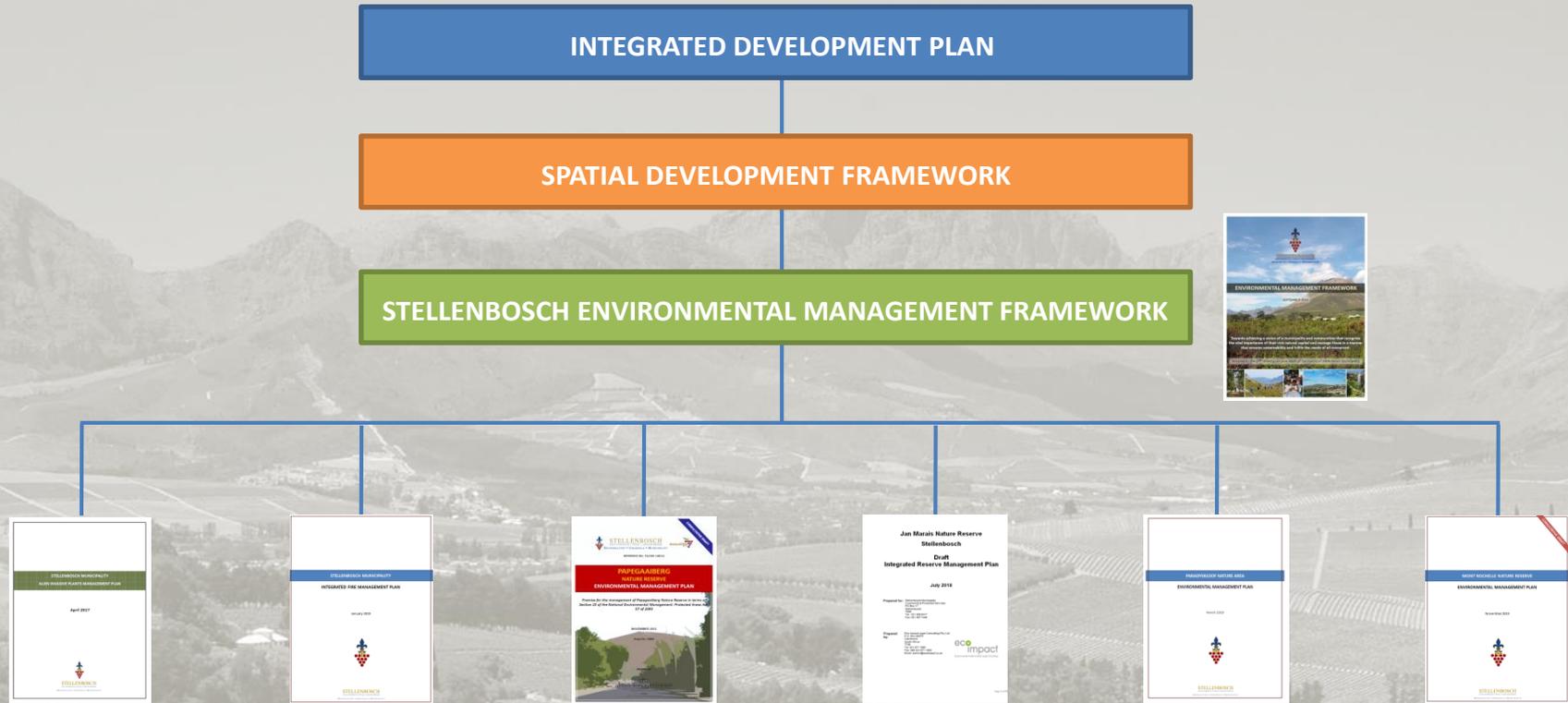


STELLENBOSCH MUNICIPALITY  
NATURE AREAS

MAP:	-
DATE:	14/05/2019
SCALE:	1:155 000







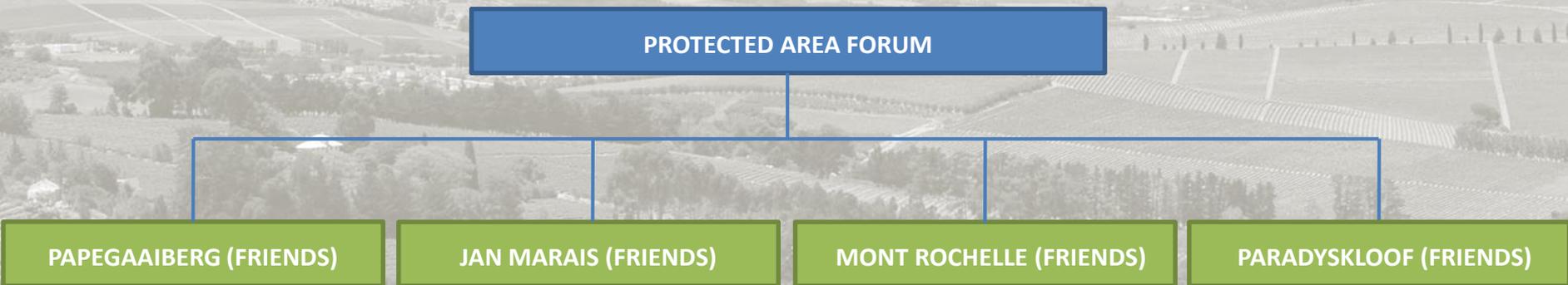
- IAP Management Plan
- Integrated Fire Management Plan
- Reserve Management Plans



- Friends Groups function under the guidance and with agreement of the Municipality, having due regard of applicable legislation, policies and by-laws.
- Friends Groups shall have a constitution approved by the Municipality.
- Friends Groups may raise funds from the public in their own name if they comply with the Non-profit Organisations (NPO) Act, 71 of 1997, and have received prior permission from the Municipality.
- Friends Groups are involved in their chosen Nature Reserve / Area.
- Friends Groups should work towards the conservation of their natural environment and actively encourage the involvement of local communities in their work.
- Friends Groups welcome membership from any concerned member of the public.
- Friends Groups are financially independent. They must keep a set of books/financial records. These books, and their financial statements, must be available for public scrutiny.
- Friends Groups should remain in regular contact with the Municipality.

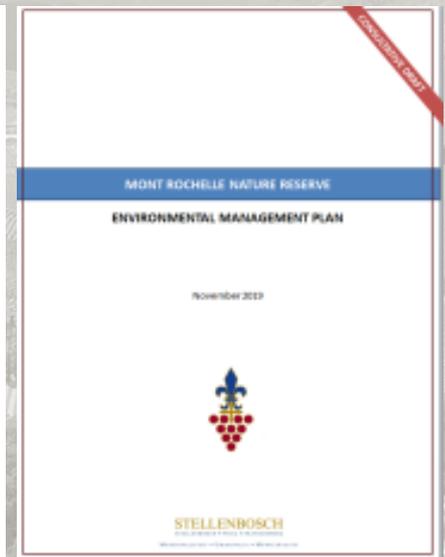


- The various Friends Groups within the Municipality, in order to report back to each other, share ideas and successes, as well as learn new skills, undertake to attend the Municipality's Protected Areas Forum.
- Maintain a record of meetings, projects, events and work performed.
- Participate in, or contributing to, a dynamic process of adaptive management by means of information-sharing and learning, with the objective to ensure continual improvement of all aspects of the initiative.



## MUNICIPALITY

Stellenbosch Municipality, through the Department: Community Services and its Nature Conservation section, is responsible for the management of all municipal owned Nature Reserves and Nature Areas including old forestry areas. The management of these areas is done in terms of an approved Environmental Management Plan.



## FRIENDS GROUPS

- Under the guidance of the Municipality do physical work such as eradication of alien plants, erosion control, signage development, construction and repair of trails, pathways and fences, plant surveys, animal and bird censuses, as examples.
- Learn and accumulate information about the natural history, archaeology, cultural history and past land uses of their area.
- Produce resource materials with information about the natural environment, such as brochures, booklets, field guides, posters, maps, as well as lists of animal and plant species.
- Lobby for the formal conservation of their natural environment or place of special interest.
- Raise funds for the direct benefit of their natural environment by conducting walks, outings, courses, camps and other events for the general public/visitors.
- Seek sponsorship and donations from local businesses and benefactors for specific public-private partnership projects.



- Friends Groups functions under the guidance and with agreement of the Municipality, having due regard of applicable legislation, policies and by-laws.
- Friends Groups shall have a constitution approved by the Municipality.



<b>5.2</b>	<b>DELEGATED MATTERS</b>
<b>5.2.1</b>	<b>MONTHLY REPORT: OCTOBER 2019: ENVIRONMENTAL MANAGEMENT, PARKS AND CEMETERIES</b>

Collaborator No:

IDP KPA Ref No: Green and Sustainable Valley

Meeting Date: 10 February 2020

**1. SUBJECT: MONTHLY REPORT: OCTOBER 2019: ENVIRONMENTAL MANAGEMENT, PARKS AND CEMETERIES**

**2. PURPOSE**

To notify the Committee of the monthly activities (**ANNEXURE A**) that were conducted by the Sections: Environmental Management, Parks and Cemeteries for October 2019.

**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 October 2019 to the Committee for notification.

**5. RECOMMENDATION**

that the monthly report for October 2019, by Environmental Management, Parks and Cemeteries, 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 arboricultural 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**

None

**6.4 Legal Implications**

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

**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**

None required.

**6.8.2 Director: Planning and Economic Development**

None required.

**6.8.3 Director: Community and Protection Services**

None required.

**6.8.4 Director: Corporate Services**

None required.

**6.8.5 Chief Financial Officer**

None required.

**6.8.6 Municipal Manager**

None required.

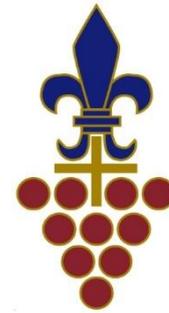
**ANNEXURES**

**Annexure A:** Environmental Management, Parks and Cemeteries October 2019  
Monthly Report

**FOR FURTHER DETAILS CONTACT:**

<b>NAME</b>	<i>Albert van der Merwe</i>
<b>POSITION</b>	<i>Manager: Community Services</i>
<b>DIRECTORATE</b>	<i>Community and Protection Services</i>
<b>CONTACT NUMBERS</b>	<i>Ext 8161</i>
<b>E-MAIL ADDRESS</b>	<a href="mailto:albert.vandermerwe@stellenbosch.gov.za">albert.vandermerwe@stellenbosch.gov.za</a>
<b>REPORT DATE</b>	

# **ANNEXURE A**



**MONTHLY REPORT  
OCTOBER 2019**

**ENVIRONMENTAL  
MANAGEMENT**

**COMMUNITY SERVICES**

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# 1. URBAN FORESTRY

# 1. URBAN FORESTRY

## 1.1 GENERAL

Operational funds have been depleted as operations were aggressively implemented in the first quarter, however the Parks Department will veriment funds to ensure service delivery. Challengers include SCM as there are challengers in obtaining tools. Two 18 000L water trucks are been used to assist with watering of trees, estimating a delivery of 120 000L of water been supplied to trees daily.

<b>1.1.1 PRUNING</b>	Dornbosch Road
<b>1.1.2 FELLING OF TREES</b>	Applications 4 and 0 approved. Other forms of tree conserving methods such as root barriers will be applied to prevent tree felling.
<b>1.1.3 HAZARDOUS TREE WORK</b>	Pruning and felling of trees identified as per QTRA report is on-going. Trees are being monitored in the interim.  Corner of Andringa and Crozier Street tree looks very dangerous.  Trees in front of the white house in Plein Street looks dangerous as well.
<b>1.1.4 OAK TREE MANAGEMENT</b>	The epicormic shoots throughout the CBD, Simonswyk Cloetesville, Idas Valley, Pniel, Klappmuts, Weermershoek and Pniel are being maintained. Weeding around the basins is an ongoing process.
<b>1.1.5 CHAMPION TREE MANAGEMENT</b>	Normal maintenance was conducted during this month. Basin maintenance is an ongoing process.
<b>1.1.6 TREEWORX (Urban Forestry Management Tool)</b>	We await training from the service provider.
<b>1.1.7 TREE BASIN MAINTENANCE</b>	Weeding is in progress throughout the CBD.  Area cleaning contractors have been requested to instruct staff not to cone up soil around trees in the CBD.
<b>1.1.7 WATERING OF TREES</b>	The water truck tender started on the 1 <sup>st</sup> of November 2019.
<b>1.1.8 TREE PLANTING AND DONATIONS</b>	We planted in Kwikstert and Fisant Rd in Onderpapagaai 19 trees.

## 2.2 URBAN FORESTRY COMPLAINTS/ REQUESTS

SUBURB	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	TOTAL	STATUS
Simonswyk,Univesiteitsoord			1	0	1	3				0	Completed
Idas Valley; Lindida	3	1	2	3		6	1	1		15	Completed
Uniepark, Mostertsdrif, Rozendal, Karindal		1	0	2	1	1			1	10	Completed
CBD	12	9	7	6	6	4	4	7	3	41	Completed
Die Boord, Krigeville	5	1	2	5	3	2	1	1		13	Completed
Dalsig, Brandwacht		2	2	2		2	1	2	2	7	Completed
Paradyskloof		7	1	0		3	1		1	7	Completed
Technopark			0	0						0	Completed
Kylemore	3		0	2	1	1				5	Completed
Pniel	1		1	0	1	1				0	Completed
Lanquedoc	1		1	1						6	Completed
James Town			1	0						1	Completed
Raithby			0	0						0	Complete
Franschhoek			0	1		1				7	Completed
Groendal	2		0	0					1	0	Completed
La Motte			0	0						0	Completed
La Collin			0	2				2		2	
Themmershoek			0	0						0	Completed
Onder-Papegaaiberg	1		0	2		1	2	3	3	5	Completed
Kayamandi	1	3	2	1		1			1	8	Completed
Jonkershoek			1	0						2	Completed
Klapmuts			0	0					1	0	Completed
R310/Kuils River Road			0	0						1	Completed
Brummer Park			0	0						1	Completed
Lyndoc										1	
Cloetesville									2		

**2.4 CLIMATE CHANGE MIITIGATION PROGRAM**

GENERAL	Pruning epicomic and basin maintenace took place.
Current Tree Count July 2017- To date.	446
Tree Planting Projects	None
<b>2.5 SOCIAL MEDIA</b>	
FACEBOOK	We don't have login details to Facebook.
PRINTED MEDIA	None
<b>2.6 OPERATIONS</b>	
EPWP PROJECT	All EPWP staff is operational with tree maintenance and protection. Total number of staff – 12

**2.3 WAYLEAVE SITE INSPECTIONS**

	ADRESS	SURBURB	DESCRIPTION	ACTION/ DECISION
1	Mountain view	Jamestown	New 25 Kva supply	2m away from trees any deviation consult department
2	6 <sup>TH</sup> Avenue	Kayamandi	Replace existing min sub	No comment
3	c/o Merriman and Andringa Street	Stellenbosch CBD	Build new accessible pipe junction box on existing pipe run; open and expose existing infrastructure to haul cables.	No comment
4	Parking behind Stellenbosch town hall	Stellenbosch CBD	New generator at substation.	2m away from trees any deviation consult department.
5	Old Helshoogte Rd	Ida's Valley	Build new accessible junction box open and expose existing infrastructure to haul cables.	2m away from trees any deviation consult department.

<b>ADRESS</b>	<b>SURBURB</b>	<b>DESCRIPTION</b>	<b>ACTION/DECISION</b>
Techno Ave	Techno Park	New generator installation	2m away from trees
Helderberg	Stellenbosch CBD	Cable duct requirement	No comment
c/o Bird Church	Stellenbosch CBD	Cable duct requirement	2m away from trees
Kleingeluk	Die Boord	Cable duct requirement	2m away from trees
Caltex Bird	Botmans Idas Vally	Electricity supply	No comment
La Colline	Stellenbosch	Upgrade of cable	No comment
Main Rd, Good food and Co.	Franshoek	Cable duct requirement	2m away from trees
Tobruk Park	La Colline	New street lights	2m away from trees
Fire Dept Stell	Simonswyk	New generator installation	No comment



## **2. ENVIRONMENTAL IMPLEMENTATION**

## 2. ENVIRONMENTAL IMPLEMENTATION (NATURE CONSERVATION)

### 2.1 GENERAL

Operations continued at the different sites to get it prepared for the summer season. Jan Marais Park is being maintained daily and various events were booked during the weekends. One Water Tank in the park has been installed for irrigation purposes. The department await the second tank that is currently out on an FQ.

Jonkershoek Picnic Site is open for business and fully functional. The EPWP team together with permanent workers is working hard every day to keep it in tip top shape. The unit is receiving a lot of enquiries from the public for the booking of the facility for year-end functions.

The other EPWP projects are currently running as well. Veld rehabilitation has been working at Brandwacht and at Onderpappagaaiberg neighbourhood. The baboon monitors received Single Barrel Launcher pistols with blanks to scare off baboons that is spotted near residential areas. It proves to be quite effective.

Alein clearing teams are conducting alien clearing in Louwsbos on a daily basis even though there is challenges in terms of resources.

The women in the department attended the Woman's day function in the Townhall on the 15<sup>th</sup> where one of our ladies won a price in the dance off. Wendy attended training from 28 October until 01 November 2019.

### 2.3 MEETINGS

The Departmental OHS meeting was held on the 1<sup>st</sup> of November 2019.

### 2.4 INJURY ON DUTY

Team	Short Description of Incident	Date of Incident	Progress
None			

### 2.5 FOREST GUARDS

On the 10<sup>th</sup> of October the EPWP team completed cleaning at Botmaskop area. On 16 October the Forest Guards caught people making sticks illegally in Idas Valley dam, and the vehicle was not registered. On 21 October Yaseer Johnson he stays in Ida's valley the Forest Guards found him in the old pass with cooper and the Forest Guards did inform the Law Enforcement.

The Law Enforcement guys who did assist the Forest Guards go by the names Monna and Tommy. The Law Enforcement guys also told the Forest Guards to give a statement because they saw the guy. They also waited for the police to arrive later on the crime scene.

On the 22 October there was an abandoned fire at Papegaaiberg Cemetery, the fire department was called to go and stop the fire. On the same date a resident who is worried about the manhole that is now left open for a few years now, the resident is worried about the safety of the people who lives near the manhole. The resident use sticks or wood to cover the manhole. 28 October the Forest Guards was busy looking for the traps in Raithby.





Item	June 2019	July 2019	Aug 2019	Sept 2019	Oct 2019	Year to date.
Court Cases	1	0	0	0	0	1
Arrest	0	0	1	0	1	1
Verbal Warnings	0	0	0	0	0	0
Spot Fines	0	0	0	0	0	0

**2.6 EXPANDED PUBLIC WORKS PROGRAMMES (EPWP)  
Run by the Conservation Project Manager.**

**2.6.1 AIP TENDER (CONTRACTORS)**

None

**2.6.2 ALIEN CLEARING (IN-HOUSE EPWP'S)**

None

**2.6.3 BIOMASS MANAGEMENT**

None

**2.6.4 RAITHBY**

None

**2.6.5 FIELD RANGERS**

Paradyskloof & Brandwacht: None  
Ida's Valley & Botmaskop: None

**2.6.6 EPWP: EROSION WORKERS**

None

**2.6.7 EPWP: INTEGRATED FIRE MANAGEMENT**

None

## 2.7 SUMMARISED IAP INFORMATION TABLE

Areas/ Location	Total Area	Hectares Treated Follow up	Hectares Treated Follow up	Hectare s Treated Follow up	Hectare s Treated Follow up	Hectare s Treated Follow up	Hectare s Treated Follow up	Hectare s Treated Follow up	Hectare s Treated Follow up	Hectares Treated Follow up	Hectares Treated Follow up
		JUNE 2018	JULY 2018	AUGUS T 2018	SEP 2018	OCT 2018	NOV 2018	DEC 2018	JAN 2019	FEB 2019	MARCH 2019
Raithby CBA	41	-	-	-	-	-	-	TBC	TBC	TBC	TBC
Louwsbos CBA	69	-	-	-	-	-	-	TBC	TBC	TBC	TBC
Paradyskloof MCA	597	3	-	-	-	2	5	TBC	TBC	TBC	TBC
Papagaaiberg NR	140	-	-	-	-	-	-	TBC	TBC	TBC	TBC
Mont Rochelle NR	1735	-	-	-	-	5	5	TBC	TBC	TBC	TBC
Wemmershoek Wetland	63	-	-	-	-	-	-	TBC	TBC	TBC	TBC
Purgatory Wetland	200	-	-	-	-	-	-	TBC	TBC	TBC	TBC
Ida's Valley Nature Area	345	3	-	-	-	2	5	TBC	TBC	TBC	TBC
Botmaskop MCA	220	2	-	-	-	2	3	TBC	TBC	TBC	TBC
Brandwacht	-	1	-	-	-	-	-	TBC	TBC	TBC	TBC
Calcutta Forest	39	-	-	-	-	-	-	TBC	TBC	TBC	TBC

## 2.8 VISITORS STATISTICS

AREA	JUN 2018	JUL 2018	AUG 2018	SEPT 2018	OCT 2018	NOV 2018	DEC 2018	JAN 2019	FEB 2019	MAR 2019	TOTAL TO DATE
PARADYSKLOOF NATURE AREA	20	20	20	25	44	68	TBC	TBC	TBC	TBC	5468
JAN MARAIS NATURE RESERVE	3100	3000	56	134	314	370	TBC	TBC	TBC	TBC	2990
ECO CENTRE VISITS	50	35	50	72	85	84	TBC	TBC	TBC	TBC	1419
MONT ROCHELLE NATURE RESERVE	100	100	80	531	190	200	TBC	TBC	TBC	TBC	3836
IDA'S VALLEY PROTECTED AREA	105	80	45	32	55	77	TBC	TBC	TBC	TBC	2617
PAPAGAAIBERG NATURE RESERVE	5	10	10	45	51	102	TBC	TBC	TBC	TBC	501
WEMMERSHOEK NATURAL HERITAGE SITE	12	8	10	28	55	67	TBC	TBC	TBC	TBC	312
PURGATORY NATURAL HERITAGE SITE	9	7	4	15	36	40	TBC	TBC	TBC	TBC	305
JONKERSHOEK PICNIC SITE	Site is closed	TBC	TBC	TBC	0						
<b>TOTAL</b>	<b>3401</b>	<b>3260</b>	<b>275</b>	<b>882</b>	<b>830</b>	<b>1008</b>	<b>TBC</b>	<b>TBC</b>	<b>TBC</b>	<b>TBC</b>	<b>16808</b>

## 2.9 VISITOR STATISTICS: JONKERSHOEK PICNIC SITE

MONTH	JUNE 2018	JULY 2018	AUG 2018	SEP 2018	OCT 2018	NOV 2018	DEC 2018	JAN 2019	FEB 2019	MAR 2019	TOTAL
Visitors PM	Information was loss due to vandalism incident	TBC	TBC	TBC	TBC						
Pensioners PM								TBC	TBC	TBC	TBC
Cars PM								TBC	TBC	TBC	TBC
Monthly Revenue								TBC	TBC	TBC	TBC

## 2.10 REVENUE: EVENTS, WOOD SALES &amp; FILMING

VENUE	JUNE 2018	JULY 2018	AUG 2018	SEPT 2018	OCT 2018	NOV 2018	DEC 2018	JAN 2019	FEB 2019	MARCH 2019
Botmaskop	R0.00	R0.00	R0.00	R0.00						
Ida's Valley	R0.00	R35 732.60	R0.00	R0.00						
JMNR	R0.00	R0.00	R3 340	R1 240	R1 550	R0.00	R0.00	R310	R620	
Jonkershoek Picnic	Information was loss due to vandalism incident	TBC	TBC	TBC						
MRNR	R0.00	R0.00	R0.00	R0.00						
Papegaaiberg	R0.00	R0.00	R0.00	R0.00						
Paradyskloof	R0.00	R0.00	R0.00	R0.00						
Voorgeleggen	R0.00	R0.00	R0.00	R0.00						
Firewood Permits	R7 600	R12 625	TBC	TBC	R0.00	R0.00	R0.00	TBC	TBC	TBC
<b>MONTHLY REVENUE</b>	<b>R7 600</b>	<b>R12 625</b>	<b>R3 340</b>	<b>R1 240</b>	<b>R1 550</b>	<b>R0.00</b>	<b>R0.00</b>	<b>R35 732.60</b>	<b>R620</b>	



## **Environmental Education**

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### 3. Environmental Education (Eco Centre)

#### Wildlife in the reserve:

- There are quite a few birds that that has new born chicks in the reserve e.g. Helmeted Guinea Fowls & Cape Spurrows as well as Waxbills etc. also saw antelope with young eg. Common Duikers & Cape Grysbokkies.
- Ensure that the stones around the straight & curved pathways are placed neatly as the should be by making it look neat & tidy.
- EPWP worker is responsible for the propagation of new plants & trees – either from cuttings or from seeds and ensuring that the areas are well cared for.

#### Visitors coming to Jan Marais Nature Reserve:

- Sometimes the people come in with their dogs to walk them without being on a leach & they chase the wildlife in the park. We should maybe put up new signs with bigger signs, because it doesn't seem like they are reading the small pictures etc.
- There are some students that come with shopping bags filled with alcohol, drinking it under the trees & then leaving the empty bottles under the trees without throwing it away in the dustbins provided throughout the park.

#### Security guards from Thorburn security:

- The security guards seem to patrol the park often and perform security related duties.

#### Environmental Awareness report

On the 17th of October environmental education was conducted by Youth Environmental Coordinator at Eco-Center. Weber gedenk and Dalubuhle primary school 40 grade 6 & 7 leaners were invited to Eco-Centre at Jan Marais Park to attend the environmental education. Power point presentation on School waste recycling was presented by Youth Environmental Coordinator for the school educators and Learners. The learners and educators were taught how to start waste recycling at their schools.

Environmental Coordinator conducted a demonstration of DIY (Do It Yourself) water bottle (super saver) with the children. The idea behind the water bottle (super saver) demonstration is to use the water from 2litre bottle(save water) to wash hands after using a bathroom instead of using water from the tap (wasting water). Using water bottle to wash hands will make it easy for everyone to measure how much water is used to wash hands. The purpose of the water bottle demonstration was to teach the children how to make their own water bottles at home using the recyclable material.

The learners were divided into groups and given waste plastic bag to pick up all the waste on their way as they walk in the park. The learns had 30 minutes walk in the Jan Marais Nature

Reserve exploring the wild animals and indigeneous plants that are found on the park. The learners were shown the recycling bins where to sort and separate the waste for recycling.

The main purpose of the demonstration was based on letting the children to be hands on and to be creative. The children were excited to be hands on and making their own water bottles to save water at home. The learners also understand the importance of sustainable use of natural resources. The learners were very responsive on the quiz and the importance of waste recycling. The learners can implement the information learned and received in their personal lives, at home, school and communities.

#### Relevant site pictures



**Photo 1:** PowerPoint Presentation for Weber Gedenk Primary School at Eco-Centre.



**Photo 2:** DIY water bottle demonstration.



**Photo 3:** Snake awareness at Eco-Centre.



**Photo 4:** Weber Gedenk Primary School at Eco-Centre.



**Photo 6:** Weber Gedenk primary school carrying

**Photo 5:** Walk in the park and waste clean-up at the park.

waste bags at recycling section, for sorting/separating and recycling of waste into different waste bins.



**Photo 7:** Dalubuhle & Weber Gedenk primary school at Waste recycling section at Eco-Centre.



**Photo 8:** Dalubuhle primary school at Eco-Centre, Jan Marais Park.



**Photo 9:** Dalubuhle primary school at Eco-Centre, DIY water bottle demonstration.



**Photo 10:** Dalubuhle primary school at Eco-Centre.



**Photo 11:** Weber Gedenk & Dalubuhle primary school at Eco-Centre Waste Recycling Section.



**Photo 12:** Water bottle demonstration using recycled material.

## **Environmental Awareness report**

On the 14th of October environmental education was conducted by Youth Environmental Coordinator at Eco-Center. Stellenzicht High school (green club) 20 grade 10 learners were invited to Eco-Centre at Jan Marais Park to attend the environmental education. Power point presentation on Climate change Adaptation was presented by Youth Environmental Coordinator for the School educators and Learners. The aim of choosing climate change adaptation was to promote natural resources sustainability and protect environment.

Environmental Coordinator conducted a demonstration of DIY (Do It Yourself) water bottle (super saver) with the children. The idea behind the water bottle (super saver) demonstration is to use the water from 2litre bottle to wash hands after using a bathroom instead of using water from the tap. The purpose of the water bottle demonstration was to teach the learners how to make their own water bottles at home using the recyclable material.

The learners were divided into groups and were given a small papers with the instruction on Nature Scavenger Hunter. Nature Scavenger Hunt is the game where the learners are given instruction to find the listed items on the park. The learners had 30 minutes walk in the Jan Marais Nature Reserve exploring the wild animals and indigeneous plants that are found on the park.

The main purpose of the demonstration was based on letting the children to be hands on and to be creative. The children were excited to be hands on and making their own water bottles to save water at home. The learners also understand the importance of sustainable use of natural resources.

The learners were very responsive on the quiz about the impacts and mitigation measures that are in place to be able to adapt to the climate change disasters. Prevention of the release of carbon emission ( air pollution) into the atmosphere. The learners can implement the information learned and received in their personal lives, at home, school and communities.

**Relevant site pictures**



**Photo 1:** Stellenzicht High School green club at Jan Marais Park, doing Nature Scavenger Hunt.



**Photo 2:** Welcoming Stellenzicht High School green club at Eco-Centre.



**Photo 3:** Stellenzicht high school green club at the Imadiba project, experiencing how small Madiba cell was.



**Photo 4:** Walk in the park with field ranger exploring the wildanimals and indigenous species at the Jan Marais Nature Reserve.



**Photo 5:** Stellenzicht high school green club in Eco-Centre.



**Photo 6:** PowerPoint presentation on climate change adaptation.

**4. SPATIAL PLANNING,  
HERITAGE  
& ENVIRONMENT  
DEPARTMENT ECONOMIC  
DEVELOPMENT AND  
PLANNING**

## 4. SPATIAL PLANNING, HERITAGE & ENVIRONMENT DEPARTMENT ECONOMIC DEVELOPMENT AND PLANNING PROJECTS

### PROJECTS

Project	Progress	Date of Completion
Mount Rochelle (land exchange)	<u>Phase 1 - Completed</u>  Owners have been contacted and all but one has indicated that they are willing to negotiate the exchange of land. The one that declined (identified as part of the project due to a stream flowing across the relevant erf) is not critical in terms of the purpose of the land-swop which is to mitigate the potential visual impact of development within Mont Rochelle Nature Reserve.	Nov 2016
	➤ <u>Phase 2 - Completed</u>  Individual properties have been surveyed and marked.	Nov 2016
	➤ <u>Phase 3 – In process</u>  Individual property owners informed of the project status and issued with a writing offering erven within Mont Rochelle in exchange for their current erven. The basis of the erven offered is to offer land with similar area size as an individual's current land. Some feedback from landowners has already been received.  At the successful conclusion of this Phase the department will approach Council to give consent to proceed with Phase 4.	Jan 2017

<ul style="list-style-type: none"> <li>➤</li> <li>➤</li> <li>➤</li> <li>➤</li> <li>➤</li> <li>➤</li> </ul>	<p><u>Phase 4</u></p> <p>Phase 4 will be the conclusion of the property transfers should the municipality be successful with the negotiations during Phase 3.</p> <p>Request from Manager: Spatial Planning, Heritage &amp; Environment (Staff Meeting: 27 February 2017) for the preparation of a status report on the project to be submitted to the Director: Planning &amp; Economic Development for information and further instruction.</p> <p>Status report completed and submitted to Director: Planning &amp; Economic Development. Feedback: Item to Council to be prepared.</p> <p>Item to Council prepared and submitted to the Director: Planning &amp; Economic Development for approval before Item circulated for internal comment.</p> <p>Item submitted to Council.</p> <p>MayCo concluded that a site visit for the Mayor needs to be arranged by the Director: Planning &amp; Economic Development.</p> <p>A meeting was held with the Mayor (28 Aug) to provide background on the status of the project. Awaiting instruction from the Mayor on the way forward. Project is on hold until such time as the above instructions are received.</p> <p>Meeting held with MM (03 Oct) providing background. Site visit requested.</p> <p>Project note:</p> <p>The appointed consultants assisting Stellenbosch Municipality on this project is VGV Attorneys.</p>	<p>Aug 2017</p> <p>March 2017</p> <p>May 2017</p> <p>Oct 2017</p> <p>Aug 2018</p> <p>Oct 2019</p>
<p>Cemetery Study</p> <ul style="list-style-type: none"> <li>➤</li> <li>➤</li> </ul>	<p>An interdepartmental meeting was held 4 August 2016 to acquire relevant input.</p> <p>A condensed proposal (identifying 3 proposed regional cemetery sites), prepared by the service provider, based on the information acquired and investigations conducted have been received.</p> <p>A draft item for the proposed development of the identified sites have been prepared and sent to Finance,</p>	<p>Dec 2016</p> <p>Jan 2017</p>

➤	Human Settlements and Property Management, Engineering Services and Community and Protection Services for comment. Directors were requested to submit such comment by 10 February 2017.  Item finalized and submitted to the Executive Mayor. Awaiting decision in order to proceed.	Feb 2017
Cemetery Study	<p>Item approved by Council, four sites approved:</p> <ul style="list-style-type: none"> <li>• Farm Culcatta No. 29</li> <li>• Remainder of Farm Louw's Bos No. 502</li> <li>• Farm De Novo No. 727/10</li> <li>• Portion 1 of 'Farm Meer Lust No 1006</li> </ul> <p>➤ Meeting held with appointed consultants on the way forward.</p> <p>Consultants to meet with the Department of Roads and Public works on the proposed development cemeteries on its land. Consultants to present proposed cemetery establishment plans for the proposed development cemeteries on municipal land.</p> <p>➤ Meeting held (17 August) with appointed environmental consultant (Enviro Africa). Notice of Intent to apply for a listed activity will be submitted to DEA&amp;DP for cemetery establishment at Louw's Bos (Remainder of Farm No. 502), the Farm Culcatta (No. 29) and Meerlust (Portion 1 of Farm No. 1006).</p> <p>➤ Notice of Intent to Develop (NOI) Meeting held with DEADP.</p> <p>➤ Pre-Application Public Participation concluded.</p> <p>➤ Meeting with Directors and relevant officials scheduled for 14 May 2018 to decide on the way forward.</p> <p>➤ Memorandum submitted to the Municipal Manager on the proposed way forward.</p> <p>➤ Memorandum and recommendations for the development of Louw's Bos (Area B) and Culcatta as regional cemetery sites accepted.</p> <p>➤ Meeting (25 Oct) held with DEA&amp;DP on the projects status and way forward.</p> <p>➤ Environmental Impact Assessment (EIA) proceeding on 2 sites, Louw's Bos and Culcatta Bos. Application</p>	<p>April 2017</p> <p>June 2017</p> <p>Aug 2017</p> <p>Oct 2017</p> <p>Mrt 2018</p> <p>May 2018</p> <p>June 2018</p> <p>Nov 2018</p>

	<p>documentation for Environmental Authorization for Culcatta Bos has been submitted to DEADP. Louw's Bos' application will be submitted end of August 2019. Excepting a decision from the DEADP on both by November 2019.</p> <p>Environmental Authorization issued for Culvatta on 20 September 2019.</p>	
	<p>Project note:</p> <p>The appointed consultants assisting Stellenbosch Municipality on this project is CK Rumboll &amp; Associates.</p>	
Stellenbosch River Stewardship Action (SRSA)	<p>Ongoing.</p> <p>Main focus June-August 2019 on the upper reaches of the Blaauwklippen River and the Dwars River.</p>	
Integrated Fire Management	<p>An assessment of Stellenbosch Municipality's compliance to the National Veld and Forest Fire Act, 101 of 1998, have been completed and submitted to the Municipal Manager.</p> <p>➤ Application for membership to the Winelands Fire Protection Association has been submitted. Confirmation of the payment has been received.</p> <p>➤ Municipal Integrated Fire Management Plan prepared. Sent to Fire Protection Association (FPA) for input. FPA indicated that it supports the plan.</p> <p>➤ Item prepared and circulated for Council adoption. Advertisement of draft management plan.</p> <p>➤ Item prepared and circulated for Council adoption of final draft management plan.</p> <p>➤ Item approved by Council.</p>	<p>Jan 2017</p> <p>Jan 2017</p> <p>Oct 2017</p> <p>Jan 2019</p> <p>Sep 2019</p> <p>Sep 2019</p>

**NOISE CONTROL:**

Area	Number
Stellenbosch	6
Franschhoek	6
Klapmuts	2
Jamestown	0
Pniel	0
Groot Drakenstein	0
Kylemore	0
Farms	3
<b>Total</b>	<b>17</b>

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

Complaint	Progress	Date of Completion	Comments
Elephant & Barrel Restaurant, 48 Huguenot Street, Franschhoek	A Case docket was submitted on Thursday, 08 Nov.18 to the Public Prosecutor, Mr. Nico Bruinders at the Franschhoek, Magistrate Court	On-going	Still awaiting a Court appearance date
Club Entourage, Plein Street, Stellenbosch	Noise abatement measures were implemented. Sound limiters were affixed.	On-going	Awaiting final NIA & Compliance certificate before final compliance inspection can be carried out. Next Court appearance: 8 Nov. 2019
Mano`s Bakery, Vineyard Court, Idasvalley	This matter was before Court on 29 October 2019 (1 <sup>st</sup> appearance)	On-going	Indication is that the bakery will be relocated. A new lease contract was signed at an additional location & the builders are currently in process to prepare the new site. Mano`s bakery should move out and occupy the new site by end December 2019.
Loud music & complaints concerning anti-social behavior by patrons coming out of Club Le Roué, Franschhoek have been reported by the Franschhoek concerned residents association.	A rezoning & consent use application is currently in the system. Concerned residents will be granted an opportunity to object to such application.	30 Oct. 2019	The town planning department is currently, assessing the rezoning application.  Feedback was given to the complainants as well as the applicant in this matter.  From a noise point of view, this matter is considered closed.

Loud Music emanating from Station Pub every Sunday.	Investigation into this matter revealed that a Noise Exemption Permit was issued to Station Pub with the following conditions: <ul style="list-style-type: none"> <li>To host live bands from 13h00 till 20h00 every Sunday from 16 June 2019 until 15 Dec.2019</li> </ul>	On-going	Owner to comply with all conditions by not creating a "noise nuisance" or "disturbance" to neighbors & to comply with operating hours stipulated.  Noise assessment & follow-up inspections pending.
Complaints about loud music emanating from Hey Joe Breweries in Franschoek	Warning Notice issued upon management of Hey Joe Breweries	30 Oct.2019	No further complaints received.  Considered closed.
Loud music complaints from Hanks Whisky Bar, Dorp Street, Stellenbosch	Have met with the owners of Hanks & issued warning notice for noise.	30 Oct.2019	No further complaints received.  Considered closed.
Mojola Tavern, Tsotsombeni, Franschoek	FRPA complaint about loud music from Mojola Tavern, Tsotsombeni, Franschoek, during weekends.	30 Oct.2019	No further complaints received.  Considered closed.
Noise nuisance emanating from Cathy's Meat & Chicken Butchery, Vlottenburg, Farm 387/10	Noise inspections carried out during day & night-time confirmed that a disturbing noise is caused by 3 refrigeration containers on the premises	On-going	Notice of contravention i.t.o the Provincial Noise Control Regulations was issued with a compliance date of 10 November 2019.  Follow-up inspections will be conducted in order to determine compliance.
Noise nuisance/disturbing noise from the cooling compressors located at Eikestad Mall directly	Inspections carried out during day & night-time confirmed that the cooling plant is	30 Oct.2019	Fan motors were replaced on 30 Oct.19.  A follow-up inspection on Wednesday, 30 Oct.19

adjacent to Bergzicht Plaza apartments	causing a noise nuisance & disturbing noise.  Contacted Centre Management (Chris Brunner) whom in return instructed the service provider to attend to the problems		revealed that the excessive noise was abated successfully.  Considered closed.
Noise nuisance from Rustenburg Farm Estate.	After hour/early morning noise assessment requires to be carried out. Arrangements with the complainant Mrs. Caroline Erne was done for the 2 <sup>nd</sup> week in Nov.19	On-going	After hour/early morning noise assessment pending

### **AIR QUALITY CONTROL:**

The following air quality control matters have been investigated:

<b>Complaint</b>	<b>Progress</b>	<b>Date of Completion</b>	<b>Comments</b>
Diesel fumes emanating from a standby generator at 3 Vallee Lustre, Paradyskloof	An inspection carried out on 24 Oct.19 during load-shedding confirmed that an air-pollution nuisance is caused in that diesel fumes emissions was being deposited into the complainant's premises. A notice of intention i.to the Stellenbosch Municipality Air Pollution By-law was served.	On-going	The notice of intension was acknowledged by the operator.  The operator is in process with modifications to the exhaust outlet of the genset. Follow-up inspection is pending
Complaints concerning diesel fumes / air pollution from Diesel Atlantic Motors, Old Paarl Road, Klappmuts	The generator was enclosed, the exhaust outlet/pipe was extended and the exhaust pipe opening was turned away from the residential area.	On-going	Follow-up assessment is pending

Complaints concerning excessive dust pollution emanating from Erf 5, Old Paarl Road, Klappmuts	Inspection revealed that the complaints were justified. Stone crushing was done & excessive dust was blowing towards the Rozenmeer Estate.	30 Oct.2019	Stone crushing activities stopped/completed.  No further complaints, therefore considered closed.
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## **SECTION 21 – LISTED ACTIVITIES**

### **Diesel Fired Boilers**

The Laboratory Engineers Department, Stellenbosch University are in process of replacing their diesel fired Boilers with new units. Application is made for the new Boilers to be registered as a Listed Activity in terms of Section 21 and as Controlled Emitters i.t.o Section 23 of the Air Quality Act.

This is an on-going process until the installations are completed.

Provisional Inspections took place on 06 Dec.2018.

Project is due to be completed by end November 2019.

### **PILOT PROJECT – NOISE MAPPING**

Martin van As is currently busy with GIS Noise Mapping. The GIS devices allocated are being tested in the field whereby residual noise levels are being taken at strategic locations within the Stellenbosch geographical areas. The dBA levels taken are locked on the GIS Map with co-ordinates for record purposes.

A GIS feature class for Air quality monitoring is also created whereby air quality related matters are being recorded as well. This is a continuous exercise.

### **NOISE EXEMPTIONS ISSUED AND SUPPORTED – OCTOBER 2019**

1. Bloemhof School, Annual Ceremony – Stellenbosch Town Hall
2. Stellenbosch Craft Beer Festival – Jan Marais Nature Reserve
3. Neelsie Student Party – Neelsie Student Centre
4. Stelliesfest 2019 - Van der Stel Sport Grounds
5. Crimson 1<sup>st</sup> Day Jol – Dtrekka R304, Koelenhof

### **WORKGROUPS:**

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

- Stellenbosch River Collaborative
- Stellenbosch River Works Meeting
- Municipal Outreach Project (MOP) - DEADP
- Western Cape Air Quality Officer Forum
- Western Cape Noise Control Forum

## NOISE STATISTICS - SEPTEMBER 2019

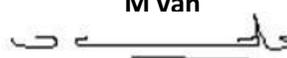
Oct-19

Statistics reflect noise complaints received & dealt with in October 2019.	Home Industries	Mechanicle noise	Industrial noise	Building noise	Religious noise	Road Traffic	People noise	Animal noise	Aircraft noise	Music noise	Alarms	Other (enquires etc)	Total
Stellenbosch	0	4	0	0	0	0	0	0	0	2	0	0	6
Franschhoek	0	0	0	0	0	0	1	0	0	6	0	0	7
Klapmuts	0	2	0	0	0	0	0	0	0	0	0	0	2
Jamestown	0	0	0	0	0	0	0	0	0	0	0	0	0
Pniel	0	0	0	0	0	0	0	0	0	0	0	0	0
Kylemore	0	0	0	0	0	0	0	0	0	0	0	0	0
Groot Drakenstein	0	0	0	0	0	0	0	0	0	0	0	0	0
Farms	0	2	0	0	0	0	0	0	0	0	0	0	2
<b>Total</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>17</b>

<b>Total number of complaints received:</b>	17
<b>Total number of complaints responded to:</b>	17(100%)

Generator Applications	2
Files submitted to Legal	2

M van



Date

01-

High Site Surveys	0
EIA	0
NIA	4
Warnings Issued	4
Notices Issued	4
Court appearances	4
Meetings	8
Events Applications	5
Nuclear Radiation Monitoring Surveys	0

## 5. CAPITAL EXPENDITURE: URBAN GREENING AND LIBRARIES: OCTOBER 2019

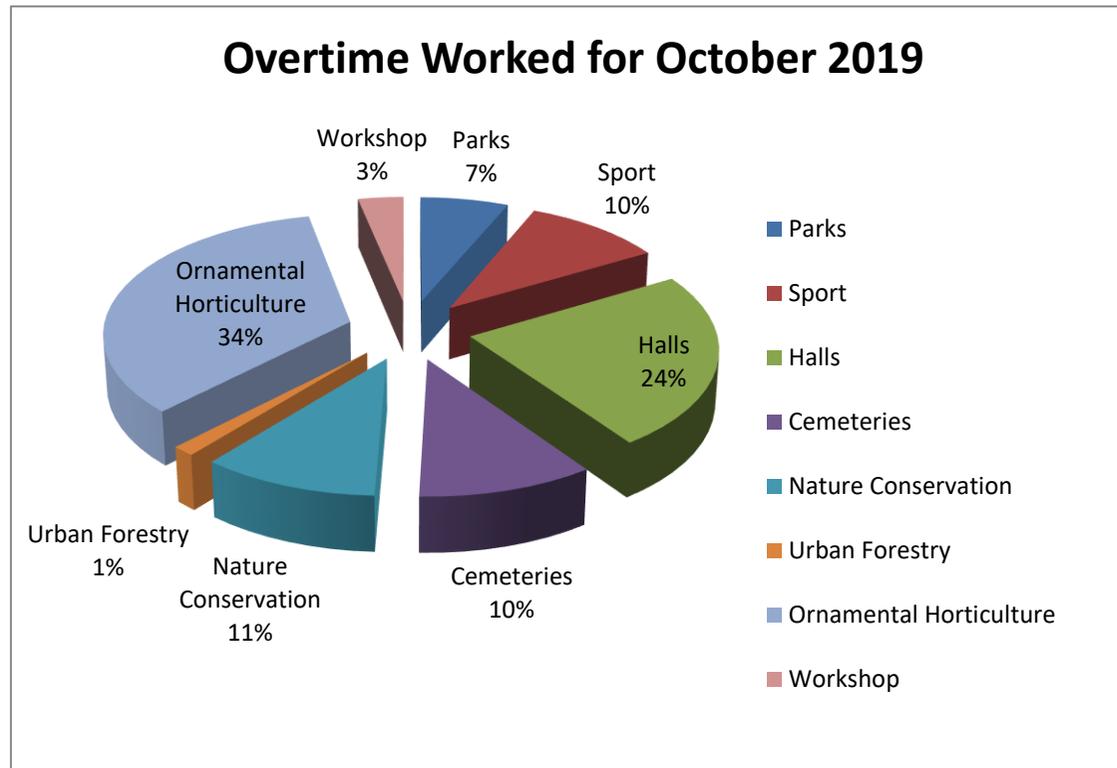
<i>Projects</i>	<i>Original Budget</i>	<i>Amended Budget</i>	<i>Planned Expenditure</i>	<i>Actual Expenditure</i>	<i>Shadows (Orders)</i>	<i>Provisional Cost</i>	<i>Actuals + Shadows &amp; Provisional</i>	<i>Balance R</i>	<i>Actual Exp %</i>
<b>Community &amp; Protection Services</b>	<b>64 315 000</b>	<b>70 642 597</b>	<b>21 536 834</b>	<b>13 127 297</b>	<b>4 199 165</b>	<b>4 671 182</b>	<b>#REF!</b>	<b>#REF!</b>	<b>18,58%</b>
<b>Community and Protection Services: General</b>	<b>3 575 000</b>	<b>4 072 458</b>	<b>1 022 458</b>	<b>417 581</b>	<b>337 222</b>	<b>41 564</b>	<b>796 367</b>	<b>3 276 091</b>	<b>10,25%</b>
Enlarge Office Space (Jan Marais Reserve)	1 500 000	1 500 000	500 000	-	105 072	-	105 072	1 394 928	0,00%
Furniture, Tools and Equipment	50 000	50 000	25 000	-	-	-	-	50 000	0,00%
Implementation of Ward Priorities	2 025 000	2 522 458	497 458	417 581	232 150	41 564	691 295	1 831 163	16,55%
<b>Community Services: Library Services</b>	<b>1 960 000</b>	<b>3 316 833</b>	<b>1 178 333</b>	<b>57 334</b>	<b>40 794</b>	<b>82 897</b>	<b>181 025</b>	<b>3 135 809</b>	<b>1,73%</b>
Cloetesville: Furniture, Tools and Equipment	45 000	45 000	23 750	-	-	-	-	45 000	0,00%
Franschhoek: Furniture Tools and Equipment	65 000	65 000	40 417	4 688	4 466	-	9 155	55 845	7,21%
Groendal: Furniture Tools and Equipment	65 000	65 000	10 417	18 216	-	-	18 216	46 784	28,02%

Idas Valley: Furniture, Tools and Equipment	55 000	55 000	34 583	7 186	4 854	1 346	13 385	41 615	13,06%
Kayamandi: Furniture, Tools and Equipment	45 000	45 000	33 750	14 822	-	1 346	16 167	28 833	32,94%
Libraries: CCTV	400 000	400 000	268 333	-	-	-	-	400 000	0,00%
Libraries: Small Capital	75 000	75 000	46 250	3 478	6 740	-	10 218	64 782	4,64%
Library Books	150 000	150 000	92 500	-	24 734	80 206	104 940	45 060	0,00%
Plein Street: Furniture, Tools and Equipment	60 000	60 000	45 000	8 944	-	-	8 944	51 056	14,91%
Upgrading: Cloetesville Library	1 000 000	2 356 833	583 333	-	-	-	-	2 356 833	0,00%
<b>Environmental Management: Nature Conservation</b>	<b>4 860 000</b>	<b>5 379 254</b>	<b>2 851 254</b>	<b>106 799</b>	<b>375 250</b>	<b>-</b>	<b>482 049</b>	<b>4 897 205</b>	<b>1,99%</b>
Air and Noise Control: FTE	30 000	30 000	20 833	-	15 232	-	15 232	14 768	0,00%
Botmaskop: Security Fencing	-	260 470	160 470	-	260 118	-	260 118	352	0,00%
Mont Rochelle Nature Reserve: Upgrade of Facilities.	1 500 000	1 719 446	844 446	106 799	-	-	106 799	1 612 647	6,21%
New Cemetery: Klapmuts	500 000	500 000	41 667	-	-	-	-	500 000	0,00%
Papegaaiberg	2 000 000	2 039 338	1 268 005	-	99 900	-	99 900	1 939 438	0,00%



## 6. OVERTIME WORKED FOR OCTOBER 2019: COMMUNITY SERVICES

Summary	O/T Hours
Parks	128
Sport	204
Halls	472
Cemeteries	207
Nature Conservation	208
Urban Forestry	27
Ornamental Horticulture	687
Workshop	66
<b>Total overtime worked</b>	<b>1999</b>



## 7. HUMAN RESOURCES: COMMUNITY SERVICES

Departmental Human Resources:	2018	2018	2018	2018	2018	2018	2019	2019	2019
STAFF COMPLEMENT (CURRENT PERMANENT)	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR
Community Service offices	5	5	5	5	5	5	5	6	6
Urban Forestry	5	5	5	5	5	5	5	5	5
Ornamental Horticulture	20	20	20	20	20	20	20	20	20
Nature Conservation	19	19	19	19	19	18	18	18	18
Sport And Facilities	33	33	33	33	33	33	33	33	29
Halls	17	17	17	17	17	17	16	16	16
Parks Stellenbosch and Cemeteries	49	49	49	49	49	49	46	34	34
Libraries	35	35	35	35	35	35	35	35	35
Workshop	2	2	2	2	2	2	2	2	2
<b>TOTAL</b>	<b>194</b>	<b>194</b>	<b>194</b>	<b>194</b>	<b>194</b>	<b>194</b>	<b>191</b>	<b>192</b>	<b>192</b>
FUNDED VACANCIES	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR
Urban Forestry	0	0	0	0	0	0	0	0	0
Ornamental Horticulture	2	2	2	2	2	2	2	2	2
Nature Conservation	0	1	1	1	1	2	2	2	2
Sport And Facilities	3	3	3	3	3	4	5	5	5
Halls	2	2	2	2	2	2	2	2	2
Parks, Rivers	2	2	2	2	2	0	2	2	2
Libraries	1	1	1	1	1	1	1	1	1
Cemeteries	1	1	1	1	1	1	1	1	1
Workshop	1	1	1	1	1	1	1	1	1
<b>TOTAL</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>16</b>	<b>16</b>	<b>16</b>
EPWP	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR
Ornamental Horticulture	13	15	15	15	23	23	24	24	24
Urban Forestry	11	12	12	12	14	12	12	12	12
Nature Conservation & AIP Projects	19	59	57	57	53	49	57	57	57
Sport And Facilities	6	6	6	6	6	0	7	11	6
Halls	0	0	0	0	4	4	5	19	4
Parks Stellenbosch and Cemeteries	19	26	28	28	26	31	28	30	33
Workshop	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>68</b>	<b>118</b>	<b>116</b>	<b>116</b>	<b>126</b>	<b>119</b>	<b>133</b>	<b>153</b>	
TEMPORARY + RELIEVE STAFF	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR

Urban Forestry	0	0	0	0	0	0	0	0	0
Ornamental Horticulture	0	0	0	0	0	0	0	0	0
Nature Conservation	1	0	0	0	0	0	0	0	0
Sport And Facilities	0	1	1	1	1	1	1	1	1
Halls	0	0	0	0	0	0	0	0	0
Parks Stellenbosch and Cemeteries	0	0	0	0	0	0	0	0	0
Libraries	7	0	0	0	0	0	0	0	0
Workshop	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>8</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>RETIREMENTS / RESIGNATIONS</b>	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>
Urban Forestry	0	0	0	0	0	0	0	0	0
Ornamental Horticulture	0	0	0	0	0	0	0	0	0
Nature Conservation	0	0	0	0	0	1	1	0	0
Sport And Facilities	0	0	0	0	0	0	0	0	0
Halls	0	0	0	0	0	0	0	0	0
Parks Stellenbosch and Cemeteries	0	0	0	0	0	0	0	0	0
Libraries	0	0	0	0	0	0	0	0	0
Workshop	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>INCAPACITIES</b>	0	0	0	0	0	0	0	0	0
<b>DISABLED / CHRONIC ILLNESSES</b>	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>INJURY ON DUTY</b>	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>
Urban Forestry	0	0	0	0	0	0	0	0	0
Ornamental Horticulture	0	0	0	0	0	0	0	0	0
Nature Conservation	0	0	0	0	0	0	0	0	0
Sport And Facilities	0	0	0	0	0	0	0	0	0
Halls	0	0	0	0	0	0	0	0	0
Parks Stellenbosch and Cemeteries	0	0	0	0	0	0	2	0	0
Libraries	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>
<b>OVERTIME PRE-APPROVALS &amp; STANDBY</b>	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>

Urban Forestry	5	5	5	5	5	5	5	5	5
Ornamental Horticulture	7	7	7	7	11	19	14	16	19
Nature Conservation	9	10	10	10	9	10	10	10	10
Sport And Facilities	33	33	33	30	30	33	33	33	33
Halls	15	14	14	13	13	14	14	14	14
Parks (Stellenbosch and Franschoek)	15	19	17	21	21	21	19	19	19
Cemeteries	12	12	12	12	12	12	13	13	13
Libraries	0	0	0	0	0	0	0	0	0
Workshop	2	2	2	2	2	2	2	2	2
<b>TOTAL</b>	<b>98</b>	<b>102</b>	<b>100</b>	<b>102</b>	<b>102</b>	<b>116</b>	<b>110</b>	<b>112</b>	<b>112</b>



**MONTHLY REPORT:  
OCTOBER 2019**

Parks & Cemeteries Department:  
Community Services

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# PARKS AND CEMETERIES

## 1. PARKS FRANSCHHOEK/ DWARSRIVIER

**General.** Maintenance on Public Open Spaces, Parks and Town entrances occurred as projected monthly.

### 1.1 Hotspots for Law Enforcement

Circus grounds Park – Vagrants are sleeping in the park and they are also making illegal fires. Patrysfontein dam –Swimming in the dam is not allowed. A No swimming sign must be put up as the risk of children drowning is high. One of the Egyptian goose chickens was killed.

### 1.2 Illegal Dumping and Vandalism:

The fence at the photo shoot area were stolen

### 1.3 Events/ Education/ Meetings

None

### 1.4 Finance

#### 1.4.1.1 Capital Projects

**Integrated of Parks - R2 500 000**

Description	Amount	Remarks
Artificial grass for La Motte White City Park	R231 750  Order number 356022	Invoice was paid
Artificial grass for Lanquedoc – Suikerbos Park	R573 750 Order number 356598	Invoice was send to creditors for payment
Tar pedestrian road in Suikerbos Park BSM 45/19	BSM 45/19	Request was loaded on flexgen



**Ward allocations**

Description	Amount	Remarks
Ward 2 Upgrade park in Langrug	R80 000	Waiting on the Speaker to give feedback regarding the change in the project. It has been moved from Langrug to Skool Street park.
Ward 3 Outdoor Gym Equipment	R40 000 Order 356665	Installed – invoice has been paid

**1.4.2 Operational Projects**

BSM 71/18 - Maintenance on Public Open Spaces and cutting of grass on Municipal Parks.

BSM 7/19 – Alien Clearing

**1.5 Requests**

Date	Complaint	Progress
5/11/2019	SAPD- Cut six trees next to building in Hugenoote road	Completed
8/11/2019	Beef wood trees in De Villiers Street	Busy with request.

**1.6 Fleet**

None

**7 Staff**

None

**1.7.1 Vacancies**

None

**1.7.2 Injuries on duty**

None

**1.7.3 EPWP opportunities**

Fifteen opportunities were created via the EPWP programme during this financial year, for the cleaning of Parks in Franschoek area.

## 2. PARKS STELLENBOSCH

**General:** The maintenance team is continuing with their monthly operations as scheduled on the Parks and Public Open Spaces.

Tender **BSM 71/18:** The supplier is on site for grass cutting, they started in various areas throughout Stellenbosch.

### 2.1 Hotspots for Law Enforcement

-

### 2.2 Illegal Dumping and Vandalism

Illegal dumping is taking place in Borcheds Park.

### 2.3 Events/ Education/ Meetings

None

### 2.4 Finance

#### 2.4.1 Capital Projects

#### Furniture, Tools & Equipment:

Description	Amount	Remarks
Pnq Houseware	R3 299	A bar fridge was loaded on flexgen for Parks Department office, request number 1063648.

#### Purchase of Specialised Equipment:

Description	Amount	Remarks
Supply & Deliver of 2 & 4 stroke machinery.	R124 950	Received order number 357618, waiting for the signed green slip from SCM.

#### Purchase of Specialised Vehicles:

Description	Amount	Remarks
	R2 000 000	Two tractors will be purchased, waiting for Chriswill to finalise the paper

		work for RT57 tender.
--	--	-----------------------

**Integrated Parks:**

<b>Description</b>	<b>Amount</b>	<b>Remarks</b>
FQ192/19 Supply, delivery & installation of Entry Level Series Play Item.	R90 000.00	Entry Level P1673 Play item, order Number 356691 supplier is manufacturing the play item.
A Specification for Wooden Pergolas has been sent to SCM for advertisement.	R199 999	Waiting for confirmation of local content from DTI.
A Specification for Mosaic has been sent to SCM for advertisement.	R 99 999	Waiting for SCM to approve the FQ.
FQ 16/20 Supply, Delivery & Installation of Steel Play Equipment has been advertised.	R199 964	Received order number 357059 for the play items, supplier is on site for installation.
A Specification for Professional Services required for a landscaping plan for Stellenbosch Parks is loaded on flexgen.	R20 700	Received order number 356308 and the supplier is finalising the Landscaping Plan.
FQ 16/20 Supply, Delivery & Installation of Steel Play Equipment has been advertised.	R199 964	Received order number 357059 for the play items, supplier is busy manufacturing the play items.
A Specification for Professional Services required for a landscaping plan for Stellenbosch Parks is loaded on flexgen.	R20 700	Received order number 356308 and the supplier is busy drawing the Landscaping Plan.
BSM 69/18 Supply, delivery & installation of gym items.	R187 793.85	Received order number 356609, the items were delivered & will be installed after the fencing is erected.
BSM 69/18 Supply, delivery & installation of gym items.	R187 793.85	Received order number 356611, project is completed and invoice is paid.

**WARD 8**

Description	Amount	Order no	Remarks
Outdoor Gym.	R187 793.85	356612	Received order number 356612, project is completed and paid. Items was installed in ward 10 upon request from Cllr Smit

**WARD 16**

Description	Amount	Remarks
Upgrade of Existing Parks.	R100 000	FQ 16/20 Supply, delivery & installation of Steel Play Equipment. Received order number 357059, the supplier is on site for installation.

**WARD 17**

Description	Amount	Remarks
Parks Upgrading.	R60 000	FQ 16/20 Supply, delivery & installation of Steel Play Equipment, Received order number 357059, the supplier is on site for installation.

**WARD 19**

Description	Amount	Order no	Remarks
Outdoor Gym.	R50 747.20	356605	Received order number 356605, project is completed and invoice is paid.

**WARD 20**

Description	Amount	Order no	Remarks
Gym Equipment.	R19 006.05	356606	Received order number 356606, project is completed and invoice is paid.

**WARD 21**

Description	Amount	Order no	Remarks
Upgrading of Parks & Open Spaces.	R119038.80	356608	Received order number 356608, project is completed and invoice is paid.

**2.4.2 Operational Projects**

## Upgrades at Various Play Parks

Figure 1 : Serruira Park: Paradyskloof



Figure 2: Digteby Park: Vlottenburg



Figure 3: POS next to correctional services



Figure 4: Tennantville Park in Cloetesville



Figure 5: Noble Park, Cloetesville



Figure 6: Heuning boom Park, Cloetesville



### 2.4.3 Capital Expenditure Report

Projects	Fund	Original Budget	Amended Budget	Planned Expenditure	Actual Expenditure	Shadows (Orders)	Provisional Cost	Actuals + Shadows & Provisional	Balance R	Actual Exp %	Universal Key (Ukey)	CP3 ID
<b>Parks and Cemeteries</b>		12 250 000	12 948 105	5 604 165	1 571 598	1 527 608	1 286 268	4 385 475	8 562 630	12.14%		
Extension of Cemetery Infrastructure	CRR	1 500 000	2 171 001	400 000	25 500	90 239	173 913	289 652	1 881 349	1.17%	20190703005692	2972247
Furniture, Tools and Equipment	CRR	50 000	50 000	50 000	-	5 499	-	5 499	44 501	0.00%	20190703005467	2972210
Integrated Parks	CRR	5 000 000	5 000 000	2 416 666	972 348	1 289 531	1 009 312	3 271 191	1 728 809	19.45%	20190703005050	2978093
Pathways on Parks & gardens	CRR	50 000	50 000	50 000	-	27 330	16 087	43 417	6 583	0.00%	20190703005038	2980256
Purchase of Equipment	CRR	200 000	200 000	116 667	-	6 358	-	6 358	193 642	0.00%	20190703005800	2979094
Purchase of Specialised Equipment	CRR	100 000	125 000	125 000	-	103 887	-	103 887	21 113	0.00%	20190703005425	2972209
Purchase of Specialised Vehicles	CRR	2 000 000	1 975 000	1 166 666	-	-	-	-	1 975 000	0.00%	20190703005077	2972208
Spray/Water Parks	CRR	1 000 000	1 000 000	83 333	-	-	86 957	86 957	913 043	0.00%	20190703005041	2980282
Upgrading of Parks	CRR	2 350 000	2 350 000	1 195 833	573 750	4 765	-	578 515	1 771 485	24.41%	20190703005737	2975618
Ward 5: Upgrading of Parks and Open Areas	CRR	-	27 104	-	-	-	-	-	27 104	0.00%	20190829043065	2972206
<b>TOTAL - Capital</b>		<b>558 276 528</b>	<b>613 274 958</b>	<b>252 245 652</b>	<b>140 191 304</b>	<b>119 449 394</b>	<b>48 482 546</b>			<b>22.86%</b>		

## 2.5 Complaints

Date	Complaint	Progress
03/09/2019	Grass cutting at the back (open space) of Pieter Langeveldt, Cloetesville	Complete
05/09/19	Grass cutting in Essenhout	Complete
22/10/19	Grass cutting in Techno Park	Incomplete
11/10/19	Grass cutting Long Street	Complete
10/10/19	Grass cutting in Swavel Avenue	Complete
10/10/19	Grass cutting in Simonswyk	Complete
22/10/19	Grass cutting in Lower Dorp Street	Complete
01/10/19	Grass cutting in POS Watergaang	Complete
01/10/19	Grass cutting in Die - Boord	Complete
03/10/19	Grass cutting POS in Kayamandi	Complete
03/10/19	Grass cutting in Jamestown	Complete
04/10/19	Grass cutting in behind Stallita Park	Complete
04/10/19	Grass cutting in Fir Street: Cloetesville	Complete
04/10/19	Grass cutting in R44 CLoetesville	Complete
14/10/19	Grass cutting in Nietgevonden: Cloetesville	Complete

## 2.6 Fleet

CL 16490 tractor is booked for repairs, the indicators and the head lights are not working.

## 2.7 Staff

### 2.7.1 Vacancies

Two vacant general worker positions, the notice for advertisement was completed and sent to the Finance Department for approval on 26 October 2019.

### 2.7.2 Injuries on duty

None

### 2.7.3 EPWP opportunities

Nine 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 31 October 2019 the tractor driver was cutting grass in Lacolline Park when one of the residents approached him and complained that the grass clippings are making his

cars dirty, the resident requested that the Department must send someone to wash them.

### 3. CEMETERIES

**General:** On the 3<sup>rd</sup> October 2019 a meeting was held with the Architect for the upgrading of Jamestown Building and on the 7<sup>th</sup> October a site inspection was also held. A second meeting was held on the 10<sup>th</sup> with the Architect.

#### 3.1 Capital Projects

Site meeting was held with Civil Department for the drainage of Jamestown Cemetery.

##### Clearing and Grass Cutting Services:

Description	Amount	Remarks
Purchase/loaded of Contractor for cutting grass at various Cemeteries.	R 31 048.86	Recieved order number 357215. Contractor still busy with their services

##### Extention of Cemetery Infrastructure:

Description	Amount	Remarks
Purchase/loaded of Cupressus Stricta plants.	R 29 325.00	Recieved order number 357488. Recieved goods from Supplier.
Purchase/loaded of Plans for upgrading of Jamestown Building.	R 25 500.00	Recieved order number 357466. Waiting on Supplier.
Purchase/loaded of Appointment with Architect for Kylemore.	R 36 200.00	Waiting on SCM for order.

#### 3.2 Operational work done at all Cemeteries.

##### 3.2.1 Jamestown

Teams commenced with cleaning and filling up of graves, pruning of trees and shrubs, weeds in flower beds. Parks section removed all dirt bags to landfill site.



Broken windows are still in outstanding matters. This was reported to Maintenance.



### 3.2.2 Onder-Papegaaiberg

Teams commenced with cleaning, pruning of trees and shrubs, weeds in flower beds. Area cleaning team removed all dirt bags to the landfill site. Illegal dumping of garbage bags in Muslim section; Area Cleaning assisted the section by removing the bags to landfill site.



The roof has been fixed, but the ceiling must still be replaced.



### 3.2.3 Groendal

Teams commenced with the cutting of grass, cleaning, pruning, herbicide application and fill up of graves. Toilets have been replaced, but doors and broken windows are still an outstanding matter.

### 3.2.4 Franschhoek-South

-

### 3.2.5 Kylemore

Contractor completed with the cutting of grass.



### 3.2.6 Pniel

The teams commenced with the cutting of grass, cleaning, pruning, herbicide application and fill up of graves. Area Cleaning removed all dirt bags to landfill site.

### 3.2.7 Lanquedoc

## 3.3 Complaints

Date	Complaint	Progress
	None	

## 3.4 OHS

The OHS meeting was held on 9<sup>th</sup> September 2019

## 3.5 Staff

### 3.5.1 Vacancies

## 3.6 EPWP Opportunities

The General worker position has been filled, Dirk Antonie started on the 01<sup>st</sup> October 2019.

## Total burials/ internments

2019	31 Jan	28 Feb	31 Mar	30 Apr	31 May	30 Jun	31 Jul	31 Aug	30 Sept	30 Oct	30 Nov	31 Dec	Total	Average
Jamestown	28	17	29	22	33	43	29	35	23	30			289	28.9
Jamestown Children	2	0	1	1	3	1	1	0	4	3			16	1.6
Jamestown Self - digging	3	0	3	0	7	3	1	4	1	0			22	2.2
OnderPapegaaiberg	0	1	2	0	4	6	1	2	5	2			23	2.3
Onder Pappegaai Self-digging	0	1	0	0	0	0	0	0	0	0			1	0.1
Wemmershoek	1	2	0	0	3	0	1	1	0	1			9	0.9
Pniel	1	1	1	0	0	1	1	0	1	0			6	0.6
Pnie I Self-digging	0	0	0	0	0	4	4	1	1	3			13	1.3
Franschhoek Self	0	1		2	0	0	7	13	4	1			28	3.1
Franschhoek North	0	1	1	2	1	2	2	2	0	1			12	1.2
Franschhoek South	9	6	7	10	10	9	1	2	0	10			64	6.4
PAW PAW BURIALS	0	2	0	4	0	0	0	0	0	0			6	0.6
<b>Total burials/ Internments</b>	<b>44</b>	<b>32</b>	<b>44</b>	<b>41</b>	<b>57</b>	<b>69</b>	<b>48</b>	<b>60</b>	<b>39</b>	<b>51</b>			<b>485</b>	<b>48.5</b>

## 4. Ornamental Horticulture

### 1.1 R44 GATEWAY

None

### 1.2 VOORGELEGEN GARDENS

Due to vagrants living in the park, and forcing the gate open after hours a bollard has been installed to prevent the gate being forced open.

Routine maintenance took place in the garden.

Routine Garden maintenance took place in the toy museum.  
Gaps were planted up to encourage fuller landscapes



### 1.3 CBD GARDENS

Aloes are in full bloom and are giving a wonderful display



Sunflowers have been planted and are starting to flower



Sunflowers on the R44 highways are taking shape; this will provide a wonderful show of colour all along the highways.



Roses are in full flower



The team has pruned the Durant gold plants along the highway.



Stone pitching has been cleaned during routine maintenance procedures.



Pots are flowering along the R310 and providing wonderful colour along the roadways



#### **1.4 NURSERY: BEAUTIFICATION**

Teams have been trained on chainsaw operations and felling techniques

The team sowed sunflower seeds into the beds, they have germinated and are about 20cm tall, some have also started flowering.

Teams have been trained on chainsaw operations and felling techniques.



## 5. INCOME

### REVENUE FOR COMMUNITY SERVICES

#### 5.1.1 Cemeteries

2019	31 Jan	28 Feb	31 Mar	30 Apr	31 May	30 Jun	31 Jul	31 Aug	30 Sept	30 Oct	Total	Average
Jamestown	R73683.00	R49 300.00	R70 319.00	R61 143.00	R85 836.00	R112 510.00	R75 270.80	R95 938.48	R66122.80	R87 418.20	R702270.48	R70227.00
Jamestown Children	R1380.00	R0.00	R690.00	R690.00	R3 150.00	R1 050.00	R731.40	R0.00	R3307.20	R2957.40	R13224.60	R132.24
Jamestown Self -digging	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00
OnderPapegaaiberg	R0.00	R2110.00	R5070.00	R0.00	R5 370.00	R16 519.00	R2236.60	R 5 374.20	R11532.80	R1568.80	R47544.80	R4754.48
Wemmershoek	R850.00	R1700.00	R0.00	R0.00	R2550.00	R0.00	R901.00	R901.00	R0.00	R3137.60	R9138.60	R913.86
Pniel	R850.00	R850.00	R1590.00	R0.00	R0.00	R740.00	R3317.60	R0.00	R1685.40	R0.00	R5715.40	R571.54
Pniel Self -digging	R0.00	R0.00	R0.00	R0.00	R0.00	R3 240.00	R1802.00	R0.00	R901.00	R901.00	R5042.00	R504.20
Franschhoek Self	R0.00	R850.00	R0.00	R0.00	R0.00	R0.00	R5406.00	R1081.20	R3604.00	R0.00	R10941.20	R1094.12
Franschhoek North	R0.00	R0.00	R850.00	R1900.00	R690.00	R1 380.00	R1462.80	R 731.40	R0.00	R0.00	R36511.40	R3651.14
Franschhoek South	R7490.00	R4940.00	R5950.00	R8500.00	R8500.00	R7 650.00	R1685.40	R6 275.20	R0.00	R8670.80	R57976.00	R5797.60
<b>Total Amount</b>	<b>R83 253.00</b>	<b>R59 750.00</b>	<b>R84 469.00</b>	<b>R72 233.00</b>	<b>R102 856.00</b>	<b>R143 089.00</b>	<b>R92 633.40</b>	<b>R110 298.48</b>	<b>R87153.20</b>	<b>R104653</b>	<b>R940389.00</b>	<b>R87646.18</b>

## 5.1.2 Parks &amp; Open Spaces Revenue 2019

Name of Park/Open Space	Number of Events	Type of Event	Jan	Feb	March	April	May	Jun	Jul	Aug	Sept	Oct	Total
Eerste River Park		Base Camp for Parking	0	0	0	0	0	0	0	0	0	0	R0.00
Die Braak		Arbor Week (Sept) & Ebosch Event (Sept)	0	0	0	0	0	0	0	0	R757.90	R1515.80	R2273.70
Cloetesville Park(next to swimming pool)		Run/Fun Walk	0	0	0	0	0	0	0	0	0	0	R0.00
Open Space in Lanquedoc		Religious Event	0	0	0	0	0	0	0	0	0	0	R0.00
Rozendal Park		Children Easter Hunt Party	0	0	R310	0	0	0	0	0	0	0	R0.00
Vrede& Park Street (Open Space)		Parking of vehicles	0	0	0	0	0	0	0	0	0	0	R0.00
Open Space next to Open Air Gym		Event of Ward 6: 15 April 2018	0	0	0	0	0	0	0	0	0	0	R0.00
Open Space next to Toy Musuem		Sportsday	0	0	0	0	0	0	0	0	0	0	R0.00
Open Space next to Lindida		Youthday	0	0	0	0	0	0	0	0	0	0	R0.00
Franschoek Old Circus Grounds		Bastille Festival	0	0	0	0	0	R1314.40	0	0	0	0	R1314.40
Franschoek Town Hall, Grass Area		Arts Festival	0	0	0	0	0	0	0	0	0	0	R0.00
Open Space at Vrede Street		Rhenish Movie Night	0	R310	0	0	0	0	0	0	0	0	R0.00
<b>Total</b>			R0	R310	R310	R0	R0	R1314.40	R0	R0	R757.90	R1515.80	R3440.20

## 6. COMMUNITY SERVICES RISK MANAGEMENT:

Parks, Rivers and Area Cleaning	Sport and Facilities	Halls	Libraries	Urban Forestry and MTP	Nature Conservation	Ornamental Horticulture
<p>Vandalism and theft POS and Parks: Regular inspections are done &amp; repairs follow.</p>	<p>Criminals vandalizes and forcefully removed council assets- this contribution to devastating the municipal operational budgets.</p> <p>Lack of adequate security remains to be a challenge</p>	<p>La Motte Hall has non-compliant electrical outstanding items. The hall is currently locked and not opens to the public.</p>	<p>Safety of patrons- a meeting has been held with Law Enforcement. Security issues have been given through in writing to Cedric Thorpe.</p>	<p>Hazardous Tree Felling- Kayamandi</p> <p>Removal of 1 x <i>Pine</i>. The removal of the other 6 still needs to be approved by council.</p>	<p>Veld fires in summer months; illegal mountain biking activities and associated liabilities.</p>	<p>Supply chain management has been contacted to advise which procurement route will be followed for repairs of flagpoles.</p>

## **7. KPI (KEY PERFORMANCE): DEPARTMENT COMMUNITY SERVICES**

## 8. COMMUNITY SERVICES HUMAN RESOURCES:

9. Departmental Resources:	Human	2019	2019	2019	2019	2019	2019	2019	2019	2019	2019
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT
<b>STAFF COMPLEMENT (CURRENT PERMANENT)</b>											
URBAN FORESTRY		5	5	5	5	5	5	5	5	5	5
ORNAMENTAL HORTICULTURE		20	20	20	20	20	20	20	20	20	20
NATURE CONSERVATION		19	18	18	18	18	18	18	18	18	18
SPORT AND FACILITIES		32	31	29	29	29	29	29	29	29	29
HALLS		16	16	16	16	16	16	16	16	16	16
PARKS, CEMETERIES		34	34	34	34	34	34	34	34	34	34
LIBRARIES		35	35	35	35	35	35	35	35	35	35
WORKSHOP		2	2	2	2	2	2	2	2	2	2
<b>TOTAL</b>		<b>176</b>	<b>163</b>	<b>159</b>	<b>159</b>						
<b>FUNDED VACANCIES</b>		<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>
URBAN FORESTRY		0	0	0	2	2	2	2	2	2	2
ORNAMENTAL HORTICULTURE		2	2	2	2	2	2	2	2	2	2
NATURE CONSERVATION		0	2	2	2	2	2	2	2	2	2
SPORT AND FACILITIES		5	5	5	6	6	6	6	6	6	6
HALLS		2	2	2	2	2	2	2	2	2	2
PARKS		3	2	2	2	2	2	2	2	2	2
LIBRARIES		1	1	1	1	1	1	1	0	0	0
CEMETERIES		1	1	1	1	1	1	1	1	0	0
WORKSHOP		0	1	1	1	1	1	1	1	1	1
<b>TOTAL</b>		<b>14</b>	<b>16</b>	<b>16</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>18</b>	<b>17</b>	<b>17</b>

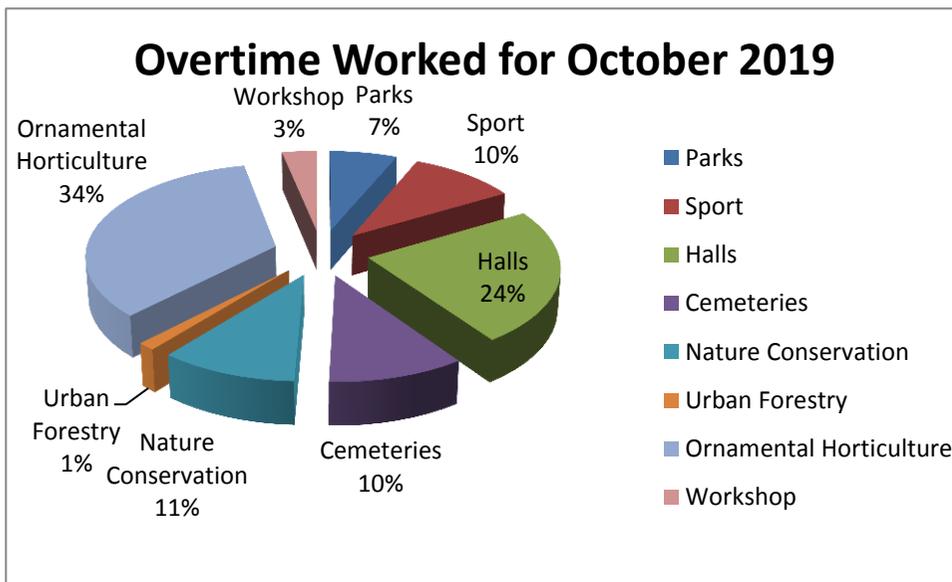
<b>EPWP STAFF</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>
ORNAMENTAL HORTICULTURE & Free2Grow	16	16	16	23	23	23	23	23	23	23
	12	12	12	12	12	12	12	12	12	12
URBAN FORESTRY & MTP										
NATURE CONSERVATION & AIP Projects	62	62	71	64	64	64	64	64	64	64
SPORT AND FACILITIES	7	6	6	6	6	6	6	12	12	12
HALLS	5	5	4	4	4	4	4	4	4	4
PARKS & CEMETERIES	17	30	38	42	42	42	28	21	29	32
WORKSHOP	0	0	0	0	0	0	0	0	0	1
<b>TOTAL</b>	<b>119</b>	<b>131</b>	<b>147</b>	<b>151</b>	<b>151</b>	<b>151</b>	<b>137</b>	<b>136</b>	<b>144</b>	<b>148</b>
<b>TEMPORARY + RELIEVE STAFF</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>
URBAN FORESTRY	0	0	0	0	0	0	0	0	0	0
ORNAMENTAL HORTICULTURE	0	0	0	0	0	0	0	0	0	0
NATURE CONSERVATION	0	0	0	0	0	0	0	0	0	0
	1	1	1	1	1	1	0	0	0	0
SPORT AND FACILITIES										
HALLS	0	1	0	0	0	0	0	0	0	0
PARKS	0	0	0	0	0	0	0	0	0	0
LIBRARIES	7	7	7	7	7	7	6	6	6	6
WORKSHOP	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>8</b>	<b>9</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
<b>RETIREMENTS / RESIGNATIONS</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>
Retirement	0	0	0	0	0	0	0	0	0	0

HALLS	0	0	0	0	0	0	0	0	0	0
SPORT	0	1	0	1	0	0	0	0	0	0
<b>Retirement</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>
PARKS	0	0	0	0	0	0	0	0	0	0
<b>Resignation</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>
WORKSHOP	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>DISMISSALS</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>
<b>RETRENCHMENTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>INCAPACITIES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>DISABLED / CHRONIC ILLNESSES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>INJURY ON DUTY</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>
URBAN FORESTRY	0	0	0	0	0	0	0	0	0	0
ORNAMENTAL HORTICULTURE	0	0	0	0	0	0	0	0	0	0
NATURE CONSERVATION	0	0	0	0	0	0	0	0	0	0
SPORT AND FACILITIES	0	0	0	0	0	0	0	0	0	0
HALLS	0	0	0	0	0	0	0	0	0	0
PARKS	0	0	1	0	1	1	0	0	1	0
LIBRARIES	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TRAINING</b>	<b>DIGGER LOADER</b>								<b>BRUSH CUTTER</b>	<b>CHAIN SAW</b>
URBAN FORESTRY									0	4
ORNAMENTAL HORTICULTURE									4	14
NATURE CONSERVATION									1	5
SPORT AND FACILITIES	23								7	13

LIBRARIES	0								0	0
HALLS	0								0	0
PARKS & CEMETERIES	12								27	35
COMMUNITY SERVICES	0								0	0
<b>TOTAL</b>	<b>35</b>								<b>39</b>	<b>71</b>
<b>OVERTIME PRE-APPROVALS &amp; STANDBY</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>
URBAN FORESTRY	4	5	5	5	5	5	6	6	6	6
BEAUTIFICATION	16	16	19	18	14	11	11	14	18	18
NATURE CONSERVATION	11	10	10	10	10	10	10	10	9	9
SPORT AND FACILITIES	33	33	33	29	29	29	29	29	29	29
HALLS	14	14	14	14	13	13	13	13	14	14
PARKS	19	19	19	19	21	21	40	38	38	44
CEMETERIES	13	13	13	13	13	13	13	13	13	13
LIBRARIES	0	0	0	0	0	0	0	0	0	0
WORKSHOP	3	2	2	2	2	2	2	2	2	2
<b>TOTAL</b>	<b>115</b>	<b>113</b>	<b>115</b>	<b>110</b>	<b>107</b>	<b>104</b>	<b>124</b>	<b>125</b>	<b>129</b>	<b>334</b>

### 9. OVERTIME STATISTICS FOR COMMUNITY SERVICES DEPARTMENT

Summary	O/T Hours
Parks	128
Sport	204
Halls	472
Cemeteries	207
Nature Conservation	208
Urban Forestry	27
Ornamental Horticulture	687
Workshop	66
<b>Total overtime worked</b>	<b>1999</b>



5.2.2	<b>MONTHLY REPORT: NOVEMBER 2019: ENVIRONMENTAL MANAGEMENT, PARKS AND CEMETERIES</b>
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Collaborator No: 676230

IDP KPA Ref No: Green and Sustainable Valley

Meeting Date: 10 February 2020

**1. SUBJECT: MONTHLY REPORT: NOVEMBER 2019: ENVIRONMENTAL MANAGEMENT, PARKS AND CEMETERIES**

**2. PURPOSE**

To notify the Committee of the monthly activities (**ANNEXURE A**) that were conducted by the Sections: Environmental Management, Parks and Cemeteries for November 2019.

**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 November 2019 to the Committee for notification.

**5. RECOMMENDATION**

that the monthly report for November 2019, by Environmental Management, Parks and Cemeteries, 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 arboricultural 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**

None

**6.4 Legal Implications**

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

**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**

None required.

**6.8.2 Director: Planning and Economic Development**

None required.

**6.8.3 Director: Community and Protection Services**

None required.

**6.8.4 Director: Corporate Services**

None required.

**6.8.5 Chief Financial Officer**

None required.

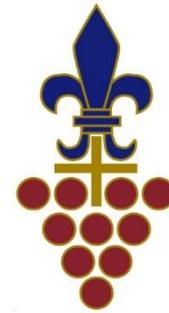
**6.8.6 Municipal Manager**

None required.

**ANNEXURES****Annexure A:** Environmental Management, Parks and Cemeteries November 2019  
Monthly Report**FOR FURTHER DETAILS CONTACT:**

<b>NAME</b>	<b>Albert van der Merwe</b>
<b>POSITION</b>	<b>Manager: Community Services</b>
<b>DIRECTORATE</b>	<b>Community and Protection Services</b>
<b>CONTACT NUMBERS</b>	<b>Ext 8161</b>
<b>E-MAIL ADDRESS</b>	<b><a href="mailto:albert.vandermerwe@stellenbosch.gov.za">albert.vandermerwe@stellenbosch.gov.za</a></b>
<b>REPORT DATE</b>	

# **ANNEXURE A**



**MONTHLY REPORT  
NOVEMBER 2019**

**ENVIRONMENTAL  
MANAGEMENT**

**COMMUNITY SERVICES**

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# 1. URBAN FORESTRY

# 1. URBAN FORESTRY

## 1.1 GENERAL:

The tree tender has been awarded. A water truck was donated by the Engineering Department; therefore, we will not have to hire a water truck for the rest of the financial year.

<b>1.1.1 PRUNING</b>	Die Laan,R310
<b>1.1.2 FELLING OF TREES</b>	Other forms of tree conserving methods such as root barrier will be installed to prevent tree felling.
<b>1.1.3 HAZARDOUS TREE WORK</b>	Pruning and felling of trees identified as per QTRA report is on-going. Trees are being monitored in the interim.  Tree in front of white house in Plein Street has been identified as dangerous.
<b>1.1.4 OAK TREE MANAGEMENT</b>	The epicormic shoots throughout the CBD, Simonswyk Cloetesville, Ida's Valley,Pniel,Klapmuts, Wemmershoek and Pniel are being maintained. Weeding around the basins is an ongoing process.
<b>1.1.5 CHAMPION TREE MANAGEMENT</b>	Normal maintenance was conducted during this month. Basin maintenance is an ongoing process
<b>1.1.6 TREETWORX</b>  (Urban Forestry Management Tool)	We await training from the service provider.
<b>1.1.7 TREE BASIN MAINTENANCE</b>	Weeding is in progress throughout the CBD.  Area cleaning contractors have been requested to instruct staff not to cone up soil around trees in the CBD.
<b>1.1.7 WATERING OF TREES</b>	The water truck tender started on the 1 <sup>st</sup> of November 2019.
<b>1.1.8 TREE PLANTING AND DONATIONS</b>	No planting took place

## 2.2 URBAN FORESTRY COMPLAINTS/ REQUESTS

SUBURB	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	TOTAL	STATUS
Simonswyk,Univesiteitso			1	0	1	3				0	Completed
Idas Valley; Lindida	3	1	2	3		6	1	1		15	Completed
Uniepark, Mostertsdrif, Rozendal, Karindal		1	0	2	1	1			1	10	Completed
CBD	12	9	7	6	6	4	4	7	3	41	Completed
Die Boord, Krigeville	5	1	2	5	3	2	1	1		13	Completed
Dalsig, Brandwacht		2	2	2		2	1	2	2	7	Completed
Paradyskloof		7	1	0		3	1		1	7	Completed
Technopark			0	0						0	Completed
Kylemore	3		0	2	1	1				5	Completed
Pniel	1		1	0	1	1				0	Completed
Lanquedoc	1		1	1						6	Completed
James Town			1	0						1	Completed
Raithby			0	0						0	Complete
Franschhoek			0	1		1				7	Completed
Groendal	2		0	0					1	0	Completed
La Motte			0	0						0	Completed
La Collin			0	2				2		2	
Themmershoek			0	0						0	Completed
Onder-Papegaaiberg	1		0	2		1	2	3	3	5	Completed
Kayamandi	1	3	2	1		1			1	8	Completed
Jonkershoek			1	0						2	Completed
Klapmuts			0	0					1	0	Completed
R310/Kuils River Road			0	0						1	Completed
Brummer Park			0	0						1	Completed
Lyndoc										1	
Cloetesville									2		

### 2.3 WAYLEAVE SITE INSPECTIONS

	ADRESS	SURBURB	DESCRIPTION	ACTION/ DECISION
1	Cluver	Simonswyk	Connection of water and storm water.	2m away from trees any deviation consult department
2	Nuutgevonden	Cloetesville	Road crossing for fibre	2m away from trees, any deviation consult with department
3	Rhodes	Die Boord	Installation of Molok	2m away from trees, any deviation consult with department
4	Roux	Franschhoek	Open existing infrastructure to haul cable	2m away from trees any deviation consult department
5	Mount Simon	Cloetessville	Construction of Plankenberg outfall sewer	2m away from trees any deviation consult department
6	Kerk	Kylemore	Open existing infrastructure to haul cable	2m away from trees any deviation consult department
7	Dorp	CBD	Open existing infrastructure to haul cable	2m away from trees any deviation consult department
8	99 Dorp	CBD	Cable duct requirement DFA	2m away from trees any deviation consult department
9	c/o Laurens Brandwacht	Brandwaych	Supply to camera	2m away from trees any deviation consult department
10	Mill	CBD	Supply to camera	2m away from trees any deviation consult department
11	88 Lovell Ave	Die Boord	Supply	2m away from trees any deviation consult department
12	24 Plein		Supply to camera	2m away from trees any deviation consult department
13	Dorp Builders centre	CBD	Supply to camera	2m away from trees any deviation consult department
14	Dennesig	CBD	Installation of clear view fence	2m away from trees any deviation consult department

15	Van Riebeeck	CBD	Cable duct requirement	2m away from trees any deviation consult department
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## 2.4 CLIMATE CHANGE MIITIGATION PROGRAM

GENERAL	Pruning epicomic and basin maintenace took place.
Current Tree Count July 2017- To date.	446
Tree Planting Projects	None

## 2.5 SOCIAL MEDIA

FACEBOOK	We don't have login details to Facebook.
PRINTED MEDIA	None

## 2.6 OPERATIONS

EPWP PROJECT	All EPWP staff is operational with tree maintenance and protection. Total number of staff – 10
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## **2. ENVIRONMENTAL IMPLEMENTATION**

## 2. ENVIRONMENTAL IMPLEMENTATION (NATURE CONSERVATION)

### 1. GENERAL

November was a quiet month for the Department. Everyone continued working on their sites to get it ready for the summer season. Jan Marais Park is being maintained daily and various events were booked during the weekends. One water tank has been installed for irrigation purposes in Jan Marais Park and the FQ for the second one is currently evaluated.

Jonkershoek picnic site is open and fully functional. We received a lot of enquiries to book for year-end functions. Most of the departments use Jonkershoek for their year- end functions.

The various EPWP projects are also in full swing. Rivers is being cleaned and work on the mountain bike track continues. The medicinal plants and veld rehabilitation teams are also on-going. Teams are continuing with alien clearing in Louwsbos. Quite a few people used Jan Marais Park for matric farewell photo shoots.

The NRM workers signed their terminations letters and will effectively work their last day on the 31<sup>st</sup> of December 2019.

### 2.3 MEETINGS

Amanda attended the Departmental OHS meeting was held on the 2<sup>nd</sup> of December 2019.

### 2.4 INJURY ON DUTY

Team	Short Description of Incident	Date of Incident	Progress
None			

## 2.5 LAW ENFORCEMENT: ECO WARRIORS

The Forest Guards spotted the following without the nature areas:

In Brandwacht two people were caught with herbs without a permit.

On the 5<sup>th</sup> of November 2019 an individual was shocked to death on the old Ida's Valley pass. The police and Law Enforcement officers were informed.

The forest guards done patrolling on the premises. On the 23<sup>rd</sup> of November 2019 an individual was caught with confiscate proteas. The individual lives in Cloetesville. On the 24<sup>th</sup> of November 2019 a tenk in Jonkershoek broke. The forest guards informed control room. On the 26<sup>th</sup> of November 2019 a fire occurred in Paradyskloof and Fire Department was informed. On this same date the forest guards removed children swimming in the Ida's Valley dam. Onderpappegaiberg

Item	Aug 2019	Sept 2019	Oct 2019	Nov 2019	DEC 2019	Year to date.
<b>Court Cases</b>	0	0	0	0	0	07
<b>Arrest</b>	1	0	1	0	0	07
<b>Verbal Warnings</b>	0	0	0	0	0	04
<b>Spot Fines</b>	0	0	0	0	0	0







Some of the trees are busy dying & they should be taken out & plant new ones in their place, for instance some *Acacia karroo* seeds must be collected & get planted as well as the *Ekebergia capensis*. They should be planted in the reserve for shade & also filling up empty spaces were the dead ones were taken out.



## 2.7 SUMMARISED IAP INFORMATION TABLE

Areas/ Location	Total Area	Hectares Treated Follow up							
		NOV 2019	DEC 2019	JAN 2020	FEB 2020	MARCH 2020	APRIL 2020	MAY 2020	JUNE 2020
Raithby CBA	41	TBC							
Louwsbos CBA	69	TBC							
Paradyskloof MCA	597	TBC							
Papagaaiberg NR	140	TBC							
Mont Rochelle NR	1735	TBC							
Wemmershoek Wetland	63	TBC							
Purgatory Wetland	200	TBC							
Ida's Valley Nature Area	345	TBC							
Botmaskop MCA	220	TBC							
Brandwacht	-	TBC							
Calcutta Forest	39	TBC							

## 2.8 VISITORS STATISTICS

AREA	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MAR 2020	APRIL 2020	MAY 2020	JUNE 2020	TOTAL TO DATE
PARADYSKLOOF NATURE AREA	TBC								
JAN MARAIS NATURE RESERVE	TBC								
ECO CENTRE VISITS	TBC								
MONT ROCHELLE NATURE RESERVE	TBC								
IDA'S VALLEY PROTECTED AREA	TBC								
PAPAGAAIBERG NATURE RESERVE	TBC								
WEMMERSHOEK NATURAL HERITAGE SITE	TBC								
PURGATORY NATURAL HERITAGE SITE	TBC								
JONKERSHOEK PICNIC SITE	TBC								
<b>TOTAL</b>									

**2.9 VISITOR STATISTICS: JONKERSHOEK PICNIC SITE**

MONTH	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MAR 2020	APRIL 2020	MAY 2020	JUNE 2020	TOTAL
Visitors PM	TBC								
Pensioners PM	TBC								
Cars PM	TBC								
Monthly Revenue	TBC								

**2.10 REVENUE: EVENTS, WOOD SALES & FILMING**

VENUE	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MARCH 2020	APRIL 2020	MAY 2020	JUNE 2020	TOTAL
Botmaskop	TBC								
Ida's Valley	TBC								
JMNR	TBC								
Jonkershoek Picnic	TBC								
MRNR	TBC								
Papegaaiberg	TBC								
Paradyskloof	TBC								
Voorgelegen	TBC								
Firewood Permits	TBC								
Monthly Revenue									



## **Environmental Education**

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### 3. Environmental Education (Eco Centre)

Events Report			
<b>Name of Event</b>	Environmental awareness programme		
	Biodiversity education		
<b>Date</b>	15 <sup>th</sup> November 2019		
<b>Day of the week</b>	Friday		
<b>Address</b>	JMNR – ECO Centre		
<b>Suburb</b>	Stellenbosch		
<b>Time</b>	10h00 ton 12h00		
<b>GPS Coordinates</b>			
<b>Purpose of event</b>	The aim of the event was to teach the kids about the birds behaviour habits , because they had a school project for that month so that they could learn more about birds and way they do things etc.		
<b>Short summary (what was planned)</b>	<p>On the 15th of November 2019, 40 kids from Eekhorinykies Pre-School visited Eco-Centre to attend environmental awareness. Environmental education was conducted by a field ranger (Charles Clack). Power point pesentation on birds was presented based on the folowing topics:</p> <ol style="list-style-type: none"> <li>1. What are Birds?</li> <li>2. What do they eat by looking at the shape of their beaks!</li> <li>3. Where do they live?</li> <li>4. How do they make their nests?</li> <li>5. And can all Birds fly?</li> </ol> <p>The kids were took for a walk in the park for exploring the nature reserve and some feathers of a few birds that was laying around in the reserve as well as a few foot prints &amp; nests.</p>		
<b>Target Audience?</b>	Pre-school learners		
<b>Audience statistics</b>			
<b>Number of pre-schoolers reached</b>	<b>0</b>	<b>Number of primary school learners reached.</b>	<b>70</b>
<b>Number of high scholars reached.</b>	<b>25</b>	<b>Number of adults reached.</b>	<b>15</b>
<b>Share successes achieved</b>	The kids were very clever and are good listeners they even told me stuff I've never thought about , they also told me that they look out for birds in their garden with plenty of food & water as well as taking notes in Bird Books.		
<b>Comment from learner/teacher/public member/etc.</b>	The kids were very responsive on the quiz and the importance of sustainable use of natural resources.		
<b>Outcomes of the event</b>	The children can implement the information learned and received in their personal lives, at home, school and communities.		
<b>When is the next interaction with this audience?</b>	Field ranger will be in contact with the community teacher with regards the next holiday programme		

<b>Equipment required (if any)</b>	Laptop to connect projector for PowerPoint presentation
<b>Pictures (one or two at most)</b>	  
<b>Name Municipal Event Coordinator</b>	Charles Clack
<b>Contact Number</b>	021 808 8188
<b>Contact Person at event/ details of person who requested the event (if applicable)</b>	Marli
<b>Contact Number</b>	

**4. SPATIAL PLANNING,  
HERITAGE  
& ENVIRONMENT  
DEPARTMENT ECONOMIC  
DEVELOPMENT AND  
PLANNING**

## 4. SPATIAL PLANNING, HERITAGE & ENVIRONMENT DEPARTMENT ECONOMIC DEVELOPMENT AND PLANNING PROJECTS

### PROJECTS

Project	Progress	Date of Completion
Mount Rochelle (land exchange)	<u>Phase 1 - Completed</u>  Owners have been contacted and all but one has indicated that they are willing to negotiate the exchange of land. The one that declined (identified as part of the project due to a stream flowing across the relevant erf) is not critical in terms of the purpose of the land-swop which is to mitigate the potential visual impact of development within Mont Rochelle Nature Reserve.	Nov 2016
	> <u>Phase 2 - Completed</u>  Individual properties have been surveyed and marked.	Nov 2016
	> <u>Phase 3 – In process</u>  Individual property owners informed of the project status and issued with a writing offering erven within Mont Rochelle in exchange for their current erven. The basis of the erven offered is to offer land with similar area size as an individual's current land. Some feedback from landowners has already been received.  At the successful conclusion of this Phase the department will approach Council to give consent to proceed with Phase 4.	Jan 2017

<ul style="list-style-type: none"> <li>➤</li> <li>➤</li> <li>➤</li> <li>➤</li> <li>➤</li> <li>➤</li> </ul>	<p><u>Phase 4</u></p> <p>Phase 4 will be the conclusion of the property transfers should the municipality be successful with the negotiations during Phase 3.</p> <p>Request from Manager: Spatial Planning, Heritage &amp; Environment (Staff Meeting: 27 February 2017) for the preparation of a status report on the project to be submitted to the Director: Planning &amp; Economic Development for information and further instruction.</p> <p>Status report completed and submitted to Director: Planning &amp; Economic Development. Feedback: Item to Council to be prepared.</p> <p>Item to Council prepared and submitted to the Director: Planning &amp; Economic Development for approval before Item circulated for internal comment.</p> <p>Item submitted to Council.</p> <p>MayCo concluded that a site visit for the Mayor needs to be arranged by the Director: Planning &amp; Economic Development.</p> <p>A meeting was held with the Mayor (28 Aug) to provide background on the status of the project. Awaiting instruction from the Mayor on the way forward. Project is on hold until such time as the above instructions are received.</p> <p>Meeting held with MM (03 Oct) providing background. Site visit requested.</p> <p>Project note:</p> <p>The appointed consultants assisting Stellenbosch Municipality on this project is VGV Attorneys.</p>	<p>Aug 2017</p> <p>March 2017</p> <p>May 2017</p> <p>Oct 2017</p> <p>Aug 2018</p> <p>Oct 2019</p>
<p>Cemetery Study</p> <ul style="list-style-type: none"> <li>➤</li> <li>➤</li> </ul>	<p>An interdepartmental meeting was held 4 August 2016 to acquire relevant input.</p> <p>A condensed proposal (identifying 3 proposed regional cemetery sites), prepared by the service provider, based on the information acquired and investigations conducted have been received.</p> <p>A draft item for the proposed development of the identified sites have been prepared and sent to Finance, Human Settlements and Property Management,</p>	<p>Dec 2016</p> <p>Jan 2017</p>

➤	<p>Engineering Services and Community and Protection Services for comment. Directors were requested to submit such comment by 10 February 2017.</p> <p>Item finalized and submitted to the Executive Mayor. Awaiting decision in order to proceed.</p>	Feb 2017
Cemetery Study	<p>Item approved by Council, four sites approved:</p> <ul style="list-style-type: none"> <li>• Farm Culcatta No. 29</li> <li>• Remainder of Farm Louw's Bos No. 502</li> <li>• Farm De Novo No. 727/10</li> <li>• Portion 1 of 'Farm Meer Lust No 1006</li> </ul> <p>➤ Meeting held with appointed consultants on the way forward.</p> <p>➤ Consultants to meet with the Department of Roads and Public works on the proposed development cemeteries on its land. Consultants to present proposed cemetery establishment plans for the proposed development cemeteries on municipal land.</p> <p>➤ Meeting held (17 August) with appointed environmental consultant (Enviro Africa). Notice of Intent to apply for a listed activity will be submitted to DEA&amp;DP for cemetery establishment at Louw's Bos (Remainder of Farm No. 502), the Farm Culcatta (No. 29) and Meerlust (Portion 1 of Farm No. 1006).</p> <p>➤ Notice of Intent to Develop (NOI) Meeting held with DEADP.</p> <p>➤ Pre-Application Public Participation concluded.</p> <p>➤ Meeting with Directors and relevant officials scheduled for 14 May 2018 to decide on the way forward.</p> <p>➤ Memorandum submitted to the Municipal Manager on the proposed way forward.</p> <p>➤ Memorandum and recommendations for the development of Louw's Bos (Area B) and Culcatta as regional cemetery sites accepted.</p> <p>➤ Meeting (25 Oct) held with DEA&amp;DP on the projects status and way forward.</p> <p>➤ Environmental Impact Assessment (EIA) proceeding on 2 sites, Louw's Bos and Culcatta Bos. Application documentation for Environmental Authorization for</p>	<p>April 2017</p> <p>June 2017</p> <p>Aug 2017</p> <p>Oct 2017</p> <p>Mrt 2018</p> <p>May 2018</p> <p>June 2018</p> <p>Nov 2018</p>

	<p>Culcatta Bos has been submitted to DEADP. Louw's Bos' application will be submitted end of August 2019. Excepting a decision from the DEADP on both by November 2019.</p> <p>Environmental Authorisation (EA) issued for Culcatta on 20 September 2019. EA for Louw's Bos expected January 2020.</p>	
	<p>Project note:</p> <p>The appointed consultants assisting Stellenbosch Municipality on this project is CK Rumboll &amp; Associates.</p>	
<p>Stellenbosch River Stewardship Action (SRSA)</p>	<p>Ongoing.</p> <p>Main focus June-August 2019 on the upper reaches of the Blaauwklippen River and the Dwars River.</p>	

### **NOISE CONTROL:**

The following matters are herewith reported on for the month of November 2019:

Area	Number
Stellenbosch	9
Franschhoek	2
Klapmuts	2
Jamestown	0
Pniel	0

Groot Drakenstein	1
Kylemore	0
Farms	1
<b>Total</b>	<b>15</b>

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

Complaint	Progress	Date of Completion	Comments
Elephant & Barrel Restaurant, 48 Huguenot Street, Franschoek	A Case docket was submitted on Thursday, 08 Nov.18 to the Public Prosecutor, Mr. Nico Bruinders at the Franschoek, Magistrate Court	On-going	Still awaiting a Court appearance date
Club Entourage, Plein Street, Stellenbosch	Noise abatement measures was implemented & sound compliance certificate issued	29 Nov 2019	Final court date scheduled for 13 Dec.2019. Matter will be finalized.  Considered closed.
Mano`s Bakery, Vineyard Court, Idasvalley	Mano`s bakery is currently in process of relocation. Building works is currently taking place and the new site is being prepared.  They are planning to move out by end or middle of December 2019	29 Nov. 2019	Complainant was informed & is satisfied.  Considered closed
Loud Music emanating from Station Pub every Sunday.	Investigation into this matter revealed that a Noise Exemption Permit was issued to Station Pub with the following conditions: <ul style="list-style-type: none"> <li>To host live bands from 13h00 till 20h00 every Sunday from 16 June 2019 until 15 Dec.2019</li> </ul>	On-going	Further complaints were reported by the Franschoek Ratepayers Association (FRA).  The premises are therefore in violation of the conditions as stipulated on the Noise Exemption permit. This office will recommend for the said permit to be uplifted. Noise assessment & follow-up inspections pending.
Noise nuisance emanating from Cathy`s Meat & Chicken Butchery,	Noise inspections carried out during day & night-time confirmed that a disturbing noise is caused by 3	On-going	As recommended by the appointed acoustic consultant, the owner is in process to implement

Vlottenburg, Farm 387/10	refrigeration containers on the premises		noise mitigation measures.  Follow-up inspections will be conducted in order to determine final compliance.
Noise nuisance/disturbing noise from the cooling compressors located at Eikestad Mall directly adjacent to Bergzigcht Plaza apartments	A noise inspection carried out on Friday, November 29, 2019 between 05h30 & 06h30 revealed the following: the noisy fan motor was replaced. Noise levels comply with the rating level of the area.	29 Nov.2019	Considered closed.
Noise nuisance from Rustenburg Farm Estate.	After hour/early morning noise assessments were carried out on 15 Nov. 19 & again on 20 Nov. 2019	On-going	Meeting with the farm management is scheduled to take place on Monday, 02 Dec.2019 at the Rustenburg farm. Possible mitigation or alternative management methods will be discussed.
Loud music from The Meeting Place, Dorp Street, Stellenbosch	Issued warning noticed since the business license does not allow for a place of late-night entertainment.	On-going	The Meeting Place will have to apply for the appropriate licenses if they wish to operate as a place of late-night entertainment.  Follow-up inspections pending
Loud music from Balboa Pub, Andringa Street, Stellenbosch	Compliance inspection carried out together with Law Enforcement Officer, Stefan van Zyl. Appropriate Compliance Notices was issued	On-going	Balboa Pub will have to apply for the appropriate licenses if they wish to operate as a place of late-night entertainment.  Follow-up inspections pending.
De Lapa Bar Stellenbosch	Inspections carried out on Friday 22 Nov.2019, revealed the following: <ul style="list-style-type: none"> <li>• Music from De Lapa was not audible outside their venue.</li> </ul>	29 Nov.2019	Feedback was given to the complainant via email. It was proven in the findings that De Lapa bar is not the course or

	<ul style="list-style-type: none"> <li>• Music from de Lapa was not audible outside the complainant's apartment.</li> <li>• Music from other venues on the square was clearly audible outside the complainants apartment</li> </ul>		<p>is not responsible for the complaints which render the complaint as unreasonable.</p> <p>Considered closed.</p>
Happy Oak Stellenbosch	Compliance inspection carried out together with Law Enforcement Officer, Stefan van Zyl as a result of complaints received. Appropriate Compliance Notices was issued	On-going	<p>Happy Oak will have to apply for the appropriate licenses if they wish to operate as a place of late-night entertainment.</p> <p>Follow-up inspections pending</p>
Jerry's Burger Bar, Dorp Street, Stellenbosch	Compliance inspection carried out together with Law Enforcement Officer, Stefan van Zyl as a result of complaints received. Appropriate Compliance Notices was issued	On-going	<p>Jeery's Burger Bar will have to apply for the appropriate licenses if they wish to operate as a place of late-night entertainment.</p> <p>Follow-up inspections pending</p>
Noise nuisance reported from Weltevreden Estate	Inspection on Wednesday, 27 Nov.2019 between 20h00 & 21h00 revealed the a year-end function was taking place at the said venue. The operator was cautioned and request to be considerate towards the neighbors.	29 Nov.2019	<p>Music was discontinued almost immediately. Complainant was satisfied.</p> <p>Considered closed.</p>

### **AIR QUALITY CONTROL:**

The following air quality control matters have been investigated:

<b>Complaint</b>	<b>Progress</b>	<b>Date of Completion</b>	<b>Comments</b>
Diesel fumes emanating from a standby generator at 3 Vallee Lustre, Paradyskloof	Noise as well as air pollution mitigations are in process to be implemented.	On-going	Follow-up inspection is pending

Complaints concerning diesel fumes / air pollution from Diesel Atlantic Motors, Old Paarl Road, Klapmuts	Noise as well as air pollution mitigations are in process to be implemented.	On-going	Follow-up assessment is pending
Bad odors and fly infestation occurs at the Delta Verda Piggery in Groot Drakenstein	Inspection revealed that odors were present in the area. However, with a relative strong breeze blowing towards the complainant it is possible that complaints would originate from time to time.	On-going	Matter referred to the Provincial department of Water Affairs as well as Cape Winelands District Municipality

## **SECTION 21 – LISTED ACTIVITIES**

### **Diesel Fired Boilers**

The Laboratory Engineers Department, Stellenbosch University are in process of replacing their diesel fired Boilers with new units. Application is made for the new Boilers to be registered as a Listed Activity in terms of Section 21 and as Controlled Emitters i.t.o Section 23 of the Air Quality Act.

This is an on-going process until the installations are completed.

Provisional Inspections took place on 06 Dec.2018.

Project is due to be completed by end November 2019.

### **PILOT PROJECT – NOISE MAPPING**

Martin van As is currently busy with GIS Noise Mapping. The GIS devices allocated are being tested in the field whereby residual noise levels are being taken at strategic locations within the Stellenbosch geographical areas. The dBA levels taken are locked on the GIS Map with co-ordinates for record purposes.

A GIS feature class for Air quality monitoring is also created whereby air quality related matters are being recorded as well. This is a continuous exercise.

### **NOISE EXEMPTIONS ISSUED AN SUPPORTED – NOVEMBER 2019**

1. Stellenbosch Street Soirees – 27 November. 2019
2. Impi Challenge: Uitspan Farm Klapmuts – 23 November 2019
3. Dodge ball African Cup 2019: Coetzenburg – 24 November 2019
4. Jazz & Classical Encounter: Spier Wine Estate – 23 November 2019
5. Stellenbosch Festival of Lights: Die Braak – 30 November 2019
6. Franshoek Champagne Fest – 01 December 2019
7. Origins of Trials – 30 November

**WORKGROUPS:**

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

- Stellenbosch River Collaborative
- Stellenbosch River Works Meeting
- Municipal Outreach Project (MOP) – DEA&DP
- Western Cape Air Quality Officer Forum
- Western Cape Noise Control Forum

**NOISE STATISTICS –  
NOVEMBER 2019**

<b>Statistics reflect noise complaints received &amp; dealt with in November 2019.</b>	Home Industries	Mechanicle noise	Industrial noise	Building noise	Religious noise	Road Traffic	People noise	Animal noise	Aircraft noise	Music noise	Alarms	Other (enquires etc)	Total
Stellenbosch	0	3	0	1	0	0	0	0	0	7	0	0	11
Franschhoek	0	0	0	0	0	0	0	0	0	2	0	0	2
Klapmuts	0	1	0	0	0	0	0	0	0	0	0	0	1
Jamestown	0	0	0	0	0	0	0	0	0	0	0	0	0
Pniel	0	0	0	0	0	0	0	0	0	0	0	0	0
Kylemore	0	0	0	0	0	0	0	0	0	0	0	0	0
Groot Drakenstein	0	0	0	0	0	0	0	0	0	0	0	0	0
Farms	0	1	0	0	0	0	0	0	0	0	0	0	2
<b>Total</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>15</b>

<b>Total number of complaints received:</b>	15
<b>Total number of complaints responded to:</b>	15(100%)

Generator Applications	0
Files submitted to Legal	0
High Site Surveys	0



Date

29-Nov-19

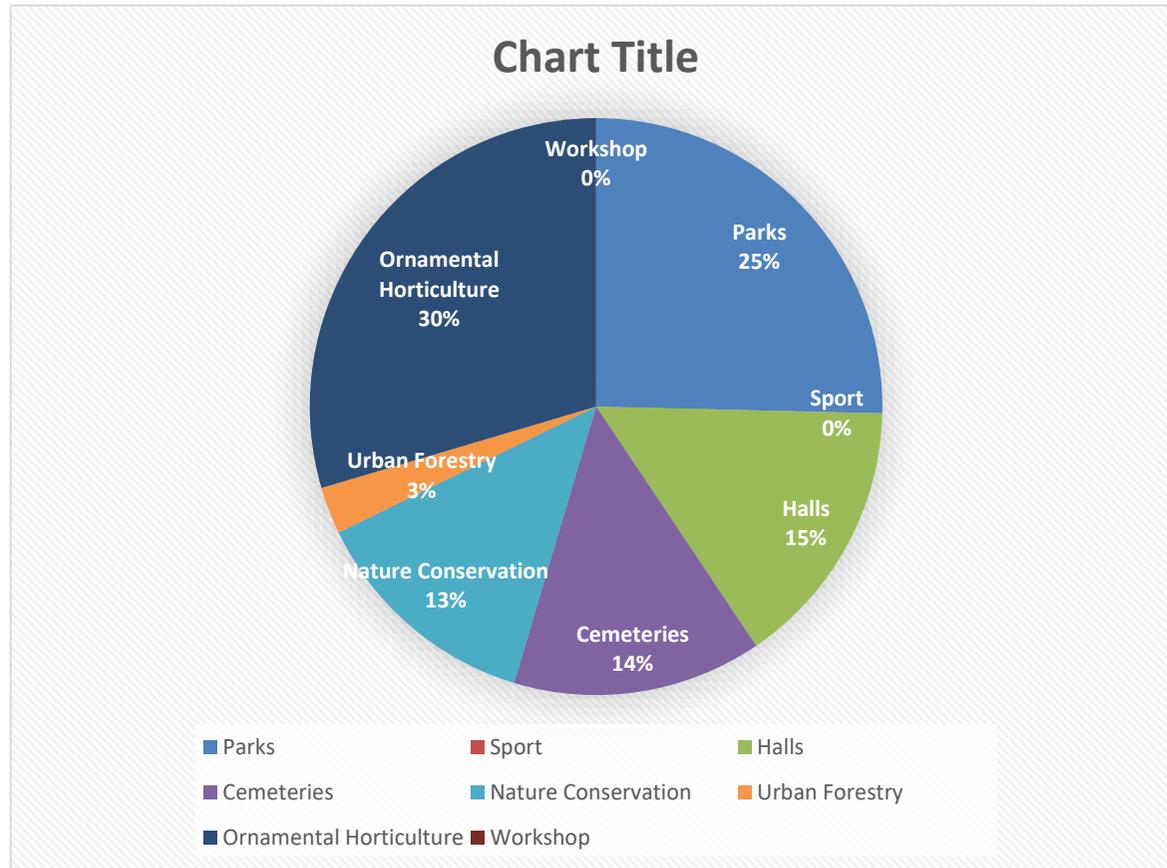
EIA	0
NIA	5
Warnings Issued	5
Notices Issued	6
Court appearances	1
Meetings	15
Events Applications	7
Nuclear Radiation Monitoring Surveys	0

S vd Merwe

Date

## 5. OVERTIME WORKED FOR NOVEMBER 2019: COMMUNITY SERVICES

Summary	O/T Hours
Parks	595
Sport	327.5
Halls	356
Cemeteries	330
Nature Conservation	309
Urban Forestry	62
Ornamental Horticulture	693
Workshop	73.5
<b>Total overtime worked</b>	<b>2746</b>

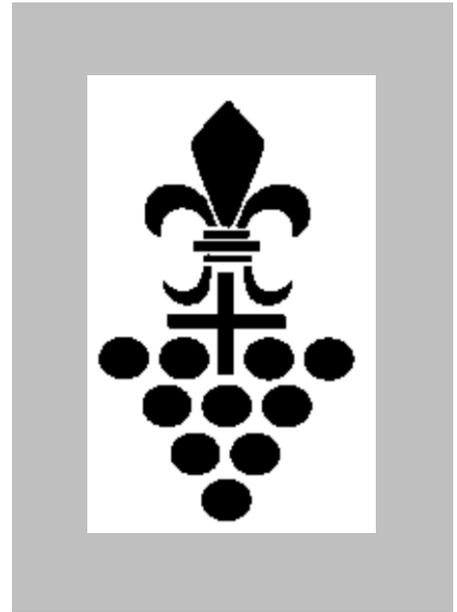


## 6. HUMAN RESOURCES: COMMUNITY SERVICES

Departmental Human Resources:	2018	2018	2018	2018	2018	2018	2019	2019	2019
STAFF COMPLEMENT (CURRENT PERMANENT)	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR
Community Service offices	5	5	5	5	5	5	5	6	6
Urban Forestry	5	5	5	5	5	5	5	5	5
Ornamental Horticulture	20	20	20	20	20	20	20	20	20
Nature Conservation	19	19	19	19	19	18	18	18	18
Sport And Facilities	33	33	33	33	33	33	33	33	29
Halls	17	17	17	17	17	17	16	16	16
Parks Stellenbosch and Cemeteries	49	49	49	49	49	49	46	34	34
Libraries	35	35	35	35	35	35	35	35	35
Workshop	2	2	2	2	2	2	2	2	2
<b>TOTAL</b>	<b>194</b>	<b>194</b>	<b>194</b>	<b>194</b>	<b>194</b>	<b>194</b>	<b>191</b>	<b>192</b>	<b>192</b>
FUNDED VACANCIES	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR
Urban Forestry	0	0	0	0	0	0	0	0	0
Ornamental Horticulture	2	2	2	2	2	2	2	2	2
Nature Conservation	0	1	1	1	1	2	2	2	2
Sport And Facilities	3	3	3	3	3	4	5	5	5
Halls	2	2	2	2	2	2	2	2	2
Parks, Rivers	2	2	2	2	2	0	2	2	2
Libraries	1	1	1	1	1	1	1	1	1
Cemeteries	1	1	1	1	1	1	1	1	1
Workshop	1	1	1	1	1	1	1	1	1
<b>TOTAL</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>16</b>	<b>16</b>	<b>16</b>
EPWP	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR
Ornamental Horticulture	13	15	15	15	23	23	24	24	24
Urban Forestry	11	12	12	12	14	12	12	12	12
Nature Conservation & AIP Projects	19	59	57	57	53	49	57	57	57
Sport And Facilities	6	6	6	6	6	0	7	11	6
Halls	0	0	0	0	4	4	5	19	4
Parks Stellenbosch and Cemeteries	19	26	28	28	26	31	28	30	33
Workshop	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>68</b>	<b>118</b>	<b>116</b>	<b>116</b>	<b>126</b>	<b>119</b>	<b>133</b>	<b>153</b>	
TEMPORARY + RELIEVE STAFF	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR

Urban Forestry	0	0	0	0	0	0	0	0	0
Ornamental Horticulture	0	0	0	0	0	0	0	0	0
Nature Conservation	1	0	0	0	0	0	0	0	0
Sport And Facilities	0	1	1	1	1	1	1	1	1
Halls	0	0	0	0	0	0	0	0	0
Parks Stellenbosch and Cemeteries	0	0	0	0	0	0	0	0	0
Libraries	7	0	0	0	0	0	0	0	0
Workshop	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>8</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>RETIREMENTS / RESIGNATIONS</b>	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>
Urban Forestry	0	0	0	0	0	0	0	0	0
Ornamental Horticulture	0	0	0	0	0	0	0	0	0
Nature Conservation	0	0	0	0	0	1	1	0	0
Sport And Facilities	0	0	0	0	0	0	0	0	0
Halls	0	0	0	0	0	0	0	0	0
Parks Stellenbosch and Cemeteries	0	0	0	0	0	0	0	0	0
Libraries	0	0	0	0	0	0	0	0	0
Workshop	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>INCAPACITIES</b>	0	0	0	0	0	0	0	0	0
<b>DISABLED / CHRONIC ILLNESSES</b>	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>INJURY ON DUTY</b>	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>
Urban Forestry	0	0	0	0	0	0	0	0	0
Ornamental Horticulture	0	0	0	0	0	0	0	0	0
Nature Conservation	0	0	0	0	0	0	0	0	0
Sport And Facilities	0	0	0	0	0	0	0	0	0
Halls	0	0	0	0	0	0	0	0	0
Parks Stellenbosch and Cemeteries	0	0	0	0	0	0	2	0	0
Libraries	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>
<b>OVERTIME PRE-APPROVALS &amp; STANDBY</b>	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>

Urban Forestry	5	5	5	5	5	5	5	5	5
Ornamental Horticulture	7	7	7	7	11	19	14	16	19
Nature Conservation	9	10	10	10	9	10	10	10	10
Sport And Facilities	33	33	33	30	30	33	33	33	33
Halls	15	14	14	13	13	14	14	14	14
Parks (Stellenbosch and Franschoek)	15	19	17	21	21	21	19	19	19
Cemeteries	12	12	12	12	12	12	13	13	13
Libraries	0	0	0	0	0	0	0	0	0
Workshop	2	2	2	2	2	2	2	2	2
<b>TOTAL</b>	<b>98</b>	<b>102</b>	<b>100</b>	<b>102</b>	<b>102</b>	<b>116</b>	<b>110</b>	<b>112</b>	<b>112</b>



**MONTHLY REPORT:  
NOVEMBER 2019**

Parks & Cemeteries Department:  
Community Services

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# PARKS AND CEMETERIES

## 1. PARKS FRANSCHHOEK/ DWARSRIVIER

**General.** Maintenance on Public Open Spaces, Parks and Town entrances occurred as projected monthly.

### 1.1 Hotspots for Law Enforcement

Circus grounds Park – Vagrants are sleeping in the park and they are also making illegal fires. Patryfontein dam –Swimming in the dam is not allowed. A No swimming sign must be put up as the risk of children drowning is high. One of the Egyptian goose chickens was killed.

### 1.2 Illegal Dumping and Vandalism:

The safety gate and door at Park Centre Groendal is broken.

### 1.3 Events/ Education/ Meetings

None

### 1.4 Finance

#### 1.4.1.1 Capital Projects

**Integrated of Parks - R2 500 000**

Description	Amount	Remarks
Artificial grass for La Motte White City Park	R231 750 Order 356022	Invoice was paid
Artificial grass for Lanquedoc – Suikerbos Park	R573 750 Order 356598	Invoice was paid
Tar pedestrian road in Suikerbos Park BSM 45/19	BSM 45/19	Loaded the request on flexgen

### Ward allocations

Description	Amount	Remarks
Ward 2 Upgrade park in Langrug	R80 000	An email was send to the Budget Offices to amend the Upgrading of Parks budget in Ward 2 in the adjustment budget
Ward 3 Outdoor Gym Equipment	R40 000	Installed – invoiced paid
Ward 3 Steel Play equipment	R40 000	Installed – invoiced paid

### 1.4.2 Operational Projects

BSM 71/18 - Maintenance on Public Open Spaces and cutting of grass on Municipal Parks.

BSM 7/19 – Alien Clearing – A new FQ must be done.

### 1.5 Requests

Date	Complaint	Progress
5/11/2019	SAPD- Cut six trees next to building in Hugenote road	Completed
8/11/2019	Beef wood trees in De Villiers Street	Busy with request.

### 1.6 Fleet

None

### 7 Staff

None

### 1.7.1 Vacancies

None

### 1.7.2 Injuries on duty

None

### 1.7.3 EPWP opportunities

Fifteen opportunities were created via the EPWP programme during this financial year, for the cleaning of Parks in Franschhoek area.

## 2. PARKS STELLENBOSCH

**General:** The maintenance team is continuing with their monthly operations as scheduled on the Parks and Public Open Spaces.

Tender **BSM 71/18:** The supplier is on site for grass cutting, they started in various areas throughout Stellenbosch.

### 2.1 Hotspots for Law Enforcement

-

## 2.2 Illegal Dumping and Vandalism

Illegal dumping is taking place in Borcheds Park.

## 2.3 Events/ Education/ Meetings

None

## 2.4 Finance

### 2.4.1 Capital Projects

#### Furniture, Tools & Equipment:

Description	Amount	Remarks
A bar fridge was purchased	R6 323.85	Received order number 357832, the fridge was delivered and invoice is paid.

#### Purchase of Specialised Equipment:

Description	Amount	Remarks
Supply & Deliver of 2 & 4 stroke machinery.	R124 950	Received order number 357618, received some of the machinery and the KUDU's must still be delivered.

#### Purchase of Specialised Vehicles:

Description	Amount	Remarks
Purchase of specialised machinery	R998 052.34	Two tractors were loaded on Flexgen from the RT57 tender, requisition number 1065717.

#### Integrated Parks:

Description	Amount	Remarks
FQ192/19 Supply, delivery & installation of Entry Level Series Play Item.	R90 000.00	Entry Level P1673 Play item, order Number 356691 supplier is manufacturing the play item.
A Specification for Wooden Pergolas has been sent to SCM for advertisement.	R199 999	Waiting for confirmation of local content from DTI.

A Specification for Mosaic has been sent to SCM for advertisement.	R147 250.00	Received order number 357856, the supplier is busy with designing of the mosaic artwork.
FQ 16/20 Supply, Delivery & Installation of Steel Play Equipment has been advertised.	R199 964	Received order number 357059 for the play items, supplier is on site for installation.
A Specification for Professional Services required for a landscaping plan for Stellenbosch Parks is loaded on flexgen.	R20 700	Received order number 356308 and the supplier is finalising the Bill of Quantities and the Specifications.
FQ 16/20 Supply, Delivery & Installation of Steel Play Equipment has been advertised.	R199 964	Received order number 357059 for the play items, supplier is busy manufacturing the play items.
A Specification for Professional Services required for a landscaping plan for Stellenbosch Parks is loaded on flexgen.	R20 700	Received order number 356308 and the supplier is busy drawing the Landscaping Plan.
BSM 69/18 Supply, delivery & installation of gym items.	R187 793.85	Received order number 356609, the items were delivered & will be installed after the fencing is erected.

**WARD 16**

Description	Amount	Order no	Remarks
Upgrade of Existing Parks	R100 000	357059	FQ 16/20 Supply, delivery & installation of Steel Play Equipment. Received order no 357059, the supplier is on site for installation.

**WARD 17**

Description	Amount	Remarks
Parks Upgrading.	R60 000	FQ 16/20 Supply, delivery & installation of Steel Play Equipment, Received order number 357059, the supplier is on site for installation.

**2.4.2 Operational Projects**

## Upgrades at Various Play Parks

Figure 1 : Anthony Park: Barbed wire



Figure 2: Digteby Park: Barbed wire



Figure 3: POS in Cloeteville Library



Figure 4: Wiger Street Park: Cloeteville



Figure 5: Wiger Street Park: Cloeteville



### 2.4.3 Capital Expenditure Report

Projects	Fund	Original Budget	Amended Budget	Planned Expenditure	Actual Expenditure	Shadows (Orders)	Provisional Cost	Actuals + Shadows & Provisional	Balance R	Actual Exp %	Universal Key (Ukey)	CP3 ID
<b>Parks and Cemeteries</b>		<b>12 250 000</b>	<b>12 948 105</b>	<b>5 604 165</b>	<b>1 593 282</b>	<b>2 708 060</b>	<b>1 124 359</b>	<b>5 425 700</b>	<b>7 522 405</b>	<b>12.31%</b>		
Extension of Cemetery Infrastructure	CRR	1 500 000	2 171 001	400 000	41 685	418 217	-	459 902	1 711 099	1.92%	20190703005692	2972247
Furniture, Tools and Equipment	CRR	50 000	50 000	50 000	5 499	-	-	5 499	44 501	11.00%	20190703005467	2972210
Integrated Parks	CRR	5 000 000	5 000 000	2 416 666	972 348	1 974 813	-	2 947 161	2 052 839	19.45%	20190703005050	2978093
Pathways on Parks & gardens	CRR	50 000	50 000	50 000	-	27 094	16 087	43 181	6 819	0.00%	20190703005038	2980256
Purchase of Equipment	CRR	200 000	200 000	116 667	-	6 358	2 641	8 999	191 001	0.00%	20190703005800	2979094
Purchase of Specialised Equipment	CRR	100 000	125 000	125 000	-	103 887	-	103 887	21 113	0.00%	20190703005425	2972209
Purchase of Specialised Vehicles	CRR	2 000 000	1 975 000	1 166 666	-	-	1 105 631	1 105 631	869 369	0.00%	20190703005077	2972208
SprayWater Parks	CRR	1 000 000	1 000 000	83 333	-	47 826	-	47 826	952 174	0.00%	20190703005041	2980282
Upgrading of Parks	CRR	2 350 000	2 350 000	1 195 833	573 750	129 865	-	703 615	1 646 385	24.41%	20190703005737	2975618
Ward 5: Upgrading of Parks and Open Areas	CRR	-	27 104	-	-	-	-	-	27 104	0.00%	20190829043065	2972206
<b>TOTAL - Capital</b>		<b>558 276 528</b>	<b>613 274 958</b>	<b>267 603 985</b>	<b>158 777 139</b>	<b>162 223 724</b>	<b>13 085 171</b>			<b>25.89%</b>		

## 2.5 Complaints

Date	Complaint	Progress
03/11/19	Grass cutting in Wiger Street Park.	Complete
04/11/19	Grass cutting in Soekmakaar: Cloetesville	Complete
04/11/19	Grass cutting in Raithby Park	Complete
04/11/19	Grass cutting in Die - Boord	Complete
05/11/19	Removal of damaged bench in Onderpapegaaiberh	Complete
05/11/19	Grass cutting in Peekka Street: Die - Boord	Complete
05/11/19	Grass cutting in Merriman Avenue	Complete
06/11/19	Grass cutting in Sijentu Close: Kayamandi	Complete
15/11/19	Picking up of branches in Peekka Street: Die - Boord	Complete
19/11/19	Pruning in Nomzamo Park: Kayamandi	Complete
20/11/19	Removal of broken item in Nobel Park: Cloetesville	Complete
22/11/19	Grass cutting in Techno Park	Complete
27/11/19	Grass cutting in a POS next to MT Simon Estate	Inprogress
27/11/19	Grass cutting and cleaning in Dorp Street	Complete
28/11/19	Grass cutting of a side walk in Berg Street: Johannesburg	Complete

## 2.6 Fleet

CL 25303 truck has been booked by the merchant for repairs.

## 2.7 Staff

### 2.7.1 Vacancies

Two vacant general worker positions, the notice for advertisement was completed and sent to the Finance Department for approval on 26 October 2019.

### 2.7.2 Injuries on duty

None

### 2.7.3 EPWP opportunities

Nine 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

None

## 3. CEMETERIES

**General:** A site meeting was held on the 5<sup>th</sup> November 2019 with the Architect for the new building at Kylemore Cemetery.

### 3.1 Capital Projects

In the process for the drainage of Jamestown Cemetery, a site meeting was held on the 26<sup>th</sup> November 2019 with the supplier.

A meeting was held on the 26<sup>th</sup> November with the contractor for the upgrading of the Jamestown building.

#### Clearing and Grass Cutting Services:

Description	Amount	Remarks
Purchase/loaded of Contractor for cutting grass at various Cemeteries.	R 31 048.84	Waiting on SCM for order.
Purchase/loaded of Penetrate 5L	R 3 829.50	Waiting on SCM for order.
Purchase/loaded of Biodew 5L/ Tumbleweed 20L	R 19 000.00	Waiting on SCM for order.

#### Extension of Cemetery Infrastructure:

Description	Amount	Remarks
Purchase/loaded of Drainage for Jamestown Cemetery.	R 200 000.00	Waiting on SCM for order.

#### Maintenance of Buildings and Facilities:

Description	Amount	Remarks
Purchase/loaded of Replacement of Razor Wire at Jamestown Cemetery.	R 32 844.00	Waiting on SCM for order.

**Purchase of Equipment:**

Description	Amount	Remarks
Purchase/loaded of Stihl Blower (Claim)	R 3 037.25	Waiting on SCM for order.

**3.2 Operational work done at all Cemeteries.****3.2.1 Jamestown**

Teams commenced with cleaning and filling up of graves, pruning of trees and shrubs, weeds in flower beds. Parks section removed all dirt bags to landfill site.

Waiting on Law Enforcement Department to give feedback regarding CCTV-Cameras that needs to be installed at Jamestown Cemetery.



We had a problem in the Cemetery with a bee nest and had to liaise with SCM for an emergency order for the removal of the bees.

Broken windows are still in outstanding matters. This was reported to Maintenance.

**3.2.2 Onder-Papegaaiberg**

Teams commenced with cleaning, pruning of trees and shrubs, weeds in flower beds. Area cleaning team removed all dirt bags to the landfill site.



The roof has been fixed, but the ceiling must still be replaced.



### 3.2.3 Groendal

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



Toilettes has been replace but doors and broken windows are still in outstanding matter.



### 3.2.4 Franschoek-South

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



Teams did the planting of trees and Parks Franshoek is going to assist us on a regular basis with watering of the trees.



### 3.2.5 Kylemore

Contractor completed with the cutting of grass.



### 3.2.6 Pniel

Teams commenced with the cutting of grass, cleaning, pruning and fill up of graves, herbicide application. Area cleaning removed all dirt bags to landfill site.

Site inspection was held with Manager parks and Cemeteries regard grave space at Pniel Cemetery.



### 3.2.7 Lanquedoc

-

### 3.3 Complaints

Date	Complaint	Progress
	None	

### 3.4 OHS

None

An incident happened on the 28<sup>th</sup> November 2019 where an EPWP worker was stung by a bee and his left eye were red and swollen. Supervisor completed an IOD form and took the worker to the doctor.

### 3.5 Staff

#### 3.5.1 Vacancies

### 3.6 EPWP Opportunities

-

**Total burials/ internments**

2019	31 Jan	28 Feb	31 Mar	30 Apr	31 May	30 Jun	31 Jul	31 Aug	30 Sept	30 Oct	30 Nov	31 Dec	Total	Average
Jamestown	28	17	29	22	33	43	29	35	23	30	31		320	29
Jamestown Children	2	0	1	1	3	1	1	0	4	3	2		18	1.6
Jamestown Self -digging	3	0	3	0	7	3	1	4	1	0	1		23	2.0
OnderPapegaaiberg	0	1	2	0	4	6	1	2	5	2	2		25	2.3
Onder Papegaaal Self-digging	0	1	0	0	0	0	0	0	0	0	0		1	0.1
Wemmershoek	1	2	0	0	3	0	1	1	0	1	1		10	0.9
Pniel	1	1	1	0	0	1	1	0	1	0	1		7	0.6
Pnie lSelf -digging	0	0	0	0	0	4	4	1	1	3	0		13	1.1
Franschhoek Self	0	1		2	0	0	7	13	4	1	8		36	3.2
Franschhoek North	0	1	1	2	1	2	2	2	0	1	2		14	1.2
Franschhoek South	9	6	7	10	10	9	1	2	0	10	1		65	5.9
PAW PAW BURIALS	0	2	0	4	0	0	0	0	0	0	0		6	0.5
<b>Total burials/ Internments</b>	<b>44</b>	<b>32</b>	<b>44</b>	<b>41</b>	<b>57</b>	<b>69</b>	<b>48</b>	<b>60</b>	<b>39</b>	<b>51</b>	<b>47</b>		<b>538</b>	<b>48.9</b>

**4. Ornamental Horticulture****1.1 R44 GATEWAY**

Routine garden maintenance is taking place. Hedges have been pruned

Sunflowers are in full flower



Sunflowers have grown significantly and are now in flower



Pots are in full flower along the station entering Stellenbosch



**1.2 VOORGELEGEN GARDENS**

Routine garden maintenance is taking place. A master plan has been drawn up for the gardens



**1.3 CBD GARDENS**

Carpet roses are flowering.



The Strelitzia trees behind the Absa building have been pruned



Staff are planting Red and White Petunias. In preparation for the festive season.



The Horticulture team took part in the 16 days of activism that was launched at the Town Hall.



#### 1.4 NURSERY: BEAUTIFICATION

Hedges were trimmed in Klapmuts



## 5. INCOME

### REVENUE FOR COMMUNITY SERVICES

#### 5.1.1 Cemeteries

2019	31 Jul	31 Aug	30 Sept	30 Oct	30 Nov	Total	Average
Jamestown	R75 270.80	R95 938.48	R66122.80	R87 418.20	R87619.60	R412369.88	R37488.17
Jamestown Children	R731.40	R0.00	R3307.20	R2957.40	R3678.20	R16902.80	R1537.07
Jamestown Self -digging	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00	R0.00
OnderPapegaaiberg	R2236.60	R 5 374.20	R11532.80	R1568.80	R4473.20	R52018.00	R4729.00
Wemmershoek	R901.00	R901.00	R0.00	R3137.60	R901.00	R10039.60	R912.69
Pniel	R3317.60	R0.00	R1685.40	R0.00	R1685.40	R7400.80	R672.80
Pniel Self -digging	R1802.00	R0.00	R901.00	R901.00	R0.00	R5042.00	R504.20
Franschoek Self	R5406.00	R1081.20	R3604.00	R0.00	R7208.00	R18149.20	R1650.00
Franschoek North	R1462.80	R 731.40	R0.00	R0.00	R0.00	R36511.40	R3651.14
Franschoek South	R1685.40	R6 275.20	R0.00	R8670.80	R12550.40	R70526.40	R6411.40
<b>Total Amount</b>	<b>R92 633.40</b>	<b>R110 298.48</b>	<b>R87153.20</b>	<b>R104653</b>	<b>R118116</b>	<b>R628960.08</b>	<b>R57556.47</b>

## 5.1.2 Parks &amp; Open Spaces Revenue 2019

Name of Park/Open Space	Number of Events	Type of Event	Jan	Feb	March	April	May	Jun	Jul	Aug	Sept	Oct	Nov	Total
Eerste River Park		Base Camp for Parking	0	0	0	0	0	0	0	0	0	0	0	R0.00
Die Braak		Arbor Week (Sept) & Ebosch Event (Sept)	0	0	0	0	0	0	0	0	R757.90	R1515.80	0	R2273.70
Cloetesville Park(next to swimming pool)		Run/Fun Walk	0	0	0	0	0	0	0	0	0	0	0	R0.00
Open Space in Lanquedoc		Religious Event	0	0	0	0	0	0	0	0	0	0	0	R0.00
Rozendal Park		Children Easter Hunt Party	0	0	R310	0	0	0	0	0	0	0	0	R0.00
Vrede& Park Street (Open Space)		Parking of vehicles	0	0	0	0	0	0	0	0	0	0	0	R0.00
Open Space next to Open Air Gym		Event of Ward 6: 15 April 2018	0	0	0	0	0	0	0	0	0	0	0	R0.00
Open Space next to Toy Musuem		Sportsday	0	0	0	0	0	0	0	0	0	0	0	R0.00
Open Space next to Lindida		Youthday	0	0	0	0	0	0	0	0	0	0	0	R0.00
Franschoek Old Circus Grounds		Bastille Festival	0	0	0	0	0	R1314.40	0	0	0	0	0	R1314.40
Franschoek Town Hall, Grass Area		Arts Festival	0	0	0	0	0	0	0	0	0	0	0	R0.00
Open Space at Vrede Street		Rhenish Movie Night	0	R310	0	0	0	0	0	0	0	0	0	R0.00
<b>Total</b>			R0	R310	R310	R0	R0	R1314.40	R0	R0	R757.90	R1515.80	R0	R3440.20

## 6. COMMUNITY SERVICES RISK MANAGEMENT:

Parks, Rivers and Area Cleaning	Sport and Facilities	Halls	Libraries	Urban Forestry and MTP	Nature Conservation	Ornamental Horticulture
<p>Vandalism and theft POS and Parks: Regular inspections are done &amp; repairs follow.</p>	<p>Criminals vandalizes and forcefully removed council assets- this contribution to devastating the municipal operational budgets.</p> <p>Lack of adequate security remains to be a challenge</p>	<p>La Motte Hall has non-compliant electrical outstanding items. The hall is currently locked and not opens to the public.</p>	<p>Safety of patrons- a meeting has been held with Law Enforcement. Security issues have been given through in writing to Cedric Thorpe.</p>	<p>Hazardous Tree Felling- Kayamandi</p> <p>Removal of 1 x <i>Pine</i>. The removal of the other 6 still needs to be approved by council.</p>	<p>Veld fires in summer months; illegal mountain biking activities and associated liabilities.</p>	<p>Supply chain management has been contacted to advise which procurement route will be followed for repairs of flagpoles.</p>

## 7. KPI (KEY PERFORMANCE): DEPARTMENT COMMUNITY SERVICES

### Stellenbosch Municipality

Ref	KPI Name	Nov-19			Overall Performance for November 2019 to November 2019
		Actual	Performance	Corrective Measures	Actual
D515	Effective Management and Functional Supervision of the Section: Library Services	0.00%			0.00%
D516	Effective Management and Functional Supervision of the Section: Environmental Management	0.00%			0.00%
D517	Effective Management and Functional Supervision of the Section: Recreation, Sport Grounds and Halls	0.00%			0.00%
D518	Effective Management and Functional Supervision of the Section: Parks and Cemeteries	0.00%			0.00%
D519	Spend the Community Services approved Capital Budget	0.00%			0.00%
D520	Capital spending committed on the financial management system	0.00%			0.00%
D521	Submission of final bid specifications for all capital projects to the Bid Specification Committee (BSC) (2019/20)	0.00%			0.00%
D522	Submission of final bid specifications for all capital projects to the Bid Specification Committee (BSC) (2020/21)	0.00%			0.00%
D523	Submission of detailed procurement needs for all operational projects to the Supply Chain Management (SCM) Department		0		0
D524	Performance agreements signed with all identified personnel		0		0
D525	Formal evaluation of all identified personnel		0		0
D526	Evaluation of the Departmental Risk Register		1	Attached the evaluation of the	1
D527	Implement Management Resolutions	0.00%			0.00%
D528	Attendance of Quarterly Occupation Health and Safety meeting(s)		0		0
D529	Develop or Review Standard Operating Procedures (SOPs) within the Department	0.00%			0.00%

### Overall Summary of Results

N/A	KPI Not Yet Applicable	KPIs with no targets or actuals in the	14
R	KPI Not Met	0% <= Actual/Target	0
O	KPI Almost Met	75.000% <=	0
G	KPI Met	Actual meets Target (Actual/Target =	1
G2	KPI Well Met	100.001% <=	0
B	KPI Extremely Well Met	150.000% <=	0
	<b>Total KPIs:</b>		<b>15</b>

## 8. COMMUNITY SERVICES HUMAN RESOURCES:

9. Departmental Human Resources:	2019	2019	2019	2019	2019	2019	2019	2019	2019	2019
	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	
<b>STAFF COMPLEMENT (CURRENT PERMANENT)</b>										
URBAN FORESTRY	5	5	5	5	5	5	5	5	5	
ORNAMENTAL HORTICULTURE	20	20	20	20	20	20	20	20	20	
NATURE CONSERVATION	18	18	18	18	18	18	18	18	18	
SPORT AND FACILITIES	29	29	29	29	29	29	29	29	29	
HALLS	16	16	16	16	16	16	16	16	16	
PARKS, CEMETERIES	34	34	34	34	34	34	34	34	34	
LIBRARIES	35	35	35	35	35	35	35	35	35	
WORKSHOP	2	2	2	2	2	2	2	2	2	
<b>TOTAL</b>	<b>159</b>	<b>159</b>	<b>159</b>	<b>159</b>						
<b>FUNDED VACANCIES</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	
URBAN FORESTRY	0	2	2	2	2	2	2	2	2	
ORNAMENTAL HORTICULTURE	2	2	2	2	2	2	2	2	2	
NATURE CONSERVATION	2	2	2	2	2	2	2	2	2	
SPORT AND FACILITIES	5	6	6	6	6	6	6	6	6	
HALLS	2	2	2	2	2	2	2	2	2	
PARKS	2	2	2	2	2	2	2	2	2	
LIBRARIES	1	1	1	1	1	1	0	0	8	
CEMETERIES	1	1	1	1	1	1	0	0	0	
WORKSHOP	1	1	1	1	1	1	1	1	1	
<b>TOTAL</b>	<b>16</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>16</b>	<b>16</b>	<b>24</b>	
<b>EPWP STAFF</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	

ORNAMENTAL HORTICULTURE & Free2Grow	16	23	23	23	23	23	23	23	23
URBAN FORESTRY & MTP	12	12	12	12	12	12	12	12	23
NATURE CONSERVATION & AIP Projects	71	64	64	64	64	64	64	64	64
SPORT AND FACILITIES	6	6	6	6	6	12	12	12	14
HALLS	4	4	4	4	4	4	4	4	4
PARKS & CEMETERIES	38	42	42	42	28	21	29	32	24
WORKSHOP	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>147</b>	<b>151</b>	<b>151</b>	<b>151</b>	<b>137</b>	<b>136</b>	<b>144</b>	<b>188</b>	<b>152</b>
<b>TEMPORARY + RELIEVE STAFF</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>
URBAN FORESTRY	0	0	0	0	0	0	0	0	0
ORNAMENTAL HORTICULTURE	0	0	0	0	0	0	0	0	0
NATURE CONSERVATION	0	0	0	0	0	0	0	0	0
SPORT AND FACILITIES	1	1	1	1	0	0	0	0	0
HALLS	0	0	0	0	0	0	0	0	0
PARKS	0	0	0	0	0	0	0	0	0
LIBRARIES	7	7	7	7	6	6	6	6	6
WORKSHOP	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
<b>RETIREMENTS / RESIGNATIONS</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>
Retirement	0	0	0	0	0	0	0	0	0
HALLS	0	0	0	0	0	0	0	0	0
SPORT	0	1	0	0	0	0	0	0	0

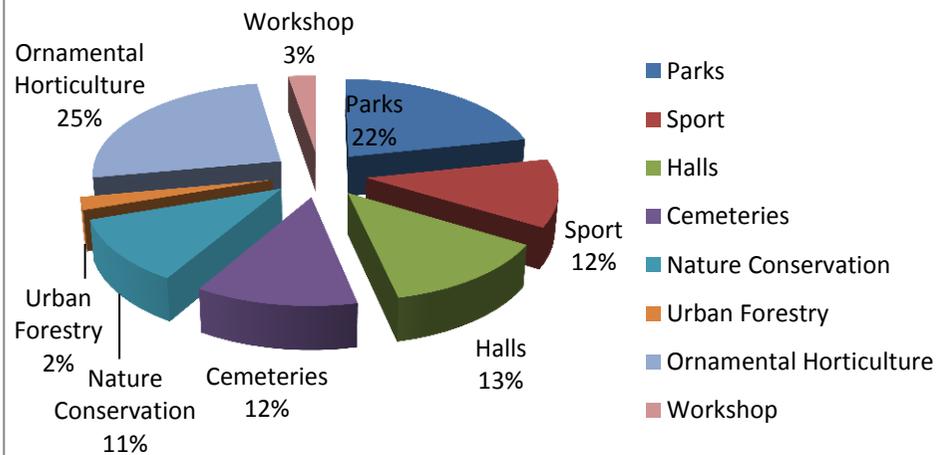
<b>Retirement</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>
PARKS	0	0	0	0	0	0	0	0	0
<b>Resignation</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	
WORKSHOP	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>DISMISSALS</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>
<b>RETRENCHMENTS</b>	0	0	0	0	0	0	0	0	0
<b>INCAPACITIES</b>	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0
<b>DISABLED / CHRONIC ILLNESSES</b>									
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>INJURY ON DUTY</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>
URBAN FORESTRY	0	0	0	0	0	0	0	0	0
ORNAMENTAL HORTICULTURE	0	0	0	0	0	0	0	0	0
NATURE CONSERVATION	0	0	0	0	0	0	0	0	0
SPORT AND FACILITIES	0	0	0	0	0	0	0	0	0
HALLS	0	0	0	0	0	0	0	0	0
PARKS	1	0	1	1	0	0	0	1	0
LIBRARIES	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
<b>TRAINING</b>	<b>DIGGER LOADER</b>						<b>BRUSH CUTTER</b>	<b>CHAIN SAW</b>	
URBAN FORESTRY									
ORNAMENTAL HORTICULTURE							4	14	
NATURE CONSERVATION							1	5	
SPORT AND FACILITIES	23						7	13	
LIBRARIES							0	0	
HALLS							0	0	

PARKS & CEMETERIES	12						27	35	
COMMUNITY SERVICES							0	0	
<b>TOTAL</b>	<b>35</b>						<b>39</b>	<b>67</b>	
<b>OVERTIME PRE-APPROVALS &amp; STANDBY</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>
URBAN FORESTRY	5	5	5	5	6	6	6	6	6
BEAUTIFICATION	19	18	14	11	11	11	14	18	18
NATURE CONSERVATION	10	10	10	10	10	10	10	9	9
SPORT AND FACILITIES	33	29	29	29	29	29	29	29	29
HALLS	14	14	13	13	13	13	14	14	14
PARKS	19	19	21	21	40	40	38	44	45
CEMETERIES	13	13	13	13	13	13	13	13	13
LIBRARIES	0	0	0	0	0	0	0	0	0
WORKSHOP	2	2	2	2	2	2	2	2	2
<b>TOTAL</b>	<b>115</b>	<b>110</b>	<b>107</b>	<b>104</b>	<b>124</b>	<b>124</b>	<b>126</b>	<b>135</b>	<b>136</b>

### 9. OVERTIME STATISTICS FOR COMMUNITY SERVICES DEPARTMENT

Summary	O/T Hours
Parks	595
Sport	327.5
Halls	356
Cemeteries	330
Nature Conservation	309
Urban Forestry	62
Ornamental Horticulture	693
Workshop	73.5
<b>Total overtime worked</b>	<b>2746</b>

#### Overtime Worked for November 2019



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6.	REPORTS SUBMITTED BY THE MUNICIPAL MANAGER
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NONE

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

8.	URGENT MATTERS
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9.	MATTERS TO BE CONSIDERED IN-COMMITTEE
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NONE