



**STELLENBOSCH**  
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

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

2018-03-02

**NOTICE OF AN  
ECONOMIC DEVELOPMENT  
AND PLANNING SERVICES  
COMMITTEE MEETING  
TUESDAY: 2018-03-06 AT 14:00**

**TO** Ald JP Serdyn (Ms) [Chairperson]

**COUNCILLORS** F Adams  
FJ Badenhorst  
AJ Hanekom  
L Maqeba  
RS Nalumango (Ms)  
S Schäfer

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

Notice is hereby given that an Economic Development and Planning Services Committee meeting will be held in the Council Chamber, Town House, Plein Street, Stellenbosch on **Tuesday, 2018-03-06 at 14:00** to consider the attached Agenda.

ALD JP SERDYN (MS)  
**CHAIRPERSON**

**Vol. 1**

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**ECONOMIC DEVELOPMENT**  
**AND PLANNING SERVICES**  
**COMMITTEE MEETING**  
**2018-03-06**  
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1.	<b>OPENING AND WELCOME</b>	<b>(3/4/3/3)</b>
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1.1	<b>COMMUNICATION BY THE CHAIRPERSON</b>	<b>(3/4/3/6)</b>
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1.2	<b>DISCLOSURE OF INTEREST</b>	<b>(3/6/2/2)</b>
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2.	<b>APPLICATION FOR LEAVE OF ABSENCE</b>	<b>(3/4/3/3)</b>
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3.	<b>CONFIRMATION OF THE MINUTES</b>	<b>(3/4/3/5/2/4)</b>
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- 3.1 The minutes of the Planning and Economic Development Committee Meeting held on 2018-02-06 is distributed under separate cover.

**FOR CONFIRMATION**

- 3.2 The minutes of the Joint Planning and Economic Development and Protection Services Committee Meeting held on 2018-02-06 is distributed under separate cover.

**FOR CONFIRMATION**

4.	<b>REPORT/S BY THE DIRECTOR: ECONOMIC DEVELOPMENT AND PLANNING SERVICES RE OUTSTANDING RESOLUTIONS TAKEN AT PREVIOUS MEETINGS</b>	<b>(3/4/3/5/2/2)</b>
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NONE

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5.	<b>REPORTS FROM OFFICIALS: PLANNING, LAND USE MANAGEMENT, SPATIAL PLANNING, HERITAGE AND BUILDING CONTROL</b>
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5.1	<b>NON-DELEGATED MATTERS</b>
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NONE

5.2.1	<b>DELEGATED MATTERS</b>
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5.2.1	<b>MONTHLY REPORT: NOVEMBER 2017</b>
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**Collaborator No:** 8/1/4/2/5  
**IDP KPA Ref No:**  
**Meeting Date:** 06 March 2018

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**1. SUBJECT: PLANNING AND ECONOMIC DEVELOPMENT: MONTHLY REPORT FOR NOVEMBER 2017**

**2. PURPOSE**

To report on the activities of the Directorate Planning and Economic Development for November 2017.

**3. DELEGATED AUTHORITY**

EXECUTIVE MAYOR

**4. EXECUTIVE SUMMARY**

In view of the monthly report, each department has outlined its activities in the appendices below:

Appendix 1: Community Development

Appendix 2: Building Development Management

Appendix 3: Customer Interface and Administration

Appendix 4: Spatial planning, Heritage and Environment

Appendix 5: Land Use Management

Appendix 6: Local Economic Development and Tourism

**5. RECOMMENDATION**

That the report of the Directorate Planning and Economic Development for November 2017, be noted.

**FOR FURTHER DETAILS CONTACT:**

<b>NAME</b>	Ilzé Couvaras
<b>POSITION</b>	<i>Head: Customer Interface and Administration</i>
<b>DIRECTORATE</b>	<i>Planning and Economic Development</i>
<b>CONTACT NUMBERS</b>	<i>021 808 8604</i>
<b>E-MAIL ADDRESS</b>	<i>ilze.couvaras@stellenbosch.gov.za</i>
<b>REPORT DATE</b>	<i>03 March 2018</i>

**ACTING DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT**

The content of this report has been discussed with the Portfolio Committee Chairperson and the Councillor agrees with the recommendation.

**ITEM 1**

**APPENDICES 1.1 TO 1.6**

**MONTHLY REPORT NOVEMBER 2017**

**PLANNING AND ECONOMIC  
DEVELOPMENT COMMITTEE MEETING**

**2018-03-06**

**ITEM 1**

**APPENDIX 1.1**

**COMMUNITY DEVELOPMENT**

**PLANNING AND ECONOMIC  
DEVELOPMENT COMMITTEE MEETING**

**2018-03-06**

Monthly Report

Community Development Department  
NOVEMBER 2017

Capital Expenditure:

Project	Original Budget 2017/18	Actual Expenditure	Veriment to 20170608983950 (50102150731) on 30/10/2017	% Expenditure	Variance
Furniture Tools and Equipment 20170608984079	R 63 000.00	R 58 937.96	R 4 062.04	100	R0
Furniture Tools and Equipment 20170608984079	R 6 214.91 VAT written back to vote on actual expenditure		In procurement process for expenditure		

Implementing the model of partnerships between the municipality and local organizations to collectively further development in the community through focussing on existing resources and needs as identified by the particular community.

YOUTH

**Youth Job Readiness:** On the 23rd of November a job readiness session was held with the youth from the Elsenburg area. A total of 26 youth attended the session. This area was selected as they were not part of the previous year's roll-out of similar programs. Our aim with these youth is to mentor them for a period of time by connecting them to possible programs as and when we receive information regarding upcoming opportunities. It should also be noted that the youth from this ward has indicated through the IDP that they require assistance. The focus on rural youth is thus a response to the needs identification. The session was done in partnership with the Department of labour, Shaun Daniels from SAAYC and the Department of Social Development. A follow-up session will be held with regards to the basic computer training.



ELDERLY

In collaboration with Landboudienste, ABBA and Bottelary Bavaria a morning session with local elderly from Middelvlei focussed on the role elderly play as foster parents to grandchildren. The session celebrated their contribution to the community.





## POLICY DOCUMENT DEVELOPMENT

**Grant in Aid Policy Review:** Route form completed. Reviewed policy to serve at Section 80 Committee in December. Item was submitted on collaborator.

**ECD Policy:** Council approved draft. Draft advertisement for publication in local media has been signed off and will be advertised shortly.

**Ward Allocation Policy:** On instruction from the MM a workshop to discuss the policy was completed. Councillors were afforded the opportunity to provide input on the policy prior to re-distribution and a final workshop on the content. On request the Executive Mayor will be afforded an opportunity to view the inputs and changes and upon her final input the policy will be re-distributed to all councillors.

## DISABILITY

**Disability Mainstreaming – Engineering Directorate:** The UA policy, study on accessibility and implementation plan were discussed during a management meeting of the directorate. Positive discussions on the intent of the engineering department lead to the following decisions:

1. S Pretorius will collate all UA related projects and inform the department Community Development in order to build a POE on achieving universal access.
2. A copy of the study will be made available on the share drive of the directorate in order for managers to take note of issues to be addressed as they plan their normal projects.

**WALK WITH DISABILITY:** The 2nd annual disability awareness march took place on the 25th of November 2017. The march is the Stellenbosch Disability Network's initiative with representation from different organisations including the municipality on the organising committee. The event was well attended by local partners within the disability field. All participants were in good spirit and we were well supported by the traffic department and the fire department that were on standby.



A memorandum was handed over to Cllr Frazenburg. This memorandum not only thanked the municipality for their continues contribution towards better accessibility but also encouraged greater promotion of disability inclusion in all public spheres and services.

## GENDER

The launch of **16 Days of Activism** was in Franschhoek in partnership with the Franschhoek Youth Forum and local NGO's. The focus of the morning was on creating awareness in the community on the role of men and fathers. Participants interacted with members of the community and discussed the prevalence of violence against children and women and the role men play in addressing the social problems of the community.



The campaign was then taken to ECD facilities and schools. The message was on the responsibility of all to ensure the safety of children and women. The following facilities were reached in November (the campaign stretch to 8 Dec.):

Cloetesville Primary, Gr R – Gr 7: 89 children and educators

Devon Valley Primary, Gr R – Gr 7: 217 children and educators

Raithby Primary School and Brak en Jan ECD, Gr R -7: 150 children and educators



## CHILDREN

100 farm children from Stellenbosch rural areas visited the ECO Centre and were exposed to a traffic safety programme as part of **International Children's Day**. This programme was a collaboration between different municipal departments, the Agriculture Association and Simplicity for Change.

94 children from Cloetesville also attended an awareness programme on child safety. This programme was done in collaboration between TEEC SA, Child Welfare Stellenbosch and Stellenbosch Municipality.

**ECD GIS Database update:** Kayamandi – 15 ECD's, Cloetesville – 3 ECD's, Franschhoek – 8 ECD's

## Social Relief of Distress

Incidents = 5

The Department is still providing nutritional meals to all the persons housed in the Eikestad Hall following the March 2017 fire in Slabtown. The relocation of these people has not been concluded and the Department is currently in the advertising process of the third formal quotation which closes on 05 October

2017. A variance order on order number 338980 has been approved and the order amount has been increased to provide food to these persons (up to and including 09 October 2017) until such time that the third formal quotation has been awarded.

6 November 2017: Langrug/Ward 2, Franschoek, Fire Incident occurred on 6th of November 2017, 19 households were affected. SRD was issued to all victims

15 November 2017: 28 Jafthasingel- Groendal. Assisted with food parcels, mattresses and blankets

24 November 2017: 81 Swartbooi Street Kayamandi, Fire incident occurred on 24/11/2017, backyard informal house was completely destroyed by fire with minor damage to property. SRD was issued.

27 November 2017: 10 Japonica Street, Kylemore, Fire incident occurred on 27/11/2017, one backyard and one formal house were completely destroyed by fire. SRD was issued.

27 November 2017: 12 Japonica Street, Kylemore, Fire incident occurred on 27/11/2017, one formal house was completely destroyed by fire. SRD was issued.

### Grant in Aid (GiA)

On the 7th of November 2017 the Community Development Coordinator held the 2nd GiA compulsory briefing workshop.

A total of 104 organisations attended the sessions. This workshop was divided into 2 sessions as some of the organisations came earlier. The GiA processes as well as the policy document were explained. Closing date for applications is 8 December 2017.

### WARD PROJECTS

WARD	COUNCILLOR	ADMINISTRATIVE PROCESS TO DATE	TOTAL PROJECT PLANS RECEIVED	COMMENTS
1	A Frazenburg	Ukey Creation requests submitted	3	Awaiting Ukey Creations
2	M Petersen	Procurement Processes started	5	Procurement Processes started
3	C Manuel	Ukey Creation requests submitted	3	Awaiting Ukey Creations
4	M Johnson	Follow-up meeting with Ward Committee scheduled for 04 December 2017	0	
5	D Joubert	Senior Citizen Project successfully completed on 26 November 2017	2	
6	N Mcombring	Procurement Processes started	6	Quotations sourced
10	R Du Toit	Verimentation process on the way	7	
11	J Serdyn	Procurement Processes started	1	Quotations sourced
12	N Gugushe	Ukey Creation requests submitted	4	Awaiting Ukey Creations
13	F Bangani	Procurement Processes started	4	Quotations sourced
14	P Sitshothi	Ukey Creation requests submitted	3	Awaiting Ukey Creations
15	N Sinkinya	Ukey Creation requests submitted	3	Awaiting Ukey Creations
16	E Vermeulen	Procurement Processes started	4	Quotations sourced

17	P Biscombe	Ukey Creation requests submitted	3	Awaiting Ukey Creations
18	E Fredericks	Procurement Processes started	7	Quotations sourced
19	J Hendrik	Procurement Processes started	4	Quotations sourced
20	A Crombie	Ukey Creation requests submitted	4	Awaiting Ukey Creations
21	R Badenhorst	Follow-up meeting to be scheduled	0	

A total of 63 project plans has been finalised. December month will be used to get all 63 projects to procurement stage and to get Ward 4 and 21 on board.

### Meetings and Engagements

2 Nov: Fatherhood Planning Meeting  
6 November – management meeting  
7 November – GIA compulsory workshop  
13 November – Franschhoek youth forum (strategic workshop)  
14 November – B/SM 25/18 Clarification meeting  
9 Nov: Planning Meeting – elderly programme with SAPS and Bottelary Bavaria  
16 November – Cllr Mdemka  
16 November – Elderly Forum  
17 November – Disability management meeting  
14 Nov: Provincial DSD ECD Directorate, municipal officials and local NGO's on the new structures on provincial level dealing with ECD's  
22 November – Events finalisation meeting  
19,26 Nov: Franschhoek Fatherhood Programme  
22 Nov: 16 Days of Activism Planning  
28 November – SALGA Youth Workshop (Witzenberg)  
29 Nov: Franschhoek ECD Forum

## Franschhoek Indoor Sport Centre

### Monthly Report

November 2017



#### Youth House

Waiting on the approval of advertisement of the Director Corporate Services since September 2017.

### Municipal Night Shelter – Capacity/Night 8 women, 31 men

	Referrals from Stellenbosch Night Shelter	Women	Men	New Women	New Men	Ave / Night
<b>Occupancy</b>	21	7	46	1	7	25

#### Incidents:

- The usual swearing at the supervisor and fellow clients of the shelter accompanied by disrespect continued during the month.
- Persons shown away (Shelter full): 2

**Employment Creation opportunities:** This service provides a way of income for some of the residents who are willing to do the washing. Only a few people used the service.

**Cleaning project:** Two of the ladies of the Stellenbosch Night Shelter have taken over the cleaning project. Although the Shelter is cleaned by the client's very morning, they will only do the basics. The weekly "super cleaning" is a necessity.

#### Item submission

Preparation of the following items for submission:

1. UA Implementation Plan – Feedback received from all directors. Amendments required prior to item submitted to Mayor for a second time.

#### Outstanding Council Resolutions

- Night Shelter: 75% implementation of resolutions. Final component dependant on support from legal services. Meeting to discuss the way forward was held. Awaiting further guidance.
- ECD Policy: 0% implementation of resolutions. Approved in draft format at October Council Meeting. Adverts approved with due date for public comment in Jan 2018.
- Street People Policy: 15% implementation of resolutions. First workshop with stakeholders completed on 24 November 2017.

#### FQ's and Tenders

**Mayoral Youth Skills Development Programme:** Two FQ's were brought to the point of signed off functional reports and the tender was at the approval of specs level when changes at SCM forced the department to abandon the projects and start from scratch. At the end of October the department has reached the status of approved Specs for BSM 25/18 with the hope of finalizing the process in December. By end November, the tender was advertised with a closing date of 4 December 2017. Whether orders will be created in time is not clear at this time.

**Emergency Food Provision:** BSM 50/15: Specs were finalised and was approved at the Specs Committee. Tender to be advertised.

#### Office Management

One-on-one with Director	0
Joint Management Meetings (Director)	1
Consultation with portfolio chair	2
Departmental meetings	2

## Reports, Communication and Feedback Submitted

Monthly Departmental Report	1
Monthly OHS Report	1
Ignite reporting and uploading	1

### HR

Discipline (chaining for another department)	1
Staff Development: M Aalbers attended the Basic GIS Course at ESRI SA	1

**PayDay** **EMPLOYEE SELF SERVICE**

[Click here to print this page](#)

**Self Service Level Manager Leave Matrix**

Please Select A Month and Year to View the Leave Matrix

Select Year: 2017 | Select Month: November |

CA EmpID	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Total
36	121750																															0.00
36	121750																															0.00
36	121750																															0.00
36	121750																															0.00

### Looking ahead – December 2017

We are looking forward to start procurement processes for identified ward projects for which the creation of Ukeys and verimentation of funds have been successfully completed.

- 1 December – Youth discovering local training and skills development opportunities.
- 1-8 December 2017: Child Safety Days (16 days) Stellenbosch surrounding farms.
- 6-19 December: Holiday Programme in Cloetesville and Middelvlei farming community.
- 8 December – Closing date for GIA applications
- 11 – 22 December – Evaluation of GIA Applications

**ITEM 1**

**APPENDIX 1.2**

**BUILDING DEVELOPMENT**  
**MANAGEMENT**

**PLANNING AND ECONOMIC  
DEVELOPMENT COMMITTEE MEETING**

**2018-03-06**

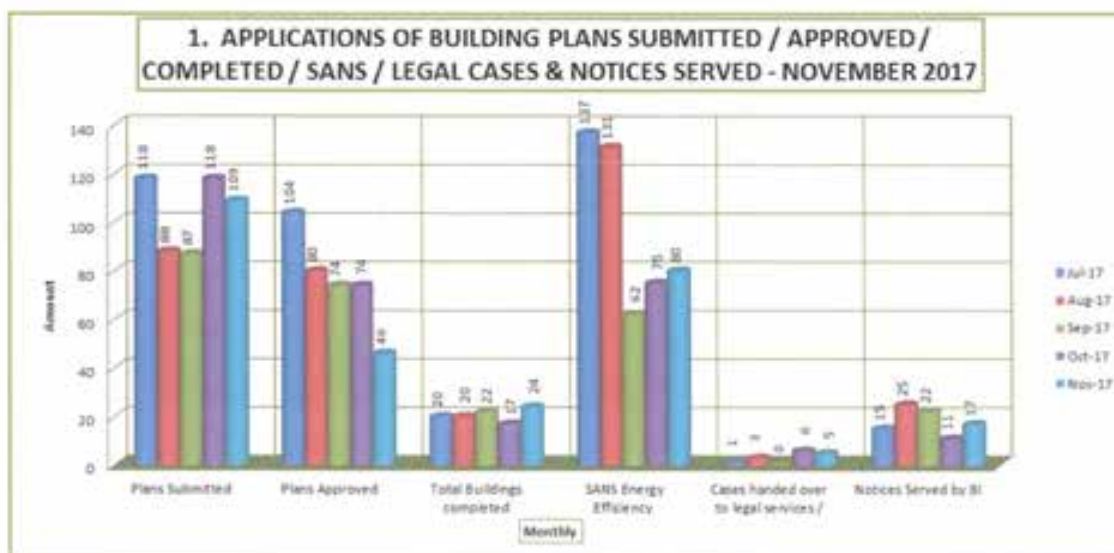

 MUNICIPALITY • UMASIPALA • MUNISIPALITEIT  
**BUILDING DEVELOPMENT MANAGEMENT**
**MEMORANDUM**

**TO/ AAN** : DIRECTOR: PLANNING & ECONOMIC DEVELOPMENT  
 D. LOMBAARD  
**FROM** : MANAGER: BUILDING DEVELOPMENT MANAGEMENT  
 A. CROUZER  
**DATE/ DATUM** : 1 December 2017  
**REF** : 8/1/4/2/5  
**REF NUMBER** :  
**RE / INSAKE** : **MONTHLY REPORT** : 1 – 30 NOVEMBER 2017

Herewith the monthly report of the Section Building Development Management.

**1. BUILDING PLAN – APPLICATIONS AND VALUE**
**ANNEXURE 1 - BUILDING PLANS SUBMITTED / APPROVED AND COMPLETED**

	Plans Submitted	Plans Approved	Total Buildings completed	SANS Energy Efficiency	Cases handed over to legal	Notices Served by BI
Jul-17	118	104	20	117	1	15
Aug-17	88	80	20	131	3	25
Sep-17	87	74	22	62	0	22
Oct-17	118	74	17	75	6	11
Nov-17	109	46	34	80	5	17

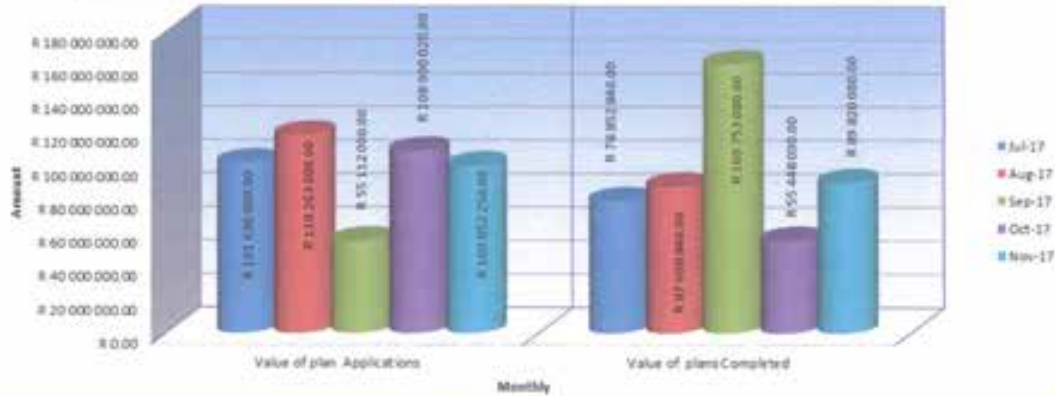




**ANNEXURE 1 - BUILDING PLAN APPLICATION - VALUE**

	Value of plan Applications	Value of plans Completed
Jul-17	R 101 630 000.00	R 78 852 940.00
Aug-17	R 118 263 000.00	R 87 608 840.00
Sep-17	R 55 112 000.00	R 100 753 080.00
Oct-17	R 108 900 020.00	R 55 448 000.00
Nov-17	R 100 052 250.00	R 89 820 000.00

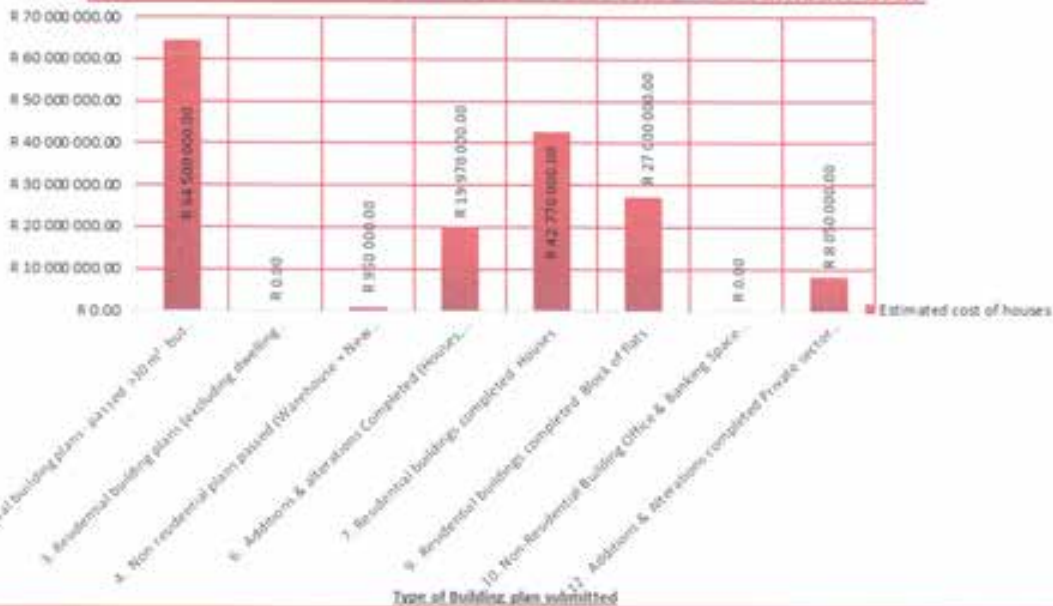
**1. APPLICATIONS OF BUILDING PLANS - VALUE OF APPLICATION AND VALUE OF PLANS COMPLETED - NOVEMBER 2017**



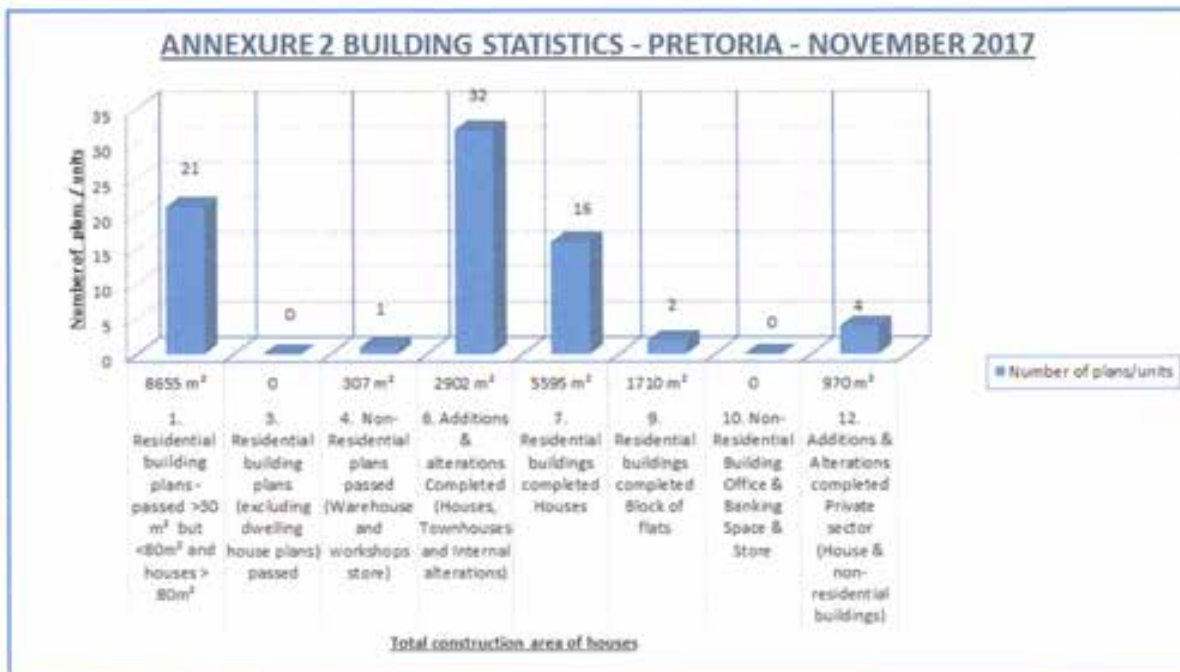
**2. BUILDING PLAN STATISTICS – PRETORIA ESTIMATED COST OF HOUSES**

Type plan passed / completed	Estimated cost of houses
1. Residential building plans - passed >30 m <sup>2</sup> but <80m <sup>2</sup> and houses > 80m <sup>2</sup>	R 64 500 000.00
3. Residential building plans (excluding dwelling house plans) passed	R 0.00
4. Non-residential plans passed (Warehouse + New Farm Shed + Farm store)	R 950 000.00
6. Additions & alterations Completed (Houses, Townhouses and Internal alterations)	R 19 910 000.00
7. Residential buildings completed Houses	R 42 770 000.00
9. Residential buildings completed Block of flats	R 27 000 000.00
10. Non-Residential Building Office & Banking Space & Store	R 0.00
11. Additions & Alterations completed Private sector (house & non-residential buildings)	R 8 050 000.00

**ANNEXURE 2 BUILDING STATISTICS - PRETORIA - NOVEMBER 2017**



Type plan passed / completed	Total construction area of houses	Number of plans/units
1. Residential building plans - passed >30 m <sup>2</sup> but <80m <sup>2</sup> and houses > 80m <sup>2</sup>	6655 m <sup>2</sup>	21
2. Residential building plans (excluding dwelling house plans) passed	0	0
4. Non-Residential plans passed (Warehouse and workshops store)	307 m <sup>2</sup>	1
6. Additions & alterations Completed (Houses, Townhouses and internal alterations)	2902 m <sup>2</sup>	32
7. Residential buildings completed Houses	5595 m <sup>2</sup>	16
9. Residential buildings completed Block of flats	1710 m <sup>2</sup>	2
10. Non-Residential Building Office & Banking Space & Store	0	0
12. Additions & Alterations completed Private sector (House & non-residential buildings)	970 m <sup>2</sup>	4



### 3. TRAINING

BCO Convention 2 – 3 November 2017 Woodstock Cape Town = Andrew Crouzer, Rodney Adams, Marco Fouché and Shafiek Valentyn attend conference – (See approval from director attached)

### 4. STAFF MEETINGS

4.1 A monthly departmental meeting was held on 28 November 2017 at 14:00 in the Municipal Main Building, Office of Andrew Crouzer (See minutes of meeting attached)

4.2 Minutes of monthly BCO meeting with Building Inspectors was held on 22 November 2017 (Rodney Adams - chairperson for November 2017) (See minutes of meeting attached)

### 5. OPERATIONAL VOTES FOR MAY 2017

- Vote 12205220190000 (20170626063526) Consumables Fuel & Oil - Available 87.52 %
  - Vote 12205201470000 (20170626062063) Maintenance of Assets - Available 97.80%
  - Vote 12205201940000 (20170626063530) Machinery & Equipment - Available 100%
  - Vote 12205221780000 (20170626063529) Cellphones : Operational – Available 100 %
  - Vote 12205222980000 (20170626063534) Uniforms and Protective Clothing - Available 82.87 %
  - Vote 12205222420000 (20170626063520) Seminars, Conferences, Workshops – Available 69.33%
  - Vote 12205220180000 (20170626063533) Consumables – Standard – Available 70.58%
- (See Flexgen Report Attached)

6. OHS REPORT  
(See Report Attached)

7. BENCHMARK STATISTICS 30 / 60 DAYS

**BENCHMARK 30 DAYS**

Home Records Inbox File Plan Search Personal Directory **Reports**

Home > Building Plan Reports > Benchmark Period to Determine Outcome

Date From: 2017/11/01 Date To: 2017/11/30  
 Benchmark: 30 Type: Additions, Alterations, Alteratio

1 of 1 100% Find | Next

**BENCHMARK PERIOD TO DETERMINE OUTCOME ON APPLICATION - 30 DAYS**

This report will display the benchmark for building plan applications from the date created to the date of final outcome according to the selected period and benchmark

Selected Period: 11/1/2017 - 11/30/2017

Benchmark 30 Days	2017 November		TOTAL		%
	WITHIN BENCH.	OUT OF BENCH.	WITHIN BENCH.	OUT OF BENCH.	
Additions	0	1	0	1	00.00
Alterations	9	2	9	2	81.82
Alterations & Additions	26	1	26	1	96.30
Minor Building Works	26	1	26	1	96.55
New Building	32	9	32	9	78.05
<b>Total</b>	<b>103</b>	<b>14</b>	<b>103</b>	<b>14</b>	<b>88.03</b>

**BENCHMARK 60 DAYS**

**Reports** > Home > Reports

Home Records Inbox File Plan Search Personal Directory **Reports**

Home > Building Plan Reports > Benchmark Period to Determine Outcome

Date From: 2017/10/01 Date To: 2017/11/30  
 Benchmark: 60 Type: Additions, Alterations, Alteratio

1 of 1 100% Find | Next

**BENCHMARK PERIOD TO DETERMINE OUTCOME ON APPLICATION - 60 DAYS**

This report will display the benchmark for building plan applications from the date created to the date of final outcome according to the selected period and benchmark

Selected Period: 10/1/2017 - 11/30/2017

Benchmark 60 Days	2017 October		2017 November		TOTAL		%
	WITHIN BENCH.	OUT OF BENCH.	WITHIN BENCH.	OUT OF BENCH.	WITHIN BENCH.	OUT OF BENCH.	
Additions	14	3	9	0	23	3	88.46
Alterations	13	4	11	0	24	4	85.71
Alterations & Additions	23	10	26	1	49	11	81.67
Minor Building Works	22	4	29	0	51	4	92.73
New Building	19	5	39	2	58	7	89.23
<b>Total</b>	<b>91</b>	<b>26</b>	<b>114</b>	<b>3</b>	<b>205</b>	<b>29</b>	<b>87.61</b>

8. DELEGATION FOR PERIOD 1 November 2017 – 31 November 2017

8. DELEGATIONS

DELEGATIONS EXERCISED FOR PERIOD: 1 NOVEMBER 2017 – 30 NOVEMBER 2017

DIRECTORATE: PLANNING AND ECONOMIC DEVELOPMENT

Delegation	Authorised official	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
395	Andrew Crouzer	NBR & BUILDING STANDARD S ACT (ACT 103 OF 1977)	As far as the prosecutions are concerned the institution of prosecutions against persons who contravene the National Building Regulations & Building Standards Act (Act 103 of 1977), the Municipality's Signage Bylaws, and the relevant Zoning Schemes			5
400	Andrew Crouzer	S 7 OF THE NBR	To, after having considered a recommendation by a building control officer, grant approval or <del>refuse</del> to grant approval for the erection of any building in respect of which plans and specifications have been drawn and submitted			82
445	Andrew Crouzer	REGULATION A25(10) OF THE NBR	To serve a notice on the owner of a building that is being or has been erected without the prior approval contemplated in S 4(1) of the Act to obtain the approval in writing as required by the Act by the date specified in the notice			17
484	Andrew Crouzer	S 14(1) OF THE NBR	To issue or to refuse to issue a certificate of occupancy on completion of the erection of a building			24

9. LEGAL IMPLICATION

Five Cases were handed over to Legal Services  
(See proof attached)

10. OCCUPATIONAL CERTIFICATE CHECK LIST – SANS 10400XA PROVINCIAL GOVERNMENT

10. OCCUPATIONAL CERTIFICATE CHECK LIST

SANS 10400XA Municipal Report - PROVINCIAL GOVERNMENT					STELLENBOSCH
Month	No of OCs requested	No of OCs requiring SANS 10400XA checks	No of OCs meeting SANS10400XA requirements	Comments / Issues experienced	
Oct-17	3	3	2	One OC being withheld due to non-compliance - will serve Notice to comply with the requirements as per approved plans (heat pump not installed as per approved plan, no geyser blanket and hot water pipes not wrapped)	
Nov-17	3	3	3	Occupational Certificates issued- Comply with SANS 10400XA requirements	
Dec-17					
Jan-18					

Yours faithfully

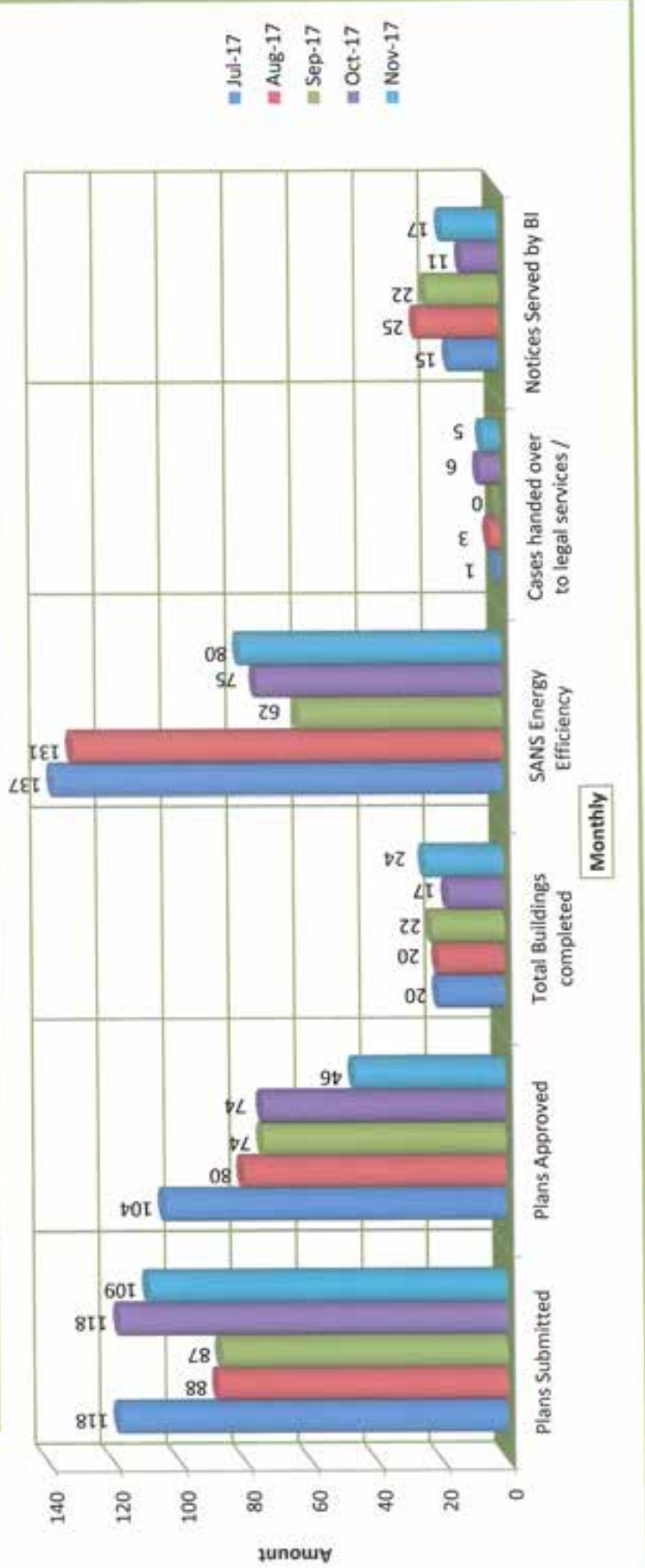


ANDREW CROUZER  
MANAGER: BUILDING DEVELOPMENT MANAGEMENT  
DIRECTORATE: PLANNING AND ECONOMIC DEVELOPMENT

**ANNEXURE 1 - BUILDING PLANS SUBMITTED / APPROVED AND COMPLETED**

	Plans Submitted	Plans Approved	Total Buildings completed	SANS Energy Efficiency	Cases handed over to legal	Notices Served by BI
Jul-17	118	104	20	137	1	15
Aug-17	88	80	20	131	3	25
Sep-17	87	74	22	62	0	22
Oct-17	118	74	17	75	6	11
Nov-17	109	46	24	80	5	17

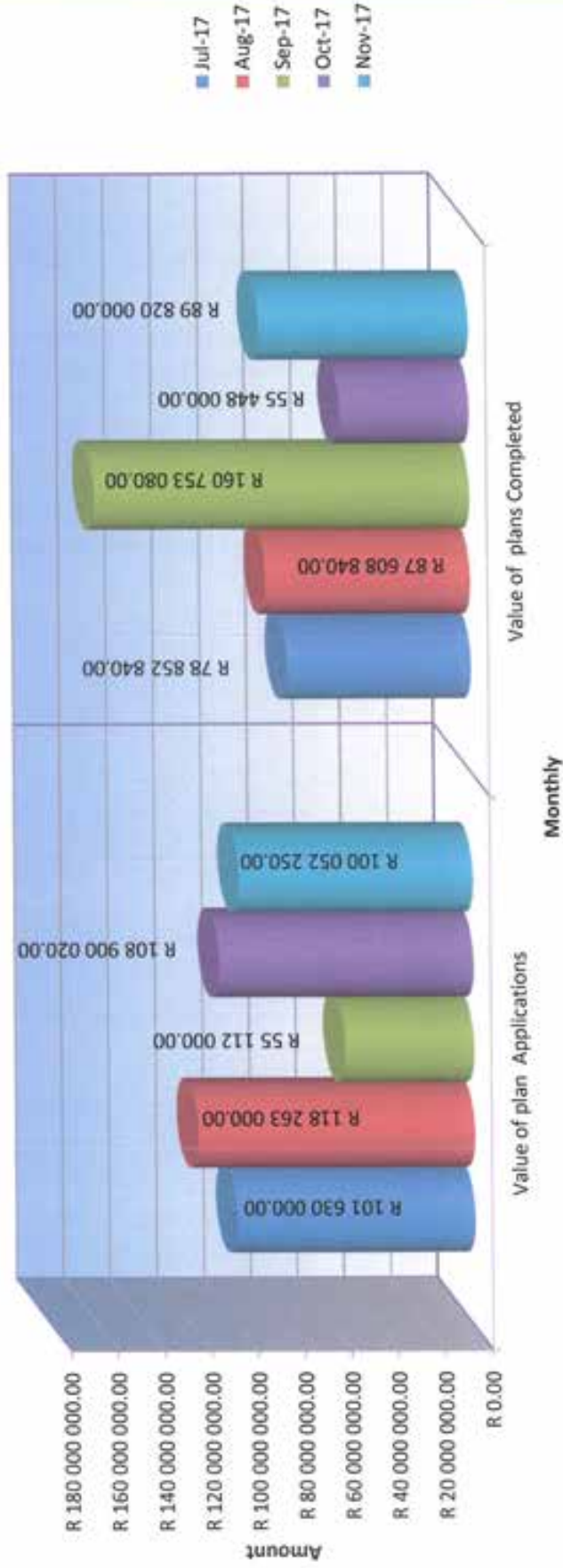
**1. APPLICATIONS OF BUILDING PLANS SUBMITTED / APPROVED / COMPLETED / SANS / LEGAL CASES & NOTICES SERVED - NOVEMBER 2017**



**ANNEXURE 1 - BUILDING PLAN APPLICATION - VALUE**

	Value of plan Applications	Value of plans Completed
Jul-17	R 101 630 000.00	R 78 852 840.00
Aug-17	R 118 263 000.00	R 87 608 840.00
Sep-17	R 55 112 000.00	R 160 753 080.00
Oct-17	R 108 900 020.00	R 55 448 000.00
Nov-17	R 100 052 250.00	R 89 820 000.00

**1. APPLICATIONS OF BUILDING PLANS - VALUE OF APPLICATION AND VALUE OF PLANS COMPLETED - NOVEMBER 2017**



	Jan'17	Feb'17	Mar'17	Apr'17	May'17	Jun'17	Jul'17	Aug'17	Sep'17
<b>New Applications</b>									
<b>Building plans submitted</b>									
New Dwellings	33	23	56	17	36	57	80	31	34
Additions & Alterations	42	61	67	34	94	103	38	57	53
<b>Totals</b>	<b>75</b>	<b>84</b>	<b>123</b>	<b>51</b>	<b>130</b>	<b>160</b>	<b>118</b>	<b>88</b>	<b>87</b>
<b>Building Plans Approved</b>									
New Dwellings	17	27	32	25	52	38	71	36	23
Additions & Alterations	26	24	35	27	39	61	33	44	51
<b>Totals</b>	<b>43</b>	<b>51</b>	<b>67</b>	<b>52</b>	<b>91</b>	<b>99</b>	<b>104</b>	<b>80</b>	<b>74</b>
<b>Totals value (New Dwellings)</b>	<b>R 81 332 500,00</b>	<b>R 66 969 500,00</b>	<b>R 41 607 500,00</b>	<b>R 39 506 000,00</b>	<b>R 123 196 000</b>	<b>R 96 868 000,00</b>	<b>R 80 965 000,00</b>	<b>R 95 223 000,00</b>	<b>R 46 234 000,00</b>
<b>Total value(Additions)</b>	<b>R 14 984 500,00</b>	<b>R 19 735 550,00</b>	<b>R 61 254 541,00</b>	<b>R 15 197 000,00</b>	<b>R 11 316 000,00</b>	<b>R 18 579 000,00</b>	<b>R 20 665 000,00</b>	<b>R 23 040 000,00</b>	<b>R 8 878 000,00</b>
<b>Building Plans Refused</b>									
New Dwellings	12	53	27	9	36	30	15	16	20
Additions & Alterations	24	41	38	27	39	55	41	41	37
<b>Totals</b>	<b>36</b>	<b>94</b>	<b>65</b>	<b>36</b>	<b>75</b>	<b>85</b>	<b>56</b>	<b>57</b>	<b>57</b>

	Jan'17	Feb'17	Mar'17	Apr'17	May'17	Jun'17	Jul'17	Aug'17	Sep'17
<b>Building Plans in Process</b>									
30 days	2	24	20	21	9	5	6	16	41
60 days	0	0	13	13	13	1	49	13	14
<b>Totals</b>	<b>2</b>	<b>24</b>	<b>33</b>	<b>34</b>	<b>22</b>	<b>6</b>	<b>55</b>	<b>29</b>	<b>55</b>
<b>Completions</b>									
New Dwellings	6	31	17	147	23	12	15	14	17
Additions & Alterations	2	6	1	1	5	3	5	6	5
<b>Totals</b>	<b>8</b>	<b>37</b>	<b>20</b>	<b>148</b>	<b>28</b>	<b>15</b>	<b>20</b>	<b>20</b>	<b>22</b>
Total value(New Dwellings)	R 31 754 620,00	R 70 266 440,00	R 31 692 440,00	R 47 707 520,00	R 62 818 900,00	R 22 330 000,00	R 75 508 840,00	R 46 058 840,00	R 154 283 060,00
Total value(Additions)	R 2 650 000,00	R 11 580 000,00	R 800 000,00	R 700 000,00	R 8 050 000,00	R 3 150 000,00	R 3 344 000,00	R 41 550 000,00	R 6 470 000,00
Notices served									
<b>Totals</b>	<b>18</b>	<b>9</b>	<b>21</b>	<b>14</b>	<b>21</b>	<b>17</b>	<b>15</b>	<b>25</b>	<b>22</b>



	Oct'17	Nov'17	Dec'17	Totals
	24	47		
	94	62		
	118	109		
	23	23		
	51	23		
	74	46		
	R 92 614 000,00	R 85 690 250,00		
	R 16 286 020,00	R 14 372 000,00		
	42	10		
	34	26		
	76	36		

	Oct'17	Nov'17	Dec'17	Totals
	33	13		
	68	14		
	101	27		
	12	18		
	5	6		
	17	24		
	R 45 548 000,00	R 69 770 000,00		
	R 9 900 000,00	R 20 050 000,00		
	11	17		

## SANS XA BUILDING CONTROL COMPLIANCE REGISTER FOR NOVEMBER 2017



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### SANS XA Building Control Compliance Register

This report will display a list of building plan applications within the selected period which comply to SANS XA

Selected Period: 11/1/2017 - 11/30/2017

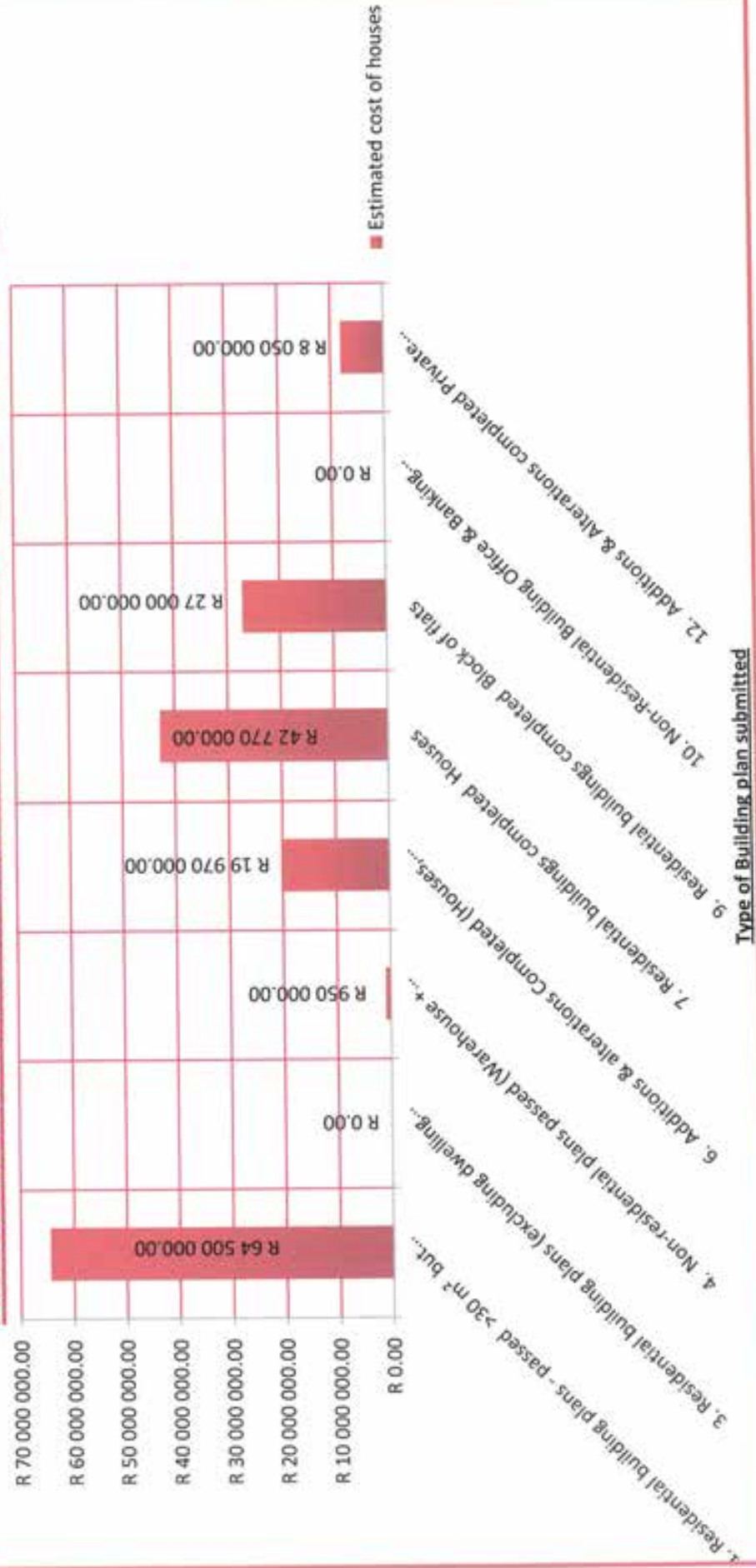
[View SANS XA Register](#)

Total Applications:

80

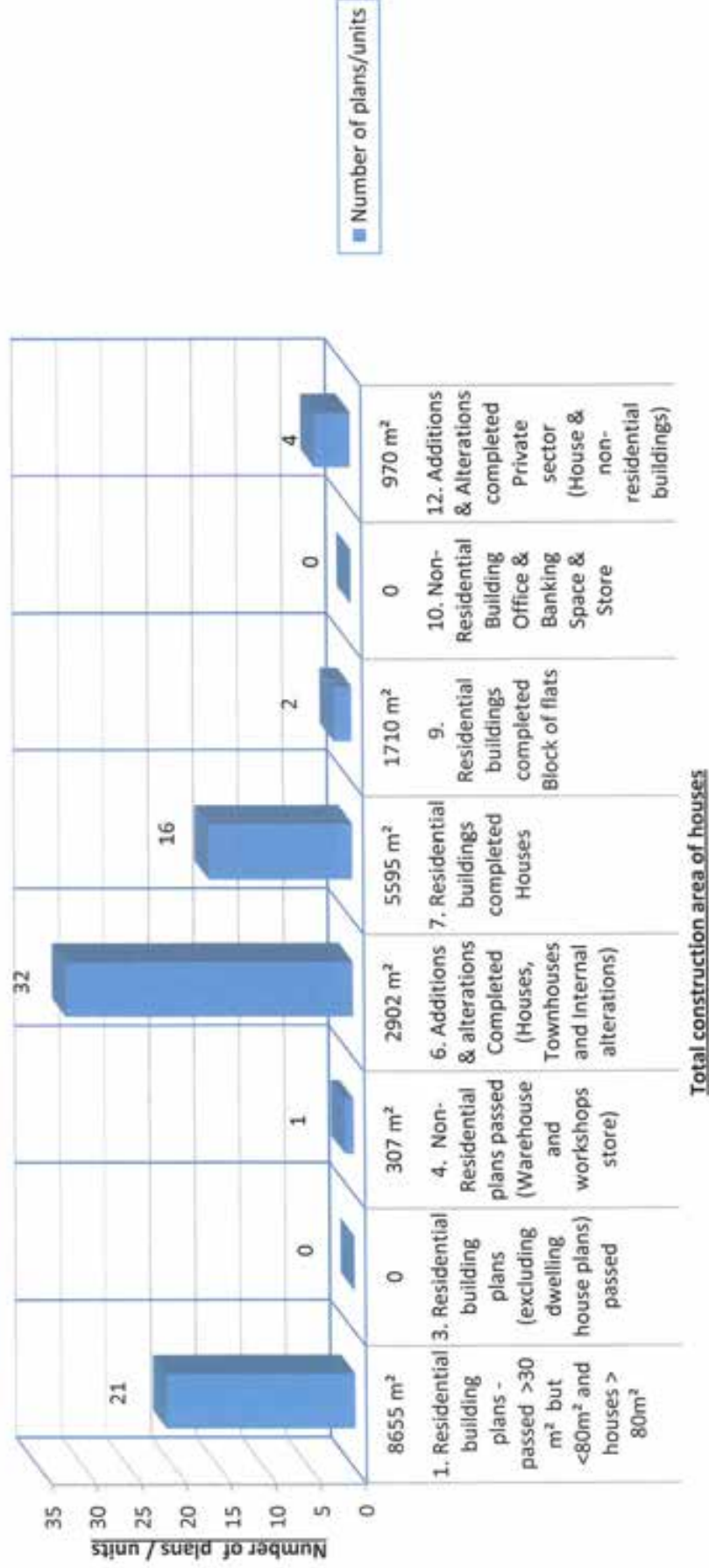
Type plan passed / completed	Estimated cost of houses
1. Residential building plans - passed >30 m <sup>2</sup> but <80m <sup>2</sup> and houses > 80m <sup>2</sup>	R 64 500 000,00
3. Residential building plans (excluding dwelling house plans) passwd	R 0,00
4. Non-residential plans passed (Warehouse + New Farm Shed + Farm store)	R 950 000,00
6. Additions & alterations Completed (Houses, Townhouses and Internal alterations)	R 19 970 000,00
7. Residential buildings completed Houses	R 42 770 000,00
9. Residential buildings completed Block of flats	R 27 000 000,00
10. Non-Residential Building Office & Banking Space & Store	R 0,00
12. Additions & Alterations completed Private sector (house & non-residential buildings)	R 8 050 000,00

## ANNEXURE 2 BUILDING STATISTICS - PRETORIA - NOVEMBER 2017



Type plan passed / completed	Total construction area of houses	Number of plans/units
1. Residential building plans - passed >30 m <sup>2</sup> but <80m <sup>2</sup> and houses > 80m <sup>2</sup>	8655 m <sup>2</sup>	21
3. Residential building plans (excluding dwelling house plans) passed	0	0
4. Non-Residential plans passed (Warehouse and workshops store)	307 m <sup>2</sup>	1
6. Additions & alterations Completed (Houses, Townhouses and Internal alterations)	2902 m <sup>2</sup>	32
7. Residential buildings completed Houses	5595 m <sup>2</sup>	16
9. Residential buildings completed Block of flats	1710 m <sup>2</sup>	2
10. Non-Residential Building Office & Banking Space & Store	0	0
12. Additions & Alterations completed Private sector (House & non-residential buildings)	970 m <sup>2</sup>	4

## ANNEXURE 2 BUILDING STATISTICS - PRETORIA - NOVEMBER 2017



# BUILDING STATISTICS SURVEY - MONTHLY (ABRIDGED QUESTIONNAIRE)



When contacting Stats SA please quote this number

Contact person(s): **Yolanda Mceetywa**  
 Telephone no(s): 012-310-8986  
 Fax no(s): 086 580 6506  
 E-mail addresses: [yolandamc@statssa.gov.za](mailto:yolandamc@statssa.gov.za)

**QUESTIONNAIRE FOR THE MONTH OF:**  
**November 2017**

Please correct any errors in the above address label.

## Part 1 – Residential buildings plans passed during this month:

### 1. Dwelling houses plans passed

**Owned by Private Sector (including RDP housing e.g. government low-cost housing subsidised by PHP or PLS).**

- 1. Dwelling houses with a floor area smaller than, or equal to 30m<sup>2</sup> .....
  - 2. Dwelling houses with a floor area larger than 30 m<sup>2</sup> but, smaller than 80 m<sup>2</sup> .....
  - 3. Dwelling houses with a floor area equal to, or larger than 80 m<sup>2</sup> .....
- Total** .....

Dwelling houses	Total construction area of houses	Estimated cost of houses (excluding land value)
Number	m <sup>2</sup>	R'000
21	8655	64 500 000
<b>21</b>	<b>8655</b>	<b>64 500 000</b>

### 2. Plans passed for RDP housing, e.g. low-cost housing subsidised by PHP or PLS (already included above).

- 1. Dwelling houses with a floor area smaller than or equal to 30 m<sup>2</sup> .....
  - 2. Dwelling houses with a floor area larger than 30 m<sup>2</sup>, but smaller or equal to 80 m<sup>2</sup> .....
- Total** .....

Dwelling-houses	Total construction area of houses (outside measurements)	Estimated cost of houses (excluding land value)
m <sup>2</sup>	m <sup>2</sup>	R'000

### Residential building plans (excluding dwelling house plans) passed.

#### 3. Owned by the Private Sector

- Townhouses .....
- Blocks of flats .....
- Tourism accommodation and casinos .....
- Other residential buildings (specify) .....

Residential building plans	Total construction Area (outside)	Estimated cost (excluding land value)
No of units/buildings	m <sup>2</sup>	R'000

## Part 2 – Non-residential building plans passed

### 4. Owned by the Private Sector

Type of building/space predominantly intended for:

- 1. Office and banking space .....
  - 2. Shopping space .....
  - 3. Industrial and warehouse space and workshops..... Store.....
  - 4. Church, sports, and recreation clubs .....
  - 5. Schools, crèches, hospitals and libraries .....
  - 6. All other space (specify) .....
- Total** .....

Non-residential buildings	Total construction area (outside)	Estimated cost (excluding land value)
Number of buildings	m <sup>2</sup>	R'000
1	307	950 000
<b>1</b>	<b>307</b>	<b>950 000</b>

**5. Owned by the *Public Sector***

Type of building/space predominantly intended for:

- 1. Hospitals and clinics .....
- 2. Schools, crèches, universities, technikons and libraries .....
- 3. All other space (specify) .....
- Total** .....

Non-residential buildings	Total construction area	Estimated cost (excluding land value)
Number of buildings	m <sup>2</sup>	R'000

**Part 3 – Plans for *additions and alterations* passed**

**6. Owned by the *Private Sector***

Type of building

- 1. Dwelling houses .....
- 2. Townhouses, blocks of flats, and other residential buildings.....
- 3. Non-residential buildings.....
- 4. Internal alterations to buildings (excluding “minor building work”) .....
- Total** .....

Additions and alterations	Total construction area	Estimated cost (excluding land value)
No of plans	m <sup>2</sup>	R'000
23	2902	14 372 000
9		2 598 000
<b>32</b>	<b>2902</b>	<b>19 970 000</b>

**Part 4 – Residential buildings completed during this month**

**7. Dwelling houses completed**

Owned by *Private Sector* (including RDP housing e.g. government low-cost housing subsidised by PHP or PLS)

- 1. Dwelling houses with a floor area smaller than or equal to 30 m<sup>2</sup> .....
- 2. Dwelling houses with a floor area larger than 30 m<sup>2</sup> but smaller than 80 m<sup>2</sup> .....
- 3. Dwelling houses with a floor area equal to or larger than 80 m<sup>2</sup> .....
- Total** .....

Dwelling houses	Total construction area	Estimated cost houses (excluding land value)
Number	m <sup>2</sup>	R'000
16	5595	42 770 000
<b>16</b>	<b>5595</b>	<b>42 770 000</b>

**8. RDP housing completed e.g. low-cost housing subsidised by PHP and PLS (already included above)**

- 1. Dwelling houses with a floor area smaller than, or equal to 30 m<sup>2</sup> .....
- 2. Dwelling houses with a floor area larger than 30 m<sup>2</sup>, but smaller or equal to 80 m<sup>2</sup> .....
- Total** .....

Dwelling-houses	Total construction area of houses (outside measurements)	Estimated cost of houses (excluding land value)
Number	m <sup>2</sup>	R'000

**Residential buildings completed (excluding dwelling-house plans)**

**9. Owned by the *Private Sector***

- 1. Townhouses .....
- 2. Block of flats .....
- 3. Tourism accommodation and casino's .....
- 4. Other residential buildings .....

Residential building plans	Total construction area	Estimated cost (excluding land value)
Number of buildings/ units	m <sup>2</sup>	R'000
Units		
Units 2	1710	27 000 000
Buildings		
Buildings		





14. Please indicate your preferred way of reporting the information contained in this questionnaire

Mail/Post

Fax  Fax number.....

E-mail  Email address.....

Please retain a copy for your records.  
 Please ensure that the front page is completed.  
 Thank you for completing this questionnaire.

Office use only		
	Name	Date
Received		
Checked		
Captured		
Edited		

Person(s) whom Stats should contact if any queries arise regarding this questionnaire:

Name	Rodney Adams	Telephone number	021-8088686
Position or Title		Fax number	
Deputy/Assistant		Cell number	
Position or Title	BCO	E-mail address	rodney.adams@stellenbosch.gov.za
Date	01 November 2017	Web address	
Signature			



Your ref: NRCS/BCO - 007  
 Enquiries: Karabo Rapudi  
 Telephone: 012 482 8871/8830

Dear Delegates,

**FORMAL INVITATION TO THE SEVENTH NRCS ANNUAL BUILDING CONTROL OFFICERS' CONVENTION 2017**

The National Regulator for Compulsory Specifications (NRCS) officially invites you to attend the 2017 Building Control Officer's Annual Convention to be held at Hilton – City of Cape Town on the 2<sup>nd</sup> of November 2017. The NRCS is hosting this event on behalf of the department of Trade and Industry (the dti).

The purpose of the Convention is to discuss ways on how to implement the National Building Regulations and Standards Act 103 of 1977 in a uniform manner across South Africa.

For the year 2017, the City of Cape Town Metropolitan Municipality has been selected as the hosting City and the Convention will be held under theme: Built Environment and the 4<sup>th</sup> Dimension. The event program will be forwarded in due course.

The 3<sup>rd</sup> of November 2017 is scheduled for the Building Control Officers Steering Committee (BCOSC) meeting which will be taking place at the Cape Town Municipal Office, the meeting will commence at 9:00.

Details of the convention are as follows:

Date : 2<sup>nd</sup> November 2017  
 Venue: Double Tree by Hilton  
 31 Brickfield Road  
 Woodstock  
 Cape Town  
 Time : 09h00 – 15h00

Yours sincerely

Mr. Edward Mamadise  
 Acting Chief Executive Officer  
 National Regulator for Compulsory Specifications (NRCS)

Date: 21 August 2017

Andrew  
 Please attend and  
 take your relevant  
 staff along as necessary  
 AS  
 07/29/2017

Andrew  
 Rodney  
 Marco  
 Shafiel

Head Office

SABS Campus 1 De Lalegans Road Groenkloof Pretoria

NRCS Private Bag X25, Brooklyn 0075

Tel +27 12 428 5000 • Sharecall 0860 722 700 • Fax +27 12 428 5199

Web www.nrscs.org.za



**BUILDING DEVELOPMENT MANAGEMENT STAFF MEETING**

**DATE AND TIME – 28 NOVEMBER 2017 @ 14:00**

**VENUE – OFFICE OF BUILDING DEVELOPMENT MANAGER STELLENBOSCH – ANDREW CROUZER**

**MINUTES**

**PRESENT**

Andrew Crouzer (AC)  
 Lincoln Africa (LC)  
 Enrico Du Preez (EDP)  
 Hylton Daniels (HD)  
 Shafiek Valentyn (SF)  
 Marina Lubbe (ML)  
 Rodney Adams (RA)  
 Marco Fouché (MF)  
 Denny Jason (JD)  
 Babalwa Nkonzo (BN)

		<b>ACTION</b>	<b>DUE DATE</b>
<b>1.</b>	<p><b><u>WELCOME</u></b></p> <p>The Manager, Building Development Management, Andrew Crouzer, welcomed all present at the 11<sup>th</sup> staff meeting for 2017 in Stellenbosch. The next meeting for December will be a short meeting and will be scheduled middle December 2017. Cut-off date for December Stats will be 15 December 2017.</p>	All	
<b>2.</b>	<p><b><u>ATTENDANCE REGISTER</u></b></p> <p>See attendance register attached</p> <p><b><u>APOLOGIES</u></b></p> <p>Babalwa Nkonzo (Maternity Leave)</p>	All	
<b>3.</b>	<p><b><u>MATTERS FOR DISCUSSION</u></b></p>	AC	
<b>3.1</b>	<p><b><u>FEEDBACK FROM DIRECTORS MEETING</u></b></p> <p>There was no feedback from the Director's meeting.</p>		
<b>3.2</b>	<p><b><u>APPROVAL OF MINUTES</u></b></p>		

<p>3.3</p>	<p>Minutes of meeting held on 27 October 2017 was approved by Rodney Adams and 2<sup>nd</sup> by Shafiek Valentyn.</p> <p><b>ANSWERING OF TELEPHONES – IF ON SILENT <u>CHANGE IMMEDIATELY</u> - REQUEST FROM MUNICIPAL MANAGER</b></p> <p>The MM indicated to Andrew that the complaints she received regarding the backlogs is not only serious but also frustrating as the staff in various offices do not answer their phones, while they are in the offices. On-site check will be done and reported to the Director for further instructions. Andrew experiences the same frustration.</p> <p>It is an instruction from the mayor that we answer our phones promptly. Assisting the public over the phone is part of our daily routine and function and equally important as your other responsibilities. Phones that go unattended lead to frustration from the public in turn leads to complaints with the municipal manger and mayor. Unfortunately when backlogs occur the phone calls get worse. We need to answer and keep it short even if you have to phone back later in the day.</p> <p>You are hereby instructed to take your phones off silence and to answer the calls where you are present. Any phone calls to the Building Inspectors and BCO when out of office must be transferred to the Client Officers where complaints and inspection requests must be entered in the counter book.</p> <p>Please report any non-compliance to Andrew for further action.</p>	<p>ALL</p>	
<p>3.4</p>	<p><b>ATTENDANCE OF BUILDING DEVELOPMENT STAFF AT THE BCO CONVENTION AND ALL OTHER TRAINING REGARDING THE NATIONAL BUILDING REGULATIONS</b></p> <p>There was an enquiry from staff members who wants an explanation why Andrew, Marco and Shafiek attended the Building Control Officers Steering committee, as it was specifically an invitation for Building Control Officers appointed by their Local Authorities. Andrew explains that the invitation to the BCO Steering Committee has been extended to Building Inspectors and Plans Examiners by Marius Lourens, Chief Building Control Officers, who hosted the event on behalf of the City of Cape Town. An email from the chairperson of the Steering Committee, Creswill Basson, confirmed that the meeting is not reserved for BCO's alone but for all working in the environment of building regulations.</p> <p>As the decision maker in terms of the National Building Regulations and Building Standards, with approved delegations of Stellenbosch Municipality, it is Andrews's duty to keep up to date with all legislative changes, discussions, training and conferences. The attendance of Andrew was approved by the</p>		

<p><b>3.5</b></p> <p><b>3.6</b></p> <p><b>3.7</b></p> <p><b>3.8</b></p> <p><b>3.8.1</b></p> <p><b>3.8.2</b></p>	<p>Director and accepted by the hosting partners on submission of the registration.</p> <p><b>ACTING BCO – HYLTON DANIELS FROM 16 NOVEMBER 2017 – 22 DECEMBER 2017</b></p> <p>After an URGENT MEETING with the Municipal Manager on 16 November 2017, regarding the backlogs with building plan applications it was decided that Hylton Daniels act as BCO from 16 November 2017 to 22 December 2017 where after the situation will be reviewed. Andrew expresses his sincere gratitude towards Hylton.</p> <p><b>HIRING AND PURCHASE OF MOTOR AND “BAKKIE”2016/2017 FINANCIAL YEAR – ALREADY SUBMITTED TO CHRISWILL MANUAL</b></p> <p>Andrew is busy with the paperwork for the purchase of a new vehicle. Unfortunately the director is off sick for the signing of documentation.</p> <p><b>NOTIFICATION – BUILDING PLANS SUBMISSIONS 1 DECEMBER 2017 TO 15 JANUARY 2018</b></p> <p>Due to the inability of all stakeholders to comply with the statutory and legislative requirements of the Stellenbosch Municipal Land Use Planning By-law and the National Building Regulations and Building Standards Act, during the recess period of Council, no land use applications or building plan applications will be processed or advertised at the municipality during the period of 1 December 2017 until 15 January 2018. Andrew proposed that the building plans must be taken in but will only be circulated 15 January 2018.</p> <p><b>ADDITIONAL ITEMS</b></p> <p>Marco Fouché discuss the “Deems to satisfy letter” with the rest of the staff members.</p> <p>Andrew emphasis the urgency of submitting their petrol claims to Marina Lubbe for processing on Flexgen.</p>		
	<p><b>Meeting terminated at 15:30</b></p>		

Chairperson: Mr Andrew Crouzer

Secretary: Marina Lubbe

Date signed:


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**STELLENBOSCH**  
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY




**ATTENDANCE REGISTER: BUILDING DEVELOPMENT MANAGEMENT - STAFF MEETING**

**DATE: TUESDAY 28 NOVEMBER 2017 @ 14H00 – 16H00**

**VENUE: OFFICE OF BUILDING DEVELOPMENT MANAGEMENT – ANDREW CROUZER**

Name & Surname	Signature	Position	Email	Cell	Telephone
Andrew Crouzer		Manager : Building Development Management	<a href="mailto:Andrew.Crouzer@stellenbosch.gov.za">Andrew.Crouzer@stellenbosch.gov.za</a>	0832936693	X 8664
Marina Lubbe		Support Assistant	<a href="mailto:Marina.Lubbe@stellenbosch.gov.za">Marina.Lubbe@stellenbosch.gov.za</a>		X 8605
Rodney Adams		Building Control Officer	<a href="mailto:Rodney.adams@stellenbosch.gov.za">Rodney.adams@stellenbosch.gov.za</a>		X 8686
Lincoln Africa		Snr Building Inspector	<a href="mailto:Lincoln.africa@stellenbosch.gov.za">Lincoln.africa@stellenbosch.gov.za</a>		X 8668
Enrico du Preez		Building Inspector	<a href="mailto:Enrico.DuPreez@stellenbosch.gov.za">Enrico.DuPreez@stellenbosch.gov.za</a>		X 8693
Marco Fouché		Chief Building Inspector	<a href="mailto:Marco.Fouche@stellenbosch.gov.za">Marco.Fouche@stellenbosch.gov.za</a>		X 8329
Denny Jason		Snr Building Inspector	<a href="mailto:Denny.Jason@stellenbosch.gov.za">Denny.Jason@stellenbosch.gov.za</a>		X 8687
Babalwa Nkonzo	Maternity Leave	Building Control Officer	<a href="mailto:Babalwa.Nkonzo@stellenbosch.gov.za">Babalwa.Nkonzo@stellenbosch.gov.za</a>		X 8940
Shafiek Valentyn		Chief Building Inspector	<a href="mailto:Shafiek.Valentyn@stellenbosch.gov.za">Shafiek.Valentyn@stellenbosch.gov.za</a>		X 8342
Hylton Daniels		Plan Examiner	<a href="mailto:Hylton.Daniels@stellenbosch.gov.za">Hylton.Daniels@stellenbosch.gov.za</a>		X 8678

**ANNEXURE 4.2 – BUILDING DEVELOPMENT : BCO, BI & PLANS EXAMINER MEETING**

<b>BUILDING DEVELOPMENT: BCO &amp; BI &amp; PLANS EXAMINER'S MEETING</b>	Date: 22 November 2017 Venue: Stellenbosch Time: 14h00 – 15h30 Office: Stellenbosch
	CHAIRPERSON: Rodney Adams
<b>AGENDA TOPICS</b> 1. Welcome and apologies <i>Present:</i> Rodney Adams (RA) Marco Fouche (MF) Denny Jason (DJ) Lincoln Africa (LA) Enrico du Preez (EDP) Shafiq Valentyn (SV) Hylton Daniels (HD)  Apology Babalwa Nkonzo (BN)  <u>Agenda</u> 2. Previous Minutes 3. Sans 10400 – A Administration 4. NBR Part P  5. <u>General</u> 5.1 Plumbing certificate 5.2 5.3  2. Acceptance of previous minutes - LA Second – MF Discussions of previous minutes None  3. Sans 10400 – A Meeting discuss A Will discussed on an ongoing time line  4. Meeting discusses Part P (Free Standing walls) Various scenarios was scketch. Rational designs. Compliance of the Act.	

5. General

5.1: Issue of non-compliance of Plumbers certificates was sorted out.

Meeting adjourned at 15h30

Next meeting: Date and time to be announced.

Closure

<p>5. <u>General</u></p> <p>5.1: Issue of non-compliance of Plumbers certificates was sorted out.</p> <p>Meeting adjourned at 15h30</p> <p>Next meeting: Date and time to be announced.</p> <p>Closure</p>	



**5. OPERATIONAL VOTES**

Vote Number	Description	Original Budget	Amended Budget	Available	Percentage
12205220190000 - 20170626063526	Consumables Fuel and oil	R 20 413.00	R 20 413.00	R 17 866.11	87.52%
12205201470000 - 20170626062063	Maintenance of Assets	R 8 120.00	R 8 120.00	R 7 941.29	97.80%
12205201940000 - 20170626063530	Machinery & Equipment	R 17 910.00	R 17 910.00	R 17 910.00	100.00%
12205221780000 - 20170626063529	Cellular Contracts	R 20 920.00	R 20 920.00	R 20 920.00	100.00%
12205220180000 - 20170626063533	Consumables - Standard	R 9 910.00	R 9 910.00	R 6 994.30	70.58%
12205222980000 - 20170626063534	Uniforms and Protective Clothing	R 9 910.00	R 8 212.00	R 8 212.00	82.87%
12205222420000 - 20170626063520	Seminars, Conferences, Workshops	R 63 000.00	R 63 000.00	R 43 681.04	69.33%

**CONSUMABLES STANDARD RATED = R 9 910-00**

VS-F003R: Votes Balance & Budget Enquiry					
Local Authority	STB	Stellenbosch Municipality	Exit/Cancel		
Financial Year	2017	2017/2018	LookUp/Search		
Vote No.	12205220180000	1 2205 2 201800 00	Previous		
Opening Balance		VAT Indicator (V02)	007	(V03)	007
Actual Balance	2915.70	Locked onto		Next	
Shadow Balance		Asset ID		Options	
Balance Total	2915.70	Job-costing type		Help	
Provisional Costs		Unallocated Job Budget			
Amended Budget Available	9910.00				
	6994.30				
Metro	STELLENBOSCH MUN	Function	301		
Type of A/C	Expenditure/Income		Planning and Development		
Service	RATES & GENERAL SERVICES		Economic		
Department	BUILDING CONTROL	N.T. Item	4110	NT Cashflow Item	
Sub-Section:	Inventory Consumed		Other Materials		
Item	Inventory Consum Consumable				
Sub-Item		Closed?			

**CONSUMABLES FUEL AND OIL 20170626063526 = R20 413.00**

VS-F003R Votes Balance & Budget Enquiry					
Local Authority	STB Stellenbosch Municipality			Exit/Cancel	
Financial Year	2017 2017/2018			LookUp/Search	
Vote No.	12205220190000 1 2205 2 201900 00			Previous	
Opening Balance		VAT Indicator (V02)	009	(V03)	009
Actual Balance	2546.89	Locked onto			
Shadow Balance	531.13	Asset ID			
Balance Total	3078.02			Options	
Provisional Costs	3990.56	Job-costing type			
Amended Budget Available	20413.00	Unallocated Job Budget			
	13944.42			Help	
Metro	STELLENBOSCH MUN	Function	301		
Type of A/C	Expenditure/Income	Planning and Development			
Service	RATES & GENERAL SERVICES	Economic			
Department	BUILDING CONTROL	N.T. Item	4110	NT Cashflow Item	
Sub-Section	Inventory Consumed	Other Material:			
Item	Inventory Consumables				
Sub-Item		Closed?	N		

**MAINTENANCE OF ASSETS 20170626062063 = R8 120.00**

VS-F003R Votes Balance & Budget Enquiry					
Local Authority	STB Stellenbosch Municipality			Exit/Cancel	
Financial Year	2017 2017/2018			LookUp/Search	
Vote No.	12205201470000 1 2205 2 014700 00			Previous	
Opening Balance		VAT Indicator (V02)	007	(V03)	007
Actual Balance	179.71	Locked onto			
Shadow Balance	1121.48	Asset ID			
Balance Total	1300.19			Options	
Provisional Costs		Job-costing type			
Amended Budget Available	8120.00	Unallocated Job Budget			
	6819.81			Help	
Metro	STELLENBOSCH MUN	Function	301		
Type of A/C	Expenditure/Income	Planning and Development			
Service	RATES & GENERAL SERVICES	Economic			
Department	BUILDING CONTROL	N.T. Item	4200	NT Cashflow Item	
Sub-Section	Contracted Services	Contracted Services			
Item	Contracted Serv Contractors				
Sub-Item		Closed?	N		

**MACHINERY & EQUIPMENT 20170626063530 = R 17 910-00**

VS-F003R Votes Balance & Budget Enquiry

Local Authority	STB	Stellenbosch Municipality	Exit/Cancel
Financial Year	2017	2017/2018	LookUp/Search
Vote No.	12205201940000	1 2205 2 019400 00	Previous
Opening Balance		VAT Indicator (V02) 009 (V03) 009	Next
Actual Balance		Locked onto	Options
Shadow Balance		Asset ID	Help
Balance Total			
Provisional Costs		Job-costing type	
Amended Budget Available	17910.00	Unallocated Job Budget	
	17910.00		

Metro	STELLENBOSCH MUN	Function	301
Type of A/C	Expenditure/Income		Planning and Development
Service	RATES & GENERAL SERVICES		Economic
Department	BUILDING CONTROL	N.T. Item	3700 NT Cashflow Item
Sub-Section :	Depreciation and Amortisation		Depreciation and asset impairm
Item	Depreciation on Depreciation		
Sub-Item		Closed?	Y

**CELLULAR CONTRACTS 20170626063529 = R 20 920-00**

VS-F003R Votes Balance & Budget Enquiry

Local Authority	STB	Stellenbosch Municipality	Exit/Cancel
Financial Year	2017	2017/2018	LookUp/Search
Vote No.	12205221780000	1 2205 2 217800 00	Previous
Opening Balance		VAT Indicator (V02) 007 (V03) 007	Next
Actual Balance		Locked onto	Options
Shadow Balance		Asset ID	Help
Balance Total			
Provisional Costs		Job-costing type	
Amended Budget Available	20920.00	Unallocated Job Budget	
	20920.00		

Metro	STELLENBOSCH MUN	Function	301
Type of A/C	Expenditure/Income		Planning and Development
Service	RATES & GENERAL SERVICES		Economic
Department	BUILDING CONTROL	N.T. Item	4400 NT Cashflow Item
Sub-Section :	Operational Cost		Other Expenditure
Item	Operational Cost/Communication		
Sub-Item		Closed?	Y

**SEMINARS, CONFERENCES, WORKSHOPS 20170626063520 = R 63 000-00**

VS-F003R Votes Balance & Budget Enquiry		Exit/Cancel
Local Authority	STB Stellenbosch Municipality	LookUp/Search
Financial Year	2017 2017/2018	
Vote No.	12205222980000 1 2005 2 229800 00	Previous
Opening Balance	VAT Indicator (V02) 007 (V03) 007	Next
Actual Balance	Locked onto	Options
Shadow Balance	Asset ID	
Balance Total	1699 00	Help
Provisional Costs	Job-costing type	
Amended Budget Available	Unallocated Job Budget	
	9910 00	
	8212 00	
Metro	STELLENBOSCH MUN	Function 301
Type of A/C	Expenditure/Income	Planning and Development
Service	RATES & GENERAL SERVICES	Economic
Department	BUILDING CONTROL	N.T.Item 4400 NT Cashflow Item
Sub-Section	Operational Cost	Other Expenditure
Item	Operational Cost Uniform and Pr	
Sub-Item		Closed? <input type="checkbox"/>


**UNIFORM & PROTECTIVE CLOTHING 20170626063534 = R9 910-00**

VS-F003R Votes Balance & Budget Enquiry		Exit/Cancel
Local Authority	STB Stellenbosch Municipality	LookUp/Search
Financial Year	2017 2017/2018	
Vote No.	12205222420000 1 2005 2 224200 00	Previous
Opening Balance	VAT Indicator (V02) 007 (V03) 007	Next
Actual Balance	Locked onto	Options
Shadow Balance	Asset ID	
Balance Total	21114 56	Help
Provisional Costs	Job-costing type	
Amended Budget Available	Unallocated Job Budget	
	63000 00	
	41895 44	
Metro	STELLENBOSCH MUN	Function 301
Type of A/C	Expenditure/Income	Planning and Development
Service	RATES & GENERAL SERVICES	Economic
Department	BUILDING CONTROL	N.T.Item 4400 NT Cashflow Item
Sub-Section	Operational Cost	Other Expenditure
Item	Operational Cost Registration F	
Sub-Item		Closed? <input type="checkbox"/>

**Workplace OHS Inspection Checklist – Office,  
General Laboratory and Workshop**

STELLENBOSCH MUNICIPALITY



Building: Office Level: Ground floor Room:	Date: 30/11/2017	Inspector/s: Rodney B.Adams	Signature/s: 
Room/area manager/supervisor (print name) Rodney B. Adams	Room manager signature to signify this is an agreed record of inspection and corrective actions:		

Complete the following box with document control information if you alter this form to suit the local area.

Section: Building Control		Divisional Unit: Building Development Management		
Document number	Initial Issue date 05/2014	Current version 1.1/05/2014	Current Version Issued	Next review date 22/12/2017

This list serves as a guide for evaluation of Building Control workplaces (additional items and categories may be added to suit local needs, but none may be removed). A tick in the **NO** box requires corrective actions (CA) to be determined by the room/area manager/supervisor in consultation with inspectors. CA's must be added to the CA Register in your department or unit.

Risk Rating follows the Risk Assessment and Control Procedure and is required in order to prioritise corrective actions. If you cannot verify an item then place a mark in the "Can't Tell" column for revision at a later time.

Item	Yes	No	N/A	Can't Tell	Risk Rating e.g. 3C H	Corrective action recommended, inspection comments, reference numbers	Person responsible for CA.
<b>1. Housekeeping and Environment</b>							
1.1 Are work areas free of rubbish, obstruction, slip and trip hazards?	y						
1.2 Are floor coverings in good condition?	y						
1.3 Is high storage avoided for heavy or frequent use items?	y						
1.4 Is stock or material stored appropriately and safely?	y						
1.5 Are filing cabinets and desk drawers closed when not in use?	y						
1.6 Are doors fully functional?	y						
1.7 Are stairs, steps and handrails in good order?	y						
1.8 Are all areas adequately lit?	y						
1.9 Are areas free from glare?	y						
1.10 Is there adequate ventilation?		n				Archive room to be ventilated.	
1.11 Are noise levels acceptable?	y						

Item	Yes	No	N/A	Can't Tell	Risk Rating e.g. 3C H	Corrective action recommended, inspection comments, reference numbers	Person responsible for CA.
1.12 Is the temperature within the UNSW standard 19°C-26°C?	y						
<b>2.Ergonomics</b>							
2.1 Is all furniture fit for purpose?	y						
2.2 Is all furniture in good repair?	y						
2.3 Are all cords/wires out of the way?	y						
2.4 Are Workstation ergonomics in place for: Chairs Desks Monitors Keyboard use Phone Work Layout	y						
<b>3.Manual Handling</b>							
3.1 Has the need to lift, carry, push or drag heavy loads been eliminated?	y						
3.2 Is suitable Manual handling equipment available and in good condition?				y			
3.3 Are suitable ladders or steps available and in good condition?	y						
<b>4. Electrical</b>							
Are electrical appliances tagged and within test date where required?				y			
4.2 Are all plugs, sockets, leads, cords and switches in working order?		n					
4.3 Are electrical appliances kept clear of wet areas?				y			
4.4 Are powerboards used in preference to double adaptors?				y			

Item	Yes	No	N/A	Can't Tell	Risk Rating e.g. 3C H	Corrective action recommended, inspection comments, reference numbers	Person responsible for CA.
4.5 Are RCD's (safety switches) installed where required?				y			
<b>5.Emergency</b>							
5.1 Is a first aid kit easily accessible and clearly labelled with first aid officers name and contact details?		n					
5.2 Are the contents of the first aid kits clean and valid?		n					
5.3 Do fire sprinklers have at least 500mm of clear space beneath?				y			
5.4 Are fire exits clearly marked and unobstructed?		y					
5.5 Are emergency procedures current and displayed?		n					
5.6 Are fire extinguishers appropriate, unobstructed and clearly marked?		y					
<b>6.Equipment (plant)</b>							
6.1 Are all machines guarded where required?			y				
6.2 Is the working area for fixed plant clearly marked?			y				
6.3 Are Safe Work Procedures displayed for all equipment?			y				
6.4 Is personal protective equipment available and in good condition?			y				
<b>Comments or additional items</b>							
Different (Uneven) floor levels throughout the building causing tripping.							

**\*\*This form should be returned to the person looking after the local area records for recordkeeping.**



Date From:  
 Date To:  

Benchmark: 
 Type:  

---

1 of 1 100% Find | Next    

### BENCHMARK PERIOD TO DETERMINE OUTCOME ON APPLICATION - 30 DAYS

*This report will display the benchmark for building plan applications from the date created to the date of final outcome according to the selected period and benchmark*



Selected Period: 11/1/2017 - 11/30/2017


Benchmark 30 Days	2017 November		TOTAL		%
	WITHIN BENCH.	OUT OF BENCH.	WITHIN BENCH.	OUT OF BENCH.	
Additions	5	1	8	1	<a href="#">88.89</a>
Alterations	9	2	9	2	<a href="#">81.82</a>
Alterations & Additions	26	1	26	1	<a href="#">96.30</a>
Minor Building Works	28	1	28	1	<a href="#">96.55</a>
New Building	32	9	32	9	<a href="#">78.05</a>
<b>Total</b>	<b>103</b>	<b>14</b>	<b>103</b>	<b>14</b>	<b>88.03</b>




 **Reports** > Home > Reports  
Reports

Home Records Inbox File Plan Search Personal Directory **Reports**

Home > Building Plan Reports > Benchmark Period to Determine Outcome

Date From   Date To  

Benchmark  Type  

1 of 1 100% Find | Next    

**BENCHMARK PERIOD TO DETERMINE OUTCOME ON APPLICATION - 60 DAYS**

*This report will display the benchmark for building plan applications from the date created to the date of final outcome according to the selected period and benchmark.*







**Selected Period: 10/1/2017 - 11/30/2017**




Benchmark 60 Days	2017 October		2017 November		TOTAL		%
	WITHIN BENCH.	OUT OF BENCH.	WITHIN BENCH.	OUT OF BENCH.	WITHIN BENCH.	OUT OF BENCH.	
Additions	14	3	9	0	23	3	<a href="#">88.48</a>
Alterations	13	4	11	0	24	4	<a href="#">85.71</a>
Alterations & Additions	23	10	26	1	49	11	<a href="#">81.67</a>
Minor Building Works	22	4	29	0	51	4	<a href="#">92.73</a>
New Building	19	5	39	2	58	7	<a href="#">89.23</a>
<b>Total</b>	<b>91</b>	<b>26</b>	<b>114</b>	<b>3</b>	<b>205</b>	<b>29</b>	<b>87.61</b>



9. CASES HANDED OVER TO LEGAL DEPARTMENT – NOVEMBER 2017

J.D. 4160

Date Datum	To Whom Addressed Aan Wie Geadresseer	Description Beskrywing	Signature Handtekening
25/10/17	Leave Book - J. Botha	Leave Book	
		Series 18551 - 18600	
		Leave Book	26/10/17
		29251 - 29300 Land use	
3/11/17	Merryn Williams	PN 815	
8/11/2017	Merryn Williams	FH 660 Affidavit	
8/11/2017	Merryn Williams	FH 660 Additional information - Complaints owner de Nersisa Street	

Date Datum	To Whom Addressed Aan Wie Geadresseer	Description Beskrywing	Signature Handtekening
10/11/17	Jené Bergstedt	Longlist Building Inspector	 10/11/17.
13/11/200	Mervyn Williams Mervyn Williams	FH 2136 Affidavit FH 571 Affidavit	
15/11/200	Mervyn Williams	MW 3155 Affidavit	 16.11.17

**10. OCCUPATIONAL CERTIFICATE CHECK LIST**

SANS 10400XA Municipal Report - PROVINCIAL GOVERNMENT				STELLENBOSCH
Month	No of OCs requested	No of OCs requiring SANS 10400XA checks	No of OCs meeting SANS10400XA requirements	Comments / Issues experienced
Oct-17	3	3	2	One OC being withheld due to non-compliance - will serve Notice to comply with the requirements as per approved plans (heat pump not installed as per approved plan, no geyser blanket and hot water pipes not wrapped)
Nov-17	3	3	3	Occupational Certificates issued- Comply with SANS 10400XA requirements
Dec-17				
Jan-18				

**ITEM 1**

**APPENDIX 1.3**

**CUSTOMER INTERFACE AND**  
**ADMINISTRATION**

**PLANNING AND ECONOMIC  
DEVELOPMENT COMMITTEE MEETING**

**2018-03-06**

## MEMORANDUM

TO/AAN: DIRECTOR PLANNING & ECONOMIC DEVELOPMENT  
 FROM/VAN: HEAD CUSTOMER INTERFACE AND ADMINISTRATION  
 DATE/DATUM: 2017-12-04  
 RE/INSAKE: MONTHLY REPORT FOR NOVEMBER 2017

Sir

Herewith the monthly report of the Department Customer Interface and Administration.

## STATISTICS

Table 1 provides the statistics for this department.

Description	Total	Average of Days	Comments
Land Use Applications received	36		SEE APPENDIX 3.1
Revenue on Land Use Applications	R 167 440.00		
Acknowledged receipt of Land Use Applications within an average of 5 days	36	0.25 days	SEE APPENDIX 3.2
Incoming post to be acknowledged	26		
Incoming post acknowledged within an average of 5 days	28	1.88 days	
Correspondence captured and indexed	582		
Applications to be advertised in press & via registered letters, provided to applicants i.t.o. Protocol	4		SEE APPENDIX 3.3
Applications to be advertised via registered letters, provided to applicants i.t.o. Protocol	6		SEE APPENDIX 3.3
Applications advertised in press by Council	0		SEE APPENDIX 3.3
Applications advertised via registered letters by Council	0		SEE APPENDIX 3.3



Final notifications on Land use applications	21		SEE APPENDIX 3.4
Submissions (Land Use, Building Plans, Liquor licences, Demolitions, Objections, Comments on objections, Amendments, etc.) received at Counter by Customer Interface Officers.	245		<u>SUBMISSIONS :</u> 230 in Stellenbosch 15 in Franschoek
Franking statistics : Total amount	150		Planning outgoing correspondence
Franking statistics : Value	R 2984.30		Planning outgoing correspondence

Table 1. Statistics

## 1. TRAINING

No training initiatives were presented or attended in November 2017.

## 2. STAFF MEETINGS

Various discussions were held with the Decentralized Registry Staff component, the Building Administration component and the Land Use Administration component during the month of November, but no formal staff meeting was held in November 2017.

### Urgent issues to be addressed :

- Appointment of 2 Administrative Officers not yet finalised with Corporate Services.** The positions were advertised on a T-10/T-11 scale in terms of the Task Maintenance phase outcome and after the interviews and technical evaluations were concluded, the Director: Corporate Services signed off on the appointment of the selected candidates with the proviso that they be appointed on a T-7 scale (subject to evaluation). This department provided a memorandum to point out the possible ramifications of following this route, but no feedback was received. Upon enquiry we were advised that both candidates accepted the appointments (which were made known to them in September with the start date of 1 October 2017), but both candidates wanted to negotiate their salaries, due to the fact that the T-scales dropped so significantly. None of this documentation was forwarded by Corporate (HR) to either the Director: Planning and Economic Development or the Head: Customer Interface & Administration. The Head: Customer Interface & Administration in support of the Director, sent an email to HR to express support of the requests for negotiation. Both candidates received formal offers from HR. The one candidate

requested a start date of 1 March 2018 and the other requested an amended offer on the salary proposed. The candidate wanting to start on 1 March 2018 was granted her request, but is still awaiting a formal revised offer. The other candidate has not yet been informed whether her request for a revised offer on salary has been successful. Both the Director : Planning & Economic Development and the Head Customer Interface & Administration has communicated via email with the HR office and the Director : Corporate Services in support of a revised offer. No offer has been issued to date. Neither of the two appointments have yet been finalized.

- **Solution for the malfunctioning of the rental High speed/High volume scanner.** The scanner has been repaired. Note should be taken that the contract lapses at the end of January 2018, but that it will effectively not lapse unless notice is given in writing sent via registered mail to the address stipulated in the contract, at least 180 days prior to the lapse date or the anniversary of the lapse date of the contract. This means we will be using the existing scanner for at least another year, due to the fact that there is less than 180 days left prior to the lapse date of the contract.
- **Decentralized Registry not close enough to the new office space in Eikestad Mall.** The officials in the decentralized registry have taken severe strain in carting files and documents back and forth between the main building where they are situated and the new office space in Eikestad Mall. Currently specifications have been drafted for the acquisition of a trolley device whereby these documents can be couriered, but even with the use of a trolley the working conditions will still be affected by weather conditions. When the Building Development department moves across to their new office space, currently being refurbished, the operational issues with the movement of documentation will just increase. This is an Occupational Health and Safety risk that would need to be addressed. The ideal would have been to relocate all staff within Decentralized Registry and Building Administration to Eikestad Mall, should space have been available.

### 3. CAPITAL PROJECTS

None for the 2017/2018 financial year.

### 4. PARTICIPATION IN OTHER PROJECTS

#### Electronic Invoicing & Receipting:

A meeting was scheduled with Pieter Wagener, Vinolan Narainsamy, Andre Treurnicht, Andrew Crouzer, Silvia Pretorius, Lourens De Lange, Johan Van Wyk, Jerome Petersen, Nicolene Erasmus, Laetitia Walters and Ilze Couvaras on 24 November 2017 to drive the development of an electronic invoicing and receipting system for implementation by the

entire municipality. The meeting was attended by Pieter Wagener, Vinolan Narainsamy, Andre Treurnicht, Andrew Crouzer and Ilze Couvaras. The discussion entailed the development of an electronic invoicing system which runs on Samras and would be receipted on Samras, as Samras it is the electronic financial system of Stellenbosch Municipality.

There is a need to develop an electronic system of invoicing and receipting which is available to any user department within the Municipality to utilise for their direct income payments, in order to establish a secure method of reflecting the income generated by the Municipality. This system will also enable user departments to verify actual receipted income against invoices generated, electronically. This year there has been an audit query on Building Plan application fees, seeing as the receipting information is logged manually on the Building plan application workflow and various contributors lead to discrepancies in the reports reflecting the invoices created and receipts captured.

Currently the Building Development Management and Land Use Management departments are generating invoices on their respective workflow systems on Collaborator. The receipts for these invoices have up to now been issued on the invoice by Samras and the receipt number, date and amount have been captured manually on the Collaborator workflow. Human error is however something that needs to be addressed and the best way to do so, is to introduce an electronic system which eliminates repetitive human intervention.

During the meeting, the development of such an electronic system was discussed in depth and the ideal criteria in respect of both the invoices and receipts were identified. It was further discussed that the user departments (Building Development Management and Land Use Management) would endeavour to still create invoices on their workflow systems, but the heading of these invoices would need to then be altered to indicate that they are pro-forma invoices.

Ideal criteria for the pro-forma invoices :

1. The amounts on these pro-forma invoices should be in accordance with the tariff structure and no human intervention should be able to manipulate these fees.
2. The only variable will be the number of units a user selects against a tariff.
3. The pro-forma invoices should be verified and authorized.
4. Once authorized the information should be placed on the server where the Samras system could access it.
5. These pro-forma invoices should have a due date for payment.

6. Failure to pay by the due date, the invoice should be cancelled.
7. A Report on the workflow should be able to reflect these generated pro forma invoices which were cancelled due to failure to pay.
8. Every time a pro-forma invoice is created it should contain a unique number which will be used as the payment reference.
9. A report should be developed to reflect all Tax invoices and receipts generated in SAMRAS against the pro forma invoices created in the workflow (Collaborator).

Ideal criteria for invoicing :

1. The formal VAT/TAX invoice should be created on the Samras system once payment is received.
2. The unique reference of the pro forma invoices should be used to electronically draw the information from the pro forma invoice onto the Tax invoice.
3. The Tax invoice should populate the data already captured in the pro forma invoice.
4. The Tax invoice should reflect the Vat amount.
5. The Tax invoice should have a unique number.

Ideal criteria for receipting :

1. The receipt should be generated on Samras using the unique Tax invoice number.
2. The data captured on the Tax invoice should automatically populate the receipt.
3. Upon generating the receipt, the invoicing system should automatically update to show that the invoice has been paid.
4. The receipt number and all relevant details should reflect against the Tax invoice.
5. A report should be developed to reflect the Tax invoices and the receipts generated against them, with parameters that can be set to generate such reports on a daily, weekly, monthly, quarterly and annual basis.
6. Once a Tax invoice and receipt has been generated against a pro forma invoice, the information should be available on the server for the Workflow system (Collaborator) to access it and update the workflow automatically that payment has occurred.

At the end of the meeting Vinolan Narainsamy undertook to raise this request with the relevant parties from Samras, whom he would be meeting with later that day, in order to obtain clarity on how easily this could be done. Vinolan also undertook to give feedback in this regard on Monday, 27 November 2017.

Feedback after meeting

Vinolan Narainsamy gave written feedback in respect of the response received from Samras on 28 November 2017. Their response was as follows : *It is possible to print debit notes daily. This is however not a tax invoice. The tax invoice number is only generated with the*

*month end process. There has been a request that all statements, even though not a tax invoice (As in the case of Rates only), be numbered in some way however this has been parked for development under modernization.*

Their feedback confirms that Samras does not have the capabilities of generating invoices on a daily basis. They will however keep this open for new development (modernization), which they will only give further attention to after 1 July 2018.

**5. CLEAN AUDIT REPORT MEASURES**

There is nothing to report for November 2017.

**6. IGNITE**

Completed capturing for the month of November 2017.

**7. PERFORMANCE ASSESSMENT OF EXTERNAL SERVICE PROVIDERS ON A MONTHLY BASIS IN LINE WITH THE PERFORMANCE MANAGEMENT FRAMEWORK**

No monthly providers to be assessed at present.

Yours faithfully



**I COUVARAS  
HEAD CUSTOMER INTERFACE & ADMINISTRATION  
DEPARTMENT PLANNING AND ECONOMIC DEVELOPMENT**

## LAND USE APPLICATIONS RECEIVED (ALL APPLICATION TYPES) : NOVEMBER 2017

*This report will display a list of all land use applications received for the selected period.*

11/1/2017 - 11/30/2017

## APPENDIX 3.1

Application Number	Application Date	Application Type	Application Status	Erf / Farm Number	Street Name	Suburb	Town	Town Planner	Administrator
LU0001	2017-11-09	REZONING, CONSENT USE	Allocated to Town Planner	510B37	BLAAUKUYPEN VINEYARD	STELLENBOSCH	STELLENBOSCH FARMS	PIEDRA	
LU0002	2017-11-21	OTHER	Registered & Paid	13036	Wegvondien Street	Wetrenedien Estate	STELLENBOSCH		
LU0004	2017-11-21	DEPARTURE, SITE DEVELOPMENT PLAN	Registered & Paid	203	13 Alexander Street	Stellenbosch	STELLENBOSCH		
LU0020	2017-11-01	DEPARTURE	Preparing Application for Decision	57	21 La Cote	Franschhoek	FRANSCHHOEK	AKHONAG	
LU0047	2017-11-06	SUBDIVISION	Allocated to Town Planner	1569	POLKADRAAI ROAD	0	STELLENBOSCH FARMS	PIEDRA	
LU0049	2017-11-06	REMOVAL OF RESTRICTIONS, DEPARTURE	Allocated to Planning Administrator	5627	42 LOVELL AVENUE	DIE BOORD	STELLENBOSCH	NOPINKIV	BULELWAM
LU004901	2017-11-06	TEMPORARY DEPARTURE	Allocated to Planning Administrator	730/20	OLD PAARL ROAD	Paarl Farms	PAARL FARMS	COLLEENC	CHARLENEW
LU0063	2017-11-06	DEPARTURE SUBVISI ON, CONSENT USE	Allocated to Town Planner	5286	R44 STRAND		STELLENBOSCH FARMS	PIEDRA	
LU0066	2017-11-06	DEPARTURE	Preparing Application for Decision	636	11 JACOBS STREET		KLAPMUTS	SIYANDAZ	
LU0069	2017-11-06	TEMPORARY DEPARTURE	Allocated to Planning Administrator	2715	R304	Stellenbosch Farms	STELLENBOSCH FARMS	COLLEENC	BULELWAM
LU00925	2017-11-07	REZONING	Allocated to Town Planner	538	MARK STREET		STELLENBOSCH	JACQUESJ	
LU0097	2017-11-06	DEPARTURE	Preparing Application for Decision	728	HILL STREET		PNIEL	AKHONAG	
LU00971	2017-11-09	HOME OWNERS ASSOCIATION	Allocated to Town Planner	5107	Wetrenvalley Road		JAMESTOWN	LOUISAG	
LU00973	2017-11-09	REZONING	Allocated to Planning Administrator	6144	15 Market Street		STELLENBOSCH	ROBERTF	SALOMEN
LU00983	2017-11-09	HOME OWNERS ASSOCIATION	Allocated to Town Planner	3473	VAN WUK STREET		FRANSCHHOEK	LAWRENCER	
LU00985	2017-11-09	DEPARTURE	Allocated to Planning Administrator	124/10	BANGHOEK VALLEY	KYLEMORE	STELLENBOSCH FARMS	PIEDRA	SALOMEN
LU00995	2017-11-16	DEPARTURE	Preparing Application for Decision	494	39 Huguenot Street	Franschhoek	FRANSCHHOEK	AKHONAG	
LU00999	2017-11-09	DEPARTURE	Allocated to Planning Administrator	2363	179 BANGHOEK ROAD		STELLENBOSCH	NOPINKIV	BULELWAM
LU009991	2017-11-08	DEPARTURE	Preparing Application for Decision	7754	Davies & Cupido Str	Coetseville	STELLENBOSCH	SIYANDAZ	
LU0203	2017-11-10	TEMPORARY DEPARTURE	Allocated to Town Planner	221	R44		RAITHBY	PIEDRA	
LU0207	2017-11-08	DEPARTURE	Allocated to Planning Administrator	3440	22 De Klapmuts	Proccage Village	KLAPMUTS	SIYANDAZ	ULRICHM
LU02011	2017-11-14	REMOVAL OF RESTRICTIONS, DEPARTURE	Allocated to Town Planner	2279	17 Olivier Street	Stellenbosch	STELLENBOSCH	NOPINKIV	
LU02033	2017-11-14	REZONING	Allocated to Town Planner	1166	R45 WINE ROUTE	PAARL	PAARL FARMS	LAWRENCER	

## LAND USE APPLICATIONS RECEIVED (ALL APPLICATION TYPES) : NOVEMBER 2017

*This report will display a list of all land use applications received for the selected period.*

11/1/2017 - 11/30/2017

LU#	2017-11-14	SUBDIVISION	Preparing Application for Decision	11/06/20	LA MOTTE	PAARL	PAARL FARMS	LAWRENCER
LU#2017	2017-11-15	DEPARTURE	Allocated to Town Planner	567	93 WEBERSVALLEY ROAD	JAMESTOWN	JAMESTOWN	LOUISAG
LU#2019	2017-11-17	DEPARTURE	Preparing Application for Decision	9949	11 FEBRUARY STREET	CLOTESVILLE	STELLENBOSCH	SIYANDAZ
LU#2035	2017-11-20	OTHER	Allocated to Town Planner	5088	76 Jonkershoek Road	Stellenbosch	STELLENBOSCH	ROBERTF
LU#2037	2017-11-20	SUBDIVISION	Allocated to Town Planner	5647	4-6 Formosa Street	Die Boord	STELLENBOSCH	NORINKIV
LU#2050	2017-11-20	DEPARTURE	Allocated to Planning Administrator	5911	28 WIOTEMADE STREET	DIE BLOED	STELLENBOSCH	LOUISAG
LU#2063	2017-11-24	REZONING, DEPARTURE	Allocated to Town Planner	282	10 Akademie Street	Franschhoek	STELLENBOSCH	LAWRENCER
LU#2067	2017-11-24	DEPARTURE	Registered & Paid	12997	82 Waterpalm Street	Ovetterville	STELLENBOSCH	
LU#2069	2017-11-27	REZONING, SUBDIVISION, AMENDMENT OF SDP / SUB PLANS	Allocated to Town Planner	16771	OLD HELSHOOGTE ROAD	STELLENBOSCH	STELLENBOSCH FARMS	ROBERTF
LU#2075	2017-11-27	DEPARTURE	Allocated to Town Planner	13710	8 Evergreen	Welgevonden Estate	STELLENBOSCH	NORINKIV
LU#2077	2017-11-27	DEPARTURE	Allocated to Town Planner	31	31 Vollerburg Road	Digby Estate	STELLENBOSCH	LOUISAG
LU#2101	2017-11-30	DEPARTURE	Registered & Paid	571	5 Akademie	Franschhoek	FRANSCHHOEK	
LU#2109	2017-11-30	DEPARTURE	Allocated to Town Planner	1643	51 Cabriere	Franschhoek	FRANSCHHOEK	LAWRENCER

**TOTAL: 36**

## APPENDIX 3.2

## LANDUSE NOTIFICATIONS REPORT : NOVEMBER 2017

No	Ref Number	Application Number	Erf Farm Number	Applicant Name	Application Date	Notification Date	Amount of Days
1	550335	LU/6930	57	Guido Dingemans & Deborah Dingemans	2017-11-01	2017-11-01	0
2	551136	LU/6953	528/6	TV3	2017-11-06	2017-11-06	0
3	551137	LU/6959	27/5	TV3	2017-11-06	2017-11-06	0
4	551143	LU/6958	636	PIETIE CARELSE	2017-11-06	2017-11-06	0
5	551197	LU/6947	1569	FRIEDLAENDER, BURGER & VOLKMANN	2017-11-06	2017-11-06	0
6	551199	LU/6949	5627	DANIEL FRANCOIS DU TOIT	2017-11-06	2017-11-06	0
7	551204	LU/LU/6951	730/20	TOWN & COUNTRY	2017-11-06	2017-11-06	0
8	551206	LU/6967	728	JAMES SOLOMONS	2017-11-06	2017-11-06	0
9	551468	LU/LU/6955	528	STELLENBOSCH MUNICIPALTY	2017-11-07	2017-11-07	0
10	551737	LU/7007	3440	Deon & Veronica Klaasen	2017-11-08	2017-11-08	0
11	551743	LU/LU/7001	7754	James Solomon (JFS Prodraft & Design)	2017-11-08	2017-11-08	0
12	552136	LU/6985	124/10	ARCH TOWN PLANNERS	2017-11-09	2017-11-09	0
13	552144	LU/6983	3473	MANDY CUPIDO, CLARK CUPIDO ATTORNEYS	2017-11-09	2017-11-09	0
14	552256	LU/6971	510/7	La Clemence Home Owners Association	2017-11-09	2017-11-10	1
15	552257	LU/6973	6144	Anne Trimpelmann (@Planning Town Planning)	2017-11-09	2017-11-10	1
16	552262	LU/6861	510/837	DENNIS MOSS PARTNERSHIP	2017-11-09	2017-11-10	1
17	552284	LU/6999	2363	ARCH ARCHITECTS	2017-11-09	2017-11-10	1
18	552218	LU/7003	221	IC@PLAN	2017-11-10	2017-11-10	0
19	552258	LU/7011	2279	Marke Botze (Arch Town Planners)	2017-11-14	2017-11-15	1
20	552288	LU/7015	1108/30	DAVID HELBIG & ABRAHAMSE	2017-11-14	2017-11-15	1
21	552289	LU/7013	1166	DAVID HELBIG & ABRAHAMSE PROFESSIONAL LAND	2017-11-14	2017-11-15	1
22	552287	LU/7017	567	C JOOSTE	2017-11-15	2017-11-15	0
23	552435	LU/6995	494	GRAHAM GOOSEN ARCHITECTS	2017-11-16	2017-11-16	0
24	552839	LU/7019	9949	HS ADENDORFF	2017-11-17	2017-11-17	0
25	554148	LU/7037	5647	Clifford Heys (TV3 Architects and Planners)	2017-11-20	2017-11-20	0
26	554149	LU/7035	5986	Andries Thomas Markgraaff	2017-11-20	2017-11-20	0
27	554270	LU/7050	5911	JACOBUS PETRUS BRINK	2017-11-20	2017-11-20	0
28	554600	LU/6892	13836	Deon Carstens	2017-11-21	2017-11-22	1
29	554601	LU/6894	263	Jacques Volschenk (Dennis Moss Partnership)	2017-11-21	2017-11-22	1
30	555114	LU/7063	262	Cor Ageribag (Headland Planners Pty Ltd)	2017-11-24	2017-11-24	0
31	556415	LU/7067	12397	Lezone Fortuin	2017-11-24	2017-11-24	0
32	557257	LU/7077	31	Daniella Lubbe (LTORO)	2017-11-27	2017-11-27	0
33	557258	LU/7075	13710	Henry Abel	2017-11-27	2017-11-27	0
34	557290	LU/7069	167/1	JACQUES VOLSCHEK	2017-11-27	2017-11-27	0
35	558460	LU/7109	1643	Alexander & Eveline De Vries	2017-11-30	2017-11-30	0
36	558613	LU/7101	571	Ishtara Group (PTY) LTD	2017-11-30	2017-11-30	0
							Average =0.25 Days



## LAND USE APPLICATIONS ADVERTISED : NOVEMBER 2017

11/1/2017 - 11/30/2017

## LAND USE APPLICATIONS ADVERTISED IN PRESS

Application Number	Application Type	Land Use File Name	Application Date	Task Allocated	Date Advertised	Registered Letters To	Advertised By
LU6314	REZONING/CONSENT USE	FARM_78_Devon Valley_STELLENBOSCH FARMS, LU6314	2017-06-01	2017-09-13	2017-11-08	Adjoining property owners (to be indicated by applicant), Ward Councilor, Stellenbosch Agricultural Society	Applicant
LU6478	REZONING/DEPARTURE	ERF_2891_FRANSCHHOEK, LU6478	2017-07-14	2017-11-10	2017-11-10	Affected property owners (To be identified by the applicant), Ward Councilor, Ratepayers Association of Franschoek	Applicant
LU6518	REZONING/SUBDIVISION/AMENDMENT OF CONDITIONS	ERF_9190 & 9209_TECHNOPARK_STELLENBOSCH, LU6518	2017-07-26	2017-10-08	2017-11-08	Adjoining property owners, Ward Councilor, Stellenbosch Interest Group and Rate Payers Association, OA of Technopark, HOA of de Zalze Estate	Applicant
LU6670	REMOVAL OF RESTRICTIONS/DEPARTURE	ERF_2296-2297_STELLENBOSCH, LU6670	2017-08-23	2017-09-19	2017-11-09	Applicant to indicate which properties will be affected by the proposal, Stellenbosch Interest Group & Stellenbosch Ratepayers Association	Applicant

## LAND USE APPLICATIONS ADVERTISED TO OTHER PARTIES

Application Number	Application Type	Land Use File Name	Application Date	Task Allocated	Date Advertised	Registered Letters To	Advertised By
LU6314	REZONING/CONSENT USE	FARM_78_Devon Valley_STELLENBOSCH FARMS, LU6314	2017-06-01	2017-09-13	2017-11-08	Adjoining property owners (to be indicated by applicant), Ward Councilor, Stellenbosch Agricultural Society	Applicant
LU6381	CONSENT USE	ERF_2098_KLAFMUTS, LU6381	2017-06-29	2017-10-20	2017-11-06	Ward Councilor/Community Organisation(s)	Applicant
LU6478	REZONING/DEPARTURE	ERF_2891_FRANSCHHOEK, LU6478	2017-07-14	2017-11-10	2017-11-10	Affected property owners (To be identified by the applicant), Ward Councilor, Ratepayers Association of Franschoek	Applicant
LU6518	REZONING/SUBDIVISION/AMENDMENT OF CONDITIONS	ERF_9190 & 9209_TECHNOPARK_STELLENBOSCH, LU6518	2017-07-26	2017-10-08	2017-11-08	Adjoining property owners, Ward Councilor, Stellenbosch Interest Group and Rate Payers Association, OA of Technopark, HOA of de Zalze Estate	Applicant
LU6672	CONSENT USE/SITE DEVELOPMENT PLAN	FARM_1066_PAAIL FARM, LU6672	2017-08-17	2017-09-13	2017-11-08	Ward Councilor, Ratepayers Association of Franschoek The applicant must also identify and advertise to affected property owners	Applicant
LU6670	REMOVAL OF RESTRICTIONS/DEPARTURE	ERF_2296-2297_STELLENBOSCH, LU6670	2017-08-23	2017-09-19	2017-11-09	Applicant to indicate which properties will be affected by the proposal, Stellenbosch Interest Group & Stellenbosch Ratepayers Association	Applicant

APPENDIX 3.4

DECISIONS AND FINAL NOTIFICATIONS OF LAND USE APPLICATIONS : NOVEMBER 2017

No	Reference Number	Application Date	Application Number	Erf Farm Number	Applicant Name	Applicant Postal Address	Application Type	Notification Date	Final Decision Date	Final Decision
1	<a href="#">388732</a>	2015-10-12	LU#333	3832	Vosser Kapperer de Bruin Architects	POinet Suite 407 Private Bag X5001 Stellenbosch 7599	DEPARTURE	2017-11-09	2017-11-09	Approved
2	<a href="#">390000</a>	2015-10-10	LU#340	2001	EMILE VAN DER MERWE TOWN PLANNING	P.O BOX 204 STELLENBOSCH 7599	REZONING DEPARTURE	2017-11-06	2017-11-06	Approved
3	<a href="#">497740</a>	2017-06-05	LU#977	3099	@PLANNING TOWN PLANNING	P.O BOX 164 OBSERVATORY 7935	TEMPORARY DEPARTURE	2017-11-29	2017-11-29	Approved
4	<a href="#">497743</a>	2017-06-05	LU#112	3700	LIZE MALAN	@PLANNING TOWN PLANNING P.O BOX 164 OBSERVATORY 7935	TEMPORARY DEPARTURE	2017-11-29	2017-11-29	Approved
5	<a href="#">500901</a>	2017-04-06	LU#012	3099	LIZE MALAN@PLANNING	P.O BOX 164 OBSERVATORY 7935	TEMPORARY DEPARTURE	2017-11-29	2017-11-29	Approved
6	<a href="#">504694</a>	2017-06-05	LU#001	3701	LIZE MALAN	P.O BOX 164 OBSERVATORY 7935	TEMPORARY DEPARTURE	2017-11-29	2017-11-29	Approved
7	<a href="#">510731</a>	2017-04-28	LU#130	3704	Lize Malan (@Planning Town Planning)	PO Box 164 Observatory 7935	TEMPORARY DEPARTURE	2017-11-29	2017-11-29	Approved
8	<a href="#">510770</a>	2017-04-28	LU#134	3705	Lize Malan (@ Planning Town Planning)	PO Box 164 Observatory 7935	TEMPORARY DEPARTURE	2017-11-29	2017-11-29	Approved
9	<a href="#">510917</a>	2017-04-28	LU#148	3706	Lize Malan (@ Planning Town Planning)	PO Box 164 Observatory 7935	TEMPORARY DEPARTURE	2017-11-29	2017-11-29	Approved
10	<a href="#">510931</a>	2017-05-02	LU#150	3707	Lize Malan (@Planning Town Planning)	PO Box 164 Observatory 7935	TEMPORARY DEPARTURE	2017-11-29	2017-11-29	Approved
11	<a href="#">510999</a>	2017-05-02	LU#154	3708	Lize Malan (@ Planning Town Planning)	PO Box 164 Observatory 7935	TEMPORARY DEPARTURE	2017-11-29	2017-11-29	Approved
12	<a href="#">512052</a>	2017-05-05	LU#193	3700	LIZE MALAN	P.O BOX 164 OBSERVATORY 7935	TEMPORARY DEPARTURE	2017-11-29	2017-11-29	Approved
13	<a href="#">512079</a>	2017-05-05	LU#199	3703	LIZE MALAN	P.O BOX 164 OBSERVATORY 7935	TEMPORARY DEPARTURE	2017-11-29	2017-11-29	Approved
14	<a href="#">521289</a>	2017-06-20	LU#398	502	Bethina Woodward	5 Rowan Lane Kantrow Cape Town 7708	DEPARTURE	2017-11-17	2017-11-17	Approved
15	<a href="#">522809</a>	2017-06-27	LU#449	5286	RANDELL HERMAN & NOREL ASTRID VISAGIE	44 NEWMAN STREET IDASVALLEY STELLENBOSCH 7600	DEPARTURE	2017-11-17	2017-11-10	Approved
16	<a href="#">528181</a>	2017-07-18	LU#408	6367	ABE VERMEULEN	27 MOFFAT STREET IDASVALLEY STELLENBOSCH 7600	DEPARTURE	2017-11-06	2017-11-06	Approved
17	<a href="#">532521</a>	2017-08-17	LU#005	112	SHALIN KURT DE JAGER		DEPARTURE	2017-11-06	2017-11-02	Approved
18	<a href="#">535117</a>	2017-08-23	LU#675	8892	DAPPER TRUST	P.O BOX 200 SOMERSET MALL 7137	DEPARTURE	2017-11-10	2017-11-06	Approved
19	<a href="#">538727</a>	2017-09-08	LU#741	8714	KEITH MEYER	7 NARED CRESCENT JAMESTOWN STELLENBOSCH 7600	DEPARTURE	2017-11-06	2017-11-06	Approved
20	<a href="#">538734</a>							2011-10-03	2017-11-21	Application Cancelled
21	<a href="#">544342</a>	2017-10-03	LU#893	1061	JOHANNES CLAASSEN	261 MOUNTAIN VIEW NEW DEVELOPMENT JAMESTOWN 7600	DEPARTURE	2017-11-27	2017-11-27	Approved

# Workplace OHS Inspection Checklist – Office, General Laboratory and Workshop

STELLENBOSCH MUNICIPALITY



Building: Office Level: Ground floor Room:	Date: 29/11/2017	Inspector/s: Ilze Couvaras	Signature/s: 
Room/area manager/supervisor Ilze Couvaras	Room manager signature to signify this is an agreed record of inspection and corrective actions: 		

Complete the following box with document control information if you alter this form to suit the local area.

Section: Customer Interface & Administration		Divisional Unit: Customer Interface & Administration		
Document number	Initial Issue date 05/2014	Current version 1.1/05/2014	Current Version Issued	Next review date 15/12/2017

This list serves as a guide for evaluation of Customer Interface and Administration's workplaces (additional items and categories may be added to suit local needs, but none may be removed). A tick in the **NO** box requires corrective actions (CA) to be determined by the room/area manager/supervisor in consultation with inspectors. CA's must be added to the CA Register in your department or unit.

Risk Rating follows the Risk Assessment and Control Procedure and is required in order to prioritise corrective actions. If you cannot verify an item then place a mark in the "Can't Tell" column for revision at a later time.

Item	Yes	No	N/A	Can't Tell	Risk Rating e.g. 3C H	Corrective action recommended, inspection comments, reference numbers	Person responsible for CA.
<b>1. Housekeeping and Environment</b>							
1.1 Are work areas free of rubbish, obstruction, slip and trip hazards?	y						
1.2 Are floor coverings in good condition?		n				Broken tile in bathroom (ladies) has been mended with a strip that is covering the sharp point, but a high heel can still get stuck in the gap between the broken tile and the strip.	Maintenance
1.3 Is high storage avoided for heavy or frequent use items?	y						
1.4 Is stock or material stored appropriately and safely?	y						
1.5 Are filing cabinets and desk drawers closed when not in use?	y						
1.6 Are doors fully functional?	y						
1.7 Are stairs, steps and handrails in good order?	y						

Item	Yes	No	N/A	Can't Tell	Risk Rating e.g. 3C H	Corrective action recommended, inspection comments, reference numbers	Person responsible for CA.
1.8 Are all areas adequately lit?		n				One light in men's bathroom has no cover (Room 010) 12x florescent light bulbs in foyer in front of lift not working – need replacement Down lighters in advice centre need replacement (down lighters and one spot light) Decentralized registry : lights in the archive office have been fixed to the ceiling with wire as temporary measure. Lights have to be replaced with new spec lights. 3 lights in registry safe not working. Bulb above Violet needs replacement. Light in passage has a cover loose. Bulb in Kitchen needs replacement.	Electrical department
1.9 Are areas free from glare?	y						
1.10 Is there adequate ventilation?		n				Archive room to be ventilated. Birds make nests on the air-conditioning units (just outside Advice Office), which in turns causes all the bird excrement, lice and germs to transfer through the intakes of the units into the offices. Polluting the air with biological contaminants. Aircon in Daan's office not working.	Maintenance
1.11 Are noise levels acceptable?	y						
1.12 Is the temperature within the UNSW standard 19°C-26°C?	y						
<b>2.Ergonomics</b>							
2.1 Is all furniture fit for purpose?	y						
2.2 Is all furniture in good repair?	y						
2.3 Are all cords/wires out of the way?	y						
2.4 Are Workstation ergonomics in place for: Chairs Desks Monitors Keyboard Mouse Phone Work Layout	y						
<b>3.Manual Handling</b>							

Item	Yes	No	N/A	Can't Tell	Risk Rating e.g. 3C H	Corrective action recommended, inspection comments, reference numbers	Person responsible for CA.
3.1 Has the need to lift, carry, push or drag heavy loads been eliminated?		n				Manual handling of files (large volumes) and documentation between old and new office not ideal. No trolley device yet. Specifications to be provided by archive staff.	Manager
3.2 Is suitable Manual handling equipment available and in good condition?				y			
3.3 Are suitable ladders or steps available and in good condition?	y						
<b>4. Electrical</b>							
4.1 Are electrical appliances tagged and within test date where required?				y			
4.2 Are all plugs, sockets, leads, cords and switches in working order?				y			
4.3 Are electrical appliances kept clear of wet areas?		n				Electrical cables are running exposed outside the building covered with disintegrated waterproofing tape. Uncovered light switch situated outside building. (near kitchen) Electrical wire running into the kitchen drain outside building.	Electrical Department
4.4 Are powerboards used in preference to double adaptors?		n				Electrical box open and wires are exposed and visible.	
4.5 Are RCD's (safety switches) installed where required?				y			
<b>5. Emergency</b>							
5.1 Is a first aid kit easily accessible and clearly labelled with first aid officers name and contact details?	y						
5.2 Are the contents of the first aid kits clean and valid?	Y						
5.3 Do fire sprinklers have at least 500mm of clear space beneath?				y			
5.4 Are fire exits clearly marked and unobstructed?	y						
5.5 Are emergency procedures current and displayed?		n				No procedures displayed. No emergency exit plan in place.	Fire department

Item	Yes	No	N/A	Can't Tell	Risk Rating e.g. 3C H	Corrective action recommended, inspection comments, reference numbers	Person responsible for CA.
5.6 Are fire extinguishers appropriate, unobstructed and clearly marked?	y					One gas mask issued in February 2014 - the gauge on the mask is nearly in the red - needs to be maintained.	Fire department
<b>6. Equipment (plant)</b>							
6.1 Are all machines guarded where required?			y				
6.2 Is the working area for fixed plant clearly marked?			y				
6.3 Are Safe Work Procedures displayed for all equipment?			y				
6.4 Is personal protective equipment available and in good condition?			y				
<b>7. Comments or additional items</b>							
Storage area and method is appropriate for material and risk			n			Safe where firearms are kept is situated in passage. Firearms are made safe in passage and this leads to a variety of risks for both the Law Enforcement and Admin staff. Public use this passage whilst this is happening.	Law Enforcement
Alarm systems installed			n			Handheld noise makers. Noise maker situated in the passage and has caused injury to passers-by. Need to have it relocated to better position.	Fire department/ maintenance
Vermon infestation	y						

**\*\*This form should be returned to the person looking after the local area records for recordkeeping.**

**ITEM 1**

**APPENDIX 1.4**

**SPATIAL PLANNING, HERITAGE AND  
ENVIRONMENT**

**PLANNING AND ECONOMIC  
DEVELOPMENT COMMITTEE MEETING**

**2018-03-06**



# STELLENBOSCH

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*Spatial Planning, Heritage and Environment*

Office Tel no : 021 808 8652 | Jeanne.Basson@stellenbosch.gov.za

To: Director: Planning & Economic Development; Director: Engineering Services  
From: Environmental Planning  
Date: 29 November 2017  
Ref: 8/1/4/2/5  
Re: **MONTHLY REPORT: NOVEMBER 2017**

The following matters are herewith reported on for the month of November 2017:

## PROJECTS

Project	Progress	Date of Completion
Mount Rochelle (land exchange)	Phase 1 - Completed  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
	Phase 2 - Completed  Individual properties have been surveyed and marked.	Nov 2016
	Phase 3 – In process  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
	Phase 4  Phase 4 will be the conclusion of the property transfers should the	Aug 2017



	municipality be successful with the negotiations during Phase 3.	
	Request from Manager: Spatial Planning, Heritage & Environment (Staff Meeting: 27 February 2017) for the preparation of a status report on the project to be submitted to the Director: Planning & Economic Development for information and further instruction.  Status report completed and submitted to Director: Planning & Economic Development. Feedback: Item to Council to be prepared.	March 2017
	Item to Council prepared and submitted to the Director: Planning & Economic Development for approval before Item circulated for internal comment.	May 2017
	Item submitted to Council.  MayCo concluded that a site visit for the Mayor needs to be arranged by the Director: Planning & Economic Development.	Oct 2017
	Project note:  The appointed consultants assisting Stellenbosch Municipality on this project is VGV Attorneys	
Cemetery Study	An interdepartmental meeting was held 4 August 2016 to acquire relevant input.  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.  A draft item for the proposed development of the identified sites have been prepared and sent to Finance, 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.	Dec 2016
	Item finalized and submitted to the Executive Mayor. Awaiting decision in order to proceed.	Feb 2017
	Item approved by Council, four sites approved: <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>	April 2017
	Meeting held with appointed consultants on the way forward.  Consultants to meet with the Department of Roads and Public works on the proposed development cemeteries on its land. Consultants to	June 2017

	present proposed cemetery establishment plans for the proposed development cemeteries on municipal land.	
	Meeting held (17 August) with appointed environmental consultant (Enviro Africa). Notice of Intent to apply for a listed activity will be submitted to DEA&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).	August 2017
	Notice of Intent to Develop (NOI) Meeting held with DEADP.	Oct 2017
	Pre-Application Public Participation process to commence.	Dec 2017
	Project note:  The appointed consultants assisting Stellenbosch Municipality on this project is CK Rumboll & Associates.	
Stellenbosch Municipality Invasive Alien Plant Management Plan	Draft 1 completed and submitted to the Mayor.	Oct 2016
	Plan referred to Council for approval subject to the document having gone through a round of public participation.	April 2017
	Plan advertised in Eikestadnuus and Paarl Post (Commenting period 9 March-13 April).	
	Revised Item submitted to the Executive Mayor. Awaiting decision.	May 2017
	Plan approved.	July 2017
Papegaaiberg Nature Reserve (NR)	The registration of Papegaaiberg as a protected area in terms of the National Environmental: Protected Areas Act, 57 of 2003, has been concluded.	Jun 2016
	Memo prepared and submitted to the Municipal Manager requesting relevant delegation to implement the management plan of the NR. Awaiting feedback and instruction in this regard.	Oct 2016
	Annual audit done in collaboration with Cape Nature.	Dec 2016
Stellenbosch River Stewardship Action (SRSA)	Ongoing.	
Stellenbosch Environmental Management Framework (SEMF)	Draft 2 SEMF presented at the Intergovernmental Steering Committee (IGSC) meeting, 17 February 2017.	Feb 2017
	Draft 2 SEMF has been sent out via e-mail to members of the IGSC and other identified role-players for comment or input by 5 May 2017.	

	Item to Council to be prepared for adoption of SEMF.	Oct 2017
Noise Control By-Law (Policy)	<p>The department is in the process of preparing a motivation that a Noise Control Policy be drafted (based on the City of Cape Town existing policy) rather than a municipal noise control by-law.</p> <p>The main considerations in this regard is that the Western Cape Noise Control Regulations, P.N. 200/2013 are sufficient is considered sufficient in handling noise related matter at local level. There is also a risk of duplication in that the Department Community Services are in a final stage of preparing a Nuisances By-Law which will cover noise related matter.</p> <p>Noise Control Policy submitted to the Director: Planning &amp; Economic Development.</p> <p>Noise Control Policy circulated to director for input by 15 June.</p> <p>Item submitted to Council.</p> <p>Item referred to a joint Section 80 committee meeting.</p>	<p>March 2017</p> <p>March 2017</p> <p>May 2017</p> <p>Sep 2017</p> <p>Nov 2017</p>
Air Quality Control By-Law	<p>A draft Air Quality Control By-Law has been prepared (in collaboration with the District Air Control Officer) and submitted to an appointed service provider.</p> <p>Project to be costed.</p> <p>Project costing received. Process to be handled internally due to the cost implications.</p> <p>Item submitted to the Mayor requesting permission for the draft by-law to be circulated internally.</p> <p>Item submitted to Council.</p> <p>Item referred to a joint Section 80 committee meeting.</p>	<p>March 2017</p> <p>June 2017</p> <p>Sep 2017</p> <p>Nov 2017</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 for input.</p>	<p>Jan 2017</p> <p>Jan 2017</p> <p>Oct 2017</p>
Greenest	2017 Questionnaire received.	March 2017

Municipality Competition	Stellenbosch Municipality's document submitted 11 July 2017.	July 2017
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### ENVIRONMENTAL MANAGEMENT

This section summarizes to this departments works as it pertains to the National Environmental Management Act, 107 of 1998 (NEMA), and assistance provided to the Department of Environmental Affairs and Development Planning by this department.

- COMMENTS:

A total of 3 report (submitted in terms of NEMA) has been submitted to the municipality for comment during the month of April.

Report	Comment date
Pre-Application Basic Assessment Report: Proposed Bergplaas Estate Development on Portion 1 of Farm 167, Remainder of Farm 168, Portion 9 of the Farm 119, and Erf 16739, Stellenbosch.  DEA&DP Ref: 16/3/3/6/7/1/B4/45/1273/17	24 Nov 2017
Proposed Development of a 25m High Telecommunication Mast on Portion 2 of the Farm Meerlust No 1081, Eerste River, Western Cape  DEA&DP Ref: 16/3/3/6/7/1/B2/21/1033/16	27 Nov 2017

- SECTION 30 EMERGENCY INCIDENTS:

Incident	Progress	Date
Franschhoek Pass Spill  (Incident date: 5 Sept 2016)	<u>Site visit 1</u>  Attended by representatives From DEADP, DWS, Wolmatrans, Spilltech and relevant property owners.  Instructions issued by this department.	29 Sept 2016
	<u>Site visit 2</u>  Attended by representative of Spilltech, District Roads and relevant property owner.  Instructions issued by this department.	3 Nov 2016
	<u>Site visit 3</u>  Attended by representative of Spilltech, District Roads and relevant	29 Nov 2016

<p>specialist.</p> <p>Instructions issued by this department.</p> <p><u>Site visit 4</u></p> <p>Attended by representative of Spilltech, District Roads DWS, affected landowners, insurers and relevant specialist.</p> <p>Instructions issued by this department.</p>	<p>23 March '17</p>
<p><u>Meeting</u></p> <p>Meeting held with DEADP, Enviroasure, Spilltech and Geomeasure Group to decide on the way forward. DEADP and DWS to scrutinize Geomeasure Group reports and advise.</p>	<p>13 July '17</p>
<p><u>Site visit 5</u></p> <p>Attended by representative of DEAD&amp;DP and DWS.</p> <p>Instructions issued by DEA&amp;DP.</p>	<p>17 Aug '17</p>
<p>Incident referred to DEADP.</p> <p>Instruction for information issued to Wolmatrans.</p>	<p>9 Nov 2017</p>

- ILLEGAL ACTIVITIES:

0 Illegal activities have been reported to DEA&DP during November 2017.

Activity	Progress	Date
-	-	-

NOISE CONTROL:

The following statistics with regards to noise complaints investigated during November 2017.

Area	Number
Stellenbosch	7
Franschhoek	4
Klapmuts	1
Jamestown	1
Pniel	0
Groot Drakenstein	0

Kylemore	0
Farms	0
<b>Total</b>	<b>13</b>

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

Complaint	Progress	Date of Completion	Comments
Noise Nuisance complaints: Club Entourage	Matter currently in Court.  Round table discussions with the accused legal team & council took place on Monday, 06 Nov.17	On-going	Application for EB/License was made & currently in process.  Awaiting submission of a Revised NIA Report.
Religious gathering noise - VGK Sentrum, Idasvalley	Rev Daniel Bock have set up a meeting with the complainant in order to discuss the noise abatement proposals	On-going	Complainant is not responding to the request for a meeting. Rev Bock have send out another request dated, 27 Nov.17
Franschoek Station Pub & Grill	Complaints about loud amplified music emanating from the pub, especially on weekends	27 Nov.17	Complainant failed to submit affidavit as requested – no further complaints received.  Considered closed
Renewed complaints about Bekezela Concrete, Old Paarl Rd Klappmuts	On the basis of measurements taken it is concluded that Bekezela Concrete are contravening the noise rating level for Industrial districts	On-going	Request complainant to submit sworn affidavit for possible legal action – still awaiting
Mano's Bakery, Idasvalley	Have met with the affected residents & the owner (onsite) in order to discuss the noise nuisance issue and to find solutions for the current problems	27 Nov. 17	Complainant confirmed telephonically that the concerns are being addressed effectively  Considered closed
Generator Noise at Kymric Hall, Wilhelmina Street, Franschoek	Issued warning notice to the owners of Kymric Hall.	On-going	Awaiting the final approval of an Air Quality control by-law. The AQC By-law will call for the registration of fuel burning equipment & applicable conditions

			i.t.o noise & fume emissions – considered close
Religious gathering at Bloemhof High School Hall	Have met with Shofar Church Council as well as with Smit Viljoen Attorneys regarding the renewed complaints on Monday, 27 Nov.17	On-going	Directive issued upon Bloemhof GHS. The Church Council has now appointed Prof JL Van Niekerk & Associates to independently evaluate the complaints. A NIA will be provided to Council, soonest
Noise nuisance from a Solar Moler Device at 9 Nagtegaal Rd, Devon valley, Onderpappagaai berg	No nuisance or disturbance proofed. Noise emanating from the device is not measurable & does not cause a noise nuisance as claimed by complainant	27 Nov.17	Considered closed
Borehole Drilling at 11 Kronendal Road, Dalsig	The noisy operation was ceased following complaints to Law Enforcement and visit by Council officials	27 Nov.17	Follow-up inspection on 27 Nov.17 confirmed the borehole drilling has ceased.  Considered closed.
Metalworking noise from 21 Rolinda Crescent, Jamestown	Inspections at the premises on Friday, 24 Nov.17 & again on Monday, 27 Nov.17, confirmed that the noisy metalwork's has ceased	27 Nov.17	Issued Notice of Warning i.t.o NCR PN200/2013. Matter also referred to LU Inspector for further investigation  Considered closed
Illegal Building works, 15 Nerina Street, Franschoek	Request from the Dep. Of Labour for an investigation into illegal building work & associated noise nuisance after hours & weekends.  The project team indicated that no noisy after hour work is taking place	On-going	Matter referred to building Inspector, Mr. Marco Fouche who already issued a Cease Order notice i.t.o NBR's  Complainant to contact
Loud music from the Franschoek Cellar, Main Rd, Franschoek	La Ferme Chantelle Home Owners Association registered a complaint re amplified music from the Franschoek Cellar during Saturday mornings & certain Sundays	27 Nov.17	The Complainant vacated the LFC. Even though the music is still slightly audible the rest of the tenants do not have any problems with

			activities at the Franschoek Cellar.  Considered closed.
Noise emanating from The Fijnbos Court-yard Café, 3 Bloem Street, Stellenbosch	Request for assistance by Law Enforcement. Have met with management & issued letter of warning i.t.o NCR's. Sunday, 19 Nov.17 was a once-off event only.	27 Nov.17	Owner undertook to comply with all relevant legislation & will make application for an event permit in advance.  Considered closed.

### **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>
Fume Emission's from 21 Rolinda Crescent, Jamestown due to metalwork's & spray-painting activities	No spray-painting activities present at the times of inspection. Issued Notice of Intend i.t.o National Air Quality Act	27 Nov. 17	Considered closed

### **SECTION 21 – LISTED ACTIVITIES**

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.

### **NOISE TACTICAL TASK TEAM**

#### **THREE DAY NOISE CONFERENCE:**

The Noise Tactical Task Team, consisting of Stellenbosch Municipality (Martin van As), the City of Cape Town (Shannon Maree) & DEA& DP (Peter Harmse), hosted a three day noise conference from 14-16 November 2017 at the Jan Hoff-Meyer Hall in Montagu.

Day 1 consisted of a forum meeting / workshop headed by the Noise Technical Task Team. The content of discussions consisted of presentations on the Western Cape Noise Control Regulations and the implementation of the Law, case studies & real scenarios, and how to take an offender to Court.

This was the first forum session and an introductory one where officials were given an opportunity to provide input into how future forums of this nature should be conducted and the way forward.



This forum really provides a platform where government officials from all spheres of government could gather to discuss progress made in the implementation of the Western Cape Noise Control Regulation PN200/2013. In addition, the forum provides an opportunity for government officials to share experiences, best practices and to agree on possible solutions/mechanisms in addressing common challenges faced by local municipalities, and to plan ahead. The 30 Municipalities within the Western Cape was well presented and participated actively in all discussions.

Day 2 & 3 consisted of accredited theoretical and practical noise training delivered by accredited Noise Consultants.

Date of next forum meeting will be announced soon.

### **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.

### **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

### **COURSES AND TRAINING:**



**BJG de la Bat**  
**MANAGER: SPATIAL PLANNING, HERITAGE & ENVIRONMENT**  
**DEPARTMENT ECONOMIC DEVELOPMENT AND PLANNING**

## DELEGATIONS EXERCISED FOR PERIOD: 01 – 30 NOV 2017

### DIRECTORATE: PLANNING AND ECONOMIC DEVELOPMENT

Date	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
2016-09-05	380 + 381	S 28(4) of NEMA S 30(6), (7) and S 35 (1) of NEMA	Chemical spill on Franschoek Pass	2016-09-05	On-going	Groundwater monitoring program in place.
2017-10-16	380 + 381	S 28(4) of NEMA S 30(6), (7) and S 35 (1) of NEMA	Case of potential illegal river works (Farm 28/510) investigated and findings reported to DEA&DP	2017-10-16	On going	Reported to DEADP
2016-10	392	Regulation 2(d) of the Western Cape Noise Control Regulations	Noise Nuisance complaints: Club Entourage  Matter was handed over to VGV Attorneys (Melanie Vlok) to proceed with legal action against Club Entourage	2016-10	On-going	Designation of VGV Attorneys finalised. Summons to be issued.
2017-05	392	Regulation 2(d) of the Western Cape Noise Control Regulations	Religious gathering noise - VGK Sentrum, Idasvalley  Noise measurements were carried out and a disturbing noise contravention confirmed. Issued notice upon the VGK Church to abate the noise.  The Church Council have met & proposed noise control measures	2017-05-17	On-going	Reverend Daniel Bock have set up a meeting with the complainant to discuss the noise control proposals that will be implemented by the VGK Sentrum
2017-10-18	392	Regulation 2(d) of the Western Cape Noise Control Regulations	Complaints about the noise from an Industrial standby generator installed at Kymric Hall, 6 Wilhemina Street, Franschoek	2017-10-18	2017-09-26	Issued Notice i.t.o PN200/2013 requested for noise abatement measures

2017 – 11-01	392	Regulation 2(d) of the Western Cape Noise Control Regulations	Religious gathering noise – Shofar Christian Church  Issued Notice of Intent upon the Church Congregation. The Church appointed an independent noise specialist to evaluate the noise. A NIA Report will be provided to Council	2017-11-01	On-going	The Church appointed an independent noise specialist to evaluate the noise. A NIA Report will be provided to Council
2017-11-20	387	Air Quality Management (NEMA)	Registration of newly installed boilers at the Stellenbosch University as Listed Activities i.t.o Section 21 & as Controlled Emitters i.t.o Section 23 of the Act	2017-11-20	On-going	This is an on-going exercise until installation are completed
2017-11-21	387	Air Quality Management (NEMA)	Air Pollution Nuisance as a result of metal & spray-painting works at 21 Rolinda Crescent, Jamestown	2017-11-21	On-going	Issued Notice of Intent



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Spatial Planning, Heritage and Environment

TO/AAN: DIRECTOR PLANNING & ECONOMIC DEVELOPMENT  
FROM/VAN: MANAGER SPATIAL PLANNING, HERITAGE & ENVIRONMENT  
DATE/DATUM: 2017-11-09  
REFERENCE: 8/1/4/2/5  
RE/INSAKE: MONTHLY REPORT FOR <sup>Nov 2017</sup> OCTOBER 2017 (SPATIAL PLANNING)

Herewith the monthly report of the Department Spatial Planning, Heritage and Environment.

**APPLICATIONS:**

Statistics of formal applications received by this department:

Section	Applications received	Applications completed	Applications Completed within 30 days response
Planning Advisory Committee Applications (new)	12	0	0
Signage (Stellenbosch/Franschhoek)	13	0	0
Land Use Applications	5	28	24
Heritage Scrutiny Application	58	58	58

**PROJECTS:**

The department is currently involved with several planning projects.

Project	Progress	Date of Completion	Comments
Rural Area Plan	Status Quo Report	June 2018	MSDF Public Open Days took place on 8,9, 15 & 16 November 2017
Heritage Inventory	Heritage Western Cape approved Phase 2a report on 16 February 2017. Next phase in progress	June 2018	MSDF Public Open Days took place on 8,9, 15 & 16 November 2017
Integrated Zoning Scheme (IZS 2016)	The conversion of 2013 IZS to 2016 IZS was completed and the draft IZS maps are available.	On-going	Still busy cleaning the cadastral information and verifying properties no Zoning information.
Urban Development Strategy	Draft Strategies Report received	June 2018	MSDF Public Open Days took place on 8,9, 15 & 16 November 2017

*[Handwritten signature]*  
05/12/2017

Project	Progress	Date of Completion	Comments
Emergency Housing	Report to Mayco. Submitted on 2017-08-31. Presentation scheduled for 13 November 2017	On-going	Mayco feedback incorporated.
Heritage Buildings	Appointment with Piet Smit re valuation of heritage buildings set for 7 July 2017		Awaiting valuation.
Several By-law amendments	<ul style="list-style-type: none"> <li>Air Quality Bylaw submitted.</li> <li>Noise By-law submitted</li> <li>Public Art Policy submitted on 7 November 2017</li> </ul>		
MSDF	Process plan for MSDF submitted to Mayor. Public Open days taken place Working Group meetings taking place	On-going	MSDF Public Open Days took place on 8,9, 15 & 16 November 2017
Klapmuts IGSC	Status Quo Report and Draft Report submitted. Reports advertised to ISC for input.	On-going	MSDF Public Open Days took place on 8,9, 15 & 16 November 2017
Telecommunication Policy	Draft policy submitted to Mayco on 2017-08-31. Feedback form US received and give to MM		Mayor has resubmitted request for input to US
IDP Cluster meetings	IDP cluster meetings took place during November 2017 and officials from department attended this meetings	November 2017	7 November: BA Henning ? November: B de la Bat ? November: K Makati ? November: S vd Merwe

#### GIS PROJECTS:

Project	Progress	Date of Completion
Development of Property Registered Layer.	CGA received the state land Audit datasets from the Department of Rural Development and Land Reform. They will overlay the state land datasets against the registered layer and the draft report will be available on the 8th of December 2017.	8 December 2017 (Draft Final Report)
TPAMS: Town Planning Application Management System.	Town Planning Applications Management Systems (TPAMS) Workflow discussion Session.	7 December 2017

FQ 137 18	<i>Supply, deliver and configuration of handheld Global Positioning System (GPS) device for Spatial Planning:</i> the FQ tender have been advertised on the Municipal website and the closing for bid submissions is the 06 <sup>th</sup> of December 2017.	On-going
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The following GIS request matters have been attended:

Request	Progress	Date of Completion	Comments
<p><b>Internal Mapping Request: Albert van der Merwe (Manager Community Services)</b></p> <p>Good morning Mr Abrahams &amp; van der Merwe</p> <p>Upon instruction of the Director, please prepare an item on the Mapping of Social Infrastructure which will serve on the next Section 80 on 6 December 2017.</p> <p>You cooperation will be highly appreciated.</p> <p>Request Date: 27/11/2017</p>	All the play parks have been mapped; Cemeteries, sport facilities and Library are still outstanding.	2017-12-04 (Expected Date of completion)	On-going
<p><b>Internal Mapping Request: Tembisa Gwintsa (Head of Systems: ICT)</b></p> <p>"Request to mapped all electricity smart-meters with the APN 3g cards that are with the WC024"</p> <p>Request Date: 27/11/2017</p>	Spatial data was created and saved on the centralized GIS database. Map was as well.	27-11-2017	Completed
<p><b>Map Request: By Delorees Kotze</b></p> <p>" Good morning,</p> <p>I trust that you are well. Could you please provide me with the latest map of WC024 and individual maps of the respective 22 wards as well.</p> <p><b>Delorees Kotze "</b></p> <p>Request Date: 22/11/2017</p>	Requested was completed and the data was sent to Ms. Delorees Kotze.	22-11-2017	Completed
<p><b>Spatial Data Request: Lourens van Zyl (TerraGIS)</b></p> <p>Mr Nhleko</p> <p>Our telephonic discussion refers.</p> <p>I am looking for detail contour data, preferably in SHP or ESRI Geodatabase format.</p> <p>Please find attached the Extent of the area I am interested in.</p> <p>The Projection of the attached SHP file is Transverse Mercator with a Central Meridian of 19degrees East and based on the WGS84 spheroid and Hartebeeshoek94 Datum.</p> <p>Your help in this regard will be appreciated very much</p> <p>Your cooperation is dearly appreciated."</p> <p>Request Date: 15/11/2017</p>	The spatial data was extracted and sent to services provider.	15/11/2017	Completed

<p><b>Map Request: by Jermaine Hendricks (University of Stellenbosch : Facilities Section)</b></p> <p>" Dear Nhleko Mduzuzi,</p> <p>I trust you are well. Is there any possibility that you could assist us with some municipal information. Space Management &amp; Development Planning are interested in a potential property adjacent to Stellenbosch University properties. Details of this property in question follow below:</p> <p>Property Type: Residential (House).</p> <ol style="list-style-type: none"> <li>1. Erf Number: 00002110.</li> <li>2. Corner of Andringa &amp; Crozier Street.</li> </ol> <p>Is there any possibility you could perhaps assist us with the municipal Value of this Property in question? Please see Jpeg Snap Shot attach (Property - Highlighted Poly-Polygon).</p> <p>Nhleko, also see attach Snap shots of Stellenbosch 3D Oblique images as requested from a 3D which I have built. I will send you more following this email – due to size capacity. I am aware you waited to utilise it for the Portal of ArcGIS, hope it can help you.</p> <p>Jermaine Hendricks</p> <p>Request Date: 14/11/2017</p>	<p>The Map was created and sent to Jermaine</p>	<p>14-11-2017</p>	<p>Completed</p>
<p><b>Spatial Data Request: Eddie Wise</b></p> <p>" Hi Mduzuzi,</p> <p>Following our phone discussion.</p> <p>In order to create 3d models for structural mapping we need high resolution elevation models, aerial imagery (vertical and oblique) and LIDAR data for Stellenbosch LM area. Please find KMZ attached with AOI.</p> <p>Please inform what Data exist with regard to the request and if it can be made available.</p> <p>Eddie"</p> <p>Request Date: 01/11/2017</p>	<p>The spatial data was extracted and ready for collection.</p>	<p>01-11-2017</p>	<p>Completed</p>
<p><b>Map Request: by Mr Frans Baerveldt</b></p> <p>"I request a map of the Franschoek area, can you please send it to Dillon, and the client will pay him for the copy."</p> <p>Request Date: 17/10/2017</p>	<p>Map was created</p>	<p>23-10-2017</p>	<p>Completed</p>

## GIS INFRASTRUCTURE

Complaints	Progress
<p><b>Complaint from Esri South Africa:</b> (Pieta Swanepoel)</p> <p>"Two of the import files for the billing viewer are empty. This indicates that there is a problem with the extracts from SAMRAS. I did also check that the extracts on the SAMRAS machine is empty as well. Files are called EsriMets and EsriSrv</p> <p>Can you please enquire about this with the relevant person at Finance?"</p>	The problem was resolved by Vinolan Narainsamy.
<p><b>GIS Viewer: Access to the GIS Assets Viewer(Harold Davids and Tracy Wehr )</b></p> <p>"We can't get into the asset viewer. Can you fix please."</p>	The problem was resolved by Mduduzi Nhleko.

### WORKGROUPS:

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

- Western Cape Spatial Information Forum (to be attended on the 14<sup>th</sup> of September 2017 in Koelenhof, Stellenbosch ) - Attended
- Esri Southern Africa User Conference (will be held in Drakensberg from 17<sup>th</sup> – 20<sup>th</sup> of October 2017) – Attended
- National Spatial Planning Data Repository (NSPDR) Consultative Workshop (Held at Emperors Palace, Kempton Park on the 23<sup>rd</sup> of November 2017) - Attended.

### ENVIRONMENTAL MANAGEMENT

The following matters are herewith reported on for the month of November 2017:

### PROJECTS

Project	Progress	Date of Completion
Mount Rochelle (land exchange)	Phase 1 - Completed	Nov 2016
	<p>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-swap which is to mitigate the potential visual impact of development within Mont Rochelle Nature Reserve.</p>	
	Phase 2 - Completed	Nov 2016
	Individual properties have been surveyed and marked.	
	Phase 3 – In process	Jan 2017
	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.	



	<p>Some feedback from landowners has already been received.</p> <p>At the successful conclusion of this Phase the department will approach Council to give consent to proceed with Phase 4.</p>	
	<p>Phase 4</p> <p>Phase 4 will be the conclusion of the property transfers should the municipality be successful with the negotiations during Phase 3.</p>	Aug 2017
	<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>	March 2017
	<p>Item to Council prepared and submitted to the Director: Planning &amp; Economic Development for approval before Item circulated for internal comment.</p>	May 2017
	<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>	Oct 2017
	<p>Project note:</p> <p>The appointed consultants assisting Stellenbosch Municipality on this project is VGV Attorneys</p>	
Cemetery Study	<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, 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> <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>Dec 2016</p> <p>Jan 2017</p> <p>Feb 2017</p> <p>April 2017</p>
	<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.</p>	June 2017

	<p>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 process to commence.</p> <p>Project note:</p> <p>The appointed consultants assisting Stellenbosch Municipality on this project is CK Rumboll &amp; Associates.</p>	<p>August 2017</p> <p>Oct 2017</p> <p>Dec 2017</p>
Stellenbosch Municipality Invasive Alien Plant Management Plan	<p>Draft 1 completed and submitted to the Mayor.</p> <p>Plan referred to Council for approval subject to the document having gone through a round of public participation.</p> <p>Plan advertised in Eikestadnuus and Paarl Post (Commenting period 9 March-13 April).</p> <p>Revised Item submitted to the Executive Mayor. Awaiting decision.</p> <p>Plan approved.</p>	<p>Oct 2016</p> <p>April 2017</p> <p>May 2017</p> <p>July 2017</p>
Papegaaiberg Nature Reserve (NR)	<p>The registration of Papegaaiberg as a protected area in terms of the National Environmental: Protected Areas Act, 57 of 2003, has been concluded.</p> <p>Memo prepared and submitted to the Municipal Manager requesting relevant delegation to implement the management plan of the NR. Awaiting feedback and instruction in this regard.</p> <p>Annual audit done in collaboration with Cape Nature.</p>	<p>Jun 2016</p> <p>Oct 2016</p> <p>Dec 2016</p>
Stellenbosch River Stewardship Action (SRSA)	Ongoing.	
Stellenbosch Environmental Management Framework (SEMF)	<p>Draft 2 SEMF presented at the Intergovernmental Steering Committee (IGSC) meeting, 17 February 2017.</p> <p>Draft 2 SEMF has been sent out via e-mail to members of the IGSC and other identified role-players for comment or input by 5 May 2017.</p> <p>Item to Council to be prepared for adoption of SEMF.</p>	<p>Feb 2017</p> <p>Oct 2017</p>
Noise Control By-Law (Policy)	<p>The department is in the process of preparing a motivation that a Noise Control Policy be drafted (based on the City of Cape Town existing policy) rather than a municipal noise control by-law.</p> <p>The main considerations in this regard is that the Western Cape Noise Control Regulations, P.N. 200/2013 are sufficient is considered sufficient in handling noise related matter at local level.</p>	March 2017

	<p>There is also a risk of duplication in that the Department Community Services are in a final stage of preparing a Nuisances By-Law which will cover noise related matter.</p> <p>Noise Control Policy submitted to the Director: Planning &amp; Economic Development.</p> <p>Noise Control Policy circulated to director for input by 15 June.</p> <p>Item submitted to Council.</p> <p>Item referred to a joint Section 80 committee meeting.</p>	<p>March 2017</p> <p>May 2017</p> <p>Sep 2017</p> <p>Nov 2017</p>
Air Quality Control By-Law	<p>A draft Air Quality Control By-Law has been prepared (in collaboration with the District Air Control Officer) and submitted to an appointed service provider.</p> <p>Project to be costed.</p> <p>Project costing received. Process to be handled internally due to the cost implications.</p> <p>Item submitted to the Mayor requesting permission for the draft by-law to be circulated internally.</p> <p>Item submitted to Council.</p> <p>Item referred to a joint Section 80 committee meeting.</p>	<p>March 2017</p> <p>June 2017</p> <p>Sep 2017</p> <p>Nov 2017</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 for input.</p>	<p>Jan 2017</p> <p>Jan 2017</p> <p>Oct 2017</p>
Greenest Municipality Competition	<p>2017 Questionnaire received.</p> <p>Stellenbosch Municipality's document submitted 11 July 2017.</p>	<p>March 2017</p> <p>July 2017</p>

## ENVIRONMENTAL MANAGEMENT

This section summarizes to this departments works as it pertains to the National Environmental Management Act, 107 of 1998 (NEMA), and assistance provided to the Department of Environmental Affairs and Development Planning by this department.

- COMMENTS:

A total of 3 report (submitted in terms of NEMA) has been submitted to the municipality for comment during the month of April.

Report	Comment date
Pre-Application Basic Assessment Report: Proposed Bergplaas Estate Development on Portion 1 of Farm 167, Remainder of Farm 168, Portion 9 of the Farm 119, and Erf 16739, Stellenbosch.  DEA&DP Ref: 16/3/3/6/7/1/B4/45/1273/17	24 Nov 2017
Proposed Development of a 25m High Telecommunication Mast on Portion 2 of the Farm Meerlust No 1081, Eerste River, Western Cape  DEA&DP Ref: 16/3/3/6/7/1/B2/21/1033/16	27 Nov 2017

- SECTION 30 EMERGENCY INCIDENTS:

Incident	Progress	Date
Franschhoek Pass Spill  (Incident date: 5 Sept 2016)	<u>Site visit 1</u>  Attended by representatives From DEADP, DWS, Wolmatrans, Spilltech and relevant property owners.  Instructions issued by this department.	29 Sept 2016
	<u>Site visit 2</u>  Attended by representative of Spilltech, District Roads and relevant property owner.  Instructions issued by this department.	3 Nov 2016
	<u>Site visit 3</u>  Attended by representative of Spilltech, District Roads and relevant specialist.  Instructions issued by this department.	29 Nov 2016
	<u>Site visit 4</u>  Attended by representative of Spilltech, District Roads DWS, affected landowners, insurers and relevant specialist.  Instructions issued by this department.	23 March '17
	<u>Meeting</u>  Meeting held with DEADP, EnviroSure, Spilltech and Geomeasure Group to decide on the way forward. DEADP and DWS to scrutinize Geomeasure Group reports and advise.	13 July '17

	<u>Site visit 5</u>  Attended by representative of DEAD&DP and DWS.  Instructions issued by DEA&DP.  Incident referred to DEADP.  Instruction for information issued to Wolmatrans.	17 Aug '17       9 Nov 2017
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- **ILLEGAL ACTIVITIES:**

0 Illegal activities have been reported to DEA&DP during November 2017.

Activity	Progress	Date
-	-	-

**NOISE CONTROL:**

The following statistics with regards to noise complaints investigated during November 2017.

Area	Number
Stellenbosch	7
Franschhoek	4
Klapmuts	1
Jamestown	1
Pniel	0
Groot Drakenstein	0
Kylemore	0
Farms	0
<b>Total</b>	<b>13</b>

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

Complaint	Progress	Date of Completion	Comments
Noise Nuisance complaints: Club Entourage	Matter currently in Court.  Round table discussions with the accused legal team & council took place on Monday, 06 Nov.17	On-going	Application for EB/License was made & currently in process.  Awaiting submission of a Revised NIA Report.
Religious gathering noise - VGK Sentrum, Idasvalley	Rev Daniel Bock have set up a meeting with the complainant in order to discuss the noise abatement proposals	On-going	Complainant is not responding to the request for a meeting. Rev Bock have send out another request dated, 27 Nov.17

Franschoek Station Pub & Grill	Complaints about loud amplified music emanating from the pub, especially on weekends	27 Nov.17	Complainant failed to submit affidavit as requested – no further complaints received.  Considered closed
Renewed complaints about Bekezela Concrete, Old Paarl Rd Klappmuts	On the basis of measurements taken it is concluded that Bekezela Concrete are contravening the noise rating level for Industrial districts	On-going	Request complainant to submit sworn affidavit for possible legal action – still awaiting
Mano's Bakery, Idasvalley	Have met with the affected residents & the owner (onsite) in order to discuss the noise nuisance issue and to find solutions for the current problems	27 Nov. 17	Complainant confirmed telephonically that the concerns are being addressed effectively  Considered closed
Generator Noise at Kymric Hall, Wilhelmina Street, Franschoek	Issued warning notice to the owners of Kymric Hall.	On-going	Awaiting the final approval of an Air Quality control by-law. The AQC By-law will call for the registration of fuel burning equipment & applicable conditions i.t.o noise & fume emissions –  Considered close
Religious gathering at Bloemhof High School Hall	Have met with Shofar Church Council as well as with Smit Viljoen Attorneys regarding the renewed complaints on Monday, 27 Nov.17	On-going	Directive issued upon Bloemhof GHS. The Church Council has now appointed Prof JL Van Niekerk & Associates to independently evaluate the complaints. A NIA will be provided to Council, soonest
Noise nuisance from a Solar Moler Device at 9 Nagtegaal Rd, Devon valley, Onderpappagaai berg	No nuisance or disturbance proofed. Noise emanating from the device is not measurable & does not cause a noise nuisance as claimed by complainant	27 Nov.17	Considered closed
Borehole Drilling at 11 Kronendal Road, Dalsig	The noisy operation was ceased following complaints to Law Enforcement and visit by Council officials	27 Nov.17	Follow-up inspection on 27 Nov.17 confirmed the borehole drilling has ceased.  Considered closed.
Metalworking noise from 21 Rolinda Crescent, Jamestown	Inspections at the premises on Friday, 24 Nov.17 & again on Monday, 27 Nov.17, confirmed that the noisy metalwork's has ceased	27 Nov.17	Issued Notice of Warning i.t.o NCR PN200/2013. Matter also referred to LU Inspector for further investigation  Considered closed

Illegal Building works, 15 Nerina Street, Franschoek	Request from the Dep. Of Labour for an investigation into illegal building work & associated noise nuisance after hours & weekends.  The project team indicated that no noisy after hour work is taking place	On-going	Matter referred to building Inspector, Mr. Marco Fouche who already issued a Cease Order notice i.t.o NBR's  Complainant to contact
Loud music from the Franschoek Cellar, Main Rd, Franschoek	La Ferme Chantelle Home Owners Association registered a complaint re amplified music from the Franschoek Cellar during Saturday mornings & certain Sundays	27 Nov.17	The Complainant vacated the LFC. Even though the music is still slightly audible the rest of the tenants do not have any problems with activities at the Franschoek Cellar.  Considered closed.
Noise emanating from The Fijnbos Court-yard Café, 3 Bloem Street, Stellenbosch	Request for assistance by Law Enforcement. Have met with management & issued letter of warning i.t.o NCR's. Sunday, 19 Nov.17 was a once-off event only.	27 Nov.17	Owner undertook to comply with all relevant legislation & will make application for an event permit in advance.  Considered closed.

#### **AIR QUALITY CONTROL:**

The following air quality control matters have been investigated:

Complaint	Progress	Date of Completion	Comments
Fume Emission's from 21 Rolinda Crescent, Jamestown due to metalwork's & spray-painting activities	No spray-painting activities present at the times of inspection. Issued Notice of Intend i.t.o National Air Quality Act	27 Nov. 17	Considered closed

#### **SECTION 21 – LISTED ACTIVITIES**

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.

#### **NOISE TACTICAL TASK TEAM**

##### **THREE DAY NOISE CONFERENCE:**

The Noise Tactical Task Team, consisting of Stellenbosch Municipality (Martin van As), the City of Cape Town (Shannon Maree) & DEA& DP (Peter Harmse), hosted a three day noise conference from 14-16 November 2017 at the Jan Hoff-Meyer Hall in Montagu.

Day 1 consisted of a forum meeting / workshop headed by the Noise Technical Task Team. The content of discussions consisted of presentations on the Western Cape Noise Control Regulations and the implementation of the Law, case studies & real scenarios, and how to take an offender to Court.

This was the first forum session and an introductory one where officials were given an opportunity to provide input into how future forums of this nature should be conducted and the way forward.

This forum really provides a platform where government officials from all spheres of government could gather to discuss progress made in the implementation of the Western Cape Noise Control Regulation PN200/2013. In addition, the forum provides an opportunity for government officials to share experiences, best practices and to agree on possible solutions/mechanisms in addressing common challenges faced by local municipalities, and to plan ahead. The 30 Municipalities within the Western Cape was well presented and participated actively in all discussions.

Day 2 & 3 consisted of accredited theoretical and practical noise training delivered by accredited Noise Consultants.

Date of next forum meeting will be announced soon.

#### **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.

#### **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

#### **COURSES AND TRAINING:**

None



**BJG DE LA BAT**  
**MANAGER: SPATIAL PLANNING, HERITAGE & ENVIRONMENT**  
**DEPARTMENT ECONOMIC DEVELOPMENT AND PLANNING**



**ITEM 1**

**APPENDIX 1.5**

**LAND USE MANAGEMENT**

**PLANNING AND ECONOMIC  
DEVELOPMENT COMMITTEE MEETING**

**2018-03-06**



## LAND USE MANAGEMENT

**To:** Director: Planning and Economic Development  
**From:** Manager: Land Use Management  
**Date:** 7 December 2017  
**Re:** Monthly Report for the Department Land Use Management–November 2017

5.1 Writer hereby reports as follows for the Department Land Use Management

LAND USE MANAGEMENT: TASK/SUBJECT	TOTAL
New Land use applications assessed (check listed items) to indicate whether all the information required was submitted.	73
Land use applications considered (Items for appeal committee- PED-committee, Authorised Employee, MPT, Technical Committee and Delegated items). When the report has been assessed for recommendation to decision maker.	53
Appeals in terms of the Land Use Planning By-law received	1
LAND USE COMPLIANCE: TASK/SUBJECTS	
Building plans commented on in order to verify zoning and development parameters	132
Zoning Certificates issued per property	52
Comments submitted on Business- and Liquor Licenses application	46
Clearance certificates signed in order to facilitate transfer of properties.	5
Comments submitted on Event applications	36
Land Use Violations Complaints received	5
Inspections with regards to complaints	30
Land Use Enforcement notices served	2
Land Use Enforcement matters resolved	2
Land use contravention: Court Cases	0
Telephone / E-mail enquiries	622
Meetings/workshops attended	103
Meetings – Planners/Admin	22
Inbox clean-up/outstanding items attended to as attached	16



## LAND USE MANAGEMENT

### 5.2 Projects in Process:

PROJECTS	PROGRESS
<b>REVISION OF POLICIES AND BY-LAWS</b>	
Policy - Derelict and Dilapidated Buildings	Was submitted in September 2017 for the Mayor's consideration and Council approved the draft for public participation on 27 November 2017.
Land Use Enforcement Policy	Was submitted to the Executive Mayor in November 2017.
Land Use Planning By-Law, 2015	A meeting was scheduled for October which was cancelled from the service provider side due to unforeseen circumstances. A follow up have been rescheduled for November 2017.
Integrated zoning scheme By-Law	Was advertised on 19 October 2017.
<b>PROJECTS: LAND USE MANAGEMENT</b>	
<b>Erf 11330, Idas Valley</b>	<b>Approved by MPT on</b>
Millstream (Erf 1771)	The Executive Mayor is currently meeting with the affected parties.
Micro Organisational Structure	Waiting implementation of Council's decision 2017.
Erf 1370 Franschhoek	Waiting for owner to submit land surveyor's certificate.
Website	Coordinate the website updates which include land use planning decisions and website layout; MPT agenda items were uploaded as well as placement of the IZS maps, document and



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## LAND USE MANAGEMENT

	register.
Municipal Planning Tribunal Meeting	Next meeting to be held on 4 December 2017.
<b>PROJECTS: RELATING TO HUMAN SETTLEMENTS</b>	
Emergency housing: Land identifications project	A consultant was appointed to conduct further investigations with regards to the identification of possible and suitable sites. Process ongoing.
Watergang and Zone O Street names	Application submitted. Awaiting outstanding information. No further update available.
Zone O upgrade	Follow up meeting held on 31 July 2017. Land use application meeting to be scheduled. No further update available.
Enkanini	Awaiting EIA.
<b>ITEMS: SUBMITTED</b>	
The delegation to the By-Law on boundary walls and fences.	Council approved on 27/10/2017 that the delegation be given to the Municipal Manager.



## LAND USE MANAGEMENT

5.3 Copies of the following are attached:

- a. Attendance Registers for Nov 2017 on file
- b. Leave/ Sick leave matrix for Nov 2017 on file,
- c. OHS Report for Nov 2017
- d. SPLUMA Compliance Officer: Nov 2017 Report
- e. Work report: Lenacia Kamineth – Nov 2017
- f. Report: Senior Land Use Inspector for Nov 2017.
- g. Log sheet for Nov 2017.
- h. Work report: Sonita Matthee – Nov 2017
- i. IDP/Budget/SDF Public participation meetings attended by staff (Oct – Dec 2017)
- j. Monthly Staff Meeting: Agenda & Minutes – Nov 2017
- k. Chart: Building plans commented on for Nov 2017
- l. Chart: Various tasks measured for all Planners for Nov 2017
- m. Delegations exercised – Nov 2017

5.4 SDBIP will be updated 7 December 2017.

Trust you find the above in order.

H.

*Hedre Dednam*


Hedre Dednam (Pr.Pln.A/846/1995)

**Manager: Land Use Management**

# OHS REPORT – NOVEMBER 2017

OHS048a

**Workplace OHS Inspection Checklist – Office,  
General Laboratory and Workshop**

Building Level Room  PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT, 3 <sup>rd</sup> FLOOR EIKESTAD MALL, ANDRINGA STREET	Date: 30-11-2017	Inspector/s: Clayton Jacobs	Signature/s: 
Room/area manager/supervisor  Hedre Dednam	Room manager signature to signify this is an agreed record of inspection and corrective actions:		

Complete the following box with document control information if you alter this form to suit the local area.

Department PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT.			
Document number  Pla/10/2017	Initial Issue date  30-11-2017	Current version e.g.  ?	Next review date  ?

This list serves as a guide for evaluation of the 3<sup>rd</sup> floor Eike Stad Mall; Directorate: Planning & Development, workplaces (additional items and categories may be added to suit local needs, but none may be removed). A tick in the NO box requires corrective actions (CA) to be determined by the room/area manager/supervisor in consultation with inspectors. CA's must be added to the CA Register in your School or unit.

Risk Rating follows the [Risk Assessment and Control Procedure](#) and is required in order to prioritise corrective actions. If you cannot verify an item then place a mark in the "Can't Tell" column for revision at a later time.

Item				Risk Rating e.g. 3C H	Corrective action recommended, inspection comments, reference numbers	Person responsible for CA.
	Yes	No	Can't Tell			
<b>1. Housekeeping and Environment</b>						
1.1 Are work areas free of rubbish, obstruction, slip and trip hazards?	X				<i>When Cleaner off rubbish tends to build up.</i>	
1.2 Are floor coverings in good condition?	X					
1.3 Is high storage avoided for heavy or frequent use items?	x					
1.4 Is stock or material stored appropriately and safely?	x					
1.5 Are filing cabinets and desk drawers closed when not in use?	x					
1.6 Are doors fully functional?		X			Front door not functioning 100% <i>Reported in previous report</i>	
1.7 Are stairs, steps and handrails in good order?	x					

Item	Yes	No	N/A	Can't Tell	Risk Rating e.g. 3C H	Corrective action recommended, inspection comments, reference numbers	Person responsible for CA.
1.8 Are all areas adequately lit?	x						
1.9 Are areas free from glare?		X				<i>Window blinds open or close? Dependant on staff sitting at window</i>	
1.10 Is there adequate ventilation?		x				Several staff complained about ventilation, windows, aircon	Hedre/Dupre
1.11 Are noise levels acceptable?		x				Staff talking, noise from outside when windows open	Hedre/Dupre
1.12 Is the temperature within the UNSW standard 19°C-26°C?		x				Too hot, aircon not working, hot days only starting.	Hedre/Dupre
<b>2.Ergonomics</b>							
2.1 Is all furniture fit for purpose?	x						
2.2 Is all furniture in good repair?	x						
2.3 Are all cords/wires out of the way?	x						
2.4 Are Workstation ergonomics in place for: Chairs Desks Monitors Keyboard Mouse Phone Work Layout	x						
<b>3.Manual Handling</b>							
3.1 Has the need to lift, carry, push or drag heavy loads been eliminated?		X				<i>Staff loading and carrying office paper from downstairs?</i>	
3.2 Is suitable Manual handling equipment available and in good condition?			X				
3.3 Are suitable ladders or steps available and in good condition?			X				
<b>4. Electrical</b>							
4.1 Are electrical appliances tagged and within test date where required?			x				



Item	Yes	No	N/A	Can't Tell	Risk Rating e.g. 3C H	Corrective action recommended, inspection comments, reference numbers	Person responsible for CA.
4.2 Are all plugs, sockets, leads, cords and switches in working order?	X						
4.3 Are electrical appliances kept clear of wet areas?	X						
4.4 Are powerboards used in preference to double adaptors?	X						
4.5 Are RCD's (safety switches) installed where required?	X						
<b>5.Emergency</b>							
5.1 Is a first aid kit easily accessible and clearly labelled with first aid officers name and contact details?		X					
5.2 Are the contents of the first aid kits clean and valid?				X			
5.3 Do fire sprinklers have at least 500mm of clear space beneath?	X						
5.4 Are fire exits clearly marked and unobstructed?	X						
5.5 Are emergency procedures current and displayed?	X						
5.6 Are fire extinguishers appropriate, unobstructed and clearly marked?	X						
<b>6.Equipment (plant)</b>							
6.1 Are all machines guarded where required?	X						
6.2 Is the working area for fixed plant clearly marked?			X				
6.3 Are Safe Work Procedures displayed for all equipment?			X				
6.4 Is personal protective equipment available and in good condition?			X				
<b>7.Comments or additional items</b>							
Noise levels						Acoustic softening equipment?	Hedre/Dupre /Iize
Noisy/smelly ventilation/aircon when on							
Recreation Area-privacy Done November 2017						Glass-to-be covered as Dupre's/boardroom-office. Has been mentioned before	Hedre/Dupre /Iize

Item	Yes	No	N/A	Can't Tell	Risk Rating e.g. 3C H	Corrective action recommended, inspection comments, reference numbers	Person responsible for CA.
Maintenance/workers in office without staff knowledge						Staff to be informed that workers will be seeing to issues in building with times so staff are aware	Hedre/Dupre
Nomie – Issue of location, all the traffic an queries addressed to her						Relocate and place another person as office secretary	Hedre/Dupre /Ilze
Aircon & heat in office						Have aircon fixed and working as it should ( in process as per last string of emails)	Hedre/Dupre /Ilze

**\*\*This form should be returned to the person looking after the local area records for recordkeeping.**

REPORT: SPLUMA COMPLIANCE  
OFFICER  
NOVEMBER 2017



**SPLUMA COMPLIANCE OFFICER: JACQUES JANSEN VAN RENSBURG  
NOVEMBER 2017 MONTHLY REPORT**

**1. SPLUMA COMPLIANCE:**

**1.1 Municipal Planning Tribunal (MPT)**

- 1.1.1 Assisted in the official minutes and decision letters regarding the MPT meeting which took place on the 3 November 2017.
- 1.1.2 Assisted with the drafting of decision letters based on the minutes of the above mentioned MPT meeting.
- 1.1.3 Managed and oversaw the planning and implementation of the MPT meeting scheduled for 4th December 2017.

**1.2 Intergraded Zoning Scheme By-law**

- 1.2.1 Attended to various email/telephone enquiries with regards to the advertisement inviting the public to comment on the Final Draft IZS.
- 1.2.2 Compiled maps to be updated by the various area planners and commenced to update the area maps for Stellenbosch Municipality manually.

**1.3 Land Use Planning By-law**

- 1.3.1 Obtained a final draft from the service provider which will be assessed for Council to consider advertising the Final Draft Amended By-law once the final comments on the product have been approved by senior management.

**2. Website updates**

- 2.1 Coordinated website updates which included land use planning decisions, website layout, MPT agenda items was uploaded and placement of the IZS maps, document and register.

**3. Management of staff**

- 3.1 Delegated tasks to the Senior Admin officer MPT and Land Use Planning please refer to attached report.

**4. Appeal Assessment reports**

- 4.1 Oversee the management of Appeals Applications lodged in terms of the Land Use Planning By-law as per the instruction of Director Planning and Economic Development.
- 4.2 As per the Municipal Manager request coordinated and followed up the appointment of a legal services provider for an outstanding Appeal RE/5343 Stellenbosch



**SPLUMA COMPLIANCE OFFICER: JACQUES JANSEN VAN RENSBURG  
NOVEMBER 2017 MONTHLY REPORT**

- 4.4 The Appeal Assessment report on Farm Ptn 20 of Farm Number 334 (Klein Gustrow) have been presented to the Executive Mayor for consideration.
- 4.5 Oversaw the documents which were prepared for a new appeal application lodged on Erf 173 Franschhoek.

**5. Meetings and Workshops**

- 5.1 IZS stakeholder meeting 1 November 2017.
- 5.2 Appeal assessment report hand over meeting: Office of the MM 2 November 2017.
- 5.3 Tribunal Meeting 3 November 2017.
- 5.4 Drakenstien Municipality IGR IZS meeting: 10 November 2017
- 5.5 Persecutions of Illegal land Uses meeting, Municipal Court: 17 November 2017
- 5.6 Appeal Assessment report discussion/briefing with the Appeal Authority: 22 November 2017
- 5.7 Meeting attended with the Stellenbosch University planning department.
- 5.8 Monthly Staff meeting: 23 November 2017

**Report compiled by:**

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**J Jansen van Rensburg  
SPLUMA COMPLIANCE OFFICER**

WORK REPORT: LENACIA  
KAMINETH  
NOVEMBER 2017



**Report by the Senior Administrative Officer: MPT of tasks performed from 1 – 30 November 2017**

Week	Description
1-3 November 2017	<ul style="list-style-type: none"> <li>• Liaised with Advocate Mdludlu in respect of his travel claims</li> <li>• Liaised with Janine Stanfield from Supply Chain in respect of request order for catering services for the Tribunal Sitting</li> <li>• Request files from Daniel Meyer</li> <li>• Liaised with Mr Johan Du Plessis in respect of Erf 173 Franschhoek</li> <li>• Liaised with LUM Manager in respect of Leave request</li> <li>• Liaised with JJVR and LUM Manager in respect of final arrangements for the MPT sitting on 3 November 2017</li> <li>• Attended MPT sitting</li> <li>• Liaised with Mrs Slabbert and Bergsig Trust in respect of request for comments relating to Farm 334/20 Stellenbosch</li> </ul>
6-10 November 2017	<ul style="list-style-type: none"> <li>• Responded to Melissa from Bergsig Trust in respect of Farm 334/20 Stellenbosch</li> <li>• Drafted Memorandum for payment of MPT members</li> <li>• Liaised with Mr Rabie in respect of Travel Claim</li> <li>• Liaised with Julian's in respect of invoice for catering services rendered</li> <li>• Received correspondence from Cluver Markotter Attorneys in respect of Erf 2181 Klappmuts and respond to it</li> <li>• Forwarded all correspondence to Mervin Williams</li> <li>• Liaised with LUM Manager and JJVR in respect of 1<sup>st</sup> Draft of MPT minutes for the sitting of 3 November 2017</li> <li>• Drafted Memo in respect of refund of appeal fees for Mr Smith relating to Farm 393 Stellenbosch</li> <li>• Liaised with Chantelle from Speaker's office in respect of dates for the MPT sitting for the remainder of financial year 2017/2018</li> <li>• Forwarded amended minutes to all officials and MPT members</li> </ul>
13-18 November 2017	<ul style="list-style-type: none"> <li>• Received correspondence from Mr Malan in respect of MPT decision</li> <li>• Liaised with Dr Pool-Stanvliet in respect of Amended Minutes of MPT</li> <li>• Handover Memorandum to Creditors</li> <li>• Received new Items for MPT agenda for scheduled meeting for the 4<sup>th</sup> of December 2017</li> <li>• Processed Julian's Invoice for Catering Services</li> <li>• Liaised with Ansel in respect of Printing of MPT agenda and Minutes for new MPT meeting</li> <li>• Responded to Mervin Williams in respect of Erf 2181 Stellenbosch</li> <li>• Liaised with Anthea Thorpe in respect of Parking for MPT members</li> <li>• Compiled MPT agenda and Items.</li> <li>• Liaised with Advocate Mdludlu in respect of the final minutes of 3<sup>rd</sup> of November 2017</li> </ul>



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20-24 November 2017	<ul style="list-style-type: none"><li>• Handed over the MPT agenda and Items to Ansel Smit for printing</li><li>• Received new appeal in respect of Erf 173 Franschoek</li><li>• Liaised with Flora Manundu in respect of Courier Services for MPT agenda</li><li>• Requested files of matter that served before the MPT in order to draft decision letters</li><li>• Distributed the MPT agenda to MPT members, internal members and officials</li><li>• Arrange with POSTNET to courier document to Mr Rabie.</li><li>• Attended Staff meeting</li><li>• Responded to enquiry from Pierre Le Roux in respect of MPT decision</li><li>• Drafted MPT decision letters and forwarded to all parties</li></ul>
27-30 November 2017	<ul style="list-style-type: none"><li>• Drafted decision letter in respect of Erf 7761 Stellenbosch</li><li>• Drafted additional correspondence in respect Erf 173 Franschoek appeal and hand over to MM's office</li><li>• Liaised with Janine Stanfield in respect of Catering order for MPT meeting</li><li>• Drafted Memorandum to Municipal Manager in respect of appeal received relating to Erf 173 Klapmuts</li><li>• Liaised with Helene Janser from DEADP in respect of request for comments in respect of Erf 173 Franschoek</li><li>• Updated Appeals register</li><li>• Prepared all correspondence for posting</li><li>• Requested all files in respect of Erf 5343 Stellenbosch</li><li>• Attended to final arrangements of MPT sitting for the 4<sup>th</sup> of December 2017</li></ul>

**Lenacia Kamineth**  
Senior Administrative Officer: MPT



REPORT: SENIOR LAND USE  
INSPECTOR  
NOVEMBER 2017



**MONTHLY FEEDBACK REPORT : LAND USE MANAGEMENT**

**LAND USE MANAGEMENT ENFORCEMENT : STATS FOR NOVEMBER 2017**

AREA	COMPLAINTS RECEIVED	NUMBER OF INSPECTIONS	NOTICES SERVED	U/A BUS CLOSED MATTER RESOLVED NO CONTRAVENTION	HANDED OVER FOR LEGAL	A.O.G.	A.O.G Amount	WARRANT OF ARREST	ADDITIONAL INFORMATION
Stellenbosch Erven	2	20							
Stellenbosch Farms		2							
Paarl Division									
Franschhoek	3			2		1	R4000.00		A/G PAID
La Motte									
Wemmershoek									
Lanquedoc									
Pniel									
Kylemore									
Johannesdal									
Klapmuts									
Jamestown		3							
Raithby		5	2						
Johannesdal									
<b>TOTALS</b>	<b>5</b>	<b>30</b>	<b>2</b>	<b>2</b>		<b>1</b>			

LOG SHEET - NOVEMBER 2017

NOVEMBER 2017

STELLENBOSCH MUNICIPALITY / STELLENBOSCH MUNISIPALITEIT

L 1225

TRIPSHEET

LIGHT VEHICLES KM TARIFF

WEEK ENDING:

DOCTORATE:

Planning & Economic Dev

VEHICLE: NISSAN

NEXT SERVICE:

DEPARTMENT:

Land Use Development

CL: 41446

COMPUTER NO:

Date	Time Out	KM Start	Time In	KM Ending	Distance Travelled	Total Hours	Job / Vole Number	Odometer At Fuel Intake	Quantity		Name of Driver	Sign	Names of Passengers	Particulars of Trip
									Fuel	Oil				
1/11/17	10h30	228051	11h30	228107	56	1					Clayton	[Signature]	/	Inspection
2/11/17	10h00	228217	12h00	228311	94	2					Clayton	[Signature]	/	" "
6/11/17	8h00	228561	13h00	228618	117	5					Clayton	[Signature]	/	" "
9/11/17	10h00	228818	12h00	228907	89	2					Clayton	[Signature]	/	" "
10/11/17	11h00	229009	13h30	2291082	73	1 1/2					Clayton	[Signature]	/	" "
13/11/17	9h00	229201	10h00	229223	22	1					Clayton	[Signature]	/	" "
12/11/17	9h00	229524	12h00	229612	88	2					Clayton	[Signature]	/	" "
19/11/17	12h00	229744	15h00	229844	103	3					Clayton	[Signature]	/	" "
22/11/17	11h00	230106	13h00	230179	73	2					Clayton	[Signature]	/	" "
23/11/17	10h00	230279	12h00	230346	67	2					Clayton	[Signature]	/	" "
27/11/17	8h00	230498	12h00	230571	73	4					Clayton	[Signature]	/	" "
28/11/17	9h00	230679	11h00	230747	68	3					Clayton	[Signature]	/	" "
29/11/17	10h00	230867	12h00	230930	63	2					Clayton	[Signature]	/	" "

Summary Down time: unprovided hours

Operating hours: Hours worked

Repair time: Hours in workshop

Total

986

Checked: *[Signature]* 04/12/2017

Department Head

*[Signature]*

Completed:

Cost Clerk

Date

WORK REPORT  
SONITA MATTHEE  
NOVEMBER 2017



**LAND USE INSPECTORATE**  
**WORK REPORT BY SNR ADMIN OFFICER – SONITA MATHEE**  
**TASKS PERFORMED FOR THE PERIOD 1 – 30 NOVEMBER 2017**

WEEK	DESCRIPTION OF ACTIVITIES
1 –3 November	Administration for Land Use Inspectorate – opening of new complaints, update of register. Assist with Liquor Licence comments for Liquor Board
06 – 10 November	Administration for Land Use Inspectorate – opening of new complaints, update of register. Sick leave 8 – 10 November.
13 – 17 November	Administration for Land Use Inspectorate – opening of new complaints, update of register. Assist with Liquor Licence comments for Liquor Board.
20 – 24 November	Administration for Land Use Inspectorate – opening of new complaints, update of register.
27 – 30 November	Administration for Land Use Inspectorate – opening of new complaints, update of register. Assist Acting Director in absence of PA, Ms Nomie Tshefu.

IDP / BUDGET / SDF PUBLIC  
PARTICIPATION MEETINGS

Oct – Dec 2017

(Meetings attended by LUM staff)



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### GOP / BEGROTING / ROP PUBLIEKE DEELNAME VERGADERINGS 2017

#### IDP/ BUDGET /SDF PUBLIC PARTICIPATION MEETINGS 2017

Na aanleiding van die goedgekeurde Proses Plan en Tydskedule, beplan die munisipaliteit om af te kop met die Publieke Deelname Proses, wat verskeie vergaderings behels, in die 22 wyke binne ons jurisdiksie (amptgebied).

In accordance with the approved Process Plan and Time schedule, the municipality plans to embark on a Public Participation Process which entails several meetings in the 22 wards of our jurisdiction.

NgokwesiCwangciso seNkqubo (i-Process Plan) esivunywewo, umasipala uceba ukusungula iNkqubo yoluNtu yokuBonisana, nkqubo leyo iza kubandakanya uthethwano kwiintlanganiso ze-IDP/zoHlahlo-lwabiwo Mali/ze-SDF zoluntu oluhlala kwiiwadi ezingama-22 eziphantsi kwethu.

WYKE WARDS	PLEK VENUE	DATUM EN TYD DATE & TIME	VERVOER BESKIKBAAR VANAF: TRANSPORT AVAILABLE FROM:		
12 – Rdl / Cllr N Mananga - Gugushe	KAYAMANDI HIGH SCHOOL	Tuesday 17 October 2017 18:00	Thubelitsha Watergang	17h30 Gerald Esau	Gerald E Robert Fooy
13 – Rdl / Cllr FT Bangani - Menziwa	KAYAMANDI COMMUNITY HALL	Tuesday 17 October 2017 18:00	Taxi Rank	17h30	Tabiso M HEDRÉ
14 – Rdl / Cllr P Sitshoti	KAYAMANDI COMMUNITY HALL	Wednesday 18 October 2017 18:00	NO TRANSPORT		Deon L Colleen Charles
15 – Rdl / Cllr N Sinkinya	KAYAMANDI HIGH SCHOOL	Wednesday 18 October 2017 18:00	Kayamandi Clinic 17h30		Tabiso M
16 – Rdl / Cllr E Vermeulen	EIKE SAAL CLOETESVILLE	Thursday 19 October 2017 19:00	Noble Park	18h00	Gerald E Louisa Oilyn
			Tennantville	18h30	
			Curry Str.	18h00	
			Rhode Str.	18h30	
19– Rdl / Cllr JK Hendriks	BOTTELARY TENNIS BAAN / SAAL	Thursday 19 October 2017 19:00	De Novo Saal / Hall	18h00	Annalene D Siyanda Zangqa
			Bottelary Plase / Farms	18h15	
			Kromme Rhee	18h00	
			Elsenburg Primêre Skool / Primary School	18h20	
			Smartie Town Bruggie/ Bridge	18h20	
18 – Rdl / Cllr E Fredericks	KLAPMUTS PRIMÊRE SKOOL / PRIMARY SCHOOL	Tuesday 24 October 2017 19:00 CFO	Klapmuts omliggende Plase R44 Klapmuts Surrounding Farms R44	18h15	Marius W Colleen Charles
17 – Rdl / Cllr PW Biscombe	VGK KERKSAAL CLOETESVILLE	Tuesday 24 October 2017 19:00	NO TRANSPORT		Dupre L HEDRÉ
20 – Rdl / Cllr A Crombie	METHODISTE KERK VLOTTENBURG	Wednesday 25 October 2017 19:00	Meerlust Plaas / Farm	18h15	Dupre L
			Lynedoch Skool / School	18h40	
			Raithby Metodiste Kerk / Methodist Church	18h30	
21 – Rdl / Cllr FJ Badenhorst	WEBERGEDENK PRIMARY SCHOOL Hall	Wednesday 25 October 2017 19:00	Mooiberge Plaas / Farm	18h20	Annalene D
			Eikendal Plaas / Farm	18h30	Pedro April
11 – Rdl / Cllr JP Serdyn	HUIS HORIZON DEVON VALLEY	Thursday 26 October 2017 19:00	Wyk 11: Devonvallei Plase Ward 11: Devon Valley Farms	18h30	Marius W BERNABÉ





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WYKE WARDS	PLEK VENUE	DATUM EN TYD DATE & TIME	VERVOER BESKIKBAAR VANAF: TRANSPORT AVAILABLE FROM:	
6 – Rdl / Cllr NE Mcombring	ST. IDAS PRIMARY SCHOOL IDASVALLEY	Tuesday 31 October 2017 19:00	Lieland Ploas / Farm Knorhoek Timberlea	18h00 18h15 18h30 Gerald E <i>Clayton Jacobs</i>
5 – Rdl / Cllr DD Joubert	BRÜCKNER PRIMÈRE SKOOL / PRIMARY SCHOOL	Tuesday 31 October 2017 19:00	Hydro Skoongesig Jonkershoek	18h10 18h20 18h30 Dupre L
4 – Rdl / Cllr MC Johnson	KYLEMORE GEMEENSKAPSAAI	Wednesday 01 November 2017 19:00	Pniel Die Werf Johannesdal Deon	18h20 18h40 Deon L <i>Lawrence Ramakuwela</i>
3 – Rdl / Cllr C Manuel	WEMMERSHOEK SAAL	Wednesday 01 November 2017 19:00	Lanquedoc Klipkerk Meerlust Saal	18h15 18h35 Annalene D
2 – Rdl / Cllr WC Petersen	GROENDAL COMMUNITY HALL	Thursday 02 November 2017 19:00	La- Motte Saal Langrug	18h20 Tabiso M
1 – Rdl / Cllr AR Frazenburg	LORD'S ACRE KERK / CHURCH (Mooiwater)	Thursday 02 November 2017 19:00	Bo – Plase	18h30 Deon L
7 – Rdl / Cllr AJN Hanekom 8 – Rdl / Cllr Q Smit 9 – Rdl / Cllr MB De Wet 22 – Rdl / Cllr E Groenewald	STELLENBOSCH TOWN HALL	Tuesday 07 November 2017 19:00	NO TRANSPORT	Marius W BERNABÉ
10 – Rdl / Cllr R Du Toit	NG KERK NOORD STELLENBOSCH	Tuesday 7 November 2017 19:00	NO TRANSPORT	Dupre L BARBARA- ANN
SECTOR MEETING	STELLENBOSCH TOWN HALL	8 DECEMBER 2017	NO TRANSPORT	Delores <i>Jacques Jansen Van Rensburg</i>

Algemene navrae, rakende die skedule van vergaderings, kan gerig word aan die GOP kantoor via e-pos aan [idp@stellenbosch.gov.za](mailto:idp@stellenbosch.gov.za) of telefonies aan 021 808 8175

General queries regarding the schedule of meetings can be directed to the IDP office via e-mail to [idp@stellenbosch.gov.za](mailto:idp@stellenbosch.gov.za) or contact 021 808 8175 telephonically.

Imibuzo ngokubanzi malunga noludwe lweentlanganiso ezo ingabhekiswa kwi-ofisi ye-IDP nge-imeyili kwidilesi ithi [idp@stellenbosch.gov.za](mailto:idp@stellenbosch.gov.za) okanye tsalela umnxeba kwinombolo ethi 021-808 8175.

Die Uwe  
Yours Faithfully

Geraldine Mettler  
Munisipale Bestuurder  
Municipal Manager

MONTHLY STAFF MEETING –  
NOVEMBER 2017

MINUTES OF PREVIOUS MEETING:  
ADOPTED



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## MINUTES

October 24, 2017

11:00 – 12:00

Planning and Economic Development  
Boardroom

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**Meeting called by:** Hedré Dednam      **Type of meeting:** Monthly Staff Meeting: LUM  
**Note taker:** Nicole Petersen

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### 1. WELCOME

**Hedré:** Welcoming all staff present.

### 2. PRESENT (attendance register attached)

Hedré Dednam  
Robert Fooy  
Pedro April  
Colleen Charles  
Nopinki Dafeti  
Louisa Ollyn  
Akhona Gwintsa  
Clayton Jacobs  
Jacques Jansen Van Rensburg  
Sonita Matthee  
Lenacia Kamineth  
Nicole Petersen

### 3. APOLOGIES

Lawrence Ramakuwela (at the Franschoek offices)  
Siyanda Zangqa (off sick)

### 4. ANNOUNCEMENTS

**Hedré:** Is anybody pregnant? Is anybody getting married?  
(None)

**Sonita:** Any new appointments been made?

**Hedré:** Not yet finalized

H. Dednam  
23/11/2017



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## 5. MATTERS FOR DISCUSSION

### 5.1 YEAR END FUNCTION

**Hedré:** Any ideas for the year end function? Are we going to have one?

**Staff:** We have to have one.

**Hedré:** We have to book early.

**Robert:** Just not another braai.

**Sonita:** Suggested; A spit braai at the Flying Club.

**Hedré:** Asked Colleen and Sonita to coordinate the Year end function and get quotations.

The following ideas were given:

- Spit braai – Flying club (Air-field) if available
- Spatial/Admin/Town planning/Registry to join (the more the better)
- Dates proposed: 5 or 8 December 2017
- The more people the cheaper it will be per person.

Everyone were happy with the idea given

**Sonita:** Hedré to discuss it with the Director, because there is going to be a staff meeting at the end of November and he also asked Nomie to organize something at Seven Sisters. It's a farm on the Annandale Road.

*(Feedback to be given by Sonita/Colleen)*



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## 5.2 HOUSE/OFFICE RULES

**Sonita/Hedré:**

- Please collect printing papers on the white table at the printing machine (Please keep the area tidy)
- When listening to music the volume must not be too high (for others to hear)
- Keep desks tidy at all time
- Avoid speaking via speaker phone (not considering others)
- To only use the big rubbish bin in the kitchen to throw away food and not the one in the Dining area.
- Please use your cupboards (for your files)

**Robert/Nopinki:** When putting our files in the cupboard we forget about it, that's why we took it out.

**Louisa:** Hedré, I don't think you should worry about how our desks look like; it is more like organized chaos.

## 5.3 STATUS OF THE AIR-CON

**Hedré:** Ilze is going to hand it over to the Director. We received an account of R 19 000.00 for working on the Air-con and is still not fixed.

**Robert:** From what I understand is that they wanted to box or move the air-con, but she is still waiting for quotes, but apparently there is a third option.

**Colleen:** What does moving it entail?

**Robert:** Putting it on the roof, because currently it is not bringing in fresh air it is circulation all of our germs.

**Pedro:** That cannot be the only feedback. We've almost have a 10 minute discussion over house rules and now we standing off this point so quickly.

The issue with the air-con is not just a functional issue; it is also a health issue, and I think I will be the first to complain to the person who deals with this.



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The office is starting to get so hot, and the summer weather isn't even here yet. It is very stuffy as well. It also seems that as if this was never considered or budgeted for. This is now just being put out on the sideline. The air-con needs to be addressed with extreme urgency before the hot weather. It is going to become critical for us in this office, I had to walk out of the office just to get some fresh air.

- Robert:** And opening windows doesn't help. (Trying to bring in fresh air)
- Pedro:** Because all the hot air comes in and the noise as well.
- Staff:** Even if the windows are opened it doesn't feel as if there is fresh air coming in, it feels very humid.
- Hedré:** Ilze facilitated it when she came back from Botswana, but it doesn't work she's also at a dead end. So I think we have to report it in an OHS report and submit it to the Director.
- Jacques:** Whoever is responsible for it must do their work.
- Pedro:** Was the invoice an actual invoice?
- Hedré:** Yes
- Pedro:** Only for coming to look at the Air-con all of the time?
- Robert:** They also did some fixing without our approval.
- Jacques:** We should ask Piet Smit to sort it out.
- Robert:** We can report it to Shella the OHS Officer and she can bring it to Council as a health risk. Then it becomes a liability. If you become sick you can start giving them doctor bills. If everybody gets sick in the building.
- Colleen:** No but then something is contagious. You'll need to prove that.
- Robert:** Well there is no circulating, no fresh air coming in or out. It's called sick building syndrome.
- Colleen:** It is not going to be that simple.
- Pedro:** With the Health and safety act there is four principles to comply with and



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this building is currently not complying.

**Robert:** It is actually in a state where you can take your stuff and leave.

**Colleen:** Then they are going to say this is the way you wanted it.

**Pedro:** The Director must sort it out.

**Clayton:** They should also inform us before they're coming to work, because while working you'll just find a ladder next to you all of a sudden.

**Robert:** Or water on your head.

#### 5.4 IZS MAP MANUAL ALLOCATIONS

**Jacques:** We are now at Version 11 for those who have been involved with Version 1. This is being advertised for public comment; Council wanted us to advertise again. This is now the third time. It will be open to the public for comment for a period of 60 days; it closes on the 20<sup>th</sup> of December 2017.

We advertised to the local press, copies are available at all libraries on the website you will see a register and there's maps and it is all based on 2012 information.

There is also provision made on the IZS By-law for zoning errors from either an applicant/owner's side or a Municipalities side.

I would like to ask, we need to do it and we need to put something in place, I already voiced my concern with management.

For the interim for now Mduzuzi has expressed of what he can do and that is to make a cadastral available for everyone from their desktops to go and look what the correct zoning is.





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There is a lot of institutional memory in this boardroom or we can print it out and we can facilitate it and put it up in the boardroom and then you can go and check on your own time and put down what you think the correct zoning is if it is wrong or right. I know it is difficult with all the other work pressure, etc.

But I'm standing with my hat in my arm, I really need your assistance the purpose is to give feedback on what is happening now and

secondly to express my concern about the maps. We really want to implement it next year, but in our council item I still need approval from Hedré and the Director, etc.

The question now is do you prefer an online system or a hard copy to work from?

**Robert:** Can I make a suggestion? Can we do it like we did it the last time where we print out a part of the map, write your part and throw it in the box? And then it can be fixed.

**Hedré:** I understand what you are saying, but how about we put up the maps in the boardroom. There will be a lot of enquiries from the public and if you come in here you can also make a note on the map. So if possible that Mduzuzi can print out the maps for us. How many maps are there?

**Jacques:** There are more or less 25 maps.

**Hedré:** We can make use of A3's.

**Robert:** Can't we exclude the rural areas and only put up the towns?

**Hedré:** Yes, we can also only have specific areas for example; Spler, Audacia, etc.



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If we have it here it would be easier and you can make notes on the map. Maybe the seniors can arrange a time maybe twice a week or one afternoon or during the morning then you can identify certain problem areas.

**Jacques:** This is a team effort. Where there are mistakes made we can fix it.

**Hedré:** Whatever you remember show it on the map. I think the way forward would be that until we have somebody to assist us, when doing a zoning certificate to do that as completely as possible.

**Louisa:** What if the rights are yet invested, do you still implement it?

**Hedré:** Yes that can be a problem. You can just inform us Jacques when the maps are up and we can come and assist.

**Robert:** Remind Mduduzi to bold the line colours on the map.

## 5.5 SITE INSPECTIONS

**Hedré:** When you are not sure of your contents in your report you will have to go out and do another inspection. It is not time sufficient to go together. If there are

problems with our vehicle / you do not want to drive with the vehicle, drive with your own and you can claim, I will sign off your claims or you can use a council vehicle if available. It is not very time efficient if two people go on different site inspections together.

**Jacques:** Would like to know what the actual claim total is, because according to the Policy it is supposed to be R4.00 per kilometer, but that is not what we receive, I think we receive R 2.00 instead.

**Hedré:** We should get the SOP and find out what the correct amount is.

*(Hedré - To follow up with the Director)*



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## ADDITIONS TO AGENDA:

### 5.6 TECHNICAL MEETINGS - THURSDAYS

**Hedré:** Due to the MSDF meetings taking place from Oct 2017 – March 2018 we had to cancel some of the Technical meetings. All MSDF meetings will be attended by the Managers and Director. I also propose that we maybe change our meetings to every 2<sup>nd</sup> and 4<sup>th</sup> week during each month (every two weeks). We should also move our meeting to a Wednesday instead of a Thursday. If there is something urgent that needs to be discussed you can arrange with Nicole.

### 5.7 NEW ITEM TEMPLATES TO BE USED – DIRECTOR

**Director:** You are going to amend your items with immediate effect from today. The format of the item any item going for a decision must be amended from today with the new template.

**Hedré:** Isn't that only for Council items?

**Director:** No, it is for all items for decisions.

**Colleen:** The template that doesn't flow?

**Director:** Yes, the template that doesn't flow. So you commence with the *purpose* of the report, second one will be your *executive summary*, which would've been your *conclusion* previously, and then third will be your *recommendations* and then the rest of your report. I'm going to circulate my item that I submitted for the Klapmuts demarcation to all of you. It is not that difficult guys. Let's not argue, let's not fight, and let's not do anything. But for record purposes let us use that template.

**Robert:** What about items already done with?



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- Director:** What's on your computer and on your desk, it was already done. All new items please use the new template. Just don't put me in a spot as from a month from now I still have to argue about it. I will be circulating it to the Senior Planners, Hedré and Nicole.
- Hedré:** Are we going to do the Appeal and Assessment report the same way?
- Staff :** Yes
- Pedro:** It just means that they want to read less.
- Colleen/Robert:** What you read at the beginning, you won't even understand what you are reading or as to how it came to that decision. It's a back to front.
- Pedro:** They don't want to read the other stuff they just want to read the decision. They have no intent on knowing how you got to that point or how you've motivated to get to that point.
- Jacques:** Just for your information I have *total access to the Website, I can take stuff off or put on. So if there is anything please do inform me.*

## 5.8 DINING AREA

- Hedré :** Before the end of the year we should do something with our entertainment room/dining area.

A few ideas were given by John-Henry:

- Should paint the walls different colours
- One of the walls can be painted with black chalk paint and then it can be used to write on it
- Buy bean bags
- Get a television
- Music
- Akhona suggested we do something with the glass
- Get a picture of a gold fish (Robert)



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- Hedré:** We should ask Ilze whether there is money left to cheer up the Dining room.
- Sonita:** Or we can use the stationery vote before going out on tender.
- Sonita:** The empty office in front, is it going to be used one day?
- Hedré:** Yes, we are waiting for the appointments.
- Sonita:** Who is going to sit there?
- Hedré:** Well Nicole was suppose to sit there and it seems that Dupré wants Nomie to sit there, but as you all know Nicole applied for the one Admin post, but I don't know whether everything is sorted out yet. So then we are going to loose Nicole.
- Nopinki:** Who will then be sitting in front?
- Hedré:** Then Dupré proposed for Elana (EPWP) to sit in front as receptionist. Maybe Ilze will have to move. We still have to sort that out. But we haven't had any conclusion about the two admin posts yet. As soon as that is sorted out we can move forward.
- Robert:** Can we use that room for meetings so long?
- Hedré:** Yes, they still busy renovating the area down stairs as well. Besides the meeting room that Andrew has there is another one down stairs.
- Nopinki:** What will Elana be doing?
- Hedré:** She will be the receptionist. Nomie is working on complex documents for example the delegations and it is hard for her to do both. She does her work as well as being a receptionist.
- Colleen:** Yes and a Receptionist is what we need.
- Hedré:** Let's first finalize the two Admin posts and then take it from there.  
The idea was for Nicole to sit in the office and for registry to come and do the file updates in that office. So at the moment registry is using the desk next to Nicole and in front of Clayton.
- Robert:** It is easier for them because everything is current files.



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- Hedré:** They want to use the safe for all on going / running files, so those files for pending will go into the safe for the next month. We are going to need a place where the updates can be done, etc. I don't know it might be that Ilze wants to move back. Andrew will be moving to this side and then registry will move to the Building Offices. Ilze wants to move back to registry, because she wants to sit nearer to them. Her office will then be open, and then it can be utilized for a meeting room. We are still waiting on the organogram.
- Sonita:** It is going to Council tomorrow.
- Pedro:** What organogram?
- Sonita:** The Micro structure.
- Colleen:** Is it going to Council for approval?
- Sonita:** I haven't seen the recommendation yet.
- Hedré:** The last organogram that I received, I've sent to you guys to comment on. The director said that they are not even going to send it to the Directors. So it is highly confidential.
- Pedro:** The last information I received was that the organogram has been submitted, but the Planning part has not been discussed in full yet.
- Sonita:** I don't know what the recommendation is, but I just know that it is going to Council tomorrow. Maybe we should just check what the recommendation is.
- Hedré:** The last e-mail I sent to you to comment on was the last e-mail I received. I think it was page 35/33, I'm not so sure.
- Colleen/Pedro:** We had dates last time to discuss it but it never happened, it was never discussed so how can it go back?
- Robert:** The LLF didn't even see it.
- Sonita:** There is also a new smoking policy going to council, a revised one.
- Colleen:** Is there an old one?



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- Sonita:** Yes, there is. (I was part of the old one) In the new one you are only allowed to smoke twice a day, one in the morning and one in the afternoon. If the Smoking policy went to Council then it must have been approved by the LLF.
- Hedré:** Shouldn't it first be discussed by the unions before it goes to the LLF?
- Sonita:** We should ask the unions if they were part of it.
- Colleen:** It seems as if there is a lot of things that the unions are not part of.
- Sonita:** There is a lot of policies that had to be revised yearly, but wasn't.
- Colleen:** I mean in general, it seems as if there are a lot of things that the unions are not part of.

*(Feedback to be given by Sonita/Colleen)*

## 5.9 PLOTTER – RELOCATION

- Jacques:** The challenge here is the plotter, because it will be better if it is bigger than an A3. Mduduzi plotted the maps at Building control.
- Robert:** Why don't we use the plotter in the standing in the foyer?
- Hedré:** Can we perhaps arrange through Mduduzi that the plotter be relocated to our offices?
- Sonita:** Can't the plotter be moved together with Building control's furniture? They're moving somewhere at the end of November 2017.
- Robert / Hedré:** We going to need it a bit earlier than that.
- Robert:** We also need paper for the machine.
- Sonita:** Marina ordered paper for the machine at Building control maybe we can ask her for a roll or two.
- Robert:** The plotter is designed for what we need to do so let's use it. We had to pay R25 000.00 for the machines toner last time so let's use it.
- Jacques:** I requested this before but it never happened.



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**Pedro:** I would just like to confirm, is there money budgeted for a new pool car in the new financial year?

**Hedré:** Yes, I think it's going to be for 4x4.

*(Hedré - To be followed up with the Director)*

## 5.10 PROJECTOR – BOARDROOM

**Robert:** What is happening with our projector?

**Hedré:** Ilze bought one.

**Robert / Pedro:** It should be installed then.

*(Hedré (To be followed up with Ilze)*

## 5.11 PARKING

**Akhona:** What happened to the parking? Was there any response to your e-mail sent to them?

**Hedré:** We requested the parking nearer to the mall before we moved.

*(Hedré - to give feedback)*

## 5.12 ADVICE CENTRE – TOWN PLANNING ENQUIRIES

**Nopinki:** What is the arrangement with regards to the enquiries for Town planning / LUM because, calls are still being transferred to us without taking messages and clients are still being sent over to whoever is available.

**Hedré:** The arrangement was and still is that all enquiries must be written down or e-mailed and then it must be sent through to Nicole for it to be forwarded to the Planner on duty. I also don't know if it is necessary for an extra person, because it seems as if he is coping.





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**Colleen:**

We do need another person for us who only deals with Town planning enquiries, etc. He can then deal with Building control.

*(Hedré - will take it up with Ilze and give feedback)*

## **6. CLOSURE OF THE STAFF MEETING**

11:00 - 12:00

# ATTENDANCE REGISTER



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MEETING : MONTHLY STAFF MEETING  
 DATE : 23 NOVEMBER 2017  
 TIME : 10:00 – 11:00  
 VENUE : PLANNING BOARDROOM, 3<sup>RD</sup> FLOOR, EIKESTAD MALL, STELLENBOSCH

NAME & SURNAME	DESIGNATION	TELEPHONE NUMBER	EMAIL	SIGNATURE
Hedré Dednam	Manager: Land use management	021 808 8674	<a href="mailto:Hedre.dednam@stellenbosch.co.za">Hedre.dednam@stellenbosch.co.za</a>	
Robert Fooy	Senior : Town Planner	021 808 8680	<a href="mailto:Robert.fooy@stellenbosch.gov.za">Robert.fooy@stellenbosch.gov.za</a>	
Pedro April	Senior: Town Planner	021 808 8683	<a href="mailto:Pedro.april@stellenbosch.gov.za">Pedro.april@stellenbosch.gov.za</a>	
Lawrence Ramakuwela	Senior : Town Planner	021 808 8645	<a href="mailto:Lawrence.ramakuwela@stellenbosch.gov.za">Lawrence.ramakuwela@stellenbosch.gov.za</a>	
Colleen Charles	Senior: Town Planner	021 808 8699	<a href="mailto:Colleen.charles@stellenbosch.gov.za">Colleen.charles@stellenbosch.gov.za</a>	
Nopinki Dafeti	Town Planner	021 808 8640	<a href="mailto:Nopinki.dafeti@stellenbosch.gov.za">Nopinki.dafeti@stellenbosch.gov.za</a>	
Siyanda Zangqa	Town Planner	021 808 8667	<a href="mailto:Siyanda.zangqa@stellenbosch.gov.za">Siyanda.zangqa@stellenbosch.gov.za</a>	
Louisa Oillyn	Town Planner	021 808 8672	<a href="mailto:Louisa.oillyn@stellenbosch.gov.za">Louisa.oillyn@stellenbosch.gov.za</a>	
Akhona Gwintsa	Town Planner	021 808 8631	<a href="mailto:Akhona.gwintsa@stellenbosch.gov.za">Akhona.gwintsa@stellenbosch.gov.za</a>	
Clayton Jacobs	Senior: Land use Inspector	021 808 8951	<a href="mailto:Clayton.jacobs@stellenbosch.gov.za">Clayton.jacobs@stellenbosch.gov.za</a>	
Jacques Jansen Van Rensburg	Urban and Regional Planner - SPLUMA	021 808 8673	<a href="mailto:Jacques.jansenvanrensburg@stellenbosch.gov.za">Jacques.jansenvanrensburg@stellenbosch.gov.za</a>	



# AGENDA



# STELLENBOSCH

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November 23, 2017

10:00 – 11:00

Eikestad Mall Committee Room, 3<sup>rd</sup> Floor

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## AGENDA

**Meeting called by:** Hedré Dednam (Manager: LUM)      **Type of meeting:** Monthly Staff Meeting: LUM

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1. WELCOME

2. PRESENT

3. APOLOGIES

4. ANNOUNCEMENTS

5. MATTERS FOR DISCUSSION

5.1 Previous minutes to be adopted

5.2 Leave

5.3 Year end function

5.4 Fixed dates (Next year's MPT meetings)

5.5 IZS Maps

5.6 IDP meetings (Thanking everybody who attended the meetings)

5.7 Leave of Hedré – (Who will be attending her meetings from 27 November – 01 December 2017)

5.8 Late coming – MPT Meetings

5.9 Application – Contravention notice served

5.10 OHS Report

5.11 Identify Land use applications

### **ADDITIONS TO AGENDA:**

5.12 Micro-structure .....

5.13 Air-con .....

5.14 Plotter .....

5.15 Projector .....

5.16 Parking .....

6. CLOSURE OF THE STAFF MEETING

# MINUTES



# STELLENBOSCH

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## MINUTES

October 24, 2017

11:00 - 12:00

Planning and Economic Development  
Boardroom

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**Meeting called by:** Hedré Dednam

**Type of meeting:**

Monthly Staff Meeting: LUM

**Note taker:**

Nicole Petersen

---

### 1. WELCOME

Hedré - Greeted all staff

### 2. PRESENT (attendance register attached)

Hedré Dednam  
Nicole Petersen  
Colleen Charles  
Pedro April  
Siyanda Zangqa  
Lawrence Ramakuwela  
Nopinki Dafeti  
Louisa Ollyn  
Akhona Gwintsa  
Clayton Jacobs  
Jacques Jansen Van Rensburg  
Lenacia Kamineth  
Sonita Matthee

### 3. APOLOGIES

None

### 4. ANNOUNCEMENTS

None

### 5. MATTERS FOR DISCUSSION





### 5.1 PREVIOUS MINUTES TO BE ADOPTED

Done

### 5.2 LEAVE

**Sonita** – Will there be roaster for us to fill out our leave for December?

**Hedré** – Nicole will compile a roaster, all leave dates must be sent to her by end of November 2017.

**Hedré** – Colleen will be taking her leave from January 2018.

The rest of the staff will be sending their dates through to Nicole once they've applied their minds. All leave dates to be submitted by end of November 2017. The planners will only be available at the Advice Centre up until the 22<sup>nd</sup> of December 2017.

### 5.3 YEAR END FUNCTION

**Sonita** – Reminder! To please accept/decline the appointment of the year end function as well as to pay your R200.00 by Friday, 24<sup>th</sup> of November 2017, for Sonita to submit the full amount of people who will be attending.

### 5.4 FIXED DATES (NEXT YEAR'S MPT MEETINGS)

**Hedré** – We are working on fixed dates for the MPT meetings for next year up until Jun/July 2018, for us to be able to plan our work better. The item will be given to me at least 3 weeks before the MPT meeting. The aim will then be to have two items per meeting, the proposed day for the meetings to be held is on every first Friday of every first Week of each Month.

**Jacques** – No meetings will be held during January. We also waiting on the confirmation from the speaker for the venue for the meetings to be held (council chambers).

**Louisa** – Will there be another MPT meeting in December 2017 accept the one of the



4th?

**Hedré** – I wanted us to have one during December, but recess will be taking place and no decisions will be taken during this period therefore another meeting will not be possible.

When having the next MPT meeting we can ask the members if they are available for an MPT meeting during the second week in January 2018.

If you have any urgent MPT items please come and discuss it with me. There is one urgent item of Colleen which we will be discussing with the Director once his back.

## 5.5 IZS MAPS

**Jacques** – I've tried to get the plotter, but I was unsuccessful, so I printed A3. I used the 2011/2012 zoning map. I also printed maps for each senior planner working in the area.

I also have the GIS map on my desktop so I can manually allocate and change the zonings on the map. The rural areas are very difficult.

De Zalze will not work with the conversion table. So we need to manually by keeping the existing rights and linking it to the most appropriate zoning in the IZS.

**Pedro** - Which portion of De Zalze are you referring to?

**Jacques** – Everything that is zoned resort 2 in terms of the conversion table if you look under section 8 you take the conversion table you will then get to limited use



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zone. If you look up limited use zone in the IZS, it reads that the status quo remains, you cannot build or extend your property whatsoever. I propose that if the zoning is residential to link it to the conventional residential.

**Jacques** – The rural areas will be the most problematic areas.

**Lawrence** – What happens if there is no application or file for the specific zoning?

**Hedré** – Compare it with the 2012 Maps if there is no file.

**Lawrence** – We cannot say that there is no zoning, there has to be proof as to why we say it is no zoning.

**Jacques** – We cannot upzone / downzone either.

**Hedré** – Planners to liaise with the Senior Planners and if one of them go on leave the other can continue. We would like to have this sorted before end of January 2018. You can also schedule time slots for example two days of the week to liaise with Jacques to do the zoning of the IZS Maps.

## 5.6 IDP MEETINGS

**Hedré** – Thanking everybody for attending the IDP Meetings.

- Akhona did not attend.

- Reminder! To please indicate on your attendance register what days you will be taking your hours from the IDP Meetings.

- Colleen already took hers and will be taking her last day on Monday, the 27<sup>th</sup> of November.

- Jacques still needs to attend one meeting in December.

## 5.7 LEAVE OF HEDRÉ

**Hedré** – Will be taking leave from 27 Nov – 1 Dec 2017

## 5.8 LATE COMING – MPT MEETINGS

**Hedré** – Requested all planners to not come late at the MPT Meetings in the future.



## 5.9 APPLICATIONS – CONTRAVENTIONS

**Hedré** – I will be circulating a list of contraventions, please check if you have any land use applications on those contraventions, please draw up a list with the following information.

- Status of the application
- Planner working with the application
- Check if there are any contraventions

Sonita always file a copy of contravention if there is one. The reason for the list is that the Paarl Court didn't want to make a decision on one of the applications because there's a departure application still in process, so to prevent that we need to update the list.

**Pedro** – Why going back and forth? Why not refuse the applications if merits weren't met, ask the applicant to do the necessary amendments. Assess the application and if then not applied with the merits, we send out a contravention notice?

**Hedré** – I will discuss it with the Director as soon as he is back.

## 5.10 OHS REPORT

**Hedré** - The building does not comply with the OHS Regulations. The OHS report is being sent to Sheila every month, but no feedback has been given yet. We need to keep record of all OHS reports.

**Pedro** – Submitted a formal letter to the Director with regards to the building not complying with the OHS regulations. The Director then instructed the Noise Control Officer to measure the noise, he then found that the noise is not conforming.



Then the complaint were submitted to Sheila (OHS Officer) which then submitted it to Deon Louw (Committee), he then provided us with a reply where he states that earplugs will then be the solution to the noise. This matter really needs urgent attention before the really hot summer days.

#### **5.11 IDENTIFY LAND USE APPLICATIONS**

Referring to point 5.9.

#### **ADDITIONS TO AGENDA:**

##### **5.12 MICRO-STRUCTURE**

**Sonita** – The organogram was approved by Council, but the T-scales still has to be evaluated.

**Hedré** – The organogram that I circulated to you a month ago is the organogram that served at the Council Meeting.

**Sonita** – Is Admin part of Land use management? Because shouldn't they also attend the staff meetings?

**Hedré** – According to the new approved structure, yes, but I didn't receive any instruction yet.

**Pedro** – Would like some clarity on the restructuring/functionality and moving of staff. Seeing that functions will be changing and added and taken away. Will the remuneration also change accordingly?



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**Hedré** – Will not be able to give feedback on the matter, but according to the new structure some things is going to change and some people is going to be moving and some not.

**Pedro** – What is the current status on the two admin posts?

**Hedré** – There is still unresolved issues with the posts. The posts have been downgraded from a T10/11 as advertised to a T7 subject to evaluation. The two candidates is still waiting for their appointment letters from Director: Strategic and Corporate Services.

## 5.13 AIR-CON

**Hedré** – Has not been sorted out yet.

## 5.14 PLOTTER

**Jacques** – No luck in moving the plotter. Seeing that the Service provider suggested we take out insurance in case of any damage to the Plotter when relocating it to the Elkestad Mall offices.

## 5.15 PROJECTOR

**Hedré** – Waiting on IT to come and install the projector.

## 5.16 PARKING

**Hedré** - Submitted a request to the Director, still waiting on feedback.

## 6. CLOSURE OF THE STAFF MEETING

11:00 – 13:00

CHART: VARIOUS TASKS  
MEASURED BY PLANNER  
NOVEMBER 2017

# VARIOUS TASKS MEASURED - NOVEMBER 2017

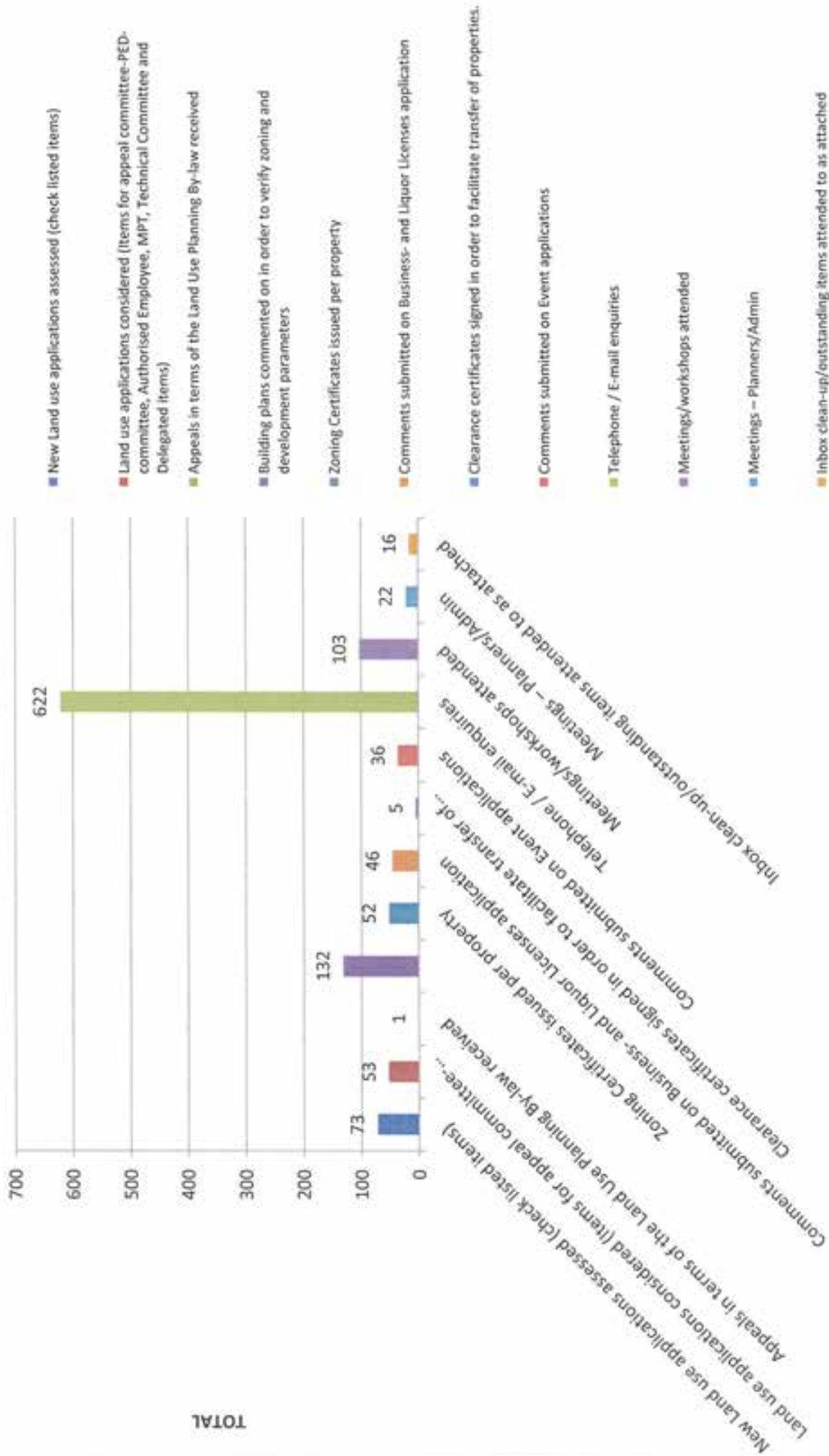
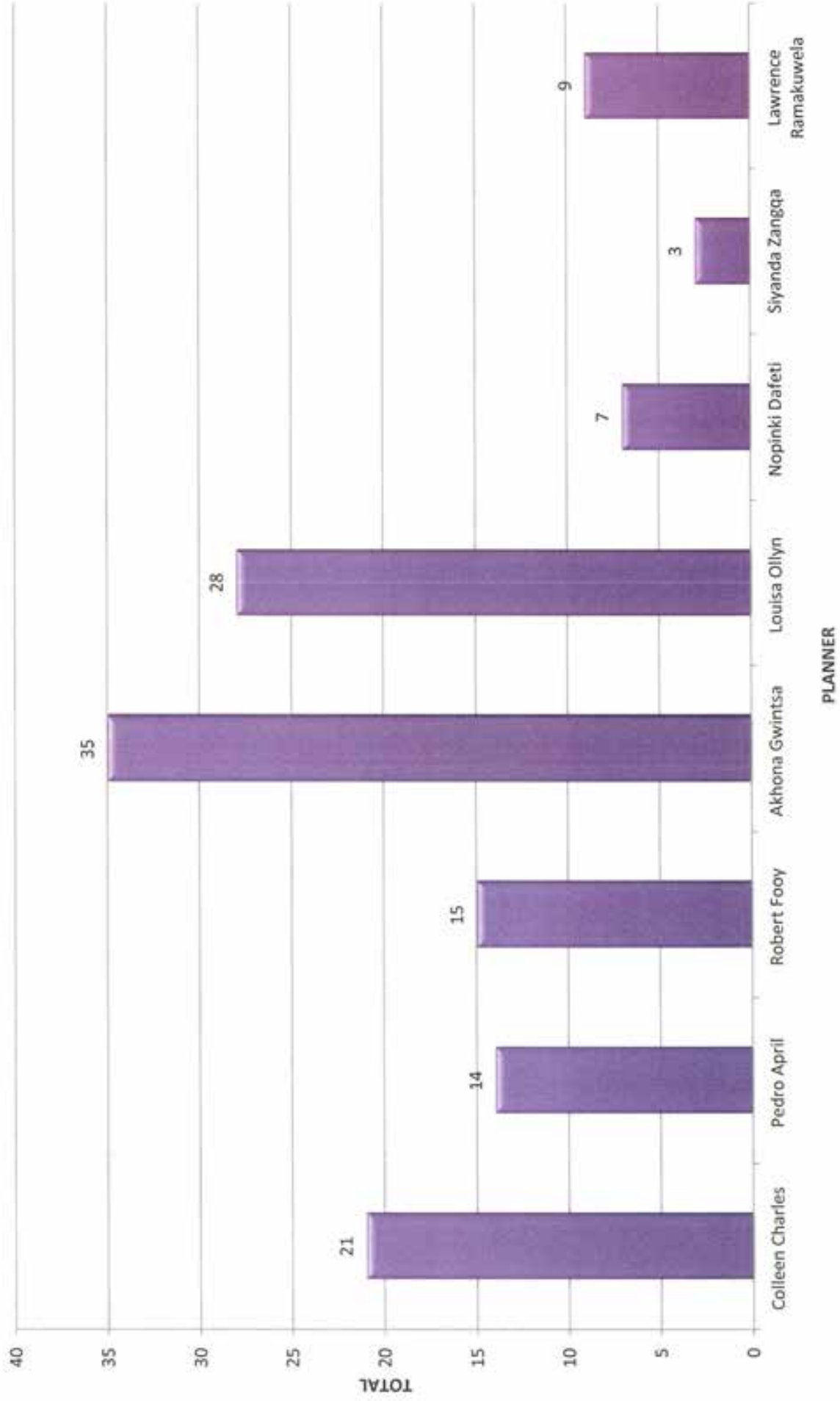




CHART: BUILDING PLANS  
COMMENTED ON BY PLANNER  
NOVEMBER 2017

# BUILDING PLANS COMMENTED ON - NOVEMBER 2017



DELEGATIONS EXERCISED  
NOVEMBER 2017

# DELEGATIONS EXERCISED FOR PERIOD: 01 - 30 NOVEMBER 2017

## LAND USE MANAGEMENT

Date Received	Delegation	Authorised official	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
<b>CHECKLISTS</b>							
				To check for sufficient information of the new land use applications received on the following properties:			
15/09/2017				Erf 11874 Stellebosch	15/09/2017	02/11/2017	Approved
30/10/2017				Erf 286 Franschhoek	30/10/2017	06/11/2017	Approved
26/09/2017				Erf 5039 Brandwacht	26/09/2017	07/11/2017	Approved
10/10/2017				Erf 3748 Stellenbosch	10/10/2017	07/11/2017	Approved
07/07/2017				Farm 65/30 Stellenbosch	07/07/2017	07/11/2017	Approved
19/10/2017				Erf 6352 Stellenbosch	19/10/2017	07/11/2017	Approved
19/10/2017	344	Manager: LUM	To ensure that any application (which involves substantial changes to or intensification in land use or development) is accompanied by the required Impact Assessments, if any, as well as sufficient other information when forwarded to the Planning Authority	Erf 3299 Franschhoek	19/10/2017	07/11/2017	Approved
12/10/2017				Erf 1035 Klapmuts	12/10/2017	07/11/2017	Approved
13/09/2017				Erf 15670 & 15671 Stellenbosch	13/09/2017	07/11/2017	Approved
28/08/2017				Erf 8328 Stellenbosch	28/08/2017	07/11/2017	Approved
24/08/2017				Erf 132 & 176 Raithby	24/08/2017	07/11/2017	Approved
26/09/2017				Erf 11892 Die Boord	26/09/2017	07/11/2017	Approved
26/09/2017				Farm 1101 Raithby	26/09/2017	07/11/2017	Approved
26/09/2017				Erf 5571 Die Boord	26/09/2017	07/11/2017	Approved
26/09/2017				Farm 1101/1 Stellenbosch	26/09/2017	07/11/2017	Approved
10/10/2017				Erf 4805 Stellenbosch	10/10/2017	09/11/2017	Approved

01/11/2017	Erf 100 De Zalze	01/11/2017	13/11/2017	Approved
07/08/2017	Erf 1793 La Petite Provence	07/08/2017	14/11/2017	Approved
25/10/2017	Erf 4418 La Coline	25/10/2017	09/11/2017	Approved
01/11/2017	Erf 57 Franschoek	01/11/2017	09/11/2017	Approved
25/10/2017	Erf 709 Pniel	25/10/2017	09/11/2017	Approved
07/11/2017	Erf 728 Pniel	07/11/2017	09/11/2017	Approved
30/10/2017	Erf 1717 Franschoek	30/10/2017	09/11/2017	Approved
13/09/2017	Erf 3097 Stellenbosch	13/09/2017	07/11/2017	Approved
18/09/2017	Farm 373/16 Stellenbosch	18/09/2017	17/11/2017	Approved
04/09/2017	Erf 42 Klapmuts	04/09/2017	10/11/2017	Approved
06/11/2017	Erf 636 Klapmuts	06/11/2017	17/11/2017	Approved
26/10/2017	Erf 2539 Kayamandi	26/10/2017	23/11/2017	Approved
06/11/2017	Farm 27/5 Stellenbosch	06/11/2017	23/11/2017	Approved
10/11/2017	Erf 6144 Stellenbosch	10/11/2017	23/11/2017	Approved
06/11/2017	Farm 730/20 Paarl	06/11/2017	23/11/2017	Approved
08/11/2017	Erf 3440 Klapmuts	08/11/2017	21/11/2017	Approved
08/09/2017	Erf 3306 Stellenbosch	08/09/2017	23/11/2017	Approved
13/11/2017	Erf 3471 Klapmuts	13/11/2017	23/11/2017	Approved
25/10/2017	Erf 2408 Stellenbosch	25/10/2017	23/11/2017	Approved
25/10/2017	Erf 1072 Stellenbosch	25/10/2017	23/11/2017	Approved
15/11/2017	Erf 2363 Stellenbosch	15/11/2017	23/11/2017	Approved
09/11/2017	Erf 3473 Franschoek	09/11/2017	23/11/2017	Approved
25/10/2017	Erf 1072 Dalsig	25/10/2017	23/11/2017	Approved
06/11/2017	Erf 5627 Die Boord	06/11/2017	23/11/2017	Approved
13/11/2017	Erf 3471 Klapmuts	13/11/2017	23/11/2017	Approved

27/10/2017	Erf 1003/8 Paarl	27/10/2017	24/11/2017	Approved
15/11/2017	Erf 494 Franschoek	15/11/2017	24/11/2017	Approved
17/11/2017	Erf 9949 Stellenbosch	17/11/2017	24/11/2017	Approved
08/11/2017	Erf 7754 Cloetesville	08/11/2017	24/11/2017	Approved
10/10/2017	Erf 398 Pniel	10/10/2017	23/11/2017	Approved
26/09/2017	Erf 1169 Franschoek	26/09/2017	27/11/2017	Approved
20/11/2017	Erf 5911 Stellenbosch	20/11/2017	27/11/2017	Approved
10/11/2017	Erf 221 Raithby	10/11/2017	28/11/2017	Approved
09/11/2017	Farm 124/10 Kylemore	09/11/2017	28/11/2017	Approved

#### LETTER APPROVALS

	To consider applications in terms of section 15 (2) (b) of the Land Use Planning By-Law, October 2015 for a building line relaxation on a street boundary and/ or a common boundary on the following properties:			
04/09/2017	Erf 7559 Stellenbosch	04/09/2017	3/11/2017	Approved
15/09/2017	Erf 11874 Stellenbosch	15/09/2017	3/11/2017	Approved
30/10/2017	Erf 286 Franschoek	30/10/2017	3/11/2017	Approved
26/09/2017	Erf 5039 Brandwacht	26/09/2017	6/11/2017	Approved
08/11/2017	Erf 6352 Franschoek	08/11/2017	8/11/2017	Approved
26/07/2017	Erf 571 Franschoek	26/07/2017	13/11/2017	Refused
01/11/2017	Erf 100 De Zalze	01/11/2017	14/11/2017	Approved
07/08/2017	Erf 1793 Franschoek	07/08/2017	14/11/2017	Approved
25/10/2017	Erf 4418 Stellenbosch	25/10/2017	14/11/2017	Approved

Category 2 applications for consent of the municipality for any land use purpose or departure or deviation in terms of a land use scheme or existing scheme which does not constitute a land development application

Director

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01/11/2017	Erf 57 Franschhoek	01/11/2017	14/11/2017	Approved
25/10/2017	Erf 709 Pniel	25/10/2017	14/11/2017	Approved
07/11/2017	Erf 728 Pniel	07/11/2017	14/11/2017	Approved
30/10/2017	Erf 1717 Franschhoek	30/10/2017	14/11/2017	Approved
14/11/2017	Erf 2757 Klapmuts	14/11/2017	14/11/2017	Approved
13/09/2017	Erf 3097 Stellenbosch	13/09/2017	15/11/2017	Approved
06/11/2017	Erf 528 Stellenbosch	06/11/2017	15/11/2017	Approved
04/09/2017	Erf 42 Klapmuts	04/09/2017	17/11/2017	Approved
15/11/2017	Erf 636 Klapmuts	15/11/2017	17/11/2017	Approved
15/11/2017	Erf 494 Franschhoek	15/11/2017	24/11/2017	Approved
24/11/2017	Erf 8446 Stellenbosch	24/11/2017	24/11/2017	Approved
17/11/2017	Erf 9949 Stellenbosch	17/11/2017	24/11/2017	Approved
08/11/2017	Erf 7754 Cloetesville	08/11/2017	24/11/2017	Approved
10/10/2017	Erf 398 Pniel	10/10/2017	24/11/2017	Approved
<b>ZONING CERTIFICATES</b>				
23/10/2017	Erf 9976 Stellenbosch	23/10/2017	06/11/2017	Approved
23/10/2017	Erf 9979 Stellenbosch	23/10/2017	07/11/2017	Approved
23/10/2017	Erf 9985 Stellenbosch	23/10/2017	06/11/2017	Approved
23/10/2017	Erf 9984 Stellenbosch	23/10/2017	06/11/2017	Approved
26/10/2017	Erf 377 Franschhoek	26/10/2017	01/11/2017	Approved
01/11/2017	Erf 479 Stellenbosch	01/11/2017	01/11/2017	Approved
02/11/2017	Erf 13813 Stellenbosch	02/11/2017	06/11/2017	Approved
03/11/2017	Farm 75/2 Raithby	03/11/2017	06/11/2017	Approved
03/11/2017	Erf 546 Stellenbosch	03/11/2017	03/11/2017	Approved
03/11/2017	Erf 548 Stellenbosch	03/11/2017	03/11/2017	Approved

03/11/2017	Erf 547 Stellenbosch	03/11/2017	03/11/2017	Approved
03/11/2017	Farm 169 Stellenbosch	03/11/2017	03/11/2017	Approved
01/11/2017	Erf 694 Franschhoek	01/11/2017	01/11/2017	Approved
01/11/2017	Erf 1643 Franschhoek	01/11/2017	01/11/2017	Approved
01/11/2017	Erf 175 Franschhoek	01/11/2017	01/11/2017	Approved
06/11/2017	Erf 2084 Stellenbosch	06/11/2017	06/11/2017	Approved
07/11/2017	Erf 2992 Kayamandi	07/11/2017	07/11/2017	Approved
09/11/2017	Erf 5 De Zalze	09/11/2017	09/11/2017	Approved
10/11/2017	Erf 9547 Stellenbosch	10/11/2017	10/11/2017	Approved
19/10/2017	Erf 1421 Stellenbosch	19/10/2017	13/11/2017	Approved
19/10/2017	Erf 1077 Franschhoek	19/10/2017	13/11/2017	Approved
19/10/2017	Farm 502/6 Somerset west	19/10/2017	21/11/2017	Approved
23/10/2017	Erf 466 Lanquedoc	23/10/2017	23/10/2017	Approved
23/10/2017	Erf 281 Franschhoek	23/10/2017	23/10/2017	Approved
23/10/2017	Erf 9977 Stellenbosch	23/10/2017	03/11/2017	Approved
23/10/2017	Erf 9978 Stellenbosch	23/10/2017	06/11/2017	Approved
23/10/2017	Erf 9979 Stellenbosch	23/10/2017	07/11/2017	Approved
23/10/2017	Erf 9985 Stellenbosch	23/10/2017	06/11/2017	Approved
23/10/2017	Erf 9984 Stellenbosch	23/10/2017	06/11/2017	Approved
23/10/2017	Farm 1328/6 Stellenbosch	23/10/2017	30/11/2017	Approved
24/10/2017	Erf 2288 Stellenbosch	24/10/2017	24/10/2017	Approved
24/10/2017	Farm 369 Stellenbosch	24/10/2017	24/10/2017	Approved
20/10/2017	Erf 229 Franschhoek	20/10/2017	20/10/2017	Approved
20/10/2017	Erf 1538 Franschhoek	20/10/2017	20/10/2017	Approved
20/10/2017	Erf 2235 Franschhoek	20/10/2017	20/10/2017	Approved



20/10/2017	Erf 228 Franschhoek	20/10/2017	20/10/2017	Approved
20/10/2017	Erf 230 Franschhoek	20/10/2017	20/10/2017	Approved
25/10/2017	Farm 1108/30 Stellenbosch	25/10/2017	25/10/2017	Approved
26/10/2017	Erf 15829 Stellenbosch	26/10/2017	26/10/2017	Approved
26/10/2017	Erf 377 Franschhoek	26/10/2017	01/11/2017	Approved
26/10/2017	Erf 479 Stellenbosch	26/10/2017	01/11/2017	Approved
30/10/2017	Farm 1328/6 Stellenbosch	30/10/2017	30/10/2017	Approved
31/10/2017	Erf 8206 Stellenbosch	31/10/2017	31/10/2017	Approved
01/11/2017	Erf 550 Stellenbosch	01/11/2017	09/11/2017	Approved
01/11/2017	Erf 13813 Stellenbosch	01/11/2017	06/11/2017	Approved
02/11/2017	Erf 178 Raithby	02/11/2017	02/11/2017	Approved
02/11/2017	Erf 249 Langverwacht	02/11/2017	09/11/2017	Approved
03/11/2017	Farm 75/2 Stellenbosch	03/11/2017	06/11/2017	Approved
03/11/2017	Erf 571 De Zalze	03/11/2017	09/11/2017	Approved
03/11/2017	Erf 546 Stellenbosch	03/11/2017	03/11/2017	Approved
03/11/2017	Erf 548 Stellenbosch	03/11/2017	03/11/2017	Approved
03/11/2017	Erf 547 Stellenbosch	03/11/2017	03/11/2017	Approved
03/11/2017	Farm 169 Stellenbosch	03/11/2017	03/11/2017	Approved
01/11/2017	Erf 694 Franschhoek	01/11/2017	01/11/2017	Approved
01/11/2017	Erf 1643 Franschhoek	01/11/2017	01/11/2017	Approved
01/11/2017	Erf 175 Franschhoek	01/11/2017	01/11/2017	Approved
06/11/2017	Erf 2084 Stellenbosch	06/11/2017	06/11/2017	Approved
07/11/2017	Erf 2992 Kayamandi	07/11/2017	07/11/2017	Approved
07/11/2017	Farm 1403/3 Moreson Farm	07/11/2017	15/11/2017	Approved
07/11/2017	Farm 1403/2 Moreson Farm	07/11/2017	15/11/2017	Approved

09/11/2017			Erf 5 De Zalze	09/11/2017	09/11/2017	Approved
10/11/2017			Erf 9547 Stellenbosch	10/11/2017	10/11/2017	Approved
15/11/2017			Erf 2719 and 2720 Stellenbosch	15/11/2017	21/11/2017	Approved
15/11/2017			Erf 6162 Stellenbosch	15/11/2017	15/11/2017	Approved
13/11/2017			Farm 1665 Paarl	13/11/2017	13/11/2017	Approved
16/11/2017			Erf 355 Stellenbosch	16/11/2017	28/11/2017	Approved
16/11/2017			Farm 390/26 Stellenbosch	16/11/2017	24/11/2017	Approved
14/11/2017			Farm 537 Stellenbosch	14/11/2017	14/11/2017	Approved
20/11/2017			Farm 747/23 Stellenbosch	20/11/2017	24/11/2017	Approved
<b>COMMENTS ON LIQUOR LICENSES</b>						
			To comment to the Liquor Board on the applications for liquor licenses applicable to the following properties			Approved
01/11/2017			Farm 1356 Stellenbosch	01/11/2017	01/11/2017	Approved
01/11/2017			Farm 1356 Stellenbosch	01/11/2017	01/11/2017	Approved
01/11/2017			Farm 445 Stellenbosch	01/11/2017	01/11/2017	Approved
01/11/2017			Farm 1362/2 Stellenbosch	01/11/2017	01/11/2017	Approved
01/11/2017			Farm 1362/3 Stellenbosch	01/11/2017	01/11/2017	Approved
01/11/2017			Erf 756 Kayamandi	01/11/2017	01/11/2017	Approved
01/11/2017			Erf 1771 Kayamandi	01/11/2017	01/11/2017	Approved
01/11/2017			Farm 211/5 Stellenbosch	01/11/2017	01/11/2017	Approved
01/11/2017			Farm 748/41 Paarl	01/11/2017	01/11/2017	Approved
01/11/2017			Farm 75 Stellenbosch	01/11/2017	01/11/2017	Approved
01/11/2017			Farm 747/23 Paarl	01/11/2017	01/11/2017	Approved
07/11/2017			Erf 6268 Stellenbosch	07/11/2017	09/11/2017	Approved
10/11/2017			Farm 664/7 Stellenbosch	10/11/2017	15/11/2017	Approved
	307	Manager: LUM	To comment on applications in terms of the Western Cape Gambling and Racing Act 1996 (Act 4 of 1996)			
			To comment on applications for liquor licences.			
			To comment on applications for extension of trading hours on premises where liquor licences have been granted			

07/11/2017				Erf 546 Stellenbosch	07/11/2017	15/11/2017	Approved
<b>BUILDING PLANS COMMENTED ON</b>							
	362	Town Planner	To enforce compliance with the provisions incorporated in a zoning scheme	To comment to the Manager; Building Development on Building Plans received on the following properties:			
31/10/2017				Erf 105 Longlands	31/10/2017	02/11/2017	Refused
31/10/2017				Erf 27 Longlands	31/10/2017	02/11/2017	Approved
24/10/2017				Erf 368 Longlands	24/10/2017	02/11/2017	Approved
27/10/2017				Erf 34 Raithby	27/10/2017	02/11/2017	Approved
25/10/2017				Erf 913 Jamestown	25/10/2017	02/11/2017	Refused
02/11/2017				Erf 6083 Stellenbosch	02/11/2017	02/11/2017	Refused
31/10/2017				Farm 699 Stellenbosch	31/10/2017	02/11/2017	Approved
25/10/2017				Erf 1 Vloottenburg	25/10/2017	02/11/2017	Approved
27/10/2017				Erf 812 Jamestown	27/10/2017	02/11/2017	Approved
24/10/2017				Erf 546 Jamestown	24/10/2017	03/11/2017	Approved
02/11/2017				Farm 1076/18 Franschoek	02/11/2017	03/11/2017	Approved
24/10/2017				Erf 386 Raithby	24/10/2017	03/11/2017	Approved
31/10/2017				Erf 6049 Stellenbosch	31/10/2017	03/11/2017	Approved
20/10/2017				Erf 13428 Technopark	20/10/2017	06/11/2017	Approved
31/10/2017				Erf 8382 Stellenbosch	31/10/2017	06/11/2017	Approved
20/11/2017				Erf 1203/3 Stellenbosch	20/11/2017	06/11/2017	Refused
17/10/2017				Erf 4667 Stellenbosch	17/10/2017	06/11/2017	Approved
24/10/2017				Farm 1430 Stellenbosch	24/10/2017	06/11/2017	Refused
31/10/2017				Erf 4531 Stellenbosch	31/10/2017	06/11/2017	Approved
24/10/2017				Erf 4658 Dalsig	24/10/2017	06/11/2017	Approved
31/10/2017				Erf 10838 Idas Valley	31/10/2017	06/11/2017	Approved

02/11/2017	Erf 921 Jamestown	02/11/2017	06/11/2017	Approved
02/11/2017	Erf 900 Jamestown	02/11/2017	06/11/2017	Approved
02/11/2017	Erf 47 Lynedoch	02/11/2017	06/11/2017	Approved
23/10/2017	Erf 5597 Stellenbosch	23/10/2017	06/11/2017	Refused
01/11/2017	Erf 4430 Stellenbosch	01/11/2017	06/11/2017	Approved
31/10/2017	Erf 13482 Cloetesville	31/10/2017	06/11/2017	Approved
24/10/2017	Erf 4658 Dalsig	24/10/2017	06/11/2017	Approved
31/10/2017	Erf 4531 Onderpapegaai	31/10/2017	06/11/2017	Approved
24/10/2017	Farm 1430 Stellenbosch	24/10/2017	06/11/2017	Refused
23/10/2017	Farm 699 Stellenbosch	23/10/2017	06/11/2017	Refused
02/11/2017	Erf 16540 Stellenbosch	02/11/2017	06/11/2017	Approved
01/11/2017	Erf 16588 Stellenbosch	01/11/2017	07/11/2017	Approved
03/11/2017	Farm 1431/28 Hollandsche Mollen	03/11/2017	07/11/2017	Approved
03/11/2017	Erf 3832 Kayamandi	03/11/2017	07/11/2017	Approved
03/11/2017	Farm 66/25 Stellenbosch	03/11/2017	07/11/2017	Approved
31/10/2017	Erf 70 Klapmuts	31/10/2017	07/11/2017	Refused
31/10/2017	Erf 160 Koelenbosch	31/10/2017	07/11/2017	Approved
31/10/2017	Erf 146 Koelenbosch	31/10/2017	07/11/2017	Approved
23/10/2017	Farm 1356 Paarl	23/10/2017	07/11/2017	Approved
02/11/2017	Erf 3619 Klapmuts	02/11/2017	07/11/2017	Approved
02/11/2017	Erf 3615 Klapmuts	02/11/2017	07/11/2017	Approved
02/11/2017	Erf 3598 Klapmuts	02/11/2017	07/11/2017	Approved
02/11/2017	Erf 139 Koelenbosch	02/11/2017	07/11/2017	Approved
02/11/2017	Erf 3617 Klapmuts	02/11/2017	07/11/2017	Approved
02/11/2017	Erf 318 Klapmuts	02/11/2017	07/11/2017	Refused

02/11/2017	Erf 2960 Klapmuts	02/11/2017	07/11/2017	Approved
02/11/2017	Erf 3618 Klapmuts	02/11/2017	07/11/2017	Approved
02/11/2017	Erf 3616 Klapmuts	02/11/2017	07/11/2017	Approved
02/11/2017	Erf 3599 Klapmuts	02/11/2017	07/11/2017	Approved
02/11/2017	Erf 3524 Klapmuts	02/11/2017	07/11/2017	Approved
03/11/2017	Farm 127/40 Stellenbosch	03/11/2017	07/11/2017	Refused
02/11/2017	Erf 6083 Stellenbosch	02/11/2017	07/11/2017	Approved
02/11/2017	Erf 115 Koelenbosch	02/11/2017	07/11/2017	Refused
03/11/2017	Erf 913 Aan De Weber, Jamestown	03/11/2017	08/11/2017	Approved
03/11/2017	Farm 689/2 Stellenbosch	03/11/2017	08/11/2017	Approved
01/11/2017	Erf 12218 Stellenbosch	01/11/2017	09/11/2017	Approved
08/11/2017	Erf 1071 Aan de weber, Jamestown	08/11/2017	09/11/2017	Approved
25/10/2017	Erf 7017 Stellenbosch	25/10/2017	09/11/2017	Refused
03/11/2017	Erf 638 Kylemore	03/11/2017	10/11/2017	Approved
07/11/2017	Farm 510/365 Stellenbosch	07/11/2017	10/11/2017	Approved
08/11/2017	Erf 63 Longlands	08/11/2017	10/11/2017	Approved
08/11/2017	Farm 1430 – Alterations - Stellenbosch	08/11/2017	10/11/2017	Refused
08/11/2017	Farm 1430 - New House – Stellenbosch	08/11/2017	10/11/2017	Approved
08/11/2017	Farm 1471/4 Stellenbosch	08/11/2017	17/11/2017	Refused
02/11/2017	Farm 65/30 Stellenbosch	02/11/2017	17/11/2017	Refused
02/11/2017	Farm 378/8 Stellenbosch	02/11/2017	17/11/2017	Approved/Refused
02/11/2017	Erf 2607 Mooiwater FH	02/11/2017	20/11/2017	Approved
01/11/2017	Farm 1084 Franschoek	01/11/2017	14/11/2017	Approved
08/11/2017	Erf 1377 Franschoek	08/11/2017	20/11/2017	Approved

01/11/2017				Farm 1802 Franschoek	01/11/2017	20/11/2017	Approved
31/10/2017				Farm 1431/91 De Hollandsche Molen	31/10/2017	20/11/2017	Approved
08/11/2017				Erf 1742 De Hollandsche Molen	08/11/2017	20/11/2017	Approved
08/11/2017				Erf 1340 Franschoek	08/11/2017	20/11/2017	Approved
31/10/2017				Farm 1395/1 Franschoek	31/10/2017	20/11/2017	Approved
03/11/2017				Erf 16137 Stellenbosch	03/11/2017	20/11/2017	Approved
03/11/2017				Erf 16098 Stellenbosch	03/11/2017	20/11/2017	Approved
13/11/2017				Erf 5597 Stellenbosch	13/11/2017	20/11/2017	Approved
07/11/2017				Erf 2296 Stellenbosch	07/11/2017	20/11/2017	Approved
11/11/2017				Erf 5039 Stellenbosch	11/11/2017	20/11/2017	Approved
07/11/2017				Erf 2297 Stellenbosch	07/11/2017	20/11/2017	Approved
13/11/2017				Erf 4994 Stellenbosch	13/11/2017	20/11/2017	Refused
13/11/2017				Erf 2835 Stellenbosch	13/11/2017	20/11/2017	Refused
13/11/2017				Erf 11341 Stellenbosch	13/11/2017	20/11/2017	Approved
13/11/2017				Erf 7559 Stellenbosch	13/11/2017	20/11/2017	Approved
15/11/2017				Erf 649 Kylemore	15/11/2017	20/11/2017	Approved
15/11/2017				Erf 640 Kylemore	15/11/2017	20/11/2017	Approved
03/11/2017				Erf 648 Kylemore	03/11/2017	20/11/2017	Approved
03/11/2017				Erf 331 Raithby	03/11/2017	20/11/2017	Approved
20/11/2017				Erf 1203/3 Stellenbosch	20/11/2017	20/11/2017	Refused
20/11/2017				Erf 3706 Stellenbosch	20/11/2017	20/11/2017	Approved
20/11/2017				Erf 8153 Stellenbosch	20/11/2017	20/11/2017	Refused
20/11/2017				Erf 14784 Stellenbosch	20/11/2017	20/11/2017	Refused
16/11/2017				Erf 15290 Stellenbosch	16/11/2017	20/11/2017	Approved
15/11/2017				Erf 6367 Stellenbosch	15/11/2017	20/11/2017	Approved

15/11/2017	Erf 468 Stellenbosch	15/11/2017	20/11/2017	Approved
15/11/2017	Erf 15750 De Bosch	15/11/2017	20/11/2017	Refused
15/11/2017	Erf 468 Stellenbosch	15/11/2017	21/11/2017	Approved
15/11/2017	Erf 6367 Stellenbosch	15/11/2017	21/11/2017	Approved
20/11/2017	Erf 14784 Stellenbosch	20/11/2017	21/11/2017	Refused
20/11/2017	Erf 8153 Stellenbosch	20/11/2017	21/11/2017	Refused
20/11/2017	Erf 3706 Stellenbosch	20/11/2017	21/11/2017	Approved
20/11/2017	Erf 15750 De Bosch	20/11/2017	21/11/2017	Refused
15/11/2017	Farm 1770 Franschoek	15/11/2017	21/11/2017	Approved
15/11/2017	Erf 2294 Mooiwater	15/11/2017	21/11/2017	Refused
27/10/2017	Erf 2895 Franschoek	27/10/2017	21/11/2017	Approved
08/11/2017	Erf 3408 Fair Donne Estate	08/11/2017	21/11/2017	Refused
03/11/2017	Erf 1452 Franschoek	03/11/2017	21/11/2017	Refused
15/11/2017	Erf 2848 Franschoek	15/11/2017	21/11/2017	Refused
20/11/2017	Erf 1779 Franschoek	20/11/2017	21/11/2017	Approved
15/11/2017	Erf 660 Franschoek	15/11/2017	21/11/2017	Approved
08/11/2017	Farm 1643/3 Franschoek	08/11/2017	21/11/2017	Approved
13/11/2017	Erf 1453 Franschoek	13/11/2017	21/11/2017	Approved
23/10/2017	Erf 451 Franschoek	23/10/2017	21/11/2017	Refused
16/11/2017	Erf 9714 Stellenbosch	16/11/2017	21/11/2017	Approved
20/11/2017	Farm 468/127 Stellenbosch	20/11/2017	21/11/2017	Approved
20/11/2017	Erf 113 Stellenbosch	20/11/2017	21/11/2017	Approved
21/11/2017	Erf 244 Kylemore	21/11/2017	21/11/2017	Approved
20/11/2017	Farm 510/523 Stellenbosch	20/11/2017	22/11/2017	Refused
16/11/2017	Farm 130/3 Stellenbosch	16/11/2017	22/11/2017	Approved

16/11/2017				Farm 1665 Paarl	16/11/2017	23/11/2017	Approved
16/11/2017				Erf 637 Kylemore	16/11/2017	24/11/2017	Approved
23/11/2017				Erf 5986 Stellenbosch	23/11/2017	24/11/2017	Approved
16/11/2017				Erf 522 Jamestown	16/11/2017	24/11/2017	Refused
23/11/2017				Erf 7050 Stellenbosch	23/11/2017	27/11/2017	Approved
28/11/2017				Erf 12273 Stellenbosch	28/11/2017	28/11/2017	Approved
28/11/2017				Erf 709 Pniel	28/11/2017	28/11/2017	Approved
23/11/2017				Erf 622 Franschoek	23/11/2017	29/11/2017	Approved
24/11/2017				Erf 660 Franschoek	24/11/2017	29/11/2017	Approved
24/11/2017				Erf 3145 Franschoek	24/11/2017	24/11/2017	Approved
23/11/2017				Erf 3371 Franschoek	23/11/2017	24/11/2017	Approved
23/11/2017				Erf 3369 Franschoek	23/11/2017	24/11/2017	Approved
23/11/2017				Erf 1431/189 De Holandsche Moland	23/11/2017	24/11/2017	Approved
23/11/2017				Erf 456 Lynedoch	23/11/2017	24/11/2017	Approved
23/11/2017				Erf 1793 La Petite Provence	23/11/2017	24/11/2017	Approved
24/11/2017				Erf 3145 Franschoek	24/11/2017	29/11/2017	Approved
21/11/2017				Erf 660 Franschoek	21/11/2017	29/11/2017	Approved
21/11/2017				Erf 1952 Klapmuts	21/11/2017	29/11/2017	Approved
21/11/2017				Farm 127/40 Stellenbosch	21/11/2017	29/11/2017	Refused
23/11/2017				Erf 8032 Stellenbosch	23/11/2017	29/11/2017	Refused
03/11/2017				Erf 3832 Stellenbosch	03/11/2017	29/11/2017	Approved
24/11/2017				Erf 1446 Franschoek	24/11/2017	30/11/2017	Approved
02/11/2017				Farm 1040/7 Franschoek	02/11/2017	30/11/2017	Approved
15/11/2017				Erf 3718 Franschoek	15/11/2017	30/11/2017	Refused
08/11/2017				Erf 217 Franschoek	08/11/2017	30/11/2017	Refused



21/11/2017				Erf 3310 Franschoek	21/11/2017	24/11/2017	Approved
<b>ITEMS/DELEGATED REPORTS</b>							
	Item 7.3.3 Council Meeting 2017-07-26	Director	Items/ reports to consider the Administrator's consent as a condition in the title deed of the property.	None			
03/10/2017				Erf 1505 Stellenbosch	03/10/2017	24/11/2017	Approved
09/10/2017				Erf 12182 and Erf 2183 Stellenbosch	09/10/2017	17/11/2017	Approved
01/11/2017				Erf 16422 Stellenbosch	01/11/2017	24/11/2017	Approved
03/10/2017	Item 7.3.3 Council Meeting 2017-07-26	Authorised Employee	Items/ reports to consider Category 2 applications	Erf 538 Franschoek	03/10/2017	01/11/2017	Approved
03/10/2017				Erf 14625 Stellenbosch	03/10/2017	01/11/2017	Approved
05/10/2017				Erf 510/34 Jamestown	05/10/2017	03/11/2017	Approved
05/10/2017				Farm 81/4 Stellenbosch	05/10/2017	03/11/2017	Approved
09/10/2017				Erf 4667 Stellenbosch	09/10/2017	14/11/2017	Approved

09/10/2017				Erf 15670 and 15671 Stellenbosch	09/10/2017	21/11/2017	Approved
09/10/2017				Erf 538 Franschoek	09/10/2017	24/11/2017	Approved
09/10/2017				Farm 82/12 Stellenbosch	09/10/2017	24/11/2017	Approved
16/11/2017	Item 7.3.3 Council Meeting 2017-07-26	Municipal planning tribunal	Items/ reports to consider Category 1 applications	Application for departure on Erf 2259, Soeteweide Street, Stellenbosch	16/11/2017	4/12/2017	Approved
16/11/2017	Item 7.3.3 Council Meeting 2017-07-26	Municipal planning tribunal	Items/ reports to consider Category 1 applications	Application for the removal of a restrictive title deed condition and a permanent departure: Erf 5765, cnr of Saffraan and Eldorado street, Die Boord, Stellenbosch (lu/4394)	16/11/2017	4/12/2017	Approved
16/11/2017	Item 7.3.3 Council Meeting 2017-07-26	Municipal planning tribunal	Items/ reports to consider Category 1 applications	Erf 1135, Franschoek	16/11/2017	4/12/2017	Approved
<b>EXEMPTION CERTIFICATE</b>							
24/11/2017	Item 7.3.3 Council Meeting 2017-07-26	Authorised Employee	Exemption Certificate issued in terms of section 15 (2) (b) of the Land Use Planning By-Law, October 2015	Erf 253 Koelpark	24/11/2017	24/11/2017	Approved
<b>CERTIFICATE OF COMPLIANCE</b>							

20/11/2017			Erf 478 Pniel	20/11/2017	20/11/2017	Approved
20/11/2017	362	Manager: LUM	Erf 9621 Stellenbosch	20/11/2017	20/11/2017	Approved
			Farm 81/4 Stellenbosch	20/11/2017	20/11/2017	Approved
20/11/2017			Farm 527 Jamestown	20/11/2017	20/11/2017	Approved
28/11/2017			Erf 2293 and 15842 Stellenbosch	28/11/2017	28/11/2017	Approved

To enforce compliance with the provisions incorporated in a zoning scheme

**ITEM 1**

**APPENDIX 1.6**

**LOCAL ECONOMIC DEVELOPMENT AND**  
**TOURISM**

**PLANNING AND ECONOMIC  
DEVELOPMENT COMMITTEE MEETING**

**2018-03-06**



## MEMORANDUM

### Local Economic Development & Tourism

T: +27 21 808 8179 | F: +27 21 886 7323

TO/AAN : DIRECTOR: PLANNING & ECONOMIC DEVELOPMENT  
(D LOMBAARD)

FROM/VAN : MANAGER: LED & TOURISM - (W MOSES)

DATE/DATUM : 1 – 30 NOVEMBER 2017

REFERENCE : 8/1/4/2/5

RE/INSAKE : MONTHLY REPORT: 01 – 30 NOVEMBER 2017

6. Herewith the monthly report of the Section: Local Economic Development & Tourism.

6.1 Business Development	Activities	Number of activities
	<b>Number of Business Registration</b> Assisted with registration of 3 companies with the Companies and Intellectual Property Commission (CIPC): <ul style="list-style-type: none"><li>• Kayamandi Upgrading (PTY) LTD.</li><li>• Mtiyose Construction &amp; Road Maintenance (PTY) LTD.</li><li>• A 2 Z Enterprises (PTY) LTD.</li></ul>	3
	<b>Number of Municipal Supplier's Database registrations.</b>	1
	<b>Number of people benefitted from business advice (walk-ins).</b> <ul style="list-style-type: none"><li>• Provided advice to a number of clients on number of issues as follows:<ul style="list-style-type: none"><li>✓ Business Support.</li><li>✓ General Advice and Information.</li><li>✓ Company Registration.</li><li>✓ Space in the Corridor.</li><li>✓ Funding for small business.</li></ul></li><li>• SCM Database Registration.</li></ul>	56

**Basic Business Skills Training.**

Stellenbosch Municipality in conjunction with the Small Enterprise Development Agency (SEDA) hosted 4 day training on Basic Business Skills for emerging entrepreneurs in the Cape Winelands Training Room.

Date: 21 – 24 November 2017.



Entrepreneurs at the Basic Business Skills Training workshop



1

**Seed Fund**

Cape Winelands District Municipality invited local entrepreneurs from the district to apply for seed funding. During this process 14 seed fund applications from Stellenbosch were identified for a site visit for 16 -17 November 2017. This was followed by site visit to the 14 entrepreneurs as part of the evaluation process.

The five local municipalities evaluated their own applications received and presented their recommendations to the Seed Fund Committee. Five businesses from the Stellenbosch Municipality were recommended for seed funding.

Final adjudication will be concluded in the new financial year.



**Compulsory briefing session with traders for the Festival of Lights – 2017**

The organising committee of the Festival of Lights as led by Mr Neville Langenhoven agreed that there should be a briefing session with all traders before the event. The session was set for 22 November 2017 @ 11h00 in the Plein Street Library Hall. The traders were briefed about do's and don'ts during the event. About 32 traders attended the briefing session meeting.

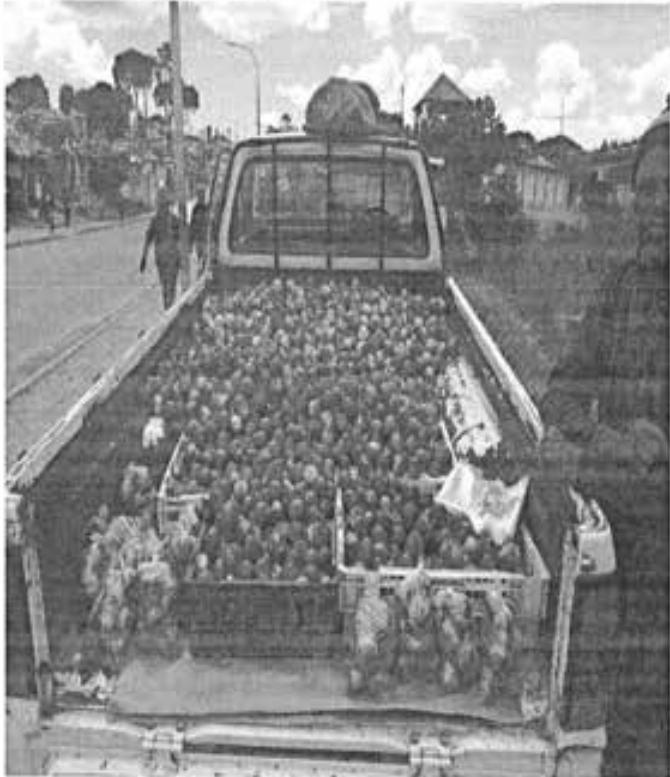


Mr Neville Langenhoven is addressing the traders.

**Number of Co-operatives Registrations.**

- Facilitated provision of information about registering of co-operatives.

1

6.2 Applications	Received / Commented	Completed
Business Licensing	Received and approved.	1
Liquor License	Applications received. (Addendum 1) Comments sent to Liquor Board.	22 13
6.3 Informal Trading	Activities	Number of activities
	<p><b>Number of site visit.</b></p> <ul style="list-style-type: none"> <li>• <b>George Blake Trading Market.</b></li> </ul> 	3



- **Bellville Informal Taxi Rank Market.**



**Kayamandi Corridor**

**Number of informal trading access opportunities.**

- |   |    |
|---|----|
| • R44 Strand Road.                            | 5  |
| • Die Braak.                                  | 19 |
| • Pick n Pay.                                 | 3  |
| • Bergzicht Taxi Rank.                        | 27 |
| • Festival of Lights 2017 – 02 December 2017. | 36 |

**Establishment of Informal Trading Sites**

**Idas Valley**

1. Meeting was held with Tops Construction.
2. Will be on site Friday the 3rd of November 2017.
3. LED will assist with the appointment of a CLO.
4. Local people will be employed from the unemployment database to assist with the construction.

**Franschhoek Informal Traders Market**

1. No funds are available for this project currently. Awaiting possible 50% payback from the National Department of Small Business Development for the Idas Valley project. If achieved, we can proceed with the BEC and BAC of Franschhoek trading site.

	<p><b>Cloetesville and Kayamandi (George Blake)</b></p> <ol style="list-style-type: none"> <li>1. Both sites and proposed plans were discussed with the Ward Councillors and Ward Committees.</li> <li>2. The plans were approved by the Ward Councillors.</li> <li>3. The building plans have been submitted for approval.</li> <li>4. Cost estimates for the two sites have been calculated and it seems that there will be a need for additional capital funding. – Cloetesville additional R2 million needed and Kayamandi an additional R400 000 needed.</li> <li>5. Building plans revised to reduce cost on the project as we do not have the additional funding available. As soon as revised, the bid specifications can continue to ensure that the tender is advertised before the end of November 2017.</li> <li>6. Both tenders were loaded on FlexGen and a bid specs meeting will be scheduled for the month of October. The tenders to be advertised before the end of October to ensure that implementation take place in the current financial year.</li> <li>7. Tenders were submitted to Bentley Louw at SCM. Availing bid specs meeting before we can proceed with advertising of the tender.</li> </ol>	
<p><b>6.4 Kayamandi Economic Tourism Corridor</b></p>	<p><b>General Maintenance and Administration</b></p> <ul style="list-style-type: none"> <li>• In the process of finalising the appointment of the service provider to provide cleaning services in the Kayamandi Corridor until 30 June 2018.</li> <li>• Final lease agreements were sent to both Standard Bank and Department of Transport and Public Works and waiting their feedback.</li> <li>• Finalised applications for 5 new applicants to enter their offices but only two tenants started occupying their offices but the rest could not citing that offices are now too small for their business needs whilst one tenant struggled to raise the required deposit money.</li> <li>• Continued to identify maintenance issues that need urgent attention and submitted to the Maintenance Department.</li> </ul> <p><b>Leasing of Space</b></p> <ul style="list-style-type: none"> <li>• Number of tenants at 30 November 2017 = 16.</li> <li>• Number of businesses actively trading = 12.</li> <li>• Number of offices occupied by Councillors = 6.</li> <li>• Continue to identify maintenance issues and report it immediate action.</li> </ul>	

### Maintenance – Kayamandi Corridor

- The Department, Local Economic Development & Tourism arrange a site visit of key relevant stakeholders including the recommended service provider i.e. Charles Consulting to discuss upgrading of Kayamandi Corridor. The main aim was to discuss and pave way forward with regards to the Upgrading of Kayamandi Corridor.



Stakeholders discussing project management of Kayamandi Corridor

## 6.5 JOBS

6.5.1 EPWP Jobs created	Activities	Number of activities
	Number of EPWP jobs for the month of November 2017.	26
	Number of EPWP jobs for the current financial year up to November 2017.	373
6.5.2 EPWP Coordination & Implementation	Activities	Number of activities
	Number of projects registered on EPWPRS.	55
	Number of site visits to projects.	2
	Quarterly report to National Public Works and Director.	0
	Monthly Incentive Grant Expenditure Report.	1
	Number of non-compliance issues reported.	0

Monthly report on the spending of the Expanded Public Works Programme Integrated Grant to Municipalities is attached as Addendum 2


<b>6.5.4 Community works Programme</b>	<b>Activities</b>	
	<p>Cogta has managed to approve a further more 302 persons to start working !</p> <p>Ward 12 – 51 persons Ward 13- 28 Ward 14- 40 Ward 15 – 38</p> <p>See report attached (Addendum 3)</p>	
<b>6.5.3 Unemployment database</b>	<b>Activities</b>	<b>Number of activities</b>
	Day to day updating of unemployed people that are on the database.	52
	Number of people employed until April 2017 by making use of the unemployment database.	161
Monthly report on updates of the unemployment database attached.		(Addendum 4)

## 6.6 TOURISM

<b>Programme</b>	<b>Activities</b>	<b>Number of activities</b>
6.6.1 Funding of Bodies Performing a Municipal Function	Number of monthly reports received.	4
6.6.2 Tourism Training	Number of training workshops	0
6.6.3 Stellenbosch 360 Marketing Advisory Committee Meeting	Attended meeting, November 2017.	1
6.6.4 Stellenbosch 360 & Franschhoek Wine Valley Tourism	Meeting scheduled for 05/12/17 with the two CEOs. Applications for funding for 2018/2019 financial year due by 20 December 2017.	0

6.6.5 Stellenbosch 360 Business Development Committee Meeting	RFQ submitted to Supply Chain for Proposals for development of a business tourism strategy for WC024. Nothing heard from Supply Chain.	
6.6.6 Cape Winelands District Municipality	Attended District LED Forum in Robertson with Portfolio Councillor Serdyn.	1
6.6.7 Dwars Rivier Tourism	Attendance of Meeting to establish a Steering Committee for separation of Dwars Rivier Tourism into an independent entity. No quorum. Decision taken to organise a Choir Festival for September 2018 as project.	
6.6.8 UCI Cycling World Championship	Last meeting of the year scheduled for 08/12/17.	0
6.6.9 Airbnb	Meeting scheduled with Airbnb for 08/12/17- To discuss a collaborative way forward. First report on Airbnb discussed with Mayor & MM. Will address. Instructed to investigate the extent of its activity/presence in WC024.  List of airbnb properties, as well as Trivago bookings.com in Stellenbosch & Franschhoek researched and compared to 360 and FWV accommodation membership- will now see if it can be tracked to erven and current Municipal Property zonings and consent usage.	0
6.6.10 Mayoral Function	LED department involved in organizing Mayoral function, moved from for 23 November 2017, to 25 January 2018 in Stellenbosch Town Hall.  Project plan prepared, need go-ahead from Office Manager Mayor on invitation list and invitation.  Quotes awaited for catering and staging.  Banquet seating and gifts of spekboom.	0
6.6.11 Open Public Space	Open Public space item to be revised as per comments from Mayco.  Inter-departmental Committee to be established to co-ordinate planning. Committee has yet to meet, as scheduled meeting was cancelled due to non-availability for role-players.	0
6.6.13 Strategic Plan for Mountain Biking Proposal	Strategic Plan for Mountain biking- proposal from community member submitted to Director.  Meeting to be set up between Municipality and role players to establish a common understanding of the way forward.	0
6.6.14 Tourism Events	Attended CWM tourism forum meeting in Paarl at D'Olyf Werf with CEO 360 & CEO FWV.	1

## 6.7 PROJECTS

Programme	Activities
<p>6.7.1 Farm 502 BH</p>	<ol style="list-style-type: none"> <li>1. Meeting held with RDLR regarding the implementation plan for the FPSU (Farmer Production Support Unit) as approved by Council on 27 September 2017. Mr Lungelo George from the National Department will champion the process and revert back to us on progress.</li> <li>2. A Land Surveyor was appointed on the consultant tender. Awaiting on formal quotation from the identified consultant. As soon as received, the surveying will commence.</li> <li>3. The Executive Mayor and Portfolio Councillor visited the small farmers on the 22<sup>nd</sup> of November to look at a proposal for Farm 502 that can be rolled in phases. Awaiting on the final business plan from Pinehaven Trust to take to Council for approval.</li> </ol>  <ol style="list-style-type: none"> <li>4. Water is a crisis, notice has been received from Wynland Water that the usage has been decreased once again from 2440m<sup>3</sup> to 1600m<sup>3</sup> per hectare. A meeting was held with Winelands water and the small farmers to discuss the seriousness pertaining to the water crisis. Winelands water committed to take an updated reading on the meters to ensure that all small farmers know how much water they have left until the end of September 2018.</li> </ol>
<p>6.7.2 Additional Pipeline</p>	<p>An application for the additional pipeline is in process. Verbally we have received confirmation but waiting on the formal process to be completed.</p> <p>Cost estimate for the pipeline amounts to R1,2 million.</p>
<p>6.7.3 Vacant Agricultural Property</p>	<ol style="list-style-type: none"> <li>1. The item for the appointment of the Strategic Advisory Committee as per policy for the Management of Municipal Agricultural Land has been submitted to the Mayor and MM. On request a terms of reference has been drafted and submitted. As soon as the item has been approved, land will be advertised for agricultural purposes.</li> <li>2. Due to the item being delayed, no municipal agricultural land can be allocated to any individual/company to lease.</li> <li>3. In the interim, there have been several individuals to register on the small farmer's database. By the approval of the Advisory Committee it can be a</li> </ol>

	<p>major quick win for the Council and allocation of land can take place before the end of the year.</p> <ol style="list-style-type: none"> <li>4. By delaying the advisory committee the land is not being utilised and council is not generating any source of income from the vacant properties. The vacant land is also a risk and is being used for illegal dumping/vandalising and other criminal activities. By allocating the land to possible small farmers it reduces the risk for council.</li> <li>5. Item was sent to the MM on 30 October 2017, we believe that the item will serve at the next Council of November 2017.</li> </ol>
6.7.4 Jonkershoek	On hold until further instruction from the MM due to the illegal occupants.
6.7.5 Funding Applications	<ol style="list-style-type: none"> <li>1. National Department of Rural Development and Land Reform allocated R1 million to the Annandale Small Farmers that will be used for seeds/small infrastructure and implements. The project is now in the implementation phase and the products/seeds will be delivered in January to the farm.</li> <li>2. Funding of R1,2 million has been allocated by the Department of Agriculture for the implementation of an additional pipeline for the small farmers on the Annandale Road. The funding needs to be put in our budget in the next adjustments budget of February.</li> <li>3. Visit to National Department of Small Business Development on Monday the 20<sup>th</sup> of October 2017 in Pretoria, where presentation was done on Idas Valley trading site to receive 50% cash back on capital projects. The committee decided that we come back for another presentation to rather obtain R5 million funding and not the initial R1,4 million.</li> </ol>
6.7.6 Men of the side of the Street Project	<ol style="list-style-type: none"> <li>1. Jobseekers standing next to the R44 waiting to get picked up for work has become problematic to the surrounding businesses.</li> <li>2. A project was identified where these jobseekers could be accommodated while waiting for work opportunities.</li> <li>3. A pilot project has been put in place where law enforcement assist LED with one of their trailers and a law enforcement official each day from 08:30 – 11:00.</li> <li>4. The jobseekers are registered on the unemployment database template</li> <li>5. The project will assist them by creating a space where jobseekers and employers can meet while and all transactions been recorded in as such build their CV and traceable and credible references.</li> <li>6. During the last month 50 individuals have registered themselves with their ID's</li> <li>7. There are individuals who do not want to register but eventually they will join the system.</li> <li>8. Many of these individuals are skilled artisans that can do tiling/paving/brick laying etc.</li> </ol>
6.7.7 International Relations & Twin Cities	Revised Policy re-submitted through Councillor. Await further instructions. Await invitation to Mayoral Committee to discuss. IR Policy to revised to include comments from Director: Corporate Services.

6.7.8 Mayor Meets Business	Next Mayoral interaction on 25 January 2018 in Town Hall. Larger group – 200/250 pax. As listed in tourism section.
6.7.9 UCI World Cup	Last meeting of the year 07/12/2017.
6.7.10 Public Open Space	Council Item prepared and submitted to all directorates for further comment. Presented to Portfolio Committee. Item to be discussed at the Directors meeting on 5 December 2017 before serving at Council.
6.7.11 SAPI Conference Oct. 2018	Meeting held with Dr Cecil Madell – new coordinator the Cape Town conference. Updated Technical Tour proposal provided. Need to establish clarity as to who is taking ownership of what parts of this event- tech tour programme and content, and event staging component of tech tour. Support for this will need to be obtained from Council, and clarity will be needed regarding the quantum of financial support required from Council and to what this will be applied.

## 6.8 POLICY DEVELOPMENT

Programme	Activities
6.8.1 By-Law for the trading hours of Liquor	Submitted to the Mayoral Committee meeting for October 2017.
6.8.2 Policy : EPWP and unemployment database	Policy and items are being distributed within the various departments.
6.8.3 IGR Policy	IGR Policy submitted and circulated along with Twin Cities document. Amendments made to policy document after comments received from Director: Corporate Services. Re-submitted to Councillor.
6.8.4 Informal Trader Policy	To be submitted to the Municipal Manager and Mayor for comments.
6.8.5 Tourism Policy	Currently working on a policy for the funding of tourism organisations
6.8.6 Strategic Tourism Policy	First draft of policy to be substantially revised as per Directors comments. In the interim, payments to the LTOs will be made according to the current External Bodies Performing a Municipal Function Policy.
6.8.7 Business Tourism Policy	Director has written RFQ for development of a Business Tourism Strategy.



## 6.10 CONTRACT MANAGEMENT

Contract Management Documentation		
Description	Hosting development and licensing of unemployment database)	
BID Number	BSM 81/14	
Company	Umoya	
1	Attendance registers & Minutes of Meetings held with the contractor	N/A
2	Signed tender doc - MBD 7.1, 7.2 OR 7.3	N/A
3	SLA &/or MOU (Where applicable)	
4	Monthly supplier performance monitoring	✓
5	Project Progress reports	✓
6	Invoices & Payment certificates	✓
7	Any proposed price increases and approval thereof	N/A
8	Any amendments to the contract and approval thereof	N/A
9	Notifications to contractors of poor performance and corrective actions taken	N/A
10	Contract closing down evaluation (i.e. an overall evaluation of the contract as a whole)	N/A
11	Any other correspondence which impacts the contract	✓

Contract Management Documentation		
Description	Review and Strategic repositioning of Stellenbosch Municipality EPWP	
BID Number	BSM 49/16	
Company	VKC Project Pty Ltd	
1	Attendance registers & Minutes of Meetings held with the contractor	N/A
2	Signed tender doc - MBD 7.1, 7.2 OR 7.3	N/A
3	SLA &/or MOU (Where applicable)	N/A
4	Monthly supplier performance monitoring	✓
5	Project Progress reports	✓
6	Invoices & Payment certificates	N/A
7	Any proposed price increases and approval thereof	N/A
8	Any amendments to the contract and approval thereof	N/A
9	Notifications to contractors of poor performance and corrective actions taken	N/A
10	Contract closing down evaluation (i.e. an overall evaluation of the contract as a whole)	N/A
11	Any other correspondence which impacts the contract	✓

<b>Contract Management Documentation</b>		
Description	Support to the Directorate with the establishment of Informal Trading sites.	
BID Number	BSM 49/16	
Company	MBB Consulting Engineers.	
1	Attendance registers & Minutes of Meetings held with the contractor	
2	Signed tender doc - MBD 7.1, 7.2 OR 7.3	✓
3	SLA &/or MOU (Where applicable)	✓
4	Monthly supplier performance monitoring	
5	Project Progress reports	
6	Invoices & Payment certificates	
7	Any proposed price increases and approval thereof	N/A
8	Any amendments to the contract and approval thereof	N/A
9	Notifications to contractors of poor performance and corrective actions taken	N/A
10	Contract closing down evaluation (i.e. an overall evaluation of the contract as a whole)	N/A
11	Any other correspondence which impacts the contract	✓

Yours faithfully



**W MOSES**

**MANAGER: LOCAL ECONOMIC DEVELOPMENT & TOURISM  
DIRECORATE: PLANNING AND ECONOMIC DEVELOPMENT**

## **Addendum 1**

Monthly report on the spending of the Expanded  
Public Works Programme Integrated Grant to  
Municipalities

## **Addendum 2**

Monthly reports of the Tourism Local Organisations



REPORT

November 30

2017

Progress report on the Dwarsrivier Tourism

Report

## Dwarsrivier Tourism Office

### **1. Human Resources**

#### DVRT Office

##### New Appointment.

Lavinia Goshia has resigned in July 2017. Randal Jephthas was the new appointed Help desk assistant and was started Wednesday 1st November 2017. A new Student Charmiline Klaasen from Boland College will start on 2 December 2017 with her practical learning curve in Tourism at the Dwarsrivier Tourism Office for the school holidays.

### **2. Development**

The expanding of the freedom route development programme with the Art & crafts developing programme will start early next year with the new vision and mission for the Dwarsrivier Valley.

### **3. Marketing**

CWDM media has taken place on the 9 November 2017 in Dwarsrivier Valley .Includes;

1. Nadine Williams plus photographer (Eikestadnuus)
2. Norman McFarlane (Bolander) :
3. Gaynor van Rooyen (Tulips & Phoenixes)
4. Lana Carls (Wesgro)
5. Letisha (Queen Bee Marketing – Dwarsrivier Social & Media)
6. Gershcin (photographer plus video –Dwarsrivier )

### **4. Events**

Big thanks to Cape Winelands District Municipality for the financial support towards the Dwarsrivier Run, to secure the successful presentation of the 4th Orchard Runs & Food wine festival in our beautiful Valley.

The Dwarsrivier Tourism in conjunction with the Dwarsrivier athletic club organizes the run that was held on Saturday 4<sup>th</sup> November 2017 at Boschendal wine estate.

It was a successful event, and have more participants this year as the previous years and the where growth in the event.

More athletes were registered for the run, and for this year 1,360 athletes done the race.

**Registration Stats:**

Distance	2015	2016	2017	%
21.1km	340	304	325 ( 21 )	Up 6.9 %
10 km	270	317	313 ( 4 )	Down 1.3%
5 km	----	322	722 (173)	Up by 54 %
<b>Overall</b>	<b>610</b>	<b>943</b>	<b>1360 (417)</b>	<b>Up by 44%</b>



The club is proud to announce that in general the race attracts more runners than previous years and that the race figures increased by more than 15%. More than 350 children took part in the 5km race of which 170 came from the local schools within our boundaries.

**Potential growth in the Orchards Run**

Our aim for next year is to increase the number of runners on the 21.1km and the 10km by 30%. This year we implement race T-shirts to early entrance but we wish to extend this to the first 1000 entrants

Athletic club decided to give the 5km fun run in conjunction with the 4 school a new name as the Dwarsrivier Tourism Fun run.



The weather was perfect that day and it was an exciting time for the schools who take part at the Fun run.

There are lots of potential in the Village and with the possible sponsors will make it easier for future development of next year sports day in the Dwars river Valley. This event will play a significant role in putting the valley on the map.

#### **Support to schools in the rural areas:**

We supply buses to the children in rural areas like Kyle more, Johannesdal and Simondium. We as the Dwarsrivier Tourism take part as the "School Challenge" the 5 Km DVRT Tourism Fun Run and we want to say thank CWDM for the allocated funding to this event.

#### **The 3 schools participate at this event is as follows;**

1. Pc Petersen
2. Simondium Primer
3. Kyle more High

#### **Lucky draw prizes are as follow;**

The lucky draws were sponsor by Dwarsrivier Tourism and Boschendal.

Timber city – Power Tools price vouchers' from Dwarsrivier Tourism & Boschendal.

#### **CWDM allocated funding for the event for the event**

#### **Detailed project Expenses for marketing R25, 000**

500 Cast Medals with Design and colour printed ribbon	R 5,700.00
Advertisement in BURGER	R2,508.00
Sound photography filming	R 6200.00
Facebook advert	R 1,500.00



Transport for school kids	R 6,000.00
Medical assistants	R 2,200.00
Lucky draw price & vouchers	R4,500.00
<b>Total</b>	<b>R25,508.00</b>

**Flower Festival in Pniel has take place on the 17-21 November 2017**



### **Conclusion**

The impacts towards the development of a sustainable sport tourism event are to attempt to strengthen and contribute to the creation of a sustainable sport tourism industry in the Western Cape, as well as South Africa. The event has an element of inclusivity to the host community, as highlighted by the community leaders and the residents. These in turn give recognition to members of the community and reflect truly on the participation of the community and ownership of the event by the community.

**FRANSCHHOEK WINE VALLEY**

**ANNEXURE A: TOURISM PERFORMANCE INDICATORS FOR 2017/18 FINANCIAL YEAR - NOVEMBER 2017**

Note: By mutual agreement of the parties this annexure will be interpreted as only requiring a single project plan for each Key Strategic Objective and not for each Key Activity

**KEY STRATEGIC OBJECTIVE 1: BRANDING**

<b>STRATEGIC GOALS</b>	<b>PERFORMANCE TARGETS</b>	<b>DELIVERABLES</b>	<b>KEY ACTIVITIES</b>	<b>TIMEFRAME</b>	<b>NOV 2017 PROGRESS</b>	<b>BUDGET SPENT</b>
Increase Franschhoek Brand Awareness	Create destination brand awareness with: <ul style="list-style-type: none"> <li>Stakeholders</li> <li>Core trade</li> <li>Core domestic consumers</li> <li>Core foreign consumers</li> </ul>	Marketing collateral ie of leisure and events Website re-development to integrate social media, measure social media, better visuals, mobi-site, online brochure using latest technology	Project Plan of activities and timeframes on how to create marketing and branding awareness  Number of production and distribution of marketing collateral to key international and domestic market.	All Project Plans due end August 2017 Execution of projects to commence and end in line with each initiative	Sector planning meetings to take place in September. Additional planning meetings due in January 2018	
			Number of production and distribution of marketing collateral to key international and domestic market.	Project Plan of interaction and liaison with international and domestic market	To be confirmed in January 2018	
			Number of events calendars produced and distributed to tourism, events and hospitality to promote the Greater Stellenbosch as a key events destination exposing the brand to various markets.	Project plan of time frame for producing events calendars and distribution list	Event calendar 2018 confirmed in September	
Franschhoek Experience Campaign	Number of social media targets		Maintenance of website, reporting on number of hits per month, the most visited section	Project Plan completed August 2017	Maintenance ongoing	Spent to date R17600
Franschhoek PR and Media. (Indication of where distributed.)	Number of events awareness		Identify events and awareness Franschhoek Bastille Festival Franschhoek Bastille MTB event Franschhoek Uncorked Franschhoek Open Gardens Art Franschhoek	Action plan due October 2017	Bastille Festival took place on 15 & 16 July. Attendance 6160 Franschhoek Uncorked 16 & 17 September Attendance 3448	Local temp staff R71000 Local temp staff R13500

			Franschhoek Art in Clay Franschhoek Cap Classique & Champagne Festival Franschhoek Summer Wines Winter Sculpture Fair Franschhoek Literary Festival		Art Franschhoek took place throughout November. Franschhoek Cap Classique & Champagne Festival takes place on 2 & 3 Dec	Spent to date R62,553
		Production and dissemination of brochures	Develop and updating of brochures and including the municipal logo and innovation capital logo	Action plan on development of brochures	New Food & Wine Route maps printed in October	Spent to date R36,252
To profile the Greater Stellenbosch as a tourism destination internationally and domestically through exhibitions and tradeshow	Schedule of Tradeshow and exhibitions attended and type of exposure created and number of engagements	Schedule of tradeshow and events envisaged to attend with budget implications Die Beeld Holiday Show Johannesburg Getaway Show Johannesburg Getaway Show Somerset West WTM Africa Cape Town Provide feedback report on tradeshow and events attended, indicating the number of engagements and envisaged outcomes and possible media exposure in international editorial pieces such as programmes, radio slots, website magazine etc.	Action plan on envisaged tradeshow and events to attend due August 2017 Action plan of including SMM's and emerging entrepreneurs to the events and tradeshow	Tradeshow under review		
					Action plan August 2017 Monthly progress report on milestones achieved in terms of key strategic objective	

KEY STRATEGIC OBJECTIVE 2: SUSTAINABLE DEVELOPMENT – NOVEMBER 2017

STRATEGIC GOALS	PERFORMANCE TARGETS	DELIVERABLES	KEY ACTIVITIES	TIMEFRAME	NOV 2017 PROGRESS	BUDGET SPENT
An inclusive tourism industry by facilitating tourism development and growth	Develop/ maintain 8 community tourism products / projects	<p>Develop vibrant economic hub</p> <p>Grow tourism route in the area – Rond en Bont</p> <p>Heritage &amp; Culture Celebration</p> <p>SMME business marketing training</p> <p>Wine &amp; Hospitality training</p> <p>Hospitality Tourism Training</p> <p>Farmworker of the Year</p> <p>Awards – Eisenberg College</p> <p>Cellar worker training</p> <p>BIOTEC</p> <p>School projects/educational</p> <p>School Spelling Bee</p> <p>Competition</p> <p>Franschhoek Literary Festival</p> <p>Youth Affair Drama</p> <p>Development</p>	<p>Research on development support provided to tourism entrepreneurs and the development of a plan of action on how marketing support can and will be provided</p>	<p>Action plan on marketing support initiatives and implementation plan due November 2017.</p>	<p>Farm Workers Awards prizegiving took place 08 Sept 2017.</p> <p>Regional Farmworker of the Year: Bradley Ewerts [Haut Espoir]</p> <p>Provided support for Franschhoek Theatre Group to perform during the Art Franschhoek Festival weekend</p>	<p>Funded by Department of Agriculture</p> <p>R10,036</p>
	<p>Create a marketing platform for emerging entrepreneurs, facilitating enterprise growth and development.</p>	<p>A focused programme of action to create a marketing platform for emerging enterprises to access markets i.e. access to tradeshows and event, facilitation and assistance with deals etc.</p> <p>Small Business Expo</p> <p>Bastille Festival Market</p> <p>Rond en Bont Tourism Route</p>	<p>Co-ordination and facilitating emerging tourism entrepreneur participation with tourism business forum partners and the establishment of a focussed programme of action to create a marketing platform.</p>	<p>Action plan on how marketing platform will be created and an implementation plan.</p>	<p>Rond &amp; Bont working committee inaugural meeting held.</p> <p>Identified stakeholders meet to plan for Rond &amp; Bont educational in November.</p> <p>Project plan WIP.</p>	<p>Spent to date R14,925</p>

Creative and effective generic external stakeholder network	Establish linkages between emerging entrepreneurs and established tourism business to integrate SMME development programmes	Annexure of engagements and compilation of a plan of action for development of support programme indicating the possible placements and services that can be procured from SMME's	Support programme for development initiatives for tourism entrepreneurs with public and private stakeholders. Identification of relevant stakeholders to engage with to discuss support programme	List of possible stakeholders to form part of support programme Action plan of engagements and implementation of programme due September 2017.	Hospitality training programme in initial stages	
Destination Development	Development of geographical routes to enable the distribution of tourist throughout the municipal geographic area, encouraging the geographic spread of tourist activities	Consolidate new routes and products and the development of an implementation plan Franschhoek Art Route Franschhoek Artisan Food Route Franschhoek MCC Route Franschhoek Food & Wine Route Rond en Bont	Research on the identification of possible new routes and products and the maintaining of existing routes and products and the development of an implementation plan	Action plan of research due October 2017	New additions to the Rond & Bont route have been established Rond & Bont Route map in design stage. Marketing material requirements are being investigated	

KEY STRATEGIC OBJECTIVE 3: VISITOR INFORMATION CENTRE AND MEMBER LIAISON - NOVEMBER 2017

STRATEGIC GOALS	PERFORMANCE TARGETS	DELIVERABLES	KEY ACTIVITIES	TIMEFRAME	NOV 2017 PROGRESS	BUDGET SPENT
World Class Visitor information Centre	Increase tourist enquiries and bookings by 15%	Increased visitor bookings and walk in, by 10%	Identification of possible partners. FWV Audit Computer maintenance Office rental Electricity, Water and Refuse Salaries	Partnership establishment for joint marketing initiatives- November 2017	Visitors to village and info office showed a marked increase in November	
Membership	Networking functions	Identification of 4 joint marketing initiatives and an implementation plan. Members Forum Meetings	Increase networking functions and must include all members and also non-members	Action plan of possible activities to ensure spread of visitors- September 2017	Vignerons meetings re Bastille Festival Members golf day & network function 21 August 2017	R2800

KEY STRATEGIC OBJECTIVE 4: LEGISLATIVE COMPLIANCE – NOVEMBER 2017

STRATEGIC GOALS	PERFORMANCE TARGETS	DELIVERABLES	KEY ACTIVITIES	TIMEFRAME	NOV 2017 PROGRESS	BUDGET SPENT
Compliance Policy for Bodies Performing a Municipal Function	Compliance to terms and conditions as per Policy for the funding of External Bodies performing a municipal function	<p>The head of the organisation/body must acknowledge in writing to the Municipal Manager that the money allocated was received in its bank account and that the money will be utilised in accordance with the completed and signed MOA, the submitted application and this Policy.</p> <p>The organisation/body shall submit monthly reports on actual expenditure against such transfer, the ward within which activities are conducted as well as the number of people benefiting from the activity to the Municipal Manager.</p>	Activities that will ensure compliance with the Policy for Bodies Performing a Municipal Function.	July 2017 – June 2018	Onsite audit completed Final audited Financial Statements received  AGM took place on 14 November Three new directors were appointed.	Spent to date R54,800
				Compilation of annual report at end of financial year of milestones accomplished in terms of strategic objectives set.		



## FRANSCHHOEK WINE VALLEY

### FINANCIAL STATEMENTS

31 OCTOBER 2017

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## FRANSCHHOEK WINE VALLEY &amp; TOURIST ASSOCIATION - DWARSRIEVIER PROJECT

DWARSRIEVIER INCOME AND EXPENDITURE FOR PERIOD ENDED: 31 Oct 2017

	Previous Year PROJECT as at 30 June 2017				Total Income & Expenditure		
		August 2017	September 2017	October 2017	Total Income & Expenditure to 31 Oct 2017	Total Budget 2017/2018	Variance to Total Budget
<b>INCOME</b>							
<b>MEMBERS</b>	2 750	0	0	0	2 500	4 500	2 000
Members Subscriptions	2 750				2 500	4 500	2 000
<b>OTHER INCOME</b>	107 099	40 150	65 000	0	140 300	120 500	-19 800
CWDM	104 110	40 000	45 000		120 000	120 000	-
Arts & Crafts Market	960	150			300	500	200
Business Network Sessions	316				-	-	-
Sponsorship - Event related	1 723		20 000		20 000	-	(20 000)
<b>REVENUE</b>	772 516	563 199	1 326	2 397	704 349	704 573	224
Western Cape - First Step Programme	2 500				-	-	-
Income rolled forward	185 541				136 911	136 911	-
Municipal Grant 2016/2017	562 662	562 662			562 662	562 662	-
Interest	21 813	537	1 326	2 397	4 776	5 000	224
<b>TOTAL INCOME</b>	882 365	603 349	66 326	2 397	847 149	829 573	(17 576)
<b>EXPENDITURE</b>							
<b>ADMINISTRATION</b>	70 905	9 119	4 669	6 252	29 718	127 151	97 433
Bank Charges	156				-	1 433	1 433
Computer Expenses	15 317	120	120	120	5 505	17 264	11 759
Consumables	2 751	225	135	173	735	3 000	2 265
Insurances	2 168	2 568			2 568	4 831	2 263
Cleaning materials	621		103	70	224	750	526
Office Cleaning	5 175	755	510	595	2 510	7 800	5 290
Office Administration	(6 524)				-	20 000	20 000
Repairs and Maintenance	-				691	1 469	778
Security & Fire Protection	4 377	366	366	366	1 466	4 500	3 034
Stationary	2 205			319	377	3 465	3 116
Sundry Expenses	4 781	925		395	1 320	5 526	7 206
Telephone and Fax	32 156	2 794	3 308	2 614	11 155	37 753	26 598
Travelling expenses	6 713	1 365	126	1 600	3 091	12 364	9 273
Website & emails	1 011				78	3 968	3 888
<b>DEVELOPMENT</b>	87 854	5 197	55 355	-	73 710	134 586	60 876
Schools Art Competition (Chrystianum Show)	27 778				-	10 000	10 000
Youth Development Programme	14 670	3 769			3 769	20 000	16 231
Schools Project - educational programmes	16 190				-	20 000	20 000
Business Network Sessions (SMME Development)	4 068		27 425		27 425	4 586	(22 839)
BRME Projects					13 158	50 000	36 842
Dwarsrivier Community Festival	23 151		27 930		27 930	10 000	(17 600)
Media Educationals	-	1 428			1 428	20 000	18 572
<b>MARKETING</b>	330 157	1 320	45 839	18 010	68 669	305 653	236 984
Advertising	-				-	1 662	1 662
Tourism Month	-				3 500	20 000	16 500
Promotions & Public Relations	-	1 320			1 320	-	(1 320)
Promotional Material	-				-	-	-
Shows & Expos - Local - SMME Road Show - CT	115		839		839	7 420	6 581
Shows & Expos - Local - Cape Cycle Expo - CT	4 014				-	-	-
Shows & Expos - Local - Getaway - Somerset West	11 119				-	7 420	7 420
Shows & Expos - Local - WTM - CT	7 289				-	7 420	7 420
Mobile App	9 622				-	-	-
Website	-				-	12 508	12 508
Marketing Consulting	180 000		45 000		45 000	180 000	135 000
Other events (Bookfees)	5 100				-	-	-
Orchard Run & Food & Wine Festival	45 004			18 010	18 010	25 000	6 990
Dwarsrivier Got Talent Competition	23 889				-	-	-
Trade shows - Getaway Jhb	7 415				-	27 528	27 528
Trade shows - Beeld Holiday Jhb	8 865				-	-	-
Maps & Brochure	27 725				-	16 695	16 695
<b>STAFF COSTS</b>	256 537	24 970	19 148	15 722	81 018	271 588	190 570
Salaries - office supervisor	162 033	13 650	13 650	13 650	54 600	163 800	109 200
Salaries - info consultant	64 350	7 920			13 217	64 152	50 936
Salaries - temps	-				-	-	-
SDL, UIF & PAYE	26 377	2 312	2 072	2 072	8 688	28 296	19 608
Workmens Compensation	971				-	-	-
Staff expenses	-	1 058	3 426		4 514	3 434	(1 080)
Staff training	2 805				-	11 906	11 906
<b>TOTAL EXPENDITURE</b>	745 454	40 606	125 011	39 984	253 116	838 978	585 862
<b>NET PROFIT / (LOSS)</b>	136 911	562 744	(58 685)	(37 587)	594 033	(9 405)	603 438

FRANSCHHOEK WINE VALLEY  
Balance Sheet for Period Ending October 2017

	YTD
	Actual
<b>ASSETS</b>	
<b>NON CURRENT ASSETS</b>	<b>83 438</b>
<b>Fixed Assets</b>	<b>83 438</b>
Computer Equipment - Net Value	14 774
Office Equipment - Net Value	2 557
Intangible Assets - Net Value	66 107
<b>CURRENT ASSETS</b>	<b>4 857 606</b>
<b>Accounts Receivable</b>	<b>808 004</b>
Debtors	808 004
<b>Bank</b>	<b>4 023 561</b>
Nedbank Cheque account	78 225
Petty Cash	31 068
Nedbank Money Market	2 377 186
Nedbank - FWV - Municipality Account	24 122
Nedbank - Dwarsrivier Account	581 477
Nedbank JustInvest / 9998	34 875
Nedbank Money Trader / 9996	896 308
Float	300
<b>Other Current Assets</b>	<b>26 041</b>
Inventory on hand	17 641
Rental Deposit	8 400
<b>TOTAL ASSETS</b>	<b>4 941 043</b>
<b>EQUITY AND LIABILITIES</b>	
<b>CAPITAL AND RESERVES</b>	<b>3 280 126</b>
<b>Share Capital</b>	<b>224 875</b>
<b>Retained Income</b>	<b>3 055 251</b>
Retained Income / (Accumulated Loss)	1 544 095
Retained Income Current Year	1 511 156
<b>CURRENT LIABILITIES</b>	<b>1 660 918</b>
<b>Accounts Payable</b>	<b>211 253</b>
Creditors	211 269
Sundry Creditors	( 16)
<b>Other Current Liabilities</b>	<b>1 449 665</b>
Wine Members Technical Benchmarking	1 139
Dwarsrivier Project	594 033
Champagne Festival 2017	263 752
Franschhoek Uncorked 2017	248 944
Summer Wines 2018	0
Rhone-Alpes Wines 2012	84 293
Mystery Weekend	193 644
Special Projects	46 261
Langrug Back to School Drive	6 000
Christmas Lights Project	7 096
Security Project	( 750)
Netcash Retention	( 3 011)
Accrual BR&E Hospitality School	48 000
Provision for Strategy Workshop	20 000
Vat / Tax Control Account	( 59 737)
<b>TOTAL EQUITY AND LIABILITIES</b>	<b>4 941 043</b>

**FRANSCHHOEK WINE VALLEY**  
**Income Statement for Period Ending October 2017**

	Oct 17			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance
<b>INCOME</b>						
<b>MEMBERSHIP</b>	<b>17 919</b>	<b>18 706</b>	<b>( 787)</b>	<b>1 158 357</b>	<b>1 114 630</b>	<b>43 727</b>
Membership fees	15 950	18 391	( 2 441)	952 703	968 540	( 15 838)
Membership - Accommodation Sector	-	-	-	159 895	159 900	( 5)
Membership - Vignerons sector	( 171)	-	( 171)	174 408	174 580	( 172)
Membership - Restaurant sector	1 627	-	1 627	50 312	48 690	1 622
Membership - Retail & Other sectors	513	-	513	32 273	31 760	513
Debit Order Fee	-	315	( 315)	-	1 260	( 1 260)
Rebate on Levy Payments	-	-	-	( 211 234)	( 270 100)	58 866
<b>GRANTS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1 202 252</b>	<b>1 202 252</b>	<b>-</b>
Municipal Grant	-	-	-	1 202 252	1 202 252	-
<b>DEVELOPMENT &amp; CORPORATE SOCIAL RESP.</b>	<b>2 500</b>	<b>20 000</b>	<b>( 17 500)</b>	<b>96 069</b>	<b>86 000</b>	<b>10 069</b>
Sponsorship - Development Specific BR & E Programme	-	-	-	57 300	16 000	41 300
Development & Training Projects	2 500	-	2 500	13 769	-	13 769
Hospitality Tourism Training & Developmt	-	-	-	-	-	-
Festival Support - Development	-	20 000	( 20 000)	25 000	70 000	( 45 000)
<b>FESTIVALS &amp; EVENTS - nett profit</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>276 773</b>	<b>59 980</b>	<b>216 793</b>
Bastille	-	-	-	276 773	59 980	216 793
Champagne Festival	-	-	-	-	-	-
Franschhoek Uncorked	-	-	-	-	-	-
Adventure Tourism	-	-	-	-	-	-
Other Events	-	-	-	-	-	-
<b>TOURISM LEVY</b>	<b>78 640</b>	<b>119 534</b>	<b>( 40 894)</b>	<b>198 876</b>	<b>352 994</b>	<b>( 154 118)</b>
Marketing Levy - Accommodation	66 100	98 570	( 32 470)	133 796	268 308	( 134 512)
Marketing Levy - Vignerons	12 540	20 964	( 8 424)	65 080	83 806	( 18 726)
Marketing Levy - Retail	-	-	-	-	880	( 880)
<b>OTHER INCOME</b>	<b>40 783</b>	<b>27 612</b>	<b>13 171</b>	<b>132 004</b>	<b>110 415</b>	<b>21 589</b>
Interest	17 069	4 567	12 502	50 219	18 256	31 963
Trails Sponsorship	-	-	-	-	-	-
Consultancy Fees	-	15 000	( 15 000)	45 000	60 000	( 15 000)
CWDM - Alternative Funding	18 000	-	18 000	18 000	-	18 000
Sales	846	521	325	1 742	2 083	( 341)
Commission - MRNR map sales	270	245	25	600	980	( 380)
Commission - MRNR permit sales	849	1 078	( 227)	2 526	4 300	( 1 774)
Commission - BRD trail permit sales	368	448	( 80)	1 344	1 791	( 447)
Berg River Dam Permit Sales	3 316	5 338	( 2 022)	12 404	21 338	( 8 934)
Wine Prestige Sticker Sales	63	417	( 354)	168	1 667	( 1 499)
<b>TOTAL INCOME</b>	<b>139 841</b>	<b>185 852</b>	<b>( 46 011)</b>	<b>3 064 331</b>	<b>2 926 271</b>	<b>138 060</b>
<b>EXPENDITURE</b>						
<b>ADMINISTRATION</b>	<b>140 650</b>	<b>163 107</b>	<b>22 457</b>	<b>297 181</b>	<b>358 118</b>	<b>60 937</b>
Accounting Fees	2 100	939	( 1 161)	3 505	3 756	251
Audit	54 800	55 770	970	54 800	55 770	970
Bank Charges	2 154	1 938	( 218)	11 507	7 740	( 3 767)
Debit Order Fees	282	342	60	1 067	1 366	299
Computer expenses	299	8 962	6 663	8 647	27 832	19 185
Electricity	1 754	2 473	719	8 772	9 886	1 114
Entertainment - Admin	125	106	( 19)	125	424	299
Insurance	38 062	41 761	3 699	38 062	41 761	3 699
Office Equip Purchases	-	647	647	-	2 586	2 586
Repairs & Maintenance	475	624	149	1 253	2 494	1 241
Security Alarm	347	361	14	1 357	1 444	87
Stationery	3 868	2 624	( 1 244)	8 865	10 493	1 628
Telephone/Fax	5 323	5 148	( 175)	22 750	20 580	( 2 170)
Travel Claims	3 676	4 210	534	18 431	16 830	( 1 601)
Rent	8 109	8 331	222	32 087	32 151	64
Legal Fees	-	2 057	2 057	9 502	8 227	( 1 275)
Consumables	740	613	( 127)	3 456	2 450	( 1 006)
Subscriptions/membership	1 279	1 249	( 30)	2 468	4 994	2 526
Cleaning	2 712	2 864	252	12 328	11 848	( 480)
Sundry Purchases	-	609	609	2 272	2 434	162
Office Equipment Rental	7 687	10 838	3 151	26 248	43 331	17 083

**FRANSCHHOEK WINE VALLEY**  
**Income Statement for Period Ending October 2017**

	Oct 17			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance
Office Furniture & Small Equipment	-	1 000	1 000	-	2 000	2 000
Website & e-mail hosting & usage	2 499	3 689	1 190	10 401	14 746	4 345
Courier Expenses	-	164	164	-	653	653
D6 Communicator	-	1 100	1 100	3 000	4 400	1 400
Bulk Mailer - Mail Chimp	1 751	1 945	194	6 920	7 776	856
Depreciation	2 605	1 728	( 877)	9 355	8 478	( 877)
Contingency	-	2 917	2 917	-	11 668	11 668
<b>DEVELOPMENT &amp; CORPORATE SOCIAL RESP.</b>	<b>24 067</b>	<b>55 134</b>	<b>31 067</b>	<b>158 166</b>	<b>210 474</b>	<b>52 308</b>
Development Specific Sponsorship expendi	-	10 000	10 000	100	10 000	9 900
Emerging Business Mentorship	-	491	491	-	1 962	1 962
Development Tourism Route	1 800	6 296	4 496	2 650	25 168	22 518
FLF Spelling Competition	-	-	-	991	-	( 991)
Development Training Projects	2 500	-	( 2 500)	10 000	-	( 10 000)
Development of Outdoor Trails	9 463	12 510	3 047	43 148	50 010	6 862
Hospitality Tourism Training & Developmt	-	10 000	10 000	-	10 000	10 000
Contribution to Conservancy	-	5 004	5 004	-	20 004	20 004
Farm Worker Award	650	-	( 650)	59 125	50 000	( 9 125)
Festival Support - Development	-	-	-	-	-	-
Development Co-ordinator	-	10 833	10 833	32 497	43 330	10 833
<b>MARKETING</b>	<b>229 612</b>	<b>158 513</b>	<b>( 71 099)</b>	<b>508 836</b>	<b>595 207</b>	<b>86 371</b>
Advertising - marketing	-	8 000	8 000	-	8 000	8 000
Donations	-	-	-	1 200	-	( 1 200)
Public Relations	19 750	19 750	-	79 000	79 000	-
Marketing Consulting Fees	55 907	24 165	( 31 742)	126 422	96 660	( 29 762)
Independent Contractor	23 700	13 310	( 10 390)	60 000	53 240	( 6 760)
Shows and Exhibitions	-	-	-	-	15 000	15 000
Media Hosting	-	2 220	2 220	200	8 874	8 674
Members Forum	-	2 000	2 000	7 378	4 000	( 3 378)
Marketing - Branding	2 925	-	( 2 925)	2 925	-	( 2 925)
Maps Tourism Routes	33 916	-	( 33 916)	38 966	40 000	3 034
Labour Consultant - Members	6 000	4 646	( 1 414)	12 120	18 584	6 464
Wine Ambassadors	3 277	167	( 3 110)	1 337	668	( 669)
Business Entertainment	132	690	558	1 065	2 758	1 693
Vignerons Technical Benchmarking	-	-	-	( 2 732)	-	2 732
Newscip & Media Releases	4 167	1 699	( 2 468)	12 346	6 792	( 5 554)
Digital marketing	-	504	504	-	2 017	2 017
Digital Analytical Tools	-	-	-	-	-	-
Visual & Video Content & Design	-	-	-	-	15 000	15 000
Website Development	-	-	-	17 600	25 000	7 400
Social Media	-	1 514	1 514	-	6 052	6 052
E-mail Banners	-	-	-	1 400	400	( 1 000)
Hosting Instagrammers & Bloggers	3 000	1 833	( 1 167)	3 000	7 334	4 334
Facebook Adverts	-	505	505	-	2 018	2 018
Research	-	-	-	3 868	3 800	( 68)
Signage - Tourism Routes (Provincial)	-	-	-	-	-	-
Routes Marketing	-	5 000	5 000	2 632	10 000	7 368
Adventure Tourism	-	25 000	25 000	-	25 000	25 000
Vignerons Special Projects	1 930	12 510	10 580	4 430	50 010	45 580
Winter Sculpture Fair	-	-	-	-	-	-
Delice Membership	-	-	-	1 992	-	( 1 992)
Delice AGM	3 253	-	( 3 253)	58 795	50 000	( 8 795)
New Product Development	8 800	5 000	( 3 800)	8 800	5 000	( 3 800)
Art Franschhoek Campaign	57 255	30 000	( 27 255)	62 553	60 000	( 2 553)
DSTV Franschhoek Bastille	4 970	-	( 4 970)	4 970	-	( 4 970)
Cape Wine Event 2017	-	-	-	-	-	-
<b>STAFF COSTS</b>	<b>147 270</b>	<b>146 527</b>	<b>( 743)</b>	<b>588 992</b>	<b>588 722</b>	<b>( 270)</b>
Salaries	112 676	109 693	( 2 783)	442 839	439 574	( 3 265)
SDL & UIF & PAYE	34 219	34 505	286	137 166	137 936	770
Staff Training	-	1 400	1 400	1 360	2 797	1 437
Staff Uniform	-	-	-	5 851	5 500	( 351)
Staff Expenses	375	729	354	1 775	2 915	1 140
Workmens Compensation	-	-	-	-	-	-
<b>TOTAL EXPENDITURE</b>	<b>541 599</b>	<b>523 281</b>	<b>( 18 318)</b>	<b>1 553 175</b>	<b>1 752 521</b>	<b>199 346</b>
<b>NET PROFIT / (LOSS) BEFORE TAX</b>	<b>( 401 758)</b>	<b>( 337 429)</b>	<b>( 64 329)</b>	<b>1 511 156</b>	<b>1 173 750</b>	<b>337 406</b>
<b>NET PROFIT / (LOSS) AFTER TAX</b>	<b>( 401 758)</b>	<b>( 337 429)</b>	<b>( 64 329)</b>	<b>1 511 156</b>	<b>1 173 750</b>	<b>337 406</b>

FRANSCHHOEK WINE VALLEY  
Income Statement for Period Ending October 2017

	Oct 17			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance
<b>INCOME</b>						
MEMBERSHIP	17 919	18 706	( 787)	1 158 357	1 114 630	43 727
GRANTS	-	-	-	1 202 252	1 202 252	-
DEVELOPMENT & CORPORATE SOCIAL RESP.	2 500	20 000	( 17 500)	96 069	86 000	10 069
FESTIVALS & EVENTS - nett profit	-	-	-	276 773	59 980	216 793
TOURISM LEVY	78 640	119 534	( 40 894)	198 876	352 994	( 154 118)
OTHER INCOME	40 783	27 612	13 171	132 004	110 415	21 589
<b>TOTAL INCOME</b>	<b>139 841</b>	<b>185 852</b>	<b>( 46 011)</b>	<b>3 064 331</b>	<b>2 926 271</b>	<b>138 060</b>
<b>EXPENDITURE</b>						
ADMINISTRATION	140 650	163 107	22 457	297 181	358 118	60 937
DEVELOPMENT & CORPORATE SOCIAL RESP.	24 067	55 134	31 067	158 166	210 474	52 308
MARKETING	229 612	158 513	( 71 099)	508 836	595 207	86 371
STAFF COSTS	147 270	146 527	657	588 992	588 722	1 167
<b>TOTAL EXPENDITURE</b>	<b>541 599</b>	<b>523 281</b>	<b>( 16 918)</b>	<b>1 553 175</b>	<b>1 752 521</b>	<b>200 783</b>
<b>NET PROFIT / (LOSS) BEFORE TAX</b>	<b>( 401 758)</b>	<b>( 337 429)</b>	<b>( 64 329)</b>	<b>1 511 156</b>	<b>1 173 750</b>	<b>337 406</b>
<b>NET PROFIT / (LOSS) AFTER TAX</b>	<b>( 401 758)</b>	<b>( 337 429)</b>	<b>( 64 329)</b>	<b>1 511 156</b>	<b>1 173 750</b>	<b>337 406</b>



## November 2017 Report – Stellenbosch Municipality

### Comms pillars:

- Wine – quality, first and foremost wine route, pioneering spirit, awards, exceptional quality, varietals, terroirs, wine for good, CSI and development initiatives
- Cuisine/ Gastronomy
- Natural Beauty – Landscape, environment, green, biodynamic/diversity, outdoors
- Heritage – stories, people, characters, personalities, history,
- Lifestyle – Activities, fun, art, shopping, spa, sports, family

### Destination Marketing – Experience Stellenbosch (monthly, ongoing)

Objective: Position Stellenbosch as a hub from where to explore; Stellenbosch has great wine but is a key player in Wine Tourism

#### **Blogposts:**

<http://www.stellenboschexperience.co.za/blog/entry/celebrate-the-jamestown-strawberry-festival-this-weekend>

<http://www.stellenboschexperience.co.za/blog/entry/festive-season-fun-and-spoils>

<http://www.stellenboschexperience.co.za/blog/entry/video-festivestellenbosch-with-i-see-a-different-you>

<http://www.stellenboschexperience.co.za/blog/entry/study-in-stellenbosch>

<http://www.stellenboschexperience.co.za/blog/entry/enjoy-award-winning-wines-this-season>

<http://www.stellenboschexperience.co.za/blog/entry/15-photos-thatll-inspire-you-to-visitstellenbosch-this-festive-season>

#festiveStellenbosch YouTube video by I See A Different You:

<https://www.youtube.com/watch?v=nTKSya0m1fg&feature=youtu.be&list=UUe5mKMHoI047FMR5FPcW8Vg>

Cycling press release features on "Not in the Peloton" (a specialist blog aimed at UK cycle enthusiasts):

<https://www.notinthepeloton.com/vineyardcycling-southafrica>

German cycle press release picked up by Velototal (features top news from the bicycle scene):

<https://www.velototal.de/2017/11/16/s%C3%BCdafrika-stellenbosch-winelands-ein-highlight-f%C3%BCr-radenthusiasten/>



## #SoberStellies:

Preparing documents, communications and collateral for roll-out

## I AM AMBASSADOR:

PORTFOLIO OF EVIDENCE CHECK LIST - Report attached.

Signed daily attendance register:	6
Total number of attendees	70
Completed workshop feedback forms:	70
Photo of learners	Yes



## OTHER:

### Stellenbosch Wine Routes dazzles in the city of gold...

Offering educational wine tasting, telling the story of Pinotage and its birthplace – Stellenbosch. The visitor center at 47 Church Street, welcomed just short of a 1000 visitors during October 2017.

45 winemakers, 5 chefs and 100 wines – a 2-day showcase of the finest Stellenbosch wines and culinary excellence at a premium event in Johannesburg. The event catered for 700 high net-worth guests over the two days and we collected R300K worth of wine orders.







## Internship

Stellenbosch Wine Routes employs Rudi Smith on a paid internship which forms part of the mandatory practical experience to be complete in order to complete N6 Tourism qualification.

Stellenbosch Wine Routes, promotes Llewellyn McDilling from Visitor Liaison Officer to Stellenbosch Wine Festival Liaison. He will be mentored to take on a crucial role in coordinating the Stellenbosch Wine Festival, signing up producers, handling all communications with SWR Members, ensuring smooth set up and execution.

Exposure:

## Article List - Print Media

Home > Print Media > Article List



14 articles

from selected filters

ZAR 343,600.75

total AVE



Date from

2017-11-01 -

2017-11-30

## Clipping List - Broadcast Media

Home > Broadcast Media > Clipping List



1 clippings

from selected filters

ZAR 3,018.00

total AVE



Date from

2017-11-01 -

## Post List - Online Media

Home > Online Media > Post List



24 posts

from selected

ZAR 135,734.00

total AVE



Date from

2017-11-01 -

Visit our Media Room for up for pr and exposure – [www.wineroute.co.za](http://www.wineroute.co.za) -  
<http://www.wineroute.co.za/media/>



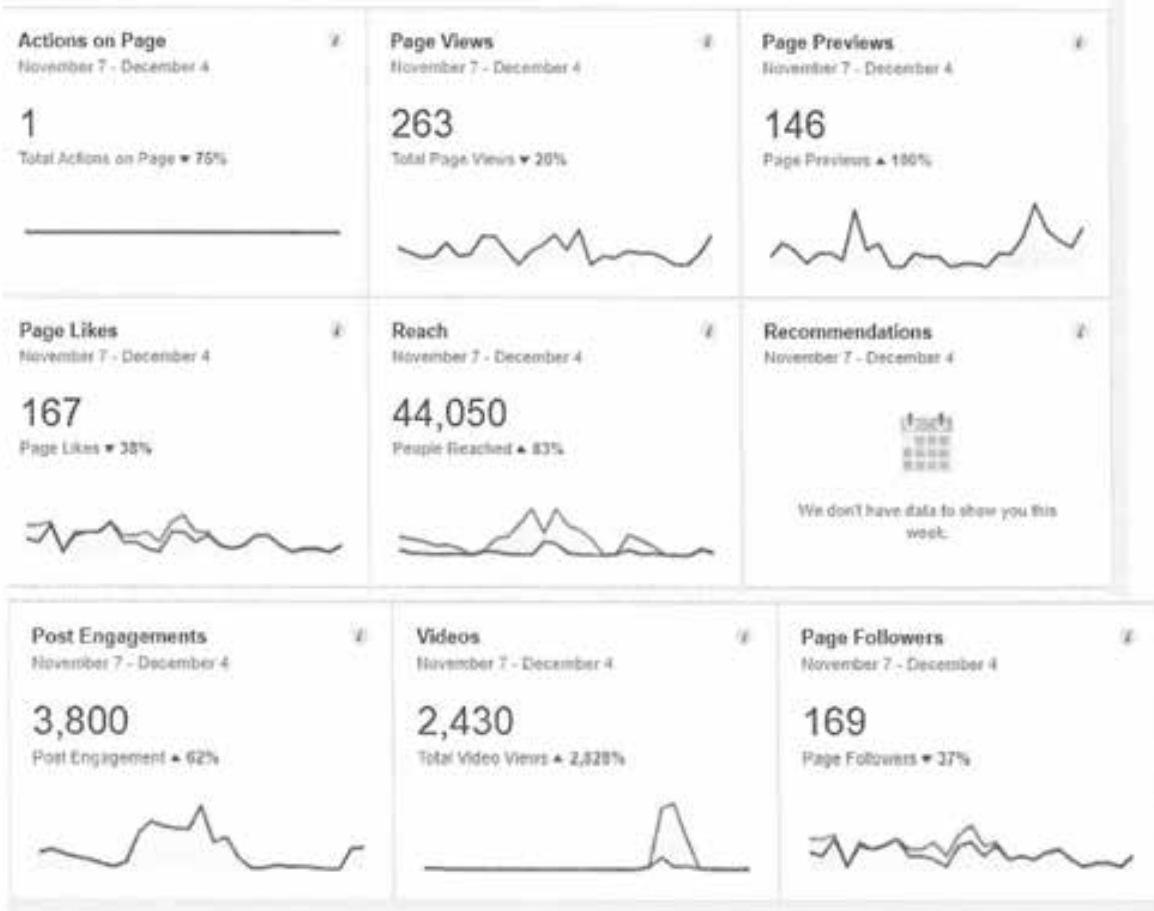
Page Summary Last 28 days

Export Data (3)

Results from Nov 05, 2017 - Dec 05, 2017

Note: Does not include today's data. Insights activity is reported in the Pacific time zone. Ads activity is reported in the time zone of your ad account.

Organic Paid



Twitter:

Grow from 8503 to 8574 Followers

Nov 2017 · 30 days

Tweet Highlights

Top Tweet earned 1,083 impressions

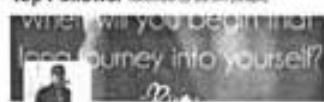
Congratulations to @CheninKing for nabbing #Platters2018 #WineryoftheYear @wineonaplatter @RaatsWines twitter.com/winecoza/status/...

33 10

View Tweet activity

View all Tweet activity

Top Follower followed by 20 9K people



Thamin Tume Moerat @TumeTume #Wine

#Wine

View profile

View followers dashboard

Top mention earned 120 engagements

Dan Nicholl @nicholl Nov 28

Terrific night out with @TheLittleGreek and @ladydians at @StellWineRoute Johannesburg - excellent wine, superb chefs, and exceptional company. Thanks @Cameronvdburgh @ryannlekerk and @Touch58Spons! pic.twitter.com/4uea17DkaM



33 7

View Tweet

Nov 2017 Summary

Tweets 11

Tweet Impressions 11.8K

Profile visits 698

Mentions 477

New Followers 71

## Instagram

Grew from 7548 to 7764 followers



**THANK YOU**

## **Stellenbosch Harvest Parade paints town red with winemaking pride**

*Winemaking camaraderie caters for traffic stopping entertainment*

**Saturday, 27 January**

Cape minstrels, drum majorettes, merry farm workers, marching brass bands and barrels of fun...Be sure to claim your spot on the pavement when the oak-lined streets of Stellenbosch will be invaded by its colourful winemaking community for its annual Harvest Parade on Saturday, 27 January.

This convivial convoy of big smiles and bold tractors promises to cater for traffic stopping entertainment, when the uniquely adorned 'chariots' sashay their way through the City of Oaks to usher in the grape harvest season's hustle-and-bustle.

Aside from offering massive spectator value and a fun day out on town, the Stellenbosch Harvest Parade also pays homage to the real people behind this labour of love and especially the invaluable contribution of South Africa's farm workers.

The highlight of this Proudly Stellenbosch procession is an eye-catching flotilla of bright and beautifully decorated tractors, trailers and farm trucks – all uniquely adorned by the workers themselves. The 2018 parade troupe will represent participating wineries such as Simonsig, Lanzerac, Waterford, L'Avenir, Eikendal, Alto, Neethlingshof, Kleine Zalze Wines, Middelvlei and Delheim.

"Our Harvest Parade, a heart-warming tradition, is a great way of not only celebrating the work of thousands of men and women responsible for sustaining the wine industry in Stellenbosch, but also acknowledges them as an integral component of our industry," share Stellenbosch Wine Routes Manager Elmarie Rabe.

The Stellenbosch Harvest Parade 2018, presented in conjunction with the Stellenbosch Municipality, gets underway on 27 January from 9am. It will be followed by a harvest blessing and awards ceremony at the town hall in Plein Street at 10am. Bring the whole family and come and cheer them on as they paint the town red with their winemaking pride and gees.

For more information visit [www.wineroute.co.za](http://www.wineroute.co.za); contact Tel: 021 886 8275, or send an email to [explore@wineroute.co.za](mailto:explore@wineroute.co.za). Also follow @StellWineRoute on Twitter and Instagram ([stellenboschwine](https://www.instagram.com/stellenboschwine)).

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Issued by:  
Random Hat Communications  
Contact: Leanne Sutherland  
Tel: (+27) 21 849 8830/083 564 0876  
Email: [leanne@randomhat.co.za](mailto:leanne@randomhat.co.za)

Issued on behalf of:  
Stellenbosch Wine Routes  
Contact: Elmarie Rabe  
Tel: (+27)21 886 8275  
Email: [elmarie@wineroute.co.za](mailto:elmarie@wineroute.co.za)

## Stellenbosch Street Soirees a summer smash hit

### *Bi-monthly Street Parties a #1OAK experience*

Forget the streets of Paris or Rome...Stellenbosch is where it is all happening this summer, when the City of Oaks spills onto the pavements to share its vibrant street culture and jovial charm during its ever-popular **Street Soirees**.

"Stellenbosch is not only the first (1) and foremost wine route of our country, it's also fondly known as the City of Oaks with a plethora of one of a kind (or in short OAK) experiences for young and old. One such #1OAK offering is our bi-monthly street parties where a cosmopolitan crowd, charming country-style hospitality and culinary delights blend with cool tunes and quality wines," shares Elmarie Rabe, Manager of the Stellenbosch Wine Routes.

Proudly presented by the Stellenbosch Wine Routes, the first Street Soiree of the season promises some traffic-stopping entertainment in the historic town's Drostyd Street on 13 December.

It is your ticket to savour the enviable Stellenbosch lifestyle through local street fare by prominent eateries and food vendors, award-winning wines and upbeat live music. At this pop-up party, cars make way for enthusiasts to sample unique dishes at street stalls, while wine farms offer delicious vintages to wash away those mid-week blues.

"We take your #WineWednesday to the next level and offer the perfect antidote to a hectic day at the office. Why not let your hair down and swap the boring TV meals for a laidback stroll and early street-style supper with friends...while you also make a few new ones along the way," adds Rabe.

Each Stellenbosch Street Soiree features a different selection of cellars and caterers and entry costs R80 per person which gets you a glass and a ticket to taste as many wines as there are on offer. Food dishes are priced individually by vendors. These communal parties are from 18h00 till 20h00 and children are welcome.

**Make a note of the Stellenbosch Street Soirees dates for this summer and don't miss a single one:**

**13 December 2017**  
**10 & 24 January 2018**  
**7 & 21 February 2018**  
**7 & 21 March 2018**

For more information contact Tel: 021 886 4310, visit [www.wineroute.co.za](http://www.wineroute.co.za), follow the Stellenbosch Wine Routes on Twitter @StellWineRoute or like them on Facebook at STBStreetSoirees. #VisitStellenbosch #1OAK

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Issued by:  
Random Hat Communications  
Contact: Leanne Sutherland  
Tel: 021 849 8830/083 564 0876  
Email: [leanne@randomhat.co.za](mailto:leanne@randomhat.co.za)

Issued on behalf of:  
Stellenbosch Wine Routes  
Contact: Elmarie Rabe  
Tel: 021 886 8275  
Email: [events@wineroute.co.za](mailto:events@wineroute.co.za)





## Project REPORT: Stellenbosch Wine Routes

### PROJECT DETAILS

Service Provider Name:	CAUSE DEVELOPMENT AGENCY		
Project Name:	Stellenbosch Parking Attendant Workshops (6)		
Date:	6-20 november 2017	Programme:	Tourism and Communication Development
Venue	Stellenbosch Wine Routes office, 47 Church Street, Stellenbosch		
Facilitator	Nicolette Booysens		
<b>PORTFOLIO OF EVIDENCE CHECK LIST</b>			
Signed daily attendance register:		6	
Total number of attendees		70	
Completed workshop feedback forms:		70	
Photo of learners		Yes	

## Section 1: General Feedback

### Introduction

This report is a narrative reflection on the workshops completed.

### Partners

This range of training workshops for parking attendants in Stellenbosch has truly been a team effort.

**The following organisations and individuals participated:**

- The Municipality of Stellenbosch initiated and funded the programme.
- The project was managed by Stellenbosch Wine Routes.
- Training facilitation, programme design and material were supplied by Cause Development Agency.
- Historical Stellenbosch tours were facilitated by tour guide Johan Nepgen.
- Leelyn Manager (Deon Benjamin) and SSI Supervisor (Sipho Nothange) coordinated the participation of the groups.
- Eikestad Nuus joined us on a tour on 16 November

## Overview

6 Sessions were facilitated as follows:

The first session was a “catch up” for SSI and the previous workshop content was presented:

- 6 November 2017: Group 1: SSI

All other workshops presented had the same content as follows:

- 8 November 2017: Group 2: Leelyn
- 9 November 2017: Group 3: Leelyn
- 14 November 2017: Group 4: SSI
- 16 November 2017: Group 5: Leelyn
- 20 November 2017: Group 6: SSI

## Workshop Structure

The workshop consisted of the following elements:

- **Introduction:** Explaining the aim of the workshops and the role players involved.
  - o The value of tourists and the economical impact of tourism was explained
  - o The value of “client service” mindedness was outlined
  - o Tourism as a career path was touched on
  - o A register was signed
- **Documentation hand-out:** A range of documents were handed out including:
  - o Printed notes to outline the historical content shared
  - o A map of Stellenbosch
  - o A brochure with emergency tips and contact details
- **Participants were escorted on a historical tour:**
  - o Information, street names and the location of prominent tourist locations were shared.
  - o Questions were answered
  - o Individual relational conversations were had during the tour
- **Feedback:**
  - o Upon completion of the tour a group discussion was held and opportunity was given for individual verbal feedback
  - o Written feedback forms were completed
- **Hospitality:** Each participant received a cold drink, crisps and a take-away meal

### Workshop Content

The aim of the workshop was to offer the attendants a tourism overview on Stellenbosch and included the following aspects:

- "Feeling" like a tourist for one day
- Having a basic historical framework for the development of Stellenbosch
- Knowing the main street names
- Visiting and understanding the history behind various landmarks and places of interest
- Enjoying folklore and interesting stories about the people that lived before

## Section 2: Feedback received from participants

### Response of participants

The participants responded very positively to the workshop and felt that the content was both relevant and interesting.

Many of the participants had never been to the historical sites and the information was completely new. Please see feedback reports attached (70 individual reports). The most prevalent feedback from the said reports are captured herewith:

"it was so very fantastic" ... "dit was leaker" ... "I enjoyed it very much" ... "an unbelievable experience" ...  
"it was the first time in my life" ... "Dit was baie lekker en interessant" ... "it was very good to learn about the history of Stellenbosch" ...

### The overall feedback was:

- It was a first for many
- They found the experience thrilling
- They learnt a lot and will retain the information because it was so interesting
- They are very keen to do it again
- It felt like a "treat"
- It was a very dignifying and empowering experience to gain access to places that they would normally not feel confident to go to.

The following information was cited as the most valuable according to the participants:

**Participants rated this as the most valuable information learnt in the workshops**

Street names and the ability to direct people

The history of Stellenbosch

Information on buildings

**Participants said that they would like to learn more about the following:**

People of Stellenbosch

Tourism and opportunities in the industry

History of Stellenbosch

### Section 3: Suggested course of action

Based on the information obtained I would like to please suggest the following course of action:

- To offer more tourism based training and experiences
- To do more practical communication skills with role playing to solidify learning
- To take an interest in the personal development of the participants
- To build positive relationships with the parking attendants and to value their role in Stellenbosch

## Section 4: Participant Group Photos

### Group 1



### Group 2



Group 3



Group 4



Group 5



Group 6



## Stellenbosch Wine Routes

### Management Statements for the period 01/07/2017 – 30/11/2017

Note	Budget for the year 01/07/2017 to 30/06/2018	Budget for the period 01/07/2017 to 30/11/2017	Actual for the year 01/07/2016 to 30/11/2017
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#### Projects

##### Bottelary Hills Winemakers Lunch (quarterley)

<i>Income</i>	R -	R -	R -
<i>Municipal grant</i>	R 44.000,00	R 24.640,00	R 44.000,00
<i>Expenses</i>	R -44.000,00	R -29.333,34	R -29.333,34
<i>Net income / (loss)</i>	R - -	R -4.693,34	R 14.666,67

##### Destination Marketing (monthly, ongoing)

<i>Income</i>	R -	R -	R -
<i>Municipal grant - Stellenbosch Experience</i>	R 230.000,00	R 142.500,00	R 230.000,00
<i>Expenses</i>	R -230.000,00	R -142.500,00	R -142.500,00
<i>Net income / (loss)</i>	R - -	R -	R 87.500,00

##### Street Söiree (Dec, Jan, Feb & March)

<i>Income</i>	R -	R -	R -
<i>Municipal grant</i>	R 34.000,00	R 19.720,00	R 34.000,00
<i>Expenses</i>	R -34.000,00	R -16.864,00	R -16.864,00
<i>Net income / (loss)</i>	R - -	R 2.856,00	R 17.136,00

##### Stellenbosch Valley - Savour & Secret Safari's (Ongoing, monthly)

<i>Income</i>	-	-	-
<i>Municipal grant</i>	R 36.800,00	R 16.436,37	R 36.800,00
<i>Expenses</i>	R -36.800,00	R -18.133,33	R -18.133,33
<i>Net income / (loss)</i>	R - -	R -1.696,96	R 18.666,67

##### #SoberStellies

<i>Income</i>	R -	R -	R -
<i>Municipal grant</i>	R 30.000,00	R 13.963,64	R 30.000,00
<i>Expenses</i>	R -30.000,00	R -15.300,00	R -2.100,00
<i>Net income / (loss)</i>	R - -	R -1.336,36	R 27.900,00

##### Stellenblog (Ongoing, Monthly)

<i>Income</i>	R -	R -	R -
<i>Municipal grant</i>	R 60.000,00	R 34.380,00	R 60.000,00
<i>Expenses</i>	R -60.000,00	R -30.600,00	R -30.600,00
<i>Net income / (loss)</i>	R -	R 3.780,00	R 29.400,00



Stellenbosch Wine Routes

Management Statements for the period 01/07/2017 – 30/11/2017

Note	Budget for the year 01/07/2017 to 30/06/2018	Budget for the period 01/07/2017 to 30/11/2017	Actual for the year 01/07/2016 to 30/11/2017
------	--	--	--

**Projects**

**Stellenbosch Wine Festival Harvest Parade (January 2018)**

<i>Income</i>	R -	R -	R -
<i>Municipal grant</i>	R 120.000,00	R 19.200,00	R 120.000,00
<i>Expenses</i>	R -120.000,00	R -19.200,00	R -19.200,00
<i>Net income / (loss)</i>	<u>R -</u>	<u>R -</u>	<u>R 100.800,00</u>

**I AM AMBASSADOR**

<i>Income</i>	R -	R -	R -
<i>Municipal grant</i>	R 60.000,00	R 25.000,00	R 60.000,00
<i>Expenses</i>	R -60.000,00	R -25.000,00	R -25.000,00
<i>Net income / (loss)</i>	<u>R -</u>	<u>R -</u>	<u>R 35.000,00</u>

Balance carried over R 331.069,33

## Usage Report for Period from 2017-11-01 to 2017-11-30

### Usage for Friday, November 3, 2017 3 Changes 1 Additions

Time	Action	Change Applied To	Changed Applied By	Ref #
10:29	Update	Tembakazi Nyangaza (1 Changes)	Thandeka Ndwalaza	33892
10:31	Update	Amanda Booï (1 Changes)	Thandeka Ndwalaza	34615
11:11	Update	Nyameka Pakamile (1 Changes)	Thandeka Ndwalaza	34431
15:55	Create	Yandisa Plamenti	Thandeka Ndwalaza	39583

### Usage for Monday, November 6, 2017 6 Additions

Time	Action	Change Applied To	Changed Applied By	Ref #
09:34	Create	Avela Mthini	Thandeka Ndwalaza	39584
09:48	Create	Thozamile Dongo	Thandeka Ndwalaza	39585
10:14	Create	Aaron Loyiso Tomas	Thandeka Ndwalaza	39586
10:47	Create	Yandisa Phumla	Thandeka Ndwalaza	39587
11:26	Create	Nomakuthweni Mfazwe	Thandeka Ndwalaza	39588
12:06	Create	Masibulele Mhlaba	Thandeka Ndwalaza	39589

### Usage for Friday, November 10, 2017 3 Changes 1 Additions

Time	Action	Change Applied To	Changed Applied By	Ref #
08:30	Update	Jan Basjan (1 Changes)	Thandeka Ndwalaza	34918
10:13	Create	Musa Kabi	Thandeka Ndwalaza	39596
10:20	Update	Ntombokqala Zine Tshali (10 Changes)	Thandeka Ndwalaza	34386
10:40	Update	Phumzile Sileji (1 Changes)	Thandeka Ndwalaza	35670

### Usage for Monday, November 13, 2017 1 Changes 4 Additions

Time	Action	Change Applied To	Changed Applied By	Ref #
09:26	Create	Sive Nongube	Thandeka Ndwalaza	39597
09:44	Create	Sinalo Hlangani	Thandeka Ndwalaza	39598
10:31	Create	Mnambithe Shaun Bashe	Thandeka Ndwalaza	39599
10:51	Update	Masibulele Mhlaba (1 Changes)	Thandeka Ndwalaza	39589
11:12	Create	Nolondo Sylvia Mbingeleli	Thandeka Ndwalaza	39600

### Usage for Tuesday, November 28, 2017 1 Changes

Time	Action	Change Applied To	Changed Applied By	Ref #
11:51	Update	Lazola Sonwabiso Posile (1 Changes)	Thandeka Ndwalaza	35868

### Usage Averages

Average Daily Updates	0.19
Average Daily Additions	0.28

## Usage Report for Period from 2017-11-01 to 2017-11-30

Usage for Wednesday, November 1, 2017 1 Additions				
Time	Action	Change Applied To	Changed Applied By	Ref #
10:45	Create	Tevya Golding	Martha Ndabambi	39580
Usage for Thursday, November 2, 2017 1 Changes 2 Additions				
Time	Action	Change Applied To	Changed Applied By	Ref #
13:36	Create	Ruwan Dick	Martha Ndabambi	39581
13:41	Update	Tamara Tabata (1 Changes)	Martha Ndabambi	36503
14:20	Create	Xolisa Ramncwana	Martha Ndabambi	39582
Usage for Monday, November 6, 2017 2 Changes 2 Additions				
Time	Action	Change Applied To	Changed Applied By	Ref #
12:53	Update	Nolubabalo Ngoqo (3 Changes)	Martha Ndabambi	32776
13:02	Update	Zwelandile Sipika (3 Changes)	Martha Ndabambi	22441
14:23	Create	Carlin Josephs	Martha Ndabambi	39590
15:06	Create	Thabo Duke Mdleleni	Martha Ndabambi	39591
Usage for Tuesday, November 7, 2017 1 Changes				
Time	Action	Change Applied To	Changed Applied By	Ref #
14:18	Update	Nozuko Makaba (3 Changes)	Martha Ndabambi	34683
Usage for Wednesday, November 8, 2017 1 Changes				
Time	Action	Change Applied To	Changed Applied By	Ref #
15:12	Update	Tembakazi Nyangaza (1 Changes)	Martha Ndabambi	33892
Usage for Thursday, November 9, 2017 1 Changes 1 Additions				
Time	Action	Change Applied To	Changed Applied By	Ref #
12:42	Update	Thuliswa Blaai (2 Changes)	Martha Ndabambi	36926
12:44	Create	Elizabeth christians	Martha Ndabambi	39595
Usage for Friday, November 10, 2017 1 Changes				
Time	Action	Change Applied To	Changed Applied By	Ref #
09:02	Update	Adrian Brinchuis (4 Changes)	Martha Ndabambi	21711
Usage for Wednesday, November 15, 2017 1 Changes				
Time	Action	Change Applied To	Changed Applied By	Ref #
12:39	Update	Wazier Pasqualiie (8 Changes)	Martha Ndabambi	39496
Usage for Thursday, November 16, 2017 1 Changes				
Time	Action	Change Applied To	Changed Applied By	Ref #
09:14	Update	Shane Fredrick Williams (3 Changes)	Martha Ndabambi	27362
Usage for Friday, November 17, 2017 1 Changes				
Time	Action	Change Applied To	Changed Applied By	Ref #

**Usage for Friday, November 17, 2017 1 Changes**

11:03	Update	Madelein Bailey (1 Changes)	Martha Ndabambi	35564
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**Usage for Monday, November 20, 2017 2 Additions**

Time	Action	Change Applied To	Changed Applied By	Ref #
08:33	Create	Zenande Ngecuthushe	Martha Ndabambi	39602
08:54	Create	Mandiwe kroza	Martha Ndabambi	39603

**Usage for Tuesday, November 21, 2017 1 Additions**

Time	Action	Change Applied To	Changed Applied By	Ref #
10:10	Create	Zimasa Memela	Martha Ndabambi	39604

**Usage for Thursday, November 23, 2017 1 Changes 1 Additions**

Time	Action	Change Applied To	Changed Applied By	Ref #
11:00	Create	Petunia Senobia Christians	Martha Ndabambi	39605
14:08	Update	Boniswa Toki (1 Changes)	Martha Ndabambi	39365

**Usage for Monday, November 27, 2017 1 Changes 1 Additions**

Time	Action	Change Applied To	Changed Applied By	Ref #
09:24	Create	Peter William Stone	Martha Ndabambi	39606
10:05	Update	Petunia Senobia Christians (15 Changes)	Martha Ndabambi	39605

**Usage for Wednesday, November 29, 2017 1 Changes 1 Additions**

Time	Action	Change Applied To	Changed Applied By	Ref #
10:35	Create	Aron September	Martha Ndabambi	39607
11:07	Update	Morne Richard Brown (4 Changes)	Martha Ndabambi	33590

**Usage for Thursday, November 30, 2017 1 Additions**

Time	Action	Change Applied To	Changed Applied By	Ref #
08:41	Create	Pelecia Lizzan Bailey	Martha Ndabambi	39608

**Usage for Friday, December 1, 2017 2 Changes 4 Additions**

Time	Action	Change Applied To	Changed Applied By	Ref #
10:13	Update	Aron September (1 Changes)	Martha Ndabambi	39607
10:27	Create	Christiano Malgas	Martha Ndabambi	39609
11:33	Create	Phumlani Mtotoyi	Martha Ndabambi	39610
11:55	Create	Phumlani Vinqi	Martha Ndabambi	39611
12:11	Update	Anthony Adams (5 Changes)	Martha Ndabambi	31520
12:18	Create	Alrick Brosman Abrahams	Martha Ndabambi	39612

**Usage Averages**

Average Daily Updates	0.35
Average Daily Additions	0.4





# STELLENBOSCH

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PLANNING AND ECONOMIC DEVELOPMENT



## LIQUOR LICENCE APPLICATIONS

Date received	Erf/Farm No	Task delegated	Comments received from TP	Comments received from LE	Comments received from Clr	Sent to Liquor Board
25/07/16	E12978	01/08/16	12/09/16	16/08/16	-	12/09/16
25/07/16	E13836	01/08/16	16/09/16	16/08/16	-	16/09/16
29/08/16	FH256	29/08/16	13/09/16	02/09/16	No comments	13/09/16
29/08/16	FH304	29/08/16	16/09/16	02/09/16	No comments	16/09/16
29/08/16	FH304	29/08/16	16/09/16	02/09/16	No comments	16/09/16
01/09/16	E4906	01/09/16	09/09/16	07/09/16	02/09/16	12/09/16
01/09/16	E4433	01/09/16	09/09/16	07/09/16	No comments	16/09/16
01/09/16	E2084	02/09/16	09/09/16	07/09/16	No comments	12/09/16
01/09/16	E1271	02/09/16	09/09/16	07/09/16	No comments	12/09/16
01/09/16	F1148 S	02/09/16	06/09/16	07/09/16	05/09/16	08/09/16
01/09/16	F1148	02/09/16	06/09/16	07/09/16	No comments	08/09/16
06/09/16	E6083	07/09/16	05/10/16	07/09/16	No comments	07/10/16
06/09/16	F1469 S	08/09/16	15/09/16	14/09/16	12/09/16	15/09/16
09/09/16	E1782	12/09/16	23/09/16	14/09/16	16/09/16	23/09/16
09/09/16	E2751	12/09/16	19/09/16	14/09/16	16/09/16	19/09/16
07/10/16	Farm 27S	11/10/16	28/10/16	17/10/16	No comments	29/10/16
07/10/16	Farm 93/9S	11/10/16		17/10/16		

Tel: +27 21 808 8665 | Fax: +27 21 886 7323 | Email: [Sonita.matthee@stellenbosch.gov.za](mailto:Sonita.matthee@stellenbosch.gov.za)  
Physical Address: 58 Andringa Street, Stellenbosch, 7600 | Postal Address: PO Box 17, Stellenbosch, 7599  
Website: [www.stellenbosch.gov.za](http://www.stellenbosch.gov.za)

Date received	Erf/Farm No	Task delegated	Comments received from TP	Comments received from LE	Comments received from Clr	Sent to Liquor Board
07/10/16	Farm 1350 S (E49 Digteby)	11/10/16	17/11/16	17/10/16	No comments	17/11/16
07/10/16	Farm 27 S	11/10/16	28/10/16	17/10/16	No comments	29/10/16
07/10/16	Farm 60/1 S	11/10/16	28/10/16	17/10/16	No comments	28/10/16
07/10/16	E6141 S	11/10/16	02/11/16	11/10/16	11/10/16	03/11/16
07/10/16	E6141 S	11/10/16	03/11/16	11/10/16	11/10/16	03/11/16
17/10/16	E235	17/10/16	02/11/16	17/10/16	18/10/16	03/11/16
17/10/16	F1118 S	18/10/16	17/11/16	19/10/16	No comments	17/11/16
25/10/16	E5342 S	28/10/16	07/11/16	07/11/16	No Comments	11/11/16
31/10/16	F543/1 S	31/10/16	17/11/16	15/11/16	e-mail 03/11/16	17/11/16
31/10/16	F1514 S	31/10/16	09/11/16	15/11/16	01/11/16	16/11/16
31/10/16	F481/2 S	31/10/16	17/11/16	15/11/16	e-mail 03/11/16	17/11/16
31/10/16	E6268 S	31/10/16	03/11/16	07/11/16	No comments	07/11/16
31/10/16	F127/22, S	31/10/16	31/01/17	16/11/16	No comments	01/02/17
31/10/16	E1820 S	31/10/16	03/11/16	01/11/16	No comments	03/11/16
31/10/16	E6460	31/10/16	19/12/16	15/11/16	No comments	19/12/16
31/10/16	F1530 S	31/10/16	17/11/16	15/11/16	e-mail 03/11/16	17/11/16
31/10/16	F510 S	31/10/16	17/11/16	15/11/16	01/11/16	17/11/16
31/10/16	F1404 S	31/10/16	17/11/16	15/11/16	e-mail 03/11/16	17/11/16
31/10/16	F1404 S	31/10/16	17/11/16	15/11/16	e-mail 03/11/16	17/11/16
31/10/16	E585 S	01/11/16	11/11/16	15/11/16	No comments	16/11/16
31/10/16	E585 S	01/11/16	11/11/16	15/11/16	No comments	16/11/16
31/10/16	E4264 S	01/11/16	09/11/16	15/11/16	No comments	16/11/16
31/10/16	E4264 S	01/11/16	09/11/16	15/11/16	No comments	16/11/16
04/11/16						
07/11/16						
07/11/16						
07/11/16						
10/11/16						
10/11/16						
04/11/16	E9191	04/11/16	14/11/16	07/11/16	08/11/16	14/11/16

Date received	Erf/Farm No	Task delegated	Comments received from	Comments received from LE	Comments received from Clr	Sent to Liquor Board
04/11/16	E9191	04/11/16	14/11/16	07/11/16	08/11/16	14/11/16
07/11/16	F1041/2 P	07/11/16	18/11/16	15/11/16	No comments	23/11/16
07/11/16	E3474 S	08/11/16		14/11/16		
07/11/16	E8197 S	08/11/16	01/12/16	14/11/16	No comments	01/12/16
10/11/16	FH1554	10/11/16	18/11/16	15/11/16	No comments	21/11/16
10/11/16	E6166 S	14/11/16	25/11/16	15/11/16	No comments	25/11/16
16/11/16	F1350 S	16/11/16	17/11/16	22/11/16		23/11/16
16/11/16	E1942 S	16/11/16	12/12/16	22/11/16	No comments	19/12/16
17/11/16	F60/1 S	17/11/16	31/01/17	22/11/16	No comments	01/02/17
21/11/16	F707/4 S	23/11/16	30/11/16	07/12/16	No comments	12/12/16
28/11/16	F34/4 S	29/11/16	31/01/17	06/12/16	No comments	01/02/17
28/11/16	F34/4 S	29/11/16	31/01/17	06/12/16	No comments	01/02/17
28/11/16	F727/30 S	29/11/16				
30/11/16	F90/59 S	01/12/16				
30/11/16	F1572 S	01/12/16				
30/11/16	E1299 S	01/12/16	12/12/16	06/12/16	No comments	19/12/16
30/11/16	F60/1 S	01/12/16				
09/12/16	FH1611	09/12/16	19/12/16	05/01/07	No comments	09/01/17
13/01/17	F1506 P	16/01/17	27/01/17	31/01/17	No comments	01/02/17
17/01/17	F60/1 S	24/01/17				
17/01/17	F1118 S	24/01/17				
23/01/17	F1311 P	24/01/17				
23/01/17	F746 P	27/01/17				
23/01/17	F746 P	27/01/17				
24/01/17	KM72	27/01/017				
24/01/17	FH 1616	27/01/17				
24/01/17	FH 8	27/01/17				
24/01/17	E 725	03/02/17				
24/01/17	F1403/2	27/01/17				
24/01/17	F1403/2	27/01/17				
24/01/17	E5357	2/02/17		02/02/17		
24/01/17	E72KM	27/01/17				



Date received	Erf/Farm No	Task delegated	Comments received from TP	Comments received from LE	Comments received from Clr	Sent to Liquor Board
24/01/17	F1070/2	02/02/17	06/02/17	16/02/17	No comments	21/02/17
25/01/17	F664/7	27/01/17				
27/01/17	E1209KM	02/02/17				
27/01/17	F44	02/02/17	14/02/17	16/02/17	No comments	21/02/17
27/01/17	F571/7	03/02/17				
31/01/17	F159	01/02/17	14/02/17	13/02/17	15/02/17	16/02/17
03/02/17	E4906	03/02/17				
03/02/17	E1942	03/02/17	16/02/17	13/02/17	No comments	20/02/17
03/02/17	E805 & 3745	03/02/17	13/02/17	13/02/17	No comments	20/02/17
03/02/17	E1940 & 1941	03/02/17	16/02/17	13/02/17	No comments	20/02/17
03/02/17	E11220	03/02/17	16/02/17	16/02/17	No comments	20/02/17
03/02/17	F1063/2	03/02/17	13/02/17	16/02/17	No comments	20/02/17
02/02/17	F220/6	03/02/17	14/02/17	13/02/17	No comments	20/02/17
03/02/17	F4906	03/02/17	13/02/17	07/02/17	No comments	20/02/17
14/02/17	E523	16/02/17		16/02/17		
17/02/17	E814	17/02/17		17/02/17		
23/02/17	E10849	23/02/17	02/03/17	01/03/17	No comments	03/03/17
23/02/23	E6166	23/02/17	02/03/17	01/03/17	No comments	03/03/17
23/02/17	F313	23/02/17		24/02/17		
23/02/17	F313	24/02/17		24/02/17		
23/02/17	E6255	23/02/17	24/02/17	01/03/17	No comments	02/03/17
23/02/17	E1836	24/02/17	01/03/17	01/03/17	No comments	02/03/17
23/02/17	F292/8	24/02/17		24/02/17		
23/02/17	E6841	24/02/17	27/02/17	01/03/17	No comments	02/03/17
23/02/17	E2149	24/02/17				
23/02/17	E2751	24/02/17	01/03/17	01/03/17	No comments	03/03/17
23/02/17	F167/6	24/02/17		24/02/17		
23/02/17	F527/1	24/02/17		24/02/17		
23/02/17	E3474	24/02/17	01/03/17	01/03/17	No comments	02/03/17
23/02/17	E9045	24/02/17	01/03/17	01/03/17	No comments	02/03/17
07/03/17	F78	08/03/17		22/03/17		
07/03/17	Erf 1195	08/03/17	27/03/17	22/03/17	No comments	28/03/17

Date Received	Erf/Farm No	Task Delegated	Comments Received from TP	Comments received from LE	Comments received from Cfr	Sent to Liquor Board
07/03/17	E13730	08/03/17		10/03/17		
07/03/17	E523	08/03/17		08/03/17		
07/03/17	E235	08/03/17		08/03/17		
15/03/17	E2149	16/03/17		22/03/17		
15/03/17	F93/5	16/03/17		22/03/17		
15/03/17	F292/22	16/03/17	19/6/17	22/03/17	No comments	22/06/17
23/03/17	E523	24/03/17				
23/03/17	E3385	24/03/17	30/03/17	30/03/17	No comments	31/03/17
24/03/17	E814	27/03/17				
24/03/17	E67	27/03/17				
31/03/17	F1002	03/04/17				
31/03/17	E15729	03/04/17	22/05/17	22/05/17	No comments	25/05/17
31/03/17	E6279	05/04/17	22/05/17	07/04/17	No comments	22/05/17
31/03/17	F27/29	05/04/17				
31/03/17	E235	05/04/17	24/04/17	08/03/17	No comments	02/05/17
03/04/17	E211	05/04/17				
03/04/17	F1532	06/04/17				
03/04/17	F65/30	06/04/17	16/07/17	07/04/17	No comment	29/08/17
04/04/17	F1532	05/04/17				
07/04/17	E280	07/04/17	16/05/17	19/04/17	No comments	19/05/17
07/04/17	F537	07/04/17				
07/04/17	E1271	07/04/17				
07/04/17	E4283	07/04/17				
07/04/17	E13730	10/04/17				
12/04/17	F748/41	12/04/17	16/05/17	19/04/17	No comments	19/05/17
06/04/17	E758	13/04/17	10/04/17	19/04/17	No comments	20/04/17
13/04/17	F60/1	24/04/17				
21/04/17	E1942	24/04/17				
21/04/17	E9547	24/04/17				
21/04/17	E5357	24/04/17	28/04/17	26/04/17	No comments	05/05/17
21/04/17	E1912	24/04/17	28/04/17	26/04/17	No comments	05/05/17

Date received	Erf/Farm No	Task delegated	Comments received from TP	Comments received from LE	Comments received from Clr	Sent to Liquor Board
28/04/17	F1029	28/04/17				
04/05/17	E4913	05/05/17	22/06/17	16/05/17	No comments	23/06/17
04/05/17	F1101/1	05/05/17	25/05/17	16/05/17	No comments	30/05/17
09/05/17	E4913	10/05/17				
16/05/17	E208	17/05/17	05/07/17	25/05/17	No comments	
18/05/17	E10725	19/05/17	19/05/17	25/05/17	No comments	30/05/17
23/05/17	E2142	24/05/17				
01/06/17	F730/1	02/06/17				
02/06/17	E13211	05/06/17	19/06/17	08/06/17	No comments	22/06/17
02/06/17	E8206	05/06/17	19/06/17	08/06/17	No comments	22/06/17
02/06/17	E510/748	05/06/17				
02/06/17	E468/9	05/06/17	29/06/17	08/06/17	No comments	30/06/17
19/06/17	E1551 F	21/06/17				
19/06/17	E1681 F	21/06/17				
19/06/17	F1056 P	21/06/17	04/07/17	11/07/17	No comments	14/07/17
19/06/17	E100 F	21/06/17	27/06/17	11/07/17	No comments	14/07/17
19/06/17	E2775 F	21/06/17	27/06/17	11/07/17	No comments	14/07/17
19/06/17	E1612 F	21/06/17	27/06/17	14/07/17	No comments	14/07/17
05/07/17	F510	06/07/17	17/07/17	14/07/17	No comments	04/08/17
04/07/17	F313	06/07/17	17/07/17	17/07/17	No comments	04/08/17
05/07/17	F1404	06/07/17	17/07/17	17/07/17	No comments	29/08/17
05/07/17	F14154	06/07/17				
05/07/17	E1325	06/07/17				
05/07/17	E5357	06/07/17	10/07/17	25/07/17	No comments	23/10/17
05/07/17	E6083	06/07/17	10/07/17	17/07/17	No comments	07/08/17
05/07/17	F1530	06/07/17	06/07/17	17/07/17	No comments	29/08/17
05/17/17	F1362	06/07/17				
05/07/17	F1362	06/07/17				
05/07/17	E13836	06/07/17	08/08/17	17/07/17	No comments	10/08/17
05/07/17	E772	06/07/17	01/08/17	17/07/17	No comments	04/08/17
05/07/17	E6279	07/07/17	10/07/17	20/07/17	No comments	07/08/17
05/07/17	E280	07/07/17	10/07/17	20/07/17	No comments	10/08/17

Date received	Erf/Farm no	Date delegated	Comments received from TP	Comments received from LE	Comments received from Clr	Sent to liquor board
05/07/17	F571/6	07/07/17				
05/07/17	E6255	07/07/17				
05/07/17	E1942	07/07/17				
05/07/17	F1087	12/07/17		14/07/17	No comments	04/08/17
05/07/17	E256	07/07/17		26/07/17	No comments	04/08/17
05/07/17	E2355	07/07/17		27/07/17	No comments	04/08/17
05/07/17	F30/20	07/07/17		25/07/17	No comments	30/07/17
05/07/17	E16470	07/07/17				
05/07/17	E2149	07/07/17		20/07/17	No comments	04/08/17
05/07/17	F48	07/07/17		25/07/17	No comments	30/07/17
05/07/17	F1261	07/07/17		06/10/17	No comments	06/10/17
05/07/17	F75	07/07/17				
05/07/17	F116	07/07/17				
05/07/17	E1942	07/07/17				
05/07/17	F571/6	07/07/17				
10/07/17	F682/3	11/07/17		17/07/17	No comments	30/07/17
11/07/17	F707/4	11/07/17		17/07/17	No comments	30/07/17
11/07/17	F1730 P	11/07/17		17/07/17	No comments	29/08/17
13/07/17	F682	14/07/17		07/08/17	No comments	29/08/17
13/07/17	E235	14/07/17		26/07/17	No comments	04/08/17
13/07/17	E14154 S	14/07/17		10/07/17	No comments	07/08/17
13/07/17	E1325 S	14/07/17		15/09/17	No comments	19/09/17
13/07/17	E5357 S	14/07/17		10/07/17	No comments	04/08/17
04/08/17	E448 S	04/08/17				
08/08/17	E2143 S	08/08/17				
08/08/17	E4906 S	08/08/17				
17/08/17	E448 S	17/08/17				
17/08/17	F1674 P	27/08/17				
17/08/17	F1732 P	24/08/17				
17/08/17	F1460/35 P	24/08/17		23/10/17	No comments	31/10/17
17/08/17	F1460/35 P	24/08/17		23/10/17	No comments	31/10/17
17/08/17	E13211 S	24/08/17				

Date received	Erf/Farm no	Date delegated	Comments received from TP	Comments received from LE	Comments received from Clr	Sent to liquor board
17/08/17	F60/1 S	24/08/17	04/05/17	14/09/17	No comments	15/09/17
18/08/17	F1356 S	23/08/17				
24/08/17	E3386 S	25/08/17				
08/09/17	E5357 S	11/09/17				
08/09/17	E13836 S	11/09/17	02/10/17	21/09/17	No comments	06/10/17
18/09/17	F747/21 P	19/09/17				
20/09/17	E6141 S	26/09/17				
20/09/17	E6141 S	26/09/17				
20/09/17	F748/41 P	26/09/17	01/11/17	02/10/17	No comments	01/11/17
26/09/17	E1771 K	26/09/17				
27/09/17	E235 S	29/09/17	16/10/17	02/10/17	04/10/17	23/10/17
28/09/17	E510/26 J	29/09/17	18/10/17	02/10/17	04/10/17	23/10/17
28/09/17	F211/5 S	29/09/17	01/11/17	02/10/17	No comments	01/11/17
28/09/17	E545 J	29/09/17	18/10/17	02/10/17	04/10/17	23/10/17
29/09/17	E756 & 757	03/10/17	01/11/17	17/10.17	No comments	01/11/17
29/09/17	F183/58	04/10/17				
02/10/17	F1320 S	04/10/17				
02/10/17	F75 S	04/10/17	01/11/17	17/10/17	11/10/17	02/11/17
02/10/17	F44 S	04/10/17	01/11/17	17/10/17	No comments	02/11/17
02/10/17	F90/36 S	05/10/17				
02/10/17	F292/24 S	05/10/17				
02/10/17	F164/3 S	05/10/17				
02/10/17	F1406 S	05/10/17				
02/10/17	E6166 S	05/10/17	11/10/17	17/10/17	10/10/17	19/10/17
02/10/17	E2746 F	05/10/17	06/10/17	17/10/17	No comments	27/10/17
10/10/17	F1471/2 S	11/10/17				
10/10/17	F747/23 P	11/10/17				
10/10/17	E3474 S	11/10/17				
10/10/17	E6268 S	11/10/17				
12/10/17	E2350 K	12/10/17				
13/10/17	F1356 S	16/10/17				
16/10/17	F1362/2 S	17/10/17	01/11/17	25/10/17	No comments	02/11/17

Date received	Erf/Farm no	Date delegated	Comments received from TP	Comments received from LE	Comments received from Clr	Sent to liquor board
17/10/17	F1362/2 S	17/10/17	01/11/17	25/10/17	No comments	02/11/17
17/10/17	F664/7 S	18/10/17				
26/10/17	F727/30 P	26/10/17				
26/10/17	F1356 S	27/10/17	01/11/2017	25/10/17	No comments	02/11/17
27/10/17	F90/40 S	27/10/17				
31/10/17	E6162 S	27/10/17				
31/10/17	E 546, 547, 548 S	31/10/17	07/11/17	14/11/17	No comments	15/11/17
31/10/17	F1665 S	03/11/17	13/11/17	14/11/17	No comments	15/11/17
31/10/17	E6162 S	31/10/17	09/11/17	14/11/17	No comments	16/11/17
31/10/17	F1133 P	03/11/17	20/11/17	14/11/17	No comments	21/11/17
03/11/17	E516 F	03/11/17	03/11/17			
03/11/17	E516 F	03/11/17				
03/11/17	E934 F	03/11/17				
03/11/17	F1665 P	03/11/17				
07/11/17	E8703 S	08/11/17				
07/11/17	F1063 S	08/11/17				
07/11/17	F550 S	08/11/17				
15/11/17	F90/20 S	15/11/17				
15/11/17	E1258 S	16/11/17				
16/11/17	E1209 K	16/11/17				
22/11/17	E1332 F	22/11/17				
24/11/17	E304 F	27/11/17				
27/11/17	E5357 S	29/11/17				
27/11/17	E5357 S	29/11/17				
27/11/17	E5357 S	30/11/17				
27/11/17	E5357 S	30/11/17				
29/11/17	E221 R	30/11/17				
29/11/17	F748/21 P	30/11/17				
29/11/17	F27/25 S	30/11/17				
29/11/17	F27/25 S	30/11/17				

5.2.2	MONTHLY REPORT: DECEMBER 2017
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Collaborator No: 8/1/4/2/5  
 IDP KPA Ref No:  
 Meeting Date: 06 March 2018

1. **SUBJECT: PLANNING AND ECONOMIC DEVELOPMENT: MONTHLY REPORT FOR NOVEMBER 2017**

2. **PURPOSE**

To report on the activities of the Directorate Planning and Economic Development for December 2017.

3. **DELEGATED AUTHORITY**

EXECUTIVE MAYOR

5. **EXECUTIVE SUMMARY**

In view of the monthly report, each department has outlined its activities in the appendices below:

Appendix 1: Community Development  
 Appendix 2: Building Development Management  
 Appendix 3: Customer Interface and Administration  
 Appendix 4: Spatial planning, Heritage and Environment  
 Appendix 5: Land Use Management  
 Appendix 6: Local Economic Development and Tourism

5. **RECOMMENDATION**

That the report of the Directorate Planning and Economic Development for December 2017, be noted.

**FOR FURTHER DETAILS CONTACT:**

<b>NAME</b>	Ilzé Couvaras
<b>POSITION</b>	<i>Head: Customer Interface and Administration</i>
<b>DIRECTORATE</b>	<i>Planning and Economic Development</i>
<b>CONTACT NUMBERS</b>	<i>021 808 8604</i>
<b>E-MAIL ADDRESS</b>	<i>ilze.couvaras@stellenbosch.gov.za</i>
<b>REPORT DATE</b>	<i>03 March 2018</i>

**ACTING DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT**

The content of this report has been discussed with the Portfolio Committee Chairperson and the Councillor agrees with the recommendation.

**ITEM 1**

**APPENDICES 1.1 TO 1.6**

**MONTHLY REPORT DECEMBER 2017**

**PLANNING AND ECONOMIC  
DEVELOPMENT COMMITTEE MEETING**

**2018-03-06**



**ITEM 1**

**APPENDIX 1.1**

**COMMUNITY DEVELOPMENT**

**PLANNING AND ECONOMIC  
DEVELOPMENT COMMITTEE MEETING**

**2018-03-06**

Monthly Report

Community Development Department  
DECEMBER 2017



Festive Season Holiday Programme: Cloetesville

## Capital Expenditure:

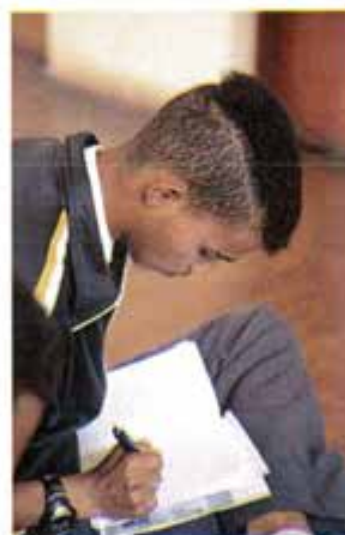
Project	Original Budget 2017/18	Actual Expenditure	Veriment to 20170608983950 (50102150731) on 30/10/2017	% Expenditure	Variance
Furniture Tools and Equipment 20170608984079	R 63 000.00	R 58 937.96	R 4 062.04	100	R0
Furniture Tools and Equipment 20170608984079	R 6 214.91 VAT written back to vote on actual expenditure		In procurement process for expenditure		

**Implementing the model of partnerships between the municipality and local organizations to collectively further development in the community through focussing on existing resources and needs as identified by the particular community.**

### YOUTH

At the end of the academic year, many youth are left in a situation where they think that there is no way forward for them into creating a career. They end up doing menial jobs and become despondent from being confronted by the high cost of further training. On Friday, 1 December, 48 learners from Kylemore and Stellenzicht Secondary Schools had the opportunity to attend a series of information sessions presented by local training institutions that provide free access to further training. The objective was to give the learners information and access to local opportunities which they might not have known about. The Community Development Coordinator presented a session on opportunities within the municipality focussing on the youth skills development programme and the LED Department's Unemployment Database and work opportunities through the EPWP program. Local organisations that presented included:

- Bergzicht Training Centre
- Pinotage Youth Development Academy
- Stellenbosch Arts and Crafts
- SEDA and
- Training 4 Changes



### POLICY DOCUMENT DEVELOPMENT

**Grant in Aid Policy Review:** Route form completed. Reviewed policy to serve at Section 80 Committee in December. Item was submitted on collaborator.

**ECD Policy:** Council approved draft. Call for public comments was advertised with a closing date of 31 January 2018.

**Ward Allocation Policy:** On instruction from the MM a workshop to discuss the policy was completed.

Councillors were afforded the opportunity to provide input on the policy prior to re-distribution and a final workshop on the content. On request the Executive Mayor will be afforded an opportunity to view the inputs and changes and upon her final input the policy will be re-distributed to all councillors.

## CHILDREN / GENDER

### 02 December 2017: 16 Days of Activism Bottelary

This initiative was in collaboration with NGO's, Traffic Department, Fire Department and Brackenfell SAPS. The programme was for primary school children starting from Grade R to Grade 7. The event was held at Bottelary Primary School sports field and the different role-players focussed on Child Safety from each of their perspectives including general awareness regarding 16 Days of Activism. 150 children attended the programme.

### 1, 5, 6, 7 December 2017: 16 Days of Activism Campaign



The official in collaboration with Simplicity4Change, Traffic Department and Fire Department continued with the 16 Days of Activism Campaign at rural ECD centres and primary schools. The response has been overwhelming, on the 1st December, we had a morning session at Dorothea Special school and 116 attended the programme. A 2nd session at Vlotenburg Primary School aimed at Grade R to Grade 7 learners reached 209 children and educators.



On the 5 December we had a programme on Overgaauw Farm at Oververmaatjies - Klein Ma Getrain Nursery School and 73 children attended the programme.



On the 6th December 2017 the programme reached 50 children at Middelvlei Farm and they also had a scarecrow competition.

On the 7th of December we ended off on Niel Joubert Farm at Happy Hearts ECD (pebbles Project) and we hosted about 50 preschool children.

**In total we reached 1 104 FARM children during the 2017 16 Days of Activism Campaign.**



### 8 December 2017: Arive Alive Campaign

The official was involved with the campaign with Traffic Department to kick start the Arrive Alive Campaign in Stellenbosch. The event was held at Landbougenootskaap and the initiative was to promote road safety among young children. The platform was also used to end the 16 days of activism campaign.



### 6-20th December 2017: Holiday Programme at Cloetesville

The official in collaboration with Child Welfare and Simplicity4Changes held a two week holiday programme with children between the ages of 2-15 in Cloetesville. The area was identified as a result of the high risk associated with the prevalent substance abuse and

gang activities. The programme focused on safety and how they should take care of themselves during the festive season. Role-players such SAPS, Traffic Department, Disaster Management, Fire Department and the ECO centre did presentations. The programme was well attended by 200 children.



#### Monthly Report from ECD Community Assistants:

Franschoek: ECD Community Assistant, Nokuzola attended two graduation ceremonies, Liwalethu and Little Butterflies ECD on behalf of the department. 6 ECD's in Franschoek area were updated on the GIS system.

Challenges: Siyasanga's handheld device had technical problem and was only resolved by ESRI on the 20th December 2017, plotting will resume after festive holidays.

Both community assistants have also been involved in all the programmes that the official has organized during the month of December 2017 in their respective areas. They have also assisted with Grant in Aid applications administration, general office administration and social relief of Distress incidents.



#### Social Relief of Distress

Incidents = 9

Slabtown: continuous services – all persons housed in the Eikestad Hall were relocated by 31 December 2017.

10 December 2017: Zone F, Langrug

30 Households were left destitute when a fire raged and destroyed their homes during the earlier hours of the morning in Langrug. The Department supported these households by providing nutritional cooked meals for the duration of the resettlement as well as providing food hampers, vanity packs and blankets.

15 December 2017: Zone O, Fire Street

Two individuals were affected – verification report pending.

18 December 2017: 52 & 54 Primrose Street, Cloeteville

Fire Incident occurred on 15th of December 2017, 3 backyard informal houses were affected. 1 completely destroyed and 2 partially. SRD was issued to all victims.

21 December 2017: Zone N and O, Kayamandi

Fire incident occurred on the 21st of December 2017. 13 households affected and 10 completely destroyed and 3 partially. SRD was issued to 10 households that were completely destroyed.

24 December 2017: Lofdalen Farm De Novo

Fire incident occurred on the 24th of December 2017. One household affected, SRD was issued

24 December 2017: Inkanini, Kayamandi

Fire occurred on the 24th of December 2017. 5 households were affected; no cleaning was done for issuing of SRD and therefore was handed over to Portia to be issued after the fire kits were issued.

25 December – Slabtown: Assisted with food parcels and blankets

26 December – Koelenhof Station: Assisted with food parcels and blankets

28 December – 21 William street, Klapmuts: No assistance since it was partially damaged.  
Eikestad hall: Slabtown – We have officially finished with the provision of food on the 30th of December 2017

### Grant in Aid (GiA)

Call for proposal closed on 8 December 2017. One hundred and Fourteen (114) applications were received and assessed. The complete register of applications and item with recommended donations were submitted to finance for inclusion in the draft budget.

### WARD PROJECTS

#### WARD 5: Children's Community Program (10-12-2017)

Councillor Donovan Joubert held his annual Children's Community Program at La Gratitude Park on 10 December 2017.

No photos have been received.

#### WARD 19: Entrepreneurial Program (09-12-2017)



Ward 19 hosted two entrepreneurial shows together with the Klein Libertas Theatre in collaboration with the Business School of the University of Stellenbosch in Bellville. A text was written for an educational performance (in English, Afrikaans and isiXhosa) to stimulate entrepreneurial thinking and initiatives. Money was received from the Lotto to do some performances in the Western Cape area. At each performance the audience's creative thinking was stimulated.

Information regarding where information and help can be obtained for entrepreneurial initiatives was supplied in the form of pamphlets at the shows. After each show the audience had the opportunity to have discussions in small groups with the actors and/or students from the US Business School to find answers to questions they might have.

Although this was a fun show with songs etc. (definitely not a lecture!), we are convinced that it inspired and help a lot of people. The shows were free. The Councillor arranged the venues and transport for the audience.

#### WARD 16: Senior Citizens Program (09-12-2017)



300 Of the senior citizens of the ward 16 communities enjoyed a lovely gathering at the Jan S Marais Nature Reserve. The busses started picking up from 08:00 at various pick-up points. The gathering started at 09:00.



Councillor Elsabe Vermeulen welcomed all present and gave an overview of what was installed for the day.

These senior citizens were entertained by various guest speakers and Simplicity 4 Change did a drama performance.

These elderly people really enjoyed the outing and later started dancing to the background music.



#### WARD 16: Carols by Candle Light (16-12-2017)



Councillor Elsabe Vermeulen entertained the children of the Ward 16 community with a Carols by Candle Light event on 16 December 2017.

**WARD 6: Festival of Lights Program (16-12-2017)**



Councillor Nateshia Mcombring reached out to the children of ward 6 especially those on the farms, during her annual Festival of Lights program, on 16 December 2017.

**WARD 1 Senior Citizens Program (22-12-2017)**

Councillor Aldridge Frazenburg hosted his annual Senior Citizens Program on 22 December 2017.

No photos has been received.

**WARD 19: Senior Citizens Program (23-12-2017)**



Councillor Jan Karel Hendrik entertained the senior citizens of the Ward 19 area with a Christmas Lunch at the JJ Rhode school hall on 23 December 2017.

Feedback on progress to date

WARD	COUNCILLOR	ADMINISTRATIVE PROCESS TO DATE	TOTAL PROJECT PLANS RECEIVED	COMMENTS
1	A Frazenburg	Procurement process started	3	
2	M Petersen	Procurement processes started	5	
3	C Manuel	Procurement process started	3	
4	M Johnson	Project plans received on 15 December 2017	3	Ukey process to start on 08-01-2018
5	D Joubert	Two projects successfully completed	3	
6	N Mcombring	1 Project successfully completed Procurement process started	6	
10	R Du Toit	Verimentation process to commence on 08-01-2018	7	
11	J Serdyn	Procurement processes started Goods received	1	



12	N Gugushe	Procurement process started	4	
13	F Bangani	Procurement processes started	4	
14	P Sitshothi	Verimentation process to commence on 08-01-2018	3	
15	N Sinkinya	Verimentation process to commence on 08-01-2018	3	
16	E Vermeulen	Two projects successfully completed Procurement Processes started	4	
17	P Biscombe	Procurement process started	3	
18	E Fredericks	Procurement processes started	7	
19	J Hendrik	Two projects successfully completed Procurement processes started	4	
20	A Crombie	Verimentation process to commence on 08-01-2018	4	
21	R Badenhorst	Follow-up meeting to be scheduled	0	

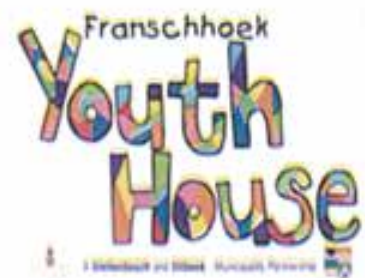
#### Meetings and Engagements

6 December – S71 engagement  
7 December - WPI: Informal settlements  
11 & 13 December – BEC meeting  
15 Dec – BAC BSM 25/18

## Franschhoek Indoor Sport Centre

### Monthly Report

December 2017



#### Youth House

Approval of advertisement was declined due to the restructuring process.

### Municipal Night Shelter – Capacity/Night 8 women, 31 men

	Referrals from Stellenbosch Night Shelter	Women	Men	New Women	New Men	Ave / Night
<b>Occupancy</b>	38	6	46	1	1	21

**Incidents:**

- The usual swearing at the supervisor and fellow clients of the shelter accompanied by disrespect continued during the month.
- Persons shown away (Shelter full):

**Employment Creation opportunities:** This service provides a way of income for some of the residents who are willing to do the washing. Only a few people used the service.

**Cleaning project:** Two of the ladies of the Stellenbosch Night Shelter have taken over the cleaning project. Although the Shelter is cleaned by the client's very morning, they will only do the basics. The weekly "super cleaning" is a necessity.

#### Item submission

GiA Policy Review scheduled for meeting on 08-12-27 was cancelled.

#### Outstanding Council Resolutions

- Night Shelter: 75% implementation of resolutions. Final component dependant on support from legal services. Meeting to discuss the way forward was held. Awaiting further guidance. The request for support from legal services was submitted to the Director Strategic and Corporate Services. No commitment was received.
- ECD Policy: 0% implementation of resolutions. Approved in draft format at October Council Meeting. Adverts approved with due date for public comment 31 Jan 2018.
- Street People Policy: 15% implementation of resolutions. First workshop with stakeholders completed on 24 November 2017.

#### FQ's and Tenders

**Mayoral Youth Skills Development Programme:** Three tenders were received with one tender approved at the BAC. Order will be created after the appeals period of 21 days in January to commence with the training. The department will have to re-advertise in order to obtain quotations for the other learning areas.

**Emergency Food Provision:** BSM 50/15: Compulsory briefing session was finalized. Closing Date: 8 January 2018.

#### Office Management

One-on-one with Director	0
Joint Management Meetings (Director)	1
Consultation with portfolio chair	0
Departmental meetings	2
Reports, Communication and Feedback Submitted	
Monthly Departmental Report	1
Monthly OHS Report	1
Ignite reporting and uploading	1

**PayDay** EMPLOYEE SELF SERVICE

Home | My Profile | My Leave | My Claims | My HR | My Status | My Approvals | My Queries

[Click here to print this page](#)

### Self Service Level Manager Leave Matrix

Please Select A Month and Year to View the Leave Matrix

Select Year: 2017 | Select Month: December |

**LEGEND**

Ca	Emp/Id	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
			F	S	S	T	W	T	F	S	S	T	W	T	F	S	S	T	W	T	F	S	S	T	W	T	F	S	S	T	W	T	F	
01	174133	BRUNNEN, L																																34.00
01	17000	WILSON, J																																34.00
01	17012	ALBERT, J																																34.00
01	17012	ALBERT, J																																34.00

**ITEM 1**

**APPENDIX 1.2**

**BUILDING DEVELOPMENT**  
**MANAGEMENT**

**PLANNING AND ECONOMIC  
DEVELOPMENT COMMITTEE MEETING**

**2018-03-06**



# STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

## INTERNAL MEMORANDUM

**TO: PLANNING AND ECONOMIC DEVELOPMENT DIRECTORATE**

**FROM: MUNICIPAL MANAGER : G METTLER**

**DATE: 19 DECEMBER 2017**

**RE : BRIEF SUMMARY OF DELEGATIONS: DOCUMENTS SIGNED BY THE ACTING DIRECTOR, EXCLUDING THOSE WITH REFERENCE TO THE AUTHORISED EMPLOYEE IN TERMS OF THE STELLENBOSCH LAND USE PLANNING BY-LAW**

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Under mentioned is a brief summary of day to day types of documents sent to the Acting Director for signature.

All delegations in terms of Council's approved System of Delegations adopted on 2015-06-24, such as:

- Items / reports submitted to the Portfolio, Mayoral and/ or Council Committee meetings and subsequent approval via collaborator
- All outgoing correspondence such as decisions taken and final notifications
- Zoning Certificates
- Clearance Certificates
- Leave:
  - Personal Assistant: Director Planning and Economic Development
  - Manager: Land use management
  - Manager: LED & Tourism
  - Manager: Building Development Management
  - Manager: Spatial Planning, Heritage & Environment
  - Head: Customer Interface and Administration

- Travel claims (All personnel)
- Petrol claims (MPT members)
- Monthly reports and quarterly reports
- EPWP Contracts and Fixed term contracts
- Memorandums submitted to various departments (example; Human Resources)
- Memorandums for the payment of the MPT members
- Petty cash recons (Sonita)
- Attendance registers:  
 Personal Assistant: Director Planning and Economic Development  
 Manager: Land use management  
     Manager: LED & Tourism  
 Manager: Building Development Management  
 Manager: Spatial Planning, Heritage & Environment  
 Head: Customer Interface and Administration
- Virementations
- Creation of votes
- Signing power of delegations in terms of budget
- Occupation Certificates (Depending on the Acting Manager: Building Development Manager)
- Approval of Ward Project Invoices
- Invoices of consultants such as Esri, legal fees and consultants working with the MSDF
- Tenders

  
**GERALDINE METTLER**  
**MUNICIPAL MANAGER**



**BUILDING DEVELOPMENT MANAGEMENT: MONTHLY REPORT : DECEMBER 2017**

*File number:* 8/1/4/2/5  
*Compiled by:* Manager: Building Development  
*Report by:* Director: Planning & Economic Development  
*Delegated Authority:* Planning and Economic Development Portfolio Committee

**Strategic intent of item**

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

**1. PURPOSE OF REPORT**

To provide monthly feedback on the activities of the Department Building Development Management.

**2. BACKGROUND**

The Department Building Development Management consists of 10 staff members.

**3. DISCUSSION**

Statistics of the department for the month of December 2017 can be noted in the attached monthly report (Appendix 2)

**4. LEGAL IMPLICATION**

No Cases handed over to Legal Services and 42 notices were served by Building Inspectors.

**5. FINANCIAL IMPLICATION**

None

**6. COMMENTS FROM OTHER RELEVANT DEPARTMENTS**

None requested

**RECOMMENDATION**

- a) That the Portfolio Committee notes the December 2017 departmental report.


**MEMORANDUM**

TO/ AAN : DIRECTOR: PLANNING & ECONOMIC DEVELOPMENT  
 D. LOMBAARD  
 FROM : MANAGER: BUILDING DEVELOPMENT MANAGEMENT  
 A. CROUZER  
 DATE/ DATUM : 19 December 2017  
 REF : 8/1/4/2/5  
 REF NUMBER :  
 RE / INSAKE : **MONTHLY REPORT** : 1 – 15 December 2017

Herewith the monthly report of the Section Building Development Management.


**1. BUILDING PLAN – APPLICATIONS AND VALUE**

Applications submitted = 88  
 Value of submitted applications = R147 47500.00

**2. BUILDING PLAN STATISTICS – PRETORIA ESTIMATED COST OF HOUSES**

1. Residential building plans - passed >30 m<sup>2</sup> but <80m<sup>2</sup> and houses > 80m<sup>2</sup> - Total area = 3645 m<sup>2</sup> - Units = 14
3. Residential building plans (excluding dwelling house plans) passed 0 0
4. Non-Residential plans passed (Warehouse and workshops store) Total area = 4434 – Units = 1
6. Additions & alterations Completed (Houses, Townhouses and Internal alterations) Total area = 1054 m<sup>2</sup> - Units = 12
7. Residential buildings completed Houses Toal Area = 3045 m<sup>2</sup> - Units = 8
9. Residential buildings completed Block of flats 0 0
10. Non-Residential Building Office & Banking Space & Store Toal area = 697 m<sup>2</sup>- Units = 1
12. Additions & Alterations completed Private sector (House & non-residential buildings) Toal area = 141 m<sup>2</sup> - Units = 2

**2.(a) BUILDING PLAN STATISTICS – PRETORIA ESTIMATED VALUE OF HOUSES**

- |   |        |   |
|---|--------|---|
| 1. Residential building plans - passed >30 m <sup>2</sup> but <80m <sup>2</sup> and houses > 80m <sup>2</sup> - | R26410 |  |
| 3. Residential building plans (excluding dwelling house plans) passed   | R0     |   |



4. Non-Residential plans passed (Warehouse and workshops store)	R114 000 000
6. Additions & alterations Completed (Houses, Townhouses and Internal alterations)	R7 065 000
7. Residential buildings completed Houses	R19 038 640
9. Residential buildings completed Block of flats	R0
10. Non-Residential Building Office & Banking Space & Store	R8 000 000
12. Additions & Alterations completed Private sector (House & non-residential buildings)	R1 550 000

### 3. TRAINING

None

### 4. STAFF MEETINGS

4.1 A monthly departmental meeting was held on 13 December 2017 at 14:00 in the Municipal Building, Franschhoek (See minutes of meeting attached)

4.2 Minutes of monthly BCO meeting with Building Inspectors will be submitted with the January 2018 report as the meeting will take place after this report. (Rodney Adams - chairperson for December 2017)

### 5. OPERATIONAL VOTES FOR DECEMBER 2017

Not available and will be included in January 2018

### 6. OHS REPORT

(See Report Attached)

### 7. BENCHMARK STATISTICS 30 / 60 DAYS

30 days: 70 %

60 days: 97%

### 8. DELEGATION FOR PERIOD 1 December 2017 – 15 December 2017

See attached document

### 9. LEGAL IMPLICATION

Five Cases were handed over to Legal Services  
(See proof attached)

### 10. OCCUPATIONAL CERTIFICATE CHECK LIST – SANS 10400XA PROVINCIAL GOVERNMENT

Not to report in December 2017.  
Will include in the January 2018 report

Yours faithfully



---

**ANDREW CROUZER**  
MANAGER, BUILDING DEVELOPMENT MANAGEMENT  
DIRECTORATE: PLANNING AND ECONOMIC DEVELOPMENT



New Applications	Jan'17	Feb'17	Mar'17	Apr'17	May'17	Jun'17	Jul'17	Aug'17	Sep'17	Oct'17	Nov'17	Dec'17	Totals
<b>Building Plans submitted</b>													
New Dwellings	23	23	56	17	36	57	80	31	34	24		14	
Additions & Alterations	42	61	67	34	94	163	38	87	53	84	47	36	
Totals	75	84	123	51	130	160	118	85	87	118	109	50	
<b>Building Plans Approved</b>													
New Dwellings	17	27	52	25	52	38	71	36	23	23	23	15	
Additions & Alterations	26	24	35	27	35	61	23	44	51	61	23	23	
Totals	43	51	87	52	87	99	94	80	74	84	46	38	
Total value (New Dwellings)	R 81 332 500.00	R 66 868 500.00	R 41 607 500.00	R 31 500 000.00	R 123 196 000.00	R 90 848 000.00	R 60 965 000.00	R 85 223 000.00	R 48 234 900.00	R 82 614 000.00	R 85 660 500.00	R 148 410 000.000	
Total value (Additions)	R 14 984 800.00	R 19 729 500.00	R 91 254 541.00	R 15 187 000.00	R 11 318 000.00	R 18 879 000.00	R 20 665 000.00	R 23 048 000.00	R 8 878 000.00	R 16 288 000.00	R 14 372 000.00	R 7 062 000.00	
<b>Building Plans Refused</b>													
New Dwellings	12	53	27	9	36	30	15	16	20	42	10	3	
Additions & Alterations	24	41	35	27	39	55	41	45	37	34	26	8	
Totals	36	94	62	36	75	85	56	61	57	76	36	11	
<b>Building Plans in Process</b>													
30 days	2	24	20	21	8	5	8	18	41	33	13	12	
60 days	0	0	13	13	13	1	43	13	14	68	14	12	
Totals	2	24	33	34	22	6	51	29	55	101	27	25	
<b>Completions</b>													
New Dwellings	8	31	17	147	22	12	18	14	17	12	18	9	
Additions & Alterations	2	5	1	1	5	3	1	6	5	5	6	4	
Totals	10	36	18	148	27	15	19	20	22	17	24	13	
Total value (New Dwellings)	R 31 754 820.00	R 70 364 440.00	R 37 807 440.00	R 47 707 820.00	R 62 818 900.00	R 23 330 000.00	R 75 505 840.00	R 48 058 840.00	R 154 287 980.00	R 45 548 000.00	R 69 770 000.00	R 27 038 640.00	
Total value (Additions)	R 2 650 000.00	R 11 640 000.00	R 800 000.00	R 700 000.00	R 8 050 000.00	R 3 150 000.00	R 3 344 000.00	R 41 550 000.00	R 8 470 000.00	R 9 600 000.00	R 30 050 000.00	R 1 642 000.00	
<b>Notices served</b>													
Totals	18	9	21	14	21	17	16	25	22	11	17	3	

4

**BUILDING STATISTICS SURVEY - MONTHLY (ABRIDGED QUESTIONNAIRE)**



When contacting Stats SA please quote this number

Contact person(s): **Yolanda Mcetywa**  
 Telephone no(s): 012-310-8986  
 Fax no(s): 086 580 6506  
 E-mail addresses: [yolandamc@statssa.gov.za](mailto:yolandamc@statssa.gov.za)

**QUESTIONNAIRE FOR THE MONTH OF:**  
**December 2017**

Please correct any errors in the above address label.

**Part 1 – Residential buildings plans passed during this month:**

**1. Dwelling houses plans passed**

Owned by Private Sector (including RDP housing e.g. government low-cost housing subsidised by PHP or PLS).

Dwelling houses	Total construction area of houses	Estimated cost of houses (excluding land value)
Number	m <sup>2</sup>	R'000
1. Dwelling houses with a floor area smaller than, or equal to 30m <sup>2</sup> .....		
2. Dwelling houses with a floor area larger than 30 m <sup>2</sup> but, smaller than 80 m <sup>2</sup> .....		
3. Dwelling houses with a floor area equal to, or larger than 80 m <sup>2</sup> .....	14	3645
<b>Total .....</b>	<b>14</b>	<b>3645</b>

1. Dwelling houses with a floor area smaller than, or equal to 30m<sup>2</sup> .....
2. Dwelling houses with a floor area larger than 30 m<sup>2</sup> but, smaller than 80 m<sup>2</sup> .....
3. Dwelling houses with a floor area equal to, or larger than 80 m<sup>2</sup> .....

**2. Plans passed for RDP housing, e.g. low-cost housing subsidised by PHP or PLS (already included above).**

Dwelling-houses	Total construction area of houses (outside measurements)	Estimated cost of houses (excluding land value)
m <sup>2</sup>	m <sup>2</sup>	R'000
1. Dwelling houses with a floor area smaller than or equal to 30 m <sup>2</sup> .....		
2. Dwelling houses with a floor area larger than 30 m <sup>2</sup> , but smaller or equal to 80 m <sup>2</sup> .....		
<b>Total .....</b>		

1. Dwelling houses with a floor area smaller than or equal to 30 m<sup>2</sup> .....
2. Dwelling houses with a floor area larger than 30 m<sup>2</sup>, but smaller or equal to 80 m<sup>2</sup> .....

**Residential building plans (excluding dwelling house plans) passed.**

**3. Owned by the Private Sector**

- Townhouses .....
- Blocks of flats .....
- Tourism accommodation and casinos .....
- Other residential buildings (specify).....

Residential building plans	Total construction Area (outside)	Estimated cost (excluding land value)
No of units/buildings	m <sup>2</sup>	R'000
Townhouses .....		
Blocks of flats .....		
Tourism accommodation and casinos .....		
Other residential buildings (specify).....		

**Part 2 – Non-residential building plans passed**

**4. Owned by the Private Sector**

Type of building/space predominantly intended for:

1. Office and banking space .....
2. Shopping space .....
3. Industrial and warehouse space and workshops .....
4. Church, sports, and recreation clubs .....
5. Schools, crèches, hospitals and libraries .....
6. All other space (specify) .....

**Total .....**

Non-residential buildings	Total construction area (outside)	Estimated cost (excluding land value)
Number of buildings	m <sup>2</sup>	R'000
1. Office and banking space .....	1	4434
2. Shopping space .....		
3. Industrial and warehouse space and workshops .....		
4. Church, sports, and recreation clubs .....		
5. Schools, crèches, hospitals and libraries .....		
6. All other space (specify) .....		
<b>Total .....</b>	<b>1</b>	<b>4434</b>

**5. Owned by the Public Sector**

Type of building/space predominantly intended for:

1. Hospitals and clinics .....
  2. Schools, crèches, universities, technikons and libraries .....
  3. All other space (specify) .....
- Total** .....

Non-residential buildings	Total construction area	Estimated cost (excluding land value)
Number of buildings	m <sup>2</sup>	R'000

**Part 3 – Plans for additions and alterations passed**

**6. Owned by the Private Sector**

Type of building

1. Dwelling houses .....
  2. Townhouses, blocks of flats, and other residential buildings.....
  3. Non-residential buildings.....
  4. Internal alterations to buildings (excluding "minor building work") .....
- Total** .....

Additions and alterations	Total construction area	Estimated cost (excluding land value)
No of plans	m <sup>2</sup>	R'000
12	1054	7 065 000
<b>12</b>	<b>1054</b>	<b>7 065 000</b>

**Part 4 – Residential buildings completed during this month**

**7. Dwelling houses completed**

Owned by *Private Sector* (including RDP housing e.g. government low-cost housing subsidised by PHP or PLS)

1. Dwelling houses with a floor area smaller than or equal to 30 m<sup>2</sup> .....
  2. Dwelling houses with a floor area larger than 30 m<sup>2</sup> but smaller than 80 m<sup>2</sup> .....
  3. Dwelling houses with a floor area equal to or larger than 80 m<sup>2</sup> .....
- Total** .....

Dwelling houses	Total construction area	Estimated cost houses (excluding land value)
Number	m <sup>2</sup>	R'000
8	3045	19 038 640
<b>8</b>	<b>3045</b>	<b>19 038 640</b>

**8. RDP housing completed e.g. low-cost housing subsidised by PHP and PLS (already included above)**

1. Dwelling houses with a floor area smaller than, or equal to 30 m<sup>2</sup> .....
  2. Dwelling houses with a floor area larger than 30 m<sup>2</sup>, but smaller or equal to 80 m<sup>2</sup> .....
- Total** .....

Dwelling-houses	Total construction area of houses (outside measurements)	Estimated cost of houses (excluding land value)
Number	m <sup>2</sup>	R'000

**Residential buildings completed (excluding dwelling-house plans)**

**9. Owned by the Private Sector**

1. Townhouses .....
2. Block of flats .....
3. Tourism accommodation and casino's .....
4. Other residential buildings .....

Residential building plans	Total construction area	Estimated cost (excluding land value)
Number of buildings/ units	m <sup>2</sup>	R'000
Units		
Units		
Buildings		
Buildings		

**Part 5 – Non-residential buildings completed**

**10. Owned by the *Private Sector***

Type of building/space predominantly intended for:

- 1. Office and banking space .....
  - 2. Shopping space .....
  - 3. Industrial and warehouse space and workshops .....
  - 4. Church, sports and recreation clubs .....
  - 5. Schools, crèches, hospitals and libraries .....
  - 6. All other space (specify) .....
- Total** .....

Non-residential buildings	Total construction area	Estimated cost (excluding land value)
Number of buildings	m <sup>2</sup>	R'000
1	697	8 000 000
<b>1</b>	<b>697</b>	<b>8 000 000</b>

**11. Owned by the *Public Sector***

- 1. Hospitals and clinics .....
  - 2. Schools, crèches, universities, technikons and libraries .....
  - 3. All other space (specify) .....
- Total** .....


**Part 6 – Additions and alterations completed**

**12. Owned by the *Private Sector***

**Type of building**

- 1. Dwelling houses .....
  - 2. Townhouses, block of flats and other residential buildings .....
  - 3. Non-residential buildings .....
  - 4. Internal alterations to buildings (excluding "minor building work") .....
- Total** .....

Additions and alterations	Total construction area	Estimated cost (excluding land value)
Number of plans	m <sup>2</sup>	R'000
2	141	1 550 000
<b>2</b>	<b>141</b>	<b>1 550 000</b>

**Part 7 - Comments**

13. To minimize queries from Stats SA regarding the data provided, please provide comments on:

- Any information you have supplied in this questionnaire.
- **Significant differences** between monthly figures.
- Any **unusual circumstances** affecting the data provided.
- **Changes in local government institutions** (e.g. amalgamation or split-up of local government institutions).
- Questions where only **estimates** could be provided.
- **Any other difficulties** with the completion of the questionnaire.

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14. Please indicate your preferred way of reporting the information contained in this questionnaire

Mail/Post

Fax

Fax number.....

E-mail

Email address.....

Please retain a copy for your records.  
 Please ensure that the front page is completed.  
*Thank you for completing this questionnaire.*

Office use only

	Name	Date
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Received		
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Checked		
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Captured		
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Edited		
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Person(s) whom Stats should contact if any queries arise regarding this questionnaire:

Name	Rodney Adams	Telephone number	021-8088686
Position or Title		Fax number	
Deputy/Assistant		Cell number	
Position or Title	BCO	E-mail address	rodney.adams@stel lenbosch.gov.za
Date	15 December 2017	Web address	
Signature			



**BUILDING DEVELOPMENT MANAGEMENT STAFF MEETING**  
**DATE AND TIME – 13 DECEMBER 2017 @ 14:00**  
**VENUE – FRANSCHHOEK BOARD ROOM**

**MINUTES**

**PRESENT**

Andrew Crouzer (AC)  
Lincoln Africa (LC)  
Enrico Du Preez (EDP)  
Hylton Daniels (HD)  
Rodney Adams (RA)  
Marco Fouché (MF)  
Denny Jason (JD)

		ACTION	DUE DATE
1.	<p><b><u>WELCOME</u></b></p> <p>The Manager, Building Development Management, Andrew Crouzer, welcomed all present at the 12<sup>th</sup> staff meeting for 2017 in Franschhoek. The next meeting for January 2018 will be scheduled middle January 2018. Cut-off date for December Stats will be 15 December 2017.</p>	All	
2.	<p><b><u>ATTENDANCE REGISTER</u></b></p> <p>See attendance register attached</p> <p><b><u>APOLOGIES</u></b></p> <p>Babalwa Nkonzo (Maternity Leave) Marina Lubbe (Sick) Shafiek Valentyn (Sick)</p>	All	
3.	<p><b><u>MATTERS FOR DISCUSSION</u></b></p>	All	
3.1	<p><b><u>FEEDBACK FROM DIRECTORS MEETING</u></b></p> <p>There was no feedback from the Director's meeting.</p>		
3.2	<p><b><u>APPROVAL OF MINUTES</u></b></p>		



<p>3.3</p> <p>3.4</p> <p>3.5</p> <p>3.6</p> <p>3.7</p> <p>3.8</p> <p>3.9</p>	<p>Minutes of meeting held on 28 November 2017 was approved by Denny Jason and 2<sup>nd</sup> by Marco Fouche.</p> <p>The Director: Planning, Dupre Lombaard informed the Managers of the disciplinary action against him by Council and that his delegations were taken away. The Municipal Manager must sub-delegate the functions to another person.</p> <p>Organogram and staff must be identified in new or changed post which needs to be submitted in January 2018. Sonita Matthee is busy compiling the document on behalf of the Department.</p> <p>All stats to be given through to Rodney Adams on Friday 15 December 2017 who will compile the report for me to submit on Tuesday 19 December 2017</p> <p>With the absence of Shafiek Valentyn a request was made to the two senior staff members, Rodney Adams and Marco Fouche to act as Manager as they will be present on the dates that Andrew will be on leave. Both indicated that they are not willing to act in the position which leaves the Section without a decision maker. No building plans, Notices and Occupation Certificates can be signed unless the delegations are given to a person by the Municipal Manager. Andrew will inform the Municipal Manager of this situation.</p> <p>Andrew informed all the staff of the importance of the correct SANS 10400 Forms and appointments of competent persons on applications. This item is the responsibility of the Building Control Officer and must be workshop with the Building Inspectors.</p> <p>Applications for minor building work require the appointment of a registered person with SACAP (South African Council for Architectural Profession). From 01 February 2018 no application shall be submitted without the required forms. The Plans Examiner and Building Control Officers must check the registration numbers on the applicable website of SACAP during the fees calculation stage.</p> <p>The purchasing of vehicle were identified and handed to Melissa Nel for the required paperwork and interaction with Fleet Management.</p>		
	<p><b>Meeting terminated at 15:10</b></p>		

Chairperson: Mr Andrew Crouzer



Secretary: Marina Lubbe

Sick



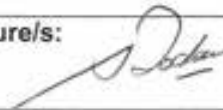
Date signed:

18/12/2017

# Workplace OHS Inspection Checklist – Office, General Laboratory and Workshop

STELLENBOSCH MUNICIPALITY



Building: Office Level: Ground floor Room:	Date: 15/12/2017	Inspector/s: Rodney B.Adams	Signature/s: 
Room/area manager/supervisor (print name) Rodney B. Adams	Room manager signature to signify this is an agreed record of inspection and corrective actions:		

Complete the following box with document control information if you alter this form to suit the local area.

Section: Building Control		Divisional Unit: Building Development Management		
Document number	Initial Issue date 05/2014	Current version 1.1/05/2014	Current Version Issued	Next review date 30/01/2018

This list serves as a guide for evaluation of Building Control workplaces (additional items and categories may be added to suit local needs, but none may be removed). A tick in the **NO** box requires corrective actions (CA) to be determined by the room/area manager/supervisor in consultation with inspectors. CA's must be added to the CA Register in your department or unit.

Risk Rating follows the Risk Assessment and Control Procedure and is required in order to prioritise corrective actions. If you cannot verify an item then place a mark in the "Can't Tell" column for revision at a later time.

Item	Yes	No	N/A	Can't Tell	Risk Rating e.g. 3C H	Corrective action recommended, inspection comments, reference numbers	Person responsible for CA.
<b>1. Housekeeping and Environment</b>							
1.1 Are work areas free of rubbish, obstruction, slip and trip hazards?	y						
1.2 Are floor coverings in good condition?	y						
1.3 Is high storage avoided for heavy or frequent use items?	y						
1.4 Is stock or material stored appropriately and safely?	y						
1.5 Are filing cabinets and desk drawers closed when not in use?	y						
1.6 Are doors fully functional?	y						
1.7 Are stairs, steps and handrails in good order?	y						
1.8 Are all areas adequately lit?	y						
1.9 Are areas free from glare?	y						
1.10 Is there adequate ventilation?		n				Archive room to be ventilated.	
1.11 Are noise levels acceptable?	y						

Item	Yes	No	N/A	Can't Tell	Risk Rating e.g. 3C H	Corrective action recommended, inspection comments, reference numbers	Person responsible for CA.
1.12 Is the temperature within the UNSW standard 19°C-26°C?	y						
<b>2.Ergonomics</b>							
2.1 Is all furniture fit for purpose?	y						
2.2 Is all furniture in good repair?	y						
2.3 Are all cords/wires out of the way?	y						
2.4 Are Workstation ergonomics in place for: Chairs Desks Monitors Keyboard Mouse Phone Work Layout	y						
<b>3.Manual Handling</b>							
3.1 Has the need to lift, carry, push or drag heavy loads been eliminated?	y						
3.2 Is suitable Manual handling equipment available and in good condition?				y			
3.3 Are suitable ladders or steps available and in good condition?	y						
<b>4. Electrical</b>							
4.1 Are electrical appliances tagged and within test date where required?				y			
4.2 Are all plugs, sockets, leads, cords and switches in working order?		n					
4.3 Are electrical appliances kept clear of wet areas?				y			
4.4 Are powerboards used in preference to double adaptors?				y			

Item	Yes	No	N/A	Can't Tell	Risk Rating e.g. 3C H	Corrective action recommended, inspection comments, reference numbers	Person responsible for CA.
4.5 Are RCD's (safety switches) installed where required?				y			
<b>5.Emergency</b>							
5.1 Is a first aid kit easily accessible and clearly labelled with first aid officers name and contact details?		n					
5.2 Are the contents of the first aid kits clean and valid?		n					
5.3 Do fire sprinklers have at least 500mm of clear space beneath?				y			
5.4 Are fire exits clearly marked and unobstructed?		y					
5.5 Are emergency procedures current and displayed?		n					
5.6 Are fire extinguishers appropriate, unobstructed and clearly marked?		y					
<b>6.Equipment (plant)</b>							
6.1 Are all machines guarded where required?			y				
6.2 Is the working area for fixed plant clearly marked?			y				
6.3 Are Safe Work Procedures displayed for all equipment?			y				
6.4 Is personal protective equipment available and in good condition?			y				
<b>7.Comments or additional items</b>							
Different (Uneven) floor levels throughout the building causing tripping.							

**\*\*This form should be returned to the person looking after the local area records for recordkeeping.**



## BENCHMARK PERIOD TO DETERMINE OUTCOME ON

*This report will display the benchmark for building plan applications from the date created to the date of final outcome according to the selected period and benchmark.*

**Selected Period: 11/1/2017 - 12/15/2017**

Benchmark 30 Days	2017 November		2017 December		TOTAL		%
	WITHIN BENCH.	OUT OF BENCH.	WITHIN BENCH.	OUT OF BENCH.	WITHIN BENCH.	OUT OF BENCH.	
Additions	7	2	3	1	10	3	<u>76.92</u>
Alterations	8	3	3	0	11	3	<u>78.57</u>
Alterations & Additions	21	6	12	4	33	10	<u>76.74</u>
Minor Building Works	22	7	14	1	36	8	<u>81.82</u>
New Building	17	24	14	2	31	26	<u>54.39</u>
Total	75	42	46	8	121	50	70.76



## BENCHMARK PERIOD TO DETERMINE OUTCOME ON

*This report will display the benchmark for building plan applications from the date created to the date of final outcome according to the selected period and benchmark.*

**Selected Period: 11/1/2017 - 12/15/2017**

Benchmark 60 Days	2017 November		2017 December		TOTAL		%
	WITHIN BENCH.	OUT OF BENCH.	WITHIN BENCH.	OUT OF BENCH.	WITHIN BENCH.	OUT OF BENCH.	
Additions	9	0	4	0	13	0	<u>100.00</u>
Alterations	11	0	3	0	14	0	<u>100.00</u>
Alterations & Additions	26	1	16	0	42	1	<u>97.67</u>
Minor Building Works	29	0	15	0	44	0	<u>100.00</u>
New Building	39	2	15	1	54	3	<u>94.74</u>
Total	114	3	53	1	167	4	<u>97.66</u>



## 8. DELEGATIONS

### DELEGATIONS EXERCISED FOR PERIOD: 1 DECEMBER 2017 – 15 DECEMBER 2017

#### DIRECTORATE: PLANNING AND ECONOMIC DEVELOPMENT

Delegation	Authorised official	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
395	Andrew Crouzer	NBR & BUILDING STANDARD S ACT (ACT 103 OF 1977)	As far as the prosecutions are concerned the institution of prosecutions against persons who contravene the National Building Regulations & Building Standards Act (Act 103 of 1977), the Municipality's Signage Bylaws, and the relevant Zoning Schemes			0
400	Andrew Crouzer	S 7 OF THE NBR	To, after having considered a recommendation by a building control officer, grant <u>approval</u> or <u>refuse</u> to grant approval for the erection of any building in respect of which plans and specifications have been drawn and submitted			49
445	Andrew Crouzer	REGULATION 25(10) OF THE NBR	To serve a notice on the owner of a building that is being or has been erected without the prior approval contemplated in S 4(1) of the Act to obtain the approval in writing as required by the Act by the date specified in the notice.			42
484	Andrew Crouzer	S 14(1) OF THE NBR	To issue or to refuse to issue a certificate of occupancy on completion of the erection of a building			13



## Planning Pa (Nicole Petersen)

---

**From:** Geraldine Mettler  
**Sent:** Friday, December 22, 2017 10:13 AM  
**To:** Hedre Dednam; mm  
**Cc:** Michelle Aalbers; Widmark Moses; Hannelie Lategan; Planning Pa (Nicole Petersen); Nomie Tshetu  
**Subject:** RE: ACTING DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT (18.12.17 - 11.1.2018)

Dear Hedre,

Given that Michelle is on leave can you act.



Kind regards,  
**Geraldine Mettler**  
Municipal Manager  
Office of the Municipal Manager

---

T: +27 21 808 8025 | C: +27 82 312 3063  
Plein Street, Stellenbosch, 7600  
[www.stellenbosch.gov.za](http://www.stellenbosch.gov.za)



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**From:** Hedre Dednam  
**Sent:** 22 December 2017 10:10 AM  
**To:** mm  
**Cc:** Michelle Aalbers; Widmark Moses; Hannelie Lategan; Geraldine Mettler; Planning Pa (Nicole Petersen); Nomie Tshetu  
**Subject:** FW: ACTING DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT (18.12.17 - 11.1.2018)

Dear Municipal Manager

Michelle is on leave today. Can your office kindly furnish a directive that I will be acting for the day.



Kind regards,  
**Hedré Dednam**  
(Pr. Pin. A/846/1995)  
Manager: Land Use Management  
Planning & Economic Development

---

T: +27 21 808 8674 | Fax: +27 21 886 6899  
43 Andringa Str, Eikestad Mall, 3<sup>rd</sup> Floor,  
Stellenbosch, 7600  
[www.stellenbosch.gov.za](http://www.stellenbosch.gov.za)



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**From:** mm  
**Sent:** 19 December 2017 08:40 AM  
**To:** Directors PAs; Pheliswa Bongoza; Sizeka Yolisa; Directors Group; Top 40  
**Cc:** Rykie Dreyer  
**Subject:** ACTING DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT (18.12.17 - 11.1.2018)

Good Day,

Mr D Lombaard is currently on leave as from 18.12.17 until 11 January 2018.

Herewith the following arrangements as Acting Director: Planning and Economic Development.

Mr Widmark Moses : 18 – 21 December 2017  
Mrs Michelle Aalbers : 22 December 2017; 2 – 8 January 2018  
Mrs Hedré Dednam : 9 January 2018 – 11 January 2018

Thank you.



Kind regards,  
**Hannelie Lategan**  
Personal Assistant: Municipal Manager  
Office of the Municipal Manager

---

T: +27 21 808 8025 | C: +27 83 460 2118  
Plein Street, Stellenbosch, 7600  
[www.stellenbosch.gov.za](http://www.stellenbosch.gov.za)



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**ITEM 1**

**APPENDIX 1.3**

**CUSTOMER INTERFACE AND**  
**ADMINISTRATION**

**PLANNING AND ECONOMIC  
DEVELOPMENT COMMITTEE MEETING**

**2018-03-06**

## MEMORANDUM

TO/AAN: DIRECTOR PLANNING & ECONOMIC DEVELOPMENT  
 FROM/VAN: HEAD CUSTOMER INTERFACE AND ADMINISTRATION  
 DATE/DATUM: 2018-01-04  
 RE/INSAKE: MONTHLY REPORT FOR DECEMBER 2017

Sir

Herewith the monthly report of the Department Customer Interface and Administration.

## STATISTICS

Table 1 provides the statistics for this department.

Description	Total	Average of Days	Comments
Land Use Applications received	34		SEE APPENDIX 3.1
Revenue on Land Use Applications	R 114 970.00		
Acknowledged receipt of Land Use Applications within an average of 5 days	34	0.44 days	SEE APPENDIX 3.2
Incoming post to be acknowledged	9		
Incoming post acknowledged within an average of 5 days	9	2.33 days	
Correspondence captured and indexed	314		
Applications to be advertised in press & via registered letters, provided to applicants i.t.o. Protocol	3		SEE APPENDIX 3.3
Applications to be advertised via registered letters, provided to applicants i.t.o. Protocol	4		SEE APPENDIX 3.3
Applications advertised in press by Council	0		SEE APPENDIX 3.3
Applications advertised via registered letters by Council	0		SEE APPENDIX 3.3

Final notifications on Land use applications	14		SEE APPENDIX 3.4
Submissions (Land Use, Building Plans, Liquor licences, Demolitions, Objections, Comments on objections, Amendments, etc.) received at Counter by Customer Interface Officers.	164		<u>SUBMISSIONS</u> : 164 in Stellenbosch 0 in Franschhoek
Franking statistics : Total amount	124		Planning outgoing correspondence
Franking statistics : Value	R 2268.35		Planning outgoing correspondence

Table 1. Statistics

## 1. TRAINING

No training initiatives were presented or attended in December 2017.

## 2. STAFF MEETINGS

Staff meeting held with all Customer Interface and Administration staff on 14 December 2017.

### Urgent issues to be addressed :

- **Appointment of 2 Administrative Officers finalised with Corporate Services.**  
The successful candidates were both provided with appointment letters. Nicole Petersen will start on 1 January 2018 and Annecke Pretorius will start on 1 March 2018. Edna Blignaut will be appointed on Contract (until end February 2018) in the position of Administrative Officer until Annecke Pretorius takes up her position on 1 March 2018.
- **Decentralized Registry not close enough to the new office space in Eikestad Mall.** The officials in the decentralized registry have taken severe strain in carting files and documents back and forth between the main building where they are situated and the new office space in Eikestad Mall. Currently an order has been placed for the acquisition of a trolley device whereby these documents can be couriered, but even with the use of a trolley the working conditions will still be affected by weather conditions. When the Building Development department moves across to their new office space, currently being refurbished, the operational issues with the movement of documentation will just increase. This is an Occupational Health and Safety risk that would need to be addressed. The ideal would have been to relocate all staff within Decentralized Registry and Building Administration to Eikestad Mall, should space have been available.

### 3. CAPITAL PROJECTS

None for the 2017/2018 financial year.

### 4. PARTICIPATION IN OTHER PROJECTS

#### Electronic Invoicing & Receipting:

A meeting was scheduled with Pieter Wagener, Vinolan Narainsamy, Andre Treurnicht, Andrew Crouzer, Silvia Pretorius, Lourens De Lange, Johan Van Wyk, Jerome Petersen, Nicolene Erasmus, Laetitia Walters and Ilze Couvaras on 24 November 2017 to drive the development of an electronic invoicing and receipting system for implementation by the entire municipality. The meeting was attended by Pieter Wagener, Vinolan Narainsamy, Andre Treurnicht, Andrew Crouzer and Ilze Couvaras. The discussion entailed the development of an electronic invoicing system which runs on Samras and would be receipted on Samras, as Samras it is the electronic financial system of Stellenbosch Municipality.

There is a need to develop an electronic system of invoicing and receipting which is available to any user department within the Municipality to utilise for their direct income payments, in order to establish a secure method of reflecting the income generated by the Municipality. This system will also enable user departments to verify actual receipted income against invoices generated, electronically. This year there has been an audit query on Building Plan application fees, seeing as the receipting information is logged manually on the Building plan application workflow and various contributors lead to discrepancies in the reports reflecting the invoices created and receipts captured.

Currently the Building Development Management and Land Use Management departments are generating invoices on their respective workflow systems on Collaborator. The receipts for these invoices have up to now been issued on the invoice by Samras and the receipt number, date and amount have been captured manually on the Collaborator workflow. Human error is however something that needs to be addressed and the best way to do so, is to introduce an electronic system which eliminates repetitive human intervention.

During the meeting, the development of such an electronic system was discussed in depth and the ideal criteria in respect of both the invoices and receipts were identified. It was further discussed that the user departments (Building Development Management and Land Use Management) would endeavour to still create invoices on their workflow systems, but the heading of these invoices would need to then be altered to indicate that they are pro-forma invoices.

Ideal criteria for the pro-forma invoices :

1. The amounts on these pro-forma invoices should be in accordance with the tariff structure and no human intervention should be able to manipulate these fees.
2. The only variable will be the number of units a user selects against a tariff.
3. The pro-forma invoices should be verified and authorized.
4. Once authorized the information should be placed on the server where the Samras system could access it.
5. These pro-forma invoices should have a due date for payment.
6. Failure to pay by the due date, the invoice should be cancelled.
7. A Report on the workflow should be able to reflect these generated pro forma invoices which were cancelled due to failure to pay.
8. Every time a pro-forma invoice is created it should contain a unique number which will be used as the payment reference.
9. A report should be developed to reflect all Tax invoices and receipts generated in SAMRAS against the pro forma invoices created in the workflow (Collaborator).

Ideal criteria for invoicing :

1. The formal VAT/TAX invoice should be created on the Samras system once payment is received.
2. The unique reference of the pro forma invoices should be used to electronically draw the information from the pro forma invoice onto the Tax invoice.
3. The Tax invoice should populate the data already captured in the pro forma invoice.
4. The Tax invoice should reflect the Vat amount.
5. The Tax invoice should have a unique number.

Ideal criteria for receipting :

1. The receipt should be generated on Samras using the unique Tax invoice number.
2. The data captured on the Tax invoice should automatically populate the receipt.
3. Upon generating the receipt, the invoicing system should automatically update to show that the invoice has been paid.
4. The receipt number and all relevant details should reflect against the Tax invoice.
5. A report should be developed to reflect the Tax invoices and the receipts generated against them, with parameters that can be set to generate such reports on a daily, weekly, monthly, quarterly and annual basis.
6. Once Tax invoice and receipt has been generated against a pro forma invoice, the information should be available on the server for the Workflow system (Collaborator) to access it and update the workflow automatically that payment has occurred.

At the end of the meeting Vinolan Narainsamy undertook to raise this request with the relevant parties from Samras, whom he would be meeting with later that day, in order to obtain clarity on how easily this could be done. Vinolan also undertook to give feedback in this regard on Monday, 27 November 2017.

#### Feedback after meeting

Vinolan Narainsamy gave written feedback in respect of the response received from Samras on 28 November 2017. Their response was as follows : *It is possible to print debit notes daily. This is however not a tax invoice. The tax invoice number is only generated with the month end process. There has been a request that all statements, even though not a tax invoice (As in the case of Rates only), be numbered in some way however this has been parked for development under modernization.*

Their feedback confirms that Samras does not have the capabilities of generating invoices on a daily basis. They will however keep this open for new development (modernization), which they will only give further attention to after 1 July 2018.

A follow up meeting was scheduled for 12 January 2018, at which time the parameters of the requirements would be drafted.

#### **5. CLEAN AUDIT REPORT MEASURES**

There is nothing to report for December 2017.

#### **6. IGNITE**

Completed capturing for the month of December 2017.

#### **7. PERFORMANCE ASSESSMENT OF EXTERNAL SERVICE PROVIDERS ON A MONTHLY BASIS IN LINE WITH THE PERFORMANCE MANAGEMENT FRAMEWORK**

No monthly providers to be assessed at present.

Yours faithfully



**I COUVARAS  
HEAD CUSTOMER INTERFACE & ADMINISTRATION  
DEPARTMENT PLANNING AND ECONOMIC DEVELOPMENT**



APPENDIX 3.1

LAND USE APPLICATIONS RECEIVED (ALL APPLICATION TYPES) : DECEMBER 2017

This report will display a list of all land use applications received for the selected period.

12/1/2017 - 12/31/2017

Application Number	Application Date	Application Type	Application Status	Erf / Farm Number	Street Name	Suburb	Town	Town Planner	Administrator
LU7039	2017-12-04	DEPARTURE	Allocated to Town Planner	660	15 Nenaia Street	Franschoek	FRANSCHHOEK	LAWRENCER	
LU7047	2017-12-15	TEMPORARY DEPARTURE	Allocated to Town Planner	670	Mill Str & Blom Road		STELLENBOSCH	NOPINKV	
LU7088	2017-12-13	TEMPORARY DEPARTURE	Allocated to Town Planner	1469	BADEN POWELL DRIVE	STELLENBOSCH	STELLENBOSCH FARMS	LOUISAG	
LU7091	2017-12-13	DEPARTURE	Registered & Paid	1632	12 LOUIS BOTHA STREET		FRANSCHHOEK		
LU7093	2017-12-15	DEPARTURE	Allocated to Town Planner	212	24 Paradise Street		JAMESTOWN	LOUISAG	
LU7105	2017-12-15	AMENDMENT OF CONDITIONS,REMOVAL OF RESTRICTIONS,DEPARTURE	Allocated to Town Planner	14613	Jonkershoek Road		STELLENBOSCH	NOPINKV	
LU7107	2017-12-15	DEPARTURE	Allocated to Town Planner	1412	Polkadraai Road	Stellenbosch Farms	STELLENBOSCH FARMS	COLLEENC	
LU7111	2017-12-13	DEPARTURE	Allocated to Town Planner	15459	WELGEVONDEN ESTATE	STELLENBOSCH	STELLENBOSCH	ROBERTF	
LU7115	2017-12-15	DEPARTURE	Preparing Application for Decision	21415	Fischerspad	Botstary	STELLENBOSCH FARMS	COLLEENC	
LU7117	2017-12-15	AMENDMENT OF CONDITIONS	Allocated to Town Planner	1078	64 Van Der Saal Str		STELLENBOSCH	ROBERTF	
LU7119	2017-12-15	SPECIAL DEVELOPMENT	Allocated to Town Planner	903	c/oPietRatief &Park		STELLENBOSCH	ROBERTF	
LU7121	2017-12-11	CONSENT USE	Allocated to Town Planner	10253	Main Road No 201		PAARL FARMS	LAWRENCER	
LU7123	2017-12-04	DEPARTURE	Preparing Application for Decision	411	23 La Cote Street	Franschoek	FRANSCHHOEK	AKHONAG	
LU7127	2017-12-11	DEPARTURE	Allocated to Planning Administrator	70	Main Street		KLAPMUTS	SIYANDAZ	PLANNINGP
LU7133	2017-12-11	AMENDMENT OF CONDITIONS	Allocated to Town Planner	2177	HULETT STREET	Pankenburg	KAYAMANDI	COLLEENC	
LU7133	2017-12-11	REMOVAL OF RESTRICTIONS,DEPARTURE	Allocated to Town Planner	6685	20 FONTEN STREET	CLOETESVILLE	STELLENBOSCH	ROBERTF	
LU7135	2017-12-11	REMOVAL OF RESTRICTIONS,DEPARTURE	Allocated to Town Planner	3774	9 URNE AVENUE		STELLENBOSCH	ROBERTF	
LU7137	2017-12-11	DEPARTURE	Allocated to Town Planner	5505	31 Elberta Road	Die Boord	STELLENBOSCH	ROBERTF	
LU7140	2017-12-11	OTHER,SITE DEVELOPMENT PLAN	Allocated to Town Planner	281 & 282	NOOTGEDACHT VILLAGE	Nootgedacht	KOELPARK	COLLEENC	
LU7141	2017-12-11	DEPARTURE	Preparing Application for Decision	2736	31 Uukyk Street		FRANSCHHOEK	AKHONAG	
LU7143	2017-12-11	DEPARTURE-OTHER,SUBMISSION	Allocated to Town Planner	524	NOOTGEDACHT VILLAGE	Nootgedacht	KOELPARK	COLLEENC	
LU7145	2017-12-11	DEPARTURE	Allocated to Town Planner	1338	30 Van Riebeck Str		FRANSCHHOEK	AKHONAG	
LU7101	2017-12-11	DEPARTURE-CONSENT USE	Allocated to Planning Administrator	5717	STELLENBOSCH		STELLENBOSCH FARMS	LOUISAG	BULELWAM

APPENDIX 3.1

LAND USE APPLICATIONS RECEIVED (ALL APPLICATION TYPES) : DECEMBER 2017

This report will display a list of all land use applications received for the selected period.

12/1/2017 - 12/31/2017

LU/7153	2017-12-11	REZONING, CONSENT USE	Allocated to Town Planner	1003		By Den Weg Farm		STELLENBOSCH FARMS	LOUISAG
LU/7155	2017-12-14	CONSENT USE	Allocated to Town Planner	1281		DELTA ROAD (off R44)		PAARL FARMS	LAWRENCER
LU/7161	2017-12-15	DEPARTURE	Allocated to Town Planner	366		85 Webersvalley Road		JAMESTOWN	LOUISAG
LU/7163	2017-12-16	DEPARTURE	Allocated to Town Planner	1662		URK-K Street		FRANSCHHOEK	LAWRENCER
LU/7169	2017-12-14	OTHER	Allocated to Town Planner	525		ANNANDALE ROAD		STELLENBOSCH FARMS	LOUISAG
LU/7195	2017-12-18	AMENDMENT OF SITE DEVELOPMENT PLAN	Allocated to Town Planner	699		BREDELL ROAD SOMERSE		STELLENBOSCH FARMS	PEDROA
LU/7197	2017-12-18	EXTENSION OF VALIDITY PERIOD	Allocated to Town Planner	1537		R44		STELLENBOSCH FARMS	LOUISAG
LU/7199	2017-12-18	SUBDIVISION	Allocated to Town Planner	1830		DEVON VALLEY ROAD		STELLENBOSCH FARMS	COLLENC
LU/7201	2017-12-18	DEPARTURE	Allocated to Town Planner	2831		21 ERASMUS STREET	IDAS VALLEY	STELLENBOSCH FARMS	ROBERTF
LU/7203	2017-12-18	SUBDIVISION	Allocated to Town Planner	804		3 TRIBUTE STREET		JAMESTOWN	LOUISAG
LU/7217	2017-12-19	DEPARTURE	Allocated to Town Planner	15323		19 Cherrywood	Weigenonden Elsbe	STELLENBOSCH FARMS	KOPINKIV

TOTAL: 34

## APPENDIX 3.2

## LANDUSE NOTIFICATIONS REPORT : DECEMBER 2017

No	Ref Number	Application Number	Erf Farm Number	Applicant Name	Application Date	Notification Date	Amount of Days
1	558039	LU/7039	660	Livin Africa (PTY) LTD	2017-12-04	2017-12-04	0
2	558040	LU/7123	411	Francois & Nadia Mouton	2017-12-04	2017-12-04	0
3	558028	LU/7133	6685	ASHLEY ABRAHAMS	2017-12-11	2017-12-12	1
4	558031	LU/7141	2736	Deon Eksteen	2017-12-11	2017-12-12	1
5	558037	LU/7145	1338	Baring and Marcelle Richardson	2017-12-11	2017-12-12	1
6	558042	LU/7130	2177	ULRICH BRUWER	2017-12-11	2017-12-12	1
7	558044	LU/7153	1003	Emile Van Der Merwe Town Planning Consultants	2017-12-11	2017-12-12	1
8	558745	LU/7121	1025/3	Andre Francois Du Toit (Hydrotec (Pty) Ltd	2017-12-11	2017-12-12	1
9	558749	LU/7151	571/7	ARCH TOWN PLANNERS	2017-12-11	2017-12-12	1
10	558754	LU/7143	524	DENNIS MOSS PARTNERSHIP	2017-12-11	2017-12-12	1
11	558758	LU/7140	281 & 282	DENNIS MOSS PARTNERSHIP	2017-12-11	2017-12-12	1
12	558760	LU/7135	3774	ALWI THEART	2017-12-11	2017-12-12	1
13	558767	LU/7137	5505	Ulrich Bruwer	2017-12-11	2017-12-12	1
14	558768	LU/7127	70	Elbiena Dorathea Diedericks	2017-12-11	2017-12-12	1
15	558025	LU/7089	1469	DENNIS MOSS PARTNERSHIP	2017-12-13	2017-12-13	0
16	559027	LU/7111	15459	RED ATLANTIC ARCHITECTS	2017-12-13	2017-12-13	0
17	559175	LU/7091	1632	MAC ARCHITECTS	2017-12-13	2017-12-13	0
18	559700	LU/7189	525	TV3 ARCHITECTS	2017-12-14	2017-12-15	1
19	559708	LU/7155	1281	HEADLAND PLANNERS (PTY) LTD	2017-12-14	2017-12-15	1
20	559704	LU/7093	212	Charl Brandon Newman	2017-12-15	2017-12-15	0
21	559705	LU/7181	388	Louis Christian Pause	2017-12-15	2017-12-15	0
22	559706	LU/7117	1678	Deon Carstens	2017-12-15	2017-12-15	0
23	559709	LU/7115	214/15	Jacques Volschenk	2017-12-15	2017-12-15	0
24	559709	LU/7107	1412	Marike Bolz (Arch Town Planners)	2017-12-15	2017-12-15	0
25	559770	LU/7105	14613	PJ Le Roux Town Planners (Pty) Ltd	2017-12-15	2017-12-15	0
26	559772	LU/7119	903	Marike Bolz (Arch Town Planners)	2017-12-15	2017-12-15	0
27	559774	LU/7087	670	Neville Van Der Westhuizen	2017-12-15	2017-12-15	0
28	559980	LU/7183	1662	Alwi Theart (Urban Rural SA)	2017-12-18	2017-12-18	0
29	560089	LU/7195	699	TV3	2017-12-18	2017-12-18	0
30	560100	LU/7199	183/3	FRIEDLAENDER,BURGER& VOLKMANN	2017-12-18	2017-12-18	0
31	560102	LU/7197	1537	PETER MONS	2017-12-18	2017-12-18	0
32	560104	LU/7203	804	MA STRYDOM	2017-12-18	2017-12-18	0
33	560105	LU/7201	2831	SS RAUBENHEIMER	2017-12-18	2017-12-18	0
34	560844	LU/7247	15323	Kieran Reddie	2017-12-19	2017-12-20	1
							Average =0,44 Days

## LAND USE APPLICATIONS ADVERTISED : DECEMBER 2017

12/1/2017 - 12/31/2017

## LAND USE APPLICATIONS ADVERTISED IN PRESS

Application Number	Application Type	Land Use File Name	Application Date	Task Allocated	Date Advertised	Registered Letters To	Advertised By
LUR348	REMOVAL OF RESTRICTIONS	ERP_3365_STELLENBOSCH, LUR348	2017-06-12	2017-09-13	2017-12-22	Applicant to indicate the affected properties and Ward Councilor	Applicant
LUR601	CONSENT USE	FARM_537_Abuting R44 South of Annandale Road Intersection, STELLENBOSCH	2017-08-17	2017-12-18	2017-12-18	Adjoining property owners (locality plan attached), Ward Councilor, Stellenbosch Interest Group	Applicant
LUR666	REZONING OTHER	ERP_6328_Stellenbosch_STELLENBOSCH, LUR666	2017-06-23	2017-12-11	2017-12-11	Adjoining property owners, Ward Councilor/Community Organisation(s) Stellenbosch Interest Group, Stellenbosch Ratepayers Association	Applicant

## LAND USE APPLICATIONS ADVERTISED TO OTHER PARTIES

Application Number	Application Type	Land Use File Name	Application Date	Task Allocated	Date Advertised	Registered Letters To	Advertised By
LUR550	DEPARTURE	ERP_14163 (19804)_STELLENBOSCH, LUR550	2017-05-28	2017-12-06	2017-12-06	At least the adjoining property owners, Ward Councilor, Interest Group, Stellenbosch Rate Payers Association	Applicant
LUR348	REMOVAL OF RESTRICTIONS	ERP_3365_STELLENBOSCH, LUR348	2017-06-12	2017-09-13	2017-12-22	Applicant to indicate the affected properties and Ward Councilor	Applicant
LUR474	CONSENT USE	FARM_6850_STELLENBOSCH FARMS, LUR474	2017-07-19	2017-12-18	2017-12-18	Ward Councilor, Stellenbosch Interest Group, Stellenbosch Agricultural Society The applicant must identify and advertise to affected property owners	Applicant
LUR601	CONSENT USE	FARM_537_Abuting R44 South of Annandale Road Intersection, STELLENBOSCH FARMS, LUR601	2017-08-17	2017-12-18	2017-12-18	Adjoining property owners (locality plan attached), Ward Councilor, Stellenbosch Interest Group, Stellenbosch Ratepayers Association	Applicant
LUR666	REZONING OTHER	ERP_6328_Stellenbosch_STELLENBOSCH, LUR666	2017-06-23	2017-12-11	2017-12-11	Adjoining property owners, Ward Councilor/Community Organisation(s) Stellenbosch Interest Group, Stellenbosch Ratepayers Association	Applicant
LUR818	SUBDIVISION/DEPARTURE	ERP_1169_FRANSCHHOEK, LUR818	2017-09-26	2017-12-11	2017-12-12	The applicant to identify and advertise to affected adjoining property owners (received on 1/12/17)	Applicant
LULULUR661	TEMPORARY DEPARTURE	FARM_T3020_Paarl Farms, PAARL FARMS, LULULUR661	2017-11-08	2017-11-28	2017-12-13	Adjoining property owners, Ward Councilor	Applicant

**APPENDIX 3.4**
**DECISIONS AND FINAL NOTIFICATIONS OF LAND USE APPLICATIONS : DECEMBER 2017**

No	Reference Number	Application Date	Application Number	Erf Farm Number	Applicant Name	Applicant Postal Address	Application Type	Notification Date	Final Decision Date	Final Decision
1	<a href="#">373117</a>	2015-06-26	LU4177	10415	Jan Hanekom Partnership	60 Meul Street Paarl 7464	REZONING, CONS ENT USE	2017-12-08	2017-12-12	Approved
2	<a href="#">449901</a>	2016-06-16	LU4813	426	Dennis Moss Partnership	P.O BOX 371 Stellenbosch 7599	SUBDIVISION, DEP ARTURE	2017-12-04	2017-12-01	Approved
3	<a href="#">454480</a>	2016-09-01	LU4840	8278	EMILE VAN DER MERWE TOWN PLANNING	P.O BOX 204 STELLENBOSCH 7599	DEPARTURE	2017-12-12	2017-12-06	Approved
4	<a href="#">479909</a>	2016-12-30	LU5425	4667	Petrus Johannes Ernst Sieman	3 Bon Christen Street Die Boord Stellenbosch 7600	DEPARTURE, REM OVAL OF RESTRICTIONS	2017-12-20	2017-12-20	Approved
5	<a href="#">480992</a>	2016-12-14	LU5447	814	MATTHEW CHRISTIAN	P.O BOX 3667 TYGERVALLEY 7536	HOME OWNERS ASSOCIATION AR CHITECTURAL GUIDELINES, OTH ER	2017-12-12	2017-12-12	Approved
6	<a href="#">507519</a>	2017-05-03	LU6069	7425	ANTON LOTZ TOWN AND REGIONAL PLANNING	P.O BOX 51799 WATERFRONT 8002	EXTENSION OF VALIDITY PERIOD	2017-12-04	2017-12-04	Approved
7	<a href="#">524488</a>	2017-07-14	LU6467	12162/12163	ADA MARA DU TOIT	4 DE KAAPSE WERF 39-43 ROKE WOOD STREET DIE BOORD STELLENBOSCH 7600	SUBDIVISION	2017-12-12	2017-12-12	Approved
8	<a href="#">527763</a>	2017-07-26	LU6536	50	CHRISTIAAN SERFONTEIN (SUITENDAG & ASSOCIATES	36 NOORDWAL STREET STELLENBOSCH 7600	DEPARTURE	2017-12-08	2017-12-06	Approved
9	<a href="#">538021</a>	2017-09-01	LU6719	7999	Sophie Christina Lubbe Buys	17 Oudebaan Het Heerenhof Stellenbosch 7600	DEPARTURE	2017-12-07	2017-12-07	Approved
10	<a href="#">538852</a>	2017-09-06	LU6759	1021	David Williams	1021 Mountain View Jamestown Stellenbosch 7600	DEPARTURE	2017-12-01	2017-12-01	Approved
11	<a href="#">539901</a>	2017-09-18	LU6770	1562	Henk Van'thof	HDF Design 24 Henshall Road Hout Bay	DEPARTURE	2017-12-07	2017-12-07	Approved
12	<a href="#">540023</a>	2017-09-15	LU6778	11874	Rene Winzler (2 AD Space Architects)	PO Box 5272 Helderberg 7135	DEPARTURE	2017-12-20	2017-12-07	Approved
13	<a href="#">541440</a>	2017-09-26	LU6814	5039	Jean De Beer Architects	Jean De Beer Architect 2 Thibault Avenue Somerset West 7130	DEPARTURE	2017-12-07	2017-12-08	Approved
14	<a href="#">561224</a>							2011-10-03	2017-12-29	Application Cancelled

# Workplace OHS Inspection Checklist – Office, General Laboratory and Workshop

STELLENBOSCH MUNICIPALITY



Building: Office Level: Ground floor Room:	Date: 14/12/2017	Inspector/s: Ilze Couvaras	Signature/s: 
Room/area manager/supervisor Ilze Couvaras		Room manager signature to signify this is an agreed record of inspection and corrective actions: 	

Complete the following box with document control information if you alter this form to suit the local area.

Section: Customer Interface & Administration		Divisional Unit: Customer Interface & Administration		
Document number	Initial Issue date 05/2014	Current version 1.1/05/2014	Current Version Issued	Next review date 24/01/2018

This list serves as a guide for evaluation of Customer Interface and Administration's workplaces (additional items and categories may be added to suit local needs, but none may be removed). A tick in the **NO** box requires corrective actions (CA) to be determined by the room/area manager/supervisor in consultation with inspectors. CA's must be added to the CA Register in your department or unit.

Risk Rating follows the Risk Assessment and Control Procedure and is required in order to prioritise corrective actions. If you cannot verify an item then place a mark in the "Can't Tell" column for revision at a later time.

Item	Yes	No	N/A	Can't Tell	Risk Rating e.g. 3C H	Corrective action recommended, inspection comments, reference numbers	Person responsible for CA.
<b>1. Housekeeping and Environment</b>							
1.1 Are work areas free of rubbish, obstruction, slip and trip hazards?	y						
1.2 Are floor coverings in good condition?		n				Broken tile in bathroom (ladies) has been mended with a strip that is covering the sharp point, but a high heel can still get stuck in the gap between the broken tile and the strip.	Maintenance
1.3 Is high storage avoided for heavy or frequent use items?	y						
1.4 Is stock or material stored appropriately and safely?	y						
1.5 Are filing cabinets and desk drawers closed when not in use?	y						
1.6 Are doors fully functional?	y						
1.7 Are stairs, steps and handrails in good order?	y						

Item	Yes	No	N/A	Can't Tell	Risk Rating e.g. 3C H	Corrective action recommended, inspection comments, reference numbers	Person responsible for CA.
1.8 Are all areas adequately lit?		n				<p>One light in men's bathroom has no cover (Room 010)</p> <p>12x florescent light bulbs in foyer in front of lift not working – need replacement</p> <p>Down lighters in advice centre need replacement (down lighters and one spot light)</p> <p>Decentralized registry : lights in the archive office have been fixed to the ceiling with wire as temporary measure. Lights have to be replaced with new spec lights.</p> <p>3 lights in registry safe not working. Bulb above Violet needs replacement.</p> <p>Light in passage needs a bulb replaced.</p> <p>Light in passage has a cover loose. Bulb in Kitchen needs replacement.</p>	Electrical department
1.9 Are areas free from glare?	y						
1.10 Is there adequate ventilation?		n				<p>Archive room to be ventilated. Birds make nests on the air-conditioning units (just outside Advice Office), which in turns causes all the bird excrement, lice and germs to transfer through the intakes of the units into the offices. Polluting the air with biological contaminants.</p> <p>Aircon in Daan's office not working. This has been reported to maintenance numerous times without any action.</p>	Maintenance
1.11 Are noise levels acceptable?	y						
1.12 Is the temperature within the UNSW standard 19°C-26°C?	y						
<b>2.Ergonomics</b>							
2.1 Is all furniture fit for purpose?	y						
2.2 Is all furniture in good repair?	y						
2.3 Are all cords/wires out of the way?	y						

Item	Yes	No	N/A	Can't Tell	Risk Rating e.g. 3C H	Corrective action recommended, inspection comments, reference numbers	Person responsible for CA.
2.4 Are Workstation ergonomics in place for: Chairs Desks Monitors Keyboard Mouse Phone Work Layout	y						
<b>3. Manual Handling</b>							
3.1 Has the need to lift, carry, push or drag heavy loads been eliminated?		n				Manual handling of files (large volumes) and documentation between old and new office not ideal. The specifications for the trolley device have been sent to SCM with a requisition. Order is awaited.	Manager
3.2 Is suitable Manual handling equipment available and in good condition?				y			
3.3 Are suitable ladders or steps available and in good condition?	y						
<b>4. Electrical</b>							
4.1 Are electrical appliances lagged and within test date where required?				y			
4.2 Are all plugs, sockets, leads, cords and switches in working order?				y			
4.3 Are electrical appliances kept clear of wet areas?		n				Electrical cables are running exposed outside the building covered with disintegrated waterproofing tape. Uncovered light switch situated outside building. (near kitchen) Electrical wire running into the kitchen drain outside building.	Electrical Department
4.4 Are powerboards used in preference to double adaptors?		n				Electrical box open and wires are exposed and visible.	Electrical Department
4.5 Are RCD's (safety switches) installed where required?				y			
<b>5. Emergency</b>							
5.1 Is a first aid kit easily accessible and clearly labelled with first aid officers name and contact details?	y						



Item	Yes	No	N/A	Can't Tell	Risk Rating e.g. 3C H	Corrective action recommended, inspection comments, reference numbers	Person responsible for CA.
5.2 Are the contents of the first aid kits clean and valid?	Y						
5.3 Do fire sprinklers have at least 500mm of clear space beneath?				y			
5.4 Are fire exits clearly marked and unobstructed?	y						
5.5 Are emergency procedures current and displayed?		n				No procedures displayed. No emergency exit plan in place.	Fire department
5.6 Are fire extinguishers appropriate, unobstructed and clearly marked?	y					One gas mask issued in February 2014 - the gauge on the mask is nearly in the red - needs to be maintained. Last serviced in January 2017.	Fire department
<b>6. Equipment (plant)</b>							
6.1 Are all machines guarded where required?			y				
6.2 Is the working area for fixed plant clearly marked?			y				
6.3 Are Safe Work Procedures displayed for all equipment?			y				
6.4 Is personal protective equipment available and in good condition?			y				
<b>7. Comments or additional items</b>							
Storage area and method is appropriate for material and risk		n				Safe where firearms are kept is situated in passage. Firearms are made safe in passage and this leads to a variety of risks for both the Law Enforcement and Admin staff. Public use this passage whilst this is happening.	Law Enforcement
Alarm systems installed		n				Handheld noise makers. Noise maker situated in the passage and has caused injury to passers-by. Need to have it relocated to better position.	Fire department/ maintenance

*\*This form should be returned to the person looking after the local area records for recordkeeping.*

**ITEM 1**

**APPENDIX 1.4**

**SPATIAL PLANNING, HERITAGE AND  
ENVIRONMENT**

**PLANNING AND ECONOMIC  
DEVELOPMENT COMMITTEE MEETING**

**2018-03-06**



TO/AAN: DIRECTOR PLANNING & ECONOMIC DEVELOPMENT  
FROM/VAN: MANAGER SPATIAL PLANNING, HERITAGE & ENVIRONMENT  
DATE/DATUM: 2017-11-09  
REFERENCE: 8/1/4/2/5  
RE/INSAKE: MONTHLY REPORT FOR DECEMBER 2017 (SPATIAL PLANNING)

Herewith the monthly report of the Department Spatial Planning, Heritage and Environment.

#### APPLICATIONS:

Statistics of formal applications received by this department:

Section	Applications received	Applications completed	Applications Completed within 30 days response
Planning Advisory Committee Applications (new)	1	0	0
Signage (Stellenbosch/Franschhoek)	0	0	0
Land Use Applications	8	11	11
Heritage Scrutiny Application	Not available	Not available	

#### PROJECTS:

The department is currently involved with several planning projects.

Project	Progress	Date of Completion	Comments
Rural Area Plan	Status Quo Report	June 2018	MSDF Public Open Days took place on 8,9, 15 & 16 November 2017
Heritage Inventory	Heritage Western Cape approved Phase 2a report on 16 February 2017. Next phase in progress	June 2018	MSDF Public Open Days took place on 8,9, 15 & 16 November 2017
Integrated Zoning Scheme (IZS 2016)	The conversion of 2013 IZS to 2016 IZS was completed and the draft IZS maps are available.	On-going	Still busy cleaning the cadastral information and verifying properties no Zoning information.
Urban Development Strategy	Draft Strategies Report received	June 2018	MSDF Public Open Days took place on 8,9, 15 & 16 November 2017

Project	Progress	Date of Completion	Comments
Emergency Housing	Report to Mayco. Submitted on 2017-08-31.  Presentation scheduled for 13 November 2017	On-going	Mayco feedback incorporated.
Heritage Buildings	Appointment with Piet Smit re valuation of heritage buildings set for 7 July 2017		Awaiting valuation.
Several By-law amendments	<ul style="list-style-type: none"> <li>• Air Quality Bylaw submitted.</li> <li>• Noise By-law submitted</li> <li>• Public Art Policy submitted on 7 November 2017</li> </ul>		
MSDF	Process plan for MSDF submitted to Mayor.  Public Open days taken place  Working Group meetings taking place	On-going	MSDF Public Open Days took place on 8,9, 15 & 16 November 2017
Klapmuts IGSC	Status Quo Report and Draft Report submitted. Reports advertised to ISC for input.	On-going	MSDF Public Open Days took place on 8,9, 15 & 16 November 2017
Telecommunication Policy	Draft policy submitted to Mayco on 2017-08-31.  Feedback form US received and give to MM		Mayor has resubmitted request for input to US
IDP Cluster meetings	IDP cluster meetings took place during November 2017 and officials from department attended this meetings	November 2017	BA Henning B de la Bat K Makati S vd Merwe

### GIS PROJECTS:

Project	Progress	Date of Completion
Development of Property Registered Layer.	CGA received the state land Audit datasets from the Department of Rural Development and Land Reform. They will overlay the state land datasets against the registered layer and the draft report will be available on the 8th of December 2017.	8 December 2017 (Draft Final Report)
TPAMS: Town Planning Application Management System.	Town Planning Applications Management Systems (TPAMS) Workflow discussion Session.	7 December 2017
FQ 137 18	<i>Supply, deliver and configuration of handheld Global Positioning System (GPS) device for Spatial Planning:</i> the FQ tender have been advertised on the Municipal website and the closing for bid submissions is the 06 <sup>th</sup> of December 2017.	On-going

The following GIS request matters have been attended:

Request	Progress	Date of Completion	Comments
<p><b>Internal Mapping Request: Albert van der Merwe (Manager Community Services)</b></p> <p>Good morning Mr Abrahams &amp; van der Merwe</p> <p>Upon instruction of the Director, please prepare an item on the Mapping of Social Infrastructure which will serve on the next Section 80 on 6 December 2017.</p> <p>You cooperation will be highly appreciated.</p> <p>Request Date: 27/11/2017</p>	<p>All the play parks have been mapped; Cemeteries, sport facilities and Library are still outstanding.</p>	<p>2017-12-04 (Expected Date of completion)</p>	<p>On-going</p>
<p><b>Internal Mapping Request: Tembisa Gwintsa (Head of Systems: ICT)</b></p> <p>"Request to mapped all electricity smart-meters with the APN 3g cards that are with the WC024"</p> <p>Request Date: 27/11/2017</p>	<p>Spatial data was created and saved on the centralized GIS database. Map was as well.</p>	<p>27-11-2017</p>	<p>Completed</p>
<p><b>Map Request: By Delorees Kotze</b></p> <p>" Good morning,</p> <p>I trust that you are well. Could you please provide me with the latest map of WC024 and individual maps of the respective 22 wards as well.</p> <p>Delorees Kotze "</p> <p>Request Date: 22/11/2017</p>	<p>Requested was completed and the data was sent to Ms. Delorees Kotze.</p>	<p>22-11-2017</p>	<p>Completed</p>

<p><b>Spatial Data Request: Lourens van Zyl (TerraGIS)</b></p> <p>Mr Nhleko</p> <p>Our telephonic discussion refers.</p> <p>I am looking for detail contour data, preferably in SHP or ESRI Geodatabase format.</p> <p>Please find attached the Extent of the area I am interested in.</p> <p>The Projection of the attached SHP file is Transverse Mercator with a Central Meridian of 19degrees East and based on the WGS84 spheroid and Hartebeeshoek94 Datum.</p> <p>Your help in this regard will be appreciated very much</p> <p>Your cooperation is dearly appreciated."</p> <p>Request Date: 15/11/2017</p>	<p>The spatial data was extracted and sent to services provider.</p>	<p>15/11/2017</p>	<p>Completed</p>
<p><b>Map Request: by Jermaine Hendricks (University of Stellenbosch : Facilities Section)</b></p> <p>" Dear Nhleko Mduduzi,</p> <p>I trust you are well. Is there any possibility that you could assist us with some municipal information. Space Management &amp; Development Planning are interested in a potential property adjacent to Stellenbosch University properties. Details of this property in question follow below:</p> <p>Property Type: Residential (House).</p> <ol style="list-style-type: none"> <li>1. Erf Number: 00002110.</li> <li>2. Corner of Andringa &amp; Crozier Street.</li> </ol> <p>Is there any possibility you could perhaps assist us with the municipal Value of this Property in question? Please see Jpeg Snap Shot attach (Property - Highlighted Poly-Polygon).</p> <p>Nhleko, also see attach Snap shots of Stellenbosch 3D Oblique images as requested from a 3D which I have built. I will send you more following this email – due to size capacity. I am aware you waited to utilise it for the Portal of ArcGIS, hope it can help you.</p> <p>Jermaine Hendricks</p> <p>Request Date: 14/11/2017</p>	<p>The Map was created and sent to Jermaine</p>	<p>14-11-2017</p>	<p>Completed</p>

<p><b>Spatial Data Request: Eddie Wise</b></p> <p>" Hi Mduzuzi, Following our phone discussion. In order to create 3d models for structural mapping we need high resolution elevation models, aerial imagery (vertical and oblique) and LIDAR data for Stellenbosch LM area. Please find KMZ attached with AOI. Please inform what Data exist with regard to the request and if it can be made available. Eddie" Request Date: 01/11/2017</p>	<p>The spatial data was extracted and ready for collection.</p>	<p>01-11-2017</p>	<p>Completed</p>
<p><b>Map Request: by Mr Frans Baerveldt</b></p> <p>"I request a map of the Franschoek area, can you please send it to Dillon, and the client will pay him for the copy." Request Date: 17/10/2017</p>	<p>Map was created</p>	<p>23-10-2017</p>	<p>Completed</p>

#### GIS INFRASTRUCTURE

Complaints	Progress
<p><b>Complaint from Esri South Africa: (Pieta Swanepoel)</b></p> <p>"Two of the import files for the billing viewer are empty. This indicates that there is a problem with the extracts from SAMRAS. I did also check that the extracts on the SAMRAS machine is empty as well. Files are called EsriMets and EsriSrv Can you please enquire about this with the relevant person at Finance?"</p>	<p>The problem was resolved by Vinolan Narainsamy.</p>
<p><b>GIS Viewer: Access to the GIS Assets Viewer(Harold Davids and Tracy Wehr )</b></p> <p>"We can't get into the asset viewer. Can you fix please."</p>	<p>The problem was resolved by Mduzuzi Nhleko.</p>

## ENVIRONMENTAL MANAGEMENT

The following matters are herewith reported on for the month of December 2017:

### **PROJECTS**

<b>Project</b>	<b>Progress</b>	<b>Date of Completion</b>
Mount Rochelle (land exchange)	Phase 1 - Completed  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-swap which is to mitigate the potential visual impact of development within Mont Rochelle Nature Reserve.	Nov 2016
	Phase 2 - Completed  Individual properties have been surveyed and marked.	Nov 2016
	Phase 3 – In process  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
	Phase 4  Phase 4 will be the conclusion of the property transfers should the municipality be successful with the negotiations during Phase 3.	Aug 2017
	Request from Manager: Spatial Planning, Heritage & Environment (Staff Meeting: 27 February 2017) for the preparation of a status report on the project to be submitted to the Director: Planning & Economic Development for information and further instruction.  Status report completed and submitted to Director: Planning & Economic Development. Feedback: Item to Council to be prepared.	March 2017
	Item to Council prepared and submitted to the Director: Planning & Economic Development for approval before Item circulated for internal comment.	May 2017
	Item submitted to Council.  MayCo concluded that a site visit for the Mayor needs to be arranged by the Director: Planning & Economic Development.	Oct 2017
	Project note:  The appointed consultants assisting Stellenbosch Municipality on this project is VGV Attorneys	



Cemetery Study	An interdepartmental meeting was held 4 August 2016 to acquire relevant input.	
	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.	Dec 2016
	A draft item for the proposed development of the identified sites have been prepared and sent to Finance, 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.	Jan 2017
	Item finalized and submitted to the Executive Mayor. Awaiting decision in order to proceed.	Feb 2017
	Item approved by Council, four sites approved: <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>	April 2017
	Meeting held with appointed consultants on the way forward.	June 2017
	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.	
	Meeting held (17 August) with appointed environmental consultant (Enviro Africa). Notice of Intent to apply for a listed activity will be submitted to DEA&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).	August 2017
Notice of Intent to Develop (NOI) Meeting held with DEADP.	Oct 2017	
Pre-Application Public Participation process to commence.	Jan/Feb '18	
Project note:  The appointed consultants assisting Stellenbosch Municipality on this project is CK Rumboll & Associates.		
Stellenbosch Municipality Invasive Alien Plant Management Plan	Draft 1 completed and submitted to the Mayor.	Oct 2016
	Plan referred to Council for approval subject to the document having gone through a round of public participation.	April 2017
	Plan advertised in Eikestadnuus and Paarl Post (Commenting period 9 March-13 April).	
	Revised Item submitted to the Executive Mayor. Awaiting decision.	May 2017
	Plan approved.	July 2017

Papegaaiberg Nature Reserve (NR)	The registration of Papegaaiberg as a protected area in terms of the National Environmental: Protected Areas Act, 57 of 2003, has been concluded.	Jun 2016
	Memo prepared and submitted to the Municipal Manager requesting relevant delegation to implement the management plan of the NR. Awaiting feedback and instruction in this regard.	Oct 2016
	Annual audit done in collaboration with Cape Nature.	Dec 2016
Stellenbosch River Stewardship Action (SRSA)	Ongoing.	
Stellenbosch Environmental Management Framework (SEMF)	Draft 2 SEMF presented at the Intergovernmental Steering Committee (IGSC) meeting, 17 February 2017.	Feb 2017
	Draft 2 SEMF has been sent out via e-mail to members of the IGSC and other identified role-players for comment or input by 5 May 2017.  Item to Council to be prepared for adoption of SEMF.	Oct 2017
Noise Control By-Law (Policy)	The department is in the process of preparing a motivation that a Noise Control Policy be drafted (based on the City of Cape Town existing policy) rather than a municipal noise control by-law.	March 2017
	The main considerations in this regard is that the Western Cape Noise Control Regulations, P.N. 200/2013 are sufficient is considered sufficient in handling noise related matter at local level. There is also a risk of duplication in that the Department Community Services are in a final stage of preparing a Nuisances By-Law which will cover noise related matter.	
	Noise Control Policy submitted to the Director: Planning & Economic Development.	March 2017
	Noise Control Policy circulated to director for input by 15 June.	May 2017
	Item submitted to Council.	Sep 2017
	Item referred to a joint Section 80 committee meeting.	Nov 2017
Air Quality Control By-Law	A draft Air Quality Control By-Law has been prepared (in collaboration with the District Air Control Officer) and submitted to an appointed service provider.	
	Project to be costed.	March 2017
	Project costing received. Process to be handled internally due to the cost implications.  Item submitted to the Mayor requesting permission for the draft by-law to be circulated internally.	June 2017

	Item submitted to Council.	Sep 2017
	Item referred to a joint Section 80 committee meeting.	Nov 2017
Integrated Fire Management	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.	Jan 2017
	Application for membership to the Winelands Fire Protection Association has been submitted. Confirmation of the payment has been received.	Jan 2017
	Municipal Integrated Fire Management Plan prepared. Sent to Fire Protection Association (FPA) for input. FPA indicated that it supports the plan.	Oct 2017
Greenest Municipality Competition	2017 Questionnaire received.	March 2017
	Stellenbosch Municipality's document submitted 11 July 2017.	July 2017

#### ENVIRONMENTAL MANAGEMENT

This section summarizes to this departments works as it pertains to the National Environmental Management Act, 107 of 1998 (NEMA), and assistance provided to the Department of Environmental Affairs and Development Planning by this department.

- COMMENTS:

A total of 3 report (submitted in terms of NEMA) has been submitted to the municipality for comment during the month of April.

Report	Comment date
Pre-Application Basic Assessment Report: Proposed Bergplaas Estate Development on Portion 1 of Farm 167, Remainder of Farm 168, Portion 9 of the Farm 119, and Erf 16739, Stellenbosch.  DEA&DP Ref: 16/3/3/6/7/1/B4/45/1273/17	24 Nov 2017
Proposed Development of a 25m High Telecommunication Mast on Portion 2 of the Farm Meerlust No 1081, Eerste River, Western Cape  DEA&DP Ref: 16/3/3/6/7/1/B2/21/1033/16	27 Nov 2017

- SECTION 30 EMERGENCY INCIDENTS:

Incident	Progress	Date
Franschhoek Pass Spill  (Incident date: 5 Sept 2016)	<u>Site visit 1</u>  Attended by representatives From DEADP, DWS, Wolmatrans, Spilltech and relevant property owners.  Instructions issued by this department.	29 Sept 2016
	<u>Site visit 2</u>  Attended by representative of Spilltech, District Roads and relevant property owner.  Instructions issued by this department.	3 Nov 2016
	<u>Site visit 3</u>  Attended by representative of Spilltech, District Roads and relevant specialist.  Instructions issued by this department.	29 Nov 2016
	<u>Site visit 4</u>  Attended by representative of Spilltech, District Roads DWS, affected landowners, insurers and relevant specialist.  Instructions issued by this department.	23 March '17
	<u>Meeting</u>  Meeting held with DEADP, Envirocare, Spilltech and Geomeasure Group to decide on the way forward. DEADP and DWS to scrutinize Geomeasure Group reports and advise.	13 July '17
	<u>Site visit 5</u>  Attended by representative of DEAD&DP and DWS.  Instructions issued by DE&DP.  Incident referred to DEADP.	17 Aug '17
	Latest round of samples taken.	9 Nov 2017
	Instruction for information issued to Wolmatrans.	Dec 2018

- ILLEGAL ACTIVITIES:

0 Illegal activities have been reported to DEA&DP during November 2017.

Activity	Progress	Date
-	-	-

NOISE CONTROL:

The following statistics with regards to noise complaints investigated during December 2017.

Area	Number
Stellenbosch	3
Franschhoek	1
Klapmuts	1
Jamestown	1
Pniel	0
Groot Drakenstein	0
Kylemore	0
Farms	0
<b>Total</b>	<b>6</b>

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

Complaint	Progress	Date of Completion	Comments
Noise Nuisance complaints: Club Entourage	Matter currently in Court.  Additional noise mitigation measures have been implemented	On-going	Application for EB/License was made & currently in process.  Recommendation was made to LED Office to clear EB/License on conditions as indicated.
Religious gathering noise - VGK Sentrum, Idasvalley	Special meeting between Rev Bock, myself & complainant held on 15 Dec 2017.	On-going	Undertaking by Rev Bock to submit a Noise Management Plan in consultation with the complainants
Renewed complaints about Bekezela Concrete, Old Paarl Rd Klapmuts	On the basis of measurements taken it is concluded that Bekezela Concrete are contravening the noise rating level for Industrial districts	On-going	Request complainant to submit sworn affidavit for possible legal action  Still awaiting

Religious gathering at Bloemhof High School Hall	Have met with Shofar Church Council as well as with Smit Viljoen Attorneys regarding the renewed complaints on Monday, 27 Nov.17	On-going	Awaiting the submission of noise tests results by JL Van Niekerk as agreed upon
Illegal Building works, 15 Nerina Street, Franschoek	Cease Order Notice was issued by Building Control	15 Dec. 17	Considered closed

#### **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>
Fume Emission's from 21 Rolinda Crescent, Jamestown due to metalwork's & spray-painting activities	Joint Inspection was carried out on Friday, 15 Dec.17 together with Land Use Inspector Jacobs. Again no air pollution nuisance was observed	15 Dec. 17	Considered closed

#### **SECTION 21 – LISTED ACTIVITIES**

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 Inspection took place 06 Dec.2017

#### **WORK INTERGRATED LEARNING**

##### **STUDENT SOBOKA MANUAL FROM THE CENTRAL UNIVERSITY OF TECHNOLOGY – FREE STATE**

On request of the Cape Winelands District Municipality the above student underwent valuable experiential and practical training in noise and air quality control matters at the Department of Environment on Thursday, 07 Dec.2017.

The objective of experiential training is to give students the opportunity to apply the theoretical knowledge gained at their Institutions in the work environment and to develop the necessary competency to function independently and according to responsibilities as demanded by the profession.

This was a one day project which was applauded by the CWDM.

#### **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.

**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

**COURSES AND TRAINING:**

None



**BJG DE LA BAT**  
**MANAGER: SPATIAL PLANNING, HERITAGE & ENVIRONMENT**  
**DEPARTMENT ECONOMIC DEVELOPMENT AND PLANNING**

**LEAVE: DECEMBER 2017**



## EMPLOYEE SELF SERVICE

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Access  
  Employee  
  Leave  
  Claims  
  HR  
  Mailbox  
  Approvals  
  Queries

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### Self Service Level Manager Leave Matrix

Please Select A Month and Year to View the Leave Matrix

Select Year   
 Select Month   

**LEGEND**

Approved	Pending	A=Annual		C=Accum		L=Long Service		S=Sick		F=Fam.Resp.		U=Unpaid		T=Overtime		D=Other																	
		B=Occasional		M=Maternity		Y=Study		D=Lv.Sold																									
Co. Empl.Cde	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
		P	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S		
01	114022 BASSON (Ranning), J M				T	O	A	A				A	A	A	A	A			A	A	A	A	A					A	A	A		34.00	
01	904111 MAKATEL, M																																
01	918120 VAN DER MERWE, S W											O							A	A	A	A	A						A	A	A	9.00	
01	918220 VAN AS, M							O				T	T																A	A	A	18.00	
01	918226 McEVoy HENNING, B				S	S	S																							A	A	A	19.00
01	918606 NHLEKO, M H																													A	A	A	17.00





# STELLENBOSCH

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MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

*Spatial Planning, Heritage and Environment*

Office Tel no : 021 808 8652 | Jeanne.Basson@stellenbosch.gov.za

To: Director: Planning & Economic Development; Director: Engineering Services  
From: Environmental Planning  
Date: 15 January 2018  
Ref: 8/1/4/2/5  
Re: **MONTHLY REPORT: DECEMBER 2017**

The following matters are herewith reported on for the month of December 2017:

## PROJECTS

Project	Progress	Date of Completion
Mount Rochelle (land exchange)	Phase 1 - Completed  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-swap which is to mitigate the potential visual impact of development within Mont Rochelle Nature Reserve.	Nov 2016
	Phase 2 - Completed  Individual properties have been surveyed and marked.	Nov 2016
	Phase 3 – In process  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
	Phase 4  Phase 4 will be the conclusion of the property transfers should the	Aug 2017

	municipality be successful with the negotiations during Phase 3.	
	Request from Manager: Spatial Planning, Heritage & Environment (Staff Meeting: 27 February 2017) for the preparation of a status report on the project to be submitted to the Director: Planning & Economic Development for information and further instruction.  Status report completed and submitted to Director: Planning & Economic Development. Feedback: Item to Council to be prepared.	March 2017
	Item to Council prepared and submitted to the Director: Planning & Economic Development for approval before Item circulated for internal comment.	May 2017
	Item submitted to Council.  MayCo concluded that a site visit for the Mayor needs to be arranged by the Director: Planning & Economic Development.	Oct 2017
	Project note:  The appointed consultants assisting Stellenbosch Municipality on this project is VGV Attorneys	
Cemetery Study	An interdepartmental meeting was held 4 August 2016 to acquire relevant input.  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.  A draft item for the proposed development of the identified sites have been prepared and sent to Finance, 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.  Item approved by Council, four sites approved: <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>	Dec 2016  Jan 2017  Feb 2017  April 2017
	Meeting held with appointed consultants on the way forward.  Consultants to meet with the Department of Roads and Public works on the proposed development cemeteries on its land. Consultants to	June 2017

	present proposed cemetery establishment plans for the proposed development cemeteries on municipal land.	
	Meeting held (17 August) with appointed environmental consultant (Enviro Africa). Notice of Intent to apply for a listed activity will be submitted to DEA&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).	August 2017
	Notice of Intent to Develop (NOI) Meeting held with DEADP.	Oct 2017
	Pre-Application Public Participation process to commence.	Jan/Feb '18
	Project note:  The appointed consultants assisting Stellenbosch Municipality on this project is CK Rumboll & Associates.	
Stellenbosch Municipality Invasive Alien Plant Management Plan	Draft 1 completed and submitted to the Mayor.  Plan referred to Council for approval subject to the document having gone through a round of public participation.  Plan advertised in Eikestadnuus and Paarl Post (Commenting period 9 March-13 April).  Revised Item submitted to the Executive Mayor. Awaiting decision.  Plan approved.	Oct 2016  April 2017  May 2017  July 2017
Papegaaiberg Nature Reserve (NR)	The registration of Papegaaiberg as a protected area in terms of the National Environmental: Protected Areas Act, 57 of 2003, has been concluded.  Memo prepared and submitted to the Municipal Manager requesting relevant delegation to implement the management plan of the NR. Awaiting feedback and instruction in this regard.  Annual audit done in collaboration with Cape Nature.	Jun 2016  Oct 2016  Dec 2016
Stellenbosch River Stewardship Action (SRSA)	Ongoing.	
Stellenbosch Environmental Management Framework (SEMF)	Draft 2 SEMF presented at the Intergovernmental Steering Committee (IGSC) meeting, 17 February 2017.  Draft 2 SEMF has been sent out via e-mail to members of the IGSC and other identified role-players for comment or input by 5 May 2017.	Feb 2017

		Item to Council to be prepared for adoption of SEMF.	Oct 2017
Noise Control By-Law (Policy)		<p>The department is in the process of preparing a motivation that a Noise Control Policy be drafted (based on the City of Cape Town existing policy) rather than a municipal noise control by-law.</p> <p>The main considerations in this regard is that the Western Cape Noise Control Regulations, P.N. 200/2013 are sufficient is considered sufficient in handling noise related matter at local level. There is also a risk of duplication in that the Department Community Services are in a final stage of preparing a Nuisances By-Law which will cover noise related matter.</p> <p>Noise Control Policy submitted to the Director: Planning &amp; Economic Development.</p> <p>Noise Control Policy circulated to director for input by 15 June.</p> <p>Item submitted to Council.</p> <p>Item referred to a joint Section 80 committee meeting.</p>	<p>March 2017</p> <p>March 2017</p> <p>May 2017</p> <p>Sep 2017</p> <p>Nov 2017</p>
Air Quality Control By-Law		<p>A draft Air Quality Control By-Law has been prepared (in collaboration with the District Air Control Officer) and submitted to an appointed service provider.</p> <p>Project to be costed.</p> <p>Project costing received. Process to be handled internally due to the cost implications.</p> <p>Item submitted to the Mayor requesting permission for the draft by-law to be circulated internally.</p> <p>Item submitted to Council.</p> <p>Item referred to a joint Section 80 committee meeting.</p>	<p>March 2017</p> <p>June 2017</p> <p>Sep 2017</p> <p>Nov 2017</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>Jan 2017</p> <p>Jan 2017</p> <p>Oct 2017</p>

Greenest Municipality Competition	2017 Questionnaire received.	March 2017
	Stellenbosch Municipality's document submitted 11 July 2017.	July 2017

## ENVIRONMENTAL MANAGEMENT

This section summarizes to this departments works as it pertains to the National Environmental Management Act, 107 of 1998 (NEMA), and assistance provided to the Department of Environmental Affairs and Development Planning by this department.

- COMMENTS:

A total of 3 report (submitted in terms of NEMA) has been submitted to the municipality for comment during the month of April.

Report	Comment date
Pre-Application Basic Assessment Report: Proposed Bergplaas Estate Development on Portion 1 of Farm 167, Remainder of Farm 168, Portion 9 of the Farm 119, and Erf 16739, Stellenbosch.  DEA&DP Ref: 16/3/3/6/7/1/B4/45/1273/17	24 Nov 2017
Proposed Development of a 25m High Telecommunication Mast on Portion 2 of the Farm Meerlust No 1081, Eerste River, Western Cape  DEA&DP Ref: 16/3/3/6/7/1/B2/21/1033/16	27 Nov 2017

- SECTION 30 EMERGENCY INCIDENTS:

Incident	Progress	Date
Franschhoek Pass Spill  (Incident date: 5 Sept 2016)	<u>Site visit 1</u>  Attended by representatives From DEADP, DWS, Wolmatrans, Spilltech and relevant property owners.  Instructions issued by this department.	29 Sept 2016
	<u>Site visit 2</u>  Attended by representative of Spilltech, District Roads and relevant property owner.  Instructions issued by this department.	3 Nov 2016
	<u>Site visit 3</u>	29 Nov 2016

	<p>Attended by representative of Spilltech, District Roads and relevant specialist.</p> <p>Instructions issued by this department.</p> <p><u>Site visit 4</u></p> <p>Attended by representative of Spilltech, District Roads DWS, affected landowners, insurers and relevant specialist.</p> <p>Instructions issued by this department.</p> <p><u>Meeting</u></p> <p>Meeting held with DEADP, EnviroSure, Spilltech and Geomeasure Group to decide on the way forward. DEADP and DWS to scrutinize Geomeasure Group reports and advise.</p> <p><u>Site visit 5</u></p> <p>Attended by representative of DEAD&amp;DP and DWS.</p> <p>Instructions issued by DEAD&amp;DP.</p> <p>Incident referred to DEADP.</p> <p>Latest round of samples taken.</p> <p>Instruction for information issued to Wolmatrans.</p>	<p>23 March '17</p> <p>13 July '17</p> <p>17 Aug '17</p> <p>9 Nov 2017</p> <p>Dec 2018</p>
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- **ILLEGAL ACTIVITIES:**

0 Illegal activities have been reported to DEAD&DP during November 2017.

Activity	Progress	Date
-	-	-

**NOISE CONTROL:**

The following statistics with regards to noise complaints investigated during December 2017.

Area	Number
Stellenbosch	3
Franschhoek	1
Klapmuts	1
Jamestown	1

Pniel	0
Groot Drakenstein	0
Kylemore	0
Farms	0
<b>Total</b>	<b>6</b>

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

Complaint	Progress	Date of Completion	Comments
Noise Nuisance complaints: Club Entourage	Matter currently in Court.  Additional noise mitigation measures have been implemented	On-going	Application for EB/License was made & currently in process.  Recommendation was made to LED Office to clear EB/License on conditions as indicated.
Religious gathering noise - VGK Sentrum, Idasvalley	Special meeting between Rev Bock, myself & complainant held on 15 Dec 2017.	On-going	Undertaking by Rev Bock to submit a Noise Management Plan in consultation with the complainants
Renewed complaints about Bekezela Concrete, Old Paarl Rd Klapmuts	On the basis of measurements taken it is concluded that Bekezela Concrete are contravening the noise rating level for Industrial districts	On-going	Request complainant to submit sworn affidavit for possible legal action  Still awaiting
Religious gathering at Bloemhof High School Hall	Have met with Shofar Church Council as well as with Smit Viljoen Attorneys regarding the renewed complaints on Monday, 27 Nov.17	On-going	Awaiting the submission of noise tests results by JL Van Niekerk as agreed upon
Illegal Building works, 15 Nerina Street, Franschoek	Cease Order Notice was issued by Building Control	15 Dec. 17	Considered closed

#### **AIR QUALITY CONTROL:**

The following air quality control matters have been investigated:

Complaint	Progress	Date of Completion	Comments
Fume Emission's from 21 Rolinda Crescent, Jamestown due to metalwork's & spray-	Joint Inspection was carried out on Friday, 15 Dec.17 together with Land Use Inspector Jacobs. Again no air pollution nuisance	15 Dec. 17	Considered closed

painting activities	was observed		
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### **SECTION 21 – LISTED ACTIVITIES**

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 Inspection took place 06 Dec.2017

### **WORK INTERGRATED LEARNING**

#### **STUDENT SOBOKA MANUAL FROM THE CENTRAL UNIVERSITY OF TECHNOLOGY – FREE STATE**

On request of the Cape Winelands District Municipality the above student underwent valuable experiential and practical training in noise and air quality control matters at the Department of Environment on Thursday, 07 Dec.2017.

The objective of experiential training is to give students the opportunity to apply the theoretical knowledge gained at their Institutions in the work environment and to develop the necessary competency to function independently and according to responsibilities as demanded by the profession. This was a one day project which was applauded by the CWDM.

### **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.

### **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

**COURSES AND TRAINING:**

-



**BJG de la Bat**

**MANAGER: SPATIAL PLANNING, HERITAGE & ENVIRONMENT  
DEPARTMENT ECONOMIC DEVELOPMENT AND PLANNING**

## DELEGATIONS EXERCISED FOR PERIOD: 01 – 30 DEC 2017

### DIRECTORATE: PLANNING AND ECONOMIC DEVELOPMENT

Date	Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
2016-09-05	380 + 381	S 28(4) of NEMA S 30(6), (7) and S 35 (1) of NEMA	Chemical spill on Franschoek Pass	2016-09-05	On-going	Groundwater monitoring program in place.
2016-10	392	Regulation 2(d) of the Western Cape Noise Control Regulations	Noise Nuisance complaints: Club Entourage  Matter was handed over to VGV Attorneys (Melanie Vlok) to proceed with legal action against Club Entourage	2016-10	On-going	Business License Application finalised in Dec.17. Recommend for the E/B License to be cleared by LED Office.
2017-05	392	Regulation 2(d) of the Western Cape Noise Control Regulations	Religious gathering noise - VGK Sentrum, Idasvalley  Noise measurements were carried out and a disturbing noise contravention confirmed. Issued notice upon the VGK Church to abate the noise.  The Church Council have met & proposed noise control measures	2017-05-17	On-going	Meeting between Rev Bock & complainant took place on 15 Dec.2017. Rev Bock undertook to ensure compliance with NCR's. Awaiting submission of a Noise Management Plan
2017 – 11-01	392	Regulation 2(d) of the Western Cape Noise Control Regulations	Religious gathering noise – Shofar Christian Church  Issued Notice of Intent upon the Church Congregation. The Church appointed an independent noise specialist to evaluate the noise. A NIA Report will be provided to Council	2017-12-06	On-going	Awaiting submission of results of noise tests carried out by JL Van Niekerk appointed noise consultant
2017-11-20	387	Air Quality	Registration of newly installed boilers at the	2017-11-	On-going	This is an on-going

2017-12-16	387	Management (NEMA)	Stellenbosch University as Listed Activities i.t.o Section 21 & as Controlled Emitters i.t.o Section 23 of the Act	20	exercise until installation are completed in 2018
		Air Quality Management (NEMA)	Air Pollution Nuisance as a result of metal & spray-painting works at 21 Rolinda Crescent, Jamestown	2017-11-21	Joint inspection carried on 05 Dec. 17. No air pollution nuisance observed. Matter is closed
				2017-12-16	

**ITEM 1**

**APPENDIX 1.5**

**LAND USE MANAGEMENT**

**PLANNING AND ECONOMIC  
DEVELOPMENT COMMITTEE MEETING**

**2018-03-06**



## LAND USE MANAGEMENT

**To:** Director: Planning and Economic Development  
**From:** Manager: Land Use Management  
**Date:** 11 January 2018  
**Re:** Monthly Report for the Department Land Use Management–December 2017

5.1 Writer hereby reports as follows for the Department Land Use Management

LAND USE MANAGEMENT: TASK/SUBJECT	TOTAL
New Land use applications assessed (check listed items) to indicate whether all the information required was submitted.	60
Land use applications considered (Items for appeal committee-PED-committee, Authorised Employee, MPT, Technical Committee and Delegated items). When the report has been assessed for recommendation to decision maker.	41
Appeals in terms of the Land Use Planning By-law received	2
LAND USE COMPLIANCE: TASK/SUBJECTS	
Building plans commented on in order to verify zoning and development parameters	124
Zoning Certificates issued per property	39
Comments submitted on Business- and Liquor Licenses application	26
Clearance certificates signed in order to facilitate transfer of properties.	2
Comments submitted on Event applications	26
Telephone / E-mail enquiries	439
Meetings/workshops attended	46
Meetings – Planners/Admin	17
Inbox clean-up/outstanding items attended to as attached	15



## LAND USE MANAGEMENT

### 5.2 Projects in Process:

PROJECTS	PROGRESS
<b>REVISION OF POLICIES AND BY-LAWS</b>	
Policy - Derelict and Dilapidated Buildings	Was submitted in September 2017 for the Mayor's consideration and Council approved the draft for public participation on 27 November 2017.
Land Use Enforcement Policy	Was submitted to the Executive Mayor in November 2017.
Land Use Planning By-Law, 2015	The amended Land use planning By-law was received by the services provider in December 2017. Follow up meeting is scheduled for Jan 2018 to discuss the way forward.
Integrated zoning scheme By-Law	The final version 11 was advertised for a period of 60 days which closed on 20 December 2017. All comments being received are being considered.
<b>PROJECTS: LAND USE MANAGEMENT</b>	
Millstream (Erf 1771)	The Executive Mayor is currently meeting with the affected parties.
Micro Organisational Structure	Waiting implementation of Council's decision 2017.
Erf 1370 Franschhoek	Waiting for owner to submit land surveyor's certificate.
Website	Coordinate the website updates which include land use planning decisions and website layout; MPT agenda items were uploaded as well as placement of the IZS maps, document and register.



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## LAND USE MANAGEMENT

Municipal Planning Tribunal Meeting	Next meeting to be held on 26 January 2018.
Two staff members handed in their resignation	Clayton Jacobs Jacques Jansen Van Rensburg
OHS Report	To be submitted in January 2018. A new OHS officer needs to be appointed.
<b>PROJECTS: RELATING TO HUMAN SETTLEMENTS</b>	
Emergency housing: Land identifications project	A consultant was appointed to conduct further investigations with regards to the identification of possible and suitable sites. Process ongoing.
Watergang and Zone O Street names	No further update available.
Zone O upgrade	No further update available.
Enkanini	Awaiting EIA.
<b>ITEMS: SUBMITTED</b>	
The Executive Mayor in terms of recess powers approved that the Authorized Employee be replaced by the Director: Human Settlements (SPLUMA file: 1/1/1/40)	19 December 2017



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## LAND USE MANAGEMENT

5.3 Copies of the following are attached:

- a. Attendance Registers for Dec 2017 on file
- b. Leave/ Sick leave matrix for Dec 2017 on file,
- c. SPLUMA Compliance Officer: Dec 2017 Report
- d. Work report: Lenacia Kamineth – Dec 2017
- e. Work report: Senior Land Use Inspector for Dec 2017.
- f. Log sheet for Dec 2017.
- g. Monthly Staff Meeting: One-on-one's with all planners were held on Dec 2017
- h. Chart: Building plans commented on for Dec 2017
- i. Chart: Various tasks measured for all Planners for Dec 2017
- j. Delegations exercised – Dec 2017

5.4 SDBIP will be updated on 9 January 2017.

Trust you find the above in order.

Hedré Dednam (Pr.Pl.n.A/846/1995)  
**Manager: Land Use Management**



REPORT: SPLUMA COMPLIANCE  
OFFICER  
DECEMBER 2017



**SPLUMA COMPLIANCE OFFICER: JACQUES JANSEN VAN RENSBURG  
DECEMBER 2017 MONTHLY REPORT**

**1. SPLUMA COMPLIANCE:**

**1.1 Municipal Planning Tribunal (MPT)**

- 1.1.1 Assisted in the official minutes and decision letters regarding the MPT meeting which took place on the 3 November 2017.
- 1.1.2 Managed and oversaw the planning and implementation of the MPT meeting scheduled for 4th December 2017.
- 1.1.3 Drafted a Item for Council for the motivation to appoint an external MPT member in Provincial Government.

**1.2 Intergraded Zoning Scheme By-law**

- 1.2.1 Attended to various email/telephone enquiries with regards to the advertisement inviting the public to comment on the Final Draft IZS.
- 1.2.2 Updated zoning maps for Stellenbosch Municipality manually on GIS.
- 1.2.3 Compiled a list of all comments received during the public participation period which closed on the 20<sup>th</sup> December 2017.

**1.3 Land Use Planning By-law**

- 1.3.1 Obtained a final draft from the service provider which will be assessed for Council to consider advertising the Final Draft Amended By-law once the final comments on the product have been approved by senior management.

**2. Website updates**

- 2.1 Coordinated website updates which included land use planning decisions, website layout, MPT agenda Items.

**3. Management of staff**

- 3.1 Delegated tasks to the Senior Admin officer MPT and Land Use Planning please refer to attached report.

**4. Appeal Assessment reports**

- 4.1 Oversee the management of Appeals Applications lodged in terms of the Land Use Planning By-law as per the instruction of Director Planning and Economic Development.
- 4.2 As per the Municipal Manager, followed up the appointment of a legal services provider for the Appeal RE/5343 Stellenbosch.



**SPLUMA COMPLIANCE OFFICER: JACQUES JANSEN VAN RENSBURG  
DECEMBER 2017 MONTHLY REPORT**

- 4.4 The decision by the appeals authority for Farm Ptn 20 of Farm Number 334 (Klein Gustrow) have been communicated to the applicant.
- 4.5 Oversaw the documents which were prepared for a new appeal application lodged on Farm Ptn 34 of Farm 510 Jamestown and Erf 9445 Stellenbosch.
  
- 5. **Meetings and Workshops**
  - 5.1 MPT meeting 4 December 2017.
  - 5.2 Tecno park Meeting 7 December 2017.
  - 5.3 Tribunal Meeting 3 November 2017.
  - 5.4 TPAMS meeting 7 December 2017.
  - 5.5 IDP Stakeholder meeting 8 December 2017.
  - 5.6 Appeal Decision meeting with the Executive Mayor and MM: 21 December 2017

Report compiled by:

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**J Jansen van Rensburg  
SPLUMA COMPLIANCE OFFICER**

SENIOR ADMINISTRATIVE OFFICER:  
MPT – WORK REPORT  
DECEMBER 2017



# STELLENBOSCH

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## Report by the Senior Administrative Officer: MPT of tasks performed from 1 – 31 December 2017

Week	Description
1- 8 December 2017	<ul style="list-style-type: none"><li>Finalised the November monthly report</li><li>Liaised with Janine Stanfield from Supply Chain in respect of request order for catering services for the Tribunal Sitting</li><li>Requested files from Charlene Williams</li><li>Liaised with Hannelie Lategan In respect of scheduled MPT meeting</li><li>Liaised with JJVR and LUM Manager in respect of final arrangements for the MPT sitting dated 4 December 2017</li><li>Liaised with Mrs Anthea Thorpe in respect of Parking arrangement for MPT members</li><li>Forwarded correspondence to Councillor Schafer in respect of appeal relating to Erf 173 Franschoek</li><li>Liaised with MPT members in terms of Travel Claims</li><li>Received comments from Mr Du Plessis in respect of appeal relating to Erf 173 Franschoek</li><li>Requested case law from Mervin Williams</li><li>Handover Memorandum of Payment for MPT members to Creditors</li></ul>
11-15 December 2017	<ul style="list-style-type: none"><li>Furnished MPT members, LUM Manager and JJVR with first draft of MPT minutes</li><li>Liaised with Speakers office in respect of proposed dates for MPT meeting for the remainder of financial year 2017/2018</li><li>Received new appeal in respect of farm 510/34 James Town</li><li>Requested the file from Charlene Williams for Farm 510/34 James Town</li><li>Received confirmation from the Speakers office in respect of venue for MPT meeting dated 26 January 2018</li><li>Drafted Memorandum to the Municipal Manager in respect of appeal received- Farm 520/34 James Town</li><li>Requested comments from DEADP in respect of appeal – Farm 510/34 James Town</li><li>Received appeal in respect of Erf 9445 Stellenbosch</li><li>Drafted Memorandum to Municipal Manager in respect of appeal relating to Erf 9445 Stellenbosch</li><li>Liaised with Advocate Mdludlu in respect of final draft of MPT minutes</li><li>Schedule new MPT meeting for 26 January 2018 and inform all members accordingly</li></ul>
18-22 December 2017	<ul style="list-style-type: none"><li>Liaised with appellant in respect appeal for farm 510/34 James Town</li><li>Liaised with Helene Janser from DEADP in respect of appeal relating to Erf 9445 Stellenbosch</li><li>Furnished all members with the final MPT minutes in respect of MPT meeting dated 4 December 2017</li><li>Received Tax invoice from the Caterer and processed it accordingly</li><li>Handover memorandum of MPT Travel Claims to Creditors</li></ul>

Lenacia Kamineth  
Senior Administrative Officer: MPT

WORK STATUS REPORT: SENIOR  
LAND USE INSPECTOR  
DECEMBER 2017

## Planning Pa (Nicole Petersen)

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**From:** Clayton Jacobs  
**Sent:** Friday, December 29, 2017 11:31 AM  
**To:** Hedre Dednam  
**Cc:** Sonita Matthee; Planning Pa (Nicole Petersen); clayton.j39@gmail.com  
**Subject:** Update  
**Attachments:** Work Status.docx

Hi Hedre

Attached work status report, all open cases are on this spreadsheet. I tried to close as many cases as I could which are all in the 'updated' box with Sonita – all closed and matters that need to be updated are in the updated box.

My computer password is 'Tristan2017' and all emails related to cases are stored in my inbox under folders within the area name, i.e. Cloetesville – Erf 1245 – you will see them when you click on inbox on the left. Also, not all emails may be saved in here but I did not delete work related mails in a while if any queries arise I always search, sent, deleted, and the folders within my inbox by using the Erf number or property address – something will always come up. On my desktop is a folder named "Stellenbosch", all my work, cases, and letters etc. are saved in this folder, all cases are area based and saved under the erf number.

I left my time statement and mileage on Nicole's desk, not sure when this will be paid but it's all completed. Over the last few days Mervin's office brought over and sent me many requests for affidavits etc. which was all submitted to him in order to action cases with his office – you will find all correspondence in the files in the "referred to Mervin" folders and I cc'd Sonita in all matters sent to him.

I haven't seen signed my new contract with the CCT yet so I'm not sure if I have work or not, lol. Either way it'll be well deserved short break if I don't start work with them in Jan as I was supposed to. I'm available on my cell or gmail if you need or want to know anything.

Till we chat again ;)

*Clayton*

Queries: C. Jacobs | Senior Land Use Inspector / Tel: +27 21 808 8951 / [Zoning.violations@stellenbosch.gov.za](mailto:Zoning.violations@stellenbosch.gov.za)**CASES HANDED OVER TO LEGAL**

ERF / FARM NUMBER	ADDRESS	CONTRAVENTION	DATE HANDED OVER
787 Stellenbosch	89 Dorp Street	Student Accommodation	23.09.16 (September) 16.08.17 (Williams)
872 Stellenbosch	4 Jean Street	Second Dwelling	11.05.17 (Williams)
177 Raithby	R44	Unauthorized Business	11.05.17 (Williams)
6327 Stellenbosch	68 Juffembuch Street <b>COMPLIED - CLOSED 28/12/17</b>	Unauthorized Business (Panel beating/Spary-Painting)	11.05.17 (Williams)
441 Jamestown	15 Pajaro Avenue <b>Court: Postponed to 09/02/18</b>	House Shop	02.05.17 (Williams)
8540 Stellenbosch	35 Primrose Street	House Shop	16.08.17 (Williams)
F 393/7 Stellenbosch	Polkadraai Road	Shop	12.06.17 (Williams)
5077 Stellenbosch	26 Brandwach Street	Second Dwelling	30.03.17 (September)
5789 Stellenbosch	18 Saffraan Avenue	Non compliance of conditions	14.08.17 (Williams)
6612 Stellenbosch	14 Mazof Street	Guesthouse / B & B	15.08.17 (Williams)
F 1078/2 Paarl		Unauthorized Dog Adoption Centre & Accommodation Establishment	23.06.17 (Williams)
F 1753 Paarl	Middagkrans Road	Construction of a 2 <sup>nd</sup> storey	15.06.17 (Williams)
144 La-Motte	25 Olienheut <b>CEASED. R4000 AG PAID</b>	House Shop	19.06.17 (Williams)
Erf 5795, Stellenbosch	6 Saffraan Laan	Noncompliance of conditions	12.09.17 (Williams)
Farm 334/2, Stellenbosch	Jonkershoek Road	Machine Hire & Storage	14.09.17 (Williams)
Farm 1364, Stellenbosch	R44, Stellenbosch <b>COMPLIED - CLOSED</b>	Exceeding approved restaurant area	15.09.17 (Williams)
Erf 437, Franschhoek	38 Van Wijk Street	Guest Accommodation	22.09.17 (Williams)
Erf 1829, Franschhoek	3 Pinotage Avenue, La Petit	Guest Accommodation	04.10.17 (Williams)
Erf 682, Raithby	Winery Road, Raithby	Non-compliance of conditions	24.10.17 (Williams)

**CASES THAT REQUIRE INSPECTION/EXENTIONS GRANTED**

ERF / FARM NUMBER	ADDRESS	CONTRAVENTION	NOTICE DATE	STATUS
Erf 178 Raithby	C/O Winery & R44	Offices	06.02.17	Extension granted to end of March 2018.
Erf 154 Raithby	See map in file	Non-compliance of conditions - Security gate	01.11.17	Extension granted to end of January 2018.
Erf 749 Klapmuts	R44 Klapmuts	Stone Business	26.05.17	Extension granted to



				end of December 2017.
Erf 874 Stellenbosch	16 Koch Street Stellenbosch	Accommodation Est.	None	No answer/access on both inspections on 12 & 14 Dec 2017

### CASES THAT REQUIRE ATTENTION

ERF / FARM NUMBER	ADDRESS	CONTRAVENTION	NOTICE DATE	STATUS
466 Lanquedoc	Sulkerbessie Street Lanquedoc	Mechanical	27.10.17	Follow up showed activity operating. Requires legal action, did not make it to complete docket, advise that new person starts afresh.

### CASES THAT REQUIRE FEEDBACK/RESPONSE

ERF / FARM NUMBER	ADDRESS	CONTRAVENTION	NOTICE DATE	STATUS
282 Franshoek	10 Akademie Street Franshoek	Guest House	09.10.17	Objection to notice received 19.10.17. Referred to Hedre, memo to MM response o objections submitted, await outcome.

### CURRENT COURT CASES

ERF / FARM NUMBER	ADDRESS	CONTRAVENTION	NOTICE DATE	STATUS
6519 IDAS Valley	13 Hahn Street Idas Valley	Liquor Sales	16.05.2016	14.10.16 AG R2000, 00 paid. Court again, postponed to 09.01.2018
7011 Cloetesville	18 Hinstreet Cloetesville	House Shop	30.11.2016	20.03.17 court: accused absent, warrant authorized.
441 Jamestown	15 Pajarolaan Jamestown	House Shop	30.01.17	Next court date: 09.02.2018

### CASES IN NOTICE PERIOD

ERF / FARM NUMBER	ADDRESS	CONTRAVENTION	NOTICE DATE	STATUS
8446 Cloetesville	17 Vredelust Street Cloetesville	House Shop	05.12.17	In notice period

12938 Stellenbosch	15 Mozart Street Stellenbosch	Guest House	19.12.17	In notice period
660 Franshoek	15 Nerina Street Franshoek	Guest House	12.12.17	In notice period
537 Raithby	R44	Farmers Market	19.11.17	Check with Hedre, matter with MM

LOG SHEET - DECEMBER 2017



# ONE-ON-ONE'S

(Instead of a monthly staff meeting)

MANAGER: LUM AND ALL PLANNERS

DECEMBER 2017

## Planning Pa (Nicole Petersen)

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**Subject:** ONE-ON-ONE (APPLICATIONS/REPORTS/STATUS)  
**Location:** OFFICE OF MANAGER: LAND USE MANAGEMENT

**Start:** Wed 12/20/2017 9:15 AM  
**End:** Wed 12/20/2017 10:15 AM

**Recurrence:** (none)

**Meeting Status:** Meeting organizer

**Organizer:** Planning Pa (Nicole Petersen)  
**Required Attendees:** Colleen Charles; Siyanda Zangqa; Robert Fooy; Nopinki Dafeti; Lawrence Ramakuwela; Akhona Gwintsa; Hedre Dednam; Pedro April; Louisa Guntz

Dear Planners

I trust that you are well.

Please see below your time-slot for your one on one with the Manager: Land use management with regards to your status on all current reports/applications, etc.

*Pedro & Louisa – 09:15*

*Colleen & Siyanda – 09:30*

*Robert & Nopinki – 09:45*

*Lawrence & Akhona – 10:00*



*Kind regards / Vriendelike Groete*

**Nicole Petersen**

Support Assistant: Land Use  
Management

**Planning & Economic Development**

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T: +27 21 808 8669

43 Andringa Str, Eikestad Mall, 3<sup>rd</sup>  
Floor

[www.stellenbosch.gov.za](http://www.stellenbosch.gov.za)



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CHART: BUILDING PLANS  
COMMENTED ON BY PLANNER  
DECEMBER 2017

# BUILDING PLANS COMMENTED ON - DECEMBER 2017

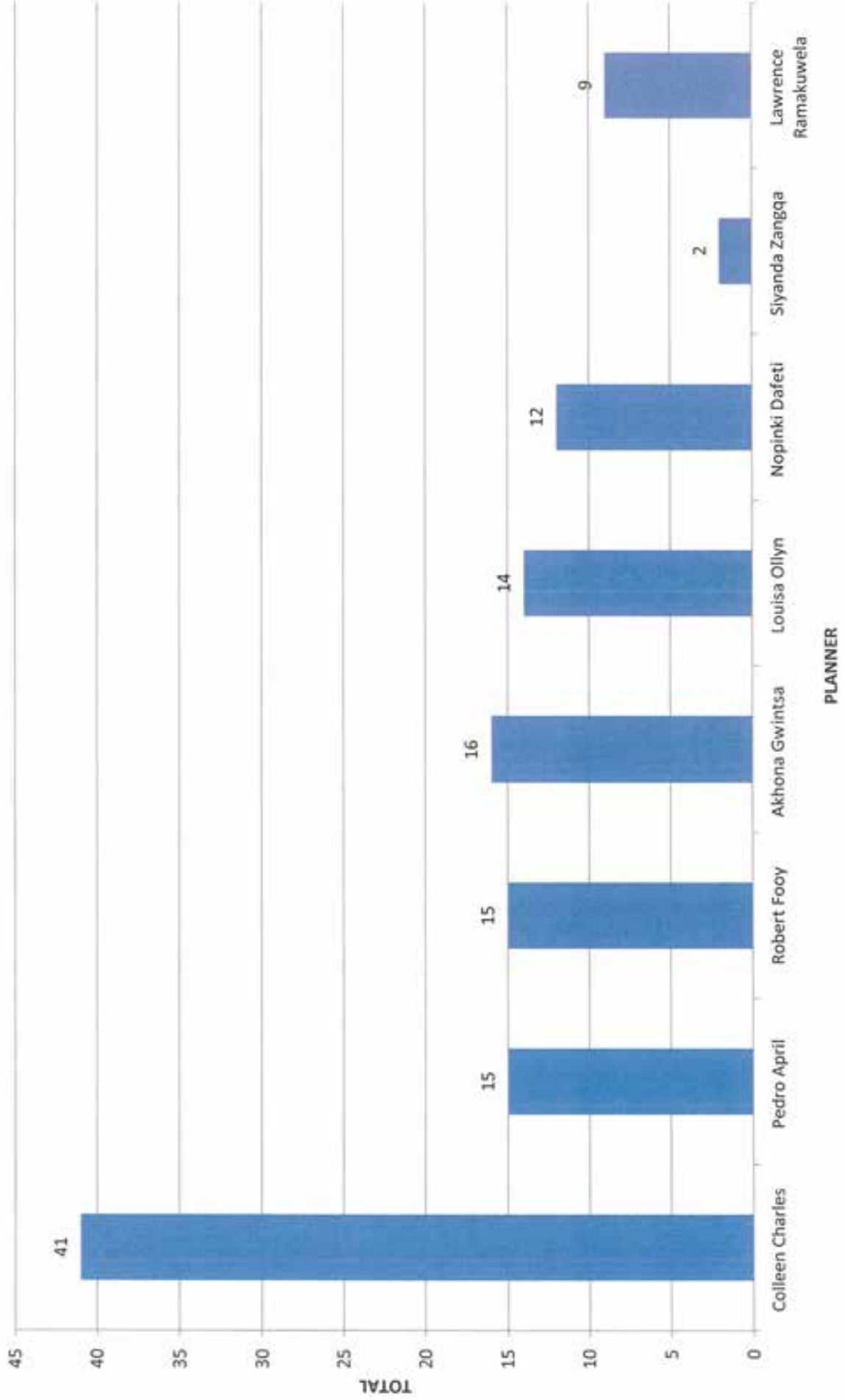
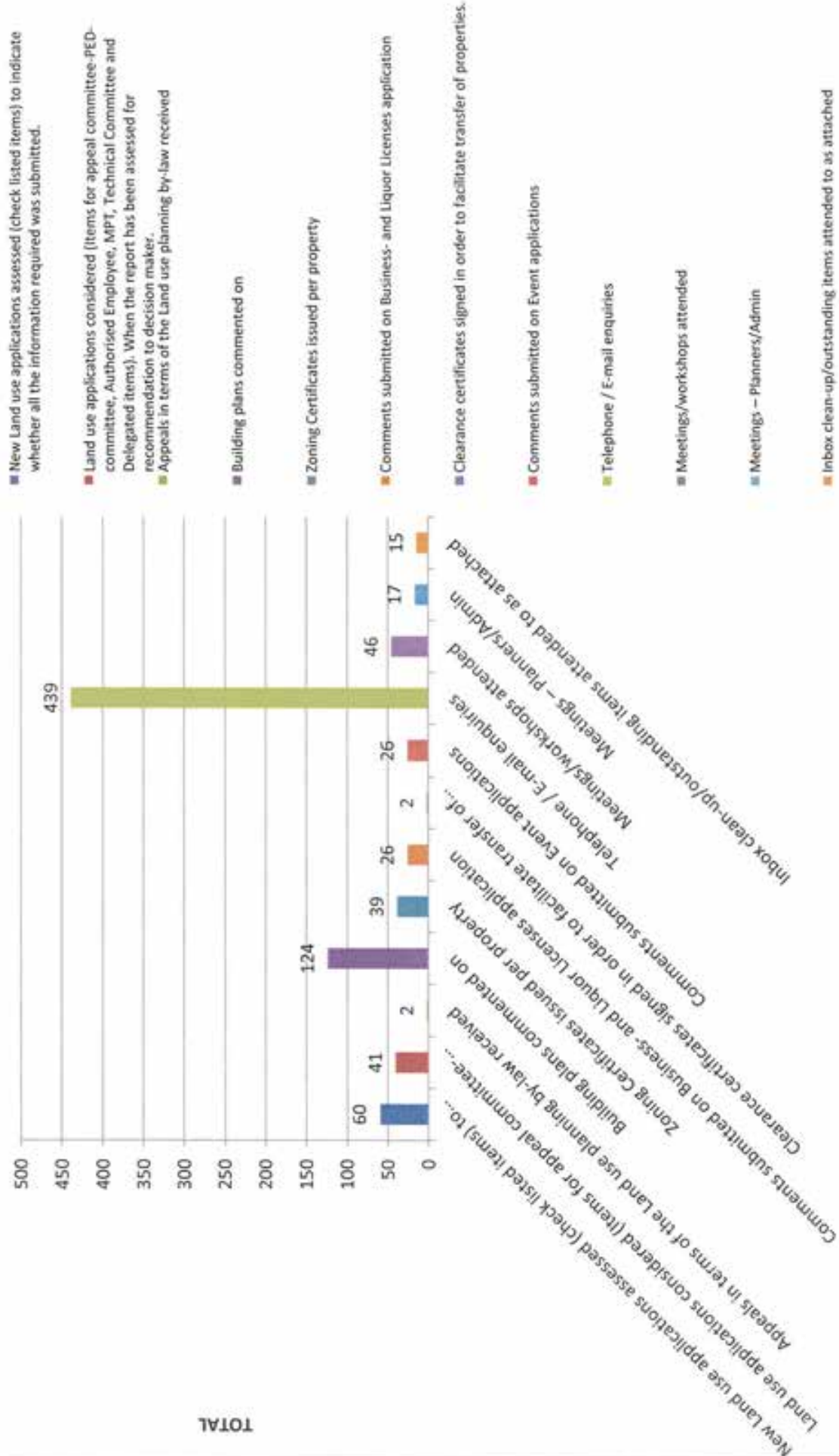




CHART: VARIOUS TASKS  
MEASURED BY PLANNER  
DECEMBER 2017

# VARIOUS TASKS MEASURED - DECEMBER 2017



DELEGATIONS EXERCISED  
DECEMBER 2017

**DELEGATIONS EXERCISED FOR PERIOD: 01 - 31 DECEMBER 2017**

**LAND USE MANAGEMENT**

Date Received	Delegation	Authorised official	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
<b>CHECKLISTS</b>							
				To check for sufficient information of the new land use applications received on the following properties:			
01/12/2017				Farm 1166 Paarl	01/12/2017	04/12/2017	Approved
29/11/2017				Farm 1108/30 Paarl	29/11/2017	06/12/2017	Approved
29/11/2017				Erf 567 Jamestown	29/11/2017	06/12/2017	Approved
12/12/2017				Erf 263 Stellenbosch	12/12/2017	13/12/2017	Approved
04/12/2017				Erf 5647 Stellenbosch	04/12/2017	14/12/2017	Approved
07/12/2017				Erf 6258 Stellenbosch	07/12/2017	14/12/2017	Approved
06/12/2017				Erf 5986 Stellenbosch	06/12/2017	14/12/2017	Approved
07/12/2017				Erf 31 Stellenbosch	07/12/2017	14/12/2017	Approved
06/12/2017				Erf 282 Franschoek	06/12/2017	14/12/2017	Approved
01/12/2017				Erf 2279 Stellenbosch	01/12/2017	14/12/2017	Approved
08/12/2017				Erf 13710 Stellenbosch	08/12/2017	14/12/2017	Approved
12/12/2017				Erf 13836 Stellenbosch	12/12/2017	14/12/2017	Approved
20/12/2017				Erf 1025/3 Paarl	20/12/2017	21/12/2017	Approved
20/12/2017				Erf 70 Klapmuts	20/12/2017	21/12/2017	Approved
18/12/2017				Erf 1643 Franschoek	18/12/2017	21/12/2017	Approved
27/12/2017				Erf 2177 Kayamandi	27/12/2017	27/12/2017	Approved

To ensure that any application (which involves substantial changes to or intensification in land use or development) is accompanied by the required Impact Assessments, if any, as well as sufficient other information when forwarded to the Planning Authority

Manager:  
LUM

344

27/12/2017				Farm 1412 Stellenbosch	27/12/2017	27/12/2017	Approved
27/12/2017				Farm 524 Nootgedacht	27/12/2017	27/12/2017	Approved
27/12/2017				Erf 281 & 282 Nootgedacht	27/12/2017	27/12/2017	Approved

**LETTER APPROVALS**

	Item 7.3.3 Council Meeting 2017-07-26	Director	Category 2 applications for consent of the municipality for any land use purpose or departure or deviation in terms of a land use scheme or existing scheme which does not constitute a land development application	To consider applications in terms of section 15 (2) (b) of the Land Use Planning By-Law, October 2015 for a building line relaxation on a street boundary and/ or a common boundary on the following properties:			
05/12/2017				Erf 567 Jamestown	05/12/2017	06/12/2017	Approved
05/12/2017				Erf 491 Nootgedacht	05/12/2017	06/12/2017	Approved
05/12/2017				Erf 571 Franschoek	05/12/2017	06/12/2017	Approved
14/12/2017				Erf 12728 Stellenbosch	14/12/2017	14/12/2017	Approved
04/12/2017				Erf 15524 Welgevonden	04/12/2017	21/12/2017	Approved
04/12/2017				Erf 12805 Welgevonden	04/12/2017	21/12/2017	Approved

**ZONING CERTIFICATES**

	362	Manager: LUM	To enforce compliance with the provisions incorporated in a zoning scheme	To issue Zoning Certificates applicable to the following properties:			
16/11/2017				Farm 468/117 Stellenbosch	16/11/2017	05/12/2017	Approved
16/11/2017				Farm 468/127 Stellenbosch	16/11/2017	05/12/2017	Approved
23/11/2017				Erf 757 Franschoek	23/11/2017	04/12/2017	Approved
27/11/2017				Farm 66/17 Stellenbosch	27/11/2017	06/12/2017	Approved
28/11/2017				Erf 1467 Franschoek	28/11/2017	12/12/2017	Approved
04/12/2017				Erf 551 Franschoek	04/12/2017	04/12/2017	Approved

04/12/2017			Erf 552 Franschhoek	04/12/2017	04/12/2017	Approved
04/12/2017			Erf 553 Franschhoek	04/12/2017	04/12/2017	Approved
29/11/2017			Erf 553 Stellenbosch	29/11/2017	14/12/2017	Approved
29/11/2017			Farm 90/20 Stellenbosch	29/11/2017	05/12/2017	Approved
04/12/2017			Farm 1076/18 Paarl	04/12/2017	04/12/2017	Approved
06/12/2017			Farm 609 Stellenbosch	06/12/2017	06/12/2017	Approved
11/12/2017			Erf 528 Stellenbosch	11/12/2017	11/12/2017	Approved
11/12/2017			Erf 3389 Stellenbosch	11/12/2017	14/12/2017	Approved
12/12/2017			Erf 3877 Stellenbosch	12/12/2017	14/12/2017	Approved
12/12/2017			Farm 1732 Paarl	12/12/2017	15/12/2017	Approved
08/12/2017			Erf 12938 Stellenbosch	08/12/2017	08/12/2017	Approved
20/12/2017			Farm 1025/3 Paarl	20/12/2017	20/12/2017	Approved
20/12/2017			Erf 2419 Stellenbosch	20/12/2017	21/12/2017	Approved
18/12/2017			Erf 1251 Stellenbosch	18/12/2017	21/12/2017	Approved
19/12/2017			Erf 14156 Stellenbosch	19/12/2017	21/12/2017	Approved

**COMMENTS ON LIQUOR LICENSES**

06/12/2017			Erf 1332 Franschhoek	06/12/2017	06/12/2017	Approved
18/12/2017	307	Manager: LUM	Erf 3299 Franschhoek	18/12/2017	19/12/2017	Approved

To comment on applications in terms of the Western Cape Gambling and Racing Act 1996 (Act 4 of 1996)

To comment on applications for liquor licences.

To comment on applications for extension of trading hours on premises where liquor licences have been



06/12/2017	Erf 11874 Stellenbosch	06/12/2017	07/12/2017	Approved
01/12/2017	Erf 4282 Stellenbosch	01/12/2017	07/12/2017	Refused
29/11/2017	Erf 3515 Stellenbosch	29/11/2017	07/12/2017	Approved
29/11/2017	Farm 1430 Stellenbosch	29/11/2017	07/12/2017	Approved
23/11/2017	Erf 9119 Stellenbosch Stellenbosch	23/11/2017	11/12/2017	Approved - HANDED TO AUDREY
06/12/2017	Erf 11674 Stellenbosch	06/12/2017	11/12/2017	Approved
05/12/2017	Erf 4702 Stellenbosch	05/12/2017	11/12/2017	Approved
29/11/2017	Erf 6078 Stellenbosch	29/11/2017	11/12/2017	Approved
15/12/2017	Erf 16402 Stellenbosch	05/12/2017	11/12/2017	Approved
06/12/2017	Erf 14231 Stellenbosch	06/12/2017	11/12/2017	Approved
01/12/2017	Erf 11 Vloottenburg	01/12/2017	12/12/2017	Approved
01/12/2017	Farm 543/1 Stellenbosch	01/12/2017	12/12/2017	Refused
29/11/2017	Erf 332 Raithby	29/11/2017	12/12/2017	Approved
01/12/2017	Erf 399 Kylemore	01/12/2017	12/12/2017	Approved
01/12/2017	Erf 3405 Franschoek	01/12/2017	13/12/2017	Refused
29/11/2017	Erf 15683 Stellenbosch	29/11/2017	13/12/2017	Refused
29/11/2017	Farm 1431/58 De Hollandsche Mollen	29/11/2017	13/12/2017	Approved
01/12/2017	Erf 49 La Motte	01/12/2017	13/12/2017	Approved
29/11/2017	Erf 1633 Franschoek	29/11/2017	13/12/2017	Approved
29/11/2017	Erf 433 Pniel	29/11/2017	13/12/2017	Approved
06/12/2017	Erf 753 Franschoek	06/12/2017	13/12/2017	Approved
06/12/2017	Erf 1815 Franschoek	06/12/2017	13/12/2017	Refused
05/12/2017	Erf 1662 Franschoek	05/12/2017	13/12/2017	Approved



06/12/2017	Erf 3473 Franschoek	06/12/2017	13/12/2017	Refused
07/12/2017	Erf 3743 Franschoek	07/12/2017	13/12/2017	Refused
08/12/2017	Erf 689 Jamestown	08/12/2017	13/12/2017	Refused
28/11/2017	Farm 1355 Stellenbosch	28/11/2017	13/12/2017	Refused
28/11/2017	Erf 20 Longlands	28/11/2017	13/12/2017	Approved
28/11/2017	Farm 468/4 Stellenbosch	28/11/2017	13/12/2017	Approved
24/11/2017	Erf 378 Jamestown	24/11/2017	13/12/2017	Approved
05/12/2017	Erf 380 Raithby	05/12/2017	15/12/2017	Refused
11/12/2017	Erf 15751 Stellenbosch	11/12/2017	15/12/2017	Refused
08/12/2017	Erf 14739 Stellenbosch	08/12/2017	15/12/2017	Approved
08/12/2017	Erf 6913 Stellenbosch	08/12/2017	15/12/2017	Approved
08/12/2017	Erf 4817 Stellenbosch	08/12/2017	15/12/2017	Refused
08/12/2017	Farm 373/8 Stellenbosch	08/12/2017	15/12/2017	Refused
11/12/2017	Erf 5780 Stellenbosch	11/12/2017	15/12/2017	Refused
18/12/2017	Erf 15931 Stellenbosch	18/12/2017	18/12/2017	Refused
13/12/2017	Erf 2234 Klapmuts	13/12/2017	19/12/2017	Refused
07/12/2017	Farm 1471/4 Stellenbosch	07/12/2017	19/12/2017	Approved
07/12/2017	Erf 2221 Klapmuts	07/12/2017	19/12/2017	Approved
05/12/2017	Erf 465 Nooitgedacht	05/12/2017	19/12/2017	Approved
01/12/2017	Farm 60/2 Stellenbosch	01/12/2017	19/12/2017	Refused
29/11/2017	Erf 1992 Rozenmeer	29/11/2017	19/12/2017	Approved
05/12/2017	Farm 104/12 Stellenbosch	05/12/2017	19/12/2017	Approved
11/12/2017	Erf 16706 Tweespruit	11/12/2017	19/12/2017	Approved
13/12/2017	Erf 158 Devonvale Estate	13/12/2017	19/12/2017	Approved
13/12/2017	Erf 2284 Klapmuts	13/12/2017	19/12/2017	Refused

11/12/2017	Erf 2764 Franschoek	11/12/2017	19/12/2017	Approved
18/12/2017	Farm 571/6 Stellenbosch	18/12/2017	20/12/2017	Refused
18/12/2017	Erf 11655 Stellenbosch	18/12/2017	20/12/2017	Approved
18/12/2017	Erf 5016 Stellenbosch	18/12/2017	20/12/2017	Approved
18/12/2017	Erf 2835 Stellenbosch	18/12/2017	20/12/2017	Refused
18/12/2017	Erf 8153 Stellenbosch	18/12/2017	20/12/2017	Approved
18/12/2017	Erf 16574 Stellenbosch	18/12/2017	20/12/2017	Approved
18/12/2017	Farm 8010 Stellenbosch	18/12/2017	20/12/2017	Approved
18/12/2017	Erf 16575 Stellenbosch	18/12/2017	20/12/2017	Approved
18/12/2017	Erf 391 Jamestown	18/12/2017	21/12/2017	Refused
28/11/2017	Farm 713/1 Stellenbosch	28/11/2017	21/12/2017	Refused
20/12/2017	Erf 165 Le Roux	20/12/2017	21/12/2017	Refused
18/12/2017	Erf 3389 Fair Donne	18/12/2017	21/12/2017	Approved
18/12/2017	Erf 3367 Franschoek	18/12/2017	21/12/2017	Approved
29/11/2017	Erf 2365 Mooiwater	29/11/2017	21/12/2017	Approved
29/11/2017	Erf 1714 Franschoek	29/11/2017	21/12/2017	Approved
20/12/2017	Farm 510/27 Stellenbosch	20/12/2017	21/12/2017	Approved
16/11/2017	Erf 651 Kylemore	16/11/2017	21/12/2017	Approved
13/11/2017	Erf 650 Kylemore	13/11/2017	21/12/2017	Approved
16/11/2017	Erf 636 Kylemore	16/11/2017	21/12/2017	Approved
13/12/2017	Erf 43 Longlands	13/12/2017	21/12/2017	Approved
13/12/2017	Farm 1316 Stellenbosch	13/12/2017	21/12/2017	Approved
20/12/2017	Erf 14784 Stellenbosch	20/12/2017	21/12/2017	Approved
20/12/2017	Erf 6069 Stellenbosch	20/12/2017	21/12/2017	Refused
07/12/2017	Erf 3380 Franschoek	07/12/2017	22/12/2017	Refused

29/11/2017			Erf 70 Klapmuts	29/11/2017	22/12/2017	Refused
<b>ITEMS/DELEGATED REPORTS</b>						
	Item 7.3.3 Council Meeting 2017-07-26	Director	Items/ reports to consider the Administrator's consent as a condition in the title deed of the property.	To consider applications in terms of section 15 (2) (b) of the Land Use Planning By-Law, October 2015 on the following properties		
				None		
				To issue certificates of compliance applicable to the following properties:		
12/12/2017				Farm 468/4 Stellenbosch	12/12/2017	Approved
19/12/2017		Authorised Employee	Items/ reports to consider Category 2 applications	Farm 1056 Paarl	19/12/2017	Approved
03/05/2017	Item 7.3.3 Council Meeting 2017-07-26			Farm 468/4 Stellenbosch	19/12/2017	Approved
13/12/2017				Farm 510/7 Stellenbosch	03/05/2017	Approved
13/12/2017				Erf 83 Stellenbosch	13/12/2017	Approved
<b>EXEMPTION CERTIFICATE</b>						

	Item 7.3.3 Council Meeting 2017-07-26	Authorised Employee	Exemption Certificate issued in terms of section 15 (2) (b) of the Land Use Planning By-Law, October 2015	None			
<b>CERTIFICATE OF COMPLIANCE</b>							
07/12/2017	362	Manager: LUM	To enforce compliance with the provisions incorporated in a zoning scheme	Farm 490/7 Stellenbosch	07/12/2017	15/12/2017	Approved
21/12/2017				Erf 1867 Stellenbosch	21/12/2017	21/12/2017	Approved

**ITEM 1**

**APPENDIX 1.6**

**LOCAL ECONOMIC DEVELOPMENT AND**  
**TOURISM**

**PLANNING AND ECONOMIC  
DEVELOPMENT COMMITTEE MEETING**

**2018-03-06**



## MEMORANDUM

### Local Economic Development & Tourism

T: +27 21 808 8179 | F: +27 21 886 7323

TO/AAN : DIRECTOR: PLANNING & ECONOMIC DEVELOPMENT  
(D LOMBAARD)

FROM/VAN : MANAGER: LED & TOURISM - (W MOSES)


DATE/DATUM : 1 – 31 DECEMBER 2017

REFERENCE : 8/1/4/2/5

RE/INSAKE : MONTHLY REPORT: 01 – 31 DECEMBER 2017

6. Herewith the monthly report of the Section: Local Economic Development & Tourism.

6.1 Business Development	Activities	Number of activities
	<b>Number of Business Registration</b> Assisted with registration of 3 companies with the Companies and Intellectual Property Commission (CIPC): <ul style="list-style-type: none"><li>• Kayamandi Upgrading (PTY) LTD.</li><li>• Mtiyose Construction &amp; Road Maintenance (PTY) LTD.</li></ul>	2
	<b>Number of Municipal Supplier's Database registrations.</b>	0
	<b>Number of people benefitted from business advice (walk-ins).</b> <ul style="list-style-type: none"><li>• Provided advice to a number of clients on number of issues as follows:<ul style="list-style-type: none"><li>✓ Business Support.</li><li>✓ General Advice and Information.</li><li>✓ Company Registration.</li><li>✓ Space in the Corridor.</li><li>✓ Funding for small business.</li></ul></li><li>• SCM Database Registration.</li></ul>	8

	<p><b>Seed Fund</b></p> <p>Facilitated access to finance through Seed Fund for emerging entrepreneurs from our municipal area. The funds will be available to entrepreneurs during the new financial year i.e. 2018/19 financial year.</p> <ul style="list-style-type: none"> <li>• Kasilam Wear- Kayamandi</li> <li>• MCK Records</li> <li>• Sisebenza Nani Hiring</li> <li>• SGM General Engineering</li> </ul>	
	<p><b>Festival of Lights – 2017</b></p>  <p>Festival of Lights 2017 was held on 2<sup>nd</sup> December 2017 and it was only one day. About 45 informal traders were given an opportunity to trade with various things such as food, sweets, drinks, clothing, art and craft etc.</p>	
	<p><b>Number of Co-operatives Registrations.</b></p> <ul style="list-style-type: none"> <li>• Facilitated provision of information about registering of co-operatives.</li> </ul>	1
<b>6.2</b>	<b>Received / Commented</b>	<b>Completed</b>
<b>Applications</b>		
Business Licensing	Received and approved.	0
Liquor License	Applications received. (Addendum 1) Comments sent to Liquor Board.	19 12

6.3 Informal Trading	Activities	Number of activities
	<b>Cloetesville and Kayamandi (George Blake)</b> <ul style="list-style-type: none"> <li>• Cloetesville tender closes on 22<sup>nd</sup> January 2018.</li> <li>• Kayamandi closed on 18 December 2017.</li> </ul>	

## 6.5 JOBS

6.5.1 EPWP Jobs created	Activities	Number of activities
	Number of EPWP jobs for the month of December 2017.	26
	Number of EPWP jobs for the current financial year up to December 2017.	373
6.5.2 EPWP Coordination & Implementation	Activities	Number of activities
	Number of projects registered on EPWPRS.	55
	Number of site visits to projects.	2
	Quarterly report to National Public Works and Director.	0
	Monthly Incentive Grant Expenditure Report.	1
	Number of non-compliance issues reported.	0
Monthly report on the spending of the Expanded Public Works Programme Integrated Grant to Municipalities is attached as Addendum 2		
6.5.3 Community works Programme	Activities	
	Cogta has managed to approve a further more 302 persons to start working !  Ward 12 – 51 persons Ward 13- 28 Ward 14- 40 Ward 15 – 38	



	See report attached (Addendum 3)	
<b>6.5.4</b> <b>Unemployment database</b>	<b>Activities</b>	<b>Number of activities</b>
	Day to day updating of unemployed people that are on the database.	52
	Number of people employed until December 2017 by making use of the unemployment database.	161
Monthly report on updates of the unemployment database attached.		(Addendum 4)

## 6.6 TOURISM

Programme	Activities	Number of activities
6.6.1 Funding of Bodies Performing a Municipal Function	December monthly reports received from 360 Franschhoek, Wine Routes and Dwarsrivier	4
6.6.2 Tourism Training	Number of training workshops	0
6.6.3 Stellenbosch 360 Marketing Advisory Committee Meeting	Attended meeting, December 2017.	1
6.6.4 Stellenbosch 360 & Franschhoek Wine Valley Tourism	Meeting was held on (05/12/17) with the two CEOs. Applications for funding for 2018/2019 financial year closed on 20 December 2017.	0
6.6.5 Stellenbosch 360 Business Development Committee Meeting	RFQ submitted to Supply Chain for Proposals for development of a business tourism strategy for WC024. Nothing heard from Supply Chain.	
6.6.6 Cape Winelands District Municipality	Attended District LED Forum in Robertson with Portfolio Councillor Serdyn.	1
6.6.7 Dwars Rivier Tourism	Attendance of Meeting to establish a Steering Committee to discuss separation of the Dwars Rivier Tourism into an independent entity. No quorum. Decision taken to organise a Choir Festival for September 2018 as project.	
6.6.9 Airbnb	List of airbnb properties, as well as Trivago bookings.com in Stellenbosch & Franschhoek researched and compared to 360 and FWV	0

	accommodation membership- will now see if it can be tracked to erven and current Municipal Property zonings and consent usage.	
6.6.10 Mayoral Function	Project plan prepared, need go-ahead from Office Manager Mayor on invitation list and invitation. Quotes awaited for catering and staging. Banquet seating and gifts of spekboom.	0
6.6.11 Open Public Space	Open Public space item to be revised as per comments from Mayco. Inter-departmental Committee to be established to co-ordinate planning. Committee has yet to meet, as scheduled meeting was cancelled due to non-availability for role-players.	0
6.6.12 Strategic Plan for Mountain Biking Proposal	Strategic Plan for Mountain biking- proposal from community member submitted to Director. Meeting to be set up between Municipality and role players to establish a common understanding of the way forward.	0
6.6.13 Tourism Events	Attended CWM tourism forum meeting in Paarl at D'Olyf Werf with CEO 360 & CEO FWV.	1
Monthly reports of the Tourism Local Organisations are attached as Addendum 4		
6.8.6 Strategic Tourism Policy		
6.8.7 Business Tourism Policy		

## 6.9 CONTRACT MANAGEMENT

Contract Management Documentation		
Description	Hosting development and licensing of unemployment database)	
BID Number	BSM 81/14	
Company	Umoya	
1	Attendance registers & Minutes of Meetings held with the contractor	N/A
2	Signed tender doc - MBD 7.1, 7.2 OR 7.3	N/A
3	SLA &/or MOU (Where applicable)	
4	Monthly supplier performance monitoring	✓
5	Project Progress reports	✓
6	Invoices & Payment certificates	✓

7	Any proposed price increases and approval thereof	N/A
8	Any amendments to the contract and approval thereof	N/A
9	Notifications to contractors of poor performance and corrective actions taken	N/A
10	Contract closing down evaluation (i.e. an overall evaluation of the contract as a whole)	N/A
11	Any other correspondence which impacts the contract	✓

Contract Management Documentation		
Description	Review and Strategic repositioning of Stellenbosch Municipality EPWP	
BID Number	BSM 49/16	
Company	VKC Project Pty Ltd	
1	Attendance registers & Minutes of Meetings held with the contractor	N/A
2	Signed tender doc - MBD 7.1, 7.2 OR 7.3	N/A
3	SLA &/or MOU (Where applicable)	N/A
4	Monthly supplier performance monitoring	✓
5	Project Progress reports	✓
6	Invoices & Payment certificates	N/A
7	Any proposed price increases and approval thereof	N/A
8	Any amendments to the contract and approval thereof	N/A
9	Notifications to contractors of poor performance and corrective actions taken	N/A
10	Contract closing down evaluation (i.e. an overall evaluation of the contract as a whole)	N/A
11	Any other correspondence which impacts the contract	✓

Contract Management Documentation		
Description	Support to the Directorate with the establishment of Informal Trading sites.	
BID Number	BSM 49/16	
Company	MBB Consulting Engineers.	
1	Attendance registers & Minutes of Meetings held with the contractor	
2	Signed tender doc - MBD 7.1, 7.2 OR 7.3	✓
3	SLA &/or MOU (Where applicable)	✓
4	Monthly supplier performance monitoring	
5	Project Progress reports	
6	Invoices & Payment certificates	
7	Any proposed price increases and approval thereof	N/A
8	Any amendments to the contract and approval thereof	N/A
9	Notifications to contractors of poor performance and corrective actions taken	N/A
10	Contract closing down evaluation (i.e. an overall evaluation of the contract as a whole)	N/A
11	Any other correspondence which impacts the contract	✓

Yours faithfully



**W. MOSES**  
**MANAGER: LOCAL ECONOMIC DEVELOPMENT & TOURISM**  
**DIRECTORATE: PLANNING AND ECONOMIC DEVELOPMENT**

## **Addendum 1**

Monthly report on the spending of the Expanded  
Public Works Programme Integrated Grant to  
Municipalities

## **Addendum 2**

Monthly reports of the Tourism Local Organisations



# STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

LOCAL ECONOMIC DEVELOPMENT & TOURISM  
PLANNING AND ECONOMIC DEVELOPMENT



## LIQUOR LICENCE APPLICATIONS

Date received	Erf/Farm No	Task delegated	Comments received from TP	Comments received from LE	Comments received from Clr	Sent to Liquor Board
25/07/16	E12978	01/08/16	12/09/16	16/08/16	-	12/09/16
25/07/16	E13836	01/08/16	16/09/16	16/08/16	-	16/09/16
29/08/16	FH256	29/08/16	13/09/16	02/09/16	No comments	13/09/16
29/08/16	FH304	29/08/16	16/09/16	02/09/16	No comments	16/09/16
29/08/16	FH304	29/08/16	16/09/16	02/09/16	No comments	16/09/16
01/09/16	E4906	01/09/16	09/09/16	07/09/16	02/09/16	12/09/16
01/09/16	E4433	01/09/16	09/09/16	07/09/16	No comments	16/09/16
01/09/16	E2084	02/09/16	09/09/16	07/09/16	No comments	12/09/16
01/09/16	E1271	02/09/16	09/09/16	07/09/16	No comments	12/09/16
01/09/16	F1148 S	02/09/16	06/09/16	07/09/16	05/09/16	08/09/16
01/09/16	F1148	02/09/16	06/09/16	07/09/16	No comments	08/09/16
06/09/16	E6083	07/09/16	05/10/16	07/09/16	No comments	07/10/16
06/09/16	F1469 S	08/09/16	15/09/16	14/09/16	12/09/16	15/09/16
09/09/16	E1782	12/09/16	23/09/16	14/09/16	16/09/16	23/09/16
09/09/16	E2751	12/09/16	19/09/16	14/09/16	16/09/16	19/09/16
07/10/16	Farm 27S	11/10/16	28/10/16	17/10/16	No comments	29/10/16
07/10/16	Farm 93/9S	11/10/16		17/10/16		

Tel: +27 21 808 8665 | Fax: +27 21 886 7323 | Email: [Sonita.matthee@stellenbosch.gov.za](mailto:Sonita.matthee@stellenbosch.gov.za)  
Physical Address: 58 Andringa Street, Stellenbosch, 7600 | Postal Address: PO Box 17, Stellenbosch, 7599  
Website: [www.stellenbosch.gov.za](http://www.stellenbosch.gov.za)

Date received	Erf/Farm No	Task delegated	Comments received from TP	Comments received from LE	Comments received from C/r	Sent to Liquor Board
07/10/16	Farm 1350 S (E49 Digteby)	11/10/16	17/11/16	17/10/16	No comments	17/11/16
07/10/16	Farm 27 S	11/10/16	28/10/16	17/10/16	No comments	29/10/16
07/10/16	Farm 60/1 S	11/10/16	28/10/16	17/10/16	No comments	28/10/16
07/10/16	E6141 S	11/10/16	02/11/16	11/10/16	11/10/16	03/11/16
07/10/16	E6141 S	11/10/16	03/11/16	11/10/16	11/10/16	03/11/16
17/10/16	E235	17/10/16	02/11/16	17/10/16	18/10/16	03/11/16
17/10/16	F1118 S	18/10/16	17/11/16	19/10/16	No comments	17/11/16
25/10/16	E5342 S	28/10/16	07/11/16	07/11/16	No Comments	11/11/16
31/10/16	F543/1 S	31/10/16	17/11/16	15/11/16	e-mail 03/11/16	17/11/16
31/10/16	F1514 S	31/10/16	09/11/16	15/11/16	01/11/16	16/11/16
31/10/16	F481/2 S	31/10/16	17/11/16	15/11/16	e-mail 03/11/16	17/11/16
31/10/16	E6268 S	31/10/16	03/11/16	07/11/16	No comments	07/11/16
31/10/16	F127/22, S	31/10/16	31/01/17	16/11/16	No comments	01/02/17
31/10/16	E1820 S	31/10/16	03/11/16	01/11/16	No comments	03/11/16
31/10/16	E6460	31/10/16	19/12/16	15/11/16	No comments	19/12/16
31/10/16	F1530 S	31/10/16	17/11/16	15/11/16	e-mail 03/11/16	17/11/16
31/10/16	F510 S	31/10/16	17/11/16	15/11/16	01/11/16	17/11/16
31/10/16	F1404 S	31/10/16	17/11/16	15/11/16	e-mail 03/11/16	17/11/16
31/10/16	F1404 S	31/10/16	17/11/16	15/11/16	e-mail 03/11/16	17/11/16
31/10/16	E585 S	01/11/16	11/11/16	15/11/16	No comments	16/11/16
31/10/16	E585 S	01/11/16	11/11/16	15/11/16	No comments	16/11/16
31/10/16	E4264 S	01/11/16	09/11/16	15/11/16	No comments	16/11/16
31/10/16	E4264 S	01/11/16	09/11/16	15/11/16	No comments	16/11/16
04/11/16						
07/11/16						
07/11/16						
07/11/16						
10/11/16						
10/11/16						
04/11/16	E9191	04/11/16	14/11/16	07/11/16	08/11/16	14/11/16



Date received	Erf/Farm No	Task delegated	Comments received from	Comments received from LE	Comments received from Clr	Sent to Liquor Board
04/11/16	E9191	04/11/16	14/11/16	07/11/16	08/11/16	14/11/16
07/11/16	F1041/2 P	07/11/16	18/11/16	15/11/16	No comments	23/11/16
07/11/16	E3474 S	08/11/16		14/11/16		
07/11/16	E8197 S	08/11/16	01/12/16	14/11/16	No comments	01/12/16
10/11/16	FH1554	10/11/16	18/11/16	15/11/16	No comments	21/11/16
10/11/16	E6166 S	14/11/16	25/11/16	15/11/16	No comments	25/11/16
16/11/16	F1350 S	16/11/16	17/11/16	22/11/16		23/11/16
16/11/16	E1942 S	16/11/16	12/12/16	22/11/16	No comments	19/12/16
17/11/16	F60/1 S	17/11/16	31/01/17	22/11/16	No comments	01/02/17
21/11/16	F707/4 S	23/11/16	30/11/16	07/12/16	No comments	12/12/16
28/11/16	F34/4 S	29/11/16	31/01/17	06/12/16	No comments	01/02/17
28/11/16	F34/4 S	29/11/16	31/01/17	06/12/16	No comments	01/02/17
28/11/16	F727/30 S	29/11/16				
30/11/16	F90/59 S	01/12/16				
30/11/16	F1572 S	01/12/16				
30/11/16	E1299 S	01/12/16	12/12/16	06/12/16	No comments	19/12/16
30/11/16	F60/1 S	01/12/16				
09/12/16	FH1611	09/12/16	19/12/16	05/01/07	No comments	09/01/17
13/01/17	F1506 P	16/01/17	27/01/17	31/01/17	No comments	01/02/17
17/01/17	F60/1 S	24/01/17				
17/01/17	F1118 S	24/01/17				
23/01/17	F1311 P	24/01/17				
23/01/17	F746 P	27/01/17				
23/01/17	F746 P	27/01/17				
24/01/17	KM72	27/01/017				
24/01/17	FH 1616	27/01/17				
24/01/17	FH 8	27/01/17				
24/01/17	E 725	03/02/17				
24/01/17	F1403/2	27/01/17				
24/01/17	F1403/2	27/01/17				
24/01/17	E5357	2/02/17		02/02/17		
24/01/17	E72KM	27/01/17				

Date received	Erf/Farm No	Task delegated	Comments received from TP	Comments received from LE	Comments received from Clr	Sent to Liquor Board
24/01/17	F1070/2	02/02/17	06/02/17	16/02/17	No comments	21/02/17
25/01/17	F664/7	27/01/17				
27/01/17	E1209KM	02/02/17				
27/01/17	F44	02/02/17	14/02/17	16/02/17	No comments	21/02/17
27/01/17	F571/7	03/02/17				
31/01/17	F159	01/02/17	14/02/17	13/02/17	15/02/17	16/02/17
03/02/17	E4906	03/02/17				
03/02/17	E1942	03/02/17	16/02/17	13/02/17	No comments	20/02/17
03/02/17	E805 & 3745	03/02/17	13/02/17	13/02/17	No comments	20/02/17
03/02/17	E1940 & 1941	03/02/17	16/02/17	13/02/17	No comments	20/02/17
03/02/17	E11220	03/02/17	16/02/17	16/02/17	No comments	20/02/17
03/02/17	F1063/2	03/02/17	13/02/17	16/02/17	No comments	20/02/17
02/02/17	F220/6	03/02/17	14/02/17	13/02/17	No comments	20/02/17
03/02/17	F4906	03/02/17	13/02/17	07/02/17	No comments	20/02/17
14/02/17	E523	16/02/17		16/02/17		
17/02/17	E814	17/02/17		17/02/17		
23/02/17	E10849	23/02/17	02/03/17	01/03/17	No comments	03/03/17
23/02/23	E6166	23/02/17	02/03/17	01/03/17	No comments	03/03/17
23/02/17	F313	23/02/17		24/02/17		
23/02/17	F313	24/02/17		24/02/17		
23/02/17	E6255	23/02/17	24/02/17	01/03/17	No comments	02/03/17
23/02/17	E1836	24/02/17	01/03/17	01/03/17	No comments	02/03/17
23/02/17	F292/8	24/02/17		24/02/17		
23/02/17	E6841	24/02/17	27/02/17	01/03/17	No comments	02/03/17
23/02/17	E2149	24/02/17				
23/02/17	E2751	24/02/17	01/03/17	01/03/17	No comments	03/03/17
23/02/17	F167/6	24/02/17		24/02/17		
23/02/17	F527/1	24/02/17		24/02/17		
23/02/17	E3474	24/02/17	01/03/17	01/03/17	No comments	02/03/17
23/02/17	E9045	24/02/17	01/03/17	01/03/17	No comments	02/03/17
07/03/17	F78	08/03/17		22/03/17		
07/03/17	Erf 1195	08/03/17	27/03/17	22/03/17	No comments	28/03/17

Date Received	Erf/Farm No	Task Delegated	Comments Received from TP	Comments received from LE	Comments received from Clr	Sent to Liquor Board
07/03/17	E13730	08/03/17		10/03/17		
07/03/17	E523	08/03/17		08/03/17		
07/03/17	E235	08/03/17		08/03/17		
15/03/17	E2149	16/03/17		22/03/17		
15/03/17	F93/5	16/03/17		22/03/17		
15/03/17	F292/22	16/03/17	19/6/17	22/03/17	No comments	22/06/17
23/03/17	E523	24/03/17				
23/03/17	E3385	24/03/17	30/03/17	30/03/17	No comments	31/03/17
24/03/17	E814	27/03/17				
24/03/17	E67	27/03/17				
31/03/17	F1002	03/04/17				
31/03/17	E15729	03/04/17	22/05/17	22/05/17	No comments	25/05/17
31/03/17	E6279	05/04/17	22/05/17	07/04/17	No comments	22/05/17
31/03/17	F27/29	05/04/17				
31/03/17	E235	05/04/17	24/04/17	08/03/17	No comments	02/05/17
03/04/17	E211	05/04/17				
03/04/17	F1532	06/04/17				
03/04/17	F65/30	06/04/17	16/07/17	07/04/17	No comment	29/08/17
04/04/17	F1532	05/04/17				
07/04/17	E280	07/04/17	16/05/17	19/04/17	No comments	19/05/17
07/04/17	F537	07/04/17				
07/04/17	E1271	07/04/17				
07/04/17	E4283	07/04/17				
07/04/17	E13730	10/04/17				
12/04/17	F748/41	12/04/17	16/05/17	19/04/17	No comments	19/05/17
06/04/17	E758	13/04/17	10/04/17	19/04/17	No comments	20/04/17
13/04/17	F60/1	24/04/17				
21/04/17	E1942	24/04/17				
21/04/17	E9547	24/04/17				
21/04/17	E5357	24/04/17	28/04/17	26/04/17	No comments	05/05/17
21/04/17	E1912	24/04/17	28/04/17	26/04/17	No comments	05/05/17

Date received	Erf/Farm No	Task delegated	Comments received from TP	Comments received from LE	Comments received from Clf	Sent to Liquor Board
28/04/17	F1029	28/04/17				
04/05/17	E4913	05/05/17	22/06/17	16/05/17	No comments	23/06/17
04/05/17	F1101/1	05/05/17	25/05/17	16/05/17	No comments	30/05/17
09/05/17	E4913	10/05/17				
16/05/17	E208	17/05/17	05/07/17	25/05/17	No comments	
18/05/17	E10725	19/05/17	19/05/17	25/05/17	No comments	30/05/17
23/05/17	E2142	24/05/17				
01/06/17	F730/1	02/06/17				
02/06/17	E13211	05/06/17	19/06/17	08/06/17	No comments	22/06/17
02/06/17	E8206	05/06/17	19/06/17	08/06/17	No comments	22/06/17
02/06/17	E510/748	05/06/17				
02/06/17	E468/9	05/06/17	29/06/17	08/06/17	No comments	30/06/17
19/06/17	E1551 F	21/06/17				
19/06/17	E1681 F	21/06/17				
19/06/17	F1056 P	21/06/17	04/07/17	11/07/17	No comments	14/07/17
19/06/17	E100 F	21/06/17	27/06/17	11/07/17	No comments	14/07/17
19/06/17	E2775 F	21/06/17	27/06/17	11/07/17	No comments	14/07/17
19/06/17	E1612 F	21/06/17	27/06/17	14/07/17	No comments	14/07/17
05/07/17	F510	06/07/17	17/07/17	14/07/17	No comments	04/08/17
04/07/17	F313	06/07/17	17/07/17	17/07/17	No comments	04/08/17
05/07/17	F1404	06/07/17	17/07/17	17/07/17	No comments	29/08/17
05/07/17	F14154	06/07/17				
05/07/17	E1325	06/07/17				
05/07/17	E5357	06/07/17	10/07/17	25/07/17	No comments	23/10/17
05/07/17	E6083	06/07/17	10/07/17	17/07/17	No comments	07/08/17
05/07/17	F1530	06/07/17	06/07/17	17/07/17	No comments	29/08/17
05/17/17	F1362	06/07/17				
05/07/17	F1362	06/07/17				
05/07/17	E13836	06/07/17	08/08/17	17/07/17	No comments	10/08/17
05/07/17	E772	06/07/17	01/08/17	17/07/17	No comments	04/08/17
05/07/17	E6279	07/07/17	10/07/17	20/07/17	No comments	07/08/17
05/07/17	E280	07/07/17	10/07/17	20/07/17	No comments	10/08/17

Date received	Erf/Farm no	Date delegated	Comments received from TP	Comments received from LE	Comments received from Cfr	Sent to liquor board
05/07/17	F571/6	07/07/17				
05/07/17	E6255	07/07/17				
05/07/17	E1942	07/07/17				
05/07/17	F1087	07/07/17	12/07/17	14/07/17	No comments	04/08/17
05/07/17	E256	07/07/17	26/07/17	20/07/17	No comments	04/08/17
05/07/17	E2355	07/07/17	27/07/17	11/07/17	No comments	04/08/17
05/07/17	F730/20	07/07/17	25/07/17	20/07/17	No comments	30/07/17
05/07/17	E16470	07/07/17				
05/07/17	E2149	07/07/17	20/07/17	20/07/17	No comments	04/08/17
05/07/17	F48	07/07/17	25/07/17	20/07/17	No comments	30/07/17
05/07/17	F1261	07/07/17	06/10/17	20/07/17	No comments	06/10/17
05/07/17	F75	07/07/17				
05/07/17	F116	07/07/17				
05/07/17	E1942	07/07/17				
05/07/17	F571/6	07/07/17				
10/07/17	F682/3	11/07/17	17/07/17	28/07/17	No comments	30/07/17
11/07/17	F707/4	11/07/17	17/07/17	25/07/17	No comments	30/07/17
11/07/17	F1730 P	11/07/17	17/07/17	25/07/17	No comments	29/08/17
13/07/17	F682	14/07/17	07/08/17	25/07/17	No comments	29/08/17
13/07/17	E235	14/07/17	26/07/17	25/07/17	No comments	04/08/17
13/07/17	E14154 S	14/07/17	10/07/17	20/07/17	No comments	07/08/17
13/07/17	E1325 S	14/07/17	15/09/17	25/07/17	No comments	19/09/17
13/07/17	E5357 S	14/07/17	10/07/17	17/07/17	No comments	04/08/17
04/08/17	E448 S	04/08/17				
08/08/17	E2143 S	08/08/17				
08/08/17	E4906 S	08/08/17				
17/08/17	E448 S	17/08/17				
17/08/17	F1674 P	27/08/17				
17/08/17	F1732 P	24/08/17				
17/08/17	F1460/35 P	24/08/17	23/10/17	25/08/17	No comments	31/10/17
17/08/17	F1460/35 P	24/08/17	23/10/17	25/08/17	No comments	31/10/17
17/08/17	E13211 S	24/08/17				

Date received	Erf/Farm no	Date delegated	Comments received from TP	Comments received from LE	Comments received from Clr	Sent to liquor board
17/08/17	F60/1 S	24/08/17	04/05/17	14/09/17	No comments	15/09/17
18/08/17	F1356 S	23/08/17				
24/08/17	E3386 S	25/08/17				
08/09/17	E5357 S	11/09/17				
08/09/17	E13836 S	11/09/17	02/10/17	21/09/17	No comments	06/10/17
18/09/17	F747/21 P	19/09/17				
20/09/17	E6141 S	26/09/17				
20/09/17	E6141 S	26/09/17				
20/09/17	F748/41 P	26/09/17	01/11/17	02/10/17	No comments	01/11/17
26/09/17	E1771 K	26/09/17				
27/09/17	E235 S	29/09/17	16/10/17	02/10/17	04/10/17	23/10/17
28/09/17	E510/26 J	29/09/17	18/10/17	02/10/17	04/10/17	23/10/17
28/09/17	F211/5 S	29/09/17	01/11/17	02/10/17	No comments	01/11/17
28/09/17	E545 J	29/09/17	18/10/17	02/10/17	04/10/17	23/10/17
29/09/17	E756 & 757	03/10/17	01/11/17	17/10/17	No comments	01/11/17
29/09/17	F183/58	04/10/17				
02/10/17	F1320 S	04/10/17				
02/10/17	F75 S	04/10/17	01/11/17	17/10/17	11/10/17	02/11/17
02/10/17	F44 S	04/10/17	01/11/17	17/10/17	No comments	02/11/17
02/10/17	F90/36 S	05/10/17				
02/10/17	F292/24 S	05/10/17				
02/10/17	F164/3 S	05/10/17				
02/10/17	F1406 S	05/10/17				
02/10/17	E6166 S	05/10/17	11/10/17	17/10/17	10/10/17	19/10/17
02/10/17	E2746 F	05/10/17	06/10/17	17/10/17	No comments	27/10/17
10/10/17	F1471/2 S	11/10/17				
10/10/17	F747/23 P	11/10/17				
10/10/17	E3474 S	11/10/17				
10/10/17	E6268 S	11/10/17				
12/10/17	E2350 K	12/10/17				
13/10/17	F1356 S	16/10/17				
16/10/17	F1362/2 S	17/10/17	01/11/17	25/10/17	No comments	02/11/17

Date received	Erf/Farm no	Date delegated	Comments received from TP	Comments received from LE	Comments received from Clr	Sent to liquor board
17/10/17	F1362/2 S	17/10/17	01/11/17	25/10/17	No comments	02/11/17
17/10/17	F664/7 S	18/10/17	10/11/17	25/10/17	18/10/17	16/11/17
26/10/17	F727/30 P	26/10/17	01/11/17	03/11/17	No comment	09/11/17
26/10/17	F1356 S	27/10/17	01/11/2017	25/10/17	No comments	02/11/17
27/10/17	F90/40 S	27/10/17				
31/10/17	E6162 S	27/10/17				
31/10/17	E 546, 547, 548 S	31/10/17	07/11/17	14/11/17	No comments	15/11/17
31/10/17	F1665 S	03/11/17	13/11/17	14/11/17	No comments	15/11/17
31/10/17	E6162 S	31/10/17	09/11/17	14/11/17	No comments	16/11/17
31/10/17	F1133 P	03/11/17	20/11/17	14/11/17	No comments	21/11/17
03/11/17	E516 F	03/11/17	05/12/17	08/12/17	04/12/17	18/12/17
03/11/17	E516 F	03/11/17	05/12/17	08/12/17	04/12/17	18/12/17
03/11/17	E934 F	03/11/17				
03/11/17	F1665 P	03/11/17				
07/11/17	E8703 S	08/11/17				
07/11/17	F1063 S	08/11/17				
07/11/17	F550 S	08/11/17				
15/11/17	F90/20 S	15/11/17				
15/11/17	E1258 S	16/11/17				
16/11/17	E1209 K	16/11/17				
22/11/17	E1332 F	22/11/17				
24/11/17	E304 F	27/11/17				
27/11/17	E5357 S	29/11/17				
27/11/17	E5357 S	29/11/17				
27/11/17	E5357 S	30/11/17				
27/11/17	E5357 S	30/11/17				
29/11/17	E221 R	30/11/17				
29/11/17	F748/21 P	30/11/17				
29/11/17	F27/25 S	30/11/17				
29/11/17	F27/25 S	30/11/17				









## DECEMBER 2017

### MONTHLY WEBSITE VISITS – [www.franschoek.org.za](http://www.franschoek.org.za)

During December the Franschoek Wine Valley website reported the following visits, compared with previous months.

	July	August	September	October	November	December
	2017	2017	2017	2017	2017	2017
Total number of visits	13,133	13,669	14,445	15,796	15,613	14,483
Absolute unique visitors	10,932	11,436	12,089	13,130	12,982	12,145
Total page views	31,767	33,005	33,996	38,571	35,523	32,225
Average page views	2,42	2,41	2,35	2,44	2,28	2,23
Percentage new visits	76,82%	77,23%	77,33%	77,23%	76,62%	78,01%

The pages most visited during December were: the home page (5,744 visits), the accommodation page (2,162 visits), the Vigneron de Franschoek page (1,808), the Franschoek restaurants page (1,397), the Franschoek Wine Tram page (858), the Food & Wine Route page (807), the picnics page (788), the events page (613), the tours & activities page (495), and the Franschoek for families page (400).

14,483 total visits, with the top countries listed as follows: South Africa 9,026, United Kingdom 1,663, United States 726, Germany 553, the Netherlands 243, Sweden 230, Australia 164, Switzerland 163, Canada 143 and Brazil 117.

Mobile visits to our website: 6,428 visits and visits via a tablet device, 1,720 visits.

### Visits by city:

City	Sessions	% Sessions
1. Cape Town	5,819	40.18%
2. Lerebe	677	4.67%
3. Stellenbosch	611	4.22%
4. Stellenbosch	425	2.93%
5. Franschoek	375	2.59%
6. (not set)	360	2.53%
7. Johannesburg	202	1.40%
8. Pretoria	225	1.55%
9. Paarl	187	1.29%
10. Durban	112	0.77%

### MONTHLY BLOG VISITS: [blog.franschoek.org.za](http://blog.franschoek.org.za)

	July	August	September	October	November	December
	2017	2017	2017	2017	2017	2017
Total number of visits	2,601	770	513	528	492	535
Absolute unique visitors	2,439	675	440	468	422	482
Total page views	3,156	1,264	795	804	758	792
Average page views	1,21	1,64	1,55	1,52	1,54	1,48
Percentage new visits	90,77%	79,09%	77,78%	82,01%	78,05%	82,99%

Visits by country:

Country	Sessions	% Sessions
1. South Africa	391	73.08%
2. United Kingdom	35	6.54%
3. United States	27	5.05%
4. Germany	13	2.43%
5. Netherlands	6	0.93%
6. Sweden	5	0.93%
7. India	4	0.75%
8. United Arab Emirates	3	0.56%
9. Australia	3	0.56%
10. Brazil	3	0.56%

Rank	URL	Visits	% Visits
8.	<a href="#">https://www.facebook.com/restaurant-laws/</a>	27	3.41%
9.	<a href="#">https://www.facebook.com/restaurant-laws/</a>	24	3.00%
10.	<a href="#">https://www.facebook.com/restaurant-laws/</a>	21	2.65%

Blog posts most visited:

Page	Pageviews	% Pageviews
1. <a href="#">https://www.facebook.com/restaurant-laws/</a>	103	13.01%
2. <a href="#">https://www.facebook.com/restaurant-laws/</a>	94	11.87%
3. <a href="#">https://www.facebook.com/restaurant-laws/</a>	69	11.24%
4. <a href="#">https://www.facebook.com/restaurant-laws/</a>	48	6.06%
5. <a href="#">https://www.facebook.com/restaurant-laws/</a>	26	4.92%
6. <a href="#">https://www.facebook.com/restaurant-laws/</a>	35	4.42%
7. <a href="#">https://www.facebook.com/restaurant-laws/</a>	33	4.17%

INCOME STATEMENT : 01/12/17 to 31/12/17

Prepared by: Stellenbosch 360 NPC

INCOME STATEMENT : 01/12/17 to 31/12/17

Prepared by: Stellenbosch 360 NPC

SALES			
SALES - Stock Sales	8 411,23	8 411,23	
COST OF SALES			
OTHER INCOME			
INCOME - MEMBERSHIP	1 005,44		
Membership Fees - July 2017 - June 2018	1 531,51		
INCOME - COMMISSION	6 772,46		
Accommodation - 13% Commission	565,36		
Tour	1 380,23		
Transfer	1 826,96		
Sib On Foot	256,56		
Membersip			
Bike Rental			
INCOME - ADVERTISING			
Website	1 517,55		
Advertising on website	1 228,06		
Tea-off msp	6 596,50		
INCOME - RENTAL			
Conference Room/Venue	526,32		
Wine Route	1 428,07		
(Thomba Curios	4 840,00		
Jacques Buys Gallery	6 000,00		
INCOME - INTEREST/BANK CHARGES	0,60		
SPM Account	3 967,79		
Depositor Plus - Municipal Funds			
SPM PROJECTS INCOME	3 960,00	44 006,45	
Website		52 417,68	

SPM PROJECT EXPENSES	41,60	196 502,02
Municipal Dev - Dine with Locals Website		(146 144,34)
NET PROFIT / (LOSS) BEFORE TAX		(146 144,34)
NET PROFIT / (LOSS)		(146 144,34)

EXPENSES	
EXPENSES - STAFF	140 812,91
Salaries - Sib 360	4 206,40
Traveling	
EXPENSES - OTHER WAGES	242,25
Chef	560,00
Cleaner	
EXPENSES - ADMINISTRATION	722,04
Refuge Removal	5 663,46
Water & Electricity	1 113,62
Rental	392,28
Stener	458,11
Cleaning Products - Purchases	416,67
Alphost	1 185,96
Helzner	87,72
IT Repairs	285,45
Fastnet	897,37
Telcom	1 148,09
Stationery & Printing	1 070,16
Coffee/Milk/Tea/Sugar	
EXPENSES - FINANCIAL	237,72
Internet broadband - CL360 Cheque	763,96
ABSA Card Fees	(30,30)
ShortOver on Cash Up	728,49
Bank Charges - CL360 Cheque	28,07
Bank Charges - SPM	358,42
Sage VIP Liquid Payroll	815,39
ADT	320,18
Sib Wing	1 172,90
Santam	
EXPENSES - HR	191,75
Staff Functions/Meetings	174,47
Die Burger (Subscription)	
EXPENSES - VISITOR CENTRE	
Stood - Cost of Sales	3 044,30
EXPENSES - OTHER CONTRIBUTIONS	661,50
Other	
SIB BRAND AWARENESS	26 415,00
Municipal Marketing - Brand Awareness	
MUNICIPAL DEVELOPMENT - TRADE ACTIVATION	



## December 2017 Report – Stellenbosch Municipality

Content pillars:

- Wine – quality, first and foremost wine route, pioneering spirit, awards, exceptional quality, varieties, terroirs, wine for good, cu and development initiatives
- Cuisine/ Gastronomy
- Natural Beauty – Landscape, environment, green, biodiversity/diversity, outdoors
- Heritage – stories, people, characters, personalities, history.
- Lifestyle – Activities, fun, art, shopping, spa, sports, family

### Destination Marketing – Experience Stellenbosch (monthly, ongoing)

Objective: Position Stellenbosch as a hub from where to explore; Stellenbosch has great wine but is a key player in Wine Tourism

Blogposts:

- <http://www.stellenboschexperience.co.za/blog/entry/bric-a-brac-yourself-this-summer-season-in-stellenbosch>
- <http://www.stellenboschexperience.co.za/blog/entry/where-to-celebrate-christmas-nye-in-stellenbosch>
- <http://www.stellenboschexperience.co.za/blog/entry/family-fun-this-summer-as-stellenbosch>
- <http://www.stellenboschexperience.co.za/blog/entry/7-things-to-do-in-stellenbosch-this-summer>

Exposure generated from media postings:

<http://metro.co.uk/2017/12/26/how-is-the-perfect-time-to-visit-south-africa-stellenbosch-for-good-food-great-wine-and-a-sabor-of-culture-1.265677>

About Metro UK:

- Audience: Around half Metro.co.uk's audience is under the age of 30 – and the writers focus on maintaining and growing a loyal, largely UK, millennial audience
- Circulation: Metro.co.uk is where over 35.4 million unique browsers a month find stories, from the biggest world news events to the most talked about trends
- Metro.co.uk is in the unique position of being able to harness the power of the social web and a young audience while still having the journalistic rigour of a legacy newspaper brand. It's a site that has a heart and soul. It is a site that cares, a site that can be funny, take risks and campaign about the issues it cares about, while making sure that no viral trends are missed.
- With nearly 75% of its audience visiting Metro.co.uk on mobile, these audiences find their content on their mobile through Facebook, through Twitter, through Instagram, through YouTube – and we're there to greet them.

We hosted Mollie Kumona's for a couple of days in Stellenbosch.

<http://www.w2a.co.za/Travel/over/review-2-good-things-to-do-in-stellenbosch-this-summer-20171219>

December Press Release: Raise A Glass To Bountiful Pleasures - A selection of stellar top tables in Stellenbosch (attached)

**Bottelary Hills Winemakers Lunch (quarterly)**

Tags: Wine, Gastronomy, People, heritage, Lifestyle

No Bottelary Hills Lunch in December

**Stellenbosch Wine Festival Harvest Parade & Wine Festival:**

Harvest Parade - 27 January 2018

Stellenbosch Wine Festival: 23 – 25 February 2018

<https://webchrochroch.co.za/stellenbosch-harvest-parade-2018/>  
<https://www.bolanderlifestyle.co.za/entertainment/stellenbosch-harvest-parade-paints-the-town-red-with-winemaking-side-2286408>

<https://news.wine.co.za/news/stps/NEWSID=32035>

<https://www.whatsonwines.com/post/stellenbosch-harvest-parade/>

[http://www.winemobile.co.za/magazine\\_Media\\_attachment.aspx?MEDIAID=1763](http://www.winemobile.co.za/magazine_Media_attachment.aspx?MEDIAID=1763)

<http://www.la.communite.com/Event/196/433251246.html>

<https://www.wineandweb.co.za/stellenbosch-harvest-parade/>

<https://www.grepportuk.co.za/fashion-and-lifestyle/roxy/140968/the-stellenbosch-wine-festival-is-back.html>

<http://www.tourismattler.com/news/trade-news/stellenbosch-wine-festival-is-back-328946>

<https://www.tourismatlas.blogspot.co.za/2017/12/stellenbosch-harvest-parade-paints-town.html>

<https://shawne.co.za/bedderber/entertainment/entertainment/harvest-parade-stellenbosch-27-january-2018/>

<http://www.la.communite.com/Event/stellenbosch-harvest-parade-2/>

**Stellenbosch Street Soiree:**

The First Stellenbosch Street Soiree in the new season will be hosted on 13 December 2017.

The event for 13 December was cancelled due to rain. The next Stellenbosch Street Soiree will be hosted on 10 January 2018.

Exposure received in December:

<http://www.stellenboschwinel.co.za/2017/12/stellenbosch-street-soirees-summer-smash-hit/>

<http://hellamaga.com/my-news/ny-wen/3-lesker-donderdag-ve-foodies/>

<https://webemidsped.co.za/stellenbosch-street-soiree/>

<https://www.mycamlink.co.za/posting.php?i=40894>

<https://news.wine.co.za/news/366/NEWSID=32029>

**#SoberStellies:**

Preparing documents, communications and collateral for roll-out

#### I AM AMBASSADOR:

In excess of 60 guards were trained in this period already. Preparations are being made for additional training and skills development workshop.

#### Article in Ekestadnius about car guard training

[http://www.wineroute.co.za/insz/maaz\\_Media\\_attachment.aspx?MEDIAID=1702](http://www.wineroute.co.za/insz/maaz_Media_attachment.aspx?MEDIAID=1702)

#### OTHER:

Stellenbosch crowns a year of world-class achievements

(attached)

<https://www.bekandertafels.co.za/news/a-year-of-world-class-awards-12496505>

<https://www.hotelnewsintanzania.co.za/wineand-wine/article/1410/stellenbosch-crowns-a-year-of-world-class-achievements>

<https://zagoo.co.za/stellenbosch-crowns-year-world-class-achievements/>

<https://www.litcommunity.com/Article/19677886/171235.html>

<https://news.wine.co.za/news.aspx?NEWSID=32038>

<https://winetourismjournal.blogspot.co.za/2017/12/stellenbosch-crowns-year-of-world-class.html>

<https://wineweekend.co.za/article/459>

[https://www.farmingjournal.co.za/index.php?option=com\\_content/2/Itemid/13271-stellenbosch-crowns-a-year-of-world-class-achievements](https://www.farmingjournal.co.za/index.php?option=com_content/2/Itemid/13271-stellenbosch-crowns-a-year-of-world-class-achievements)

#### Exposure garnered from hostings and interviews:

<http://www.competitions.travel/visitors/sec-0025-ambassadors-from-cape-town>

<http://www.capepoint.com/visitors/cape-point/2017/12/stellenbosch-the-official-guide>

<https://thetourismjournal.co.za/00-of-000-yonder-hill-stellenbosch/>

<https://www.smithsonianmag.com/2017/12/18/beer-off-beaters-path-10-unique-quirky-things-cape-town/>

#### Internship

Stellenbosch Wine Routes employs Rudi Smith on a paid internship which forms part of the mandatory practical experience to be complete in order to complete N6 Tourism qualification.

Zile, PRDA graduate employed on a paid internship with ongoing training, education and skills development.

Stellenbosch Wine Routes, promotes Llewellyn McDilling from Visitor Liaison Officer to Stellenbosch Wine Festival Liaison. He will be mentored to take on a crucial role in coordinating the Stellenbosch Wine Festival, signing up producers, handling all communications with SWW Members, ensuring smooth set up and execution.

AVE's and PR Values with online and print articles obtained for Stellenbosch Wine Routes during December 2017

## Article List - Print Media

➔ Print Media > Article List

14 articles  
from selected titles

ZAR 348,143.78  
Total AVE

Date from  
2017-12-01

31-12-17 13:11

## Post List - Online Media

➔ Online Media > Post List

34 posts  
from selected

ZAR 87,899.00  
Total AVE

Date from  
2017-12-01

Visit our Media Room for up for pr and exposure – [www.wineroute.co.za](http://www.wineroute.co.za) - <http://www.wineroute.co.za/media/>



Instagram

Grew from 7764 to 8018 followers



stellenboschwine · 8018 followers · 146 posts · 0

70 posts · 8488 followers · 181 following

Stellenbosch Wine Business South Africa's oldest wine route. Stay for a visit to our #top enigma or #Stellenbosch - Tag us @stellenboschwine to share your experience!  
[www.stellenbosch.wa.za](http://www.stellenbosch.wa.za)

Profile · Recent



THANK YOU



For immediate release

## **Stellenbosch crowns a year of world-class achievements Awards and recognition abound for excellence in wine, food and talent**

Stop the presses! Stellenbosch is to top the head off the bubbly following a brilliant year for its champion wines and trailblazing personalities. Primed for the annual influx of local and international wine lovers, Stellenbosch will again be on display as South Africa's most excellent wine and food destination thanks to a consistent string of awards this year.

"The year 2017 will be remembered as another great demonstration of what fine produce and exceptional talent are capable of," says Stellenbosch Wine Routes manager Elmarie Rabé. "While Stellenbosch is known for heritage, its reputation as the South African region with the most wine awards per capita is also a reflection of the outstanding pioneering work that keeps it at the forefront."

While Stellenbosch wines have been showered in gold, chefs in the City of Oaks have also played their part, underscoring Stellenbosch's reputation as the Gourmet Capital of South Africa and contributing in large part to the international success of the destination overall.

### **Glowing wine achievements**

The President Cabernet Sauvignon Report 2017 was an exceptional highlight with 14 of a total 15 top wines selected, hailing from Stellenbosch. Similarly, at the President Chardonnay Report 2017, 23 wines from Stellenbosch made it into the top 42 that scored 90-95 points.

At the Veritas Wine and Brandy Awards, Stellenbosch clinched no less than 29 out of the 71 Double Golds, whilst this year's top three producers also stem from South Africa's first and foremost wine region. As with last year, the Stellenbosch-based Distell was named top achiever with seven Double Golds and 18 Golds. The company also triumphed in the brandy category with six Double Golds and two Golds. Another famous local, Spier, received the first Veritas Vertex Award for the competition's overall champion wine – the 21 Gables Chenin Blanc 2015, as well the rank of second-best performer overall with six Double Golds and nine Golds. In third spot was Klaine Zaize with four Double Golds and four Golds. The Best Performer by Entry was Neil Ellis Wines in the category for ten wines or less, while Distell took top honours in the class for more than ten wines.

The much-awaited announcement of the Platitz's South African Wine Guide five-star wines in its 2018 edition brought further joy. Stellenbosch clinched an impressive 36 out of the 111 enviable five-stars awarded. The guide's ultimate accolade, Winery of the Year, also went to a Stellenbosch producer, Ruats Family Wine Estate, which garnered an incredible five five-star results – the most of any producer.

At the ABSA Protago Top 10, Stellenbosch again dominated. More than half the winners hailed from the region, while a local producer also collected a trophy in the Museum Class. The wineries that made the wines were Delheim, Flagstone, Kanonkop, Lanzerac, Neil Ellis and Stellenbosch Vineyards. The Stellenbosch winner in the Museum Class was the Neil Ellis Vineyard Selection Jankenshoek Protago 2007.

This year the coveted Divers Club Young Winemaker of the Year Award also went to a Proudly Stellenbosch ambassador, Wade Roger-Lund of Jordan Estate. He claimed this sought-after title for the Jordan Blanc de Blancs Méthode Cap Classique 2015 (White Wines category).

On the global front, Stellenbosch wines stood proud too. A total of four out of six varietal trophies at the International Wine & Spirit Competition were from Stellenbosch while the title of South African Wine Producer of the Year went to Kanonkop. The cherry on the cake was the announcement that Kanonkop's Abrie Beeslaar was also named International Winemaker of the Year – an accolade he collected in 2008 and 2015.

It was international acclaim for Stellenbosch that also arrived with a special award for one of the legends of the region. Genevly Wine Estate owner May de Lencquesaing was given a Lifetime Achievement Award at the International Wine Challenge in London. The award honours a person in the trade that has shown dedication and commitment, and has made a significant difference to the global wine industry. She acquired the Stellenbosch farm in 2003, at the age of 78, and continues to run it with her two grandsons.

### **Foodie's delight**

This year, Stellenbosch also reaffirmed its wealth of creative, top-end gourmet talent by clinching eight nominations in the 2017 Eat Our Mercedes-Benz Restaurant Awards. The achievements shore the light on a trend of good quality restaurants opening at many of the region's outstanding wine estates. The local venues that rose to glory were The Restaurant at

Waterkloof Wines; Campfers at Vergelegen; Indochine at Delaire Graff Estate; George Jardine at Jordan Wine Estate Stellenbosch; Jardine Restaurant; Makaron Restaurant at Mayeka House; Overture Restaurant; and, Terner Restaurant at Kleine Zalze.

#### The place to be

Of course, no success happens in isolation and much of the world's familiarity with South Africa's most famous wine region is due to the work of the Stellenbosch Wine Routes destination marketing organisation. This was recognised again this year when it was singled out for the third time as a champion among leading wine regions of the world at the UK-based Drinks International Wine Tourism Challenge.

Having claimed titles in 2014 and 2015, Stellenbosch Wine Routes was again named winner of the category for Best Promotional Body. The award recognises Stellenbosch Wine Routes for its commitment and excellence, while the judges paid particular attention to consumer-facing initiatives that entice visitors to the region.

For more information, contact Emarie Raabe at tel: 021 886 8275, send an email to [info@wineroutes.co.za](mailto:info@wineroutes.co.za) or visit [www.wineroutes.co.za](http://www.wineroutes.co.za). Also follow @StellWineRoute on Twitter or on Facebook (<https://www.facebook.com/StellWineRoute>).

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Issued by:	Issued on behalf of:
Random Hat Communications	Stellenbosch Wine Routes
Contact: Leanne Sutherland	Contact: Emarie Raabe
Tel: 021 849 8630/063 564 0876	Tel: 021 886 8275
Email: <a href="mailto:leanne@randomhat.co.za">leanne@randomhat.co.za</a>	Email: <a href="mailto:emarie@wineroute.co.za">emarie@wineroute.co.za</a>



Stellenbosch Wine

Press release

December 2017

## RAISE A GLASS TO BOUNTIFUL PLEASURES

### *A selection of stellar top tables in Stellenbosch*

Boasting over 150 wine estates within a radius of 30km, Stellenbosch is one of the world's leading wine tourism destinations and produces an abundance of fine wines, craft beer and great food. An ideal destination for a gourmet trip, visitors find a stunning landscape that is dotted with good things to eat and drink - sun-dappled roads that are lined with foliage, vineyards, orchards and fields of barley or hops for boutique beers. As well as fertile ground for out-of-town adventures, this bounty means that Stellenbosch is packed with great restaurants, bars and cafés, where local produce is astutely matched with the home-grown beverages.

Some must-look fine dining options include:

#### **Indochine at Delaire Graff Estate in Stellenbosch**

Indochine is the kind of place where it is not unusual for guests to arrive by helicopter, or to find several Ferraris in the parking lot. The Asian creations by chef Virgil Kahn have a very deft and light touch. There is freshness and complexity in the spicing of all the dishes, a slow build-up of flavour that inebriates rather than assaults. **Ambience:** The view down the valley demands attention, but so too does the plush, stylish and elegant décor. After lunch the beautifully landscaped gardens beckon to be explored, as well as the extraordinary collection of art on display.

#### **Jordan Restaurant at Jordan Wine Estate**

George Jordine is one of the gastronomes of the Cape Winelands, and along with head chef Kyle Burn, he ensures that Jordan Restaurant continues to be a fine-dining landmark. The focus on the food-and-wine pairing menus gives the kitchen team the opportunity to show its skill and versatility. A benchmark for simplicity, George's interpretations of South African fare put a contemporary spin on top-quality ingredients sourced from artisanal suppliers and growers. Nothing here is ever over-wrought and each dish showcases natural taste and texture. The ambience is relaxed country chic with spectacular picture views of the farm dam, vineyards, mountains and valley.

#### **Makaron Restaurant at Majeka House**

The menu at Makaron offers generous portions on four or six 'small plates' by chef Lucas Cardenas, which are not quite tapas and not quite main courses. Starters include the likes of heirloom tomato with white balsamic jelly, ricotta and gazpacho granita (icy cool and intensely tomatoey), and coal-roasted cauliflower with cabbage, sweetcorn and parmesan. Mains include butter-coached kingfish with black

garlic and brinjal sifton with umami butter and crispy onions. It's Cape comfort food at its best. The ambience is coolly modern without being too glitzy. The indoor and outdoor spaces are delightful, making this a great spot for winter or summer.

#### **Terroir at Kleine Zalze Wine Estate**

With its quiet vineyard setting overlooking the mountains of Stellenbosch, this well-established wine farm restaurant delivers food with refinement and robust flavours. The menu dips into French and Asian influences, which allows for bold flavours like toasted whole brinjal with salty ponzu and bonito flakes. Chef Michael Broughton has a magic touch with his memorable sauces, especially the Sauce Américaine, which is the highlight of his iconic prawn risotto. Whether it's a perfectly cooked piece of monk fish with seasonal emerald-green broad beans and a smash of roasted potatoes, or slices of beef fillet with the super finely cut buttery pommes Anna, the flavours are the highlight - and so are the pops of colour. The ambience is cosy inside at night with a glimpse into the kitchen. Lunch outside is a little haven, with a view of a golf course and the manicured garden.

#### **The Restaurant at Waterkloof Estate**

Chef Gregory Czarnocki's superlative contemporary cuisine won several awards. Each dish that comes out of the open kitchen is visually exquisite, technically highly accomplished, playful and inventive in conception, and does great honour to the constituent ingredients, which are of the standard you'd expect from a farm where attention is paid to the soil and its health. The degustation menu features six courses, but that turns into thirteen when the amuse-bouches, sorbets, extra dessert and petit-fours are factored in. Each dish is perfectly calibrated to ensure that diners feel perfectly satiated when the last delicious morsel is consumed. **Ambience:** The mountain-top setting is spectacular, and so are the sunset views of False Bay and the Cape Peninsula. The restaurant is elegant and unadorned other than the crisp linen and high-quality cutlery and stemware.

ENDS

For more inspiration on the Stellenbosch region, visit [www.stellenboschexperience.co.za](http://www.stellenboschexperience.co.za). The Stellenbosch Experience is an initiative by Stellenbosch Wine Routes supported by Stellenbosch Municipality and Stellenbosch 360, in collaboration with Destination, made possible through partnerships including Spier, First Car Rental and Majeka House.

#### **Social Media:**

Facebook: [www.facebook.com/StellenboschExperience](https://www.facebook.com/StellenboschExperience)

Twitter: @StellenboschExp

Instagram: stellenboschexperience

Press enquiries / [enquiries@stel.co.za](mailto:enquiries@stel.co.za)

Beate Pechmann

[beate@tdp.co.za](mailto:beate@tdp.co.za)

@hyper\_travel

Stellenbosch Wine Routes

Management Statements for the period 01/07/2017 – 31/12/2017

Projects	Note	Budget for the year 01/07/2017 to 30/06/2018	Budget for the period 01/07/2017 to 31/12/2017	Actual for the year 01/07/2016 to 31/12/2017
<b>Bottlery Hills Winemakers Lunch (quarterly)</b>				
Income		R -	R -	R -
Municipal grant		R 44 000,00	R 24 640,00	R 44 000,00
Expenses		R -44 000,00	R -29 333,34	R -31 660,00
Net income / (loss)		R -	R -4 693,34	R 12 320,00
<b>Destination Marketing (monthly, ongoing)</b>				
Income		R -	R -	R -
Municipal grant - Stellenbosch Experience		R 230 000,00	R 155 000,00	R 230 000,00
Expenses		R -230 000,00	R -155 000,00	R -155 000,00
Net income / (loss)		R -	R -	R 75 000,00
<b>Street Soïres (Dec, Jan, Feb &amp; March)</b>				
Income		R -	R -	R -
Municipal grant		R 34 000,00	R 24 480,00	R 34 000,00
Expenses		R -34 000,00	R -22 576,00	R -22 576,00
Net income / (loss)		R -	R 1 904,00	R 11 424,00
<b>Stellenbosch Valley - Savour &amp; Secret Safari's (Ongoing, monthly)</b>				
Income		R -	R -	R -
Municipal grant		R 36 800,00	R 19 345,46	R 36 800,00
Expenses		R -36 800,00	R -20 800,00	R -19 345,46
Net income / (loss)		R -	R -1 454,54	R 17 454,54
<b>#SoberStellers</b>				
Income		R -	R -	R -
Municipal grant		R 30 000,00	R 16 254,55	R 30 000,00
Expenses		R -30 000,00	R -17 400,00	R -2 100,00
Net income / (loss)		R -	R -1 145,45	R 27 900,00
<b>Stellenblog (Ongoing, Monthly)</b>				
Income		R -	R -	R -
Municipal grant		R 60 000,00	R 36 560,00	R 60 000,00
Expenses		R -60 000,00	R -34 800,00	R -38 560,00
Net income / (loss)		R -	R 3 760,00	R 21 420,00

Stellenbosch Wine Routes

Management Statements for the period 01/07/2017 – 31/12/2017

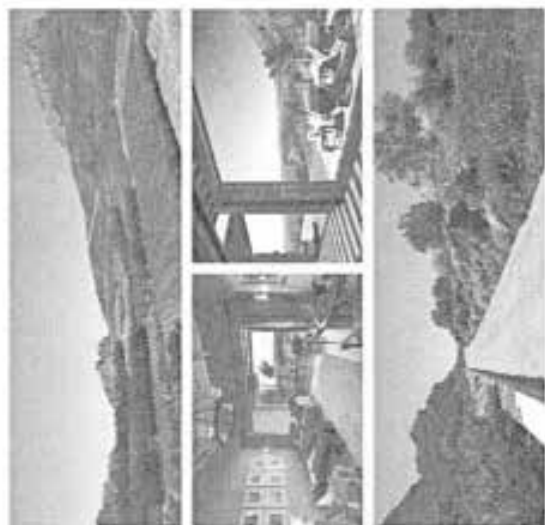
Projects	Note	Budget for the year 01/07/2017 to 30/06/2018	Budget for the period 01/07/2017 to 31/12/2017	Actual for the year 01/07/2016 to 31/12/2017
<b>Stellenbosch Wine Festival Harvest Parade (January 2018)</b>				
Income		R -	R -	R -
Municipal grant		R 120 000,00	R 69 600,00	R 120 000,00
Expenses		R -120 000,00	R -69 600,00	R -69 600,00
Net income / (loss)		R -	R -	R 50 400,00
<b>I AM AMBASSADOR</b>				
Income		R -	R -	R -
Municipal grant		R 60 000,00	R 30 000,00	R 60 000,00
Expenses		R -60 000,00	R -30 000,00	R -50 000,00
Net income / (loss)		R -	R -	R 10 000,00

Balance carried over

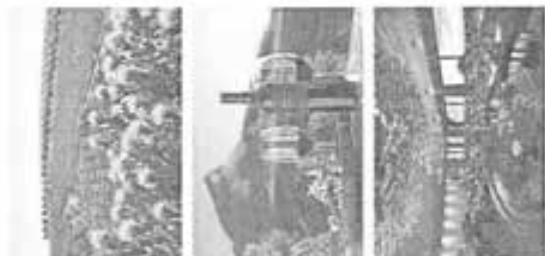
R 225 915,54







Die Kunst der Fotografie ist eine Kunst der Beobachtung. Sie ist eine Kunst der Geduld, eine Kunst der Wartezeit. Sie ist eine Kunst der Präzision, eine Kunst der Genauigkeit. Sie ist eine Kunst der Schönheit, eine Kunst der Harmonie. Sie ist eine Kunst der Wahrheit, eine Kunst der Offenheit. Sie ist eine Kunst der Liebe, eine Kunst der Leidenschaft. Sie ist eine Kunst der Hoffnung, eine Kunst der Gerechtigkeit. Sie ist eine Kunst der Freiheit, eine Kunst der Unabhängigkeit. Sie ist eine Kunst der Stärke, eine Kunst der Mut. Sie ist eine Kunst der Weisheit, eine Kunst der Erfahrung. Sie ist eine Kunst der Tugend, eine Kunst der Ehre. Sie ist eine Kunst der Güte, eine Kunst der Barmherzigkeit. Sie ist eine Kunst der Geduld, eine Kunst der Sanftmütigkeit. Sie ist eine Kunst der Demut, eine Kunst der Bescheidenheit. Sie ist eine Kunst der Ehrlichkeit, eine Kunst der Aufrichtigkeit. Sie ist eine Kunst der Offenheit, eine Kunst der Transparenz. Sie ist eine Kunst der Klarheit, eine Kunst der Einfachheit. Sie ist eine Kunst der Schönheit, eine Kunst der Harmonie. Sie ist eine Kunst der Wahrheit, eine Kunst der Offenheit. Sie ist eine Kunst der Liebe, eine Kunst der Leidenschaft. Sie ist eine Kunst der Hoffnung, eine Kunst der Gerechtigkeit. Sie ist eine Kunst der Freiheit, eine Kunst der Unabhängigkeit. Sie ist eine Kunst der Stärke, eine Kunst der Mut. Sie ist eine Kunst der Weisheit, eine Kunst der Erfahrung. Sie ist eine Kunst der Tugend, eine Kunst der Ehre. Sie ist eine Kunst der Güte, eine Kunst der Barmherzigkeit. Sie ist eine Kunst der Geduld, eine Kunst der Sanftmütigkeit. Sie ist eine Kunst der Demut, eine Kunst der Bescheidenheit. Sie ist eine Kunst der Ehrlichkeit, eine Kunst der Aufrichtigkeit. Sie ist eine Kunst der Offenheit, eine Kunst der Transparenz. Sie ist eine Kunst der Klarheit, eine Kunst der Einfachheit.



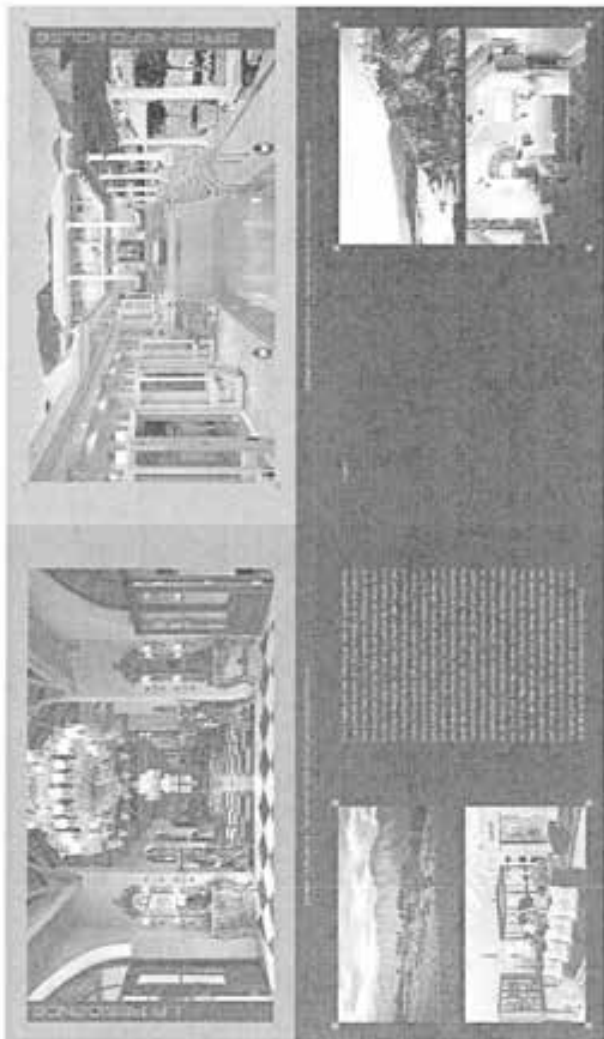
DELAIRE GRAFF MITTE STÜLLERBESCH

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BRIDGE CLUB PHOTOPAGE

CONCOURSE

The building's design is a blend of modern and traditional architectural styles. The use of natural materials like stone and wood adds a sense of warmth and timelessness to the space. The large, open-plan areas are designed to encourage social interaction and community engagement. The architecture is not just about aesthetics but also about creating a functional and welcoming environment for its users.

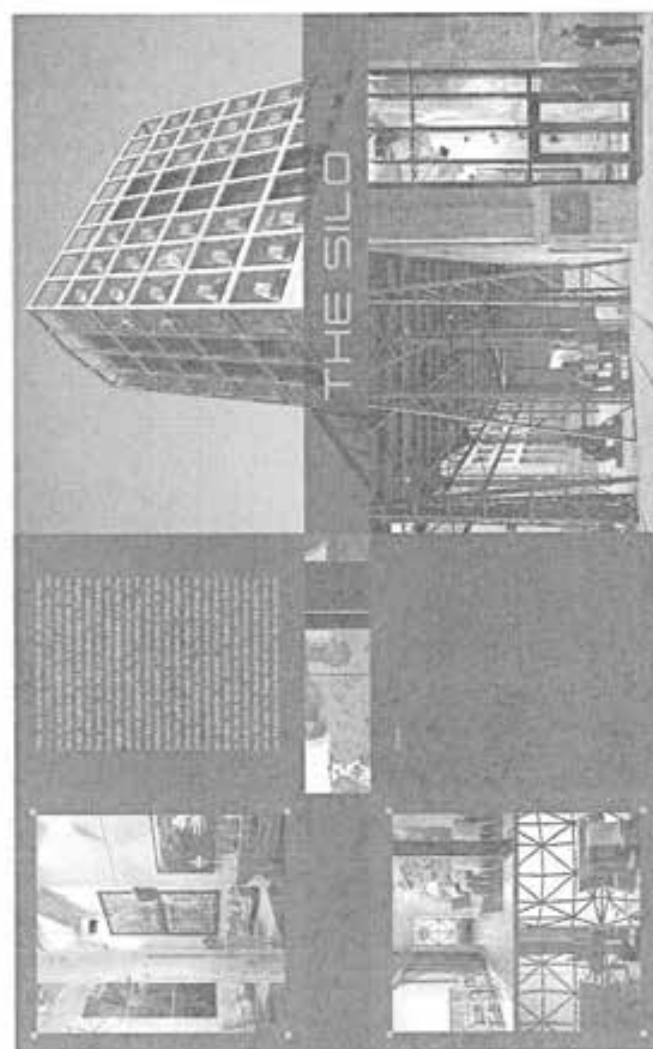
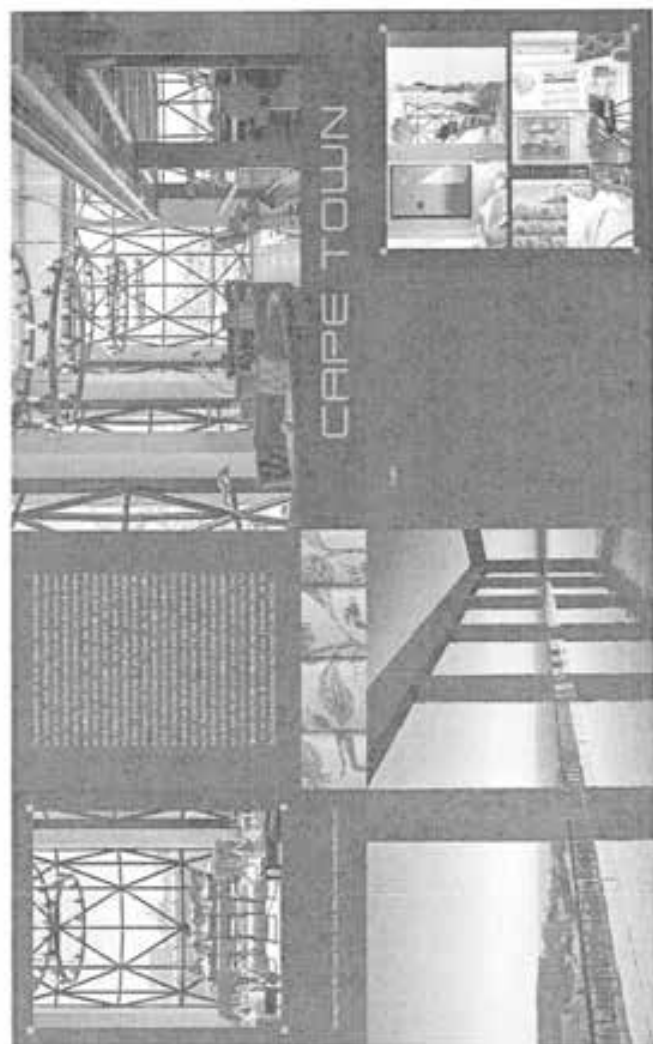


BYLEN  
LEBIS

THE MOUNTAINOUS AREAS

The landscape is a beautiful example of natural beauty. The rugged mountains and the winding river create a sense of tranquility and awe. The sheep grazing in the fields add a touch of rural charm to the scene. The overall atmosphere is peaceful and serene, showcasing the beauty of the natural world.





**CAPE GRACE**

**BYE BYE SOUTH AFRICA**

The Cape Grace Hotel, a luxury five-star property, is set in a prime location overlooking the Atlantic Ocean. The hotel features a world-class spa, a fine dining restaurant, and a swimming pool. The hotel is a perfect base for exploring the beautiful Cape Peninsula and the surrounding area.

The hotel is a perfect base for exploring the beautiful Cape Peninsula and the surrounding area. The hotel is a perfect base for exploring the beautiful Cape Peninsula and the surrounding area.

**ZEITZ MOCAA**

**WITJARA BIRD**

The Zeitz MOCAA is a contemporary art museum located in the heart of Johannesburg. The museum is a perfect base for exploring the beautiful city and the surrounding area. The museum is a perfect base for exploring the beautiful city and the surrounding area.

The Witjara Bird is a beautiful bird species found in the Witjara region. The bird is a perfect base for exploring the beautiful region and the surrounding area. The bird is a perfect base for exploring the beautiful region and the surrounding area.