



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. 2

5.2.3	MONTHLY REPORT: JANUARY 2018
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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 JANUARY 2018**

2. **PURPOSE**

To report on the activities of the Directorate Planning and Economic Development for January 2018.

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 January 2018, be noted.

FOR FURTHER DETAILS CONTACT:

NAME	Ilzé Couvaras
POSITION	Head: Customer Interface and Administration
DIRECTORATE	Planning and Economic Development
CONTACT NUMBERS	021 808 8604
E-MAIL ADDRESS	Ilze.couvaras@ Stellenbosch.gov.za
REPORT DATE	03 March 2018

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 JANUARY 2018

**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
JANUARY 2018



Celebrating Gr 12 2017 Results

Stacy [Signature]
5.02.2018

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

The tender for the youth skills development program was awarded to Bergzicht. The contract was signed on the 15th of January 2018. The advertisement was placed in the Eikestadnuus on the 18th of January to start with the recruitment process.

One of the EPWP workers incorporated into the maintenance department, have resigned. He found himself permanent employment. We will therefore have another opportunity available for those that have completed the course of building and maintenance.

Stellenbosch municipality hosted the Gr12 top achievers award of the Cape Winelands learners. Prof Jonathan Jansen was the guest speaker at the occasion. He emphasized that each one have great potential: "You have a great opportunity ahead of you, take it and set high standards for yourself and believe you can change the world"



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 and to Finance for inclusion in the Draft Budget for March 2018.

ECD Policy: Council approved draft. Call for public comments was advertised with a closing date of 31 January 2018. Comments to be submitted to council.

Ward Allocation Policy: To meet with Executive Mayor on 6 February 2018 to obtain input and approval.

CHILDREN

23 January 2018: JAM Recipients General Yearly Engagement

The official in collaboration with JAM International held a General Yearly Engagement with local recipients of JAM donations in the ECD sector. The engagement was attended well and the recipients gave positive feedback regarding the porridge that they receive from JAM and also support from the local municipality.



26 January 2018: Greater ECD Forum Engagement at Franschoek

The official hosted the second last engagement with the ECD Forums in the WC024 and the focus was to get comments on the Draft ECD Policy that was advertised in December 2017. The engagement was well attended and all the forums gave their input in terms of the policy. The official is of the opinion that all forums understand the content of the policy. Their inputs will be included in an item to council on the matter.



31 January 2018: Asha Engagement at Bhabhathane Offices, Franschoek

This presentation was done by Asha an organization that will be doing programmes within the Stellenbosch Area. Their first focus will be on the Franschoek area and their plan is to then move to include the Stellenbosch CBD and surrounding areas. The programmes are aimed at empowering ECD facilities with knowledge and skills, to co-ordinate their work and also at the same time provide proper stimulation for children.

GIS Updating of information on ESRI Database:

- 09/01/2018 Kayamandi area plotted 4 Early Childhood Development centers.
- 17/01/2018 Cloeteville area plotted 3 Early Childhood Development centers.
- 30/01/2018 Kayamandi & Cloeteville area plotted 4 Early Childhood Development centers.

Social Relief of Distress

Incidents = 2

14 January: Langrug – Assisted with food parcels and blankets for 3 single households.

30 January 2018: Section I Enkanini: three household completely damaged by fire and three partially damaged. SRD has been issued to the households that were completely damaged.

Grant in Aid (GiA)

Awaiting draft budget approval – March 2018.

WARD PROJECTS

72 Projects has been registered with the Department Community Development

12 Projects has been implemented to date

60 Projects to be implemented prior to 30 June 2018

1	COUNCIL LOR	TOTAL PROJECT PLANS RECEIVED	COMMENTS
1	A Frazenburg	4	All Ukeys created and virements completed. One project implemented. Three to be implemented prior to June 2018.
2	M Petersen	4	All Ukeys created and virements completed. Two projects implemented. Two to be implemented prior to June 2018
3	C Manuel	3	All Ukeys created and virements completed. One projects implemented. Two to be implemented prior to June 2018
4	M Johnson	3 (Jan 2018)	Ukey creation process started Jan 2018. Currently with budget office. Virement of funds will be completed after Ukey creation. Of opinion that projects will be implemented prior to June 2018.
5	D Joubert	2	1 Project plan outstanding. Two projects Ukeys created and virements completed and implemented. Require commitment from councillor to finalize remaining project plan.
6	N Mcombring	5	All Ukeys created and virements completed. Two projects implemented. Started procurement for remainder of projects to be implemented prior to June 2018.
10	R Du Toit	7	Ukey completed for 6 projects. Virement process started in Jan. Six projects should be completed prior to June 2018. Uncertainty over one project. Meeting scheduled with councillor.
11	J Serdyn	1	All Ukeys created and virements completed. To be implemented prior to June 2018.
12	N Gugushe	4	All Ukeys created and virements completed. Started with procurement in Jan 2018. To be implemented prior to June 2018.
13	F Bangani	6	All Ukeys created and virements completed. Started with procurement in Jan 2018. To be implemented prior to June 2018.
14	P Sitshothi	4	Ukeys created. Virements started Jan 2018. Projects to be implemented

			prior to June 2018.
15	N Sinkinya	3	Ukey creation still to start. Meeting to be scheduled.
16	E Vermeulen	4	All Ukeys created and virements completed. Two projects implemented. Projects to be implemented prior to June 2018.
17	P Biscoombe	3	Ukeys created. Verimentation completed for one project. Virements for Maths project at finance the other virements still to be completed.
18	E Fredericks	9	All Ukeys created and virements completed. Projects to be implemented prior to June 2018.
19	J Hendrik	6	All Ukeys created and virements completed. Two projects implemented. Projects to be implemented prior to June 2018.
20	A Crombie	2	Ukey completed for 6 projects. Virement process started in Jan. Projects to be implemented prior to June 2018.
21	R Badenhorst	2	Ukey requests for one project submitted to budget office. One Ukey request outstanding. Projects to be implemented prior to June 2018

Meetings and Engagements

22 Jan: SCM local content policy workshop
 23 Jan: BEC Meeting
 19 & 26 Jan: GIS training
 25 Jan: Directorate meeting with MM
 25 Jan: EPWP – feedback on pre-audit findings
 29 Jan: SCM – Catering Policy
 31 Jan: Cape Winelands Regional LOC for Elderly

Franschhoek Indoor Sport Centre

Monthly Report

January 2018



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
Occupancy	10	8	40	0	6	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

None

Outstanding Council Resolutions

- Night Shelter: 75% implementation of resolutions. Director Strategic and Corporate Services indicated that input from legal services not required as the owner of the property must cancel the servitude. This was communicated to the owner.
- ECD Policy: 50% implementation of resolutions. Approved in draft format at October Council Meeting. Adverts approved with due date for public comment 31 Jan 2018. Comments obtained through ECD Forum meetings. To be included in item and re-submitted to council. Comments received from:
The Early Education Centre
Social Development: Provincial Office
All local ECD Forums
- 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: BSM 25/18: Contract concluded and award for one learning area obtained. Implementation started with closing date for applicants on 2 February 2018. Advertisement for potential candidates distributed to libraries, ward offices and councillors as well as in the local media. Meeting to update Executive Mayor scheduled for 1 February 2018.

Emergency Food Provision: BSM 50/15: Functional report and BEC completed. To serve at BAC on 2 February 2018.

Office Management

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

Reports, Communication and Feedback Submitted	
Monthly Departmental Report	1
Monthly OHS Report	1
Ignite reporting and uploading	1
HR	
Discipline (chairing for another department)	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: 2018 | Select Month: January

LEGEND

Legend	A-Annual	C-Casual	L-Long Service	S-Sick	P-Personal	Q-Quarantine	F-Flexible	O-Other
W-Occupational	M-Maternity	Y-Study	B-Cx-Back					

No.	Employee	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	
01	1112121																																	
02	170008																																	
03	170012																																	
04	100021																																	

In the news:



ITEM 1

APPENDIX 1.2

BUILDING DEVELOPMENT
MANAGEMENT

**PLANNING AND ECONOMIC
DEVELOPMENT COMMITTEE MEETING**

2018-03-06


 MUNICIPALITY • UMASIPALA • MUNISIPALITEIT
 BUILDING DEVELOPMENT MANAGEMENT

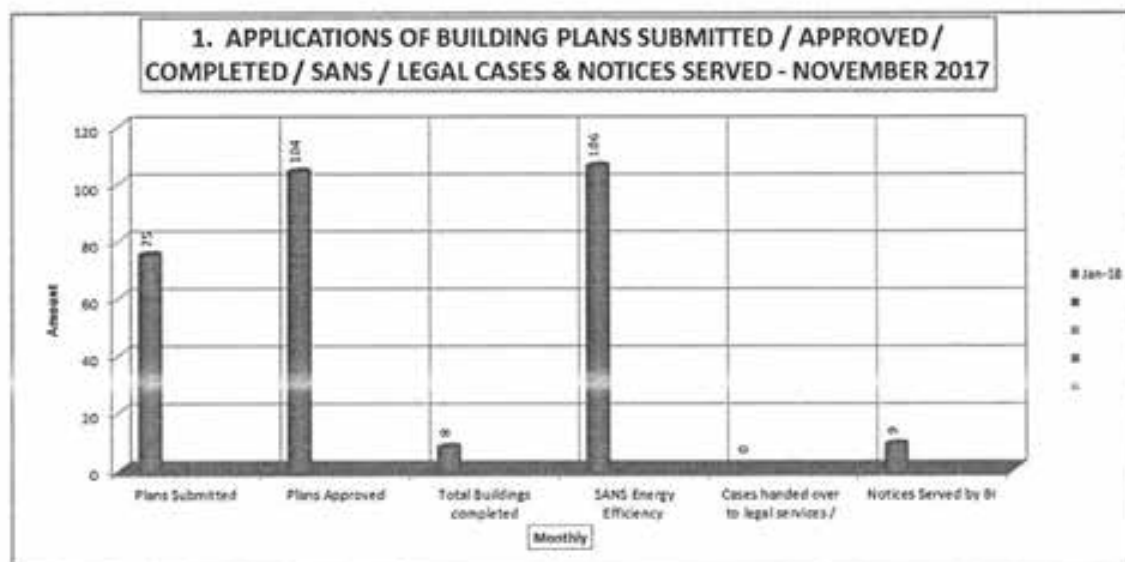
MEMORANDUM

TO/ AAN : ACTING DIRECTOR : PLANNING & ECONOMIC DEVELOPMENT
 B.J.G . DE LA BAT
 FROM : MANAGER: BUILDING DEVELOPMENT MANAGEMENT
 A. CROUZER
 DATE/ DATUM : 2 February 2018
 REF : 8/1/4/2/5
 REF NUMBER :
 RE / INSAKE : MONTHLY REPORT : 1 – 31 JANUARY 2018

Herewith the monthly report of the Section Building Development Management.

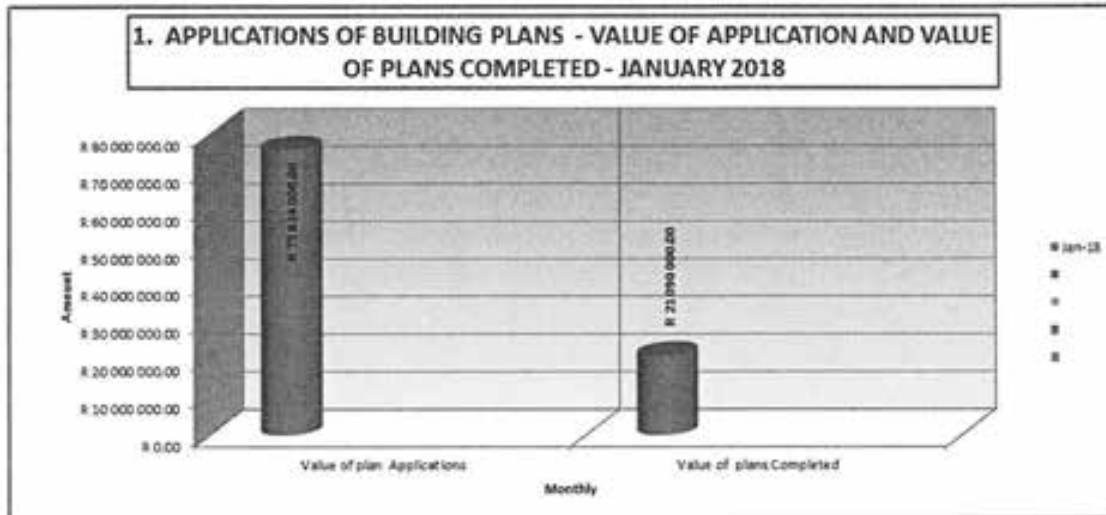
1. BUILDING PLAN – APPLICATIONS AND VALUE
ANNEXURE 1 - BUILDING PLANS SUBMITTED / APPROVED AND COMPLETED

	Plans Submitted	Plans Approved	Total Buildings completed	SANS Energy Efficiency	Cases handed over to legal	Notices Served by BI
Jan-18	75	104	8	106	0	9



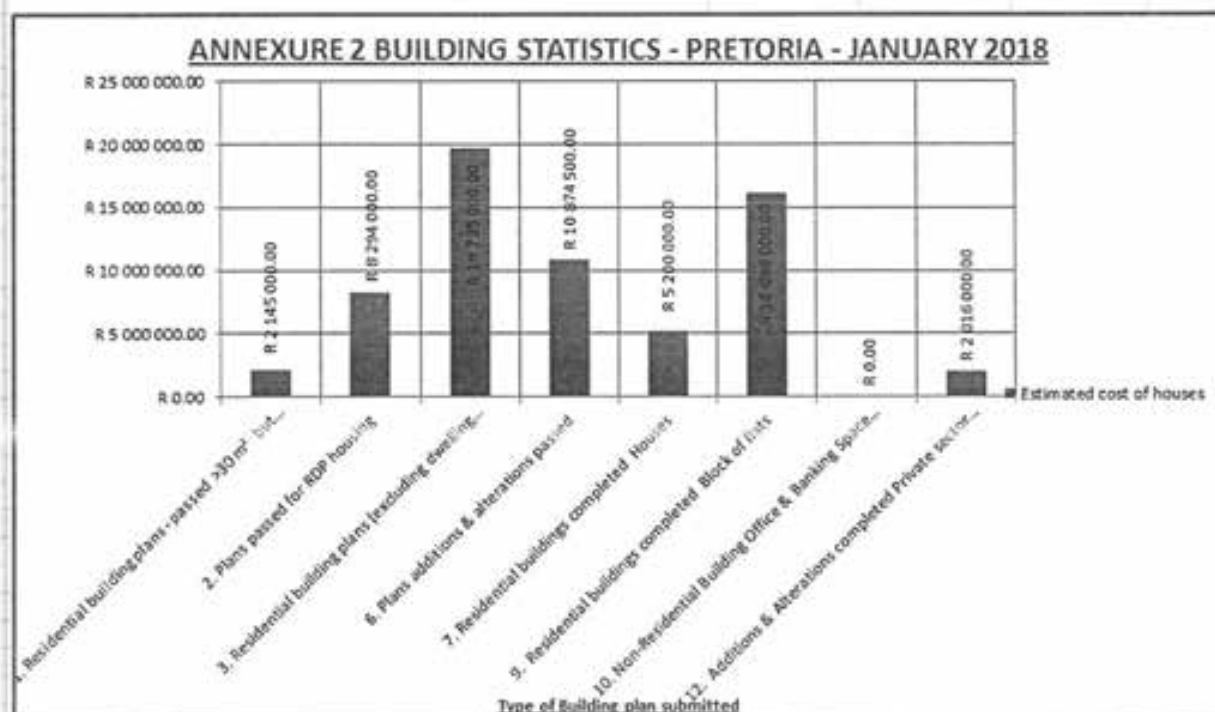

ANNEXURE 1 - BUILDING PLAN APPLICATION - VALUE

	Value of plan Applications	Value of plans Completed
Jan-18	R 75 834 000.00	R 21 090 000.00

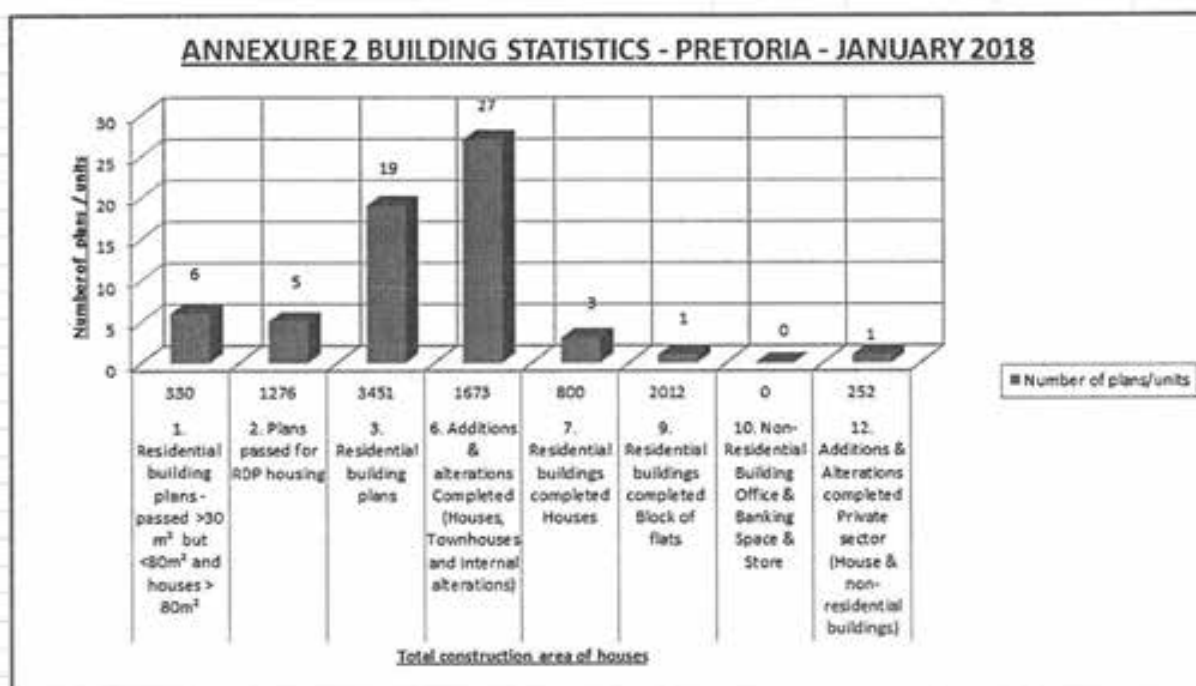


2. BUILDING PLAN STATISTICS – PRETORIA ESTIMATED COST OF HOUSES

Type plan passed / completed	Estimated cost of houses
1. Residential building plans - passed >30 m ² but <80m ² and houses > 80m ²	R 2 145 000.00
2. Plans passed for RDP housing	R 8 294 000.00
3. Residential building plans (excluding dwelling house plans) passed	R 19 735 000.00
6. Plans additions & alterations passed	R 10 874 500.00
7. Residential buildings completed Houses	R 5 200 000.00
9. Residential buildings completed Block of flats	R 16 096 000.00
10. Non-Residential Building Office & Banking Space & Store	R 0.00
12. Additions & Alterations completed Private sector (house & non-residential buildings)	R 2 016 000.00



Type plan passed / completed	Total construction area of houses	Number of plans/units
1. Residential building plans - passed >30 m ² but <80m ² and houses > 80m ²	330	6
2. Plans passed for RDP housing	1276	5
3. Residential building plans	3451	19
6. Additions & alterations Completed (Houses, Townhouses and internal alterations)	1673	27
7. Residential buildings completed Houses	800	3
9. Residential buildings completed Block of flats	2012	1
10. Non-Residential Building Office & Banking Space & Store	0	0
12. Additions & Alterations completed Private sector (House & nonresidential buildings)	252	1



3. TRAINING

Andrew Crouzer attend the Electronic invoicing & receipting : drafting parameters for SAMRAS working Group on 12 January 2018 in Eikestad Mall

Andrew Crouzer attend Local Content Training on 22 January 2018 Plein Street Library

Andrew Crouzer attend BPAMS Workshop in Cape Town on 29 January 2018

(See invitations attached)

4. STAFF MEETINGS

4.1 A monthly departmental meeting was held on 26 January 2018 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 not submitted

5. OPERATIONAL VOTES FOR JANUARY 2018

Vote 12205220190000 (20170626063526) Consumables Fuel & Oil - Available 34.00 %

Vote 12205201470000 (20170626062063) Maintenance of Assets - Available 83.99%

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 65.86%

Vote 12205220180000 (20170626063533) Consumables – Standard – Available 62.88%

(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 Date To

Benchmark Type

14 4 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: 12/15/2017 - 1/31/2018

Benchmark 30 Days	2018 January		2017 December		TOTAL		%
	WITHIN BENCH.	OUT OF BENCH.	WITHIN BENCH.	OUT OF BENCH.	WITHIN BENCH.	OUT OF BENCH.	
Additions	5	2			5	2	71.43
Alterations	2	1	0	1	2	2	50.00
Alterations & Additions	12	2	3	2	15	4	78.95
Minor Building Works	5	3	0	3	5	6	45.45
New Building	23	1	1	3	24	4	85.71
Total	47	9	4	9	51	18	73.91

Benchmark Period to Determine Outcome

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BENCHMARK 60 DAYS

Home Records Inbox File Plan Search Personal Directory Reports

Home > Building Plan Reports > Benchmark Period to Determine Outcome

Date From Date To

Benchmark Type

14 4 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: 12/1/2017 - 1/31/2018

Benchmark 60 Days	2018 January		2017 December		TOTAL		%
	WITHIN BENCH.	OUT OF BENCH.	WITHIN BENCH.	OUT OF BENCH.	WITHIN BENCH.	OUT OF BENCH.	
Additions	7	0	4	0	11	0	100.00
Alterations	3	0	3	0	6	0	100.00
Alterations & Additions	12	2	12	7	24	9	72.73
Minor Building Works	5	3	13	4	18	7	72.00
New Building	23	1	15	2	38	3	92.68
Total	50	6	47	13	97	19	83.62

Benchmark Period to Determine Outcome

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8. DELEGATION FOR PERIOD 1 JANUARY 2018 – 31 JANUARY 2018

8. DELEGATIONS

DELEGATIONS EXERCISED FOR PERIOD: 1 JANUARY 2018 – 31 JANUARY 2018

DIRECTORATE: PLANNING AND ECONOMIC DEVELOPMENT

Delegation	Authorised official	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
355	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			129
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			9
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			8

9. LEGAL IMPLICATION

0 Cases were handed over to Legal Services

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

No information to report for January 2018 as this department (Building Development) experience a staff crises and transport problem. (See e-mail attached)

Yours faithfully

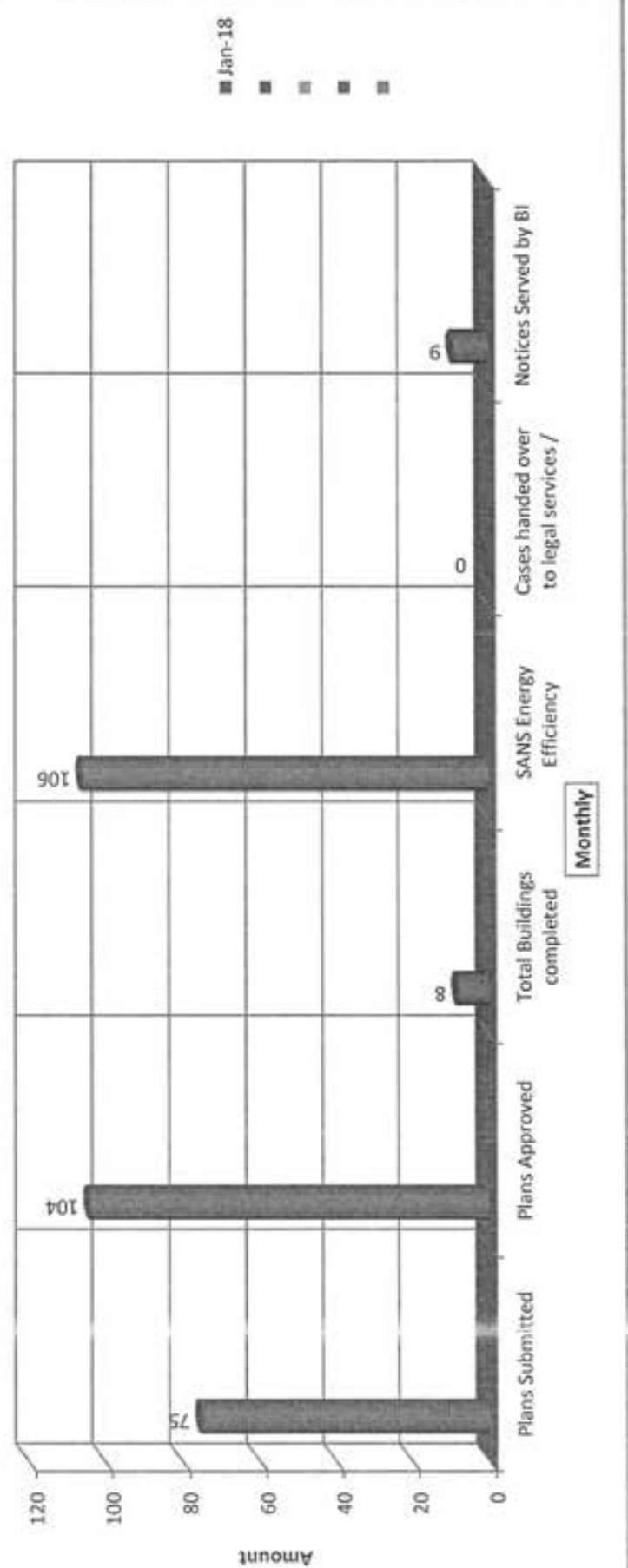


ANDREW CROUZER
 MANAGER: BUILDING DEVELOPMENT MANAGEMENT
 DIRECTORATE: PLANNING AND ECONOMIC DEVELOPMENT

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
Jan-18	75	104	8	106	0	9

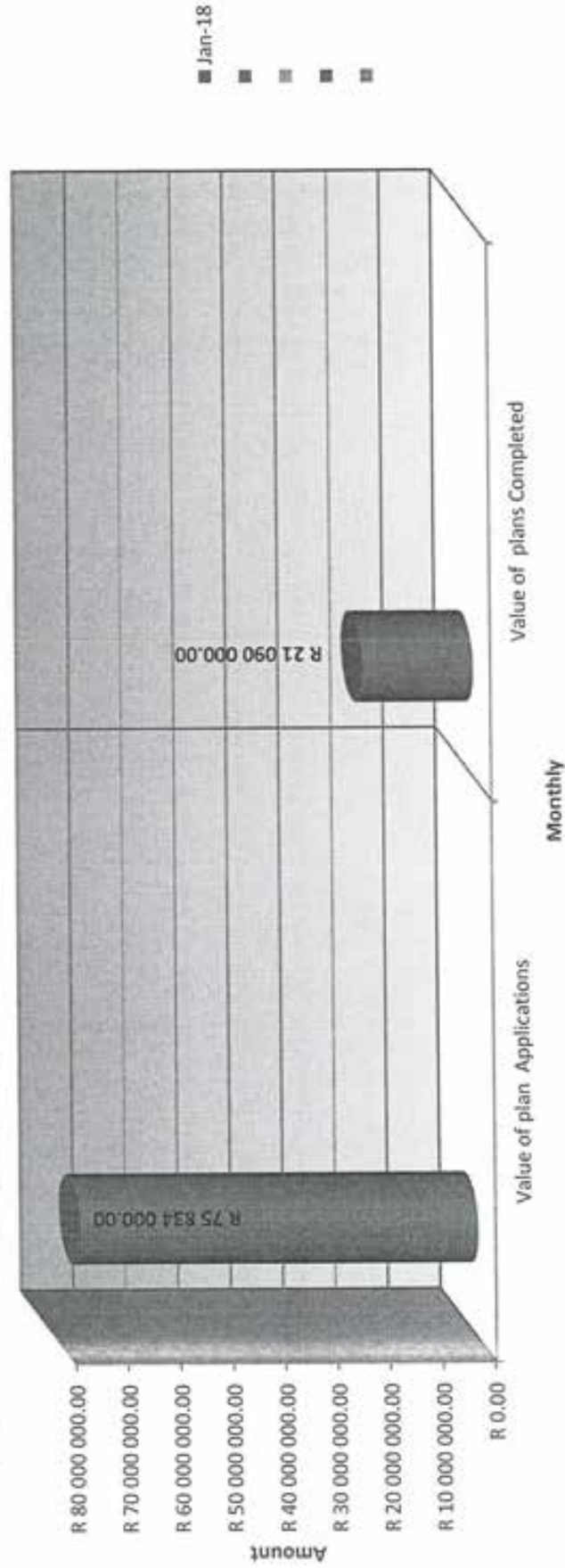
1. APPLICATIONS OF BUILDING PLANS SUBMITTED / APPROVED / COMPLETED / SANS / LEGAL CASES & NOTICES SERVED - NOVEMBER 2017



ANNEXURE 1 - BUILDING PLAN APPLICATION - VALUE

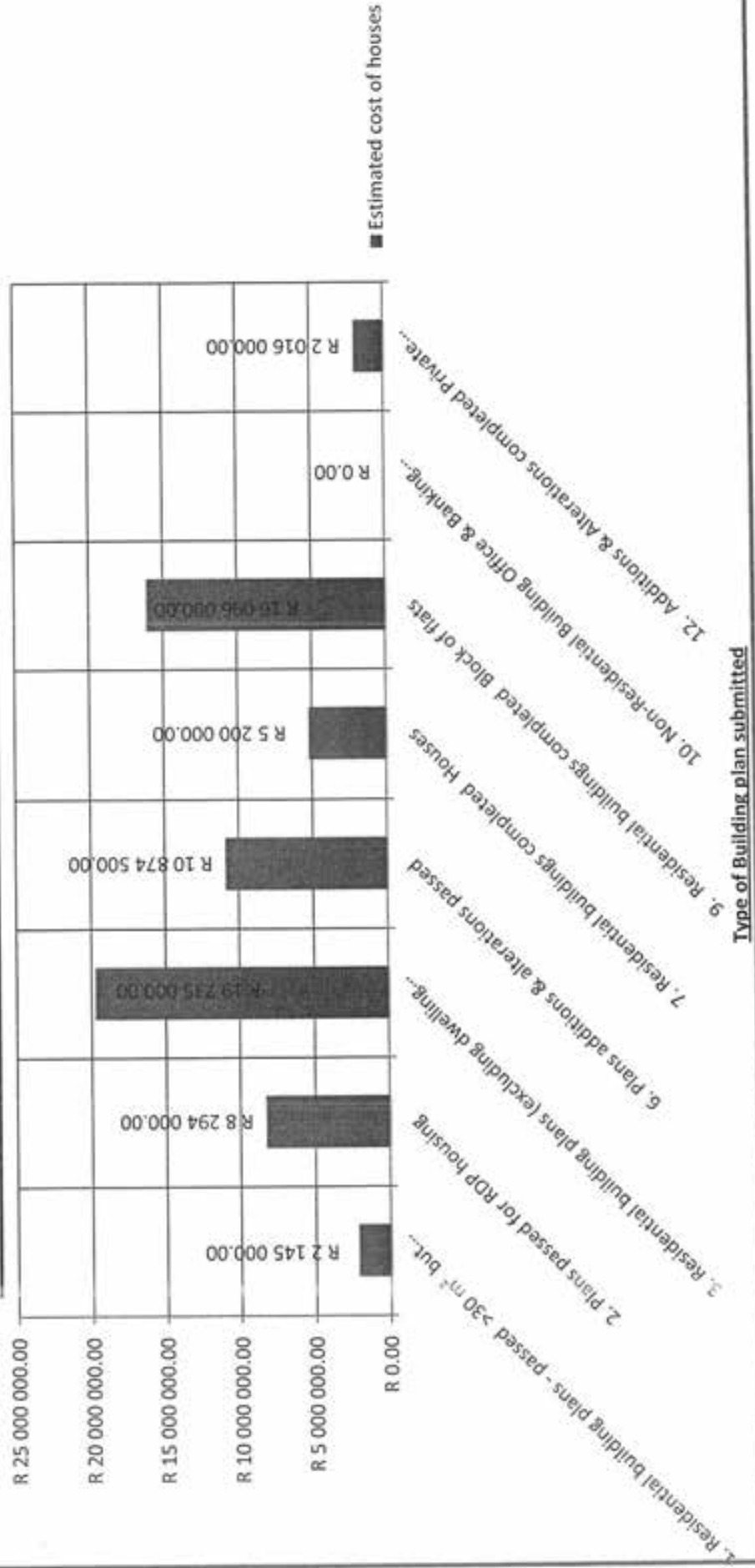
	Value of plan Applications	Value of plans Completed
Jan-18	R 75 834 000.00	R 21 090 000.00

1. APPLICATIONS OF BUILDING PLANS - VALUE OF APPLICATION AND VALUE OF PLANS COMPLETED - JANUARY 2018



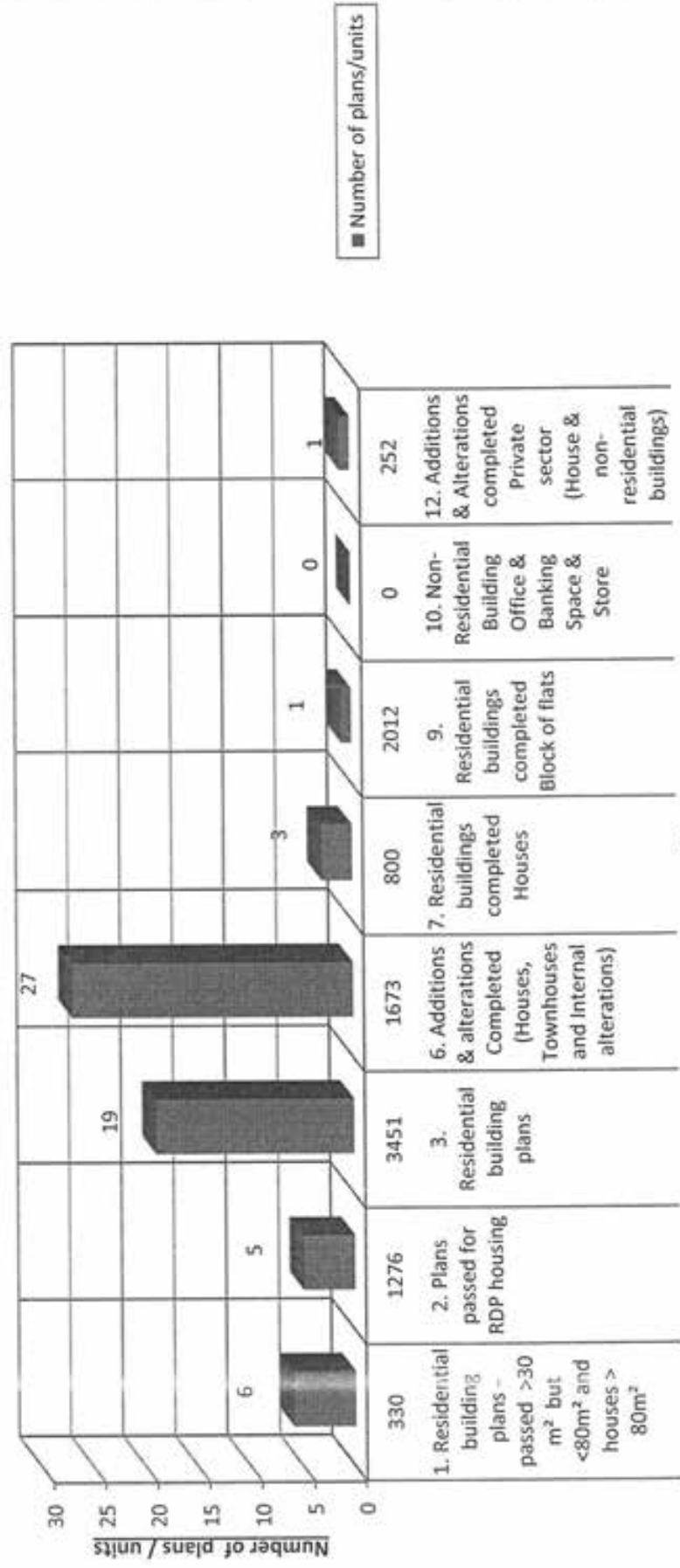
Type plan passed / completed	Estimated cost of houses
1. Residential building plans - passed >30 m ² but <80m ² and houses > 80m ²	R 2 145 000.00
2. Plans passed for RDP housing	R 8 294 000.00
3. Residential building plans (excluding dwelling house plans) passed	R 19 735 000.00
6. Plans additions & alterations passed	R 10 874 500.00
7. Residential buildings completed Houses	R 5 200 000.00
9. Residential buildings completed Block of flats	R 16 096 000.00
10. Non-Residential Building Office & Banking Space & Store	R 0.00
12. Additions & Alterations completed Private sector (house & non-residential buildings)	R 2 016 000.00

ANNEXURE 2 BUILDING STATISTICS - PRETORIA - JANUARY 2018



Type plan passed / completed		Total construction area of houses	Number of plans/units
1. Residential building plans - passed >30 m ² but <80m ² and houses > 80m ²		330	6
2. Plans passed for RDP housing		1276	5
3. Residential building plans		3451	19
6. Additions & alterations Completed (Houses, Townhouses and Internal alterations)		1673	27
7. Residential buildings completed. Houses		800	3
9. Residential buildings completed Block of flats		2012	1
10. Non-Residential Building Office & Banking Space & Store		0	0
12. Additions & Alterations completed Private sector (House & non-residential buildings)		252	1

ANNEXURE 2 BUILDING STATISTICS - PRETORIA - JANUARY 2018



Total construction area of houses

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: 1/3/2018 - 2/2/2018

View SANS XA Register	Total Applications:	106
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	Jan'18	Feb'18	March'18	April'18	May'18	June'18	July'18	Aug'18
New Applications								
Building plans submitted								
New Dwellings	33							
Additions & Alterations	42							
Totals	75							
Building Plans Approved								
New Dwellings	42							
Additions & Alterations	62							
Totals	104							
Totals value (New Dwellings)	R 62 242 500.00							
Totals value (Additions)	R 13 591 500.00							
Building Plans Refused								
New Dwellings	6							
Additions & Alterations	19							
Totals	25							

	Jan'18	Feb'18	March'18	April'18	May'18	June'18	July'18	Aug'18
Building Plans in Process								
30 days								
60 days								
Totals	55							
Completions								
New Dwellings	5							
Additions & Alterations	3							
Totals	8							
Total value(New Dwellings)	R 21 090 000.00							
Total value(Additions)								
Notices served								
Totals	9							



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

QUESTIONNAIRE FOR THE MONTH OF: JANUARY 2018

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 30m²
2. Dwelling houses with a floor area larger than 30 m² but, smaller than 80 m²
3. Dwelling houses with a floor area equal to, or larger than 80 m²

Total

Dwelling houses	Total construction area of houses	Estimated cost of houses (excluding land value)
Number	m ²	R'000
6	330	2 145 000.00
6	330	2 145 000.00

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 m²
2. Dwelling houses with a floor area larger than 30 m², but smaller or equal to 80 m².....

Total

Dwelling-houses	Total construction area of houses (outside measurements)	Estimated cost of houses (excluding land value)
m ²	m ²	R'000
5	1276	8 294 000.00
5	1276	8 294 000.00

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) Farm Houses
- Total**

Residential building plans	Total construction Area (outside)	Estimated cost (excluding land value)
No of units/buildings	m ²	R'000
18	2687	14 365 000.00
1	764	5 370 000.00
19	3451	19 735 000.00

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 Farm Implement Storage
4. Church, sports, and recreation clubs
5. Schools, crèches, hospitals and libraries
6. All other space (specify) ... Community Centre

Total

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

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 ²	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 ²	R'000
27	1673	10 874 500.00
27	1673	10 874 500.00

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 m²
- 2. Dwelling houses with a floor area larger than 30 m² but smaller than 80 m²
- 3. Dwelling houses with a floor area equal to or larger than 80 m²
- Total**

Dwelling houses	Total construction area	Estimated cost houses (excluding land value)
Number	m ²	R'000
	800	5 200 000.00
3	800	5 200 000.00

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 m²
- 2. Dwelling houses with a floor area larger than 30 m², but smaller or equal to 80 m²
- Total**

Dwelling-houses	Total construction area of houses (outside measurements)	Estimated cost of houses (excluding land value)
Number	m ²	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
- Total**

Residential building plans	Total construction area	Estimated cost (excluding land value)
Number of buildings/ units	m ²	R'000
Units		
1 Unit	2012	16 096000.00
Buildings		
Buildings		
		16 096 000.00

Part 5 – Non-residential buildings completed

10. Owned by the Private Sector

Type of building/space predominantly intended for:

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

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)

11. Owned by the Public Sector

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

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")

Additions and alterations	Total construction area	Estimated cost (excluding land value)
Number of plans	m ²	R'000
	252	2 016 000.00
3	252	2 016 000.00

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.

<u>Office use only</u>		
	Name	Date
Received		
Checked		
Captured		
Edited		

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

Name	BABALWA NKONZO	Telephone number	021 808 8940
Position or Title	PROFESSIONAL OFFICER	Fax number	
Deputy/Assistant		Cell number	
Position or Title		E-mail address	Babalwa.nkonzo@stellenbosch.gov.za
Date	02 FEBRUARY 2018	Web address	
Signature			

3- TRAINING

12 January 2018		Search All Calendar Items (Ctrl-D)
	12	Friday
08 ⁴⁵		
09 ⁰⁰		
10 ⁰⁰	ELECTRONIC INVOICING AND RECEIPTING SYSTEM : DRAFTING PARAMETERS FOR SAMRAS WORKING GROUP PLANNING BOARDROOM, 3RD FLOOR, EBESTAD MALL Boe Courvat	
11 ⁰⁰		
12 ⁰⁰		
01 ⁰⁰		

22 January 2018

Search All Calendar Items (Ctrl-F)

22 Monday	
06:00	P&ED Managers Performance Assessment DPED Office Dupre Lombard
09:00	
10:00	FW: NBI LOCAL CONTENT TRAINING Plain Street Library Hall Santley Louw
11:00	
12:00	
01:00	
02:00	
03:00	Traffic, parking, building control and zoning: Franschoek Civil Boardroom A, 1st floor, Ecclesia Building, 71 Plain Street, Stellenbosch Municipality Lize-Mari Visser
04:00	
--:--	

29 January 2018

Search All Calendar Items (Ctrl + E)





BUILDING DEVELOPMENT MANAGEMENT STAFF MEETING
DATE AND TIME – 26 JANUARY 2018 @ 14:00
VENUE – A CROUZER – OFFICE - STELLENBOSCH

MINUTES

PRESENT

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

		ACTION	DUE DATE
1.	<p><u>WELCOME</u></p> <p>The Manager, Building Development Management, Andrew Crouzer, welcomed all present at the 1st staff meeting for 2018 in Stellenbosch. The next meeting for February 2018 will be 27 February 2018 in the Franschhoek Offices.</p>	All	
2.	<p><u>ATTENDANCE REGISTER</u></p> <p><u>APOLOGIES</u> Rodney Adams (leave) Marina Lubbe (Sick) Shafiek Valentyn (Sick)</p>	All	
3.	<p><u>MATTERS FOR DISCUSSION</u></p>		
3.1	<p><u>FEEDBACK FROM DIRECTORS MEETING</u></p> <p>There was no feedback from the Director's meeting.</p>		
3.2	<p><u>APPROVAL OF MINUTES</u></p> <p>Minutes of meeting held on 13 December 2017 will stand over for approval at the next meeting in February 2018.</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>3.10</p> <p>3.11</p>	<p>The Director: Planning, Dupre Lombaard resigned from Council with immediate effect. A meeting was held by the MM and Director Corporate Services with the entire Department and to discuss the way forward and to confirm that delegations are in place to conduct business. With the question around Task, the Director Corporate Services informed the staff that this is a Dead Duck and that they will not discuss it any further. Pedro April requested the MM to investigate and to intervene in the un-healthy conditions of the Offices on the 3rd floor in Eikestad Mall. She responded that she will visit the offices herself.</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. All Templates must be completed in the first week of February with the KPI's. The new post (Chief Plans Examiner) must be given temporary KPI's</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. Refer to email between Melissa and Chriswill. 2 x bakkies and 3 x sedan motor cars if possible.</p> <p>Cell phone allowance was approved by Council but no implementation date given. Matter referred to Andre Treurnich</p> <p>BCO's to be evaluated before 07 February 2018 – Ignite</p> <p>Flexi Time given to Bernabe (Acting Director) for signature until the policy is approved by Council</p> <p>Andrew to submit list of demands, backlog details and other operational challenges</p>		
	<p>Meeting terminated at 15:10</p>		

Chairperson: Mr Andrew Crouzer



Secretary: Marina Lubbe

Sick

Date signed:

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 6 940.16	34.00%
12205201470000 - 20170626062063	Maintenance of Assets	R 8 120.00	R 8 120.00	R 6 819.81	83.99%
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 6 231.32	62.88%
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 41 488.85	65.86%

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	Next
Actual Balance	4172.16	Locked onto	Options
Shadow Balance	9300.68	Asset ID	Help
Balance Total	13472.84	Job-costing type	
Provisional Costs		Unallocated Job Budget	
Amended Budget Available	20413.00		
	6940.16		

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 Consumables		
Sub-Item		Closed?	N

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	Next
Actual Balance	1300.19	Locked onto	Options
Shadow Balance		Asset ID	Help
Balance Total	1300.19	Job-costing type	
Provisional Costs		Unallocated Job Budget	
Amended Budget Available	8120.00		
	6819.81		

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

VS-F003R Votes Balance & Budget Enquiry

Local Authority: STB Stellenbosch Municipality
 Financial Year: 2017 2017/2018
 Vote No.: 12205201940000 1 2205 2 019400 00

Opening Balance: VAT Indicator (V02) 009 (V03) 009
 Actual Balance: Locked onto
 Shadow Balance: Asset ID
 Balance Total
 Provisional Costs: Job-costing type
 Amended Budget: 17910.00 Unallocated Job Budget
 Available: 17910.00

Metro: STELLENBOSCH MUN
 Type of A/C: Expenditure/Income
 Service: RATES & GENERAL SERVICES
 Department: BUILDING CONTROL
 Sub-Section: Depreciation and Amortisation
 Item: Depreciation and Depreciation
 Sub-Item: Closed? N

Function: 301
 Planning and Development
 Economic
 N.T.Item: 3700 NT Cashflow Item
 Depreciation and asset impairm

Buttons: Exit/Cancel, LookUp/Search, Previous, Next, Options, Help

VS-F003R Votes Balance & Budget Enquiry

Local Authority: STB Stellenbosch Municipality
 Financial Year: 2017 2017/2018
 Vote No.: 12205221780000 1 2205 2 217800 00

Opening Balance: VAT Indicator (V02) 007 (V03) 007
 Actual Balance: Locked onto
 Shadow Balance: Asset ID
 Balance Total
 Provisional Costs: Job-costing type
 Amended Budget: 20920.00 Unallocated Job Budget
 Available: 20920.00

Metro: STELLENBOSCH MUN
 Type of A/C: Expenditure/Income
 Service: RATES & GENERAL SERVICES
 Department: BUILDING CONTROL
 Sub-Section: Operational Cost
 Item: Operational Cos: Communication
 Sub-Item: Closed? N

Function: 301
 Planning and Development
 Economic
 N.T.Item: 4400 NT Cashflow Item
 Other Expenditure

Buttons: Exit/Cancel, LookUp/Search, Previous, Next, Options, Help

VS-F003R Votes Balance & Budget Enquiry

Local Authority	STB	Stellenbosch Municipality	Exit/Cancel
Financial Year	2017	2017/2018	LookUp/Search
Vote No.	12205222980000	1 2205 2 229800 00	Previous
Opening Balance		VAT Indicator (V02) 007 (V03) 007	Next
Actual Balance		Locked onto	Options
Shadow Balance	1698.00	Asset ID	Help
Balance Total	1698.00	Job-costing type	
Provisional Costs		Unallocated Job Budget	
Amended Budget Available	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 Cos:Uniform and Pr	Closed?	N
Sub-Item			

VS-F003R Votes Balance & Budget Enquiry

Local Authority	STB	Stellenbosch Municipality	Exit/Cancel
Financial Year	2017	2017/2018	LookUp/Search
Vote No.	12205222420000	1 2205 2 224200 00	Previous
Opening Balance		VAT Indicator (V02) 007 (V03) 007	Next
Actual Balance	18490.04	Locked onto	Options
Shadow Balance	3021.11	Asset ID	Help
Balance Total	21511.15	Job-costing type	
Provisional Costs		Unallocated Job Budget	
Amended Budget Available	63000.00		
	41488.85		

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 Cos:Registration F	Closed?	N
Sub-Item			

VS-F003R: Votes Balance & Budget Enquiry



Local Authority

Financial Year

Vote No.

Opening Balance VAT Indicator (V02) (V03)

Actual Balance Locked onto

Shadow Balance Asset ID

Balance Total

Provisional Costs Job-costing type

Amended Budget Unallocated Job Budget

Available

Metro

Function

Type of A/C

Service

Department

N.T.Item NT Cashflow Item

Sub-Section:

Item

Sub-Item

Closed?

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


Building: Office Level: Ground floor Room:	Date: 31/01/2018	Inspector/s: Babalwa Nkonzo	Signature/s: BNKONZO
Room/area manager/supervisor (print name) Andrew Crouzer		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 04/05/2017

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.
1. Housekeeping and Environment							
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						
2.Ergonomics							
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						
3.Manual Handling							
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						
4. Electrical							
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?				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			
5. Emergency							
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?				y			
5.6 Are fire extinguishers appropriate, unobstructed and clearly marked?		y					
6. Equipment (plant)							
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				
7. Comments or additional items							

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

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 - 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: 12/15/2017 - 1/31/2018

Benchmark 30 Days	2018 January		2017 December		TOTAL		%
	WITHIN BENCH.	OUT OF BENCH.	WITHIN BENCH.	OUT OF BENCH.	WITHIN BENCH.	OUT OF BENCH.	
Additions	5	2			5	2	<u>71.43</u>
Alterations	2	1	0	1	2	2	<u>50.00</u>
Alterations & Additions	12	2	3	2	15	4	<u>78.95</u>
Minor Building Works	5	3	0	3	5	6	<u>45.45</u>
New Building	23	1	1	3	24	4	<u>85.71</u>
Total	47	9	4	9	51	18	<u>73.91</u>

Benchmark Period to Determine Outcome

Pages 1/1

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: 12/1/2017 - 1/31/2018

Benchmark 60 Days	2018 January		2017 December		TOTAL		%
	WITHIN BENCH.	OUT OF BENCH.	WITHIN BENCH.	OUT OF BENCH.	WITHIN BENCH.	OUT OF BENCH.	
Additions	7	0	4	0	11	0	100.00
Alterations	3	0	3	0	6	0	100.00
Alterations & Additions	12	2	12	7	24	9	72.73
Minor Building Works	5	3	13	4	18	7	72.00
New Building	23	1	15	2	38	3	92.65
Total	50	6	47	13	97	19	83.62

8. DELEGATIONS

DELEGATIONS EXERCISED FOR PERIOD: 1 JANUARY 2018 – 31 JANUARY 2018

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 approval or refuse to grant approval for the erection of any building in respect of which plans and specifications have been drawn and submitted			129
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.			9
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			8

Andrew Crouzer

From: Andrew Crouzer
Sent: 02 February 2018 07:35 AM
To: 'Cabral R Wicht'; 'johan.duplessis@sbm.gov.za'; James, Gary; David Delaney; Dupre Lombaard
Cc: Lauren.Waring@drakenstein.gov.za; 'gerrit.smith@sbm.gov.za'
Subject: RE: SANS10400XA Follow Up

Good morning Cabral,

We have experience a huge staff crises and transport problem. We have 8 staff members who require the use of a vehicle and we have 2 available vehicles.

Stellenbosch Municipality can therefore to supply you with the information requested until this has been sorted out.

Regards



Andrew Crouzer
Manager Building Development
Planning & Economic Development

T: +27 21 808 8664
Ground Floor, Main Building
Town Hall, Plein Street, Stellenbosch, 7600
www.stellenbosch.gov.za



Disclaimer and confidentiality note: The legal status of this communication is governed by the terms and conditions published at the following link:
http://www.stellenbosch.gov.za/main_pages/disclaimerpage.htm

From: Cabral R Wicht [mailto:Cabral.Wicht@westerncape.gov.za]
Sent: 30 January 2018 08:17 AM
To: 'johan.duplessis@sbm.gov.za'; James, Gary; David Delaney; Dupre Lombaard; Andrew Crouzer
Cc: Lauren.Waring@drakenstein.gov.za; 'gerrit.smith@sbm.gov.za'
Subject: [EX] RE: SANS10400XA Follow Up

Good morning,

I hope this e-mail finds you all well and that 2018 has got off to a good start.

Please could you send the updates for December 2017 and January 2018 by the end of the week.

In terms of way forward, we would like to propose a check in workshop in March. Would this be suitable for everyone?

Kind regards,

Cabral Wicht

Energy Security Game Changer Coordination
Department of Economic Development & Tourism

12th Floor, Waldorf Building
80 St Georges Mall
Cape Town
Ph: +27 21 483 4120
E-mail: Cabral,Wicht@westerncape.gov.za
Web: www.westerncape.gov.za



Be 110% Green. Read from the screen.

From: Cabral R Wicht
Sent: 28 August 2017 02:37 PM
To: Dupre.Lombaard@stellenbosch.gov.za; [Andrew Crouzer \(Andrew.Crouzer@stellenbosch.gov.za\)](mailto:Andrew.Crouzer@stellenbosch.gov.za); joan.duplessis@sbm.gov.za; [James, Gary \(Gary.James@sbm.gov.za\)](mailto:James.Gary@sbm.gov.za); [David Delaney \(DavidD@drakenstein.gov.za\)](mailto:DavidD@drakenstein.gov.za)
Cc: wendy@whc.co.za; [Hildegard Fast](mailto:Hildegard.Fast@drakenstein.gov.za); Lauren.Waring@drakenstein.gov.za; gerrit.smith@sbm.gov.za
Subject: SANS10400XA Workshop Follow Up

Good afternoon.

I hope this e-mail finds you well.

Thank you all for your attendance and engagement at Friday's workshop. As promised please find attached the Green Home Checklist. You are welcome to share your thoughts as to how we can use it and to make use of it yourselves (feel free to add your municipal logo on the right hand side).

As agreed, the SANS10400XA study will be:

- Focussed on all aspects of XA
- On all buildings requiring OC from 1 October 2017 for a 3 month period
- To verify XA before OC is issued (sending out independent from inspector or with photographic evidence) using checklist provided by Drakenstein as template

Tasks:

- Drakenstein to share their checklist with Cabral by 1 September
- Cabral to develop reporting template
- First report from Stellenbosch, Saldanha Bay and Drakenstein by 3 November (for October)

Kind regards,

Cabral Wicht

Energy Security Game Changer Coordination
Department of Economic Development & Tourism

12th Floor, Waldorf Building
80 St Georges Mall
Cape Town

Ph: +27 21 483 4120

E-mail: Cabral.Wicht@westerncape.gov.za

Web: www.westerncape.gov.za



Western Cape
Government

BETTER TOGETHER.

Be 110% Green. Read from the screen.

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: 2018-02-08
 RE/INSAKE: MONTHLY REPORT FOR JANUARY 2018

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	18		SEE APPENDIX 3.1
Revenue on Land Use Applications	R 57 440.00		
Acknowledged receipt of Land Use Applications within an average of 5 days	18	0.61 days	SEE APPENDIX 3.2
Incoming post to be acknowledged	11		
Incoming post acknowledged within an average of 5 days	12	1.27 days	
Correspondence captured and indexed	246		
Applications to be advertised in press & via registered letters, provided to applicants i.t.o. Protocol	1		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	19		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		SUBMISSIONS : 151 in Stellenbosch 13 in Franschhoek
Franking statistics : Total amount	107		Planning outgoing correspondence
Franking statistics : Value	R 2695.90		Planning outgoing correspondence

Table 1. Statistics

1. TRAINING

No training initiatives were presented or attended in January 2018.

2. STAFF MEETINGS

Meeting with the Municipal Manager and the entire staff component of the Directorate Planning and Economic Development was held in the Council Chamber on 25 January 2018. Immediately following the meeting informal staff meetings were held with the different sections within Customer Interface & Administration (Land Use Admin, Decentralised Registry and Building Plan Admin) to address concerns and encourage a positive way forward. A General Staff meeting was held on 31 January 2018.

Urgent issues to be addressed :

- **Extension of contracts of the fixed contract workers until 30 April 2018 :**
Mogamat Noor Daniels and Dillon Williams : Contracts were extended in accordance with the email sent out by the Director : Corporate Services, but the signed contract extensions are still outstanding from Corporate Services.
- **Handover of Support Assistant duties from Nicole Petersen to another temporary incumbent:** Awaiting the signing of a fixed term contract for Lara Lynn Blignaut as Support Assistant to the Manager Land Use Management by the Director : Corporate Services in order to enable Nicole Petersen to officially hand over the duties of a Support Assistant to the new temporary employee.
- **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 follow up meeting was scheduled with Pieter Wagener, Vinolan Narainsamy, Andrew Crouzer, Johan Van Wyk, Alberto Julies and Ilze Couvaras on 12 January 2018 to drive the development of an electronic invoicing and receipting system for implementation by the entire municipality. The meeting was attended by Andrew Crouzer, Johan van Wyk, Edna Blignaut 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 is the electronic financial system of Stellenbosch Municipality.

Mr Johan van Wyk confirmed, contrary to the feedback obtained from SAMRAS through Mr Vinolan Narainsamy, that the process could be developed on SAMRAS and that the parameters should be drafted and handed to him to instruct SAMRAS to develop it. It did not have to wait for the new financial year or the modernisation of SAMRAS/FLEXGEN. He stated that there will be a cost implication for the Municipality for the development of such a system. SAMRAS is however the service provider and the Municipality is the client and as such the service provider should be able to develop what the client requires it to develop.

It was resolved that the parameters of such a system would be drafted and furnished to the Finance Department (Mr Johan van Wyk) on or by 15 February 2018 in order for him to furnish it to SAMRAS for development.

5. CLEAN AUDIT REPORT MEASURES

There is nothing to report for January 2018.

6. IGNITE

Completed capturing for the month of January 2018.

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) : JANUARY 2018

1/1/2018 - 1/31/2018

Application Number	Application Date	Application Type	Application Status	Ert / Farm Number	Street Number	Street Name	Suburb	Town	Town Planner	Administrator
LUZ709	2018-01-29	REMOVAL OF RESTRICTIONS,DEPART URE,SPECIAL DEVELOPMENT	Allocated to Town Planner	750		12 Hamman Street	Stellenbosch	STELLENBOSCH	NOPIKIV	
LUZ705	2018-01-29	DEPARTURE	Allocated to Town Planner	7665		22 Coronata	Paradyskloof	STELLENBOSCH	AKHONAG	
LUZ713	2018-01-29	OTHER	Allocated to Town Planner	1512		Bumberg Road		STELLENBOSCH FARMS	COLLEENC	
LUZ705	2018-01-29	OTHER	Allocated to Town Planner	814		PO04	Treespruit Farm	STELLENBOSCH FARMS	COLLEENC	
LUZ712	2018-01-29	TEMPORARY DEPARTURE,DEPARTU RE	Allocated to Town Planner	21415		Fischenspad		STELLENBOSCH FARMS	COLLEENC	
LUZ727	2018-01-17	OTHER	Allocated to Town Planner	4872		POLKADURAAI ROAD		STELLENBOSCH FARMS	COLLEENC	
LUZ728	2018-01-17	OTHER	Allocated to Town Planner	9446		PARADYSKLOOF		STELLENBOSCH	NOPIKIV	
LUZ731	2018-01-17	REZONING,SUBDIVISION	Allocated to Town Planner	16040 & 16042		MOUNT SIMON ESTATE		STELLENBOSCH	COLLEENC	
LUZ721	2018-01-16	DEPARTURE	Allocated to Town Planner	183		30 WILHELVINA STREET		FRANSCHHOEK	LAWRENCER	
LUZ728	2018-01-16	DEPARTURE	Allocated to Town Planner	498		10 JEFFERSON STREET		KLAPMUTS	SIYANDAZ	
LUZ705	2018-01-17	DEPARTURE REMOVAL OF RESTRICTIONS	Allocated to Planning Administrator	4914		30 BINNEKRING STREET		STELLENBOSCH	SIYANDAZ	SALOMEN
LUZ707	2018-01-17	REMOVAL OF RESTRICTIONS,DEPART URE	Allocated to Town Planner	2274		27 CLUVER ROAD		STELLENBOSCH	NOPIKIV	
LUZ701	2018-01-02	OTHER	Allocated to Town Planner	9195		21 Elektron Street	Technopark	STELLENBOSCH	ROBERTIF	
LUZ703	2018-01-02	OTHER	Allocated to Town Planner	769		9 Hamman Street		STELLENBOSCH	ROBERTIF	
LUZ705	2018-01-02	AMENDMENT OF CONDITIONS,REMOVAL OF RESTRICTIONS	Allocated to Town Planner	768		7 Hamman Street		STELLENBOSCH	ROBERTIF	
LUZ7205	2018-01-18	DEPARTURE	Allocated to Town Planner	11374		14 AKKER STREET	PARADYSKLOOF	STELLENBOSCH	LOUISAG	
LUZ701	2018-01-29	REMOVAL OF RESTRICTIONS,DEPART URE	Allocated to Town Planner	5706		29 Stefan Avenue	Die Boord	STELLENBOSCH	PEDROA	
LUZ702	2018-01-31	DEPARTURE	Allocated to Town Planner	636		11 Jacobs Street		KLAPMUTS	SIYANDAZ	

TOTAL: 18

APPENDIX 3.2

LANDUSE NOTIFICATIONS REPORT : JANUARY 2018

No	Ref Number	Application Number	Erf Farm Number	Applicant Name	Application Date	Notification Date	Amount of Days
1	581347	LU/7261	9195	Leon Jubilus (AHG)	2018-01-02	2018-01-03	1
2	581348	LU/7265	768	Leon Jubilus (AHG)	2018-01-02	2018-01-03	1
3	581349	LU/7263	769	Leon Jubilus (AHG)	2018-01-02	2018-01-03	1
4	583238	LU/7251	183	JOHN C PHEIFFER	2018-01-16	2018-01-17	1
5	583239	LU/7278	498	SARAH FORCELIA	2018-01-16	2018-01-17	1
6	583434	LU/7227	487/2	MB STRAUGHAN	2018-01-17	2018-01-18	1
7	583438	LU/7229	9446	WAGENER	2018-01-17	2018-01-18	1
8	583439	LU/7255	4914	EMILE VAN DER	2018-01-17	2018-01-18	1
9	583444	LU/7231	16040 & 16042	A ROUX TOWN PLANNING	2018-01-17	2018-01-18	1
10	583445	LU/7257	2274	EMILE VAN DER	2018-01-17	2018-01-18	1
11	583815	LU/7285	11374	FREE STUDIO	2018-01-18	2018-01-19	1
12	585169	LU/7113	1512	Jacques Volschenk	2018-01-29	2018-01-29	0
13	585174	LU/7187	214/15	J L VOLSCHENCK	2018-01-29	2018-01-29	0
14	585177	LU/7185	81/4	Jacques Volschenk	2018-01-29	2018-01-29	0
15	585180	LU/7301	5706	PVB Town Planners	2018-01-29	2018-01-29	0
16	585182	LU/7085	7965	Jacobus Eduard	2018-01-29	2018-01-29	0
17	585185	LU/7079	759	Alwi Theart	2018-01-29	2018-01-29	0
18	585702	LU/7329	636	Pietie Carelse	2018-01-31	2018-01-31	0
							Average =0.61 Days

LAND USE APPLICATIONS ADVERTISED : JANUARY 2018

1/1/2018 - 1/31/2018

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
LU7063	REZONING/DEPARTURE	ERP_262_Franchoek_STELLENBOSCH_LU7063	2017-11-24	2018-01-09	2018-01-31	Ward Councilor, Ratepayers Association of Franchoek The applicant must identify and advertise to affected property owners.	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
LU6612	DEPARTURE	FARM_1448_STELLENBOSCH FARMS_LU6612	2017-08-17	2017-09-19	2018-01-30	Adjoining property owners (locality plan attached); Ward Councilor; Stellenbosch Interest Group; and Stellenbosch Ratepayers Association	Applicant
LU6668	REMOVAL OF RESTRICTIONS/DEPARTURE	ERP_3028_STELLENBOSCH_LU6668	2017-08-23	2018-01-26	2018-01-26	Surrounding property owners; Ward Councilor	Applicant
LU6884	DEPARTURE/AMENDMENT OF CONDITIONS	ERP_1449_STELLENBOSCH_LU6884	2017-10-10	2017-11-27	2018-01-25	Applicant to indicate the affected property owners, Ward Councilor, Stellenbosch Interest Group & Stellenbosch Ratepayers Association.	Applicant
LU6889	TEMPORARY DEPARTURE	FARM_2716_Stellenbosch Farms_STELLENBOSCH FARMS_LU6889	2017-11-06	2017-11-29	2018-01-26	Adjoining property owners, Ward Councilor	Applicant
LU7063	REZONING/DEPARTURE	ERP_262_Franchoek_STELLENBOSCH_LU7063	2017-11-24	2018-01-09	2018-01-31	Ward Councilor, Ratepayers Association of Franchoek The applicant must identify and advertise to affected property owners.	Applicant
LU7151	DEPARTURE/CONSISTENT USE	FARM_3717_STELLENBOSCH FARMS_LU7151	2017-12-11	2018-01-10	2018-01-26	Adjoining property owners (see applicant's locality plan attached); Ward Councilor; Stellenbosch Interest Group; Stellenbosch Ratepayers Association; Stellenbosch Agricultural Society	Applicant
LU7183	DEPARTURE	ERP_1662_FRANSCHOEK_LU7183	2017-12-18	2018-01-17	2018-01-29	Ward Councilor, Ratepayers Association of Franchoek & Wierlands District. The Applicant must also identify and advertise to affected property owners.	Applicant

APPENDIX 3.4

DECISIONS AND FINAL NOTIFICATIONS OF LAND USE APPLICATIONS : JANUARY 2018

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	202239	2015-11-04	LU4364	5765	TV3 PROJECTS PTY LTD	LA GRATITUDE OFFICES 97 DORP STREET STELLENBOSCH 7600	DEPARTURE, AMENDMENT OF CONDITIONS	2018-01-18	2018-01-18	Approved
2	508119	2016-05-11	LU4647	8448	SHAFIEK BISCOBBE	17 VREDELUST STREET CLOETESVILLE STELLENBOSCH 7600	DEPARTURE	2018-01-24	2018-01-23	Approved
3	537789	2016-09-14	LU4880	3542	SLEE & CO (CILLIE MALAN)	P.O BOX 816 STELLENBOSCH 7599	DEPARTURE	2018-01-24	2018-01-24	Approved
4	572209	2016-11-08	LU5170	694	Alex Theart Urban SA Planning Practitioners	P.O Box 7257 Stellenbosch 7599	DEPARTURE, REZONING	2018-01-29	2018-01-15	Approved
5	511850	2017-05-04	LU6175	1505	HIGH TOWN PLANNING	P.O BOX 2992 SOMERSET WEST 7129	SUBDIVISION, CONSOLIDATION	2018-01-24	2018-01-24	Approved
6	517500	2017-05-26	LU6292	14625	TV3 Projects (Pty) Ltd	1st Floor, La Gratitude Office Building 97 Dorp Street Stellenbosch 7600	OTHER	2018-01-16	2018-01-16	Approved
7	529532	2017-08-07	LU6570	1793	Barend Johannes Van Jaarsveld	12 Loop Steep Paarl 7646	DEPARTURE	2018-01-24	2018-01-24	Approved
8	532122	2017-08-17	LU6607	12728	LOUISE NEL	9 FOREST STREET STELLENBOSCH 7600	DEPARTURE	2018-01-23	2018-01-23	Approved
9	538613	2017-09-04	LU6704	42	ALLEN MAREE	3 BEYERS STREET KLAPMUTS 7628	DEPARTURE	2018-01-24	2018-01-24	Approved
10	537573	2017-09-12	LU6714	15670 & 15671	C HEYS	97 DORP STREET STELLENBOSCH 7600	SUBDIVISION	2018-01-24	2018-01-24	Approved
11	538732	2017-09-12	LU6745	3097	DESMOND JAPHYES		DEPARTURE	2018-01-24	2018-01-24	Approved
12	543188	2017-10-10	LU6846	368	Susan Cyster	P.O Box 103 Paarl 7681	DEPARTURE	2018-01-16	2018-01-16	Approved
13	545438	2017-10-19	LU6860	6352	William Slade	16 Moffat Street Masvalley Stellenbosch 7600	DEPARTURE	2018-01-24	2018-01-24	Approved
14	547955	2017-10-25	LU6906	4418	GERT MATTHYS BRYNARD & HENNEKE BRYNARD	P.O BOX 12619 DIE BOORD 7613	DEPARTURE	2018-01-16	2018-01-16	Approved
15	548295	2017-11-01	LU6930	57	Guido Dingemans & Deborah Dingemans	21 La Colte Street Franschhoek 7690	DEPARTURE	2018-01-24	2018-01-24	Approved
16	550187	2017-11-06	LU6958	636	RIETIE CARELSE	11 JACOBSS STREET KLAPMUTS 7625	DEPARTURE	2018-01-16	2018-01-16	Approved
17	550569	2017-11-06	LU6967	728	James Solomon	Hill Street Paarl Stellenbosch 7681	DEPARTURE	2018-01-16	2018-01-16	Approved
18	551207	2017-11-16	LU6995	494	Graham Gooßen Architects	Postnet Suite 5 Private Bag X19 Franschhoek 7690	DEPARTURE	2018-01-24	2018-01-24	Approved
19	551907	2017-11-14	LU7015	1108/30	DAVID HELLIG & ABRAHAMSE	SPENCER DREYER P O BOX 18 PAARL 7622	SUBDIVISION	2018-01-17	2018-01-17	Approved

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: 2018-02-06
REFERENCE: 8/1/4/2/5
RE/INSAKE: MONTHLY REPORT FOR JANUARY 2018 (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)	6	5	No agenda received from Heritage Planner
Signage (Stellenbosch/Franschhoek)			No Agenda received from Heritage Planner
Land Use Applications	18	5	5
Heritage Scrutiny Application	80	80	80

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"> Air Quality Bylaw submitted. Noise By-law submitted Public Art Policy submitted on 7 November 2017 		
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 th of December 2017.	On-going

ENVIRONMENTAL MANAGEMENT

The following matters are herewith reported on for the month of January 2018:

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 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"> • Farm Culcatta No. 29 • Remainder of Farm Louw's Bos No. 502 • Farm De Novo No. 727/10 • Portion 1 of 'Farm Meer Lust No 1006 	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.		
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
	Memorandum for the proposed management structure being prepared.	March '18

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. Item to Council to be prepared for adoption of SEMF.	Feb 2017 Apr 2018
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. 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. Noise Control Policy circulated to director for input by 15 June. Item submitted to Council. Item referred to a joint Section 80 committee meeting.	March 2017 March 2017 May 2017 Sep 2017 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. 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. Item submitted to Council. Item referred to a joint Section 80 committee meeting.	March 2017 June 2017 Sep 2017 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. Application for membership to the Winelands Fire Protection Association has been submitted. Confirmation of the payment has been received. Municipal Integrated Fire Management Plan prepared. Sent to Fire Protection Association (FPA) for input. FPA indicated that it supports the plan.	Jan 2017 Jan 2017 Oct 2017

Greenest Municipality Competition	2017 Questionnaire received.	March 2017
	Stellenbosch Municipality's document submitted 11 July 2017.	July 2017
	Stellenbosch Municipality awarded most improved, innovation in waste management and water management.	

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 Mixed Use Development on Erf No 1692, Franschhoek DEA&DP Ref: 16/3/3/6/7/1/B4/12/1267/17	11 Jan 2018
Basic Assessment Report - Proposed construction of a winery and storage facility on Farm Groenvlei Estate, Stellenbosch. DEA&DP Ref: 16/3/3/6/7/7/B4/45/107/17	15 Jan 2018

- 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

	<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>	23 March '17
	<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>	13 July '17
	<p><u>Site visit 5</u></p> <p>Attended by representative of DEAD&DP and DWS.</p> <p>Instructions issued by DE&DP.</p> <p>Incident referred to DEADP.</p>	17 Aug '17
	<p>Latest round of samples taken.</p>	9 Nov 2017
	<p>Instruction for information issued to Wolmatrans.</p>	Dec 2018

- ILLEGAL ACTIVITIES:

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

Activity	Progress	Date
-	-	-

NOISE CONTROL:

The following statistics with regards to noise complaints investigated from 15 Jan. 2018 - 31 Jan.18

Area	Number
Stellenbosch	6
Franschhoek	0
Klapmuts	0
Jamestown	1
Pniel	0
Groot Drakenstein	0
Kylemore	1
Farms	1
Total	9

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. Entertainment Business License was issued with strict conditions imposed.	On-going	Next Court appearance date is 02 Feb.18
Religious gathering noise - VGK Sentrum, Idasvalley	Noise mitigation measures in process of being implemented	On-going	Undertaking by Rev Bock to submit a Noise Management Plan in consultation with the complainants
Religious gathering at Bloemhof High School Hall	Issued a warning notice with a 30 days compliance date	On-going	Awaiting the submission of noise tests results by JL Van Niekerk as agreed upon
Religious noise - VGK Vlottenburg	Meeting arranged with Mr. Langenhoven & Thorp regarding application of the By-Law in conjunction with the NCR's.	On-going	Follow-up Investigation pending
Noise nuisance as a result of Tree Pruning along Dorp Street, Stellenbosch	Investigation following the complaint revealed the following: City Sight Seeing established a new tourist bus route. Overhanging leaves were pruned by Urban Trees using chain saws etc.,	17 Jan.2018	One day exercise only. Considered closed
Noise nuisance at Huis van Wyk, 10 Lourens Street, Brandwacht	This is a complaint for building development since it is about an illegal braai area, resulting in people noise on a more than regular basis.	On-going	Referred to manager building development, following my meeting with the complainant
Noise nuisance as a result of wood-cutting activities at 204 Webersvalley Rd, Jamestown	During my inspection on Monday, 29 Jan.2018 I observed that the woodwork activities has ceased. Wood products was in process of being cleared from the site	29 Jan.2018	Issued a firm warning (verbal) i.t.o of the noise regulations upon the owner, Mr. Newman. Considered closed.
Quinrock Wine Estate, Knorhoek Rd, Stellenbosch	Concerned neighbor called in about occasional music noise emanating from Quinn-rock Wines	On-going	Went to see the event manager & issued a warning for potential noise nuisance. Process to apply for an entertainment b/license in process.

AIR QUALITY CONTROL:

The following air quality control matters have been investigated:

Complaint	Progress	Date of Completion	Comments
Spray painting /fumes at 6 Faroa Street, Kylemore	During my inspection on Monday, 29 Jan.18 I observed the following: Spray-painting is done by one person practicing arts on common walls in the area. No home business	29 Jan.2018	It is rather a matter for the SAPD or Law Enforcement as this matter could be regarded as vandalism & no air pollution nuisance exist Considered closed
Smoking / braai smoke from 10 Laurens Street, Brandwacht	Mr Groenewaldt complaint about the cigarettes smoke and braai fumes entering his property emanating from his next door neighbours that occupies an illegal structure	On-going	Matter referred to building inspector for the complaint of illegal building works. Cigarette & braai fumes could be regarded as a nuisance since in a personal capacity.

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 in terms of 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

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

A handwritten signature in black ink, appearing to read "B. J. De la Bat". The signature is written in a cursive style with a horizontal line underneath the name.

BJG DE LA BAT

**MANAGER: SPATIAL PLANNING, HERITAGE & ENVIRONMENT
DEPARTMENT ECONOMIC DEVELOPMENT AND PLANNING**



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

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: 02 February 2018
Ref: 8/1/4/2/5
Re: **MONTHLY REPORT: JANUARY 2018**

The following matters are herewith reported on for the month of January 2018:

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"> • Farm Culcatta No. 29 • Remainder of Farm Louw's Bos No. 502 • Farm De Novo No. 727/10 • Portion 1 of Farm Meer Lust No 1006 	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.	
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
	Memorandum for the proposed management structure being prepared.	March '18
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.	Apr 2018
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	

	<p>stage of preparing a Nuisances By-Law which will cover noise related matter.</p> <p>Noise Control Policy submitted to the Director: Planning & 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 (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	<p>2017 Questionnaire received.</p> <p>Stellenbosch Municipality's document submitted 11 July 2017.</p> <p>Stellenbosch Municipality awarded most improved, innovation in waste management and water management.</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 Mixed Use Development on Erf No 1692, Franschhoek DEA&DP Ref: 16/3/3/6/7/1/B4/12/1267/17	11 Jan 2018
Basic Assessment Report - Proposed construction of a winery and storage facility on Farm Groenvlei Estate, Stellenbosch. DEA&DP Ref: 16/3/3/6/7/7/B4/45/107/17	15 Jan 2018

- 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>	23 March '17

	<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&DP and DWS.</p> <p>Instructions issued by DEA&DP.</p> <p>Incident referred to DEADP.</p> <p>Latest round of samples taken.</p> <p>Instruction for information issued to Wolmatrans.</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 DEA&DP during November 2017.

Activity	Progress	Date
-	-	-

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The following statistics with regards to noise complaints investigated from 15 Jan. 2018 - 31 Jan.18

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

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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: 15 Jan – 31 Jan 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

		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
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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: February 2018
Re: Monthly Report for the Department Land Use Management – January 2018

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.	21
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.	15
Appeals in terms of the Land Use Planning By-law received	0
LAND USE COMPLIANCE: TASK/SUBJECTS	
Building plans commented on in order to verify zoning and development parameters	103
Zoning Certificates issued per property	32
Comments submitted on Business- and Liquor Licenses application	23
Clearance certificates signed in order to facilitate transfer of properties.	0
Comments submitted on Event applications	33
Telephone / E-mail enquiries	373
Meetings/workshops attended	60
Meetings – Planners/Admin	11
Inbox clean-up/outstanding items attended to as attached	24

12/01



LAND USE MANAGEMENT

5.2 Projects in Process:

PROJECTS	PROGRESS
REVISION OF POLICIES AND BY-LAWS	
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 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.
PROJECTS: LAND USE MANAGEMENT	
Millstream (Erf 1771)	The Executive Mayor is currently meeting with the affected parties.
Micro Organizational Structure	Preparing the placements to submit to corporate services.
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



LAND USE MANAGEMENT

	register.
Municipal Planning Tribunal Meeting	Meeting took place on 26 January 2018.
Two staff members handed in their resignation	Clayton Jacobs Jacques Jansen Van Rensburg
OHS Report	A new OHS officer needs to be appointed.
PROJECTS: RELATING TO HUMAN SETTLEMENTS	
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.



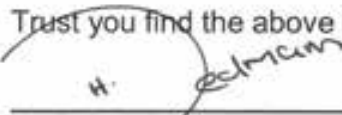
LAND USE MANAGEMENT

5.3 Copies of the following are attached:

- a. Attendance Registers for January 2018 on file
- b. Leave/ Sick leave matrix for January 2018 on file,
- c. SPLUMA Compliance Officer: January 2018 Report
- d. Work report: Lenacia Kamineth – January 2018
- e. Monthly Staff Meeting: January 2018
- f. Delegations exercised – January 2018

5.4 SDBIP will be updated on February 2018.

Trust you find the above in order.


Hedre Dednam (Pr.Pin.A/846/1995)
Manager: Land Use Management



8.02.2018



**SPLUMA COMPLIANCE OFFICER: JACQUES JANSEN VAN RENSBURG
JANUARY 2018 CLOSEOUT/HANDOVER REPORT**

Introduction:

The employee, JD Jansen van Rensburg (20151069), handed in his resignation during December 2017 which was communicated by Land Use Manager in her December 2018 report. Below will be the last report submitted to the Manager: Land Use Management covering January 2018 as well as close out/hand over of existing projects.

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 4th December 2017.
- 1.1.2 Managed and oversaw the planning and implementation of the MPT meeting scheduled for 26th January 2018.
- 1.1.3 Drafted and distributed correspondence to the Provincial Department of Environmental Affairs and Development Planning regarding:
 - a. Request for an employee to serve as an External MPT member employed by the department (**Appendix A**); and
 - b. Request for capacity for an Employee employed by the Department to write appraisal assessment reports to the Appeals Authority (**Appendix B**).
- 1.1.4 The Department gave feedback with regards to point 1.1.3(a) above which is attached as **Appendix C**. The letter recommends that two DEADP officials are available as Technical Advisors to assist the Authorised Employee and Municipal Planning Tribunal.

Way Forward:

- It is proposed that the opportunity be taken up as per attached letter (Appendix C) to deploy technical advisors from DEADP to the MPT and AE.
- Furthermore that the new MPT should be planned for rollout in 2019 by deciding which type of Tribunal Council wants to establish from 1 March 2019.

1.2 Intergraded Zoning Scheme By-law

- 1.2.1 Compiled a list and summary table of all comments received during the public participation period which closed on the 20th December 2017 to management.
- 1.2.2 An official hand over was conducted 29 January 2018

Way Forward:

- Compile Municipal responses to each comment received.
- Host a top level workshop with senior Management and Council.



**SPLUMA COMPLIANCE OFFICER: JACQUES JANSEN VAN RENSBURG
JANUARY 2018 CLOSEOUT/HANDOVER REPORT**

- Promulgate the IZS By-law before 30 June 2018.
- Print Maps and Zoning register with Promulgation.
- Compile Public Participation report.

1.3 Amended Land Use Planning By-law

- 1.3.1 Obtained a final draft from the service provider which was shared with senior management.

Way forward:

- Management to decide which pro forma templates to be included with the Amended Planning Bylaw.
- Draft Item seeking approval for Public Participation on the above ino MSA 2002.

2. Website updates

- 2.1 Coordinated website updates which included land use planning decisions, website layout, MPT agenda Items.
- 2.2 Official hand over and training was provided for Ms Lenacia Kamineth

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 Meeting as conducted with the service provider following a legal appointment with regards to Technical advice for Appeal RE/5343 Stellenbosch and the appeals authority decision for Farm Ptn 20 of Farm Number 334 (Klein Gustrow).

Way Forward:

- Follow up request letter as per Appendix B for a DEADP official to compile appeal assessment reports to the Appeals Authority.

5. Meetings and Workshops

- 5.1 Meeting MM 03 January 2018
- 5.2 Meeting MM 17 January 2018
- 5.3 Technical Advice on Appeal Discussion by STBB Erf 5343 Stellenbosch and other 19 January 2018



**SPLUMA COMPLIANCE OFFICER: JACQUES JANSEN VAN RENSBURG
JANUARY 2018 CLOSEOUT/HANDOVER REPORT**

- 5.4 MPT Meeting 26 January 2018
- 5.5 IZS Hand over meeting 29 January 2018
- 5.6 Appeal Enquiry Farm 1537 Stellenbosch 30 January 2018
- 5.7 Hand over Ms Lenacia Kamineth 30 January 2018

Report compiled by:

**J Jansen van Rensburg
SPLUMA COMPLIANCE OFFICER**

APPENDIX A



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Our File Reference Number: 1/1/1/40

Enquiries: Jacques Jansen van Rensburg

Contact No: 021 808 8673

Email address: jacques.jansenvanrensburg@stellenbosch.gov.za

Date: 10 January 2018

Head of Department: Mr Piet van Zyl

Department of Environmental Affairs and Development Planning

Private Bag X9086

CAPE TOWN

8000

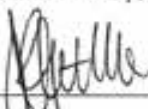
Dear Mr van Zyl,

REQUEST FOR AN EMPLOYEE TO SERVE AS AN EXTERNAL MUNICIPAL PLANNING TRIBUNAL MEMBER TO THE STELLENBOSCH MUNICIPAL PLANNING TRIBUNAL IN TERMS OF SECTION 71(1)(B) OF THE LAND USE PLANNING BY-LAW 2015

1. The above subject matter has reference.
2. Stellenbosch Municipality established the Municipal Planning Tribunal (MPT) during December 2015 to meet the minimum requirements as set out in the new planning legislation which includes Spatial Planning and Land Use Management Act No 16 of 2013 (SPLUMA), Land Use Planning Act No 3 of 2014 (LUPA) and the Stellenbosch Municipality Land Use Planning By-law (2015). However there is a need to seek an additional external MPT member due to resignation of some members and to ensure sustainable land use decisions in the Stellenbosch Municipal area (WC024).
3. In light of the above, Council approved that administration seek an External Municipal Planning Tribunal member from the Western Cape Department of Environmental Affairs and Development Planning to assist the Tribunal with expert advice in Land Use and Spatial Planning matters.
4. My office request the possibility for Mr Kobus Munro (Director: Spatial Planning and Coastal Impact Management) to be appointed by Council to serve as an External Municipal Planning Tribunal member in accordance with Section 71(1)(b) of the Stellenbosch Municipal Planning By-law (2015) for the remaining period of the existing Tribunal not exceeding three years.

5. The opinion is held that the Western Cape Department of Environmental Affairs and Development Planning's presence in the Tribunal will strengthen good governance in the consideration of land use matters.
6. Please do not hesitate to contact my office for any further enquiries.

Yours faithfully,



MUNICIPAL MANAGER

G METTLER

Copies emailed to:

Mr Anthony Barnes (Chief Director Development Planning): Anthony.Barnes@westerncape.gov.za

Mr Kobus Munro (Director Spatial Planning and Coastal Impact Management): Kobus.Munro@westerncape.gov.za

APPENDIX B



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Our File Reference Number: 1/1/1/40
Enquiries: Hedré Dednam
Contact No: 021 808 8674
Email address: Hedre.Dednam@stellenbosch.gov.za
Date: 24 January 2018

Head of Department: Mr Piet van Zyl
Department of Environmental Affairs and Development Planning
Private Bag X9086
CAPE TOWN
8000

Dear Mr van Zyl,

REQUEST FOR CAPACITY: PROFESSIONAL REGISTERED PLANNER TO DRAFT APPEAL ASSESSMENT REPORTS IN TERMS SECTION 80(12) OF THE STELLENBOSCH MUNICIPALITY LAND USE PLANNING BY-LAW 2015

1. The Provincial Circular EADP 0006/2015 and the above subject matter have reference.
2. The Municipality delegated a registered Planner from the Land Use Management Department, Directorate: Planning & Economic Development, to prepare the Appeal Assessment Report which is submitted to the Appeals Authority for consideration. Reason being that the Planner was not involved in the original land use assessment and recommendation to either the Authorised Official or Municipal Planning Tribunal. This was done to ensure a fair, transparent and unbiased Appeal Assessment Phase.
3. In light of the above requirement and due the resignation of that Planner, my office request assistance with capacity for a well-qualified professionally registered Town Planner from the Western Cape Department of Environmental Affairs and Development as an interim measure.
4. The above request will only be temporary of nature and will be implemented case by case, until such time the Municipality's capacity needs to meet the minimum requirements of the new planning dispensation, have been fulfilled.
5. Please do not hesitate to contact my office for any further enquiries as we await your positive feedback

Yours faithfully,

MUNICIPAL MANAGER
G METTLER



CIRCULAR: EADP 0006/2015

ALL MAYORS, MUNICIPAL MANAGERS AND CHIEF TOWN PLANNERS, SALGA, SAPI, SACPLAN, AND ALL ORGANISATIONS AND PRIVATE-SECTOR BODIES INVOLVED IN THE SPATIAL AND LAND USE PLANNING SECTOR IN THE WESTERN CAPE

AN UPDATE ON THE LAW REFORM PROCESS INCLUDING THE PROCLAMATION NOTICE OF THE SPATIAL PLANNING AND LAND USE MANAGEMENT ACT, 2013 (ACT 16 OF 2013) AND THE PROPOSED STANDARD DRAFT BYLAW ON MUNICIPAL LAND USE PLANNING

1. PURPOSE

- 1.1. The purpose of this External Circular is to update all relevant municipal office bearers and officials, private sector bodies and other role-players involved in spatial and land use planning in the Western Cape with regards to:
- the proclamation notice of the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013);
 - the impact of the above-mentioned proclamation notice on the Western Cape, including the implications for the implementation of LUPA and the Proposed Standard Draft Bylaw on Municipal Land Use Planning;
 - SPLUMA Section 43(2);
 - the Proposed Standard Draft Municipal Bylaw on Municipal Land Use Planning; and
 - the proposed training sessions to be held in June 2015.

2. THE PROCLAMATION NOTICE ANNOUNCING THE DATE OF IMPLEMENTATION OF THE SPLUMA

- 2.1. The signed proclamation notice, announcing the date of implementation, of the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013) (SPLUMA) was published in Government Gazette No. 38828 on 27 May 2015 (attached).
- 2.2. According to the proclamation notice, the date on which SPLUMA will come into operation throughout the entire South Africa, is 1 July 2016.

2.3. We now await the Minister of Rural Development and Land Reform (henceforth referred to as DRD&LR) to gazette the implementation date of the regulations made in terms of the SPLUMA.

3. THE IMPLICATIONS FOR THE WESTERN CAPE EMANATING FROM THE SPLUMA PROCLAMTATION NOTICE

3.1. The proclamation notice announcing the date of implementation of the SPLUMA was not unexpected. In this regard, the Department of Environmental Affairs and Development Planning (henceforth referred to as the DEA&DP) have been working tirelessly, in partnership, with our municipal and national colleagues and other role players to ensure that the Western Cape is ready and able to make the transition to the new spatial planning and land use management era ushered in by the SPLUMA.

3.2. This readiness effort has included, amongst others, the following:

- a. The drafting of a Proposed Standard Draft Bylaw on Municipal Land Use Planning which is aligned with both the national and provincial legislation and their accompanying regulations. The Proposed Standard Draft Bylaw on Municipal Land Use Planning has been finalised and was handed over to municipalities on 27 May 2015 for further action.
- b. Providing a list of DEA&DP officials who would be made available to assist Municipalities with land use management report writing, should a municipality require assistance in this regard. Slight amendments have been made to the initial list that was included in Departmental Circular EADP 0003/2015. The amended list is included under Point 9 of this circular.
- c. The establishment of a team of DRD&LR and DEA&DP officials to assist with the tracking of progress made by each municipality in adopting their Municipal Planning Bylaw, the establishment of their Municipal Planning Tribunal, and other related activities. This tracking process is ongoing and serves to identify municipalities where added support is required.
- d. The development of a Municipal Planning Tribunal establishment users' manual. The Manual sets out the steps a municipality must follow in order to establish their Municipal Planning Tribunal. The Manual was included in the DEA&DP Circular EADP 0003/2015.
- e. Providing a list of DEA&DP officials who would be made available to serve as external members on a Municipal Planning Tribunal, should municipalities require such assistance. Slight amendments have been made to the initial list that was included in the DEA&DP Circular EADP 0003/2015. The amended list is included under Point 9 of this circular.
- f. Organising of targeted training / capacity building of municipal officials, municipal councillors and the private sector during the month of June 2015. It must be noted that in this regard priority will be given to Municipal officials and Councillors. Depending on the demand for such training / capacity building, the DEA&DP will consider hosting additional training / capacity building sessions in the near future. These sessions will be communicated in due course should the need arise.

- 3.3. Despite the efforts mentioned above, a lot of work still needs to be carried out before the Land Use Planning Ordinance, 1985 (Ordinance 15 of 1985) can be repealed and the Western Cape Land Use Planning Act, 2014 (Act 3 of 2014) (LUPA) can be implemented in Western Cape Municipalities.

4. THE STAGGERED IMPLEMENTATION OF LUPA IN THE WESTERN CAPE

- 4.1. After consultation, the Provincial Minister of Local Government, Environmental Affairs and Development Planning, Minister Bredell, has decided against a blanket implementation of LUPA in the Western Cape. Instead, a staggered implementation approach will be adopted. LUPA will be implemented, and the Land Use Planning Ordinance, 1985 (Ordinance 15 of 1985)(LUPO) will be repealed, in a staggered manner as and when Municipalities are ready.
- 4.2. In order to determine the readiness of a Municipality, the Department developed a set of actions that each Municipality must achieve before the Minister will consider recommending that the Premier repeal LUPO and implement LUPA in a particular Municipality.
- 4.3. These actions have been previously communicated to Municipalities but are included below for completeness. They are the following:
- a. Municipalities must have adopted and gazetted their Bylaw on Municipal Land Use Planning.
 - b. Municipalities must be at an advanced stage of establishing their Municipal Planning Tribunal. An advanced stage is regarded as having completed Step 7 of the Municipal Planning Tribunal establishment Manual referred to under item 3.2(c).
 - c. Municipalities must have Council adopted delegations. This includes appointing the Authorised Official(s) and adopting their categorisation of land use applications.
 - d. Municipalities must have Council adopted tariff structures in place for receiving land use management applications in terms of the new legislation.
- 4.4. Based on the above, the Department requests that each Municipality prepare an implementation plan which will set out how and when the Municipality in question plans to complete the actions mentioned in 4.3 above. In drafting these implementation plans, Municipalities are encouraged to refer to the steps and timeframes included in the Municipal Planning Tribunal User's Manual referred to above under item 3.2(c).
- 4.5. The Department will track the progress made by each municipality against these implementation plans. Furthermore, the Minister will use these implementation plans, in conjunction with the progress reports of each municipality, in his recommendation to the Premier on when LUPO should be repealed and LUPA implemented in each Municipality.

5. THE PROPOSED STANDARD DRAFT BYLAW ON MUNICIPAL LAND USE PLANNING

- 5.1. The Proposed Standard Draft Bylaw on Municipal Land Use Planning (henceforth referred to as the Proposed Draft Bylaw) was circulated to all Western Cape municipalities on 27 May 2015.

- 5.2. The DEA&DP confirms that the Proposed Draft Bylaw has been vetted against the Constitution, SPLUMA, LUPA and other legal and drafting requirements.
- 5.3. The DEA&DP endeavours to complete the process provided for in Section 14 of the Municipal Systems Act, 2000 (Act 32 of 2000) for the Provincial Minister of Local Government to adopt the Proposed Draft Bylaw as a Standard Draft Bylaw, but this is not a pre-requisite for municipalities to adopt their own land use planning by-law and municipalities should not wait for this process to be completed.
- 5.4. At this stage, the Proposed Draft Bylaw is only available in English; however the DEA&DP has embarked on a process to have the document translated into Afrikaans and isiXhosa. It is envisioned that the translations will be available at the end of July 2015.
- 5.5. As such, municipalities who choose to adopt the Proposed Draft Bylaw are urged to do so during the months of June and July 2015. It should again be noted that there is no obligation on municipalities to adopt the Proposed Draft By-law, municipalities can adopt it as is, amend it or draft their own by-laws.
- 5.6. It is important to note that any municipality that wishes to amend the Proposed Draft Bylaw must ensure that such changes will be compliant with the Constitution, SPLUMA, LUPA and other legal and drafting requirements. In addition, these amendments must be reflected in the various translations.

6: PUBLISHING OF THE BYLAW ON MUNICIPAL LAND USE PLANNING

- 6.1. As a result of advice from our legal section, the DEA&DP will not publish the Proposed Standard Draft Bylaw on Municipal Land Use Planning in the Provincial Gazette on behalf of those municipalities who choose to adopt it.
- 6.2. Municipalities are therefore required to publish their individually adopted Municipal Bylaw on Land Use Planning in the Provincial Gazette and cover the associated costs.
- 6.3. The DEA&DP has obtained a quotation to publish a standard 300 page document as an extraordinary Provincial Gazette. This quotation was in the region of R35 000.
- 6.4. For further assistance with regards to the publication of the Municipal Bylaw on Land Use Planning, municipalities are urged to contact Linda Nkani of the Department of the Premier on (021) 483 4462 or Linda.Nkani@westerncape.gov.za or their Departmental representative assigned to your municipality.
- 6.5. Municipalities are reminded that the publication of their Municipal Bylaw on Land Use Planning must adhere to their individual approved language policy. It could also be considered that municipalities approve and publish the Bylaws in English only with a note that the Afrikaans and Xhosa versions will be published in due course.

7. PROCESS FOR THE PUBLISHING THE PROCLAMATION NOTICE IN RESPECT OF THE IMPLEMENTATION OF LUPA IN A MUNICIPALITY

- 7.1. Each Municipality should allow for an approximate lead time of 4 - 6 weeks from the date at which all the criteria for implementation, mentioned in 4.3 above, have been met before LUPA can come into operation in a particular Municipality. This would include both the signing of the proclamation notice by the Premier of the Western Cape and the gazetting of said notice in the Provincial Gazette.
- 7.2. Municipalities who are ready for LUPA implementation should provide the DEA&DP with proof and confirmation that the four actions mentioned in 4.3 above have been met. Municipalities are to provide such information to Garon Campbell on Garon.Campbell@westerncape.gov.za or 021 483 5834.
- 7.3. The DEA&DP will then proceed to obtain the Premier's signature after which the notice for the Municipality in question will be gazetted.

8. CONTINUED OPERATION AND REPEALING OF LUPO

- 8.1. It is important to note that land use management applications will continue to be processed in terms of LUPO until Municipalities have achieved the four actions listed in 4.3 above and the Premier repeals LUPO and implements LUPA in the Municipality in question.
- 8.2. The DEA&DP would like to repeal LUPO in the Western Cape as soon as possible. Municipalities are therefore urged to give this the highest priority.
- 8.3. As LUPA is implemented Municipalities will be required to continue the LUPO processing and decision making structures until all applications submitted in terms of LUPO have been finalised. As such, municipalities will be required to operate two decision making structures until all LUPO applications have been finalised.

9. DEPARTMENTAL OFFICIALS FOR MUNICIPAL PLANNING TRIBUNALS & REPORT WRITING

- 9.1. The DEA&DP has provided a list of its officials who would be made available to serve as external members on Municipal Planning Tribunals. They are as follows:
 - a. **Cape Winelands District Municipalities:** Helene Janser & Yolisa Mabentsele
 - b. **Eden District Municipalities:** Dalene Carstens; Yanga Xashimba & Gavin Benjamin
 - c. **Central Karoo District Municipalities:** Bulelwa Nkwateni; Elma Yraken & Gavin Benjamin
 - d. **West Coast District Municipalities:** Andre Lombaard; Susara van der Merwe & Dalene Groenewald
 - e. **Overberg District Municipalities:** Helene Janser & Yolisa Mabentsele
- 9.2. In addition to the Municipal Planning Tribunals, the DEA&DP has provided a list of officials who would be made available to assist municipalities in the drafting of land use management reports. They are as follows:
 - a. **Cape Winelands District Municipalities:** Dylan Johnstone; Helene Janser; Angelina Mable-Goelemans; Yolisa Mabentsele; Ritqah Samaai & Jeremy Benjamin

- b. **Eden District Municipalities:** Dalene Carstens
- c. **Central Karoo District Municipalities:** Elma Vreken & Yanga Xashimba
- d. **West Coast District Municipalities:** Andre Lombaard; Susara van der Merwe & Dalene Groenewald
- e. **Overberg District Municipalities:** Dylan Johnstone; Helene Janser; Angelina Mabile-Goeiemans; Yolisa Mabentsela; Rifgah Samaai & Jeremy Benjamin

9.3. Municipalities who wish to utilise the officials, in terms of 9.1 and 9.2, are required to submit a written request to the DEA&DP in this regard.

10. SPLUMA SECTION 43(2)

- 10.1. The DEA&DP met with DRD&LR representatives to discuss the concerns of the Western Cape with regard to section 43(2) of the SPLUMA.
- 10.2. While the discussion was worthwhile, the proclamation notice of the SPLUMA was at an advanced stage and could not be altered. As such, the SPLUMA in its entirety will be implemented in South Africa as from 1 July 2015. It was indicated that, subject to legal advice, that SPLUMA could be amended within the next 5 years, which could include amendments to Section 43(2).
- 10.3. In the interim the Western Cape is considering the submission of a formal request to exempt the Western Cape from Section 43(2). We will keep you informed of any developments in this regard.

11. TRAINING / CAPACITY BUILDING

- 11.1. The DEA&DP will be hosting two training / capacity building sessions during the month of June 2015. These sessions are primarily directed towards Municipal Officials and Councillors, however, the private sector has been invited to attend these sessions if they so wish. The sessions will be held on:
 - a. 17 & 18 June in Riversdale, Hessequa Municipality
 - b. 24 & 25 June in Franschoek, Stellenbosch Municipality
- 11.2. As the new spatial planning and land use management legislative regime is implemented in the Western Cape, the DEA&DP plans to build the capacity / train the Municipal Planning Tribunal members as and when Municipalities have appointed their tribunal members.

12. CONCLUDING REMARKS

- 12.1. While the proclaimed implementation date of the SPLUMA presents a very tight time frame, the DEA&DP welcomes the certainty that it provides.
- 12.2. The DEA&DP would like to stress that LUPO remains in operation in the Western Cape until the respective Municipalities are ready to implement LUPA and their Municipal Bylaw on Land Use Planning.

- 12.3. To sum up, the spatial planning and land use management legal regime in the Western Cape will consist of the following key pieces of legislation, amongst others:
- a. SPLUMA;
 - b. SPLUMA Regulations;
 - c. LUPA;
 - d. LUPA Regulations; and
 - e. Municipal Bylaw on Land Use Planning (and, in time, the Municipal Zoning Scheme Bylaw).
- 12.4. The DEA&DP, in partnership with our Municipal and National colleagues, will continue to work tirelessly to ensure that the Western Cape municipalities are ready to transition to the new planning legislation.

Yours sincerely



Acting HEAD OF DEPARTMENT
DATE: 5/6/2015

APPENDIX C



Ms Geraldine Mettler
The Municipal Manager
Stellenbosch Municipality
PO Box 17
STELLENBOSCH
7599

Dear Colleague

REQUEST FOR AN EMPLOYEE OF THE WESTERN CAPE GOVERNMENT TO SERVE AS AN EXTERNAL MUNICIPAL PLANNING TRIBUNAL MEMBER ON STELLENBOSCH MUNICIPALITY'S TRIBUNAL IN TERMS OF SECTION 71(1)(b) OF THE STELLENBOSCH LAND USE PLANNING BY-LAW, 2015

- 1.1. Your letter dated 10 January 2018 regarding the above, refers.
- 1.2. Thank you for approaching the Department to nominate an official to serve as an external member on the Stellenbosch Municipal Planning Tribunal (MPT). We have considered your request very carefully, also against the background of our involvement on several other Municipal Planning Tribunals across the Western Cape. Whilst we appreciate the opportunity to serve on the Stellenbosch MPT we wish to propose an alternative approach that will hopefully still address your challenge with sustainable land use decisions and the vacancy created with the resignation of some members.
- 1.3. The main reasons for suggesting an alternative approach are the following:
 - 1.3.1. The Western Cape Land Use Planning Act, 2014 (Act 3 of 2014) places an obligation on the Stellenbosch Municipality to obtain the comment of the Head of Department of the WCG Department of Environmental Affairs and Development Planning on a number of applications as specified in Section 45.
 - 1.3.2. It is anticipated that these applications are those with potential Provincial interest, but will most probably also be the controversial and difficult applications on which the advice and experience of the professional planners in the employment of this Department is sought.

- 1.3.3. The authority to issue these comments on behalf of the Department has been delegated to the relevant Directors within the Department. It is therefore our view that Mr Munro as one of the delegated Directors could find himself in a compromised position if he was a member of your MPT on a significant number of matters that will come before the MPT.
- 1.3.4. Not only may this expose you Municipality to a judicial review, but it may also result in individual and much needed development applications being taken on review as a result of the Departmental external and voting member having a predisposed position as a result of the Departmental comment on an application. The Promotion of Administrative Justice Act determines that even the "suspicion" of bias is sufficient justification to set aside a decision of the MPT.
- 1.4. To avoid the situation as described above, it is our alternative suggestion that the MPT of Stellenbosch appoints one or more senior planning professionals from the Department, which could include Kobus Munro, as "Technical Advisors" to the MPT or any other decision making structure (appeal authority or authorised employee).
- 1.5. This alternative approach will have the advantage that technical advice and input from a senior and experienced professional planner from my Department will be available to the MPT, but not as a voting member on the MPT. It will therefore not expose the Municipality or individual applicants to judicial reviews as a result of any "suspicion" of bias.
- 1.6. In this way the Department can also play its Constitutional oversight role of monitoring and support without encroaching on any municipal mandates.
- 1.7. Accordingly, we recommend that your MPT considers the appointment of Kobus Munro as a "Technical Advisor", as well as Helene Janser as a *secundus*, should Kobus Munro not be available. Please also note that SPLUMA determines that the MPT may appoint the Technical Advisor, and not the Council.
2. We trust that the above will be acceptable to your Municipality, but should you have any queries please do not hesitate to contact myself or Kobus Munro.

Yours sincerely



PIET VAN ZYL
Head of Department
Environmental Affairs and Development Planning
Western Cape Government

Date: 30 January 2018

Copy: The Manager: Land Use Management (ATTENTION: J JANSEN VAN RENSBURG)
Stellenbosch Municipality
(E-mail: Jacques.JansenvanRensburg@stellenbosch.gov.za)



Report by the Senior Administrative Officer: MPT- Lenacia Kamineth

Tasks performed for the period 2 - 31 January 2018

Week	Description
02-05 January 2018	<ul style="list-style-type: none"> • Drafted the December monthly report. • Drafted the Agenda for the next MPT sitting dated 26 January 2018. • Liaised with Mrs Isaacs in respect of the appeal relating to Farm 510/34 Jamestown. • Received comments from Dirk Larsen's team in respect of appeal relating to Erf 9445 Stellenbosch. • Request quotation from Julian's for Catering services for MPT sitting 26 January 2018
08- 12 January 2018	<ul style="list-style-type: none"> • Compiled MPT items for Printing. • Liaise with Ansel Smith from printing for copies to be prepared. • Liaised with David Hellig in respect of MPT decision Erf 3472 Franschhoek • Liaised with Jeanne Basson in respect of MPT minutes of 04 December Sitting • Request comments from DEADP in respect of Erf 9445 Stellenbosch. • Liaised with Advocate Mdludlu in respect of request for oral submission at the next MPT Sitting. • Liaised with Helene Janser in respect of request for comments relating to Farm 393/7 Stellenbosch • Prepared MPT agenda and items for delivery to internal and external members • Provide Noor Daniels with information in respect of Farm 1537/1 Stellenbosch in respect of PAIA request • Liaised with Nopinki Dafeti in respect of MPT item Erf 895 Stellenbosch
15-19 January 2018	<ul style="list-style-type: none"> • Drafted correspondence to relevant role-players in respect of Oral Submission relating to Erf 67 Lanquedoc • Requested files from Daniel Meyer in order to draft final notices for MPT decisions • Drafted Final Notices in respect of various erven. • Uploaded request for catering services for the MPT on Flexgen and Collaborator • Liaised with Mr Weideman in respect of Final Notice relating to Erf 694 Franschhoek
22—26 January 2018	<ul style="list-style-type: none"> • Attended a SCM workshop on Local Content • Liaised with Anthea Thorpe in respect of parking for MPT members • Liaised with Mr Mcnaughton in respect of appeal outcome for Farm 1537/1 Stellenbosch • Attended to final arrangements for MPT meeting. • Attended staff meeting with MM • Liaised with preferred caterer for MPT meeting of 26 January 2018 • Attended the MPT meeting
29 - 31 January 2018	<ul style="list-style-type: none"> • Drafted memorandum in respect of payment of MPT members • Received and Processed the catering invoice • Requested files from Daniel Meyer • Scheduled a meeting with Mr Mcnaughton in respect of Farm 1537/1 • Attended training session with JJVR in respect of loading decisions on Stellenbosch



STELLENBOSCH

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Municipality Website

- Liaised with Myra Francis in respect of Erf 9445 Stellenbosch
- Draft monthly report for the month of January 2018
- Drafted the Minutes of MPT sitting dated 26 January 2018

Lenacia Kamineth

Senior Administrative Officer: MPT

ZONING CERTIFICATES

				To issue Zoning Certificates applicable to the following properties:			
18/12/2017	362	Manager: LUM	To enforce compliance with the provisions incorporated in a zoning scheme	Erf 399 Stellenbosch	18/12/2017	11/01/2018	Approved
10/01/2018				Erf 2183 Stellenbosch	10/01/2018	12/01/2018	Approved
24/01/2018				Erf 1421 Kayamandi	24/01/2018	24/01/2018	Approved
25/01/2018				Farm 550 Stellenbosch	25/01/2018	29/01/2018	Approved

COMMENTS ON LIQUOR LICENSES

01/01/2018	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	Erf 8703 Stellenbosch	01/01/2018	01/01/2018	Approved
20/12/2017				Erf 8703 Stellenbosch	20/12/2017	01/01/2018	Approved
12/01/2018				Farm 27/5 Stellenbosch	12/01/2018	12/01/2018	Approved
23/12/2017				Farm 1460/35 Paarl	23/12/2017	19/01/2018	Approved

23/12/2017				Farm 1460/35 Paarl	23/12/2017	19/01/2018	Approved
BUILDING PLANS COMMENTED ON							
20/12/2017				Erf 15931 Stellenbosch	20/12/2017	10/01/2018	Refused
11/01/2018				Erf 8195 Stellenbosch	11/01/2018	15/01/2018	Approved
05/12/2017				Erf 16006 Stellenbosch	05/12/2017	15/01/2018	Approved
22/01/2018				Erf 16789 Stellenbosch	22/01/2018	22/01/2018	Approved
22/01/2018				Erf 16133 Stellenbosch	22/01/2018	22/01/2018	Approved
22/01/2018				Erf 15387 Stellenbosch	22/01/2018	22/01/2018	Approved
23/01/2018				Erf 1626 Stellenbosch	23/01/2018	23/01/2018	Refused
23/01/2018				Erf 510/87 Jamestown	23/01/2018	23/01/2018	Approved
22/01/2018				Erf 2419 Stellenbosch	22/01/2018	23/01/2018	Refused
22/01/2018				Erf 4196 Stellenbosch	22/01/2018	23/01/2018	Approved
23/01/2018				Erf 3539 Stellenbosch	23/01/2018	23/01/2018	Approved
23/01/2018				Erf 5357 Stellenbosch	23/01/2018	23/01/2018	Approved
23/01/2018				Erf 6031 Stellenbosch	23/01/2018	23/01/2018	Refused
22/01/2018				Erf 7966 Stellenbosch	22/01/2018	23/01/2018	Approved
22/01/2018				Erf 5122 Stellenbosch	22/01/2018	23/01/2018	Refused
11/01/2018				Erf 3760 Stellenbosch	11/01/2018	24/01/2018	Approved
11/01/2018				Erf 8900 Stellenbosch	11/01/2018	24/01/2018	Approved
24/01/2018				Erf 16694 Tweespruit	24/01/2018	24/01/2018	Refused
25/01/2018				Erf 222 Klapmuts	25/01/2018	25/01/2018	Approved
25/01/2018				Erf 222 Klapmuts	25/01/2018	25/01/2018	Approved
24/01/2018				Erf 4773 Rosendal	24/01/2018	29/01/2018	Approved

24/01/2018	Erf 5894 Stellenbosch	24/01/2018	29/01/2018	Approved
24/01/2018	Erf 3826 Stellenbosch	24/01/2018	29/01/2018	Approved
24/01/2018	Erf 15860 Jonkershoek	24/01/2018	29/01/2018	Approved
19/01/2018	Erf 5441 Die Boord	19/01/2018	29/01/2018	Refused
19/01/2018	Erf 1084 Dalsig	19/01/2018	29/01/2018	Refused
23/01/2018	Erf 15449, Stellenbosch	23/01/2018	31/01/2018	Approved
25/01/2018	Erf 6022, Stellenbosch	25/01/2018	31/01/2018	Approved
23/01/2018	Erf 411, Stellenbosch	23/01/2018	31/01/2018	Approved
29/01/2018	Erf 11199, Stellenbosch	29/01/2018	31/01/2018	Refused
29/01/2018	Erf 9554, Stellenbosch	29/01/2018	31/01/2018	Approved
29/01/2018	Erf 1768, Stellenbosch	29/01/2018	31/01/2018	Refused
24/01/2018	Erf 5894, Stellenbosch	24/01/2018	31/01/2018	Approved

ITEMS/DELEGATED REPORTS

	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		
	Item 7.3.3 Council Meeting 2017-07-26	Authorised Employee Director: Human Settlements	Items/ reports to consider Category 2 applications	To issue certificates of compliance applicable to the following properties:		
21/12/2017				Farm 425/1 Koelpark	21/12/2017	25/01/2018
						Approved

27/12/2017				Erf 82 Koelenhof	27/12/2017	25/01/2018	Approved
28/12/2017				Farm 748/30 Paarl	28/12/2017	15/01/2018	Approved
17/01/2018				Farm 1015/2 Paarl	17/01/2018	15/01/2018	Approved
17/01/2018				Farm 1769 Paarl	17/01/2018	15/01/2018	Approved
18/12/2017				Farm 1310 Stellenbosch	18/12/2017	29/01/2018	Approved
EXEMPTION CERTIFICATE							
	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			
CERTIFICATE OF COMPLIANCE							
17/01/2018	362	Manager: LUM	To enforce compliance with the provisions incorporated in a zoning scheme	Erf 1632 Franschoek	17/01/2018	17/01/2018	Approved
17/01/2018				Farm 137/6 Stellenbosch	17/01/2018	17/01/2018	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 : ACTING DIRECTOR: PLANNING & ECONOMIC DEVELOPMENT
(B DE LA BAT)
FROM/VAN : MANAGER: LED & TOURISM - (W MOSES)
DATE/DATUM : 1 – 31 JANUARY 2018
REFERENCE : 8/1/4/2/5
RE/INSAKE : MONTHLY REPORT: 01 – 31 JANUARY 2018

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

6.1 Business Development	Activities	Number of activities
	Number of Business Registration Assisted with registration of 3 companies with the Companies and Intellectual Property Commission (CIPC): <ul style="list-style-type: none">No company registration was done in January 2018.	0
	Number of Municipal Supplier's Database registrations. Assisted three companies with information on Municipal Supplier's Database registrations: <ul style="list-style-type: none">Inyameko Trading Cc.LA Makiva Property Developers – CSD Registration.Myendeki Construction & Projects.	3
	Number of people benefitted from business advice (walk-ins). <ul style="list-style-type: none">Provided advice to a number of clients on number of issues as follows:<ul style="list-style-type: none">✓ Business Support.✓ General Advice and Information.✓ Company Registration.	37

B. De la Bat
8.02.2018

	<ul style="list-style-type: none"> ✓ Space in the Corridor. ✓ Funding for small business. • SCM Database Registration. 	
	<p>Seed Fund</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. 2018/18 financial year.</p> <ul style="list-style-type: none"> • Kasilam Wear- Kayamandi • MCK Records • Sisebenza Nani Hiring • SGM General Engineering 	
	<p>Number of Co-operatives Registrations.</p> <ul style="list-style-type: none"> • Facilitated provision of information about registering of co-operatives. 	1
6.2	Received / Commented	Completed
Applications		
Business Licensing	Received and approved.	1
Liquor License	Applications received. (Addendum 1) Comments sent to Liquor Board.	24 18
6.3	Activities	Number of activities
Informal Trading		
	<p>Number of site visit.</p> <ul style="list-style-type: none"> • George Blake Trading Market. • Bergzicht Taxi Rank. 	
	<p>Number of informal trading access opportunities.</p> <ul style="list-style-type: none"> • R44 Strand Road – 17 • Die Braak - 21 • Pick n Pay - 3 • Bergzicht Taxi Rank – 31 	4

Groendal Informal Trading Site – 1



72

- Langrug Small Business Area



Eating place in Mr Blayi's Restaurant.

Mr Mbuyiseli Blayi – Owner of the Business



Establishment of Informal Trading Sites


1. George Blake Road Market

Advertised on local papers in order to inform interested people and local traders interested in this market. The main aim was to inform interested stakeholders about information on the construction. A meeting was held with the traders on 24th January 2018 @ 18h00. Traders were given the opportunity to ask questions or comment about the project.



2. Cloeteville Informal Trading Site

Advertised on local papers in order to inform interested people and local traders interested in this market. The main aim was to inform interested stakeholders about information on the construction. We had a meeting with traders the on 25th January 2018 @ 18h00. Traders were given opportunity to ask questions or comment about the project.

	<p>3. George Blake Road Market</p> <p>Advertised on local papers in order to inform interested people and local traders interested in this market. The main aim was to inform interested stakeholders about information on the construction. Meeting was held with the traders on 26th January 2018 @ 18h00. Traders were given the opportunity to ask questions or comment about the project.</p> 	
<p>6.4 Kayamandi Economic Tourism Corridor</p>	<p>General Maintenance and Administration</p> <ul style="list-style-type: none"> • Sent the lease agreement to Standard Bank for final consideration. • Facilitated signing of the MoU with SASSA after having discussion with the Manager: Compliance and Contracts. • Continued to identify maintenance issues that need urgent attention and submitted to the Maintenance Department. • Received two applications for leasing of office space in the Kayamandi Corridor i.e. A5, A10 & 11. The application for A5 was evaluated in January and the Department is in the process of preparing a lease agreement. • Ms Veronica Venter indicated she is no longer interested in renting the space. • Received and considered a request for alterations from one of the tenants i.e. Ms Lebo Masokanye. <p>Leasing of Space</p> <ul style="list-style-type: none"> • Number of tenants at 31 January 2018 = 16. • Number of businesses actively trading = 12. • Number of offices occupied by Councillors = 6. • Continue to identify maintenance issues and report it immediate action. 	

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 January 2018.	567
6.5.2 EPWP Coordination & Implementation	Activities	Number of activities
	Number of projects registered on EPWPRS.	62
	Number of site visits to projects.	3
	Quarterly report to National Public Works and Director.	1
	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		
6.5.4 Community works Programme	Activities	
	<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>	
6.5.3 Unemployment database	Activities	Number of activities
	Day to day updating of unemployed people that are on the database.	52
	Number of people employed until April January 2018 by making use of the unemployment database.	168

6.6 TOURISM

Programme	Activities	Number of activities
6.6.1 Funding of Bodies Performing a Municipal Function	Number of monthly reports received.	3
6.6.2 Tourism Training	Number of training workshops	0
6.6.3 Stellenbosch 360 Marketing Advisory Committee Meeting	Meeting took place on 31 January 2018.	1
6.6.4 Stellenbosch 360 & Franschhoek Wine Valley Tourism	Meeting was held on (05/12/17) with the two CEOs. Attended FWV Board meeting 17/01/2018 applications for funding for 2018.	1
6.6.5 Stellenbosch 360 Business Development Committee Meeting	It is likely that this committee will be dissolved and incorporated in the Market Advisory Committee.	
6.6.6 Cape Winelands District Municipality	Next District LED Forum to be hosted by Stellenbosch at LaunchLab- 23 rd February 2018.	
6.6.7 Dwars Rivier Tourism	Decision taken to support the community in organising a Choir Festival for September 2018 as project, but difficulty in getting a working project team in place.	
6.6.8 Airbnb	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 track to erven and current Municipal Property zonings and consent usage. Lekkeslaap.co.za Franschhoek & Stellenbosch listings analyzed- there are street addresses. This can be compared to zoning & consent usage. To contact City of Cape Town to set up a meeting and discuss their approach to homestay. San Francisco policy, implemented in January, downloaded for reference.	
6.6.9 Mayoral Function	All venue arrangements are in place.	

	<p>Sound and AV briefed and in place.</p> <p>Caterers appointed and briefed.</p> <p>Guest list prepared & invitation sent.</p> <p>Event took place 25th January 2018.</p>	
6.6.11 Open Public Space	<p>Open Public space item to be revised as per comments from Mayco.</p> <p>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.</p> <p>Request made to Deputy Mayor to brief him on this project to help drive it. He will avail himself-arrange with Farieda.</p>	
6.6.12 Strategic Plan for Mountain Biking Proposal	<p>Strategic Plan for Mountain biking- proposal from community member submitted to Director.</p> <p>Meetings held with Dr Corrie Mulder, and Dr Richard de Villiers to establish a common understanding of the way forward.</p> <p>EPWP team appointed to maintain MTB trails in Stellenbosch.</p>	
Monthly reports of the Tourism Local Organisations are attached as Addendum 4		

6.7 PROJECTS

Programme	Activities
6.7.1 Farm 502 BH	<ol style="list-style-type: none"> Weekly meetings held with the small farmers. Water usage has been reduced to 1300m³ per hectare which is less than a third of their normal availability (4660m³/ha) Site visit to the farm from the National Department of Rural Development for the implementation of the FPSU. Meeting scheduled with the first committee – DAMC (District Agri Parks Management Committee) on Friday the 2nd of February once approved by the DAMC will proceed to the next meeting DJOC (District Joint Operational Committee). Small farmers are struggling, only planting on a maximum of 1 hectare.
6.7.2 Additional Pipeline	<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. Follow-up meeting with the Department of Agriculture scheduled for the 7th February 2018 to follow-up on the pipeline application.</p>
6.7.3 Vacant Agricultural Property	<ol style="list-style-type: none"> 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 for approval. They Mayor approved the item on 29 January 2018 and will serve at the next Mayoral Committee meeting. Awaiting confirmation from the Municipal Manager if the names of the

	<p>Strategic Advisory Committee members should be included in the item or if it should only be positions and organisations as the occupants of these positions might change.</p> <p>3. As soon as the item has been approved by Council in March 2018, the LED office will be able to proceed to advertise for vacant municipal agricultural land.</p>
6.7.4 Funding Applications	<ol style="list-style-type: none"> 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. Awaiting on implementation dates from the National Department of Rural Development. 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. 3. Visit to National Department of Small Business Development on Monday the 27th of November 2017 in Pretoria, where presentation was done on the four trading sites identified for the current financial year. 50% funding for these projects were received which amounts to R4,3 million. The MOU was signed by the Municipal Manager and sent back to National Department of Small Business Development.
6.7.5 Men of the side of the Street Project	<ol style="list-style-type: none"> 1. Jobseekers standing next to the R44 waiting to get picked up for work has become problematic to the surrounding businesses. 2. A project was identified where these jobseekers could be accommodated while waiting for work opportunities. 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. 4. The jobseekers are registered on the unemployment database template 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. 6. There are individuals who do not want to register but eventually they will join the system. 7. Many of these individuals are skilled artisans that can do tiling/paving/brick laying etc. 8. A meeting was held with AF Louw Primary on possible land. The Principal committed to discuss the possibility with the committee and identified a portion of AF Louw's land that can be utilised for the implementation of this project. 9. An agreement needs to be drafted before the land can be utilised by the Municipality for the project. 10. Mandlenkosi from the Municipal Legal Department is currently drafting an agreement that will be discussed, once agreed upon the project will commence and infrastructure can be placed on the land for the purpose of the project. Draft agreement will be received on the 8th of February 2018.
6.7.6 Establish- ment of Informal Trading	<ol style="list-style-type: none"> 1. Idas Valley – the appointed contractor Tops Construction is on site, struggled with the connection of services which resulted that Tops Construction was 3 weeks delayed. The project to be completed by March 2018. 2. Franschoek Informal trading – funding have been received by the National Department of Small Business development. The tender closed on 30 June

Sites	<p>2017. The bids have been extended and will go to BAC in January/early February 2018. Several attempts to follow up the process by SCM to take the tender to BEC but no response on dates have been received. A meeting has been set up with the SCM manager to discuss delays.</p> <ol style="list-style-type: none"> 3. Cloetesville Informal Trading – the tender was advertised on the 24th of November 2017. Closed on 22 January 2018. The compulsory site meeting took place on 5 December 2017. Currently in the process of being technically evaluated to serve at the BEC of February 2018. 4. George Blake Kayamandi trading – the tender was advertised on the 17th of November. The tender closed on Monday the 18th of December 2017 and will serve at the BEC meeting of 12 February 2018. Sufficient funding is available to complete all projects. 5. Public engagements was held in Kayamandi and Cloetesville on the evenings of 24,25 and 26 January 2018 to showcase both projects to the communities and answer all questions that they might have.
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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	<p>IGR Policy submitted and circulated along with Twin Cities document.</p> <p>Amendments made to policy document after comments received from Director: Corporate Services.</p> <p>Re-submitted to Councillor.</p>
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	RFQ submitted to Supply Chain for Proposals for development of a business tourism strategy for WC024. Original documents list for a second time. Now have an issue new SCM documents from the beginning if unable to locate the second, misplaced original.

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	✓

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 • MUNICIPALITEIT

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
Physical Address: 58 Andringa Street, Stellenbosch, 7600 | Postal Address: PO Box 17, Stellenbosch, 7599
Website: 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	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	E585 S	01/11/16	11/11/16	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	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					No comments	16/11/16
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 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 Ctr	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				

Date received	Erf/Farm no	Date delegated	Comments received from TP	Comments received from LE	Comments received from Clr	Sent to liquor board
06/12/17	E3299 F	07/12/17				
06/12/17	E494 & 274 F	07/12/17				
08/12/17	E1258 S	19/12/17				
08/12/17	E1258 S	19/12/17				
08/12/17	F90/20 S	19/12/17				
08/12/17	F510/837 S	19/12/17				
08/12/17	E6162 S	19/12/17				
13/12/17	E9406 S	19/12/17				
13/12/17	E1942 S	19/12/17				
13/12/17	F510/837 S	19/12/17				
13/12/17	F90/20 S	19/12/17				
13/12/17	F90/20 S	19/12/17				
14/12/17	E832 K	19/12/17				
21/12/17	E1258 S	21/12/17				
21/12/17	F312-316 S	21/12/17				
11/01/18	E5357 S	17/01/18				
19/01/18	E6841 S	22/01/18	25/01/18	05/02/18	01/02/18	08/02/18
19/01/18	E5357 S	22/01/18				
19/01/18	F312-316 S	22/01/18				
19/01/18	E1942 S	22/01/18	22/01/18	17/01/18	No comments	08/02/18
19/01/18	F292/8 S	22/01/18				
19/01/18	E4140 S	22/01/18				
19/01/18	E2751 S	22/01/18	07/02/18	05/02/18	No comments	08/02/18
19/01/18	E6255 S	22/01/18	30/01/18	31/01/18	No comments	02/02/18
19/01/18	E1314 S	22/01/18	08/02/18	31/01/18	07/02/18	08/02/18
19/01/18	E9045 S	22/01/18	25/01/18	05/02/18	No comments	08/02/18
19/01/18	E1836 S	22/01/18	25/01/18	31/01/18	No comments	02/02/18
19/01/18	E10849 S	22/01/18				
19/01/18	E3474 S	22/01/18	01/02/18	31/01/18	No comments	05/02/18
19/01/18	E9672 S	22/01/18				
19/01/18	E6166 S	22/01/18	25/01/18	31/01/18	No comments	02/02/18
19/01/18	F167/6 S	22/01/18				

Date received	Erf/Farm no.	Date delegated	Comments received from TP	Comments received from LE	Comments received from Clr	Sent to liquor board
19/01/18	E2149 S	22/01/18	01/02/18	31/01/18	No comments	05/02/18
23/01/18	E2194 S	24/01/18				
23/01/18	E746 P	24/01/18				
25/01/18	F312-316 S	26/01/18				
30/01/18	E1258 S	30/01/18	01/02/18	31/02/18	No comments	05/02/18
30/01/18	E5357 S	31/01/18				
31/01/18	E9118 S	31/01/18				



January 2018 Report – Stellenbosch Municipality

Comms pillars:

- Wine – quality, first and foremost wine route, pioneering spirit, awards, exceptional quality, varieties, 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/lunch-at-lanzerac-deli>

<http://www.stellenboschexperience.co.za/blog/entry/stellenbosch-street-soirees-a-summer-smash-hit>

<http://www.stellenboschexperience.co.za/blog/entry/experience-the-new-style-delheim-harvest-festival>

Exposure generated from media hostings:

<https://www.flightnetwork.com.au/blog/your-fool-proof-guide-to-72-hours-in-cape-town-part-2/>

Lanzerac and Majeka House are included in a feature on 72 Hours in Cape Town:

- FlightNetwork.com.au specialises in providing Australian travellers with the best value airfares. Our proprietary technology platform searches further and wider to find our customers the best possible flight options. In addition, our industry-first Price Drop Protection offers customers the unique ability to book early and save later should the price of their flight change.
- Globally, FlightNetwork has millions of visitors to our websites each month and is the largest online travel company
- AVE: AUD 5,000 / R 58,140
- PR value: R174,420

Press clipping (Attached): Stellenbosch features as part of a Cape Town destination feature in the Jan/Feb edition of Skylines magazine – find attached. Stellenbosch is mentioned on page 22.

About Skylines:

- Bi-monthly inflight magazine for Austrian Airlines (flies to 130 destinations)
- Audience reach: 11 million per month
- Discerning, educated readers
- AVE: 15,600 Euros / R230,902

Here is the blog post + social media coverage from the German blogger Michaela Harfst. We arranged for her to stay at Spier in October.

Review of Spier / Eight restaurant:

<http://www.transglobalpanparty.com/2017/12/suedafrika-weingut-spier-stellenbosch.html>

Social media:

<https://www.instagram.com/p/BZ-39c-AR6/>

<https://www.instagram.com/p/BZ9Gv6uAQpn/>

<https://www.instagram.com/p/BZ8yxwwaLou/>

<https://twitter.com/transglobalpanp/status/916957331161796608>

<https://twitter.com/transglobalpanp/status/916938280234618880>

<https://twitter.com/transglobalpanp/status/916737295801307138>

<https://twitter.com/transglobalpanp/status/916713631332622336>

<https://twitter.com/transglobalpanp/status/916684394496184321>

<https://twitter.com/transglobalpanp/status/916669543283679232>

Bottelary Hills Winemakers Lunch (quarterly)

Tags: Wine, Gastronomy, People, heritage, Lifestyle

No Bottelary Hills Lunch in January

Stellenbosch Wine Festival Harvest Parade & Wine Festival:

Harvest Parade - 27 January 2018

Stellenbosch Wine Festival: 23 – 25 February 2018

The parade took place on Saturday, 27 January and was attended by approx. 250 farm workers and supported by 300 entertainers.

More job opportunities:

20 event staff; 20 security officials, 2 medics, 2 cleaners





Exposure:

SABC News: <https://www.youtube.com/watch?v=cRPifrX9mPI>

Landbouweekblad – 5 January

Weekend Argus – 5 January

www.weekendspecial.co.za – 6 January

SA Garden & Home online – 8 January

Buite Burger – 9 January

The Wine Girl Cape Town – 11 January

www.homefoodandtravel.co.za – 11 January

www.travelopulentbox.com – 12 January

Cape Argus – 12 January

Die Son – 12 January

www.myrnarobins.com – 12 January

www.planetwine.co.za – 15 January

Bolander online – 17 January

Bolander – 17 January

Paarl Post – 18 January

Eikestadnuus – 18 January

www.netwerk24.com – 19 January

Vrouekeur – 19 January

Cape Argus – 19 January

Stellenbosch Street Soiree:

Two Stellenbosch Street Soirees hosted on the 10th and 24th of January.

Total event attendees for the month was 900.

Job opportunities: 2 medics per event; 10 security personnel per event; 3 SSI guards specifically looking after parked cars in the Bloemhof parking area; 10 staff members; 3 cleaning personnel

Many more opportunities created by the individual farms and food providers; economic benefits include restaurant and wine bar visits post event as well as increased wine sales directly from the farm.



Exposure received in January:

www.thenewspaper.co.za – 8 January

www.bizcommunity.com – 10 January

Food & Home online – 10 January

Wine Tourism ZA – 10 January

www.hospitalityhedonist.co.za – 10 January

www.showme.co.za – 10 January
www.starstudded.co.za – 11 January
www.winewizard.co.za – 11 January
The Sowetan – 11 January
Cape Times – 12 January
www.myrnarobins.com – 12 January
Crush Magazine – 15 January
www.insideguide.co.za – 16 & 20 January
www.stellenboschvisio.co.za – 17 January
TygerBurger – 17 January
Bolander online – 17 January
Bolander – 17 January
www.planetwine.co.za – 18 January
Vrouekeur – 19 January
Saturday Live – 20 January
The Newspaper – January
Wineland – January
SA Country Life – January
Hello Cape Town - January

#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.

OTHER:

We hosted Bianca Coleman in Stellenbosch recently. Her article was placed in Independent Traveller featuring Stellenbosch on their front page: City of Oaks. Immerse yourself in the fascinating history of this winelands town.

Plus 2 full pages valued at close to R300K in AVE value

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, PYDA 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 SWR Members, ensuring smooth set up and execution.

AVE's and PR Values with online and print articles obtained for Stellenbosch Wine Routes during January 2018

Article List - Print Media

🏠 > Print Media > Article List

 53 articles from selected filters	ZAR 923,417.08 total AVE	 Date from <input type="text" value="2018-01-01"/> - <input type="text" value=""/>
<hr/>		
2018-01-31		

Clipping List - Broadcast Media

🏠 > Broadcast Media > Clipping List

 13 clippings from selected filters	ZAR 176,456.47 total AVE	 Date from <input type="text" value="2018-01-01"/> - <input type="text" value=""/>
<hr/>		

Post List - Online Media

🏠 > Online Media > Post List

 42 posts from selected	ZAR 86,485.00 total AVE	 Date from <input type="text" value="2018-01-01"/> - <input type="text" value=""/>
--	-----------------------------------	---

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

Social Media Insight for January 2018:

Summary - Social Media Mentions

Home > Social Media > Social Profiles

460 mentions
from selected filters

Date from
2018-01-01 -

Stellenbosch Wine Route - Coverage: Worldwide Select Brand Profile

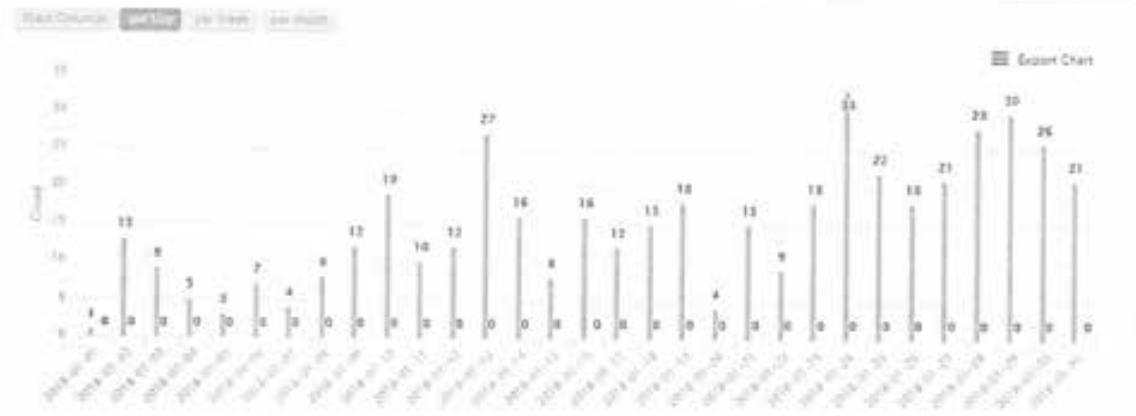
Total Mentions
460 Mentions

Daily Average
14.839 Mentions

Reach
3,739,553
Followers
over the last 30 days

AVE
ZAR 747,910.60

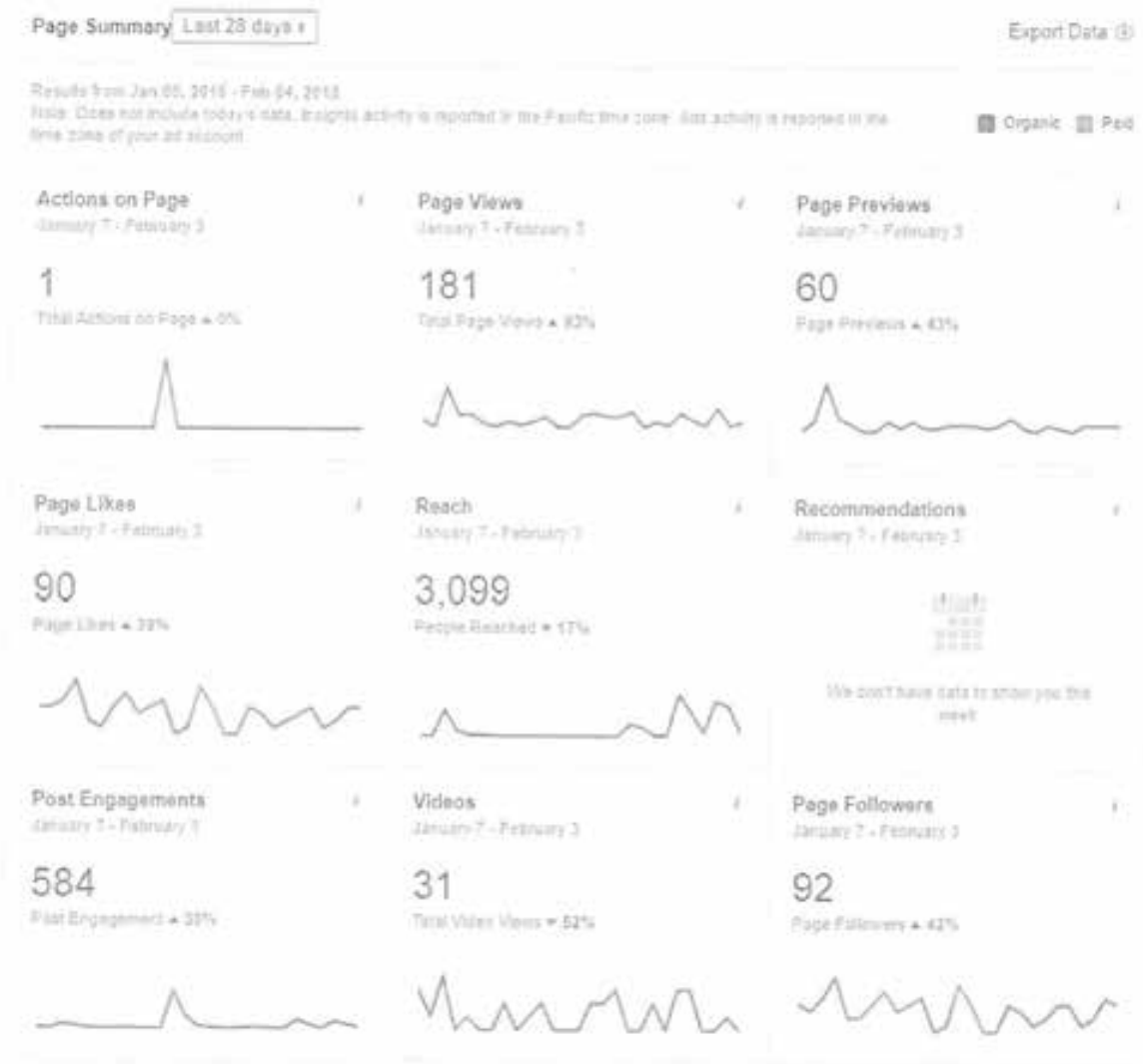
Social Media Mentions per Day Export Chart



Our objectives with social media is to keep growing our community and interaction as it can be a cost-effective way to stay in touch with followers and supporters.

Facebook:

Followers: from 10,447 to 10,447



Twitter:

Grow from 8,632 to 8,699 Followers



28 day summary with change over previous period

Tweets
13 ↑ 116.7%

Tweet impressions
6,776 ↑ 30.5%

Profile visits
735 ↑ 59.4%

Retweets
221 ↑ 28.5%

Followers
8,699 ↑ 66

Jan 2018 - 31 days

13 Tweets

Top Tweet earned 1,730 impressions

This is one of our fave events of the year. A colourful and vibrant parade by and for the farming community. We salute the vineyard heroes and bless the 2018 harvest. Join us on Sat 27 January from 09h00 till 10h30 in Stellenbosch #VisitStellenbosch @VisitWineLands @discover2we bit.ly.com/micnaestryqhc

65.1 W

View Tweet activity

View all Tweet activity

Top Follower followed by 76.8K people



Top mention earned 33 engagements

 wine.co.za | SA Wine
@winc2018 Jan 18

2018 is off to a good start! Celebrating #winewednesday at the #stellenboschstreetsoirée. @usanafarm Pinot Gris was just the right way to beat the heat @StellWineRoutes pic.twitter.com/7WVncj13aP



63.2 W

13 Tweets

13

Top Tweet earned 6,924 impressions

6,924

Profile visits
831

Retweets
244

View Tweets
76

Instagram

Grew from 8018 to 8303 followers



THANK YOU

Stellenbosch Wine Routes

Management Statements for the period 01/07/2017 – 31/01/2018

Note	Budget for the year 01/07/2017 to 30/06/2018	Budget for the period 01/07/2017 to 31/01/2018	Actual for the year 01/07/2017 to 31/01/2018
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 -24.640,00	R -31.680,00
<i>Net income / (loss)</i>	<u>R - -</u>	<u>R -</u>	<u>R 12.320,00</u>
Destination Marketing (monthly, ongoing)			
<i>Income</i>	R -	R -	R -
<i>Municipal grant - Stellenbosch Experience</i>	R 230.000,00	R 167.500,00	R 230.000,00
<i>Expenses</i>	R -230.000,00	R -167.500,00	R -170.500,00
<i>Net income / (loss)</i>	<u>R - -</u>	<u>R -</u>	<u>R 59.500,00</u>
Street Soïree (Dec, Jan, Feb & March)			
<i>Income</i>	R -	R -	R -
<i>Municipal grant</i>	R 34.000,00	R 29.240,00	R 34.000,00
<i>Expenses</i>	R -34.000,00	R -28.288,00	R -33.440,00
<i>Net income / (loss)</i>	<u>R - -</u>	<u>R 952,00</u>	<u>R 560,00</u>
Stellenbosch Valley - Savour & Secret Safari's (Ongoing, monthly)			
<i>Income</i>	-	-	-
<i>Municipal grant</i>	R 36.800,00	R 19.345,46	R 36.800,00
<i>Expenses</i>	R -36.800,00	R -20.800,00	R -19.345,46
<i>Net income / (loss)</i>	<u>R - -</u>	<u>R -1.454,54</u>	<u>R 17.454,54</u>
#SoberStellies			
<i>Income</i>	R -	R -	R -
<i>Municipal grant</i>	R 30.000,00	R 16.254,55	R 30.000,00
<i>Expenses</i>	R -30.000,00	R -17.400,00	R -2.100,00
<i>Net income / (loss)</i>	<u>R - -</u>	<u>R -1.145,46</u>	<u>R 27.900,00</u>
Stellenblog (Ongoing, Monthly)			
<i>Income</i>	R -	R -	R -
<i>Municipal grant</i>	R 60.000,00	R 38.580,00	R 60.000,00
<i>Expenses</i>	R -60.000,00	R -34.800,00	R -42.200,00
<i>Net income / (loss)</i>	<u>R -</u>	<u>R 3.780,00</u>	<u>R 17.800,00</u>

Stellenbosch Wine Routes

Management Statements for the period 01/07/2017 – 31/01/2018

Note	Budget for the year 01/07/2017 to 30/06/2018	Budget for the period 01/07/2017 to 31/01/2018	Actual for the year 01/07/2017 to 31/01/2018
Projects			
Stellenbosch Wine Festival Harvest Parade (January 2018)			
<i>Income</i>	R -	R -	R -
<i>Municipal grant</i>	R 120.000,00	R 69.600,00	R 120.000,00
<i>Expenses</i>	R -120.000,00	R -69.600,00	R -120.000,00
<i>Net income / (loss)</i>	<u>R -</u>	<u>R -</u>	<u>R -</u>
I AM AMBASSADOR			
<i>Income</i>	R -	R -	R -
<i>Municipal grant</i>	R 60.000,00	R 30.000,00	R 60.000,00
<i>Expenses</i>	R -60.000,00	R -30.000,00	R -52.000,00
<i>Net Income / (loss)</i>	<u>R -</u>	<u>R -</u>	<u>R 8.000,00</u>
Balance carried over			R 143.534,54



With open doors and warm hearts... Welcome!

Home | About us | Gallery

January 31

REPORT

2018

Progress report for Dwarsrivier Tourism



DVRT Office

The following report serves as a means to highlight certain events which may also reflect some progress made with regard to activities of these throughout the DVRT

Challenges

Office barriers,

Randall Jephtas was appointed as the new help desk assistant and still in learning process

Events & Trainings.

There were no upcoming events for January and I setup meetings to arrange training for the upgrades of the freedom route

Development

We apply for funding at the Business Retention programme at Cape Wine lands District municipality for members freedom route.

Training

Workshop & meeting attend

We attend the Lta meeting in Montagu on the 31 January 2018.

Marketing

Upcoming exhibition for 2018:

Dwarsrivier Tourism will be representing the Valley and its small businesses, wine farms, restaurants, etc at the following exhibitions:

- Beeld Holiday Show Gallagher Estate in Midrand, Johannesburg
Date: 23-25 February 2018

- Africa Meeting Sandton, Johannesburg

Date: 26-28 February 2018

- Indaba in Durban

Date: 8-10 May 2018

- World Trade Market CTICC

Date: 18-20 April 2017

We send out an email to our members for any marketing material or wines, olives, berries or any products to showcase on the Dwarsrivier Valley Tourism Stand.

We will also be conducting lucky draws, so any product to give away to lucky winners.

Our New develop brochure, map & updated Brochures with Calender for 2018.

Our new uprading webiste and develop brochures dining with the locals and updating of the freedom route brochures .

We are still struggeling with the new updated DVRT brocuhures due to budget constrain.

We promoting, marketing, Social media pages, Website links and listed @ tourism pages on our Mobil app.

Cape Wine Lands District Municipality Sponsorship for 2018.

We apply for funding at the Cape Wine Lands District Municipality for the 2017/2018 financial year.

The following Funding for Dwarsrivier Tourism have been approved and the agreements was sign at Stellenbosch.

LTA Development	R20,000.00
Heritage Sports day	R 25,000.00
Dwarsrivier Orchard Run	R 20,000.00
Food and wine festival	R25,000.00
BRE Funding for SMME's, Fatimah Shaik Bernita Cyster	R50.000.00
Chrysanthemum show	R25,000.00
Total	R165,000.00

Conclusion

Once again, a big thanks to Cape Wine Lands District Municipality for allocated funding for Dwarsrivier Tourism of R165,000, 000 to our community Development programme, Marketing and festivals to make it possible to us of Marketing and develop our Tourism Destination in the Dwarsrivier Valley.

Promoting our community pride and made locals feel prouder of the Village. Business growth becomes a feature of the area and integration that achieved to offer a completed and broadly appealing product offering.

The issues presented above are key in strengthening and contributing to a sustainable in the tourism industry.

INCOME STATEMENT : 01/07/17 to 31/01/18

SALES			
SALES			
Stock Sales		59 281.23	59 281.23
COST OF SALES			
OTHER INCOME			
INCOME - MEMBERSHIP			
Membership Fees : July 2016 - June 2017	(887.55)		
Membership Fees : July 2014 - June 2015	1 866.00		
Membership Fees : July 2017 - June 2018	532 087.45		
INCOME - COMMISSION			
Accommodation - 13% Commission	62 359.03		
Tour	44 464.13		
Transfer	1 374.13		
Stb. On Foot	16 667.04		
Vinehopper	15 291.97		
Bike Rental	1 748.15		
Horse Riding	102.63		
Dine with Locals	43.33		
INCOME - ADVERTISING			
Wallspace	70 463.22		
Advertising on website	13 991.28		
Tear-off map	42 982.50		
INCOME - RENTAL			
Conference Room/Venue	1 438.61		
Wine Route	9 996.49		
iThemba Curios	26 620.35		
Jacques Buys Gieterij	25 000.00		
INCOME - MEMBER/STAFF CONTRIBUTIONS			
Year End Function - Members	8 728.14		
Member Network Meetings	5 701.80		
INCOME - OTHER CONTRIBUTIONS			
CWDM	63 000.00		
Wesgro	2 600.00		
Insurance (Santam)	990.00		
INCOME - INTEREST/BANK CHARGES			
SPM Account	(28.79)		
Depositor Plus - Municipal Funds	17 289.16		
INCOME - MUNICIPAL FUNDS			
Annual Funding	1 334 471.00		
SPM PROJECTS INCOME			
Website	63 720.00		
Business Tourism Unit	91 500.00		
SPM - Other (Hetzner/Postage/Forms)	102.63		
Stb Brochure - Map	17 095.83		
PR/Media	172 075.00		
Stb. Experience	112 500.00		
		2 755 373.53	
			2 814 654.76
EXPENSES			
EXPENSES - STAFF			
Salaries - Stb.360	1 107 479.72		
SARS : Penalties	(242.27)		
SARS : Interest Paid	(51.33)		
Travelling	7 607.57		
New Member Recruitment	4 187.10		
Annual Bookings 1%	3 981.26		
EXPENSES - OTHER WAGES			
Casual	242.25		
Cleaner	1 950.00		
EXPENSES - ADMINISTRATION			
Refuge Removal	5 054.27		
Water & Electricity	23 973.42		
Rental	8 795.34		
Furniture & Fittings	837.88		
Steiner	6 746.01		
Cleaning Products - Purchases	5 647.74		
Afrihost	2 916.69		
Hetzner	9 006.99		
IT Repairs	5 361.05		
Vodacom (3G Card)	669.27		

INCOME STATEMENT : 01/07/17 to 31/01/18

Fastnet	2 260.20	
Telkom	6 281.59	
Nashua PABX & NCN Rental	6 055.73	
Nashua Communications - ECN Costs	23 721.42	
Postage	479.74	
Stationary & Printing	9 370.50	
Coffee/Milk/Tea/Sugar	2 809.41	
Kitchen Appliances/Utensils	541.39	
EXPENSES - FINANCIAL		
Internet Bankfool - CL360 Cheque	2 397.82	
ABSA Card Fees	5 362.56	
Short/Over on Cash Up	(33.35)	
Bank Charges - CL360 Cheque	4 270.12	
Bank Charges - Credit Card	298.25	
Bank Charges - SPM	168.42	
Auditor Fees - Moore Stephens	32 000.00	
Sage VIP Liquid Payroll	968.40	
Consultation Fee - Moore Stephens	275.00	
Accounting Work - Moore Stephens	2 365.00	
Secretarial Work - Moore Stephens	14 790.00	
Postal - Cover Renewal	4 408.77	
Secretarial Work - DA Vermeulen	700.00	
ADT	4 170.89	
Stb Wag	2 241.26	
Santam	7 993.83	
EXPENSES - HR		
Staff Functions/Meetings	591.75	
Staff&Board Birthdays/Farewells	2 799.17	
Educationals	763.90	
Business Functions	870.00	
Business Meetings	2 470.32	
Parking	5.00	
Members Meetings & Year End Function	14 448.00	
Board & SAC Meetings	2 128.95	
Skal Winelands	1 500.00	
Die Burger (Subscription)	1 082.55	
SATSA	5 068.42	
EXPENSES - VISITOR CENTRE		
Stock : Cost of Sales	31 150.53	
EXPENSES - OTHER CONTRIBUTIONS		
CWDM	75 276.72	
Wesgro & SAT	2 300.00	
CWDM - Dine with Locals	5 400.00	
Other	1 021.50	
STB BRAND AWARENESS		
Municipal Marketing : Brand Awareness	55 223.27	
Brand Awareness : Trade Educationals	20 580.89	
PR/MEDIA		
Advertising - Stb. Guide/Tearoff Map	30 025.59	
MUNICIPAL DEVELOPMENT : TRADE ACTIVATION		
Municipal Dev : Dine with Locals	41.60	
Municipal Dev : Trade Shows (SMME's)	7 409.26	
Mun Dev. : Project Management Fee	15 000.00	
Municipal Dev. : Business Tourism Dev	995.00	
SPM PROJECT EXPENSES		
Website	63 720.00	
Business Tourism Unit	91 500.00	
SPM-Othr Expense (Postage/Hetzner/Forms)	102.63	
Stb. Brochure - Map	17 095.83	
Public Relations	172 075.00	
Stellenbosch Experience	112 500.00	
		2 061 203.79
NET PROFIT / (LOSS) BEFORE TAX		753 450.97
NET PROFIT / (LOSS)		753 450.97



Stellenbosch 360
inspiring • implementing • inspiring

STELLENBOSCH 360 MUNICIPAL REPORT

Based on Stellenbosch 360 Business Plan – Revised Addendum 2016 - 2017

JANUARY 2018



Stellenbosch
inspiring • implementing • inspiring

STELLENBOSCH 360 HIGHLIGHTS

Brand Awareness

Stellenbosch 360 sent out a newsletter to members and friends of Stellenbosch 360, containing the dates for 2018 network functions (15 February; 11 April; 6 September and 11 October), as well as important events taking place in Stellenbosch, including the Wine Festival, Woordfees, UCI World Cup and others)

Trade Activation

Negotiations with Wesgro are under way to exhibit in Johannesburg during the Meetings Africa buyers expo, 27 & 28 February 2018. Stellenbosch 360 joined Wesgro on their stand in 2017 and continue to work alongside Wesgro and the National Convention Bureau to position Stellenbosch as a premier MICE destination.

PR and Social media Campaigns

Two PR & Communication agencies, Destinate and Hatch, continued to draw international and national attention to Stellenbosch via the Stellenbosch Experience and #lovingStellenbosch campaigns. Slides refer.

Visitor's Information Centre

January saw a greater presence of tourists in town, both international and domestic, the latter mainly because of the commencement of the University for first year students. Our consultants handled enquiries that mostly centred around activities and attractions in town, rather than accommodation bookings, which were increasingly made via Airbnb.

Funding Application

We have successfully applied for funding for 12 local entrepreneurs to undergo training at the Private Hotel School in Vloottenburg. The objective is to train 12 Dine with Locals hostesses to do catering on a different level, for conference purposes. By learning how to canapes and cocktail refreshments, they can register as service providers for the MICE industry, thereby earning a more sustainable income through catering, other than providing Stellenbosch 360 with a package deal for tourists. The Raad voor Internationaal Samenwerking (RIS) Werkgroep Stellenbosch in Belgium. This was brought about through the intervention on our behalf by David Robberechts, who also linked us with the Arteveldehogeschool for volunteers.

We have also applied for funding from the Distell CSI department and await their response, for hosting Locals dining with Locals events that were hugely successful during 2017, in bringing about social cohesion.

Business Tourism Development

The Meeting Planner's Guide, an essential tool for conference organisers wishing to host conferences, events or incentives in Stellenbosch, is still in progress. This is a very laborious undertaking as each venue and service provider must be investigated individually for capacity and versatility. Simultaneously, we are busy with a database of SMME's for the MICE industry, and putting packages together for incentive travel. Stellenbosch 360's workgroup meets on a weekly basis to discuss progress.

Stellenbosch 360, on advice by Prof Stan du Plessis, met with Anital Nel of InnovUS, regarding the university pivotal role in the development and usage of their facilities for the MICE industry. An exciting development is that InnovUS will in future coordinate the commercial aspect of the university's facilities for conferences and meetings and accommodation.

Dine with Locals (DWL) package

Studiosus, one of the largest and most respected tour operators in Germany, have scheduled a number of DWL bookings for the rest of the season until mid April, commencing on the 26th January and every Friday following.

Sports Tourism

Stellenbosch 260 initiated a meeting with Stellenbosch University regarding the importance of coordinating sports tourism in the town. Several role-players such as the SU, SAS, Maties, and other commercial entities are involved in planning events for 2018, but they work in silos. The SU supports the initiative to start a working group to coordinate events and maximise the brand awareness exposure for Stellenbosch, as well as the opportunity to do business (accommodation, attractions) prior to and after the events.

Administration

Stellenbosch 360 collected data from the major role-players in the MICE industry, who have hosted international Association, Societies, Research or University conferences during 2017, for ICCA status. Stellenbosch is currently the 7th most popular African destinations for MICE meetings. By submitting the ICCA statistics, we hope to improve on this status. However, the venues are as yet now aware of the importance of record-keeping in this regard and we need to create a greater awareness of its importance.

STELLENBOSCH EXPERIENCE REPORT

December 2017 and January 2018

The Stellenbosch Experience campaign for December 2017 and January 2018 has a media AVE of R3 537 550 with a PR value of R10 652 610. More than 8.19 million opportunities to see were created by 1 956 authors.

Blogposts:

- www.stellenboschexperience.co.za/blog/entry/treat-yourself-this-festive-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-in-stellenbosch>
- www.stellenboschexperience.co.za/blog/entry/7-things-to-do-in-stellenbosch-this-summer
- <http://www.stellenboschexperience.co.za/blog/entry/lunch-at-lanzerac-deli>
- <http://www.stellenboschexperience.co.za/blog/entry/stellenbosch-street-soirees-a-summer-smash-hit>
- <http://www.stellenboschexperience.co.za/blog/entry/experience-the-new-style-delheim-harvest-festival>

Traditional PR and Media:

Press release:

- Drafted restaurant release A selection of stellar top tables in Stellenbosch + distribution to international media
- Drafted German version "Die besten Weingut-Restaurants in Stellenbosch" + distribution to German media

Journalist liaison / press office:

- Qin Xie, Metro (UK) – follow up liaison; sent requested info
- M. Harfst, German blogger Trans Global Pan Party – sent info + images
- J. Lawrence, The City magazine (UK) – liaison re press trip for January 2018
- A. Hänsel, Eat & Travel magazine (Germany) – liaison re press trip 17 – 19th February 2018
- B. Green, Food and Travel (UK) – sent images for possible inclusion

Press trips:

- Jürgen Wenzel, various luxury media (Germany) – hosting @ Delaire + Jordan 19th January
- A. Crossley, Olive magazine (UK) – liaison re hosting 20 + 21st March 2018

Usage Report for Period from 2018-01-01 to 2018-01-30

Thandeka

Usage for Monday, January 22, 2018 1 Changes

Time	Action	Change Applied To	Changed Applied By	Ref #
10:58	Update	Eumur Lorenzo Koopman (1 Changes)	Thandeka Ndwalaza	39664

Usage for Tuesday, January 23, 2018 6 Additions

Time	Action	Change Applied To	Changed Applied By	Ref #
10:01	Create	Msimelelo Ngxongxela	Thandeka Ndwalaza	39672
10:15	Create	Msikeleni Ngxongxela	Thandeka Ndwalaza	39673
11:30	Create	Lundi Archibald Frans	Thandeka Ndwalaza	39674
12:10	Create	Masande Vusane	Thandeka Ndwalaza	39675
15:35	Create	Laurrian Saffou Tchebayou	Thandeka Ndwalaza	39676
16:00	Create	Nobanele Constant Ntsondwa	Thandeka Ndwalaza	39677

Usage for Wednesday, January 24, 2018 1 Changes 2 Additions

Time	Action	Change Applied To	Changed Applied By	Ref #
09:24	Update	Nobanele Constant Ntsondwa (1 Changes)	Thandeka Ndwalaza	39677
09:50	Create	Adriaan Coben	Thandeka Ndwalaza	39678
15:58	Create	Yoliswa Ntenti	Thandeka Ndwalaza	39680

Usage for Thursday, January 25, 2018 1 Changes 7 Additions

Time	Action	Change Applied To	Changed Applied By	Ref #
12:05	Create	Welcome Mzuvukile Cekiso	Thandeka Ndwalaza	39687
12:48	Create	Buziwe Makreqa	Thandeka Ndwalaza	39688
14:19	Create	Khulasande Mbeleki	Thandeka Ndwalaza	39689
14:32	Create	Elroy Valtyn	Thandeka Ndwalaza	39690
14:46	Create	Xola Glungwana	Thandeka Ndwalaza	39691
15:48	Update	Nokuvela Soyiko (1 Changes)	Thandeka Ndwalaza	39274
15:50	Create	Margo Goliath	Thandeka Ndwalaza	39692
16:10	Create	Sibabalwe Mpisane	Thandeka Ndwalaza	39693

Usage Averages

Average Daily Updates	0.14
Average Daily Additions	0.68

Yamkela

Usage Report for Period from 2018-01-01 to 2018-01-30

Usage for Monday, January 8, 2018 2 Changes 1 Additions

Time	Action	Change Applied To	Changed Applied By	Ref #
08:47	Create	Xolani Templeton Mapetshana	Martha Ndabambi	39665
09:36	Update	Ralph Pietersen (1 Changes)	Martha Ndabambi	35200
10:30	Update	Reginald Stubbs (1 Changes)	Martha Ndabambi	34114

Usage for Tuesday, January 9, 2018 2 Changes

Time	Action	Change Applied To	Changed Applied By	Ref #
09:15	Update	Thandile Nikelo (1 Changes)	Martha Ndabambi	35572
09:19	Update	Mandla Melford Njoli (1 Changes)	Martha Ndabambi	39463

Usage for Wednesday, January 10, 2018 1 Changes

Time	Action	Change Applied To	Changed Applied By	Ref #
09:55	Update	Emile George (2 Changes)	Martha Ndabambi	33328

Usage for Monday, January 15, 2018 1 Changes 3 Additions

Time	Action	Change Applied To	Changed Applied By	Ref #
08:21	Update	Xolani Templeton Mapetshana (2 Changes)	Martha Ndabambi	39665
08:46	Create	Zuziwe Constance Mpondwana	Martha Ndabambi	39666
10:45	Create	Masande Zilinkomo	Martha Ndabambi	39667
15:58	Create	Thembisa Sijemlana	Martha Ndabambi	39668

Usage for Tuesday, January 16, 2018 1 Changes

Time	Action	Change Applied To	Changed Applied By	Ref #
15:49	Update	Cyril Davids (2 Changes)	Martha Ndabambi	34248

Usage for Wednesday, January 17, 2018 1 Changes

Time	Action	Change Applied To	Changed Applied By	Ref #
11:19	Update	Madoda Naku (1 Changes)	Martha Ndabambi	35708

Usage for Thursday, January 18, 2018 1 Additions

Time	Action	Change Applied To	Changed Applied By	Ref #
08:38	Create	Mpumelelo Moses Lokwe	Martha Ndabambi	39670

Usage for Friday, January 19, 2018 3 Changes

Time	Action	Change Applied To	Changed Applied By	Ref #
08:15	Update	Mlamli Qalaba (1 Changes)	Martha Ndabambi	35179
08:17	Update	Somelele Mgecwa (1 Changes)	Martha Ndabambi	34732
08:32	Update	Jaylin Geraldene James (2 Changes)	Martha Ndabambi	34806

Usage for Monday, January 22, 2018 1 Changes 1 Additions

Time	Action	Change Applied To	Changed Applied By	Ref #
10:00	Create	Zabathwa Ayanda Fayo	Martha Ndabambi	39671
10:31	Update	Elizabeth Pauline Adams (1 Changes)	Martha Ndabambi	34546

Usage for Tuesday, January 23, 2018 2 Changes

Time	Action	Change Applied To	Changed Applied By	Ref #
08:46	Update	Desmond Peter Mentoer (1 Changes)	Martha Ndabambi	34247
08:51	Update	Georgina Williams (2 Changes)	Martha Ndabambi	34267

Usage for Wednesday, January 24, 2018 1 Additions

Time	Action	Change Applied To	Changed Applied By	Ref #
12:33	Create	Hakeem Meyer	Martha Ndabambi	39679

Usage for Thursday, January 25, 2018 2 Changes 6 Additions

Time	Action	Change Applied To	Changed Applied By	Ref #
09:13	Update	Brando Marlon Maarman (3 Changes)	Martha Ndabambi	39488
09:37	Create	Mziwakhe Mafa	Martha Ndabambi	39681
09:53	Create	Thembisa Sijemlana Mafa	Martha Ndabambi	39682
10:24	Create	Nico Paulus Marthinus	Martha Ndabambi	39683
11:05	Create	Sandiseka Samantha Banyanto	Martha Ndabambi	39684
11:31	Create	Fundile Xhelo	Martha Ndabambi	39685
11:55	Create	Vuyo Ntshixo	Martha Ndabambi	39686
12:23	Update	Patrick Daniels (3 Changes)	Martha Ndabambi	35102

Usage for Friday, January 26, 2018 1 Changes 3 Additions

Time	Action	Change Applied To	Changed Applied By	Ref #
08:30	Create	Gerda Regina Constable	Martha Ndabambi	39694
08:48	Create	Chantell Classens	Martha Ndabambi	39695
09:49	Create	Herchel Margiree Green	Martha Ndabambi	39696
09:54	Update	Yamkela Madikizela (1 Changes)	Martha Ndabambi	39345

Usage for Monday, January 29, 2018 1 Changes

Time	Action	Change Applied To	Changed Applied By	Ref #
10:40	Update	Lerato Lehlehla (3 Changes)	Martha Ndabambi	34508

Usage Averages

Average Daily Updates	0.82
Average Daily Additions	0.73

uniti for Stellenbosch Municipality • CityOps3.0

Execution Time: 0.119 milliseconds.

Umoya Software in Cape Town, South Africa

Monthly Report as per the Division of Revenue Act

Municipality Name: WC024 - Stellenbosch

Budget Allocation for 2017-18	R	4,820,000
Accumulated Expenditure	R	3,625,041
Available Balance	R	1,194,959

Financial Year	2017-18
Month End	Dec-17

Financial Accounting for Grant Funds Received and Expended													
	July	August	September	October	November	December	January	February	March	April	May	June	Total
Received Prior Months (Current Financial Year)	R	-	R 1,205,000	R 1,205,000	R 1,205,000	R 1,205,000	R	-	R	-	R	-	
Received in the Current Month		R 1,205,000		R		R 2,169,000							R 3,374,000
Total EPWP funds Received	R	1,205,000	R 1,205,000	R 1,205,000	R 1,205,000	R 3,374,000	R	-	R	-	R	-	R 3,374,000
Spent Prior Months (Current Financial Year)	R	-	R 806,378	R 1,513,107	R 2,147,293	R 2,824,421	R	-	R	-	R	-	
Spent in the Current Month		R 806,378	R 706,729	R 634,186	R 677,128	R 800,620							R 3,675,041
Accumulated EPWP Expenditure	R	806,378	R 1,513,107	R 2,147,293	R 2,824,421	R 3,625,041	R	-	R	-	R	-	R 3,625,041
Total EPWP funds received and Not Spent	R	398,622	R -308,107	R -942,293	R -1,619,421	R -251,041	R	-	R	-	R	-	R -251,041
Expenditure as % of received amount	0%	57%	126%	178%	234%	107%	0%	0%	0%	0%	0%	0%	0%
Funds Currently Committed but Not Spent	R	-	R	-	R	-	R	-	R	-	R	-	
Scheduled Transfers Withheld	R	-	R	-	R	-	R	-	R	-	R	-	

Expenditure on Approved Rollover													
	Approved Rollover	November	December	January	February	March	April	May	June	Total			
	R	-	R	-	R	-	R	-	R	-	R	-	

Comments:

(Print Name Below)

Certify that this report is correct and that this report has been submitted electronically as required.

Signed: S. Smeets Act LES Manager
 Dated: 23/01/2018

The Accounting Officer or Delegate certify that the above information is correct

**EPWP INTEGRATED GRANT FOR PROVINCES, 2017/18
QUARTERLY EVALUATION REPORT**

PUT PUBLIC BODY'S LOGO HERE

Municipality

Stellenbosch Local Municipality

Province

Western Cape

Quarter for which this report is compiled

Total EPWP Integrated Grant allocation for 2017/18

R 4,820,000

Report compiled by

Viola Swartz

Designation

EPWP Co ordinator

MUNICIPAL MANAGER

Name and Surname

Geraldine ~~Metter~~ Metter

Signature



Date of signature

CONTACT DETAILS OF TEAM RESPONSIBLE FOR THIS EVALUATION

Name and surname	Designation	E-mail	Contact telephone / cell phone number
Widmark Moses	Manager: KED	widmark.moses@stellenbosch.gov.za	021 8088179
Viola Swartz	EPWP coordinator	viola.swartz@stellenbosch.gov.za	0218088176

**FINANCIAL EVALUATION OF EPWP INTEGRATED GRANT
TOTAL GRANT ALLOCATION FOR 2017/18**

R 4,820,000

This grant is used to fund ___?___ projects

15

The breakdown of these projects by sector is:

Environment and Culture Sector	7
Infrastructure Sector	4
Social Sector	4

Are all these projects registered on the reporting system?

Yes

Comments, if any:

None

Are all the registered projects reporting on the system?

Yes

Comments, if any:

None

The total budget of these projects for 2017/18 is:

R 4,820,000

Cummulative expenditure on these projects by the end of the quarter is:

R 3,625,041

NON-FINANCIAL EVALUATION OF EPWP INTEGRATED GRANT

Number of EPWP participants employed in the quarter in the grant-funded projects: 258

Number of FTEs created in the quarter through the grant-funded projects: 76,8

OUTPUTS OF THE GRANT-FUNDED PROJECTS IN THE QUARTER:

Output	Specification of output units (if Other)	Unit	Quantity
Other	LED administration on EPWP and other areas	Number	28
Other	Area Cleaning of municipal open spaces and streets	Kilometers	50
Beneficiaries receiving community based services	Artisan and Auxiliary workers for community members	Number	7
Communities provided with traffic services	School safety of school	Number	10
Fire breaks cleared	Disaster management of fire breaks in the communities	Number	9
Other	Ensure by law enforcement within the municipal area	Number	5
Allen plants removed/cleared	Allen removed from sites	Number	10
Other	Maintenance of filters and reservoir	Number	4
Other	Storm water debris	Number	4
Other	Maintenance of municipal cemeteries	Number	10
Households receiving waste collection services	Waste collection and minimization	Number	8
Community parks created/rehabilitated	Park and rivers maintained	Number	20
Community parks created/rehabilitated	Rivers maintained	Number	20
Community parks created/rehabilitated	Maintenance of sport grounds	Number	6
High volume roads constructed/upgraded/rehabilitated	Upgrade of roads	Number	10

SUMMARY OF NON-DELIVERY OR NON-ACHIEVEMENT OF OUTPUTS OF GRANT-FUNDED PROJECTS

Non-delivery or non-achievement area	Reasons for non-delivery or non-achievement	Remedial or rectification steps	Responsibility for remedial or rectification steps	Date when remedial or rectification steps will be implemented
New financial system	Poor planning on projects	Better planning and project management by departments	EPWP and relevant Departments	N/A

SWOT ANALYSIS FOR EPWP INTEGRATED GRANT IMPLEMENTATION THROUGH THE PROJECTS IN THE BUSINESS PLAN

INTERNAL		EXTERNAL	
FAVOURABLE		UNFAVOURABLE	
STRENGTHS		WEAKNESSES	
Buy in from various departments		Some beneficiariese on programme not always giving their best making EPWP not successful	
Willingness of Departments to participate in programme		Lack of enforcement when it comes to compliant issues	
Good work and positive attitude of majority of EPWP participants / beneficiaries		EPWP target are not included in the performance agreements of all Directors	
Inclusion of EPWP requirements in most specifications and the inclusion of the EPWP coordinator in the Bid specifications committee		User departments does not fully familiarises themselves with the EPWP regulations	
OPPORTUNITIES		THREATS	
Expand the EPWP into more departments, functions and NGO sector		The Unionisation of EPWP workers	
EPWP not in specifications thus delay from contractors		Not likely to report on time and that cause delay in payments	

Sharon Pedro

Subject: FW: ACTING DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT

From: mm

Sent: 22 January 2018 10:16 AM

To: Directors Group; Mayco Group; Amanda Sondlo; Andre Treurnich; Rykie Dreyer; Elton Klaasen; Karin Ebrahim; Dalleel Jacobs

Cc: Sonita Matthee; Bernabe De La Bat; Jeanne Basson; Hedre Dednam; Andrew Crouzer; Michelle Aalbers; Widmark Moses; Directors PAs

Subject: ACTING DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT

Good Morning,

Mr Bernabe de la Bat will be Acting Director: Planning and Economic Development as from today, 22 January 2018 until further notice.

He may be contacted on x8652 or Bernabe.delabat@ Stellenbosch.gov.za

Thank you.



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



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http://www.stellenbosch.gov.za/main_pages/disclaimerpage.htm

6.	REPORTS FROM OFFICIALS: LED AND TOURISM
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NONE

7.	REPORTS FROM OFFICIALS: COMMUNITY DEVELOPMENT
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NONE

8.	REPORTS SUBMITTED BY THE MUNICIPAL MANAGER
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NONE

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

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