STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref no.3/4/2/5

2025-10-23

NOTICE OF THE 35TH MEETING OF THE COUNCIL OF STELLENBOSCH MUNICIPALITY THURSDAY, 2025-10-23 AT 10:00

TO

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

COUNCILLORS

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

Notice is hereby given in terms of Section 29, read with Section 18(2) of the *Local Government: Municipal Structures Act, 117 of 1998*, as amended, that the **35TH MEETING** of the **COUNCIL** of **STELLENBOSCH MUNICIPALITY** will be held in the **COUNCIL CHAMBER, PLEIN STREET, STELLENBOSCH** on **THURSDAY, 23 OCTOBER 2025** at **10:00** to consider the items on the Agenda.

SPEAKER
CLLR Q SMIT

AGENDA
35TH MEETING OF COUNCIL
OF STELLENBOSCH MUNICIPALITY
2025-10-23

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2.	**MAYORAL ADDRESS**

3.	**COMMUNICATIONS BY THE SPEAKER**

4.	**COMMUNICATIONS BY THE MUNICIPAL MANAGER**

5.	**DISCLOSURE OF INTERESTS**

6.	**APPLICATION FOR LEAVE OF ABSENCE**

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

7.1	**34TH COUNCIL MEETING: 2025-08-25**

The minutes of the 34th Council meeting: 2025-08-25 is attached as **APPENDIX 1.**

FOR CONFIRMATION

APPENDIX 1

STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

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Ref no.3/4/2/5

2025-08-25

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MINUTES

34TH COUNCIL MEETING OF THE COUNCIL OF STELLENBOSCH MUNICIPALITY

2025-08-25 AT 10:00

M I N U T E S

34TH MEETING OF COUNCIL

OF STELLENBOSCH MUNICIPALITY

2025-08-25

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	SEE PINK DOCUMENTATION (In-Committee minutes only)	

TO

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

COUNCILLORS

RA Adams
J Andrews
Ald JC Anthony
R Cupido
MM Danana
JA Davids
I De Taillerfer
R Du Toit
A Ferns
E Groenewald
AJ Hanekom
RB Hendrikse
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WC Petersen
RO Pheiffer
WF Pietersen
MG Rataza
Ald JP Serdyn
SR Schäfer
A Tomose
RB Van Rooyen
M Van Stade
E Vermeulen
J Williams

****

OFFICIALS

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

****

1.	OPENING AND WELCOME

The Speaker, Cllr Q Smit welcomed all present at the 34th Council meeting and requested all Councillors to ensure that they are signed in at the meeting. The Council Whip confirmed that there were 40 Councillors present at the meeting.

2.	MAYORAL ADDRESS

The Executive Mayor delivered his Mayoral address as follows:

"- August is Women's Month, and we celebrated Women's Day. Many wards also hosted their own events to celebrate and honour women. We salute and honour all the female staff of the municipality and the female councillors.

- Stellenbosch Municipality was recognised for excellence in governance and financial management at the recent Premier's Coordinating Forum. Our Municipal Manager, Ms G Mettler, accepted the Clean Audit award for the 2023/2024 financial year. As stated in media releases, Stellenbosch municipality is but one of a few municipalities across the country to achieve this milestone.

- Alle inwoners van Stellenbosch munisipaliteit word aangemoedig om by die Beskermingsdienste WhatsApp kanaal aan te sluit. Hierdie kanaal sal jou op hoogte hou van belangrike waarskuwings, nuus en intydse inligting met betrekking tot veiligheids- en sekuriteitsbedrywighede in al 23 wyke van ons munisipale gebied. Verwag opdaterings van:
  - Verkeersdienste
  - Wetstoepassing
  - Brandweerdienste
  - Rampbestuur

  Die inligting oor hoe om aan te sluit is op die munisipale webblad beskikbaar.

- On 6 August 2025, Executive Mayor Jeremy Fasser and Mayoral Committee Member for Protection Services, Councillor Stephanie Heneke, hosted a high-level safety and security engagement at the Stellenbosch Municipality. The meeting brought together key law enforcement stakeholders, including the newly appointed Cape Winelands District SAPS Commissioner, General Mocholochi; Western Cape Minister of Police Oversight and Community Safety, Minister Anroux Marais; SAPS leadership from the region; Municipal Protection Services and the Municipal Manager as well as representatives from local private security and community safety organisations. The Mayor made it clear that we are tired of meetings and talk — our residents are tired of living in fear. Crime is not unique to Stellenbosch, but recent increases in petty crime and the rise in gang-related violence in areas like Cloetesville demand urgent and decisive action from the South African Police Service.

- We are reminding residents of Idas Valley to participate in the walk-in day on 30 August 2025 to share your thoughts, ideas, proposals and plans on the re-imaging of the Idas Valley Community Market.

Thank you."

The Speaker granted the Councillors an opportunity to comment on the Mayor's Mayoral address, whereafter the Speaker afforded the Executive Mayor an opportunity to reply, in accordance with Rule 29 of Council's Rules of Order By-Law.

3.	COMMUNICATIONS BY THE SPEAKER

The Speaker's communication is as follows:

- "IDP open days will take place from 8 September 2025 until 11 September 2025. Pamphlets/posters for the open days were distributed as per Councillors requests.
- Items 8.3; 10.1.1 and 10.6.1 are for noting only.
- Item 10.3.1 has an amendment.
- An urgent item (a return item) was submitted under Item 12.4.
- The following Councillors celebrated their birthdays during the month of August:

  Cllr N Ntsunguzi - 8 August
  Cllr O Jooste - 11 August
  Cllr M Nkopane - 11 August
  Ald J Fasser - 13 August

- Despite several letters issued to Ward Committees, Ward Administrators, and Ward Councillors, it appears that ward committee offices and buildings are still being used for purposes other than official ward office work. This is not permitted under any circumstances. It has come to my attention that, in certain wards, organisations are utilising ward offices and/or boardrooms based on verbal agreements granted by Ward Councillors. Let me state it clearly: this is a direct violation of municipal protocols.

  Any Councillor found to be authorising or permitting the use of municipal facilities — including ward offices — for purposes outside of official ward committee work will face disciplinary action. Such actions constitute a breach of the Code of Conduct for Councillors, Council's Rules of Order, and various other applicable laws and regulations.

  These matters will be referred to an Independent Committee for investigation. If a councillor is found guilty of misuse of municipal property, they will face the full consequences of their actions, including possible dismissal from Council.

  You are hereby instructed to immediately cease and desist from any unauthorised use of municipal resources or facilities, including giving verbal or informal permissions to third parties.

  This will serve as the final communication on this matter. No further warnings will be issued. Should you be found in violation, you will be held accountable.

Thank you."

4.	COMMUNICATIONS BY THE MUNICIPAL MANAGER

The Municipal Manager delivered her communication as follows:

- "The Administration is currently in the process of planning and finalising a Women's Event for female staff and Councillors. Final details will be shared once confirmed.
- The Integrated Development Plan (IDP) Public Participation Process is scheduled to take place from 8–11 September 2025. Councillors are urged to encourage the public to participate during this period to ensure active community engagement.
- A Safety Forum Meeting was recently held with key safety stakeholders, including SAPS. Discussions focussed on safety-related issues and the need for greater SAPS involvement in supporting community safety efforts.

- I want to acknowledge and commend our law enforcement teams for their ongoing efforts in supporting and protecting our communities, especially in light of the recent increases in petty crime and the rise in gang-related violence.
- This past weekend, we enjoyed a vibrant and successful weekend of sports, and I am proud to announce that our very own local soccer team has advanced to the semi-finals of the MTN tournament, which will be held in Durban in October 2025. Congratulations to the team—well done!
- Lastly, I would like to inform you that I will be on leave soon, during which time the Chief Financial Officer (CFO) will be acting in my stead.

Thank you."

5.	**DISCLOSURE OF INTERESTS**

NONE

6.	**APPLICATION FOR LEAVE OF ABSENCE**

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

Cllr NR Ndalasi - 25 August 2025
Cllr M Nkopane - 25 August 2025
Cllr WC Petersen - 25 August 2025
Cllr MG Rataza - 25 August 2025

6.2 ABSENT

Cllr J Williams - 25 August 2025

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

7.1	**33RD COUNCIL MEETING: 2025-07-30**

The minutes of the 33rd Council meeting: 2025-07-30 **were confirmed subject to the following change of the minutes:**

First paragraph on page 2 under the Executive Mayor's Speech:

Replace the word "**she**" with the word **"Ald V Fernandez**".

7.2	**SPECIAL COUNCIL MEETING: 2025-08-08**

The minutes of a Special Council meeting: 2025-08-08 **were confirmed as correct without any changes.**

8.	STATUTORY MATTERS

8.1	SDF / IDP / BUDGET TIME SCHEDULE / PROCESS PLAN FOR 2026/27

Collaborator No: 790154
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: 13 August 2025 and 25 August 2025

1. SUBJECT: SDF / IDP / BUDGET TIME SCHEDULE / PROCESS PLAN FOR 2026/27

2. PURPOSE

To table to the Council for consideration The SDF / IDP / Budget Time Schedule / Process Plan for 2026/27, attached as **ANNEXURE A.**

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

The Spatial Development Framework (SDF) / Integrated Development Plan (IDP) / Budget Time Schedule is an essential planning tool to promote transparent, accountable, and effective local governance. Therefore, it is a legislative requirement that a municipality prepare and approve a time schedule stipulating the key strategic activities and deadlines to align the SDF, IDP, Budget and Disaster Management processes.

The SDF / IDP / Budget Time Schedule for 2026/27 delineates the essential strategic activities and public engagement processes that will inform the review, planning, drafting, and adoption of the 4th review of the 5th Generation IDP 2022 – 2027, as well as the Medium-Term Revenue Expenditure Framework (the Budget) for the period 2026/27 – 2028/29. The 4th review of the 5th Generation IDP signals the final review of the 5th Generation IDP for the period 2022 - 2027.

The SDF / IDP / Budget Time Schedule / Process Plan for 2026/27 is compiled in terms of Section 21(1)(b) of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) (MFMA), which states that "the mayor of a municipality **must** –

at least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for –

(i) the preparation, tabling and approval of the annual budget;

(ii) the annual review of-

(aa) the integrated development plan in terms of section 34 of the Municipal Systems Act; and

(bb) the budget-related policies;

(iii) the tabling and adoption of any amendments to the integrated development plan and budget-related policies; and

(iv) any consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii)

34TH COUNCIL MEETING: 2025-08-25: ITEM 8.1

RESOLVED (majority vote with 1 abstention)

(a) that the Council adopts the SDF / IDP / Budget Time Schedule / Process Plan for 2026/27 for the compilation of the annual budget in terms of Section 21(1) of the MFMA and Section 29 of the MSA to guide the planning, drafting, and adoption of the 4th review of the 5th Generation IDP 2022 – 2027, attached as **ANNEXURE A**; and

(b) that an advertisement is placed on the official website of the municipality and in the local newspaper, notifying the public of the adopted SDF / IDP / Budget Time Schedule / Process Plan for 2026/27.

FOR FURTHER DETAILS CONTACT:

NAME	*Geraldine Mettler*
POSITION	*Municipal Manager*
DIRECTORATE	*Office of the Municipal Manager*
CONTACT NUMBERS	*021 808 8025*
E-MAIL ADDRESS	*geraldine.mettler@stellenbosch.gov.za*
REPORT DATE	*13 August 2025*

8.2	ADJUSTMENTS BUDGET (ROLL-OVER) 2025/2026

Collaborator No:
IDP KPA Ref No: **Good Governance and Compliance**
Meeting Date: **13 August 2025 and 25 August 2025**

1. SUBJECT: ADJUSTMENTS BUDGET (ROLL-OVER) 2025/2026

2. PURPOSE

To present the adjustments budget roll-over for the 2025/2026 financial year to Council for approval.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

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

34TH COUNCIL MEETING: 2025-08-25: ITEM 8.2

RESOLVED (nem con)

(a) that the Adjustments Budget for 2025/2026 as set out in **APPENDICES 1-5**, be approved;

(b) that the Adjustments Budget Tables as prescribed by the Budgeting and Reporting Regulations, as set out in **APPENDIX 3**, be approved; and

(c) that the Service Delivery and Budget Implementation Plan be adjusted accordingly inclusive of the non-financial information (performance measurement).

FOR FURTHER DETAILS CONTACT:

NAME	**MONIQUE STEYL**
POSITION	***SENIOR MANAGER: FINANCIAL MANGEMENT SERVICES***
DIRECTORATE	***FINANCIAL SERVICES***
CONTACT NUMBERS	***021 808 8512***
E-MAIL ADDRESS	***Monique.Steyl@stellenbosch.gov.za***
REPORT DATE	***20 August 2025***

8.3	MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR THE PERIOD 16 JULY UNTIL 08 AUGUST 2025

Collaborator No:
IDP KPA Ref No: **Good Governance and Compliance**
Meeting Date: **13 August 2025 and 25 August 2025**

1. SUBJECT: MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR THE PERIOD 16 JULY UNTIL 08 AUGUST 2025

2. PURPOSE

To comply with Regulation 36(2) of the Municipal Supply Chain Management Regulations and Section 36 of the Supply Chain Management Policy 2025/2026 to report the deviations to the Council.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

Regulation 36(2) of the Municipal Supply Chain Management Regulations and Section 36 of the Supply Chain Management Policy (2025/2026) stipulate that SCM deviations be reported to the Council. In compliance thereto, this report presents to the Council the SCM deviations that occurred during for the period 16 July 2025 until 08 August 2025.

34TH COUNCIL MEETING: 2025-08-25: ITEM 8.3

NOTED

that there were no deviations approved for the period 16 July 2025 until 08 August 2025.

FOR FURTHER DETAILS CONTACT:

NAME	***Dalleel Jacobs***
POSITION	***Senior Manager SCM***
DIRECTORATE	***Finance***
CONTACT NUMBERS	***021 808 8137***
E-MAIL ADDRESS	***Dalleel.Jacobs@stellenbosch.gov.za***
REPORT DATE	***08 August 2025***

9.	**ITEMS FOR NOTING**

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

NONE

9.2	**REPORT/S BY THE SPEAKER**

NONE

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

NONE

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

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

10.1.1	**NANSANA MUNICIPALITY, UGANDA COLLABORATIVE PROGRESS REPORT ON THE IMPLEMENTATION OF NEIGHBOURHOOD WATCH AND COMMUNITY SAFETY PROGRAMS**

Collaborator No: **791539**
IDP KPA Ref No: **Good Governance and Compliance**
Meeting Date: **13 August 2025 and 25 August 2025**

1. SUBJECT: NANSANA MUNICIPALITY, UGANDA COLLABORATIVE PROGRESS REPORT ON THE IMPLEMENTATION OF NEIGHBOURHOOD WATCH AND COMMUNITY SAFETY PROGRAMS

2. PURPOSE

To provide Council with an updated progress report on the ongoing implementation of Neighbourhood Watches (NHW) and safety initiatives in Nansana Municipality, Uganda, following recent training interventions and stakeholder engagements.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

Stellenbosch Municipality, as a Strong Cities Network (SCN) member since July 2023, continues to contribute towards international safety partnerships. These interventions focused on the practical rollout of the NHW Model across multiple zones in Nansana.

The delegation, comprising of Director Gary Boshoff, Senior Manager Charl Kitching, and Manager Joan Felix, conducted field visits, presented training workshops, and received valuable feedback from NHW members, municipal leadership, and community structures.

Key outcomes included:

- Strengthened municipal partnership and entering a formal twinning agreement in December 2024.
- Affirmed need for further support (training, mentorship, resources) from Stellenbosch.
- Identification of challenges: lack of equipment (vests, torches, gumboots), formal identification, airtime for communication, safety concerns, and volunteer sustainability.
- Community-led solutions proposed, including formation of youth and women inclusion, and community fundraising.

The project demonstrates Stellenbosch's leadership in grassroot safety strategies and its role in shaping international safety frameworks through SCN.

34TH COUNCIL MEETING: 2025-08-25: ITEM 10.1.1

NOTED

the feedback report on the implementation and support of NHW's in Nansana Municipality.

FOR FURTHER DETAILS CONTACT:

NAME	Charl Kitching
POSITION	Senior Manager
DIRECTORATE	Protection Services
CONTACT NUMBERS	021- 808 8815
E-MAIL ADDRESS	Charl.kitching@stellenbosch.gov.za
REPORT DATE	6 August 2025

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

NONE

10.3	CORPORATE SERVICES: (PC: CLLR L NKAMISA)

10.3.1	FUTURE USE OF ERF 454 FRANSCHHOEK (31 PARK STREET, GROENDAL)

Collaborator No:
IDP KPA Ref No: **Good Governance**
Meeting Date: **13 August 2025 and 25 August 2025**

1. SUBJECT: FUTURE USE OF ERF 454 FRANSCHHOEK (31 PARK STREET, GROENDAL)

2. PURPOSE

To obtain Council's guidance on the future use of Erf 454 Franschhoek situated at 31 Park Street, Groendal.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

Erf 454 Franschhoek which is situated at 31 Park Street, Groendal was previously used for staff accommodation. The property has been vandalised, and an eviction order was granted and executed against the previous occupants. The property has been attracting many illegal occupants and activities, and the Municipality has now placed security on site which has a monthly cost implication to the Municipality.

The property has been vandalised to the extent that a large sum of money will be needed to reinstate the property to be used for municipal purposes or for staff housing. The Infrastructure Department has indicated a need for staff housing for an emergency staff member in the area.

Council needs to consider the way forward with the property and if the property should be reinstated for staff housing or if it should be disposed of by way of public auction. Due to the current state of the property Council should also consider if the Municipal valuation can be used as the basis for the sales price if Council resolves to dispose of the property.

34TH COUNCIL MEETING: 2025-08-25: ITEM 10.3.1

RESOLVED (majority vote with 1 abstention)

Amended recommendations

(a) that Erf 454 Franschhoek be identified as land not needed to provide the minimum level of basic municipal services;

(b) that the Council approves the disposal of the erf by way of a competitive bidding process.

(c) that the Council follow a public participation process;

(d) that preference shall be given to individuals who are residents of Franschhoek and the surrounding areas, and who have either:

(i) lived in the area for a period exceeding ten (10) years; or

(ii) are originally from the area; or

(iii) on the municipal housing list.

(e) that the buyer be responsible for the payment of the costs for the transfer and possible rezoning of the property;

(f) that the Municipal Manager be authorised to conclude the sale agreement after the competitive bidding process, provided that the sale price is not lower than the market property valuation price ;

(g) that the risk transfers to the buyer on occupation or on registration, whichever one is first; and

(h) the successful bidder shall be required to take occupation of and effect transfer of the property within six (6) months from the date of conclusion of the sale agreement.

FOR FURTHER DETAILS CONTACT:

NAME	**Yolande van den Berg**
POSITION	***Head: Contract Management***
DIRECTORATE	***Corporate Services***
CONTACT NUMBERS	***021-8088073***
E-MAIL ADDRESS	***Yolande.vandenberg@stellenbosch.gov.za***
REPORT DATE	***23/06/2025***

10.3.2	APPLICATION FOR LEASE AGREEMENT: U-TURN HOMELESS MINISTRIES: A PORTION OF ERF 235 STELLENBOSCH

Collaborator No:
IDP KPA Ref No: **Good Governance**
Meeting Date: **13 August 2025 and 25 August 2025**

1. SUBJECT: APPLICATION FOR LEASE AGREEMENT: U-TURN HOMELESS MINISTRIES: A PORTION OF ERF 235 STELLENBOSCH

2. PURPOSE

To consider an application from U-Turn Homeless Ministries to lease a portion of Erf 235 Stellenbosch with the intention of providing day services to the homeless.

3. DELEGATED AUTHORITY

In terms of the approved System of Delegations the Executive Mayor, in consultation with the Executive Mayoral Committee, has the delegated authority to consider applications for Lease agreements, up to a contract value not exceeding R5M and not exceeding a period of 10 years.

The Municipal Manager has the delegated authority to sign lease agreements on behalf of the Municipality.

4. EXECUTIVE SUMMARY

An application for lease of municipal land has been received from U-Turn Homeless Ministries for the use of a portion of Erf 235 Stellenbosch with the intention of providing day services to the homeless. Erf 235 Stellenbosch is a large property consisting of *inter alia*, the van der Stel sports complex, the taxi rank, Bergzicht Training Academy and the bowls club. The area they are interested in is situated between the bowls club, Bergzicht Training Academy and the taxi rank. They have indicated that the area required is roughly 500 square metres.

The applicant is a registered non-profit organisation and therefore qualify for a discounted monthly rental.

As all other cities and towns across the world, Stellenbosch is experiencing an increase in the number of homeless persons since Covid-19. The rise in the number of persons living off our streets has the following impact:

a. Increased begging impacting on the economy and tourism;

b. Increased use of public spaces to overnight and use as toilets;

c. Increased crime as syndicates operates under the guise of homelessness.

Recurring thematic problems have been identified through the IDP Ward Priority process, the Community Safety Forum and Stellenbosch Homeless Forum affecting homeless persons:

a. Street children in the CBD causing nuisance and contributing to crime;

b. The need for services for homeless persons in the CBD including accommodation and skills development; and

c. The need to promote the Give Responsibly Campaign further to address the cash economy on the streets of Stellenbosch.

The suggestion from the Department is that the application be considered for an initial period of three years and that at this stage only day services be provided.

34TH COUNCIL MEETING: 2025-08-25: ITEM 10.3.2

RESOLVED (nem con)

(a) that the portion of Erf 235 Stellenbosch as indicated on the diagram in the item be identified as land not needed to provide the minimum level of municipal services;

(b) that a lease agreement be approved, in principle, for a period of three years;

(c) that the valuator be appointed to determine a fair monthly market rental value;

(d) that the applicant pays 10% of the monthly market rental due to them being a registered non-profit organisation;

(e) that Council's intention to enter into the lease agreement be advertised and the item to return to Council for a final decision after the public participation process.

NAME	**Yolande van den Berg**
POSITION	***Head: Contract Management***
DIRECTORATE	***Corporate Services***
CONTACT NUMBERS	***021-8088073***
E-MAIL ADDRESS	***Yolande.vandenberg@stellenbosch.gov.za***
REPORT DATE	***03/08/2025***

10.3.3	POSSIBLE DISPOSAL OF A PORTION OF THE REMAINDER OF FARM 739 KLAPMUTS FOR THE PURPOSE OF BUILDING A POLICE STATION

Collaborator No:
IDP KPA Ref No: **Good Governance**
Meeting Date: **22 July 2025 and 30 July 2025 and 25 August 2025**

1. SUBJECT: POSSIBLE DISPOSAL OF A PORTION OF THE REMAINDER OF FARM 739 KLAPMUTS FOR THE PURPOSE OF BUILDING A POLICE STATION

2. PURPOSE

To consider the possible disposal of a portion of the remainder of Farm 739 Klapmuts to the Department of Public Works with the intention of building a new Police Station.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

The South African Police Service filed an application to acquire a portion of Erf 342 Klapmuts for the purposes of building a new Police Station. They have identified a need to establish a new police station to serve the Klapmuts area as the existing Klapmuts police station does not adequately serve the community and requires upgrading to a fully-fledged facility. The current facility is a leased premises and cannot be upgraded due to certain physical constraints. The application indicated that they will require 1.5 hectares of land and they further request that Council considers donating the land to them and if this is not possible, they will consider a purchase option alternatively a land swap as there is state owned land in Klapmuts.

The application was initially made in October 2019 and never processed. Colonel Govender attended a meeting with the Property Management Department during the last week of November 2024 and indicated that they are still interested in acquiring a portion of Erf 342 Klapmuts and requested that the application be processed for consideration by Council.

An item served before the Executive Mayoral Committee on 22 January 2025 and was referred back to the administration for further discussions. It has since been determined that the portion requested has been earmarked and approved for alternative uses and that this portion is not fit for the purpose of a police station.

The adjacent property known as the Remainder of Farm 739 Klapmuts has better accessibility to roads and will be a better suited location for the Police Station as this Police Station does not only serve the community living in Klapmuts but also the surrounding farms.

Council should consider disposing of a portion (1.5 hectares) of the Remainder of Farm 739 Klapmuts to the Department of Public Works and if such a disposal is approved Council should consider if it should be donated, sold or alternatively if a land swap for other state-owned land in the area would be best suited.

34TH COUNCIL MEETING: 2025-08-25: ITEM 10.3.3

RESOLVED (nem con)

(a) that Council confirms that a portion of the remainder of Farm 739 Klapmuts is not needed to provide the minimum basic level of municipal services;

(b) that Council in principle approves the granting of the land (1.5 hectares of the remainder of Farm 739 Klapmuts) to the Department of Public Works (South African Police Service) with the intention to develop same for a Police Station;

(c) that Council go out on public participation to inform the public of the in-principle decision and call on the public to provide comments, inputs or alternative proposals;

(d) that a valuator be appointed to determine the fair market value for the purpose of a land swap; and

(e) that the matter be brought back to Council for a final decision after a public participation process was followed and a valuation obtained.

FOR FURTHER DETAILS CONTACT:

NAME	**Yolande van den Berg**
POSITION	***Contract Management***
DIRECTORATE	***Corporate Services***
CONTACT NUMBERS	***021-8088073***
E-MAIL ADDRESS	**yolande.vandenberg@stellenbosch.gov.za**
REPORT DATE	***10/07/2025***

10.3.4	DISPOSAL OF TRANSVALIA COMPLEX THROUGH A 30-YEAR LEASE TO MIDDEDORP PROPERTIES

Collaborator No:
IDP KPA Ref No: **Good Governance and Compliance**
Meeting Date: **25 August 2025**

1. SUBJECT: RETURN ITEM: DISPOSAL OF TRANSVALIA COMPLEX THROUGH A 30-YEAR LEASE TO MIDDEDORP PROPERTIES

2. PURPOSE

The purpose of this report is:

2.1 To inform Council of the comments received after a Public Participation process was followed indicating Council's in-principal decision to lease the properties to the preferred bidder. The preferred bidder was identified through a tender process on a 30-year lease.

2.2 To provide feedback to Council after the appeal process in terms of Section 62 of the Municipal Systems Act was finalised as per the previous Council resolution.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

On 30 October 2024 Council gave an in-principle approval for the lease of the Transvalia complex to Middedorp Properties (Pty) Ltd for a period of 30-years pending a public participation process. This process has now been finalised and Council needs to take into consideration the comments received from the public.

During the public participation process, and on resolution of the Executive Mayoral Committee taken in March 2025, an external legal opinion was also obtained on whether or not one of the unsuccessful bidders had a right to appeal. This opinion was brought to Council as an In-committee item and it was resolved that the appeal should be dealt with in terms of Section 62 of the Municipal Systems Act. This process has also been finalised.

The preferred bidder Middedorp Properties (Pty) Ltd submitted a bid with a capital cost amount of R22 028 250,00 (VAT included) which amount represents the estimated capital outlay. This would form part of the Capital assets and would remain Council's assets at the end of the lease term. The bidder will also be liable for all the maintenance costs over the 30 years, which amount is not included in the above amount. This amount was used for bid evaluation purposes after the responsiveness and functionality was evaluated, in terms of the tender specifications. The amount of monthly rental must still be agreed on and, in the tender, was indicated to be in three phases.

In this process, only one bidder complied with the specifications according to the technical evaluation and the Bid Evaluation Committee, namely Middedorp Properties. One of the unsuccessful bidder, GIST Technology Holdings (Pty) Ltd submitted an appeal in terms of Section 62 of the Municipal Systems Act, which appeal has now been finalised and was dismissed.

An Official Notice was published on 12 December 2024 in the Eikestad news and on 7 December 2024 in Die Burger. The closing date for comments was 7 February 2025. Several comments were received and are discussed in the item.

Council needs to consider the comments and inputs received from the public and approve the lease amount negotiations framework. After the lease amount is determined an Information Statement will be prepared for approval by Council.

34TH COUNCIL MEETING: 2025-08-25: ITEM 10.3.4

RESOLVED (majority vote with 3 abstentions)

(a) that Council takes note of the comments received after public participation; and

(b) that Council takes note that the appeal in terms of Section 62 of the Municipal Systems Act has been finalised;

(c) that Council approves the negotiation framework for the determination of the lease amount. The framework states that the negotiations team take the following into consideration:

1. The valuation report setting out the fair market value and rental of the property;
2. The capital investment to the property;
3. The maintenance costs and upkeep of the property over the thirty year lease period;
4. The economic benefit to the community and municipality.

FOR FURTHER DETAILS CONTACT:

NAME	**Yolande van den Berg**
POSITION	***Head Contract Management***
DIRECTORATE	***Corporate Services***
CONTACT NUMBERS	***021-8088073***
E-MAIL ADDRESS	***Yolande.vandenberg@stellenbosch.gov.za***
REPORT DATE	***19 August 2025***

10.4	FINANCIAL SERVICES: (PC: ALD JC ANTHONY)

NONE

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

NONE

10.6	INFRASTRUCTURE: (PC: CLLR R PHEIFFER)

10.6.1	STATUS REPORT ON THE ALTERNATIVE ENERGY GENERATION PROGRAMME – AUGUST 2025

Collaborator No: **791567**
IDP KPA Ref No: **Good Governance and Compliance**
Meeting Date: **13 August 2025 and 25 August 2025**

1. SUBJECT: STATUS REPORT ON THE ALTERNATIVE ENERGY GENERATION PROGRAMME – AUGUST 2025

2. PURPOSE

For Council to note the progress of the Municipality's as well as Provincial Government initiatives regarding the Alternative Energy Programme projects which are underway at present.

3. DELEGATED AUTHORITY

Municipal Council.

4. EXECUTIVE SUMMARY

4.1 20 MW Independent Power Producer Contract: Tender conditionally awarded to successful bidder. A Legal Firm has been appointed by the Municipality and has interrogated the draft Power Purchase Agreement. Once the draft Power Purchase Agreement is finalised and signed off by both parties, development rights will commence.

4.2 50 MW Independent Power Producer Tender: The closing date for the Request for Proposals is 30 September 2025.

4.3 The installation of the 66kV switchgear at Main and University substations was completed on 30 June 2025.

4.4 SCADA - Phase 2 was completed on 30 June 2025 except for Main and University substations due to 66kV switchgear replacement projects which were underway. The two substations will be completed in Phase 3. Phase 3 kick-off meeting was held on 25 July 2025.

4.5 Fire Station Progress: The Stellenbosch Fire Station Battery Energy Storage System (BESS) was completed in April 2025.

4.6 NPK Building Progress: The original scope included battery storage for business continuity. The consultant has revised the project scope considering the current reduction in load shedding compared to at the time the project was initiated. The revised scope will be presented to the AEG Committee to enable a decision aligned with the Municipality's current priorities. Of the two proposed options on the revised scope, one priorities business continuity through a backup system, while the other focuses on cost savings via a grid-tied configuration.

4.7 Main Building (Neethling Huis) Progress: The department is currently processing new purchase orders following the Section 116 (3) scope amendment process before the consultant can proceed with work.

4.8 Energy Performance Certification: The certificates have been installed in all buildings with a floor area of 1000m^2 and above.

4.9 Municipal Community Buildings Progress: Tender B/SM 34/25 Turnkey – Engineering, Procurement and Construction (EPC) of Hybrid Inverter with Battery Storage Systems at fourteen Stellenbosch Municipality Community Buildings. The project was completed on 30 June 2025 except for two sites, Jamestown Library and Law Enforcement and Events Offices which could not be completed due to construction currently underway at these sites.

4.10 Eskom Hot Water Load Control (HWLC) and RT 29-2024 Contracts for smart meters: The tender was advertised on 20 June 2025 and closed on 21 July 2025.

4.11 The Municipality's load curtailment application: Eskom responded formally to the Municipality's, outlining the reasons for their decision to deny the municipality to be a load curtailment customer. The Municipality will still pursue this option but mitigating measures are in place should Eskom not allow it.

The above projects, 4.1 to 4.10, are still being pursued by the Municipality's Alternative Energy Program with the focus on securing cheaper and renewable energy, as well as the focus on business continuity during outages and ensuring that critical plants and systems are still operational.

34TH COUNCIL MEETING: 2025-08-25: ITEM 10.6.1

NOTED

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

FOR FURTHER DETAILS CONTACT:

NAME	***Nombulelo Zwane / Rendani Makungo***
POSITION	***Senior Manager: Electrical Services / AEG Project Manager***
DIRECTORATE	***Infrastructure Services***
CONTACT NUMBERS	***021 808 8770/ 021 808 8333***
E-MAIL ADDRESS	nombulelo.zwane@stellenbosch.gov.za / rendani.makungo@stellenbosch.gov.za
REPORT DATE	***04 August 2025***

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

10.7.1	PAPEGAAIBERG NATURE RESERVE: ENVIRONMENTAL MANAGEMENT PLAN – REVIEW

Collaborator No: 791560
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: 13 August 2025 and 25 August 2025

1. SUBJECT: PAPEGAAIBERG NATURE RESERVE: ENVIRONMENTAL MANAGEMENT PLAN – REVIEW

2. PURPOSE

The Papegaaiberg Nature Reserve's Environmental Management Plan (EMP) was drafted and approved prior to the area's declaration in terms of the National Environmental Management: Protected Areas Act (57 of 2003) in 2016. As required by the existing EMP the document has been reviewed (Annexure A). The purpose of this Item is to acquire Council's approval to advertise the reviewed EMP (June 2025) for public input.

3. DELEGATED AUTHORITY

For decision by the Council of Stellenbosch Municipality.

4. EXECUTIVE SUMMARY

A portion of Stellenbosch Municipality owned property located on Papegaaiberg, Stellenbosch, was declared a nature reserve (NR) in terms of the National Environmental Management: Protected Areas Act (NEM:PA) in June 2016.

As part of the declaration an EMP was adopted by Council and approved by the Minister (Local Government, Environmental Affairs and Development Planning). This EMP has now been reviewed with assistance of Cape Nature.

The purpose of the Papegaaiberg NR EMP is to provide a strategic tool for management of Papegaaiberg NR, informing the need for specific programs and operational procedures. It provides for capacity building, future thinking and continuity of management of Papegaaiberg NR and enables Stellenbosch Municipality to manage Papegaaiberg NR in such a way that its values and the purpose for which it has been established are protected.

34TH COUNCIL MEETING: 2025-08-25: ITEM 10.7.1

RESOLVED (nem con)

(a) that Council approves the advertisement of reviewed Papegaaiberg Nature Reserve Environmental Management Plan (June 2025) as Papegaaiberg Nature Reserve's 2nd generation environmental management plan for public input; and

(b) that the inputs received during the above public participation process be worked into a final Papegaaiberg Nature Reserve Environmental Management Plan to be presented to Council for approval.

FOR FURTHER DETAILS CONTACT:

NAME	***Schalk van der Merwe***
POSITION	***Environmental Planner***
DIRECTORATE	***Community and Protection Services***
CONTACT NUMBERS	***021 808 8679***
E-MAIL ADDRESS	***schalk.vandermerwe@stellenbosch.gov.za***
REPORT DATE	***28 July 2025***

10.8	**PLANNING, LED AND TOURISM: (PC: CLLR T KUMM)**

NONE

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

NONE

10.10	**MUNICIPAL MANAGER: (MS G METTLER)**

NONE

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

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

NONE

12.	REPORTS BY THE MUNICIPAL MANAGER (G METTLER)

12.1	AUDIT AND PERFORMANCE AUDIT COMMITTEE CHARTER 2025/2026

Collaborator No:
IDP KPA Ref No: **Good Governance and Compliance**
Meeting Date: **Council: 25 August 2025**

1. SUBJECT: AUDIT AND PERFORMANCE AUDIT COMMITTEE CHARTER 2025/2026

2. PURPOSE

To obtain Council's approval of the Audit and Performance Audit Committee (APAC) Charter attached as **Appendix 1**.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The APAC conducts an annual review of its Charter to incorporate legislative updates and align with emerging best practice principles, including those set out in the Global Internal Audit Standards (GIAS). The Charter is submitted to Council for approval on an annual basis.

At its meeting held on 26 June 2025, the Committee reviewed the Charter as part of this annual process.

34TH COUNCIL MEETING: 2025-08-25: ITEM 12.1

RESOLVED (nem con)

that Council approves the Audit and Performance Audit Committee Charter 2025/2026.

FOR FURTHER DETAILS CONTACT:

NAME	***Lunga Mvandedwa***
POSITION	***Chief Audit Executive, CIA***
DIRECTORATE	***Municipal Manager***
CONTACT NUMBERS	***0218088555***
E-MAIL ADDRESS	***Lunga.Mvandedwa@stellenbosch.gov.za***
REPORT DATE	***14 August 2025***

12.2	REMOVAL OF COUNCILLORS AND OFFICIALS SERVING ON EXTERNAL BODIES RELATED TO TOURISM

Collaborator No:
IDP KPA Ref No: **Good Governance and Compliance**
Meeting Date: **25 August 2025**

1. SUBJECT: REMOVAL OF COUNCILLORS AND OFFICIALS SERVING ON EXTERNAL BODIES RELATED TO TOURISM

2. PURPOSE

For Council to note the removal of councillors and officials serving on the external tourism bodies for Stellenbosch and Franschhoek (Visit Stellenbosch and Franschhoek Wine Valley Association and to repeal its decision as it relates to Tourism Bodies item 11.2.3 of the 3rd Council meeting: 2022-03-30.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The Municipality has initiated a process in terms of Section 78 of the Local Government: Municipal Systems Act, 32 of 2000, to determine the most appropriate mechanism for delivering tourism and related services in the future. This process requires a comprehensive and impartial assessment of all available service delivery options.

In terms of the Local Government: Municipal Finance Management Act, 56 of 2003 (MFMA):

- Section 117 prohibits Councillors from participating in or influencing any part of a municipal bid or tender process; and

- Municipal Supply Chain Management Regulations, Regulation 44, prohibits the award of contracts to entities in which a Councillor or Official has a direct or indirect interest.

Maintaining municipal representation on the Board during and after such processes would create a material conflict of interest and undermine the fairness, transparency, and integrity required under MFMA Section 112 and the Municipality's Supply Chain Management Policy.

For these reasons, the Municipality will no longer hold any Board seats or participate in Visit Stellenbosch or Franschhoek Wine Valley Association governance structures. This step is necessary to ensure compliance with the applicable legislation and to allow the Section 78 process to proceed without any actual or perceived bias.

Councillors appointed by Council to serve on external bodies, including those related to tourism in the WC024, must be removed from the governance structures of these bodies.

34TH COUNCIL MEETING: 2025-08-25: ITEM 12.2

During deliberations on the matter, the ANC requested a caucus, which the Speaker allowed.

When the meeting resumed, it was

RESOLVED (majority vote with 6 abstentions)

(a) For Council to note the decision to remove Councillors and Officials serving on governance structures of tourism related bodies in Stellenbosch Municipality (Visit Stellenbosch and Franshhoek Wine Valley Association);

(b) For Council to repeal the decision on item 11.2.3 of the 3rd Council meeting: 2022-03-30 as it relates to Tourism Bodies.

FURTHER DETAILS CONTACT:

NAME	DONOVAN MULLER
POSITION	***MANAGER: COUNCILLOR SUPPORT***
DIRECTORATE	***CORPORATE SERVICES***
CONTACT NUMBERS	***021 8088314***
E-MAIL ADDRESS	**Donovan.Muller@stellenbosch.gov.za**
REPORT DATE	***18 August 2025***

12.3	THE EXPERTS FUND MEETING AND KARLSURHE MUNICIPALITY HOSPITATION VISIT

Collaborator No:
IDP KPA Ref No: **Good Governance and Compliance**
Meeting Date: **25 August 2025**

1. SUBJECT: THE EXPERTS FUND MEETING AND KARLSURHE MUNICIPALITY HOSPITATION VISIT

2. PURPOSE

To obtain Council's permission to attend the Experts Fund Meeting and a hospitation visit hosted by Karlsruhe Municipality.

3. DELEGATED AUTHORITY

In terms of 9.2 of the Cost Containment Policy 2019, only the Municipal Council in a Council Meeting can approve the international travel for any official or political bearer.

4. EXECUTIVE SUMMARY

Stellenbosch Municipality strengthened its partnership with the City of Karlsruhe during the 4th Network Meeting of the South African-German P2P Learning Network, which led to a successful joint application for the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH-funded Expert Fund for municipal partnerships. The application, submitted on 31 January 2024 and approved in March 2025, supported the appointment of a Climate Change Expert in the Office of the Municipal Manager. This was in response to recent extreme weather events, including the September 2023 floods in Franschhoek, which severely impacted municipal infrastructure. The expert's role is aligned with key objectives such as climate vulnerability assessment, adaptation and mitigation planning, emergency preparedness, data collection, and community engagement. A GIZ site visit to Franschhoek in August 2024 affirmed the municipality's motivations and led to final approval. The recruitment process concluded with the appointment of a local expert who commenced duties on 1 June 2025 and will serve until 31 December 2026.

The aim is to inform Council of the benefits of the Experts Fund to date as well as obtain permission to attend the Experts Fund Meeting and hospitation visit hosted by Karlsruhe Municipality:

4.1 The extended learning opportunities between Experts funded by the Experts Fund;

4.2 Council to cover cost in terms of travel related costs in Germany for the night stay (daily allowances). See attached as **Annexure 1.**

4.3 Council to note that the flight tickets will be booked and paid for by GIZ once the travel dates have been confirmed, likely for the period of 12th – 20th October 2025.

34TH COUNCIL MEETING: 2025-08-25: ITEM 12.3

RESOLVED (majority vote with 4 abstentions)

(a) that Council approves the attendance of Nicole Martin to the Experts Fund Meeting and hospitation visit hosted by Karlsruhe Municipality likely from 12th - 20th October 2025 as per the funding agreement; and

(b) that Council approves the travel related costs in Germany for night stay (daily allowances) as per the funding agreement.

FOR FURTHER DETAILS CONTACT:

NAME	*Geraldine Mettler*
POSITION	*Municipal Manager*
DIRECTORATE	*Municipal Manager*
CONTACT NUMBERS	*021- 808 8025*
E-MAIL ADDRESS	*Municipal.manager@stellenbosch.gov.za*
REPORT DATE	*20 August 2025*

12.4	ADJUSTMENT OF MOTOR VEHICLE ALLOWANCE SCHEME TO EMPLOYEES ON TASK LEVEL 15 AND HIGHER

Collaborator No:
IDP KPA Ref No: Good governance
Meeting Date: 25 AUGUST 2025

1. SUBJECT: ADJUSTMENT OF MOTOR VEHICLE ALLOWANCE SCHEME TO EMPLOYEES ON TASK LEVEL 15 AND HIGHER

2. PURPOSE

To clarify the decision of Council taken at the Special Council Meeting held on 8th August 2025 with regard to the approval of the adjustment of the car allowances paid to permanent employees from Task Level 15 and higher.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

Council, at the Special Council Meeting held on the 8th August 2025 Council resolved that;

"***SPECIAL COUNCIL MEETING: 2025-08-08: ITEM 8.***3

RESOLVED *(majority vote with 1 abstention)*

That the revised Motor Vehicle Allowance Policy, attached as ANNEXURE A be approved subject to consultation with the unions."

On 20 August 2025, the Municipal Manager received an internal memorandum from the CFO indicating that the consultation with the unions was finalised and both Unions support the implementation of the Policy. **ANNEXURE A**

When the Administration started to calculate the increases referred to as per the Policy, it was found that due to some ambiguity in the wording of certain provisions, the decision of Council could not be implemented without qualifying the intention of Council's resolution. To this end, this item aims to provide clarity for the purposes of implementation. Council intention was always to provide across the board CPIX increase to all staff receiving car allowances.

5. RECOMMENDATION

(a) that all current staff receiving a car allowance as per the approved Motor Vehicle Allowance Policy of 28 November 2018 receive a CPIX related increase calculated at 5.01% with effect from 1st August 2025, and

(b) that the revised Motor Vehicle Allowance Policy, as attached in Annexure "A," be approved, subject to consultation with the Unions and correcting the ambiguity of interpretation that's exists.

6. DISCUSSION / BACKGROUND

6.1 Background

Council currently pays some permanent Employees a car allowance as part of their benefits. This applies to employees who used to be on the post levels 1-4 under the old Van Der Merwe job grading system. Since 01 July 2013 Council has accepted the SALGA approved TASK Job Evaluation system and although no official comparison was done between the old van der Merwe level 1 – 4 posts and the T14 and higher TASK gradings, these Employees retained their allowances as contractual to the incumbent.

With the acceptance of the new organogram on 25 October 2017 and 25 February 2019 the implementation of the organogram it has become necessary to also adjust the policies dealing with the car allowance.

During February/March 2025, IMATU enquired from the Municipality as to when the car allowance will be adjusted with the required stipulation contained in the policy as these allowances have not been adjusted since the implementation of the policy in 2018. Furthermore, IMATU referred to clause 3.3 of the Motor Vehicle Allowance Scheme that was approved by Council on the 28th of November 2018 and which states that:

"The allowance will be increased annually with effect from 01 July 2019 in accordance with a determination in the budget process".

There is sufficient budget for the proposed increase in the 2025/2026 financial year.

At the Special Council Meeting held on the 8th August 2025 Council resolved that;

"***SPECIAL COUNCIL MEETING: 2025-08-08: ITEM 8.***3

RESOLVED *(majority vote with 1 abstention)*

That the revised Motor Vehicle Allowance Policy, attached as ANNEXURE A be approved subject to consultation with the unions.

When the administration started to calculate the increases referred to in the attached (**ANNEXURE A**) policy, it was found that due to some ambiguity in the wording of certain provisions (3.1.8, 3.3, and the transitional arrangements under 4), the decision of Council could not be implemented without qualifying the intention of Council's resolution.

The Municipal Manager clarified that Council's intention was to increase all current Employees, who are recipients of a car allowance, with a CPIX increase with effect from 1st August 2025 and that the revised policy be consulted with the Unions. It is therefore proposed that the recommendations under paragraph 5 above reflect the intention of Council and that the mandate be granted that any ambiguity as identified be corrected during the consultation with the Unions.

The policy will be submitted to the Council for notification once consulted and agreed to.

6.2 Discussion

In order to attract skills and qualified Employees in more senior positions the administration needs to use additional benefits, such as a car allowance to attract the best possible candidates for vacancies. Investigations at nearby and comparative municipalities have revealed that a car allowance is one of the benefits offered to Employees on TASK levels 15 and above.

As Council wants to attract the best possible candidates for the positions it is essential that we offer applicants for jobs comparable benefits with neighbouring municipalities as we compete with them for the best candidate.

6.3 Financial Implications

Sufficient budget is available in the 2025/2026 financial year.

6.4 Legal Implications

Employees who currently receive an allowance and whose posts fall within the mentioned post grades are entitled to receive such increases as part of their conditions of service stipulations.

The Vehicle Car Allowance is a benefit that can be negotiated at a municipal level.

6.5 Staff Implications

Affects staff who receive the motor vehicle scheme allowance.

6.6 Previous / Relevant Council Resolutions:

Special Council Meeting: 2025-08-08: Item 8.3.

6.7 Risk Implications

Currently, there are no risk implications.

6.8 Comments from Senior Management:

Senior Management supports the recommendation that the car allowances be adjusted in line with the provisions made in the applicable policy and the available budget.

34TH COUNCIL MEETING: 2025-08-25: ITEM 12.4

RESOLVED (majority vote with 5 abstentions)

(a) that all current staff receiving a car allowance as per the approved Motor Vehicle Allowance Policy of 28 November 2018 receive a CPIX related increase calculated at 5.01% with effect from 1st August 2025, and

(b) that the revised Motor Vehicle Allowance Policy, as attached in Annexure "A," be approved, subject to consultation with the Unions and correcting the ambiguity of interpretation that's exists.

ANNEXURE:

Annexure A: Internal memorandum from the CFO

FOR FURTHER DETAILS CONTACT:

Name	***GARALDINE METTLER***
Position	***MUNICIPAL MANAGER***
Directorate	***OFFICE OF MUNICIPAL MANAGER***
Contact Numbers	***021 808 8025***
E-mail Address	***municipal.manager@stellenbosch.gov.za***
Report Date	***21st August 2025***

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

13.1	**NOTICE OF A QUESTION BY CLLR G PETERSEN OF GOOD PARTY: VERIFIED BREAKDOWN OF THE 900 INCLUSIONARY HOUSING UNITS REPORTEDLY APPROVED SINCE 2023**

A Notice of a Question, dated 2025-08-14, was received from Councillor G Petersen.

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

34TH COUNCIL MEETING: 2025-08-25: ITEM 13.24

It is noted that Cllr G Petersen confirmed that he received a response from the Municipal Manager and is satisfied with the feedback.

13.2	**NOTICE OF A QUESTION BY CLLR G PETERSEN OF GOOD PARTY: NUMBER OF APPROVED UNITS PHYSICALLY CONSTRUCTED AND OCCUPIED TO DATE AND IN WHICH AREA**

A Notice of a Question, dated 2025-08-14, was received from Councillor G Petersen.

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

34TH COUNCIL MEETING: 2025-08-25: ITEM 13.24

It is noted that Cllr G Petersen confirmed that he received a response from the Municipal Manager and stated that he will pose a follow-up question to the Office of the Speaker.

13.3	**NOTICE OF A QUESTION BY CLLR M VAN STADE OF GOOD PARTY: ALLEGED NON-COMPLIANCE OF REGULATION 9(1) – STELLENBOSCH MUNICIPALITY FIRE SERVICES DEPARTMENTS'S JOB DESCRIPTIONS**

A Notice of a Question, dated 2025-08-14, was received from Councillor M Van Stade.

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

34TH COUNCIL MEETING: 2025-08-25: ITEM 13.3

It is noted that Cllr M Van Stade confirmed that he received a response from the Municipal Manager and stated that he will pose follow-up questions to the Office of the Speaker.

13.4	**NOTICE OF A QUESTION BY CLLR M VAN STADE OF GOOD PARTY: IMPLICATIONS IF JOB DESCRIPTIONS REMAIN UNEVALUATED AND UNAUDITED**

A Notice of a Question, dated 2025-08-14, was received from Councillor M Van Stade.

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

34TH COUNCIL MEETING: 2025-08-25: ITEM 13.4

It is noted that Cllr M Van Stade confirmed that he received a response from the Municipal Manager and stated that he will pose follow-up questions to the Office of the Speaker.

14.	CONSIDERATION OF URGENT MOTIONS

NONE

15.	URGENT MATTERS SUBMITTED BY THE MUNICIPAL MANAGER

NONE

16.	REPORTS SUBMITTED BY THE SPEAKER

NONE

17.	REPORTS SUBMITTED BY THE EXECUTIVE MAYOR

NONE

18.	MATTERS TO BE CONSIDERED IN–COMMITTEE

SEE PINK DOCUMENTATION (Previous minutes only)

The meeting adjourned at 13:10.

CHAIRPERSON: ……

DATE: ……

Confirmed on ……

7.2	**SPECIAL COUNCIL MEETING: 2025-09-05**

The minutes of a Special Council meeting: 2025-09-05 is attached as **APPENDIX 1.**

FOR CONFIRMATION

APPENDIX 1

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2024-09-05

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MINUTES

URGENT MEETING OF THE COUNCIL OF STELLENBOSCH MUNICIPALITY

2025-09-05 AT 08:00

MINUTES

URGENT MEETING OF COUNCIL

OF STELLENBOSCH MUNICIPALITY

2025-09-05

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2.	**COMMUNICATIONS BY THE SPEAKER**	
3.	**DISCLOSURE OF INTERESTS**	
4.	**APPLICATIONS FOR LEAVE OF ABSENCE**	
5.	**REPORTS BY THE ACTING MUNICIPAL MANAGER [K CAROLUS]**	
5.1	INVITATION FROM THE STRONG CITIES NETWORK IN ADDRESSING HATE, EXTREMISM, TRAFFICKING AND OTHER THREATS TO SAFETY AND SECURITY	4
5.2	UPDATE ON RECRUITMENT AND SELECTION PROCESS: DIRECTOR: CORPORATE SERVICES RE-ADVERTISEMENT	6
6.	**CONSIDERATION OF NOTICES OF QUESTIONS AND NOTICES OF MOTIONS RECEIVED BY THE SPEAKER**	
6.1	NOTICE OF A MOTION BY CLLR P CRAWLEY OF THE DEMOCRATIC ALLIANCE: REMOVAL OF MR A KANNEMEYER AS ACTING DIRECTOR: CORPORATE SERVICES	7
7.	**MATTERS TO BE CONSIDERED IN-COMMITTEE**	
	NONE	

MINUTES **URGENT MEETING OF THE COUNCIL OF STELLENBOSCH MUNICIPALITY** **2025-09-05**

PRESENT

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

COUNCILLORS

RA Adams
J Andrews
Ald JC Anthony
R Cupido
MM Danana
JA Davids
I De Taillerfer
R Du Toit
A Ferns
E Groenewald
RB Hendrikse
SC Heneke
J Joon
O Jooste
TO Kumm
JC Macfarlane
C Manuel
EP Masimini (until 10:10)
NE Mcombring
XL Mdemka
NM Mkhontwana
L Nkamisa
M Nkopane
N Ntsunguzi
N Olayi
Z Olayi
GA Petersen
WC Petersen
WF Pietersen
MG Rataza
Ald JP Serdyn
SR Schäfer
A Tomose
RB Van Rooyen
M Van Stade
E Vermeulen (from 09:15)
J Williams

****

OFFICIALS

Acting Municipal Manager (K Carolus)
Director: Community and Protection Services (G Boshoff)
Director: Infrastructure (S Chandaka)
Director: Planning and Economic Development (A Barnes)
Chief Legal Advisor (M Williams)
Chief Audit Executive (L Mvandedwa)
Senior Administration Officer (T Samuels)

****

1.	OPENING AND WELCOME

The Speaker, Cllr Smit welcomed all present at the Urgent Council meeting.

2.1	MAYORAL ADDRESS

"Good morning Honourable Speaker, Deputy Mayor, Council Chief Whip, MPAC chair all members of the mayoral committee, all councillors, our acting municipal manager, directors and official and special warm welcome to all our members of the public as well as the media outlets for joining us at today's council meeting.

Honourable Speaker since I took over as the executive mayor on the 29 November 2024; I have committed myself to lead a Council that is unified, transparent, and that respects the values and principles that guide our actions. We must fulfil our mandate free from any form of discrimination. As a council we must adhere to the code of conduct that we all subscribed to and we must work in the best interests of all our residents, irrespective of who they may be. We must uphold the values of dignity enshrined in our national constitution.

The values I am talking, based on ensuring non racialism in our communities, are for all of us to uphold and protect.

The video that has caused a media storm contains statements that are in direct violation of our core values.

When I saw the video, I was appalled by the content that I believe goes against everything that we have accomplished as a Council and a community in ensuring this municipality upholds the values that guide us in our quest to be a municipality of excellence.

Honourable Speaker, as the Executive Mayor of Stellenbosch I call on all Councillors to condemn this in the strongest terms and distance themselves from any racist remarks and actions. In this municipality we believe every South African have a right to employment based on non-racialism, - within the ambit of the law.

Therefore, given the senior position of the municipal official concerned, - who is not a political appointment - and given the fact that he is in charge of our HR Department, I strongly condemn his utterances as per the video, which clearly indicate a lack of impartial advise.

In conclusion, if anyone questions the commitment of this municipalities to non-racialism I invite them to walk to our statute of Tata Madiba outside this building and read the engravings that says "*Never, never and never again shall it be that this beautiful land will again experience the oppression of one by another and suffer the indignity of being the skunk of the world. Let freedom reign. The sun shall never set on so glorious a human achievement*!

Thank you."

2.2	COMMUNICATIONS BY THE SPEAKER

- The Municipal Manager, Ms G Mettler is on leave and Mr K Carolus will be Acting Municipal Manager for the duration of the Urgent Council Meeting.

- Consensus was reached for a caucus after Items 5.1 and 5.2 on the Agenda.

3.	DISCLOSURE OF INTERESTS

NONE

4.	APPLICATION FOR LEAVE OF ABSENCE

4.1 The following applications for leave of absence were approved in terms of Council's Rules of Order By-Law:-

Cllr AJ Hanekom	-	5 September 2025
Cllr N Mananga-Gugushe	-	5 September 2025
Cllr NR Ndalasi	-	5 September 2025
Cllr RO Pheiffer	-	5 September 2025
Municipal Manager (Ms G Mettler)	-	5 September 2025

4.2 Permission was granted to Councillor E Vermeulen to join the meeting later (from 08:15) and to Cllr EP Masimini to leave the meeting earlier (at 10:10).

5.	REPORTS BY THE ACTING MUNICIPAL MANAGER [K CAROLUS]

5.1	INVITATION FROM THE STRONG CITIES NETWORK IN ADDRESSING HATE, EXTREMISM, TRAFFICKING AND OTHER THREATS TO SAFETY AND SECURITY

Collaborator No:
IDP KPA Ref No: Good governance and compliance
Meeting Date: 5 September 2025

1. SUBJECT: INVITATION FROM THE STRONG CITIES NETWORK IN ADDRESSING HATE, EXTREMISM, TRAFFICKING AND OTHER THREATS TO SAFETY AND SECURITY

2. PURPOSE

To request Council approval for the travelling arrangements for Mr C Kitching as part of the ongoing relations and a member of Strong Cities to attend the roundtable discussion on 23-24 September 2025 in Nairobi, Kenya.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

Stellenbosch Municipality was accepted as a Strong Cities Network member on 25 July 2023. Since then, knowledge-sharing engagements took place whereby information was shared with partnering cities on various crime prevention initiatives. An engagement was held in Cape Town in December 2023 where much interest was shown in Stellenbosch's Neighbourhood Watch support programs and safety initiatives, particularly the safety monitors (eyes and ears) project.

An invitation was received from the Mayor of Nansana Municipality, Ms Regina Bakitte, via the Strong Cities Network platform. Mr Gary Boshoff, Mr Charl Kitching and Ms Joan Felix were invited to provide input, training, sharing of policies, implementation plans, support plans etc. of safety initiatives, especially those related to the establishment of Neighbourhood Watches and similar safety projects. Stellenbosch Municipality was identified as a leader in the design, development and implementation of local safety projects with Neighbourhood Watches as the main pillar of such programs and projects. The municipality has therefore been invited to share its knowledge and expertise with the other partner cities of the Strong Cities Network.

To date, training have been conducted with follow up sessions which have been successfully conducted in Uganda and Tanzania. The focus of the upcoming workshop will be to address Hate, Extremism, Trafficking and Other Threats to Safety and Security.

The travel arrangements of the employee must be approved by Council as it involves travelling outside the borders of RSA. In view of Council's approval of the continued involvement and as Council is only responsible for daily allowances, the approval is recommended. Flights and accommodation are covered by Strong cities for the employee as per the invite.

URGENT COUNCIL MEETING: 2025-09-05: ITEM 5.1

During deliberations on the matter, the ANC raised their concern with regard to recommendation (b) and requested that said recommendation be removed. Majority of the political parties shared the ANC's concern and consensus was reached that recommendation (b) be removed. Because the ANC did not submit an official amendment, Speaker, in accordance with Rule 10 of Council's Rules of Order By-laws, **RULED** that recommendation (b) be removed.

RESOLVED (majority vote)

(a) that Council approves the travelling arrangements for Mr. Charl Kitching for the workshop of 23 - 24 September 2025 in, Nairobi, Kenya; and

(b) that Council approves the daily allowances for the attendee, Mr. Charl Kitching.

FOR FURTHER DETAILS CONTACT:

NAME	*Gary Boshoff*
POSITION	*Director*
DIRECTORATE	*Community and Protection Services*
CONTACT NUMBERS	*021- 808 8437*
E-MAIL ADDRESS	*Gary.boshoff@stellenbosch.gov.za*
REPORT DATE	*September 2025*

5.2	RECRUITMENT AND SELECTION PROCESS OF THE DIRECTOR: CORPORATE SERVICES: ROUND 2

Collaborator No:
IDP KPA Ref No: Good governance and compliance
Meeting Date: 5 September 2025

1. SUBJECT: RECRUITMENT AND SELECTION PROCESS OF THE DIRECTOR: CORPORATE SERVICES: ROUND 2

2. PURPOSE OF REPORT

To provide feedback to Council and to obtain Council's approval to re-advertise the Director Corporate Services position.

3. DELEGATED AUTHORITY

Municipal Council.

4. EXECUTIVE SUMMARY

Council at its SPECIAL COUNCIL: 2025-06-25: ITEM 9.1 resolved to appoint a Selection Panel as per the Regulations on the Appointment and Conditions of Employment of Senior Managers to facilitate the recruitment and selection process for the Director: Corporate Services. The position was advertised with a closing date of 28 July 2025.

A Service Provider was appointed as approved by Council. The Service Provider prepared a longlist of 69 applications and facilitated a meeting with the Selection Panel on 27 August 2025 to discuss a possible shortlist of candidates. It was unfortunate that the applications were not suitable to prepare a shortlist to continue the appointment process due to the quality of the applications. The Service Provider thus recommended minor amendments to the advertisement and that the position be re-advertised to attract a wider range of suitable candidates who will be able to implement the municipal objectives.

URGENT COUNCIL MEETING: 2025-09-05: ITEM 5.2

Before this item was tabled, the DA requested a caucus, which the Speaker allowed.

When the meeting resumed, the DA moved that the item be withdrawn. The opposition were all in agreement with the DA's request and it was

RESOLVED (nem con)

that this matter be withdrawn.

FOR FURTHER DETAILS CONTACT:

Name	***Geraldine Mettler***
Position	***Municipal Manager***
Directorate	***Municipal Manager***
Contact Numbers	***021 808 8025***
E-mail Address	***municipal.manager@stellenbosch.gov.za***
Report Date	***4 September 2025***

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

6.1	**NOTICE OF A MOTION BY CLLR P CRAWLEY OF THE DEMOCRATIC ALLIANCE: REMOVAL OF MR A KANNEMEYER AS ACTING DIRECTOR: CORPORATE SERVICES**

A Notice of a Motion, dated 2025-09-03, was received from Councillor P Crawley regarding the rem oval of Mr A Kannemeyer as Acting Director: Corporate Services.

The said Motion is attached as **APPENDIX 1**.

FOR CONSIDERATION

URGENT COUNCIL MEETING: 2025-09-05: ITEM 6.1

Speaker informed Council that he received 2 duly signed amendments on Cllr Crawley's Motion - one from Cllr Crawley of the Democratic Alliance (DA) and one from Cllr M Van Stade of the GOOD Party. Speaker requested Cllrs Crawley and Van Stade to table and motivate their amendments to the Motion, which they did. Cllr Crawley's amended recommendations replace the previous recommendations on her Motion.

Before Speaker allowed debate on the matter, the Acting Municipal Manager, Mr K Carolus requested the Speaker to advise Council (from the Administration) on the amendments that was put before Council:

- that Council should note that Mr A Kannemeyer is not appointed as a Section 56 Manager, but merely in an acting capacity;

- that when this incident took place in March 2023, Mr Kannemeyer was the Senior Manager: Human Resource Management; and

- that Mr A Kannemeyer falls within the authority of the Municipal Manager and the recommendation that deals with the precautionary suspension of Mr Kannemeyer is a process that needs to be dealt with the Municipal Manager – it cannot be dealt with within the powers of Council.

The Speaker afforded the Chief Legal Advisor, Mr M Williams, an opportunity to advise Council from a legal perspective and in the interest of the municipality and Council:

- When this incident occurred approximately in March 2023, Mr A Kannemeyer was the Senior Manager: Human Resource Management and not the Acting Director: Corporate Services, so any action or investigation that needs to be implemented cannot be done by Council because these incidents occurrent approximately 2 years prior;

- two employees of the Stellenbosch municipality referred the matter to the CCMA and subsequently to the Bargaining Council, whereafter the Ruling of the Bargaining Council was taken to the Labour Court. The municipality defended Mr Kannemeyer on these allegations prior to this video being leaked; and

- Council should treat very cautiously and his advice is against implementing the proposed amendment by the DA as suggested.

After the Speaker allowed debate on the matter, the DA requested a caucus, which the Speaker allowed.

When the meeting resumed, the Speaker allowed feedback. The two (2) amendments were put to the vote yielding a result of the majority of Councillors in support of the recommendations of Councillor Crawley.

It was

RESOLVED (majority vote with 4 abstentions)

Amended recommendations

(a) that the Council is satisfied that there is reasonable cause to believe that acts of misconduct have been committed by the Acting Director: Corporate Services, Mr. A. Kannemeyer, as contemplated in Regulation 5(3) of the Disciplinary Regulations for Senior Managers ("the Regulations"). 1;

(b) that the Municipal Manager is delegated, in terms of Regulation 5(3)(a) to appoint an independent investigator, with the appropriate specialist expertise, to investigate the allegations of misconduct; which appointment must be made within seven (7) days;

(c) that in terms of Regulation 5(4), the investigator is to submit a report with recommendations to the Mayor and Municipal Manager within a period of 30 days of his or her appointment;

(d) that such report is to be submitted to the Municipal Council within seven (7) days of receipt by the Mayor and Municipal Manager, to be dealt with in terms of the remainder of the relevant Regulations.

Precautionary suspension

(e) that the Council is concerned that, following these allegations, the continued presence of the Senior Manager at the workplace during the investigation may:

(i) jeopardise any investigation into the alleged misconduct;

(ii) endanger the well-being or safety of any person or municipal property;

(iii) be detrimental to stability in the municipality; and

(iv) or the Senior Manager may interfere with potential witnesses commit further acts of misconduct.

(f) Therefore, in terms of Regulation 6(2), the Council hereby invites Mr. Kannemeyer to make a written representation to the Municipal Council as to why he should not be suspended. Mr. Kannemeyer must submit his representations to the Municipal Council within 7 days of being informed of this resolution.

(g) The Municipal Council will consider Mr. Kannemeyer's submissions and then decide whether to place him under precautionary suspension, in terms of Regulation 6.

The following Councillors requested that their votes of dissent be minuted:

Cllrs J Andrews; MM Danana; JA Davids; NM Mkhontwana; M Nkopane; N Ntsunguzi; MG Rataza and A Tomose;

FOR FURTHER DETAILS CONTACT:

Name	***Municipal Manager***
Position	***Municipal Manager***
Directorate	***Municipal Manager***
Contact Numbers	***021 808 8025***
E-mail Address	
Report Date	***4 September 2025***

The meeting adjourned at 11:00.

CHAIRPERSON: ……

DATE: ……

Confirmed on ……

7.3	**SPECIAL COUNCIL MEETING: 2025-09-22**

The minutes of a Special Council meeting: 2025-09-22 is attached as **APPENDIX 1.**

FOR CONFIRMATION

APPENDIX 1

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SPECIAL COUNCIL MEETING OF THE COUNCIL OF STELLENBOSCH MUNICIPALITY

2025-09-22 AT 14:00

M I N U T E S

SPECIAL MEETING OF COUNCIL

OF STELLENBOSCH MUNICIPALITY

2025-09-22

ITEM	SUBJECT	PAGE
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3.	**DISCLOSURE OF INTERESTS**	
4.	**APPLICATIONS FOR LEAVE OF ABSENCE**	
5.	**REPORTS BY THE ACTING MUNICIPAL MANAGER [K CAROLUS]**	
5.1	UPDATE ON THE INVITATION TO ATTEND THE ASIA PACIFIC CITIES SUMMIT (APCS) AND MAYORS FORUM IN DUBAI FROM 27 - 29 OCTOBER 2025	3
6.	**MATTERS TO BE CONSIDERED IN-COMMITTEE**	
	NONE	

MINUTES **SPECIAL MEETING OF THE COUNCIL OF STELLENBOSCH MUNICIPALITY** **2025-09-22**

TO

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

COUNCILLORS

RA Adams	EP Masimini
J Andrews	XL Mdemka
Ald JC Anthony	L Nkamisa
R Cupido	N Olayi
MM Danana	Z Olayi
I De Taillerfer	GA Petersen
R Du Toit	WC Petersen
A Ferns	RO Pheiffer
E Groenewald	WF Pietersen
AJ Hanekom	Ald JP Serdyn
RB Hendrikse	SR Schäfer
SC Heneke	A Tomose
J Joon	RB Van Rooyen
O Jooste	M Van Stade
TO Kumm	E Vermeulen
C Manuel	J Williams

****

OFFICIALS

Acting Municipal Manager (K Carolus)
Director: Community & Protection Services (G Boshoff)
Director: Infrastructure (S Chandaka)
Director: Planning and Economic Development (A Barnes)
Senior Administration Officer (B Mgcushe)

****

1.	OPENING AND WELCOME

The Speaker, Cllr Q Smit welcomed all present at the Special Council meeting that was held via MS Teams.

2.	COMMUNICATIONS BY THE SPEAKER

NONE

3.	DISCLOSURE OF INTERESTS

NONE

4.	APPLICATION FOR LEAVE OF ABSENCE

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

Cllr JC Macfarlane - 22 September 2025
Cllr M Mkhontwana - 22 September 2025
Cllr ZR Ndalasi - 22 September 2025
Cllr M Rataza - 22 September 2025

4.2 ABSENT

Cllr J Davids - 22 September 2025
Cllr M Mananga-Gugushe - 22 September 2025
Cllr NE Mcombring - 22 September 2025
Cllr M Nkopane - 22 September 2025
Cllr N Ntsunguzi - 22 September 2025

5.	**REPORTS BY THE ACTING MUNICIPAL MANAGER [K CAROLUS]**

5.1	**UPDATE ON THE INVITATION TO ATTEND THE ASIA PACIFIC CITIES SUMMIT (APCS) AND MAYORS FORUM IN DUBAI FROM 27 - 29 OCTOBER 2025**

Collaborator No:
IDP KPA Ref No:
Meeting Date: **22 September 2025**

1. SUBJECT: UPDATE ON THE INVITATION TO ATTEND THE ASIA PACIFIC CITIES SUMMIT (APCS) AND MAYORS FORUM IN DUBAI FROM 27 - 29 OCTOBER 2025

2. PURPOSE

To obtain Council's approval for the Deputy Executive Mayor to attend the Asia Pacific Cities Summit and Mayors Forum, which is taking place in Dubai from 27 - 29 October 2025.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

Gratiya Advisory, the organisers of the Asia Pacific Cities Summit and Mayors Forum invited the Executive Mayor and will cover travel and accommodation expenses for attending the Summit in Dubai, from 27 - 29 October 2025 (**ANNEXURE 1**). Council approved the Executive Mayor's, the Municipal Manager and the CFO's attendance and relating expenditure on 30 July 2025 (**ANNEXURE 2**).

The Deputy Executive Mayor, if approved by Council, will now join the delegation. The Summit organisers confirmed upon inquiry that the Deputy Executive Mayor may still register to attend the Summit (**ANNEXURE 3**).

SPECIAL COUNCIL MEETING: 2025-09-22: ITEM 5.1

RESOLVED (majority vote with 1 abstention)

a) that Council approves the Deputy Executive Mayor's attendance at the summit; and

b) that Council grants approval to permit the Municipal Manager to sanction expenses related to the summit.

The following Councillors requested that their votes of dissent be minuted:

Cllrs J Andrews; RB Hendrikse; G Petersen and M Van Stade.

FOR FURTHER DETAILS CONTACT:

NAME	*Donovan Muller*
POSITION	*Manager: Councillor Support*
DIRECTORATE	*Corporate Services*
CONTACT NUMBERS	*021 8088314*
E-MAIL ADDRESS	*donovan.muller@stellenbosch.gov.za*
REPORT DATE	*17 September 2025*

9.	URGENT MATTERS SUBMITTED BY THE MUNICIPAL MANAGER

NONE

10.	MATTERS TO BE CONSIDERED IN–COMMITTEE

NONE

The meeting adjourned at 14:40.

CHAIRPERSON: ……

DATE: ……

Confirmed on ……

7.4	**SPECIAL COUNCIL MEETING: 2025-09-30**

The minutes of a Special Council meeting: 2025-09-30 is attached as **APPENDIX 1.**

FOR CONFIRMATION

APPENDIX 1

STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

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Ref no.3/4/2/5

2025-09-30

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MINUTES

SPECIAL COUNCIL MEETING OF THE COUNCIL OF STELLENBOSCH MUNICIPALITY

2025-09-30 AT 15:30

M I N U T E S

SPECIAL MEETING OF THE COUNCIL

OF STELLENBOSCH MUNICIPALITY

2025-09-30

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	NONE	
10.	**MATTERS TO BE CONSIDERED IN-COMMITTEE**	
	NONE	

PRESENT

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

COUNCILLORS

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

****

OFFICIALS

Acting Municipal Manager (K Carolus)
Director: Community & Protection Services (G Boshoff)
Chief Audit Executive (Lunga Mvandedwa)
Senior Administration Officer: (T Samuels)

****

1.	OPENING AND WELCOME

The Speaker, Cllr Q Smit welcomed everyone present at the Special Council meeting which was held via MS Teams.

2.	COMMUNICATION BY THE EXECUTIVE MAYOR

NONE

3.	COMMUNICATION BY THE SPEAKER

NONE

4.	COMMUNICATION BY THE MUNICIPAL MANAGER

NONE

5.	DISCLOSURE OF INTERESTS

NONE

6.	APPLICATION FOR LEAVE OF ABSENCE

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

Cllr J Andrews - 30 September 2025
Cllr NE Mcombring - 30 September 2025
Cllr N Mkhontwana - 30 September 2025
Cllr N Ntsunguzi - 30 September 2025

7.	STATUTORY MATTERS

NONE

8.	REPORTS BY THE MUNICIPAL MANAGER

8.1	APPOINTMENT OF ACTING DIRECTOR: CORPORATE SERVICES

Collaborator No:
IDP KPA Ref No: Good governance and Compliance
Meeting Date: 30 September 2025

1. SUBJECT: APPOINTMENT OF ACTING DIRECTOR: CORPORATE SERVICES

2. PURPOSE OF REPORT

To seek Council's approval for the appointment of Mr. Mervin Williams, Chief Legal Advisor, as Acting Director: Corporate Services for the period 01 October 2025 to 31 December 2025, pending the conclusion of the recruitment and selection process for a full-time appointment to the position.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The position of Director: Corporate Services (a Section 56 appointment in terms of the Local Government: Municipal Systems Act, 2000, as amended) is currently vacant. The recruitment and selection process for the appointment has commenced.

It is essential to appoint an Acting Director: Corporate Services to ensure continuity of operations, proper governance, and compliance with legislation. Mr. Mervin Williams, currently Chief Legal Advisor, possesses the relevant qualifications, competencies, and institutional knowledge to act in the position. He has previously acted in this role on various occasions as per Council-approved rosters.

SPECIAL COUNCIL MEETING: 2025-09-30: ITEM 8.1

RESOLVED (nem con)

(a) that Council approves the appointment of Mr. Mervin Williams, Chief Legal Advisor, as Acting Director: Corporate Services for the period 01 October 2025 to 31 December 2025; and

(b) that an acting allowance be paid in accordance with the provisions of the

FOR FURTHER DETAILS CONTACT:

NAME	**Kevin Carolus**
POSITION	***Acting Municipal Manager***
DIRECTORATE	***Office of the Municipal Manager***
CONTACT NUMBERS	***021 808 8025***
E-MAIL ADDRESS	***Municipal.Manager@Stellenbosch.gov.za***
REPORT DATE	***26 September 2025***

9.	URGENT MATTERS SUBMITTED BY THE MUNICIPAL MANAGER

NONE

10.	MATTERS TO BE CONSIDERED IN–COMMITTEE

NONE

The meeting adjourned at 15:40.

CHAIRPERSON: ……

DATE: ……

Confirmed on ……

7.5	**SPECIAL COUNCIL MEETING: 2025-10-14**

The minutes of a Special Council meeting: 2025-10-14 is attached as **APPENDIX 1.**

FOR CONFIRMATION

APPENDIX 1

STELLENBOSCH
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Ref no.3/4/2/5

2025-10-14

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MINUTES

SPECIAL COUNCIL MEETING OF THE COUNCIL OF STELLENBOSCH MUNICIPALITY

2025-10-14 AT 10:00

M I N U T E S

SPECIAL MEETING OF THE COUNCIL

OF STELLENBOSCH MUNICIPALITY

2025-10-14

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	NONE	
10.	**MATTERS TO BE CONSIDERED IN-COMMITTEE**	
	NONE	

TO

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

COUNCILLORS

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

****

OFFICIALS

Municipal Manager (Municipal Manager)
Chief Financial Officer (K Carolus)
Acting Director: Corporate Services (M Williams)
Senior Manager: Development Management (S Carstens)
Chief Audit Executive (Lunga Mvandedwa)
Chief Risk Officer (H Priem)
Senior Administration Officer (T Samuels)

****

1.	OPENING AND WELCOME

The Speaker, Cllr Q Smit, welcomed all present at the Special Council meeting.

2.	COMMUNICATION BY THE EXECUTIVE MAYOR

NONE

3.	COMMUNICATION BY THE SPEAKER

NONE

4.	COMMUNICATION BY THE MUNICIPAL MANAGER

NONE

5.	DISCLOSURE OF INTERESTS

NONE

6.	APPLICATION FOR LEAVE OF ABSENCE

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

Cllr J Andrews	-	14 October 2025
Cllr N Mananga-Gugushe	-	14 October 2025
Cllr JC Mcfarlane	-	14 October 2025
Cllr N Mcombring	-	14 October 2025
Cllr Mkhontwana	-	14 October 2025
Cllr MG Rataza	-	14 October 2025

7.	STATUTORY MATTERS

NONE

8.	REPORTS BY THE MUNICIPAL MANAGER

8.1	INVITATION FROM THE STRONG CITIES NETWORK – SIXTH GLOBAL SUMMIT 9 – 11 DECEMBER 2025 | TORONTO, CANADA

Collaborator No:
IDP KPA Ref No: Good governance and compliance
Meeting Date: Special Council: 14 October 2025

1. SUBJECT: INVITATION FROM THE STRONG CITIES NETWORK – SIXTH GLOBAL SUMMIT 9 – 11 DECEMBER 2025 | TORONTO, CANADA

2. PURPOSE

To request Council approval for the traveling arrangements for Mr Charl Kitching as part of the ongoing relations and a member of Strong Cities and the Executive Mayor Jeremy Fasser to attend the Sixth Global Summit from 9 – 11 December 2025 in Toronto, Canada.

3. DELEGATED AUTHORITY

In terms of 9.2 of the Cost Containment Policy 2019, only the Municipal Council in a Council Meeting can approve the international travel for any official or political bearer.

4. EXECUTIVE SUMMARY

Stellenbosch Municipality was accepted as a Strong Cities Network member on 25 July 2023. Since then, knowledge-sharing engagements took place whereby information was shared with partnering cities on various crime prevention initiatives. An engagement was held in Cape Town in December 2023 where interest was shown in Stellenbosch's Neighbourhood Watch support programs and safety initiatives, particularly the safety monitors (eyes and ears) project.

The Strong Cities Network Sixth Global Summit, hosted by the City of Toronto and the Institute for Strategic Dialogue, will convene local government leaders, practitioners, civil society, and international stakeholders under the theme:

"Stronger Together: Forging Safer, Connected, Thriving Cities in a Changing World".

The Executive Mayor, Alderman Jeremy Fasser and Mr Charl Kitching received an invitation based on previous engagements with various Strong City Network partners. However, the Executive Mayor has nominated Councillor Stephenie Heneke, Member of the Mayoral Committee (MMC) for Protection Services to attend the Sixth Strong Cities Global Summit which is taking place from 9 to 11 December 2025 in Toronto, Canada. Their participation forms part of the City's ongoing engagements and responsibilities as a member of the Strong Cities Network.

The travel arrangements of the employees must be approved by Council as it involves travelling outside the borders of RSA. In view of Council's approval of the continued involvement, flights and accommodation are covered by Strong Cities for one participant and the costs for the second participant in terms of flights, accommodation, visa, and daily allowance are to be covered by the Municipality. The estimated costs for flights, accommodation and visa are approximately R50 000.00.

SPECIAL COUNCIL MEETING: 2025-10-14: ITEM 8.1

RESOLVED (majority vote with 4 abstentions)

(a) that Council approves the attendance and traveling arrangements of Mr Charl Kitching and Councillor Stephanie Heneke to the Strong Cities Network Sixth Global Summit from 9 – 11 December 2025 in Toronto, Canada;

(b) that Council approves the daily allowances for the participants; and

(c) that Council approves the costs relating to flights, accommodation and visa for one participant.

FOR FURTHER DETAILS CONTACT:

NAME	*Gary Boshoff*
POSITION	*Director*
DIRECTORATE	*Community and Protection Services*
CONTACT NUMBERS	*021 808 8437*
E-MAIL ADDRESS	*gary.boshoff@stellenbosch.gov.za*
REPORT DATE	*8 October 2025*

9.	URGENT MATTERS SUBMITTED BY THE MUNICIPAL MANAGER

NONE

10.	MATTERS TO BE CONSIDERED IN–COMMITTEE

NONE

The meeting adjourned at 10:20.

CHAIRPERSON: ……

DATE: ……

Confirmed on ……

8.	**STATUTORY MATTERS**

8.1	**MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR THE PERIOD 09 AUGUST 2025 UNTIL 10 SEPTEMBER 2025**

Collaborator No:
IDP KPA Ref No: **Good Governance and Compliance**
Meeting Date: **17 October 2025 and 23 October 2025**

1. SUBJECT: MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR THE PERIOD 09 AUGUST 2025 UNTIL 10 SEPTEMBER 2025

2. PURPOSE

To comply with Regulation 36(2) of the Municipal Supply Chain Management Regulations and Section 36 of the Supply Chain Management Policy 2025/2026 to report the deviations to the Council.

3. DELEGATED AUTHORITY

Council

For noting.

4. EXECUTIVE SUMMARY

Regulation 36(2) of the Municipal Supply Chain Management Regulations and Section 36 of the Supply Chain Management Policy (2025/2026) stipulate deviations be reported to the Council. In compliance thereto, this report presents to the Council the Supply Chain Management deviations that were approved for the period 09 August 2025 until 10 September 2025.

5. RECOMMENDATION

that Council notes the deviations approved for the period 09 August 2025 until 10 September 2025.

6. DISCUSSION / CONTENTS

6.1 <u>Background/Legislative Framework</u>

The regulation applicable is as follows:

GNR.868 of 30 May 2005: Municipal Supply Chain Management Regulations

Deviation from and ratification of minor breaches of, procurement processes

36. (1) A supply chain management policy may **allow the accounting officer**.
(*a*) To **dispense with the official procurement processes** established by the policy and to procure any required goods or services through any convenient process, which may include direct negotiations, but only
(i) in an emergency.
(ii) if such goods or services are produced or available from a single provider only.
(iii) for the acquisition of special works of art or historical objects where specifications are difficult to compile.
(iv) acquisition of animals for zoos; or

(v) in any other exceptional case where it is impractical or impossible to follow the official procurement processes; and
(*b*) to ratify any minor breaches of the procurement processes by an official or committee acting in terms of delegated powers or duties which are purely of a technical nature.

(2) The accounting officer must record the reasons for any deviations in terms of sub regulation (1) (*a*) and (*b*) and **report them to the next meeting of the council**, or board of directors in the case of a municipal entity and include as a note to the annual financial statements.

6.2 Discussion

Reporting the deviations as approved by the Accounting Officer for 09 August 2025 until 10 September 2025

The following deviations were approved as indicated below:

DEVIATION NUMBER	CONTRACT DATE	NAME OF CONTRACTOR	CONTRACT DESCRIPTION	REASON	SUBSTANTIATION WHY SCM PROCESS COULD NOT BE FOLLOWED	TOTAL CONTRACT PRICE R
D/SM 2/26	2025/08/27	Enderstein Malumbete Attorneys	**Legal service – Review of arbitration award in the matter of PB JOUBERT / Stellenbosch Municipality – WCP 012509**	Exceptional case and it is impractical or impossible to follow the official procurement processes	The legal tender that normally caters for issues such as the current request has not yet been finalized. Currently tender B/SM 111/25 is under evaluation, and it is expected that it will be awarded towards the end of August alternatively beginning September 2025. The Municipality has 6 weeks to institute review proceedings against the arbitration award since date of issuing of the arbitration award (25 July 2025). Legal tender B/SM111/25 will not be in place before the lapsing of the 6-week period.	R 77 165,00 (Incl. VAT)
D/SM 3/26	2025/09/01	Visit Stellenbosch & Franschhoek Wine Valley	**To render tourism functions and implement destination marketing services and campaign on behalf of Stellenbosch Municipality for a period ending 30 June 20262025/08/27**	Exceptional case and it is impractical or impossible to follow the official procurement processes	The Municipality was unable to finalize Tender B/SM 126/25 through the standard Supply Chain Management (SCM) process due to regulatory requirements relating to tender value thresholds and the compliance National Treasury MBD documents that were not attached. The tender was advertised for a period of 14 days, during which three bids were received. Two of the three bids received were found to be responsive. However, the value of the two responsive submissions exceeded the value of R10 million. In terms of the SCM Regulations and National Treasury guidelines, any bid with an estimated value exceeding R10 million must	R9 774 425.00 (Incl. VAT)

					be advertised for a minimum of 30 days and National Treasury , Municipal Bidding Document (MBD 5) , the availability of funding as per Circular 62 of National Treasury must be approved and signed off by the Chief Financial Officer before any bids above the estimated value of R10 million can be advertised . Since the tender was only advertised for 14 days, the process could not be concluded and was therefore rendered non-compliant. As this was the first time the department issued a tender of this nature, the process also served as a market test. The bids received confirmed that the required services would indeed cost more than R10 million. The Bid Evaluation Committee (BEC) recommended that the tender be cancelled on this basis, and the Bid Adjudication Committee (BAC) subsequently approved this recommendation. Tender B/SM 126/25 was therefore formally cancelled on 29 August 2025. Given the urgency and strategic importance of the required tourism services to Stellenbosch Municipality, and considering that the two responsive bidders have demonstrated compliance and the capacity to deliver the scope of work as set out in the tender document, the department requests approval for a deviation from normal procurement processes in order to appoint a suitable service provider for Stellenbosch (Category A – Visit Stellenbosch) and Franschhoek (Category B – Franschhoek Valley). The Bid Adjudication Committee discussed the merits of following a deviation process for procuring tourism-related services and resolved that there are merits in doing so. The Municipal Manager took note of the recommendation and confirmed with the budget	

					office that VAT is exclusive and that the quoted amounts are within the Budget. Furthermore, it is important to note that another competitive bidding process would have been impractical as the market was tested already and that we are already in the tourism season and any further delays will have a negative impact on the town. The department needs to manage the deliverables very strictly as the tourism activation has already started. Tourism is key to job creation and it's an economic injection into the town and contributes to the GDP and economic spin-offs of the town. The towns of Franschhoek and Stellenbosch are recognized internationally as tourism destinations and tourist activation becomes key to unlock economic activities and empowerment. Through the initial tender process, the market was tested and the current quotations received are within market related prizes and we anticipate that the municipality will receive value for money. This is an important municipal function that is delivered by the service providers, and further delays to the implementation of the municipal function which leads to the non-delivery of services.	

6.3 Legal Implications

The regulation applicable is:

GNR.868 of 30 May 2005: Municipal Supply Chain Management Regulations: Deviations from and ratification of minor breaches of, procurement processes.

6.4 Staff Implications:

No staff implications.

6.5 Previous / Relevant Council Resolutions:

None.

6.6 Risk Implications

That the market may not be tested.

The measures in place to deal with deviations mitigate the risk to an acceptable level. The auditor general also audit the deviations during the yearly audit.

6.7 Comments from Senior Management:

The item was not circulated for comment except to Municipal Manager

6.7.1 Municipal Manager

Supports the recommendations.

RECOMMENDATION FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2025-10-17:ITEM 6.1

that Council notes the deviations approved for the period 09 August 2025 until 10 September 2025.

FOR FURTHER DETAILS CONTACT:

NAME	***Dalleel Jacobs***
POSITION	***Senior Manager SCM***
DIRECTORATE	***Finance***
CONTACT NUMBERS	***021 808 8137***
E-MAIL ADDRESS	***Dalleel.Jacobs@stellenbosch.gov.za***
REPORT DATE	***05 September 2025***

8.2	MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR THE PERIOD 11 SEPTEMBER 2025 UNTIL 15 OCTOBER 2025

Collaborator No: ***8/1***
BUDGET KPA Ref No: **Good Governance and Compliance**
Meeting Date: **23 October 2025**

1. SUBJECT: MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR THE PERIOD 11 SEPTEMBER 2025 UNTIL 15 OCTOBER 2025

2. PURPOSE

To comply with Regulation 36(2) of the Municipal Supply Chain Management Regulations and Section 36 of the Supply Chain Management Policy 2025/2026 to report the deviations to the Council.

3. DELEGATED AUTHORITY

Council

For noting.

4. EXECUTIVE SUMMARY

Regulation 36(2) of the Municipal Supply Chain Management Regulations and Section 36 of the Supply Chain Management Policy (2025/2026) stipulate that SCM deviations be reported to the Council. In compliance thereto, this report presents to the Council the SCM deviations that occurred during the period 11 September 2025 until 15 October 2025.

5. RECOMMENDATION

that Council notes the deviations approved for the period 11 September 2025 until 15 October 2025.

6. DISCUSSION / CONTENTS

6.1 Background/Legislative Framework

The regulation applicable is as follows:

GNR.868 of 30 May 2005: Municipal Supply Chain Management Regulations

Deviation from and ratification of minor breaches of, procurement processes

36. (1) A supply chain management policy may **allow the accounting officer**.
(*a*) To **dispense with the official procurement processes** established by the policy and to procure any required goods or services through any convenient process, which may include direct negotiations, but only
(i) in an emergency.
(ii) if such goods or services are produced or available from a single provider only.
(iii) for the acquisition of special works of art or historical objects where specifications are difficult to compile.
(iv) acquisition of animals for zoos; or
(v) in any other exceptional case where it is impractical or impossible to follow the official procurement processes; and

(*b*) to ratify any minor breaches of the procurement processes by an official or committee acting in terms of delegated powers or duties which are purely of a technical nature.
(2) The accounting officer must record the reasons for any deviations in terms of sub regulation (1) (*a*) and (*b*) and **report them to the next meeting of the council**, or board of directors in the case of a municipal entity and include as a note to the annual financial statements.

6.2 Discussion

Reporting the deviations as approved by the Accounting Officer for October 2025:

The following deviations were approved as indicated below:

DEVIATION NUMBER	CONTRACT DATE	NAME OF CONTRACTOR	CONTRACT DESCRIPTION	REASON	SUBSTANTIATION WHY SCM PROCESS COULD NOT BE FOLLOWED	TOTAL CONTRACT PRICE R
D/SM 5/26	2025/10/03	Rufus Dercksen Attorneys	Legal Service-Interdict and review application instituted by A Fischer Construction (PTY)LTD/ Stellenbosch Municipality	Exceptional case and it is impractical or impossible to follow the official procurement processes	The legal tender that normally caters for issues such as the current request has not yet been finalized. Currently tender B/SM 111/25 is under evaluation, and it was expected that it will be awarded towards the end of August alternatively beginning September 2025. The parties to the matter agreed that the Municipality and Amandla GCF Construction CC can file its answering affidavit by 19 September 2025 and Fischer Construction will file its replying affidavit by 17 October 2025, which was made an Order of Court. This date was extended by agreement to 10 October 2025 for the Municipality to file its answering affidavit. The matter is set down for hearing on 7 May 2026. The legal tender is still not finalized and Legal tender B/SM111/25 will not be in place by 10 October 2025, when the Municipality's answering affidavit is due.	R292626,63(Incl. VAT

D/SM 6/26	2025/10/08	Enderstein Malumbete Attorneys	Investigation of alleged racist comments made by the Senior Manger Human Resources per the video circulating on social media platforms and SALGA investigation's findings.	Exceptional case and it is impractical or impossible to follow the official procurement processes	The legal tender that normally caters for issues such as the current request has not yet been finalized. Currently tender B/SM 111/25 is under evaluation, and it was expected that it will be awarded towards the end of August alternatively beginning September 2025. The Municipal Manager ("MM") has until Saturday, 11 October 2025 to finalize the investigation, as per regulation 5 of the Local Government: Disciplinary Regulations for Senior Managers, 2010. On Friday, 12 September 2025, the Acting MM appointed the Audit and Performance Audit Committee ("APAC") to investigate the allegations. APAC convened a Special meeting on 16 September 2025 to consider its appointment to investigate the allegations. In this meeting, the APAC resolved that investigation be referred to an external independent service provider for investigation. This decision was made to safeguard the objectivity and independence of the APAC and for APAC to play an effective oversight role over the investigation. The legal tender B/SM111/25 is still not finalized and will not be in place by 11 October 2025, when the investigation report is due.	R30360 (Incl. VAT)

6.4 Legal Implications

The regulation applicable is:

GNR.868 of 30 May 2005: Municipal Supply Chain Management Regulations: Deviations from and ratification of minor breaches of, procurement processes.

6.5 Staff Implications

No staff implications

6.6 Previous / Relevant Council Resolutions

None

6.7 Risk Implications

That the market may not be tested.

The measures in place to deal with deviations mitigate the risk to an acceptable level. The auditor general also audit the deviations during the yearly audit.

6.8 Comments from Senior Management

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

6.8.1 Municipal Manager

Supports the recommendations.

FOR FURTHER DETAILS CONTACT:

NAME	***Dalleel Jacobs***
POSITION	***Senior Manager SCM***
DIRECTORATE	***Finance***
CONTACT NUMBERS	***021 808 8137***
E-MAIL ADDRESS	***Dalleel.Jacobs@stellenbosch.gov.za***
REPORT DATE	***15 October 2025***

8.3	**OVERSIGHT ROLE OF COUNCIL: SUPPLY CHAIN MANAGEMENT POLICY-REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY OF STELLENBOSCH MUNICIPALITY: QUARTER 1 (01 JULY 2025 – 30 SEPTEMBER 2025)**

File Ref: 8/1/3/3/2
Collaborator No:
IDP KPA Ref: Financial Sustainability (KFA 59: Supply Chain Management)
Meeting Date: 23 October 2025

1. SUBJECT: OVERSIGHT ROLE OF COUNCIL: SUPPLY CHAIN MANAGEMENT POLICY-REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY OF STELLENBOSCH MUNICIPALITY: QUARTER 1 (01 JULY 2025 – 30 SEPTEMBER 2025)

2. PURPOSE

To submit to Management a report for the period 01 July 2025 – 30 September 2025 on the implementation of Council's Supply Chain Management Policy. The report covers the performance of the various delegated functions and the implementation thereof.

3. FOR DECISION BY MUNICIPAL COUNCIL

Section 6 (3) & 4 of the SCM Policy 2025/2026 determines that the Accounting Officer must, within 10 days, at the end of each quarter, submit a report on the implementation of the SCM Policy to the Executive Mayor. This report must be made public in accordance with Section 21A of the Municipal Systems Act (32 of 2000).

4. EXECUTIVE SUMMARY

On a quarterly basis the Accounting Officer must submit a report on the implementation of the Supply Chain Management Policy to the Executive Mayor. In terms of the SCM Regulations and Council's SCM Policy the SCM unit has been delegated to perform powers and functions that related to the procurement of goods and services, disposal of goods no longer needed, the selection of contractors to aid in the provision of municipal services.

5. RECOMMENDATIONS

(a) that Council approves this report and Annexure A attached to the report; and

(b) that the report be made public in accordance with section 21A of the Municipal Systems Act.

6. DISCUSSION/CONTENTS

6.1 Background

SCM must report within 10 days before the end of each quarter on the implementation of the SCM System.

6.2 Constitutional and Policy Implications

Paragraph 2(1) of Council's SCM Policy determines that all officials and other role players in the supply chain management system of the Stellenbosch Municipality must implement the SCM Policy in a way that gives effect to section 217 of the Constitution

and Part 1 of Chapter 11 of the Municipal Finance Management Act (56 of 2003) and other applicable provisions of the Act; is fair, equitable, transparent, competitive and cost-effective; complies with the Regulations and any norms and standards that may be prescribed in terms of section 168 of the MFMA; is consistent with other applicable legislation; does not undermine the objective for uniformity in supply chain management systems between organs of state in all spheres; and is consistent with national economic policy concerning the promotion of investments and doing business with the public sector.

Paragraph 6(1) of the Supply Chain Management Policy of Council determines that the Council of Stellenbosch municipality reserves the right to maintain oversight over the implementation of the SCM Policy as approved and amended from time to time. Paragraph 6(3) of the above stated Policy determines that the Accounting Officer must within 10 days of the end of each quarter; submit a report on the implementation of the Supply Chain Management Policy to the Executive Mayor.

6.3 Environmental implications

None.

6.4 Financial Implications

The financial implications are the transactions for the procurement of goods and services that were processed during the 01 July 2025 – 30 September 2025 and the payments that will derive from these commitments.

6.5 Legal Implications

The Municipal Finance Management Act (section 112) stipulates that the SCM Policy should comply with a prescribed framework as set out in section 112(1) and section 112(2) that stipulates that the regulatory framework for the municipal supply chain management must be fair, equitable, transparent, competitive, and cost-effective. Reporting back in terms of paragraph 6(3) of the SCM Policy 2025/2026 to the Executive Mayor and Council on the implementation of the supply chain management system and processes enables the Executive Mayor and Council to maintain the oversight role over the implementation of the SCM Policy as approved by Council.

6.6 Staff Implications

None.

6.7 Previous / Relevant Council Resolutions

None.

APPENDICES

ANNEXURE A: Report for the period 01 July 2025 – 30 September 2025 on the Implementation of Council's Supply Chain Management Policy

FOR FURTHER DETAILS CONTACT:

NAME	*Dalleel Jacobs*
CONTACT NUMBERS	*8137*
E-MAIL ADDRESS	*Dalleel.Jacobs@Stellenbosch.gov.za*
DIRECTORATE	*Supply Chain Management*
REPORT DATE	*03 October 2025*

ANNEXURE A

STELLENBOSCH MUNICIPALITY

IMPLEMENTATION OF SYSTEM – SUPPLY CHAIN MANAGEMENT

SECTION 6 (3) OF SCM REGULATIONS:
OVERSIGHT ROLE OF COUNCIL OVER THE IMPLEMENTATION OF SCM POLICY

PERIOD: 01 JULY 2025 – 30 SEPTEMBER 2025

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE-MENTED	COMMENTS
3(1)(a)	Prepare and submit a draft supply chain management policy complying with regulation 2 to the council of the municipality for adoption.	Accounting Officer	Chief Financial Officer	YES	Done
3(1)(b)	Review at least annually the implementation of the policy.	Accounting Officer	Chief Financial Officer	YES	Done
3(1)(c)	Submit, when considered necessary, proposals for amendment of the policy by the Council.	Accounting Officer	Chief Financial Officer	YES	The SCM Policy is part of the budget related policies that are annually reviewed, and we implemented the new Preferential Point system.
3(2)(a)	Make use of any Treasury guidelines determining standards for municipal supply chain management policies and submit to the council that guidelines standard or modified version therefore, as a draft policy.	Accounting Officer	Chief Financial Officer	YES	All NT guidelines are included in standard documents and the municipalities SCM policy is aligned with the Model SCM policy of NT.
3(2)(b)	Ensure that a draft policy submitted to council that differs from the guideline standard complies with Regulation 2.	Accounting Officer	Chief Financial Officer	YES	Not Applicable
3(1)(c)	Report any deviation from the guideline standard to the National Treasury and relevant provincial treasury	Accounting Officer	Chief Financial Officer	YES	Not Applicable
3(4)	Must, in terms of section 62(1) (f) ((iv) take all reasonable steps to ensure that the municipality has and implements a supply chain management policy as set out in Regulation 2	Accounting Officer	Chief Financial Officer	YES	Done

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE-MENTED	COMMENTS
5(2)(a)	Make a final award above R10 million (VAT included).	Accounting Officer (after considering recommendation of Bid Adjudication Committee)		YES	In the first quarter, there were six (6) final awards above R10 million.
5(2)(b)	Make a final award above R 300 000.00 (VAT included) but not exceeding R10 million (VAT included).	Accounting Officer	Bid Adjudication Committee	YES	In the first quarter, there were fifteen (15) final awards above R300 000.00 but not exceeding R10 million.
5(2)(c)	Make a final award not exceeding R300 000.00(VAT included) including the appointment of consultants	Accounting Officer	CFO and Senior Manager - SCM and Senior Accountants	YES	Operational Delegations are in place with clear segregation of duties as stipulated in MFMA section 115 (b)
5(3)	Submit to the officials referred to in regulation 5(4) within five days of the end of each month a written report containing particulars of each final award, except procurements made out of petty cash, made during that month, including – (a) the amount of the award. (b) The name of the person to whom the award was made. (c) The reason why the award was made to that person; and (d) the BEE/HDI status of that entity/person.	Bid Adjudication Committee (refer regulation 5(4)(a) Chief Financial Officer – 5(4)(b)	Chief Financial Officer Senior Manager SCM	YES	**The awards made were submitted on the following dates within this quarter:** 04 August 2025 03 September 2025 03 October 2025
6(1)	Maintain oversight over the implementation of the supply chain management policy	Municipal Council		YES	The Supply Chain Management policy was submitted to council in the last quarter of the previous financial year as part of the Budget Related policies as well as during the first quarter.

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE-MENTED	COMMENTS
6(2)(a)(i)	Submit a report to the council within 30 days of the end of each financial year on the implementation of the supply chain management policy of the municipality.	Accounting Officer		YES	Done
6(2)(a)	Immediately submit a report to the council whenever there are serious and material problems in the implementation of the supply chain management policy, including such a report from any municipal entity as envisaged by this Regulation 6(2)(a)(iii)	Accounting Officer		N/A	To date no serious or material problems occurred in implementing the SCM policy.
6(3)	Submit a report to the mayor of the municipality within ten days of each quarter on the implementation of the supply chain management policy.	Accounting Officer	Chief Financial Officer	YES	Done.
7(1)	Establish a supply chain management unit.	Accounting Officer	Chief Financial Officer	YES	Unit operates under the direct supervision of CFO
12(1)	Direct that: a) cash purchases up to transaction value as defined in Council's Petty Cash policy b) one verbal quotation be obtained for any specified procurement of a transaction value lower than R2,000 (VAT included) c) Formal written price quotations for procurement of goods and/or services of a transaction value between R 2, 000.00 and R 300 000.00 (VAT included) d) A competitive bidding process be followed for any specific procurement of a transaction value higher than R300 000.00	Accounting Officer	Operational delegations in place	YES	The SCM unit is responsible for procurement within these thresholds. Delegations approved and signed by the relevant officials.
12(2)(a)	Allow the Accounting Officer to lower, but not to increase, the different threshold values specified in sub regulation (1).	Accounting Officer	Chief Financial Officer	YES	Delegated officials act within delegated thresholds.

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE-MENTED	COMMENTS
14(1)(a)(ii)	Invite prospective providers of goods and services at least once a year through newspapers commonly circulating locally, the website of the municipality	Accounting Officer	Senior: Manager SCM	YES	Done
14(1)(b)	Specify the listing criteria for accredited prospective providers.	Accounting Officer	Chief Financial Officer	YES	Listing criteria are contained within the registration form.
14(1)(c)	Disallow the listing of any prospective provider whose name appears on the National Treasury's database as a person prohibited from doing business with the public sector.	Accounting Officer		YES	SCM consult National Treasury's database of defaulters before awarding tenders and quotations.
14(2)	Update the list of prospective providers at least quarterly to include any additional prospective providers and any new commodities or types of services.	Municipal Council	Chief Financial Officer	YES	Done
15	Requesting reconciliations on petty cash purchases on a monthly basis.	Chief Financial Officer	Manager: Expenditure section	YES	Done
16(c)	If it is not possible to obtain at least three written quotations, record and report quarterly to the accounting officer, or another official designated by the accounting officer, the reasons for this.	Accounting Officer	Chief Financial Officer	YES	This section has been repealed.
16(e)	Record the name of potential providers requested to provide written quotation with their quoted prices.	Accounting Officer	Chief Financial Officer	YES	This section has been repealed
17(1)(c)	Approve the recorded reasons for not obtaining at least three written price quotations.	Chief Financial Officer	Senior Manager SCM & CFO: below R200,000	YES	Reports were submitted on the following dates within this quarter:

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE-MENTED	COMMENTS
			Accountants: Acquisitions, Contracts and SCM: Accountant Demand and Chief Buyer**:** below R200,000		04 August 2025 03 September 2025 03 October 2025
17(1)(d)	Record the names of the potential formal written price quotation providers and their written quotations.	Accounting Officer	Senior Manager: Supply Chain Management	YES	
17(2)	Report to the CFO within three days at the end of the month on any approvals given during that month by that the designed official referred to in sub-regulation (1) (c).	Chief Financial Officer	Senior Manager: Supply Chain Management	YES	
18 (a)	All requirements in excess of R30,000 (VAT included) by means of formal written price quotations should be advertised for at least 7 days on the website and municipal official website.	Chief Financial Officer	Senior Manager: Supply Chain Management	YES	Done
18 (b)	When using the list of accredited prospective providers, it should promote ongoing competition amongst providers by inviting providers to submit quotations on a rotational basis.	Chief Financial Officer	Senior Manager: Supply Chain Management	YES	Done
18(c)	We must take all reasonable steps to ensure that the procurement of goods and services through written quotations or formal written price quotations is not abused.	Accounting Officer	Chief Financial Officer	YES	Quotations and Formal written quotations are placed on the website and only opened on the closing date and time and mitigate the risks during the call for quotations.
18(d)	Notify the Accounting Officer or CFO in writing on a monthly basis of all written quotations and formal written price quotations accepted by the official acting in terms of a sub-delegation	Chief Financial Officer	Senior Manager: Supply Chain Management	YES	Reports were submitted on the following dates within this quarter: 04 August 2025 03 September 2025 03 October 2025
22 (b) (i)	The publication notice must contain the closure date for	Accounting Officer	Bid Specifications	YES	For the first quarter, twenty-eight (28)

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE-MENTED	COMMENTS
	the submission of bids, which may not be less than 3 weeks in case of transactions over R10m (VAT included), or which are of long-term nature, or 14 days in any other case, from date on which the advertisement is placed in a newspaper.		Committee		tenders specifications served before the Bid Specifications committee.
22(2)	The Accounting Officer may determine the closure date for the submission of bids which is less than the 30 days or 14 days requirement, but only if such shorter period can be justified on the grounds of urgency or emergency or any exceptional case where it is impractical or impossible to follow the official procurement process.	Accounting Officer		YES	None
23(a) (i)(ii)	The handling, opening and recording of bids should be (i) be opened in public (ii) must be opened at the same time and as soon as possible after the period for the submission of bids has expired;	Accounting Officer	Senior Manager: Supply Chain Management	YES	Done
23 (c)	(ii) make the register available for public inspection (iii) publish the entries in the register and the bid results on the website of the municipality	Accounting Officer	Senior Manager: Supply Chain Management	YES	Done
24(1)	Negotiate the final terms of a contract with bidders identified through a competitive bidding process as preferred bidders, provided that such negotiation – (a) does not allow any preferred bidder a second or unfair opportunity. (b) is not to the detriment of any other bidder; and (c) does not lead to a higher price than the bid submitted. Minutes of such negotiations must be kept.	Accounting Officer	Relevant user department Head of Department or Director	YES	Provision for the signing of a Form of Tender/Service Level Agreement with successful vendors is being made in the tender documents.
26(1)(b)	Appoint the members of the bid specification, evaluation and adjudication committees, taking into account Section	Accounting Officer		YES	Done

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE-MENTED	COMMENTS
	117 of the MFMA.				
26(1)(c)	Appoint a neutral or independent observer to a bid specification, evaluation or adjudication committee for an attendance and oversight process when this is appropriate for ensuring fairness and promoting transparency.	Accounting Officer		N/A	Not Applicable
26(3)	Apply the committee system to formal written price quotations.	Accounting Officer		N/A	Committee system is applied for goods/services above R300 000.00
27(1)	Compile specifications for the procurement of goods and services by the municipality.	Accounting Officer	Bid Specifications Committee, upon the advice of the relevant user department	YES	The Director signs for items to serve on the Specification committee.
27(2)(g)	Approve specifications compiled by the bid specification committee prior to publication of the invitation for bids.	Accounting Officer	Bid Specifications Committee, upon the advice of the relevant user department	YES	The specifications are accompanied by a questionnaire that the relevant department must complete. Meetings are held according to pre-determined schedule.
28(1)(a)	Evaluate bids in accordance with – (i) the specifications for a specific procurement; and (ii) The points system as must be set out in the supply chain management policy of the municipality in terms of Regulation 27(2)(f) and prescribed in terms of the Preferential Procurement Policy Framework Act. (iii)	Accounting Officer	Bid Evaluation Committee upon advice of the relevant user department.	YES	Have regular BEC meetings.
28(1)(b)	Evaluate each bidder's ability to execute the contract.	Accounting Officer	Bid Evaluation Committee, upon advice from SCM	YES	Currently part of the Standard Evaluation Report
28(1)(c)	Check in respect of the recommended bidder whether municipal rates and taxes and municipal service charges are not in arrears.	Accounting Officer	Bid Evaluation Committee	YES	It has a screening list that must be completed.
28(1)(d)	Submit to the adjudication committee a report and recommendations regarding the award of the bid or any	Bid Evaluation Committee		YES	Currently part of the Standard Evaluation Report

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE-MENTED	COMMENTS
	other related matter.				
29(1)(a)	Consider the report and recommendations of the bid evaluation committee.	Accounting Officer	Bid Adjudication Committee	YES	In the first quarter there were sixteen (16) BAC meetings
29(1)(b)(i)	For bids above R10 million, SCM BAC will make recommendation to the Municipal Manager to make the final award.	Accounting Officer		YES	In the first quarter there were six (6) final awards above R10 million.
29(1)(b)(ii)	Make another recommendation to the accounting officer on how to proceed with the relevant procurement.	Accounting Officer		YES	None.
29(3)	Appoint the chairperson of the bid adjudication committee.	Accounting Officer		YES	Done
29(5)(a)	If a bid adjudication committee decides to award a bid other than the one recommended by the bid evaluation committee, the bid adjudication committee must prior to awarding the bid – (i) check in respect of the preferred bidder whether that bidder's municipal rates and taxes and municipal service charges are not in arrears; and (ii) notify the accounting officer.	Bid Adjudication Committee		YES	None
29(5)(b)	(i) After due consideration of the reasons for the deviation, ratify or reject the decision of the bid adjudication committee referred to in Regulation 29(5)(a); and (ii) If the decision of the bid adjudication committee is rejected, refer the decision of the adjudication committee back to that committee for reconsideration.	Accounting Officer		YES	None

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE-MENTED	COMMENTS
29(6)	Refer to any recommendation made by the evaluation committee or adjudication committee back to that committee for reconsideration of the recommendation.	Accounting Officer		YES	One (1) tender was referred back to the BEC in the first quarter
29(7)	Comply with Section 114 of the MFMA within ten working days.	Accounting Officer		YES	Not applicable
31(1)	Request the State Information Technology Agency (SITA) to assist the municipality with the acquisition of IT-related goods or services through a competitive bidding process.	Accounting Officer	Bid Adjudication Committee	YES	Not Applicable
31(2)	Enter into a written agreement to regulate the services rendered by, and the payments made to, SITA.	Accounting Officer		YES	Not Applicable
31(3)	Notify SITA together with a motivation of the IT needs of the municipality if – (a) the transaction value of IT related goods or services required by the municipality in any financial year will exceed R50 million (VAT incl); or (b) the transaction value of a contract to be procured by the municipality whether for one or more years exceeds R50 million.	Accounting Officer		YES	Not Applicable
31(4)	Submit to the Council, the National Treasury, the relevant provincial treasury and the Auditor General the SITA comments and the reasons for rejecting or not following such comments if the municipality disagrees with SITA's comments.	Accounting Officer	Senior Manager: Supply Chain Management	YES	Not Applicable
32(1)	To procure goods or services for the municipality under a contract secured by another organ of state, but only if – (a) The contract has been secured by that organ of state by means of a competitive bidding process	Accounting Officer	Bid Adjudication Committee	YES	None

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE-MENTED	COMMENTS
	applicable to that organ of state. (b) The municipality has no reason to believe that such contract was not validly procured. (c) there are demonstrable discounts or benefits for the municipality; and that other organ of state and the provider have consented to such procurement in writing.				
35(1)	Procure consulting services above the value of R 300 000.00 (VAT incl.) provided that any Treasury guidelines in respect of consulting services or CIDB guidelines in respect of services related to the build environment and construction works are taken into account when such procurements are made.	Accounting Officer	Bid Adjudication Committee	YES	Done
35(4)	Ensure that copyright in any document produced, and the patent rights or ownership in any plant, machinery, thing, system or process designed or devised, by a consultant in the course of the consultancy service is vested in the municipality.	Municipal Council	Relevant user Department	YES	Not Applicable
36(1)(a)	Dispense with the official procurement processes established by the policy and to procure any required goods or services through any convenient process, which may include direct negotiations, but only – (i) in an emergency. (ii) if such goods or services are produced or available from a single provider only. (iii) for the acquisition of special worker of art or historical objects where specifications are	Accounting Officer	BAC considers deviations and recommends it to the Accounting Officer.	YES	Delegations are in place for BAC to recommend deviations to the Accounting Officer. Records and recordings are kept of all meetings. Departments draft memorandums and table items at BEC for consideration and recommendation to the BAC. The BAC upon approval will recommend deviation to the Accounting –Officer.

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE-MENTED	COMMENTS
	difficult to compile. (iv) acquisition of animals or zoos; or (v) in any other exceptional case where it is impractical or impossible to follow the official procurement processes (vi) any contract relating to the publication of notices and advertisements by or on behalf of the municipality (vii) any purchase on behalf of the municipality at a public auction (viii) any contract with an organ of state, local authority or a public utility corporation or company (ix) any contract in respect of which compliance therein would not be in the public interest or interest of Council (x) ad-hoc repairs to plant and equipment where it is not possible to ascertain the nature or extent of the work required in order to call for bids (xi) workshop strip & quote				
36(1)(b)	Ratify any minor breaches of the procurement processes by an official or committee acting in terms of delegated powers or duties which are purely of a technical nature.	Accounting Officer		YES	Done
36(2)	Record the reasons for any deviations in terms of Regulations 36(1)(a) and (b); and Report them to the next meeting of the Council and include as a note to the annual financial statements.	Municipal Council	Accounting Officer	YES	Done
37(2)	Decide to consider an unsolicited bid but only if – (a) The product or service offered is a demonstrably or proven unique innovative concept. (b) The product or service will be exceptionally	Accounting Officer		NO	None

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE-MENTED	COMMENTS
	beneficially to, or have exceptional cost advantages for, the municipality. (c) The person who made the bid is the sole provider of the product or service; and (d) The reasons for not going through the normal bidding processes are found to be sound by the accounting officer.				
37(4)	Submit written comments received pursuant to Regulation 37(3), including any responses from the unsolicited bidder to the National Treasury and the relevant provincial treasury for comment.	Accounting Officer		NO	None
37(5)	Consider and may award the bid or make recommendations to the accounting officer depending on the delegations to the adjudication committee.	Accounting Officer	Bid Adjudication Committee	YES	None
37(7)	When considering an unsolicited bid, take into account where considering an unsolicited bid – (i) any comments submitted by the public; and any written comments and recommendations of the National Treasury or the relevant provincial treasury.	Accounting Officer		NO	None
37(8)	Submit to the Auditor General, the relevant provincial treasury and the National Treasury the reasons for rejecting or not following any recommendations of the National Treasury or provincial treasury in regard to the unsolicited bid.	Accounting Officer	Senior Manager: Supply Chain Management	NO	None
38(1)(a)	Take all reasonable steps to prevent abuse of the supply chain management system.	Accounting Officer	Chief Financial Officer	YES	The National Treasury Code of Conduct has been circulated and communicated to municipal staff at various formal and informal meetings.
38(1)(b)	Investigate any allegations against an official or other	Accounting Officer	Internal Audit	YES	None

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE-MENTED	COMMENTS
	role player of fraud, corruption, favoritism, unfair or irregular practices or failure to comply with the supply chain management policy, and when justified – (i) take appropriate steps against such an official or other role player; or (ii) report any alleged criminal conduct to the South African Police Service.				
38(1)(c)	Check the National Treasury's database prior to awarding any contract to ensure that no recommended bidder, or any of its directors, is listed as a person prohibited from doing business with the public sector.	Accounting Officer	Senior Manager: Supply Chain Management	YES	The National Treasury website information of the List of Defaulters is currently used to verify.
38(1)(d)	Reject any bid from a bidder – (i) if any municipal rates and taxes or municipal service charges owed by that bidder or any directors to the municipality are in arrears for more than three months. (ii) during the last five years has failed to perform satisfactorily on a previous contract with the municipality or any other organ of state after written notice was given to that bidder that performance was unsatisfactory.	Accounting Officer	Bid Adjudication Committee Senior Manager: Supply Chain Management	YES	Bid Evaluation checklist is in place
38(1)(e)	Reject a recommendation for the award of a contract if the recommended bidder, or any of its directors, has committed a corrupt or fraudulent act in competing for the particular contract.	Accounting Officer	Bid Adjudication Committee Senior Manager: Supply Chain Management	YES	Bid Evaluation checklist is in place
38(1)(f)	Cancel a contract awarded to a person if – the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract; or	Accounting Officer	Bid Adjudication Committee Senior Manager: Supply Chain Management	YES	Bid Evaluation checklist is in place

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE-MENTED	COMMENTS
	(i) An official or other role player committed any corrupt or fraudulent act during the bidding process or the execution of the contract that benefited that person.				
38(1)(g)	Reject the bid of any bidder if that bidder or any of its directors – (i) has abused the supply chain management system of the municipality or has committed any improper conduct in relation to such system. (ii) has been convicted of fraud or corruption during the last five years; (iii) has willfully neglected or reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or (iv) has been listed in the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).	Accounting Officer	Bid Adjudication Committee Senior Manager: Supply Chain Management	YES	Bid Evaluation checklist is in place
38(2)	Inform the National Treasury and relevant provincial treasury in writing of any actions taken in terms of Regulation 38(1)(b)(ii), (e)	Accounting Officer	Bid Adjudication Committee Senior Manager: Supply Chain Management	YES	Bid Evaluation checklist is in place
40(1)	The Supply chain policy must provide for an effective system of disposal management for the disposal or letting of assets, including unserviceable, redundant or obsolete assets, subject to sections 14&90 of MFMA	Municipal Council	Chief Financial Officer	YES	Delegations are in place

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE-MENTED	COMMENTS
40(2) a	A Supply Chain management policy must specify the ways in which assets may be disposed of, including by – (i) Transferring the asset to another organ of state in terms of a provision of the MFMA enabling the transfer of assets (ii) Transferring the asset to another organ of state at market related value or, when appropriate, free of charge (iii) Selling the asset (iv) Destroying the asset	Municipal Council	Chief Financial Officer	YES	As per delegations
40(2) (b)	Stipulate that – Immoveable property may be sold only at market related prices except when public interest or the plight of the poor demands otherwise	Municipal Council		YES	Not Applicable
40(2)(b)(ii)	Movable assets may be sold either by way of written price quotations, a competitive bidding process, auction or at market related prices, whichever is the most advantageous to the municipality	Accounting Officer	Chief Financial Officer	YES	As per delegations
40(2)(b)(iii)	In the case of the free disposal of computer equipment, the Provincial Department of Education must first be approached to indicate within 30 days whether any of the local schools are interested in the equipment.	Accounting Officer	Chief Financial Officer	N/A	Not Applicable
40(2)(b)(iv)	In the case of the disposal of firearms, the National Conventional Arms Control Committee has approved any sale or donation of firearms to any person or	Accounting Officer		N/A	Not Applicable

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE-MENTED	COMMENTS
	institution within or outside the Republic				
40(2)(c)(ii)	All fees, charges, rates, tariffs, scales of fees or other charges relating to the letting of immovable property are annually reviewed	Municipal Council		YES	Not Applicable
40(2)(d)	Ensure that where assets are traded in for other assets, the highest possible trade-in is negotiated	Municipal Council		N/A	None
40(2)(b)(iii)	In the case of the free disposal of computer equipment, the provincial department of education is first approached to indicate within 30 days whether any of the local schools are interested in the equipment.			N/A	Not Applicable
41(1)	A Supply chain management policy must provide for an effective system of risk management for the identification, consideration and avoidance of potential risks in the supply chain management system	Accounting Officer	Internal Audit	YES	Busy implementing a system for risk management
42	Establish and implement an internal monitoring system in order to determine, on a retrospective analysis, whether the authorized supply chain management processes were followed and whether the objectives of this policy were achieved.	Accounting Officer	Chief Financial Officer	YES	Implemented a system for performance management in SCM
43(2)	Check with SARS whether a person's tax matters are in order before making an award to such a person.	Municipal Council	Senior Manager: Supply Chain Management	YES	The Tax Clearance of vendors registered on the Central Supplier Database is checked before awards are made.
45	Disclose in the notes to the annual financial statements of the municipality particulars of any award of more than R2,000.00 to a person who is a spouse, child or parent of a person in the service of the state, or has been in the service of the state in the previous twelve months, including – (a) the name of that person.	Municipal Council	Chief Financial Officer	YES	This information was disclosed within financial statements of the municipality.

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE-MENTED	COMMENTS
	(b) the capacity in which that person is in the service of the state; and (c) the amount of the award.				
46(3)(a)	Keep a register of all declarations in terms of Regulation 46(2)(d) and (e).	Accounting Officer	Senior Manager: Supply Chain Management	YES	SCM keeps records of it.
46(3)(b)	Declarations must be made to the mayor of the municipality who must ensure that such declarations are recorded in the register.	Accounting Officer	Chief Financial Officer	YES	Declarations are kept in the SCM section and hard copy on file.
46(4)	Adopt the National Treasury's code of conduct and Schedule 2 of the Systems Act for supply chain management practitioners and other role players involved in supply chain management.	Accounting Officer	Senior Manager: Supply Chain Management Council's Speaker	YES	Code of conduct is circulated annually to all officials
47(2)	Report any alleged contravention of Regulation 47(1) to the National Treasury for considering whether the offending person, and any representative or intermediate through which such person is alleged to have acted, should be listed in the National Treasury's database of persons prohibited from doing business with the public sector.	Accounting Officer	Chief Financial Officer	YES	Not Applicable
48	Disclose to the National Treasury and the relevant provincial treasury any sponsorship promised, offered or granted to the municipality whether directly or through a representative or intermediate, by any person who is – (a) a provider or prospective provider of goods or services to the municipality; or (b) a recipient or prospective recipient of goods disposed or to be disposed of by the municipality.	Accounting Officer	Senior Manager: Supply Chain Management	YES	None.

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE-MENTED	COMMENTS
49	Persons aggrieved by decisions or actions taken in the implementation of this supply chain management system, may lodge within 14 days of the decision or action, a written objection or compliant against the decision or action.	Accounting Officer		YES	Done
50(1)	Appoint an independent and impartial person to assist in the resolution of disputes between the municipality and other persons and to deal with objections, complaints or queries as described more fully in Regulation 49.	Accounting Officer		YES	Done.
50(1)(a)	Responsible for assisting the person appointed in terms of Regulation 50(1) to perform his or her functions effectively.	Accounting Officer		YES	Done
50(4)(b)	Appointed must submit monthly reports to the Accounting Officer on all disputes, objections, complaints or queries received, attended to or resolved.	Accounting Officer		YES	The appointed official is responsible for the submission of the monthly report to the Municipal Manager.
51	Service provider that acts on behalf of municipality to provide any service or act as a collector of fees, service charges or taxes and the compensation payable to service provider, contract must stipulate a cap on compensation payable to the service provider; that such compensation must be performance based.	Accounting Officer		YES	Done
52	Stellenbosch Municipality may not enter any contract that will impose financial obligations beyond the three years covered in the annual budget for that financial year, unless the requirements of Section 33 of the Act have been fully complied with	Accounting Officer		YES	Done
53	Any increase and / or extension in the approved contract sum that may become necessary because of exceptional circumstances during the contract period must be approved by the appropriate bid committees prior to implementation	Accounting Officer	Chief Financial Officer	YES	Done
54	In terms of Section 62 of the Municipal Systems Act (Act 32 of 2000 as amended), a person whose rights are	Accounting Officer	Corporate Services	YES	Done

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE-MENTED	COMMENTS
	affected by a decision taken by the Municipality, in terms of a delegated authority, in the implementation of its supply chain management system, may appeal against that decision by giving written notice of the appeal and reasons to the Municipal Manager within 21 days of the date of the notification of the decision				
55	The successful and unsuccessful bidders shall be notified in writing by the Supply Chain Management once a bid has been accepted	Accounting Officer	Senior Manager: Supply Chain Management	YES	Done
56	The Municipality will offer an unsuccessful bidder a debriefing upon request	Accounting Officer	Senior Manager: Supply Chain Management	YES	Done
57	Any failure to fulfil the deliverables in line with the contract or service levels constitutes a material breach or poor performance which will result in the termination of the contract and/or sanctions will be imposed in the form of suspension from the database	Accounting Officer	All Contract Owners	YES	Done
58	The municipality may, prior to the award of a tender, cancel the tender as per the prescribed circumstances	Accounting Officer	Senior Manager: Supply Chain Management	YES	Done
59	Tender documents must include a condition stating clearly that the award of the tender may be subject to price negotiation with the preferred tenderers	Accounting Officer		YES	Done

8.4	MFMA SECTION 52 REPORTING UP TO SEPTEMBER 2025

Collaborator No:
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: 23 October 2025

1. SUBJECT: MFMA SECTION 52 REPORTING UP TO SEPTEMBER 2025

2. PURPOSE

To comply with Section 52(d) of the Municipal Finance Management Act and report to Council on the implementation of the budget; and service delivery budget plan of the Municipality for the first quarter of the 2025/26 financial year.

3. DELEGATED AUTHORITY

THE EXECUTIVE MAYOR TO SUBMIT TO COUNCIL

In terms of section 52 (d) of the Municipal Finance Management Act:

"The mayor of a municipality—

(d) must, within 30 days of the end of each quarter; submit a report to the council on the implementation of the budget and the financial affairs of the municipality:"

4. EXECUTIVE SUMMARY

The Executive Mayor must provide general political guidance over the fiscal and financial affairs of the Municipality and is required by Section 52(d) of the Municipal Finance Management Act to submit a report on the implementation of the budget and the financial and non-financial performance of the Municipality, to the Council within 30 days after end of each quarter.

The Section 52 report is a summary of the budget performance. It compares the implementation of the budget to the commitments made and contained in the Service Delivery and Budget Implementation Plan (SDBIP), and is intended to enable Council to give effect to their oversight responsibility.

This report provides the overall performance of the Municipality for the period 1 July 2025 to 30 September 2025.

5. RECOMMENDATION

that Council notes Section 52 Report (including quarterly performance report) for the first quarter of the financial year.

6. DISCUSSION / CONTENTS

6.1 Background

To comply with section 52 (d) of the Municipal Finance Management Act and report to Council on the budget; financial and service delivery budget implementation plan of the Municipality for the 1st quarter of the financial year. The report is indicated under **APPENDIX 1**.

6.2 Discussion

This report illustrates the implementation of the budget as well as the non financial performance of the municipality for quarter 1.

In terms of the Municipal Finance Management Act (MFMA) Section 52(d) "*must, within 30 days of the end of each quarter, submit a report to the council on the implementation of the budget and the financial state of affairs of the municipality;*""

6.3 Financial Implications

None.

6.4 Legal Implications

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

6.5 Staff Implications

This report has no staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions:

None

6.7 Risk Implications

None

6.8 Comments from Senior Management:

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

6.8.1 *Municipal Manager:*

Supports the recommendations

ANNEXURES

Appendix 1 : Section 52 Report – First Quarter

FOR FURTHER DETAILS CONTACT:

NAME	Monique Steyl
POSITION	*Senior Manager Financial Management Services*
DIRECTORATE	*Financial Services*
CONTACT NUMBER	*021 – 808 8512*
E-MAIL ADDRESS	*Monique.Steyl@stellenbosch.gov.za*
REPORT DATE	*17 October 2025*

APPENDIX 1

STELLENBOSCH

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QUARTERLY BUDGET MONITORING REPORT

1st Quarter 2025/26

QUALITY CERTIFICATE

I, Geraldine Mettler, the Municipal Manager of Stellenbosch Municipality, hereby certify that the quarterly report the period ending September 2025 has been prepared in accordance with Section 52 of the Municipal Finance Management Act and regulations made under the Act and accordingly submit the required quarterly statement on the state of Stellenbosch Municipality's budget reflecting the particulars up until the end of September 2025.

Name: Geraldine Mettler

Municipal Manager of Stellenbosch Municipality- WC024

Signature

Date: 23 October 2025

To Council

In accordance with Section 52(d) of the Municipal Finance Management Act, I submit the required report on the implementation of the budget and the financial situation of Stellenbosch Municipality reflecting the particulars of the fourth quarter of the financial year 2024/25.

The submission of this report forms part of my general responsibilities as the Mayor of Stellenbosch Municipality. The purpose of the report serves to inform Council on the financial affairs of Stellenbosch Municipality and to enable Council to fulfil its oversight responsibility in this regard.

……
Cllr Jeremy Fasser
Executive Mayor
Date: 23 October 2025

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1. Recommendations

These recommendations are linked to the responsibilities of the Mayor under Section 52 of the MFMA.

(a) That the content of the quarterly budget statement and supporting documentation be noted.

2. Executive Summary

2.1 Introduction

The mayor, who must provide general political guidance over the fiscal and financial affairs of the Municipality, is required by Section 52(d) of the Municipal Finance Management Act to submit a report on the implementation of the budget and the financial situation of the Municipality, to the Council within 30 days after end of each quarter.

This report is a summary of the main budget issues arising from the monitoring process. It compares the implementation of the budget to the commitments/promises made and contained in the Service Delivery and Budget Implementation Plan (SDBIP) and is intended to inform and enable the Council with a view of giving effect to Council's oversight responsibility.

2.2 Summary of 2025/26 budget progress / implementation

The following table summarises the overall position of the capital and operating budgets.

The above figures are explained in more detail throughout this report.

Detail	**Capital Expenditure**	**Operating Expenditure**	**Operating Revenue** (excluding capital transfers and contributions)
Original Budget	642 490 175	2 741 080 854	2 869 321 198
Adjustment Budget	677 608 824	2 748 524 997	2 876 765 341
Plan to Date (SDBIP)	107 504 630	561 333 290	632 463 341
Actual	**51 098 533**	**340 998 553**	**677 964 716**
Variance to SDBIP	(56 406 097)	(220 334 737)	45 501 375
Year to date % Variance to SDBIP	**-52,47%**	**-39,25%**	**7,19%**

3. Operating Revenue

The following table shows the actual operating revenue per National Treasury Reporting regulations against that planned in the SDBIP for the 1st Quarter of 2025/26.

Operating Revenue by Source

Description	ORIGINAL BUDGET	ADJUSTMENT BUDGET	QUARTER 1 2025/26			QUARTER 1 2024/25		
			PLANNED	ACTUAL	VAR	PLANNED	ACTUAL	VAR
Exchange Revenue								
Service charges - Electricity	1 215 948 763,00	1 215 948 763,00	262 122 882	249 574 088	5%	246 766 162	306 437 451	-24%
Service charges - Water	201 453 009,00	201 453 009,00	33 151 388	17 360 728	48%	33 405 613	39 876 231	-19%
Service charges - Waste Water Management	132 112 779,00	132 112 779,00	30 703 601	38 730 768	-26%	31 230 499	35 782 585	-15%
Service charges - Waste Management	112 789 486,00	112 789 486,00	33 440 077	34 594 652	-3%	30 305 916	32 429 777	-7%
Sale of Goods and Rendering of Services	25 590 670,00	25 590 670,00	5 258 766	9 201 659	-75%	5 267 165	7 081 329	-34%
Agency services	3 961 303,00	3 961 303,00	911 631	839 672	0	911 631	818 247	10%
Interest earned from Receivables	18 972 172,00	18 972 172,00	4 712 837	5 430 191	-15%	4 712 837	6 208 199	-32%
Interest earned from Current and Non Current Asse	63 979 577,00	63 979 577,00	15 994 898	14 022 192	12%	11 058 036	15 292 108	-38%
Rental from Fixed Assets	14 249 488,00	14 249 488,00	2 646 635	2 878 494	-9%	2 646 635	2 550 253	4%
Licence and permits	8 754 465,00	8 754 465,00	2 045 375	1 593 518	22%	2 045 375	1 501 829	27%
Operational Revenue	62 444 771,00	62 444 771,00	18 903 559	4 983 086	74%	17 834 119	12 447 322	30%
Non-Exchange Revenue								
Property rates	571 650 678,00	571 650 678,00	193 480 867	200 530 275	-4%	187 985 320	188 178 332	0%
Fines, penalties and forfeits	173 402 829,00	173 402 829,00	22 746 062	46 982	100%	22 746 061	81 887	100%
Transfer and subsidies - Operational	260 585 383,00	268 029 526,00	5 411 685	97 170 465	-1696%	72 820 562	84 944 787	-17%
Interest	3 425 825,00	3 425 825,00	933 078	1 007 946	-8%	933 078	1 057 137	-13%
Other Gains		-		-	0%	-	-	0%
Total Revenue (excluding capital transfers and contributions)	**2 869 321 198**	**2 876 765 341**	**632 463 341**	**677 964 716**	**-7%**	**670 669 009**	**734 687 474**	**-10%**

NB: - The “year to date” actual for income refers to the total billed and earnings for the year and not actual receipts/collections.

Operating Revenue Variance Report

The variances between actual operating revenue and the planned operating revenue contained in the SDBIP are explained per revenue source and are as follows:

Revenue by Source

3.1 Property Rates

Property rates and service charges water are billed monthly. However, some consumers applied to have their property rates and service charges to be billed annually. This has resulted in an over performance of R7 049 408 for property rates when compared to the year-to-date budget projections.

3.2 Service charges - Electricity

The municipality has billed R12 548 794 less electricity charges than initially anticipated. The largest under performance variance was noted for Electricity Sales: Domestic High: Conventional (R6 491 647) and Commercial Conventional (Single Phase) (R3 261 087). The underperformance is due to a decrease in consumption due to seasonal weather changes.

3.3 Service charges - Water revenue

The municipality has billed R15 790 660 less charges than initially anticipated. The largest under performance variance was noted for Industrial Water (R8 502 512) and Sale: Conventional Water (R7 287 247). This decrease in billings is a result of a decrease in consumption.

3.4 Service charges - Waste Water Management

The municipality has billed R8 027 167 more sanitation charges than initially anticipated. The largest over performance variance was noted for Industrial Effluent (R3 058 353) and Sanitation Charges (R2 744 480). This increase in billings is a result of an increase in usage.

3.5 Sale of Goods and Rendering of Services

An over performance is noted for other revenue to the amount of R3 942 893. The items that attributed to the overperformance are as follows:

3.5.1 Revenue: Exchange Revenue: Sales of Goods and Rendering of Services: Encroachment Fees

An over performance of R803 718 has been noted. This is a result of more lease agreements entered into for encroachments therefor more payments being received than initially anticipated.

3.5.2 Revenue: Exchange Revenue: Sales of Goods and Rendering of Services: Building Plan Approval

An over performance of R2 716 829 has been noted. This is a result of more requests and payments received than initially anticipated.

3.6 Transfer and subsidies - Operational

An overperformance is noted for transfers and subsidies to the amount of R91 758 780. The overperformance is due to the tranche payments received for the equitable share allocation.

3.7 Operational Revenue

An underperformance is noted for operational revenue to the amount of R14 462 263. The items that attributed to the underperformance are as follows:

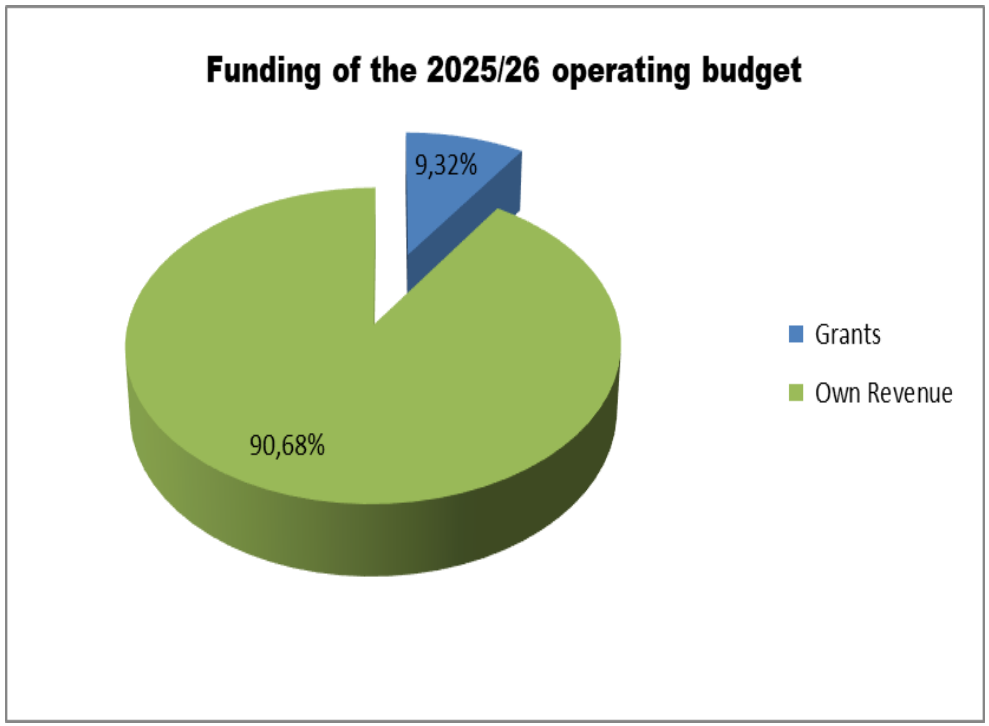
3.7.1 Revenue: Exchange Revenue: Operational Revenue: Development Charges

An under performance of R15 997 225 has been noted. This is a result of less charges for developments than initially anticipated.

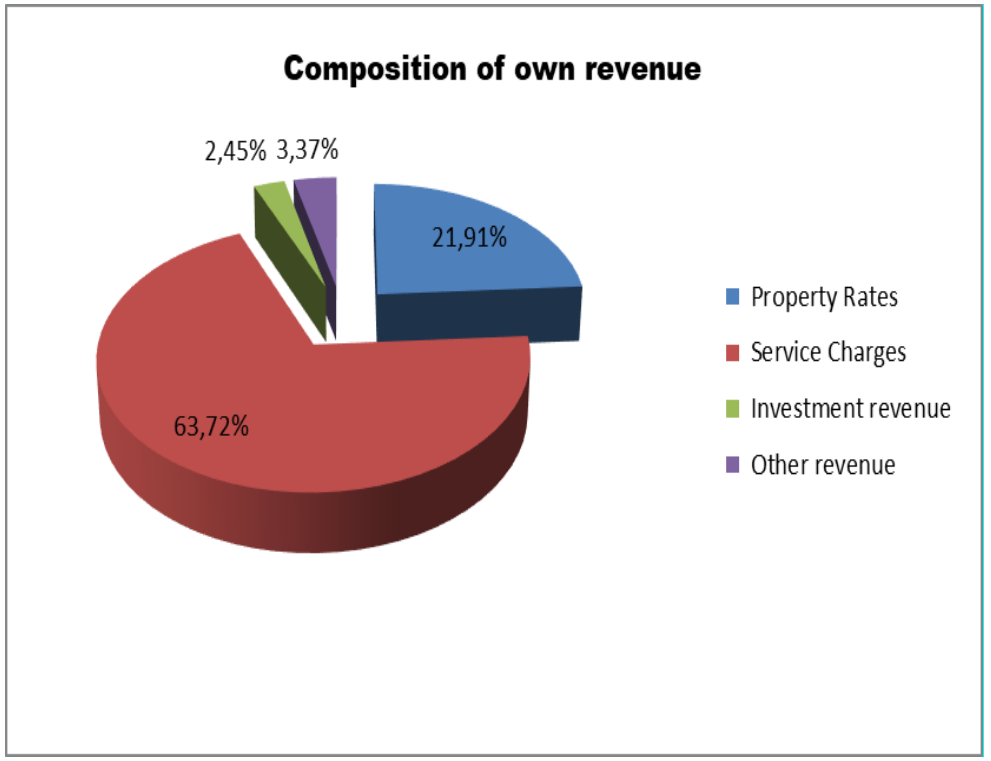
3.8 Fines, penalties, and forfeits

An underperformance was noted to the amount of R22 699 080. The recognition of traffic fines in terms of iGRAP 1 will be done monthly, including the journal processed on the financial system.

Stellenbosch municipality is not dependant on grant funding to fund the operating budget as is evident in the graph below.



Own revenue consists mainly of service charges at 63.72 per cent of the 2 608 735 815 billion own revenue budget.



4. Operating Expenditure

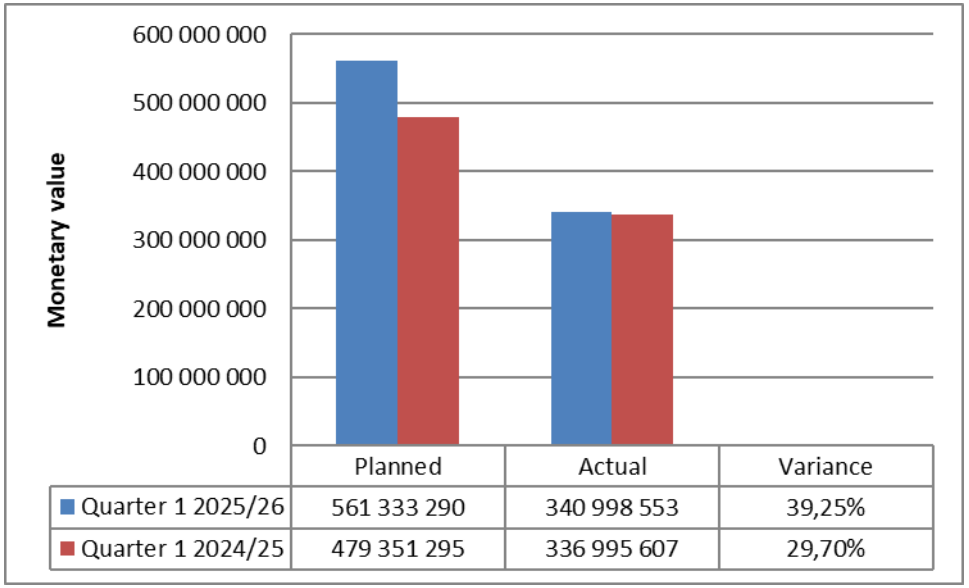
The following table illustrates the actual operating expenditure for each Directorate against planned expenditure in the SDBIP for the 1st Quarter of 2025/26.

Operating Expenditure (Per Directorate):

DIRECTORATE	ORIGINAL BUDGET	AMENDED BUDGET	QUARTER 1 2025/26		QUARTER 1 2024/25	
			PLANNED	ACTUALS	PLANNED	ACTUALS
Municipal Manager	23 693 262	23 693 262	4 791 438	622 165	3 604 556	359 317
Planning & Development	130 807 404	136 967 933	25 810 689	6 273 465	26 212 909	7 455 880
Infrastructure Services	1 636 652 537	1 637 936 151	362 277 096	237 476 397	297 365 666	273 248 479
Community and Protection Services	568 392 787	568 392 787	88 851 256	22 443 619	76 942 368	20 870 303
Corporate Services	236 951 689	236 951 689	40 165 479	16 526 104	42 871 754	18 464 086
Financial Services	144 583 175	144 583 175	39 437 332	57 656 803	32 354 042	16 597 542
TOTALS	**2 741 080 854**	**2 748 524 997**	**561 333 290**	**340 998 553**	**479 351 295**	**336 995 607**

During the first quarter of the financial year the directorates spent R220 334 737, 39.25% less than the planned expenditure. At the same period last year, the directorates spent R142 355 688, 29.70% less than the planned expenditure.

The variance for the first quarter is also attributed to the integration challenges, during which employee related costs were not reflected in the core financial system.



	Planned	Actual	Variance
Quarter 1 2025/26	561 333 290	340 998 553	39,25%
Quarter 1 2024/25	479 351 295	336 995 607	29,70%

The year on year comparison for the first quarter is 60.75% actual spending rate of the planned operating budget for the financial year 2025/26, compared to a 70.30% actual spending rate for the same period in the previous financial year.

Operating Expenditure Variance Report

The variances between actual operating expenditure and planned operating expenditure contained in the SDBIP are explained per item and are as follows:

4.1 Planning and Development Services

The Planning and Development Services directorate planned to spend R25 810 689 of the amended budget. The year- to- date actual expenditure incurred amounted to R6 273 465 which resulted in an underperformance of R19 537 224. The items that attributed to the underperformance are as follows:

4.1.1 Expenditure: Contracted Services: Consultants and Professional Services: Business and Advisory: Project Management (Planning and Development General)

The user department planned to spend R937 197 of the amended budget**.** No expenditure has been incurred to date. The user department indicated that the appeal period for the tender for the local spatial development framework will end in October 2025.

4.1.2 Expenditure: Contracted Services: Contractors: Maintenance of Buildings and Facilities (Housing Administration)

The user department planned to spend R1 374 999 of the amended budget. No expenditure has been incurred to date. The user department indicated that the tender was cancelled due to the non-compliance of all bidders. The tender will be re-advertised in October 2025.

4.1.3 Expenditure: Contracted Services: Contractors: Maintenance of Buildings and Facilities (Informal Settlements)

The user department planned to spend R437 997 of the amended budget. The year-to-date actual expenditure incurred amounted to R11 982. The user department indicated that the funds will be used for the repair and replacement on the Wendy-house program on a need-to-basis.

4.1.4 Expenditure: Operational Cost: External Computer Service: GPS Licence Fees

The user department planned to spend R200 000 of the amended budget. No expenditure has been incurred to date. The user department indicated that

service providers for all GIS services have been appointed, and all contracts are being finalised.

4.1.5 Employee related costs

The user department planned to spend R16 549 116 of the amended budget. Expenditure has been incurred but has not yet been integrated into the financial system due to system integration challenges.

4.2 Infrastructure Services

The Infrastructure Services directorate planned to spend R362 277 096 of the amended budget. The year-to-date actual expenditure incurred amounted to R237 476 397 which resulted in an underperformance of R124 800 699. The items that attributed to the underperformance are as follows:

4.2.1 Expenditure: Bulk Purchases: Electricity: ESKOM

The user department planned to spend R201 281 412 of the amended budget. The year-to-date actual expenditure incurred amounted to R192 355 992. The user department indicated that they are still awaiting the invoice for September 2025.

4.2.2 Expenditure: Contracted Services: Outsourced Services: Business and Advisory: Project Management (Landfill Site)

The user department planned to spend R6 562 767 of the amended budget. The year-to-date actual expenditure incurred amounted to R2 335 533. Orders to the amount of 18 820 017 have been loaded onto the financial system. The user department indicated that a service provider has been appointed and is currently on site, the invoices for September 2025 has been received and submitted for payment. An improvement will be seen in the next reporting period.

4.2.3 Expenditure: Operational Cost: Uniform and Protective Clothing (Cleaning of Streets)

The user department planned to spend R1 028 965 of the amended budget The year-to-date actual expenditure incurred amounted to R189 366. Orders to the amount of R15 002 have been loaded onto the financial system. The user department indicated that they are awaiting delivery of stock.

4.2.4 Expenditure: Contracted Services: Contractors: Maintenance of Equipment (Sewerage purification Stellenbosch)

The user department planned to spend R2 619 999 of the amended budget. The year-to-date actual expenditure incurred amounted to R59 537. Orders to the amount of R2 638 132 have been loaded onto the financial system. The user department indicated that a service provider has been appointed.

4.2.5 Expenditure: Inventory Consumed: Water

The user department planned to spend R10 513 395 of the amended budget The year-to-date actual expenditure incurred amounted to R5 563 081. The user department indicated that they are awaiting invoices from the service providers for September 2025.

4.2.6 Expenditure: Contracted Services: Contractors: Transportation (Sewerage purification Stellenbosch)

The user department planned to spend R1 590 000 of the amended budget. No expenditure has been incurred to date. Orders to the amount of R2 400 680 have been loaded onto the financial system. The user department indicated that the tender for the transportation of slugs has been awarded, and all work will commence.

4.2.7 Expenditure: Contracted Services: Contractors: Prepaid Electricity Vendors

The user department planned to spend R1 344 440 of the amended budget. The year-to-date actual expenditure incurred amounted to R434 026. Orders to the amount of R2 533 474 have been loaded onto the financial system. The user department indicated that the invoices for August and September 2025 will be submitted for payment.

4.2.8 Expenditure: Contracted Services: Contractors: Maintenance of Unspecified Assets (Water Network)

The user department planned to spend R1 207 839 of the amended budget. The year-to-date actual expenditure incurred amounted to R237 021. The user department indicated that the tender for maintenance is now active, and work is expected to commence soon.

4.2.9 Employee related costs

The user department planned to spend R59 000 520 of the amended budget. Expenditure has been incurred but has not yet been integrated into the financial system due to system integration challenges.

4.3 Community and Protection Services

The Community and Protection Services directorate planned to spend R88 851 256 of the amended budget. The year-to-date actual expenditure incurred amounted to R22 443 619 which resulted in an underperformance of R66 407 637. The items that attributed to the underperformance are as follows:

4.3.1 Expenditure: Contracted Services: Contractors: Forestry

The user department planned to spend R367 870 of the amended budget. No expenditure has been incurred to date. The user department indicated that the tender has been awarded, and they are awaiting the appeal period.

4.3.2 Expenditure: Contracted Services: Outsourced Services: Traffic Management

The user department planned to spend R1 489 283 of the amended budget The year-to-date actual expenditure incurred amounted to R919 829. The user department indicated that the fluctuation of fine payments is a result of the income received, therefore, payments are being processed as per the revenue received.

4.3.3 Expenditure: Contracted Services: Outsourced Services: Security Services

The user department planned to spend R15 000 000 of the amended budget. The year-to-date actual expenditure incurred amounted to R11 094 561. Orders to the amount of R10 107 237 have been loaded onto the financial system. The user department indicated that the invoices for September 2025 have been submitted for payment.

4.3.4 Expenditure: Operational Cost: External Computer Service: Software Licences

The user department planned to spend R375 000 of the amended budget. No expenditure has been incurred to date. The user department indicated that a service provider for the software licenses has been appointed.

4.3.5 Expenditure: Contracted Services: Contractors: Maintenance of Unspecified Assets (Fire Services)

The user department planned to spend R637 752 of the amended budget. The year-to-date actual expenditure incurred amounted to R108 613. The user department indicated that expenditure is dependent on the magnitude of vehicle breakdowns and maintenance required.

4.3.6 Employee related costs

The user department planned to spend R54 764 434 of the amended budget. Expenditure has been incurred but has not yet been integrated into the financial system due to system integration challenges.

4.4 Corporate Services

The Corporate Services directorate planned to spend R40 165 479 of the budget. The year-to-date actual expenditure incurred amounted to R16 526 104 which resulted in an underperformance of R23 639 375. The items that attributed to the underperformance are as follows:

4.4.1 Expenditure: Operational Cost: Registration Fees: Seminars, Conferences, Workshops and Events: National

The user department planned to spend R465 70 of the amended budget. The year-to-date actual expenditure incurred amounted to R174 518. The user department indicated that projects are currently ongoing, and invoices are paid as and when received.

4.4.2 Expenditure: Operational Cost: External Computer Service: Specialised Computer Service

The user department planned to spend R245 315 of the amended budget. No expenditure has been incurred to date. The user department indicated that a service provider has been appointed.

4.4.3 Expenditure: Operational Cost: Communication: Telephone, Fax, Telegraph and Telex

The user department planned to spend R486 088 of the amended budget. The year-to-date actual expenditure incurred amounted to R162 018. The user department indicated that there is currently a delay due to the vetting process of the service provider and therefore not all invoices have been paid.

4.4.4 Expenditure: Operational Cost: External Computer Service: Software Licences

The user department planned to spend R8 458 114 of the amended budget. The year-to-date actual expenditure incurred amounted to R8 169 210. The user department indicated that there was delay on the payment of a service provider due to pricing, however, an updated pricing schedule has been received.

4.4.6 Employee related costs

The user department planned to spend R15 822 972 of the amended budget. Expenditure has been incurred but has not yet been integrated into the financial system due to system integration challenges.

4.5 Financial Services

The Financial Services directorate planned to spend R39 437 332 of the budget. The year-to-date actual expenditure incurred amounted to R57 656 803 which resulted in an overperformance of R18 219 471. The items that attributed to the overperformance are as follows:

4.5.1 Depreciation

The over expenditure is due to the depreciation run amounting to R37 615 218 against a budgeted amount of R603 171. The variance is currently being investigated.

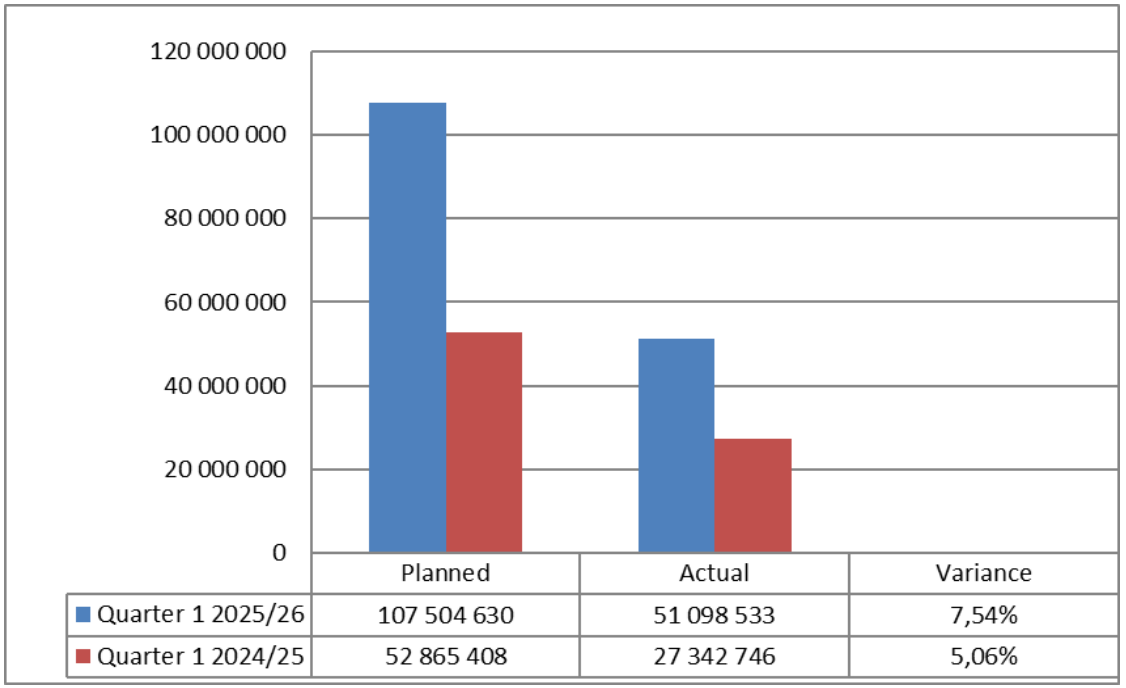
4.5.2 Employee related costs

The user department planned to spend R18 331 482 of the amended budget. Expenditure has been incurred but has not yet been integrated into the financial system due to system integration challenges.

5. Capital Expenditure

The following table illustrates the actual capital expenditure per directorate against the planned in the SDBIP for the 1st Quarter of 2025/26.

DIRECTOR	ORIGINAL BUDGET	AMENDED BUDGET	QUARTER 1 2025/26			QUARTER 1 2024/25		
			PLANNED	ACTUAL EXPENDITURE	VAR %	PLANNED	ACTUAL EXPENDITURE	VAR %
Municipal Manager	100 000	100 000	40 000	-	-	-	7 489	100%
Planning & Development	35 403 912	37 349 558	2 630 000	4 101 383	56%	1 281 482	502 321	-61%
Infrastructure Services	470 181 540	485 177 392	72 055 926	28 672 397	-60%	43 511 567	25 328 651	-42%
Corporate Services	81 584 723	98 818 255	9 788 210	1 307 474	-87%	40 000	46 746	17%
Community and Protection Services	50 920 000	51 863 619	22 940 494	15 939 330	-31%	7 922 359	1 375 054	-83%
Financial Services	4 300 000	4 300 000	50 000	1 077 949	2056%	110 000	82 487	-25%
TOTALS	**642 490 175**	**677 608 824**	**107 504 630**	**51 098 533**	**-52%**	**52 865 408**	**27 342 746**	**-48%**



	Planned	Actual	Variance
Quarter 1 2025/26	107 504 630	51 098 533	7,54%
Quarter 1 2024/25	52 865 408	27 342 746	5,06%

The year-on-year comparison for the end of the first quarter is [R51 098 533/ R677 608 824] 7.54% of the total capital budget of R677 608 824 for the 2025/26 financial year compared to a [27 342 746/ R 634 147 943] 4.31% spending rate for the same period in the previous financial year.

Capital Expenditure Variance Report

The variances between actual capital expenditure and the planned capital expenditure contained in the SDBIP are explained per directorate and are as follows:

5.1 Planning and Development

The Directorate planned to spend R2 630 000 of the amended budget. The year-to-date actual expenditure incurred amounted to R4 101 383. This resulted in an overperformance of R1 471 383. The projects that attributed to the overperformance are as follows:

5.1.1 Klapmuts La Rochelle (100)

The user department had no planned expenditure on the amended budget. The year-to-date actual expenditure incurred amounted to R329 010. Orders to the amount of R481 001 have been loaded onto the financial system. The user department indicated that the design plans and typologies have been submitted for approval. The specifications for the tender will serve at the bid specifications committee in October 2025.

5.1.2 Vehicles fleet: Informal Settlements

The user department had no planned expenditure on the amended budget**.** The year-to-date actual expenditure incurred amounted to R1 197 591. The user department indicated that the vehicle was delivered, and payment made ahead of the anticipated timeframe.

5.2 Community and Protection Services

The Directorate planned to spend R22 940 494 of the amended budget. The year-to-date actual expenditure incurred amounted to R15 939 330. This resulted in an underperformance of R7 001 163. The projects that attributed to the underperformance are as follows:

5.2.1 Calcatta Memorial Park

The user department planned to spend R11 000 000 of the amended budget. The year-to-date actual expenditure incurred amounted to R10 268 957. Orders to the amount of R25 771 043 have been loaded onto the financial system. The user department indicated that service providers are currently on site and phase 2 of the construction is in progress.

5.2.2 Upgrade of Sport Facilities

The user department planned to spend R3 200 000 of the amended budget. No expenditure has been incurred to date. Orders to the amount of R4 233 054 have been loaded onto the financial system. The user department indicated that the installation and upgrades of floodlights is scheduled for completion in November 2025. The appointment of a consultant for the electrical upgrades of the remaining nine sports facilities is awaiting to serve at the Bid evaluation committee.

5.2.2 Traffic Fleet

The user department planned to spend R750 000 of the amended budget. No expenditure has been incurred to date. Orders to the amount of R1 302 632 have been loaded onto the financial system. The user department indicated that they are awaiting delivery of the vehicle.

5.3 Infrastructure Services

The Directorate planned to spend R72 055 926 the amended budget. The year-to-date actual expenditure incurred amounted to R28 672 397. This resulted in an underperformance of R43 383 529. The projects that attributed to the underperformance are as follows:

5.3.1 Bulk Water Supply Pipe and Reservoir: Stellenbosch

The user department planned to spend R21 275 204 of the amended budget. The year-to-date actual expenditure incurred amounted to R4 295 934. Orders to the amount of R78 045 447 have been loaded onto the financial system. The user department indicated that the project is in its construction phase, and the contractor is on site.

5.3.2 Upgrade of WWTW: Klapmuts

The user department planned to spend R3 750 000 of the amended budget. No expenditure has been incurred to date. The user department indicated that the

tender has been advertised, and construction is envisaged to commence in February 2026.

5.3.3 Upgrade of WWTW Wemmershoek

The user department planned to spend R13 000 000 of the amended budget. The year-to-date actual expenditure incurred amounted to R4 941 934. Orders to the amount of R17 862 128 have been loaded onto the financial system The user department indicated that the contractor and consultant have been appointed and is currently on site, however practical completion has been delayed by a few weeks.

5.3.4 Lanquedoc Access road and Bridge

The user department planned to spend R15 000 000 of the amended budget. The year-to-date actual expenditure incurred amounted to R5 453 270. Orders to the amount of R3 339 247 have been loaded onto the financial system The user department indicated that work is currently underway, and they envisage completion in October 2025.

5.4 Corporate Services

The Directorate planned to spend R9 788 210 of the amended budget. The year-to-date actual expenditure incurred amounted to R1 307 474. This resulted in an underperformance of R8 480 736. The projects that attributed to the underperformance are as follows:

5.4.1 Structural Maintenance/Upgrade: Beltana

The user department planned to spend R4 425 000 of the amended budget. The year-to-date actual expenditure incurred amounted to R784 726. Orders to the amount of R6 874 438 have been loaded onto the financial system. The user department indicated that the construction on tender BSM 113/24 is currently ongoing and envisaged to be completed in November 2025. There is currently a dispute with the Quantity Surveyor on the scope of their work. The specifications for Phase 2 Construction work will be submitted to the Bid specification committee.

5.4.2 Upgrading: Law Enforcement Offices

The user department planned to spend R1 500 000 of the amended budget. No expenditure has been incurred to date. Orders to the amount of R1 574 269 have been loaded onto the financial system. The user department indicated that the project is currently in progress, and they envisage the completion of phase 1 to be in October. The specifications for phase 2 are expected to serve at the bid specification committee in October 2025.

5.4.3 Upgrading: Municipal Court

The user department planned to spend R1 500 000 of the amended budget. The year-to-date actual expenditure incurred amounted to R513 738. Orders to the amount of R1 486 262 have been loaded onto the financial system. The user department indicated that the project is currently in progress, and they envisage completion to be in December 2025.

5.4.4 Kayamandi: Upgrading of Makapula Hall

The user department planned to spend R960 000 of the amended budget. No expenditure has been incurred to date. The user department indicated that the specifications for the tender for construction work have been approved, and the tender will be advertised.

6. Investments and Borrowings

6.1 Investments

ACC. NR	BANK	Type/ Period	INTEREST RATE	MATURITY DATE	OPENING BALANCE 01 JULY 2025	Quarter 1		TOTAL INVESTMENTS/ WITHDRAWALS	INTEREST CAPITALISED FOR THE QUARTER UNDER REVIEW	INTEREST ACCRUED YTD	CLOSING BALANCE YTD
						INVEST	WITHDRAWAL				
	ABSA BANK										
93-6748-9415	A#9415	CALL	7,800%		**11 261 535,17**	100 000 000,00	- 40 000 000,00	60 000 000,00	1 656 277,30	1 656 277,30	72 917 812,47
20-8179-5573	A#5573	FIXED/9 MTHS	8,820%	07-Jul-25	**169 344 970,14**	-	- 169 575 720,88	- 169 575 720,88	230 750,74	230 750,74	- 0,00
20-8213-6172	A#6172	FIXED/12 MTHS	8,150%	10-Jul-26		100 000 000,00	-	100 000 000,00	1 853 287,67	1 853 287,67	101 853 287,67
					180 606 505,31	**200 000 000,00**	**(209 575 720,88)**	**(9 575 720,88)**	**3 740 315,71**	**3 740 315,71**	**174 771 100,14**
	NEDBANK										
03/7881123974/...036	N#036	FIXED / 12 MTHS	8,695%	19-Mar-26	**204 954 958,90**	-	-	-	4 383 232,88	4 383 232,88	209 338 191,78
03/7881123974/...037	N#037	FIXED / 10 MTHS	7,900%	19-Jun-26		100 000 000,00	-	100 000 000,00	909 041,10	909 041,10	100 909 041,10
					204 954 959,88	**100 000 000,00**	**-**	**100 000 000,00**	**5 292 273,97**	**5 292 273,97**	**310 247 232,88**
	SBSA										
258489367-043	S#043	FIXED 9 MNTHS	8,775%	09-Jul-25	**43 448 808,09**	-	- 43 527 367,70	- 43 527 367,70	78 559,61	78 559,61	- 0,00
258489367-046	S#046	FIXED 6 MNTHS	8,300%	17-Nov-25	**101 046 027,40**	-	-	-	2 114 794,52	2 114 794,52	103 160 821,92
					144 494 835,49	**-**	**(43 527 367,70)**	**(43 527 367,70)**	**2 193 354,13**	**2 193 354,13**	**103 160 821,92**
INVESTMENT TOTAL					**530 056 300,68**	**300 000 000,00**	**(253 103 088,58)**	**46 896 911,42**	**11 225 943,81**	**11 225 943,81**	**588 179 154,93**

6.2 Borrowings

Lending Institition	Balance 1/07/2025	Received Quarter 1	Interest Capitalised Quarter 1	Capital Repayments Quarter 1	Balance 30/09/2025	Percentage	Sinking Funds
							(R'000)
DBSA@ 10.25%	9 753 287	-	-	-	9 753 287	10,25%	
DBSA @ 9.74%	46 199 297	-	-	-	46 199 297	9,74%	
NEDBANK @ 9.70%	82 515 584	-	-	-	82 515 584	9,70%	
NEDBANK @ 8.8%	71 853 078	-	-	-	71 853 078	6,73%	
STANDARD BANK @ 11.00%	115 563 587	-	-	-	115 563 587	11,00%	
NEDBANK @10,21%	60 533 810	-	-	-	60 533 810	9,70%	
NEDBANK @10,71%	128 283 020	-	-	-	128 283 020	10,71%	
TOTAL	**514 701 663**	**-**	**-**	**-**	**514 701 663**		

7. Allocations and grant receipts and expenditure for the 1st Quarter of 2025/26

OPERATING & CAPITAL GRANTS	TOTAL 2025/26	EXPECTED ALLOCATION	UNSPENT CONDITIONAL GRANTS (ROLL OVERS)	CAPITAL DEBTORS	ACCUMULATED ACTUAL RECEIPTS	ACCUMULATED ACTUAL EXPENDITURE	QUARTER 1 RECEIPTS	QUARTER 1 ACTUAL EXPENDITURE	UNSPENT CONDITIONAL GRANTS - 30 SEPTEMBER 2025
Unconditonal Grant:Equitable Share	231 793 000	231 793 000	-		96 581 000	39 498 618	96 581 000	39 498 618	57 082 382
Grand Total (Unconditional Grants)	**231 793 000**	**231 793 000**	**-**	**-**	**96 581 000**	**39 498 618**	**96 581 000**	**39 498 618**	**57 082 382**
EPWP Integrated Grant for Municipalities	3 202 000	3 202 000			800 000	-	800 000	-	800 000
Local Government Financial Management Grant	1 700 000	1 700 000			1 700 000	-	1 700 000	-	1 700 000
Integrated National Electrification Programme (Municipal) Grant	6 188 000	6 188 000			2 785 000	949 565	2 785 000	949 565	1 835 435
Integrated Urban Development Grant	64 530 000	64 530 000			24 619 000	13 662 161	24 619 000	13 662 161	10 956 839
Energy Efficiency and Demand Side	5 000 000	5 000 000			2 000 000	-	2 000 000	-	2 000 000
Local Government, Water and Related Service SETA	550 000	550 000			-	351 621	-	351 621	-351 621
Community Development Workers Operational Support Grant	38 000	38 000			-	1 247	-	1 247	-1 247
Community Library Service Grant	11 576 000	11 576 000			-	4 474	-	4 474	-4 474
Human Settlements Development Grant	17 283 614	16 000 000	1 283 614		-	227 723	-	227 723	
Informal Settlements Upgrading Partnership Grant: Provinces	15 912 485	14 212 000	1 700 485	2 807 460	9 877 000	707 947	9 877 000	707 947	9 169 053
Title Deeds Restoration Grant	1 162 000	1 162 000		438 717	-		-		
Integrated Transport Planning	656 000	656 000			-	-	-	-	-
Maintenance and Construction of Transport Infrastructure	335 000	335 000			-	-	-	-	-
Regional Socio-Economic Project/violence through urban upgrading (RSEP/VPUU)	1 337 008	800 000	537 008		-	344 659	-	344 659	-344 659
Development of Sport and Recreational Facilities	300 000	300 000			-	-	-	-	-
Provincial Acceleration Grant	6 160 529		6 160 529			-		-	-
Khaya Lam Free Market Foundation	293 271		293 271		-		-		-
Global Environment Fund (GEF)	2 412 150	2 412 150	-		856 484	-	856 484	-	856 484
Grand total (Conditional Grants)	**138 636 057**	**128 661 150**	**9 974 907**	**3 246 177**	**42 637 484**	**16 249 397**	**42 637 484**	**16 249 397**	**26 615 810**

8. Personnel Expenditure

In terms of Section 66 of the MFMA, all expenditure incurred by the municipality on staff salaries, wages, allowances, and benefits must be reported to council.

Employee - Related Costs	Original Budget	Adjustments Budget	Quarter 1 Budget	Quarter 1 Actual	YTD Budget	YTD Actual	YTD %
Basic Salary and Wages	428 933 361	428 933 361	104 298 718	-	104 298 718	-	0%
Bonus	35 332 275	35 332 275	8 833 071		8 833 071	-	0%
Acting and Post Related Allowances	963 892	963 892	240 975	-	240 975	-	0%
Non Structured	46 078 463	46 078 463	11 519 604	-	11 519 604	-	0%
Standby Allowance	16 764 045	16 764 045	4 191 009	-	4 191 009	-	0%
Travel or Motor Vehicle	14 521 949	14 521 949	3 630 495	-	3 630 495	-	0%
Accomodation, Travel and Incidental	65 930	65 930	16 485	-	16 485	-	0%
Bargaining Council	231 436	231 436	57 867	-	57 867	-	0%
Cellular and Telephone	3 381 116	3 381 116	845 283	-	845 283	-	0%
Current Service Cost	6 285 000	6 285 000	-	-	-	-	0%
Essential User	926 862	926 862	231 714	-	231 714	-	0%
Entertainment	-	-	-	-	-	-	0%
Fire Brigade	3 486 434	3 486 434	871 608	-	871 608	-	0%
Group Life Insurance	6 523 464	6 523 464	1 630 869	-	1 630 869	-	0%
Housing Benefits	3 655 660	3 655 660	913 905	-	913 905	-	0%
Interest Cost	24 676 000	24 676 000	-	-	-	-	0%
Leave Gratuity	10 370 784	10 370 784	1 063 554	-	1 063 554	-	0%
Leave Pay	-	-	-	-	-	-	0%
Long Term Service Awards	5 852 000	5 852 000	-	-	-	-	0%
Medical	34 527 989	34 527 989	8 631 975	-	8 631 975	-	0%
Non-pensionable	276 095	276 095	69 027	-	69 027	-	0%
Pension	73 550 219	73 550 219	18 387 552	-	18 387 552	-	0%
Scarcity Allowance	1 716 541	1 716 541	429 135	-	429 135	-	0%
Shift Additional Remuneration	5 211 933	5 211 933	1 302 984	-	1 302 984	-	0%
Structured	2 921 902	2 921 902	730 476	-	730 476	-	0%
Unemployment Insurance	3 381 543	3 381 543	845 373	-	845 373	-	0%
Totals	**729 634 893**	**729 634 893**	**168 741 679**	**-**	**168 741 679**	**-**	**0%**

The total employee related cost expenditure incurred for the quarter was R140 895 300 (84%) of the planned expenditure of R168 741 679. This underspending is because of vacant posts that are in the process of being advertised and filled.

9. Withdrawals

Consolidated Quarterly Report for period 01/07/2025 to 30/09/2025				
Date	**Payee**	**Amount in R'000**	**Description and Purpose (including section reference e.g. sec 11(f))**	**Authorised by (name)**
Monthly	Provincial Government Western Cape	7 889 226	The Municipality acts as an agent for PAWC for collection of licencing fees. S 11(e)(i)	Acting Director: Community and Protection Services
Monthly	VERSO Group Insurance and Sanlam Group Insurance	2 563 494	Group Insurance. S11(e) (ii)	Council
Ad Hoc	Investment Management	300 000 000	Investment in accordance with the Cash Management and Investment Policy. S11(h)	Accouting Officer (Municipal Manager)

10. Cost Containment Reporting

Measures	Cost Containment In - Year Report							
			Quarter 1			YTD		
	Original Budget	Amended Budget	Budget	Actual	Saving/ (Over spending)	Total YTD Budget	Total YTD Actual	Saving/ (Over spending)
Use of consultants	31 490 112	38 723 255	4 516 590	3 513 501	1 003 089	4 516 590	3 513 501	1 003 089
Vehicles used for political office -bearer	-	-	-	-	-	-	-	-
Accomodation, Travel and Incidental cos	16 646 681	16 696 681	4 161 694	268 062	3 893 632	4 161 694	268 062	3 893 632
Sponsorships, events and catering	5 360 019	14 112 799	1 263 808	3 786 620	- 2 522 812	1 263 808	3 786 620	- 2 522 812
Communication	15 147 259	14 597 259	2 937 727	1 944 395	993 332	2 937 727	1 944 395	993 332
Other related expenditure items	54 263 706	54 263 706	13 572 954	-	13 572 954	13 572 954	-	13 572 954
Grand Total	**122 907 777**	**138 393 700**	**26 452 773**	**9 512 578**	**16 940 195**	**26 452 773**	**9 512 578**	**16 940 195**

The largest year to date spending was noted for Sponsorships, events and catering items of which the largest component relates to Contractors: Event Promoters.

QUARTERLY BUDGET STATEMENT FOR SEPTEMBER 2025

Item for report	Item longcode	Description	Original Budget	Amended Budget	Quarter 1		Saving/ (Over spending)	YTD		Saving/ (Overspending
					Budget	Actual		Total YTD Budget	Total YTD Actual	
	IE0030020010010000000000000000000000000(	Business and Advisory:Accounting and Auditing	-	-	-	-	-	-	-	-
	IE0030020010030000000000000000000000000(	Business and Advisory:Audit Committee	442 380	442 380	138 000	63 048	74 952	138 000	63 048	74 952
	IE0030020010050000000000000000000000000(	Business and Advisory:Business and Financial Manag	4 636 883	4 186 883	805 681	885 467	- 79 786	805 681	885 467	- 79 786
	IE0030020010060000000000000000000000000(	Business and Advisory:Commissions and Committees	-	-	-	-	-	-	-	-
	IE0030020010070000000000000000000000000(	Business and Advisory:Communications	-	-	-	-	-	-	-	-
	IE0030020010080000000000000000000000000(	Business and Advisory:Human Resources	112 200	112 200	-	-	-	-	-	-
	IE0030020010100000000000000000000000000(	Business and Advisory:Occupational Health and Safe	-	-	-	-	-	-	-	-
	IE0030020010110000000000000000000000000(	Business and Advisory:Organisational	121 352	121 352	-	-	-	-	-	-
	IE0030020010120000000000000000000000000(	Business and Advisory:Project Management	9 829 087	17 662 230	1 460 227	227 723	1 232 504	1 460 227	227 723	1 232 504
	IE0030020010130000000000000000000000000(	Business and Advisory:Research and Advisory	3 316 405	3 166 405	5 000	423 443	- 418 443	5 000	423 443	- 418 443
Use of consultants	IE0030020010140000000000000000000000000(	Business and Advisory:Qualification Verification	-	-	-	-	-	-	-	-
	IE0030020010150000000000000000000000000(	Business and Advisory:Quality Control	-	-	-	-	-	-	-	-
	IE0030020010160000000000000000000000000(	Business and Advisory:Valuer and Assessors	2 759 295	2 759 295	679 522	592 268	87 254	679 522	592 268	87 254
	IE0030020010170000000000000000000000000(	Business and Advisory:Forensic Investigators	1 050 938	1 050 938	-	8 000	- 8 000	-	8 000	- 8 000
	IE0030020020010000000000000000000000000(	Infrastructure and Planning:Architectural	-	-	-	-	-	-	-	-
	IE0030020020040040000000000000000000000(	Engineering:Civil	-	-	-	-	-	-	-	-
	IE0030020020040100000000000000000000000(	Engineering:Structural	-	-	-	-	-	-	-	-
	IE0030020020080000000000000000000000000(	Infrastructure and Planning:Land and Quantity Surv	-	-	-	-	-	-	-	-
	IE0030020030040000000000000000000000000(	Laboratory Services:Water	2 927 400	2 927 400	641 250	194 468	446 782	641 250	194 468	446 782
	IE0030020040010000000000000000000000000(	Legal Cost:Legal Advice and Litigation	5 675 140	5 675 140	664 160	1 113 840	- 449 680	664 160	1 113 840	- 449 680
	IE0030020040020000000000000000000000000(	Legal Cost:Issue of Summons	619 032	619 032	122 750	5 244	117 506	122 750	5 244	117 506
Vehicles used for political office - bearers	N/A	N/A	-	-	-	-	-	-	-	-

QUARTERLY BUDGET STATEMENT FOR SEPTEMBER 2025

Accomodation, Travel and Incidental	IE005001001001005005000000000000000000	Allowance:Travel or Motor Vehicle	151 776	151 776	37 944	-	37 944	37 944	-	37 944
	IE005001002001005005000000000000000000	Allowance:Travel or Motor Vehicle	324 799	324 799	81 201	-	81 201	81 201	-	81 201
	IE005001002001005007000000000000000000	Allowance:Accommodation, Travel and Incidental	-	-	-	-	-	-	-	-
	IE005001004001005005000000000000000000	Allowance:Travel or Motor Vehicle	-	-	-	-	-	-	-	-
	IE005001007001005005000000000000000000	Allowance:Travel or Motor Vehicle	-	-	-	-	-	-	-	-
	IE005001009001005007000000000000000000	Allowance:Accommodation, Travel and Incidental	-	-	-	-	-	-	-	-
	IE005001010001005005000000000000000000	Allowance:Travel or Motor Vehicle	-	-	-	-	-	-	-	-
	IE005001011001005005000000000000000000	Allowance:Travel or Motor Vehicle	-	-	-	-	-	-	-	-
	IE005001014001005007000000000000000000	Allowance:Accommodation, Travel and Incidental	-	-	-	-	-	-	-	-
	IE005001017001005005000000000000000000	Allowance:Travel or Motor Vehicle	-	-	-	-	-	-	-	-
	IE005002001005001000000000000000000000	Allowances:Accommodation, Travel and Incidental	52 870	52 870	13 221	-	13 221	13 221	-	13 221
	IE005002001005006000000000000000000000	Allowances:Travel or Motor Vehicle	13 817 354	13 817 354	3 454 344	-	3 454 344	3 454 344	-	3 454 344
	IE008001001003000000000000000000000000	Allowances and Service Related Benefits:Travelling	212 360	212 360	53 091	-	53 091	53 091	-	53 091
	IE008002001003000000000000000000000000	Allowances and Service Related Benefits:Travelling	21 205	21 205	5 301	-	5 301	5 301	-	5 301
	IE008003001003000000000000000000000000	Allowances and Service Related Benefits:Travelling	212 360	212 360	53 091	-	53 091	53 091	-	53 091
	IE008004001003000000000000000000000000	Allowances and Service Related Benefits:Travelling	-	-	-	-	-	-	-	-
	IE008005001003000000000000000000000000	Allowances and Service Related Benefits:Travelling	190 852	190 852	47 712	-	47 712	47 712	-	47 712
	IE008006001003000000000000000000000000	Allowances and Service Related Benefits:Travelling	212 794	212 794	53 199	-	53 199	53 199	-	53 199
	IE010039000000000000000000000000000000	Travel Agency and Visa's	35 858	35 858	8 965	-	8 965	8 965	-	8 965
	IE010057001001000000000000000000000000	Travel and Subsistence:Domestic:Accommodation	481 539	481 539	120 387	107 149	13 238	120 387	107 149	13 238
	IE010057001002000000000000000000000000	Travel and Subsistence:Domestic:Daily Allowance	238 782	238 782	59 696	49 868	9 828	59 696	49 868	9 828
	IE010057001003000000000000000000000000	Travel and Subsistence:Domestic:Food and Beverage (Served	402 554	402 554	100 639	66 613	34 026	100 639	66 613	34 026
	IE010057001004000000000000000000000000	Travel and Subsistence:Domestic:Incidental Cost	16 717	16 717	4 185	607	3 578	4 185	607	3 578
	IE010057001005001000000000000000000000	Travel and Subsistence:Domestic:Transport without Operator:(	36 456	36 456	9 114	414	8 700	9 114	414	8 700
	IE010057001006001000000000000000000000	Travel and Subsistence:Domestic:Transport with Operator:Oth	14 600	14 600	3 652	-	3 652	3 652	-	3 652
	IE010057001006002001000000000000000000	Travel and Subsistence:Domestic:Transport with Operator:Pub	223 805	273 805	55 952	43 412	12 540	55 952	43 412	12 540
Sponsorships, events and catering	IE003003010000000000000000000000000000	Contractors:Catering Services	1 978 052	2 148 052	336 521	370 132	- 33 611	336 521	370 132	- 33 611
	IE003001006000000000000000000000000000	Outsourced Services:Catering Services	-	-	-	-	-	-	-	-
	IE010002005000000000000000000000000000	Advertising, Publicity and Marketing:Gifts and Pro	465 939	465 939	-	177 747	- 177 747	-	177 747	- 177 747
	IE003003014000000000000000000000000000	Contractors:Event Promoters	2 916 028	11 498 808	927 287	3 238 740	- 2 311 453	927 287	3 238 740	- 2 311 453
Communication	IE010015001000000000000000000000000000	Communication:Cellular Contract (Subscription and	2 928 720	2 928 720	336 177	522 785	- 186 608	336 177	522 785	- 186 608
	IE010015002000000000000000000000000000	Communication:Licences (Radio and Television)	-	-	-	-	-	-	-	-
	IE010015004000000000000000000000000000	Communication:Radio and TV Transmissions	3 301 020	2 751 020	636 296	1 051 133	- 414 837	636 296	1 051 133	- 414 837
	IE010015003000000000000000000000000000	Communication:Postage/Stamps/Franking Machines	2 294 250	2 294 250	646 749	203 919	442 830	646 749	203 919	442 830
	IE010015007000000000000000000000000000	Communication:SMS Bulk Message Service	26 000	26 000	5 000	-	5 000	5 000	-	5 000
	IE010015009000000000000000000000000000	Communication:Telemetric Systems	-	-	-	-	-	-	-	-
	IE005002001005003000000000000000000000	Allowances:Cellular and Telephone	3 190 232	3 190 232	797 565	-	797 565	797 565	-	797 565
	IE010015008000000000000000000000000000	Communication:Telephone, Fax, Telegraph and Telex	3 407 037	3 407 037	515 940	166 559	349 381	515 940	166 559	349 381
Other related expenditure items	IE010023003000000000000000000000000000	Entertainment:Senior Management	30 600	30 600	18 200	-	18 200	18 200	-	18 200
	IE010023002000000000000000000000000000	Entertainment:Total for All Other Councillors	-	-	-	-	-	-	-	-
	IE010023001000000000000000000000000000	Entertainment:Executive Mayor	20 808	20 808	1 690	-	1 690	1 690	-	1 690
	IE010023004000000000000000000000000000	Entertainment:Deputy Executive Mayor	-	-	-	-	-	-	-	-
	IE010023005000000000000000000000000000	Entertainment:Speaker	-	-	-	-	-	-	-	-
	IE010023006000000000000000000000000000	Entertainment:Chief Whip	-	-	-	-	-	-	-	-
	IE010023007000000000000000000000000000	Entertainment:Executive Committee	-	-	-	-	-	-	-	-
	IE010023008000000000000000000000000000	Entertainment:Section 79 committee chairperson	-	-	-	-	-	-	-	-
	IE005002001005009012002000000000000000	Overtime:Non Structured	46 078 463	46 078 463	11 519 604	-	11 519 604	11 519 604	-	11 519 604
	IE005002001005009012004000000000000000	Overtime:Shift Additional Remuneration	5 211 933	5 211 933	1 302 984	-	1 302 984	1 302 984	-	1 302 984
	IE005002001005009012003000000000000000	Overtime:Structured	2 921 902	2 921 902	730 476	-	730 476	730 476	-	730 476
Grand Total			**122 907 777**	**138 393 700**	**26 452 773**	**9 512 578**	**16 940 195**	**26 452 773**	**9 512 578**	**16 940 195**

11. Quarterly Budget Statements

Table C1: Quarterly Budget Statement Summary

WC024 Stellenbosch - Table C1 Monthly Budget Statement Summary - Q1 First Quarter

Description	2024/25	Budget Year 2025/26							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Financial Performance									
Property rates	530 581	571 651	571 651	42 555	200 530	193 481	7 049	4%	571 651
Service charges	1 465 254	1 662 304	1 662 304	43 539	340 260	359 418	(19 158)	-5%	1 662 304
Investment revenue	61 434	63 980	63 980	6 384	14 022	15 995	(1 973)	-12%	63 980
Transfers and subsidies - Operational	234 414	260 585	268 030	235	97 170	5 412	91 759	1696%	268 030
Other own revenue	333 429	310 802	310 802	9 288	25 982	58 158	(32 176)	-55%	310 802
Total Revenue (excluding capital transfers and	**2 625 112**	**2 869 321**	**2 876 765**	**102 002**	**677 965**	**632 463**	**45 501**	**7%**	**2 876 765**
Employee costs	667 940	729 635	729 635	–	–	168 742	(168 742)	-100%	729 635
Remuneration of Councillors	22 989	24 593	24 593	–	–	6 148	(6 148)	-100%	24 593
Depreciation and amortisation	205 229	225 960	225 960	37 078	49 319	56 490	(7 171)	-13%	225 960
Interest	72 867	77 649	77 649	–	–	–	–		77 649
Inventory consumed and bulk purchases	857 552	928 091	925 159	102 905	209 430	225 797	(16 367)	-7%	925 159
Transfers and subsidies	17 868	22 631	14 048	915	3 578	3 284	293	9%	14 048
Other expenditure	654 796	732 522	751 481	37 234	78 672	100 872	(22 200)	-22%	751 481
Total Expenditure	**2 499 240**	**2 741 081**	**2 748 525**	**178 133**	**340 999**	**561 333**	**(220 335)**	**-39%**	**2 748 525**
Surplus/(Deficit)	**125 872**	**128 240**	**128 240**	**(76 130)**	**336 966**	**71 130**	**265 836**	**374%**	**128 240**
Transfers and subsidies - capital (monetary allocations)	125 957	98 415	100 653	9 095	15 664	25 725	(10 061)	-39%	100 653
Transfers and subsidies - capital (in-kind)	4 682	–	–	–	–	–	–		–
Surplus/(Deficit) after capital transfers &	**256 511**	**226 656**	**228 893**	**(67 035)**	**352 630**	**96 855**	**255 775**	**264%**	**228 893**
Share of surplus/ (deficit) of associate	–	–	–	–	–	–	–		–
Surplus/ (Deficit) for the year	**256 511**	**226 656**	**228 893**	**(67 035)**	**352 630**	**96 855**	**255 775**	**264%**	**228 893**
Capital expenditure & funds sources									
Capital expenditure	**473 053**	**642 490**	**677 609**	**32 793**	**51 099**	**107 505**	**(56 406)**	**-52%**	**677 609**
Capital transfers recognised	157 500	118 636	121 055	15 208	21 777	41 577	(19 800)	-48%	121 055
Borrowing	109 725	198 019	198 019	2 004	6 200	14 550	(8 350)	-57%	198 019
Internally generated funds	201 145	325 835	358 534	15 581	23 121	51 377	(28 256)	-55%	358 534
Total sources of capital funds	**468 371**	**642 490**	**677 609**	**32 793**	**51 099**	**107 505**	**(56 406)**	**-52%**	**677 609**
Financial position									
Total current assets	1 048 615	932 399	900 144		1 208 305				900 144
Total non current assets	6 178 786	7 047 276	7 082 395		6 616 661				7 082 395
Total current liabilities	562 300	498 267	498 893		381 000				498 893
Total non current liabilities	824 107	1 168 172	1 168 172		824 107				1 168 172
Community wealth/Equity	6 277 961	6 313 236	6 315 474		6 266 850				6 315 474
Cash flows									
Net cash from (used) operating	1 022 487	572 998	579 423	183 222	439 466	121 973	(317 493)	-260%	2 803 827
Net cash from (used) investing	(486 602)	(738 582)	(779 037)	(35 122)	(130 026)	119 566	249 593	209%	779 037
Net cash from (used) financing	–	198 019	198 019	–	–	–	–		198 019
Cash/cash equivalents at the month/year end	**1 864 481**	**711 243**	**677 212**	**–**	**2 067 017**	**920 346**	**(1 146 671)**	**-125%**	**5 538 461**
Debtors & creditors analysis	**0-30 Days**	**31-60 Days**	**61-90 Days**	**91-120 Days**	**121-150 Dys**	**151-180 Dys**	**181 Dys-1 Yr**	**Over 1Yr**	**Total**
Debtors Age Analysis									
Total By Income Source	161 135	8 597	7 661	7 224	6 344	6 533	39 278	295 890	532 663
Creditors Age Analysis									
Total Creditors	21 064	–	–	–	–	–	–	–	21 064

Table C2: Monthly Budget Statement – Financial Performance (standard classification)

WC024 Stellenbosch - Table C2 Monthly Budget Statement - Financial Performance (functional classification) - Q1 First Quarter

Description	Ref	2024/25	Budget Year 2025/26							
R thousands		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Revenue - Functional										
Governance and administration		**720 352**	**743 393**	**743 393**	**51 669**	**253 852**	**219 159**	34 693	16%	**743 393**
Executive and council		980	3 585	3 585	44	98	833	(735)	-88%	3 585
Finance and administration		719 372	739 808	739 808	51 625	253 754	218 326	35 428	16%	739 808
Internal audit		–	–	–	–	–	–	–		–
Community and public safety		**230 780**	**248 319**	**256 180**	**2 606**	**6 650**	**34 307**	(27 657)	-81%	**256 180**
Community and social services		13 895	18 523	18 523	282	946	4 873	(3 927)	-81%	18 523
Sport and recreation		778	809	809	–	–	67	(67)	-100%	809
Public safety		196 820	188 885	188 885	963	2 621	26 986	(24 365)	-90%	188 885
Housing		19 288	40 102	47 963	1 360	3 083	2 380	703	30%	47 963
Health		–	–	–	–	–	–	–		–
Economic and environmental services		**120 534**	**96 123**	**97 944**	**10 753**	**21 488**	**32 839**	(11 351)	-35%	**97 944**
Planning and development		98 633	81 016	82 837	10 553	21 143	28 965	(7 822)	-27%	82 837
Road transport		21 370	13 547	13 547	196	307	3 806	(3 499)	-92%	13 547
Environmental protection		530	1 560	1 560	4	38	68	(29)	-43%	1 560
Trading services		**1 684 085**	**1 879 901**	**1 879 901**	**46 071**	**411 638**	**371 883**	39 755	11%	**1 879 901**
Energy sources		1 135 871	1 326 497	1 326 497	35 240	287 234	263 155	24 079	9%	1 326 497
Water management		246 151	236 747	236 747	(10 078)	26 587	38 748	(12 161)	-31%	236 747
Waste water management		165 340	172 165	172 165	12 158	51 424	34 567	16 856	49%	172 165
Waste management		136 723	144 492	144 492	8 751	46 393	35 413	10 981	31%	144 492
Other	4	–	–	–	–	–	–	–		–
Total Revenue - Functional	2	**2 755 751**	**2 967 736**	**2 977 418**	**111 098**	**693 629**	**658 189**	**35 441**	**5%**	**2 977 418**
Expenditure - Functional										
Governance and administration		**368 084**	**397 039**	**397 039**	**37 026**	**74 747**	**81 504**	(6 756)	-8%	**397 039**
Executive and council		32 505	39 693	39 693	299	917	8 461	(7 543)	-89%	39 693
Finance and administration		330 277	349 590	349 590	36 677	73 753	71 637	2 116	3%	349 590
Internal audit		5 302	7 756	7 756	51	77	1 406	(1 329)	-95%	7 756
Community and public safety		**532 924**	**639 347**	**645 508**	**20 870**	**31 948**	**102 935**	(70 987)	-69%	**645 508**
Community and social services		29 016	57 081	57 081	1 356	4 624	12 498	(7 874)	-63%	57 081
Sport and recreation		73 309	81 539	81 539	977	1 860	18 340	(16 480)	-90%	81 539
Public safety		389 008	437 480	437 480	17 084	23 356	60 892	(37 537)	-62%	437 480
Housing		41 591	63 247	69 408	1 454	2 109	11 206	(9 097)	-81%	69 408
Health		–	–	–	–	–	–	–		–
Economic and environmental services		**161 639**	**186 646**	**188 319**	**5 846**	**8 811**	**38 667**	(29 856)	-77%	**188 319**
Planning and development		78 879	87 905	89 578	4 093	5 101	19 204	(14 103)	-73%	89 578
Road transport		66 783	77 812	77 812	1 409	3 110	15 175	(12 065)	-80%	77 812
Environmental protection		15 977	20 929	20 929	344	601	4 288	(3 687)	-86%	20 929
Trading services		**1 436 593**	**1 518 048**	**1 517 659**	**114 391**	**225 492**	**338 227**	(112 735)	-33%	**1 517 659**
Energy sources		901 048	960 718	960 718	96 678	196 330	229 674	(33 344)	-15%	960 718
Water management		175 030	185 692	185 692	5 894	10 171	36 858	(26 687)	-72%	185 692
Waste water management		199 254	217 041	217 041	5 095	9 123	47 046	(37 922)	-81%	217 041
Waste management		161 262	154 598	154 209	6 724	9 867	24 650	(14 782)	-60%	154 209
Other		–	–	–	–	–	–	–		–
Total Expenditure - Functional	3	**2 499 240**	**2 741 081**	**2 748 525**	**178 133**	**340 999**	**561 333**	**(220 335)**	**-39%**	**2 748 525**
Surplus/ (Deficit) for the year		**256 511**	**226 656**	**228 893**	**(67 035)**	**352 630**	**96 855**	**255 775**	**264%**	**228 893**

Table C2: Monthly Budget Statement – Financial Performance, reflects the operating revenue and operating expenditure in the standard classifications which are the Government Finance Statistics Functions and Sub-functions. The main functions are Governance and Administration; Community and public safety; Economic and environmental services; and Trading services.

Table C3: Monthly Budget Statement – Financial Performance (revenue & expenditure by municipal vote)

WC024 Stellenbosch - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - Q1 First Quarter

Vote Description	Ref	2024/25	Budget Year 2025/26							
R thousands		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Revenue by Vote	1									
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER		–	2 412	2 412	–	–	603	(603)	-100,0%	2 412
Vote 2 - PLANNING AND DEVELOPMENT SERVICES		33 804	51 760	60 158	3 576	9 349	4 841	4 508	93,1%	60 158
Vote 3 - INFRASTRUCTURE SERVICES		1 794 294	1 962 772	1 964 055	54 604	426 822	402 194	24 628	6,1%	1 964 055
Vote 4 - COMMUNITY AND PROTECTION SERVICES		202 004	209 812	209 812	1 249	3 606	31 994	(28 389)	-88,7%	209 812
Vote 5 - CORPORATE SERVICES		14 493	13 891	13 891	869	3 154	2 339	815	34,8%	13 891
Vote 6 - FINANCIAL SERVICES		706 399	727 090	727 090	50 799	250 698	216 217	34 481	15,9%	727 090
Vote 7 - [NAME OF VOTE 7]		–	–	–	–	–	–	–		–
Vote 8 - [NAME OF VOTE 8]		–	–	–	–	–	–	–		–
Vote 9 - [NAME OF VOTE 9]		–	–	–	–	–	–	–		–
Vote 10 - [NAME OF VOTE 10]		–	–	–	–	–	–	–		–
Vote 11 - [NAME OF VOTE 11]		–	–	–	–	–	–	–		–
Vote 12 - [NAME OF VOTE 12]		–	–	–	–	–	–	–		–
Vote 13 - [NAME OF VOTE 13]		–	–	–	–	–	–	–		–
Vote 14 - [NAME OF VOTE 14]		–	–	–	–	–	–	–		–
Vote 15 - [NAME OF VOTE 15]		–	–	–	–	–	–	–		–
Total Revenue by Vote	2	**2 750 995**	**2 967 736**	**2 977 418**	**111 098**	**693 629**	**658 189**	**35 441**	**5,4%**	**2 977 418**
Expenditure by Vote	1									
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER		16 728	23 693	23 693	249	622	4 791	(4 169)	-87,0%	23 693
Vote 2 - PLANNING AND DEVELOPMENT SERVICES		102 613	130 807	136 968	4 732	6 273	25 811	(19 537)	-75,7%	136 968
Vote 3 - INFRASTRUCTURE SERVICES		1 537 458	1 636 653	1 637 936	124 556	237 476	362 277	(124 801)	-34,4%	1 637 936
Vote 4 - COMMUNITY AND PROTECTION SERVICES		496 044	568 393	568 393	11 705	22 444	88 851	(66 408)	-74,7%	568 393
Vote 5 - CORPORATE SERVICES		196 595	236 952	236 952	4 366	16 526	40 165	(23 639)	-58,9%	236 952
Vote 6 - FINANCIAL SERVICES		149 803	144 583	144 583	32 524	57 657	39 437	18 219	46,2%	144 583
Vote 7 - [NAME OF VOTE 7]		–	–	–	–	–	–	–		–
Vote 8 - [NAME OF VOTE 8]		–	–	–	–	–	–	–		–
Vote 9 - [NAME OF VOTE 9]		–	–	–	–	–	–	–		–
Vote 10 - [NAME OF VOTE 10]		–	–	–	–	–	–	–		–
Vote 11 - [NAME OF VOTE 11]		–	–	–	–	–	–	–		–
Vote 12 - [NAME OF VOTE 12]		–	–	–	–	–	–	–		–
Vote 13 - [NAME OF VOTE 13]		–	–	–	–	–	–	–		–
Vote 14 - [NAME OF VOTE 14]		–	–	–	–	–	–	–		–
Vote 15 - [NAME OF VOTE 15]		–	–	–	–	–	–	–		–
Total Expenditure by Vote	2	**2 499 240**	**2 741 081**	**2 748 525**	**178 133**	**340 999**	**561 333**	**(220 335)**	**-39,3%**	**2 748 525**
Surplus/ (Deficit) for the year	2	**251 755**	**226 656**	**228 893**	**(67 035)**	**352 630**	**96 855**	**255 775**	**264,1%**	**228 893**

Table C3: Monthly Budget Statement – Financial Performance, reflects the operating revenue and operating expenditure by municipal vote. The municipal directorates are Municipal Manager; Planning Development; Infrastructure Services; Community and Protection Services; Corporate Services; and Financial Services. The operating expenditure budget is approved by Council on the municipal vote level.

Table C4: Monthly Budget Statement – Financial Performance (revenue & expenditure)

WC024 Stellenbosch - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - Q1 First Quarter

Description	Ref	2024/25	Budget Year 2025/26							
R thousands		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
									%	
Revenue										
Exchange Revenue										
Service charges - Electricity		1 026 379	1 215 949	1 215 949	34 698	249 574	262 123	(12 549)	-5%	1 215 949
Service charges - Water		209 832	201 453	201 453	(11 113)	17 361	33 151	(15 791)	-48%	201 453
Service charges - Waste Water Management		127 606	132 113	132 113	11 649	38 731	30 704	8 027	26%	132 113
Service charges - Waste management		101 437	112 789	112 789	8 305	34 595	33 440	1 155	3%	112 789
Sale of Goods and Rendering of Services		39 900	25 591	25 591	2 763	9 202	5 259	3 943	75%	25 591
Agency services		3 817	3 961	3 961	303	840	912	(72)	-8%	3 961
Interest		–	–	–	–	–	–	–		–
Interest earned from Receivables		26 447	18 972	18 972	1 890	5 430	4 713	717	15%	18 972
Interest earned from Current and Non Current Assets		61 434	63 980	63 980	6 384	14 022	15 995	(1 973)	-12%	63 980
Dividends		–	–	–	–	–	–	–		–
Rent on Land		–	–	–	–	–	–	–		–
Rental from Fixed Assets		11 733	14 249	14 249	893	2 878	2 647	232	9%	14 249
Licence and permits		7 896	8 754	8 754	706	1 594	2 045	(452)	-22%	8 754
Special rating levies		–	–	–	–	–	–	–		–
Operational Revenue		50 025	59 231	59 231	1 964	3 372	17 834	(14 462)	-81%	59 231
Non-Exchange Revenue										
Property rates		530 581	571 651	571 651	42 555	200 530	193 481	7 049	4%	571 651
Surcharges and Taxes		–	–	–	–	–	–	–		–
Fines, penalties and forfeits		187 263	173 403	173 403	28	47	22 746	(22 699)	-100%	173 403
Licence and permits		–	–	–	–	–	–	–		–
Transfer and subsidies - Operational		234 414	260 585	268 030	235	97 170	5 412	91 759	1696%	268 030
Interest		4 522	3 426	3 426	335	1 008	933	75	8%	3 426
Fuel Levy		–	–	–	–	–	–	–		–
Operational Revenue		–	3 214	3 214	406	1 611	1 069	542	51%	3 214
Gains on disposal of Assets		2 317	–	–	–	–	–	–		–
Other Gains		(491)	–	–	–	–	–	–		–
Discontinued Operations		–	–	–	–	–	–	–		–
Total Revenue (excluding capital transfers and		**2 625 112**	**2 869 321**	**2 876 765**	**102 002**	**677 965**	**632 463**	**–**		**2 876 765**
Expenditure By Type										
Employee related costs		667 940	729 635	729 635	–	–	168 742	(168 742)	-100%	729 635
Remuneration of councillors		22 989	24 593	24 593	–	–	6 148	(6 148)	-100%	24 593
Bulk purchases - electricity		764 398	805 126	805 126	95 223	192 356	201 281	(8 925)	-4%	805 126
Inventory consumed		93 155	122 965	120 033	7 682	17 074	24 516	(7 442)	-30%	120 033
Debt impairment		24 479	77 289	77 289	–	–	–	–		77 289
Depreciation and amortisation		205 229	225 960	225 960	37 078	49 319	56 490	(7 171)	-13%	225 960
Interest		72 867	77 649	77 649	–	–	–	–		77 649
Contracted services		283 732	328 381	344 140	23 788	36 935	56 404	(19 469)	-35%	344 140
Transfers and subsidies		17 868	22 631	14 048	915	3 578	3 284	293	9%	14 048
Irrecoverable debts written off		176 955	126 724	126 724	21	21	–	21		126 724
Operational costs		161 099	199 498	202 699	13 426	41 715	44 468	(2 752)	-6%	202 699
Losses on Disposal of Assets		348	–	–	–	–	–	–		–
Other Losses		8 183	630	630	–	–	–	–		630
Total Expenditure		**2 499 240**	**2 741 081**	**2 748 525**	**178 133**	**340 999**	**561 333**	**(220 335)**	**-39%**	**2 748 525**
Surplus/(Deficit)		**125 872**	**128 240**	**128 240**	**(76 130)**	**336 966**	**71 130**	**220 335**	**0**	**128 240**
Transfers and subsidies - capital (monetary allocations)		125 957	98 415	100 653	9 095	15 664	25 725	(10 061)	**(0)**	100 653
Transfers and subsidies - capital (in-kind)		4 682	–	–	–	–	–	–		–
Surplus/(Deficit) after capital transfers &		**256 511**	**226 656**	**228 893**	**(67 035)**	**352 630**	**96 855**			**228 893**
Income Tax		–	–	–	–	–	–	–		–
Surplus/(Deficit) after income tax		**256 511**	**226 656**	**228 893**	**(67 035)**	**352 630**	**96 855**			**228 893**
Share of Surplus/Deficit attributable to Joint Venture		–	–	–	–	–	–			–
Share of Surplus/Deficit attributable to Minorities		–	–	–	–	–	–			–
Surplus/(Deficit) attributable to municipality		**256 511**	**226 656**	**228 893**	**(67 035)**	**352 630**	**96 855**			**228 893**
Share of Surplus/Deficit attributable to Associate		–	–	–	–	–	–			–
Intercompany/Parent subsidiary transactions		–	–	–	–	–	–			–
Surplus/ (Deficit) for the year		**256 511**	**226 656**	**228 893**	**(67 035)**	**352 630**	**96 855**			**228 893**

Table C5: Monthly Budget Statement – Capital Expenditure

WC024 Stellenbosch - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, functional classification and funding) - Q1 First Quarter

Vote Description	Ref	2024/25	Budget Year 2025/26							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands	1									
Multi-Year expenditure appropriation	2									
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER		40	100	100	–	–	40	(40)	-100%	100
Vote 2 - PLANNING AND DEVELOPMENT SERVICES		29 731	29 824	31 770	2 238	2 798	1 813	985	54%	31 770
Vote 3 - INFRASTRUCTURE SERVICES		338 562	447 282	461 202	16 353	28 663	71 786	(43 123)	-60%	461 202
Vote 4 - COMMUNITY AND PROTECTION SERVICES		32 523	66 675	77 100	9 476	14 576	19 350	(4 774)	-25%	77 100
Vote 5 - CORPORATE SERVICES		43 743	50 920	51 864	1 252	1 307	9 788	(8 481)	-87%	51 864
Vote 6 - FINANCIAL SERVICES		9 320	600	600	–	–	–	–		600
Vote 7 - [NAME OF VOTE 7]		–	–	–	–	–	–	–		–
Vote 8 - [NAME OF VOTE 8]		–	–	–	–	–	–	–		–
Vote 9 - [NAME OF VOTE 9]		–	–	–	–	–	–	–		–
Vote 10 - [NAME OF VOTE 10]		–	–	–	–	–	–	–		–
Vote 11 - [NAME OF VOTE 11]		–	–	–	–	–	–	–		–
Vote 12 - [NAME OF VOTE 12]		–	–	–	–	–	–	–		–
Vote 13 - [NAME OF VOTE 13]		–	–	–	–	–	–	–		–
Vote 14 - [NAME OF VOTE 14]		–	–	–	–	–	–	–		–
Vote 15 - [NAME OF VOTE 15]		–	–	–	–	–	–	–		–
Total Capital Multi-year expenditure	4,7	**453 918**	**595 400**	**622 636**	**29 320**	**47 345**	**102 777**	**(55 433)**	**-54%**	**622 636**
Single Year expenditure appropriation	2									
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER		–	–	–	–	–	–	–		–
Vote 2 - PLANNING AND DEVELOPMENT SERVICES		1 162	5 580	5 580	1 230	1 304	818	486	59%	5 580
Vote 3 - INFRASTRUCTURE SERVICES		8 383	22 900	23 975	9	9	270	(261)	-97%	23 975
Vote 4 - COMMUNITY AND PROTECTION SERVICES		8 283	14 910	21 718	1 156	1 363	3 590	(2 227)	-62%	21 718
Vote 5 - CORPORATE SERVICES		64	–	–	–	–	–	–		–
Vote 6 - FINANCIAL SERVICES		1 242	3 700	3 700	1 078	1 078	50	1 028	2056%	3 700
Vote 7 - [NAME OF VOTE 7]		–	–	–	–	–	–	–		–
Vote 8 - [NAME OF VOTE 8]		–	–	–	–	–	–	–		–
Vote 9 - [NAME OF VOTE 9]		–	–	–	–	–	–	–		–
Vote 10 - [NAME OF VOTE 10]		–	–	–	–	–	–	–		–
Vote 11 - [NAME OF VOTE 11]		–	–	–	–	–	–	–		–
Vote 12 - [NAME OF VOTE 12]		–	–	–	–	–	–	–		–
Vote 13 - [NAME OF VOTE 13]		–	–	–	–	–	–	–		–
Vote 14 - [NAME OF VOTE 14]		–	–	–	–	–	–	–		–
Vote 15 - [NAME OF VOTE 15]		–	–	–	–	–	–	–		–
Total Capital single-year expenditure	4	19 134	47 090	54 973	3 473	3 754	4 728	**(974)**	**-21%**	54 973
Total Capital Expenditure	3	**473 053**	**642 490**	**677 609**	**32 793**	**51 099**	**107 505**	**(56 406)**	**-52%**	**677 609**
Capital Expenditure - Functional Classification										
Governance and administration		**45 826**	**55 320**	**56 264**	**2 330**	**2 385**	**9 878**	(7 493)	-76%	**56 264**
Executive and council		40	100	100	–	–	40	(40)	-100%	100
Finance and administration		45 786	55 220	56 164	2 330	2 385	9 838	(7 453)	-76%	56 164
Internal audit		–	–	–	–	–	–	–		–
Community and public safety		**69 497**	**106 629**	**124 738**	**13 121**	**18 691**	**23 905**	(5 214)	-22%	**124 738**
Community and social services		24 173	56 631	63 019	6 149	11 352	12 260	(908)	-7%	63 019
Sport and recreation		12 117	10 093	15 521	1 438	1 438	4 020	(2 582)	-64%	15 521
Public safety		5 788	8 261	13 075	3 044	3 138	5 585	(2 448)	-44%	13 075
Housing		27 419	31 644	33 123	2 490	2 764	2 040	724	35%	33 123
Health		–	–	–	–	–	–	–		–
Economic and environmental services		**114 732**	**99 849**	**98 513**	**6 675**	**8 347**	**18 580**	(10 233)	-55%	**98 513**
Planning and development		26 522	5 135	5 878	978	2 606	590	2 016	342%	5 878
Road transport		85 532	94 464	92 386	5 696	5 729	17 940	(12 211)	-68%	92 386
Environmental protection		2 678	250	250	1	12	50	(38)	-76%	250
Trading services		**242 998**	**380 693**	**398 094**	**10 667**	**21 675**	**55 141**	(33 466)	-61%	**398 094**
Energy sources		73 910	126 332	124 536	709	3 242	200	3 042	1521%	124 536
Water management		73 254	148 159	159 767	8 474	13 137	29 652	(16 515)	-56%	159 767
Waste water management		59 260	87 200	88 291	1 484	5 296	20 788	(15 492)	-75%	88 291
Waste management		36 574	19 002	25 501	–	–	4 501	(4 501)	-100%	25 501
Other		–	–	–	–	–	–	–		–
Total Capital Expenditure - Functional Classification	3	**473 053**	**642 490**	**677 609**	**32 793**	**51 099**	**107 505**	**(56 406)**	**-52%**	**677 609**
Funded by:										
National Government		95 420	63 693	63 693	8 252	14 612	25 725	(11 113)	-43%	63 693
Provincial Government		27 322	21 885	23 831	844	1 053	–	1 053		23 831
District Municipality		–	–	–	–	–	–	–		–
Transfers and subsidies - capital (monetary allocations) (Nat / Prov Departm Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporatons, Higher Educ Institutions)		34 759	33 057	33 531	6 113	6 113	15 852	(9 739)	-61%	33 531
Transfers recognised - capital		**157 500**	**118 636**	**121 055**	**15 208**	**21 777**	**41 577**	**(19 800)**	**-48%**	**121 055**
Borrowing	6	109 725	198 019	198 019	2 004	6 200	14 550	(8 350)	-57%	198 019
Internally generated funds		201 145	325 835	358 534	15 581	23 121	51 377	(28 256)	-55%	358 534
Total Capital Funding	7	**468 371**	**642 490**	**677 609**	**32 793**	**51 099**	**107 505**	**(56 406)**	**-52%**	**677 609**

Table C5: Monthly Budget Statement – Capital Expenditure consists of three sections: Appropriations by vote; Standard classification and funding portion.

Table C6: Monthly Budget Statement – Financial Position

WC024 Stellenbosch - Table C6 Monthly Budget Statement - Financial Position - Q1 First Quarter

Description	Ref	2024/25	Budget Year 2025/26			
R thousands		Audited Outcome	Original Budget	Adjusted Budget	YearTD Actual	Full Year Forecast
ASSETS	1					
Current assets						
Cash and cash equivalents		549 503	649 027	614 996	769 052	614 996
Trade and other receivables from exchange transactions		262 898	223 917	223 917	185 755	223 917
Receivables from non-exchange transactions		93 221	15 459	15 459	113 296	15 459
Current portion of non-current receivables		–	–	–	–	–
Inventory		44 756	34 328	37 260	42 540	37 260
VAT		41 977	3 707	2 551	64 665	2 551
Other current assets		56 258	5 961	5 961	32 998	5 961
Total current assets		**1 048 615**	**932 399**	**900 144**	**1 208 305**	**900 144**
Non current assets						
Investments		–	–	–	–	–
Investment property		415 993	425 813	425 813	415 926	425 813
Property, plant and equipment		5 745 961	6 605 601	6 640 720	6 183 904	6 640 720
Biological assets		2 800	5 877	5 877	2 800	5 877
Living and non-living resources		–	–	–	–	–
Heritage assets		1 313	1 313	1 313	1 313	1 313
Intangible assets		4 398	4 074	4 074	4 397	4 074
Trade and other receivables from exchange transactions		8 304	4 582	4 582	8 304	4 582
Non-current receivables from non-exchange transactions		17	17	17	17	17
Other non-current assets		–	–	–	–	–
Total non current assets		**6 178 786**	**7 047 276**	**7 082 395**	**6 616 661**	**7 082 395**
TOTAL ASSETS		**7 227 401**	**7 979 675**	**7 982 539**	**7 824 966**	**7 982 539**
LIABILITIES						
Current liabilities						
Bank overdraft		–	–	–	–	–
Financial liabilities		71 571	62 457	62 457	71 571	62 457
Consumer deposits		25 397	23 689	23 689	25 872	23 689
Trade and other payables from exchange transactions		320 483	334 833	353 724	57 563	353 724
Trade and other payables from non-exchange transactions		28 865	(4 638)	(22 903)	54 460	(22 903)
Provision		76 144	57 205	57 205	74 284	57 205
VAT		39 841	24 721	24 721	97 250	24 721
Other current liabilities		–	–	–	–	–
Total current liabilities		**562 300**	**498 267**	**498 893**	**381 000**	**498 893**
Non current liabilities						
Financial liabilities		443 131	775 285	775 285	443 131	775 285
Provision		176 222	161 010	161 010	176 222	161 010
Long term portion of trade payables		–	–	–	–	–
Other non-current liabilities		204 754	231 878	231 878	204 754	231 878
Total non current liabilities		**824 107**	**1 168 172**	**1 168 172**	**824 107**	**1 168 172**
TOTAL LIABILITIES		**1 386 408**	**1 666 439**	**1 667 066**	**1 205 107**	**1 667 066**
NET ASSETS	2	**5 840 993**	**6 313 236**	**6 315 474**	**6 619 860**	**6 315 474**
COMMUNITY WEALTH/EQUITY						
Accumulated Surplus/(Deficit)		5 942 240	5 950 789	5 953 026	5 931 130	5 953 026
Reserves and funds		335 720	362 447	362 447	335 720	362 447
Other		–	–	–	–	–
TOTAL COMMUNITY WEALTH/EQUITY	2	**6 277 961**	**6 313 236**	**6 315 474**	**6 266 850**	**6 315 474**

Table C7: Monthly Budget Statement – Cash Flow

WC024 Stellenbosch - Table C7 Monthly Budget Statement - Cash Flow - Q1 First Quarter

Description	Ref	2024/25	Budget Year 2025/26							
R thousands		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
CASH FLOW FROM OPERATING ACTIVITIES	1								%	
Receipts										
Property rates		1 149 536	548 788	548 788	90 776	347 110	185 742	161 369	87%	548 788
Service charges		1 270 229	1 858 920	1 858 920	133 203	385 430	407 357	(21 927)	-5%	1 858 920
Other revenue		114 956	230 996	237 420	9 846	40 384	38 081	2 304	6%	237 420
Transfers and Subsidies - Operational		1 666	262 139	262 139	–	2 515	5 800	(3 285)	-57%	262 139
Transfers and Subsidies - Capital		8 002	98 415	98 415	3 859	42 192	25 725	16 467	64%	98 415
Interest		9 985	63 980	63 980	3 482	6 321	15 995	(9 674)	-60%	63 980
Dividends		–	–	–	–	–	–	–		–
Payments										
Suppliers and employees		(1 531 887)	(2 405 393)	(2 405 393)	(57 943)	(384 487)	(552 292)	(167 805)	30%	(180 989)
Interest		–	(62 215)	(62 215)	–	–	–	–		(62 215)
Transfers and Subsidies		–	(22 631)	(22 631)	–	–	(4 434)	(4 434)	100%	(22 631)
NET CASH FROM/(USED) OPERATING ACTIVITIES		**1 022 487**	**572 998**	**579 423**	**183 222**	**439 466**	**121 973**	**(317 493)**	**-260%**	**2 803 827**
CASH FLOWS FROM INVESTING ACTIVITIES										
Receipts										
Proceeds on disposal of PPE		–	–	–	–	–	–	–		–
Decrease (increase) in non-current receivables		1 813	–	–	–	–	–	–		–
Decrease (increase) in non-current investments		–	–	–	–	–	–	–		–
Payments										
Capital assets		(488 415)	(738 582)	(779 037)	(35 122)	(130 026)	119 566	249 593	209%	779 037
NET CASH FROM/(USED) INVESTING ACTIVITIES		**(486 602)**	**(738 582)**	**(779 037)**	**(35 122)**	**(130 026)**	**119 566**	**249 593**	**209%**	**779 037**
CASH FLOWS FROM FINANCING ACTIVITIES										
Receipts										
Short term loans		–	–	–	–	–	–	–		–
Borrowing long term/refinancing		–	198 019	198 019	–	–	–	–		198 019
Increase (decrease) in consumer deposits		–	–	–	–	–	–	–		–
Payments										
Repayment of borrowing		–	–	–	–	–	–	–		–
NET CASH FROM/(USED) FINANCING ACTIVITIES		**–**	**198 019**	**198 019**	**–**	**–**	**–**	**–**		**198 019**
NET INCREASE/ (DECREASE) IN CASH HELD		**535 885**	**32 436**	**(1 595)**	**148 101**	**309 440**	**241 539**			**3 780 884**
Cash/cash equivalents at beginning:		1 328 597	678 807	678 807		1 757 577	678 807			1 757 577
Cash/cash equivalents at month/year end:		1 864 481	711 243	677 212		2 067 017	920 346			5 538 461

12. Supporting Documentation

Debtors Age Analysis

Supporting Table SC3: Monthly Budget Statement - Aged Debtors

WC024 Stellenbosch - Supporting Table SC3 Monthly Budget Statement - aged debtors - Q1 First Quarter

Description	NT Code	Budget Year 2025/26											
R thousands		0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total	Total over 90 days	Actual Bad Debts Written Off against Debtors	Impairment - Bad Debts i.t.o Council Policy
Debtors Age Analysis By Income Source													
Trade and Other Receivables from Exchange Transactions - Water	1200	15 489	3 014	3 703	3 474	3 317	3 327	13 485	98 668	144 477	122 270	–	–
Trade and Other Receivables from Exchange Transactions - Electricity	1300	95 171	1 230	884	391	315	294	1 348	11 237	110 870	13 585	–	–
Receivables from Non-exchange Transactions - Property Rates	1400	26 467	1 662	1 052	1 200	885	771	4 697	18 156	54 890	25 709	–	–
Receivables from Exchange Transactions - Waste Water Management	1500	11 117	902	668	842	529	551	4 695	24 804	44 110	31 422	–	–
Receivables from Exchange Transactions - Waste Management	1600	11 241	1 108	809	792	778	812	7 496	34 498	57 535	44 376	–	–
Receivables from Exchange Transactions - Property Rental Debtors	1700	1 263	391	274	215	205	203	2 160	12 819	17 530	15 602	–	–
Interest on Arrear Debtor Accounts	1810	156	135	182	223	242	295	3 400	83 707	88 340	87 867	–	–
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	1820	–	–	–	–	–	–	–	–	–	–	–	–
Other	1900	229	153	89	87	73	281	1 998	12 000	14 911	14 439	–	–
Total By Income Source	**2000**	**161 135**	**8 597**	**7 661**	**7 224**	**6 344**	**6 533**	**39 278**	**295 890**	**532 663**	**355 270**	**–**	**–**
2024/25 - totals only										–	–		
Debtors Age Analysis By Customer Group													
Organs of State	2200	10 490	1 364	659	392	367	290	2 107	8 446	24 114	11 601	–	–
Commercial	2300	67 307	627	859	650	392	368	2 658	38 763	111 623	42 831	–	–
Households	2400	68 577	6 274	5 971	6 083	5 392	5 609	33 015	236 850	367 772	286 949	–	–
Other	2500	14 761	331	172	99	194	266	1 498	11 831	29 154	13 889	–	–
Total By Customer Group	**2600**	**161 135**	**8 597**	**7 661**	**7 224**	**6 344**	**6 533**	**39 278**	**295 890**	**532 663**	**355 270**	**–**	**–**

Creditors Age Analysis

Supporting Table SC4: Monthly Budget Statement – Aged Creditors

WC024 Stellenbosch - Supporting Table SC4 Monthly Budget Statement - aged creditors - Q1 First Quarter

Description	NT Code	Budget Year 2025/26								
R thousands		0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	151 - 180 Days	181 Days - 1 Year	Over 1 Year	Total
Creditors Age Analysis By Customer Type										
Bulk Electricity	0100	–	–	–	–	–	–	–	–	–
Bulk Water	0200	–	–	–	–	–	–	–	–	–
PAYE deductions	0300	9 897	–	–	–	–	–	–	–	9 897
VAT (output less input)	0400	–	–	–	–	–	–	–	–	–
Pensions / Retirement deductions	0500	–	–	–	–	–	–	–	–	–
Loan repayments	0600	–	–	–	–	–	–	–	–	–
Trade Creditors	0700	11 167	–	–	–	–	–	–	–	11 167
Auditor General	0800	–	–	–	–	–	–	–	–	–
Other	0900	–	–	–	–	–	–	–	–	–
Medical Aid deductions	0950	–	–	–	–	–	–	–	–	–
Total By Customer Type	**1000**	**21 064**	**–**	**–**	**–**	**–**	**–**	**–**	**–**	**21 064**

Investments and Borrowings

Supporting Table SC5: Monthly Budget Statement – Investment Portfolio

WC024 Stellenbosch - Supporting Table SC5 Monthly Budget Statement - investment portfolio - Q1 First Quarter

Investments by maturity Name of institution & investment ID	Ref	Period of Investment	Type of Investment	Capital Guarantee (Yes/ No)	Variable or Fixed interest rate	Interest Rate 3	Commission Paid (Rands)	Commission Recipient	Expiry date of investment	Opening balance	Interest to be realised	Partial / Premature Withdrawal (4)	Investment Top Up	Closing Balance
R thousands		Yrs/Months												
Municipality														
A#9415		CALL ACCOUNT	Deposits - Ba	No	Yes	7,00%	No	No	30/06/2025	72 474	444	-	–	**72 918**
A#5573		9M	Deposits - Ba	No	Yes	8,82%	No	No	10/07/2025	–	–	-	–	**–**
A#6172		1Y	Deposits - Ba	No	Yes	8,15%	No	No	10/07/2026	101 183	670	-	–	**101 853**
N#036		1Y	Deposits - Ba	No	Yes	8,65%	No	No	31/03/2025	207 909	1 429	-	–	**209 338**
N#037		10M	Deposits - Ba	No	Yes	7,90%	No	No	19/06/2026	100 260	649	-	–	**100 909**
S#043		9M	Deposits - Ba	No	Yes	8,80%	No	No	10/092025	–	–	-	–	**–**
S#046		6M	Deposits - Ba	No	Yes	8,30%	No	No	17/11/2025	102 433	728	-	–	**103 161**
Municipality sub-total										**584 259**	**3 920**		–	**588 179**
TOTAL INVESTMENTS AND INTEREST	2									**584 259**	**3 920**		–	**588 179**

Supporting Table SC6: Monthly Budget Statement – Transfers and grant receipts

WC024 Stellenbosch - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - Q1 First Quarter

Description	Ref	2024/25	Budget Year 2025/26							
R thousands		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
RECEIPTS:	1,2									
Operating Transfers and Grants										
National Government:		**221 280**	**239 166**	**239 166**	**–**	**99 081**	**1 843**	**97 238**	**5275,5%**	**239 166**
Operational Revenue:General Revenue:Equitable Share		215 604	231 793	231 793	–	96 581	–	96 581		231 793
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]		2 021	3 202	3 202	–	800	801	(1)	-0,1%	3 202
Local Government Financial Management Grant [Schedule 5B]		1 600	1 700	1 700	–	1 700	425	1 275	300,0%	1 700
Integrated Urban Development Grant		–	–	–	–	–	–	–		–
Programme and Project Preparation Support Grant		2 055	2 471	2 471	–	–	618	(618)	-100,0%	2 471
Provincial Government:		**21 914**	**18 358**	**24 518**	**–**	**–**	**2 802**	**(2 802)**	**-100,0%**	**18 358**
Community Library Service Grant		11 333	10 023	10 023	–	–	2 506	(2 506)	-100,0%	10 023
Municipal Accreditation and Capacity Building Grant		249	–	–	–	–	–	–		–
RSEP/ VPUU		–	800	800	–	–	–	–		–
Title Deeds Restoration Grant		364	1 162	1 162	–	–	290	(290)	-100,0%	1 162
Maintenance and Construction of Transport Infrastructure		380	335	335	–	–	–	–		335
Community Development Workers Operational Support Grant		38	38	38	–	–	6	(6)	-100,0%	38
Provincial Acceleration Grant		6 400	–	6 161	–	–	–	–		800
Human Settlements Development Grant		3 150	6 000	6 000	–	–	–	–		6 000
District Municipality:		**1 319**	**100**	**100**	**–**	**–**	**26**	(26)	-100,0%	**100**
Cape Winelands District Municipality (Local Economic Development)		–	100	100	–	–	26	(26)	-100,0%	100
Cape Winelands District Municipality Grant		1 319	–	–	–	–	–	–		–
Other grant providers:		**2 133**	**2 962**	**2 962**	**856**	**856**	**741**	116	15,7%	**2 962**
Departmental Agencies and Accounts		–	550	550	–	–	138	(138)	-100,0%	550
Foreign Government and International Organisations		–	2 412	2 412	856	856	603	253	42,0%	2 412
Households		–	–	–	–	–	–	–		–
Non-profit Institutions		–	–	–	–	–	–	–		–
Private Enterprises		2 133	–	–	–	–	–	–		–
Public Corporations		–	–	–	–	–	–	–		–
Higher Educational Institutions		–	–	–	–	–	–	–		–
Parent Municipality / Entity		–	–	–	–	–	–	–		–
Total Operating Transfers and Grants	5	**246 646**	**260 585**	**266 746**	**856**	**99 937**	**5 412**	**94 526**	**1746,7%**	**260 585**
Capital Transfers and Grants										
National Government:		**86 802**	**73 247**	**73 247**	**–**	**29 404**	**25 725**	**3 679**	**14,3%**	**73 247**
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]		15 556	6 188	6 188	–	2 785	–	2 785		6 188
Municipal Disaster Relief Grant		6 000	–	–	–	–	–	–		–
Metro Informal Settlements Partnership Grant		60 246	62 059	62 059	–	24 619	25 725	(1 106)	-4,3%	62 059
Energy Efficiency and Demand Side Management Grant		5 000	5 000	5 000	–	2 000	–	2 000		5 000
Provincial Government:		**30 620**	**25 168**	**26 868**	**3 859**	**9 877**	**–**	9 877		**25 168**
Integrated Transport Planning		628	656	656	–	–	–	–		656
Human Settlements Development Grant		6 389	10 000	10 000	–	–	–	–		10 000
Development od Sport and Recreational Facilities		–	300	300	–	–	–	–		300
Informal Settlements Upgrading Partnership Grant: Provinces(Beneficiaries)		22 103	14 212	15 912	3 859	9 877	–	9 877		14 212
RSEP/ VPUU		1 500	–	–	–	–	–	–		–
District Municipality:		**–**	**–**	**–**	**–**	**–**	**–**	–		**–**
Other grant providers:		**–**	**–**	**–**	**–**	**–**	**–**	–		**–**
Departmental Agencies and Accounts		–	–	–	–	–	–	–		–
Foreign Government and International Organisations		–	–	–	–	–	–	–		–
Households		–	–	–	–	–	–	–		–
Non-Profit Institutions		–	–	–	–	–	–	–		–
Private Enterprises		–	–	–	–	–	–	–		–
Public Corporations		–	–	–	–	–	–	–		–
Higher Educational Institutions		–	–	–	–	–	–	–		–
Parent Municipality / Entity		–	–	–	–	–	–	–		–
Transfer from Operational Revenue		–	–	–	–	–	–	–		–
Total Capital Transfers and Grants	5	**117 422**	**98 415**	**100 116**	**3 859**	**39 281**	**25 725**	**13 556**	**52,7%**	**98 415**
TOTAL RECEIPTS OF TRANSFERS & GRANTS	5	364 068	359 001	366 862	4 715	139 218	31 137	108 082	347,1%	359 001

Supporting Table SC7 (1) Monthly Budget Statement – transfers and grant expenditure

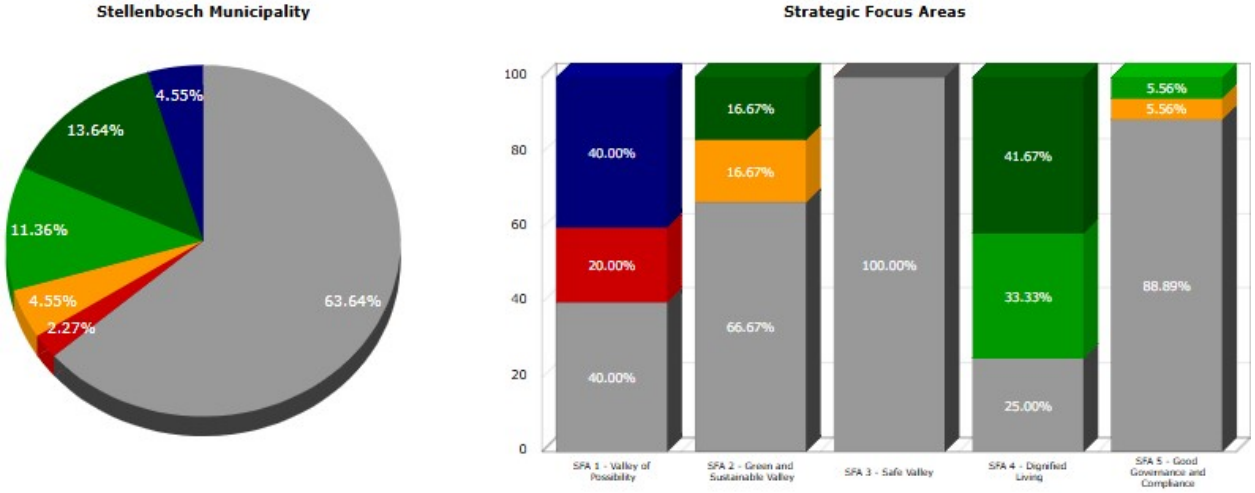
WC024 Stellenbosch - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - Q1 First Quarter

Description	Ref	2024/25	Budget Year 2025/26							
R thousands		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
EXPENDITURE										
Operating expenditure of Transfers and Grants										
National Government:		**221 290**	**239 166**	**239 166**	**18 463**	**39 499**	**1 843**	**37 655**	**2043,0%**	**(239 166)**
Operational Revenue:General Revenue:Equitable Share		215 604	231 793	231 793	18 463	39 499	–	39 499		(231 793)
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]		2 021	3 202	3 202	–	–	801	(801)	-100,0%	(3 202)
Local Government Financial Management Grant [Schedule 5B]		1 611	1 700	1 700	–	–	425	(425)	-100,0%	(1 700)
Programme and Project Preparation Support Grant		2 055	2 471	2 471	–	–	618	(618)	-100,0%	(2 471)
Provincial Government:		**15 754**	**18 358**	**24 518**	**229**	**233**	**2 802**	**(2 569)**	**-91,7%**	**(25 802)**
Community Library Service Grant		11 333	10 023	10 023	–	4	2 506	(2 501)	-99,8%	(10 023)
Municipal Accreditation and Capacity Building Grant		249	–	–	–	–	–	–		–
Title Deeds Restoration Grant		364	1 162	1 162	–	–	290	(290)	-100,0%	(1 162)
Maintenance and Construction of Transport Infrastructure		380	335	335	–	–	–	–		(335)
Community Development Workers Operational Support Grant		38	38	38	1	1	6	(5)	-78,6%	(38)
RSEP/ VPUU		–	800	800	–	–	–	–		(800)
Provincial Acceleration Grant		239	–	6 161	–	–	–	–		–
Human Settlements Development Grant		3 150	6 000	6 000	228	228	–	228		(13 444)
District Municipality:		**92**	**100**	**100**	**–**	**–**	**26**	(26)	-100,0%	**(100)**
Specify (Add grant description)		92	100	100	–	–	26	(26)	-100,0%	(100)
Other grant providers:		**182**	**2 962**	**2 962**	**–**	**352**	**741**	(389)	-52,5%	**(2 962)**
Departmental Agencies and Accounts		–	550	550	–	352	138	214	155,7%	(550)
Foreign Government and International Organisations		–	2 412	2 412	–	–	603	(603)	-100,0%	(2 412)
Households		–	–	–	–	–	–	–		–
Non-profit Institutions		67	–	–	–	–	–	–		–
Private Enterprises		115	–	–	–	–	–	–		–
Public Corporations		–	–	–	–	–	–	–		–
Higher Educational Institutions		–	–	–	–	–	–	–		–
Parent Municipality / Entity		–	–	–	–	–	–	–		–
Total operating expenditure of Transfers and Grants:		**237 318**	**260 585**	**266 746**	**18 692**	**40 084**	**5 412**	**34 672**	**640,7%**	**(268 030)**
Capital expenditure of Transfers and Grants										
National Government:		**84 036**	**73 247**	**73 247**	**8 252**	**14 612**	**25 725**	**(11 113)**	**-43,2%**	**(73 247)**
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]		15 556	6 188	6 188	–	950	–	950		(6 188)
Municipal Disaster Relief Grant		6 000	–	–	–	–	–	–		–
Metro Informal Settlements Partnership Grant		60 246	62 059	62 059	8 252	13 662	25 725	(12 063)	-46,9%	(62 059)
Integrated Urban Development Grant		2 234	5 000	5 000	–	–	–	–		(5 000)
Provincial Government:		**25 606**	**25 168**	**27 405**	**844**	**1 053**	**–**	1 053		**(27 405)**
Human Settlements Development Grant		1 680	10 000	10 000	–	–	–	–		(10 000)
Development od Sport and Recreational Facilities		–	300	300	–	–	–	–		(300)
Informal Settlements Upgrading Partnership Grant: Provinces(Beneficiaries)		22 335	14 212	15 912	499	708	–	708		(15 912)
Integrated Transport Planning		628	656	656	–	–	–	–		(656)
RSEP/ VPUU		963	–	537	345	345	–	345		(537)
District Municipality:		**–**	**–**	**–**	**–**	**–**	**–**	–		**–**
Other grant providers:		**–**	**–**	**–**	**–**	**–**	**–**	–		**–**
Departmental Agencies and Accounts		–	–	–	–	–	–	–		–
Foreign Government and International Organisations		–	–	–	–	–	–	–		–
Households		–	–	–	–	–	–	–		–
Non-Profit Institutions		–	–	–	–	–	–	–		–
Private Enterprises		–	–	–	–	–	–	–		–
Public Corporations		–	–	–	–	–	–	–		–
Higher Educational Institutions		–	–	–	–	–	–	–		–
Parent Municipality / Entity		–	–	–	–	–	–	–		–
Transfer from Operational Revenue		–	–	–	–	–	–	–		–
Total capital expenditure of Transfers and Grants		**109 642**	**98 415**	**100 653**	**9 095**	**15 664**	**25 725**	**(10 061)**	**-39,1%**	**(100 653)**
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS		**346 960**	**359 001**	**367 399**	**27 787**	**55 748**	**31 137**	**24 611**	**79,0%**	**(368 682)**

12. QUARTERLY PERFORMANCE ASSESSMENT REPORT 2025/26, Q1 (01 July – 30 September 2025)

12.1 OVERALL PERFORMANCE OF THE MUNICIPALITY

(a) Dashboard summary per Municipal Strategic Focus Area (SFA) for the 1st Quarter **(01 July – 30 September 2025)** of the 2025/26 financial year.



Stellenbosch Municipality		Municipal Strategic Focus Areas (SFAs)				
		SFA 1 - Valley of Possibility	SFA 2 - Green and Sustainable Valley	SFA 3 - Safe Valley	SFA 4 - Dignified Living	SFA 5 - Good Governance and Compliance
KPI Not Yet Measured	28 (63.64%)	2 (40%)	4 (66.67%)	3 (100%)	3 (25%)	16 (88.89%)
KPI Not Met	1 (2.27%)	1 (20%)	-	-	-	-
KPI Almost Met	2 (4.55%)	-	1 (16.67%)	-	-	1 (5.56%)
KPI Met	5 (11.36%)	-	-	-	4 (33.33%)	1 (5.56%)
KPI Well Met	6 (13.64%)	-	1 (16.67%)	-	5 (41.67%)	-
KPI Extremely Well Met	2 (4.55%)	2 (40%)	-	-	-	-
Total:	44	5	6	3	12	18
	100%	11.36%	13.64%	6.82%	27.27%	40.91%

Table: 1 Overall performance for Quarter 1 (01 July – 30 September 2025) per SFA

13. ACTUAL PERFORMANCE AND CORRECTIVE MEASURES TO BE IMPLEMENTED

13.1 SFA 1 - Valley of Possibility

SFA 1 - Valley of Possibility											
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 July – 30 September 2025					
						Target	Actual	R	Performance Comment	Corrective Measures	
TL151	KPI002	Submission of the revised Economic Development Strategy to the Municipal Manager	Number of the revised Economic Development Strategies submitted to the Municipal Manager by 31 May	0	0	0	0	N/A			
TL152	KPI003	The number of jobs created through the municipality's local economic development initiatives including capital projects (NKPI Proxy - MSA, Reg. S10(d))	Number of job opportunities created through the municipality's local economic development initiatives including capital projects by 30 June	1 100	1 100	330	678	B	The overperformance on the target of 330 results from effective collaboration and proactive coordination between the Section: Local Economic Development (Stellenbosch extended public works programme (EPWP) Lead Coordinator) and several user departments within the municipality.	While the municipality's achievement for the first quarter of the 2025/26 financial year stands at 678, the annual target of 1 100 remains within a reasonable range. The annual target is determined by considering the budget allocated for the municipality's EPWP for the financial year. However, the target for quarter 1 (currently set at 330) can be considered to be too low, and a review will be conducted by 28 February 2026 to determine if adjustments to the quarter 1 target are warranted based on actual performance for quarter 1.
TL153	KPI004	Submission of Land-use applications to the Municipal Planning Tribunal (MPT) within 120 days from the conclusion of the administrative processing of the application	Percentage of Land-use applications submitted to the MPT within 120 days from the conclusion of the administrative processing of the application	80%	80%	80%	40%	R	2 / 5 x 100 = 40% The enhancement of staffing and management capabilities is essential, considering the ongoing increase in new land use applications. At present, the system reflects 385 active	There is a necessity for enhanced oversight in application management and case officer administration. By 31 December 2025, a new internal application tracking and management system will be instituted, aimed at	

SFA 1 - Valley of Possibility										
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 July – 30 September 2025				
						Target	Actual	R	Performance Comment	Corrective Measures
									land use applications, a notable increase from the 302 active applications recorded in September 2024. Furthermore, it is worth noting that 80 new land use applications have been submitted in the first quarter of the current 2025/26 financial year alone.	mitigating underperformance. The suggested new organisational structure for the Department: Development Management has been presented and deliberated upon with the Municipal Manager. It is now set to be presented at the internal organisational restructuring committee before finalisation by 31 December 2025.
TL154	KPI005	Provide training opportunities to entrepreneurs and Small, Medium and Micro Enterprises (SMMEs)	Number of quarterly training opportunities provided to entrepreneurs and SMMEs	4	4	1	15	B	The overperformance is due to a strategic partnership between Stellenbosch Municipality and the Start-Up Tribe, which resulted in 13 (13 of the reported 15) different online training sessions being accessed on the platform during Quarter 1.	Should the strategic partnership with the Start-Up-Tribe continue, the municipality will consider upwardly adjusting the annual and quarterly targets for the 2025/26 financial year. This consideration will be done with the review of the Top Layer (TL) Service Delivery and Budget Implementation Plan (SDBIP) 2025/26, to be presented to the Council for consideration and approval by 28 February 2026.
TL155	KPI007	Submission of the revised Housing Pipeline (document) to the MayCo	Number of revised Housing Pipelines (document) submitted to the MayCo by 31 May	1	1	0	0	N/A		

Summary of Results: SFA 1 - Valley of Possibility

	KPI Not Yet Measured	2
	KPI Not Met	1
	KPI Almost Met	0
	KPI Met	0
	KPI Well Met	0
	KPI Extremely Well Met	2
Total KPIs		**5**

13.2 SFA 2 - Green and Sustainable Valley

SFA 2 - Green and Sustainable Valley											
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 July – 30 September 2025					
						Target	Actual	R	Performance Comment	Corrective Measures	
TL158	KPI019	Conduct an external audit of the Stellenbosch Municipal Waste Disposal Facilities	Number of external audits of the Stellenbosch Municipal Waste Disposal Facilities conducted by 30 June	1	1	0	0	N/A			
TL159	KPI021	Implementation of identified waste minimisation projects	Number of identified waste minimisation projects implemented by 30 June	2	2	0	0	N/A			
TL160	KPI014	Process building plan applications of <500sqm within 30 days after the date of receipt	Percentage of building plan applications of <500sqm processed within 30 days after the date of receipt	75%	75%	75%	86.22%	G2	551 / 639 x 100 = 86.22%		
TL161	KP022	Wastewater quality measured ito the Department of Water and Sanitation's License Conditions for physical and micro parameters	Percentage of wastewater quality compliance as per the analysis certificate, measured quarterly	70%	70%	70%	67.66%	O	July 2025 68%, August 68%, and September 67.66%	The municipality is currently in the process of finalising the specifications for the appointment of a consultant to assist with the application to the Department of Water and Sanitation Services (DWS) for the correction of the municipality's licence limits. The closing date for the request for proposal is 04 November 2025. The upgrade of the Wemmershoek Wastewater Treatment Works (WWTW) is presently in the process of being completed, and it will significantly enhance the quality of the effluent. The anticipated completion date is 31 January 2026. The Raithby WWTW upgrade is currently under	

SFA 2 - Green and Sustainable Valley										
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 July – 30 September 2025				
						Target	Actual	R	Performance Comment	Corrective Measures
										design by the consultant, and construction is anticipated to commence in February 2026. The upgrade is scheduled to be finalised by 31 August 2026.
TL162	KPI016	Reduce organic waste	Percentage of organic waste reduced by 30 June	20%	20%	0%	0%	N/A		
TL193	KPI009	Construction of a new intake substation in Dwarsriver Valley	Number of new intake substations constructed in Dwarsriver Valley by 30 June	1	1	0	0	N/A		

Summary of Results: SFA 2 - Green and Sustainable Valley

	KPI Not Yet Measured	4
	KPI Not Met	0
	KPI Almost Met	1
	KPI Met	0
	KPI Well Met	1
	KPI Extremely Well Met	0
Total KPIs		**6**

13.3 SFA 3 - Safe Valley

SFA 3 - Safe Valley										
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 July – 30 September 2025				
						Target	Actual	R	Performance Comment	Corrective Measures
TL163	KPI024	Submission of the revised Disaster Management Plan to the Municipal Manager	Number of revised Disaster Management Plans submitted to the Municipal Manager by 31 March	1	1	0	0	N/A		
TL164	KPI025	Submission of the revised Safety and Security Strategy to the Municipal Manager	Number of revised Safety and Security Strategies submitted to the Municipal Manager by 30 April	1	1	0	0	N/A		
TL165	KPI026	Submission of the revised Traffic Management Plan to the Municipal Manager	Number of revised Traffic Management Plans submitted to the Municipal Manager by 31 March	1	1	0	0	N/A		

Summary of Results: SFA 3 - Safe Valley

	KPI Not Yet Measured	3
	KPI Not Met	0
	KPI Almost Met	0
	KPI Met	0
	KPI Well Met	0
	KPI Extremely Well Met	0
Total KPIs		**3**

13.4 SFA 4 - Dignified Living

SFA 4 - Dignified Living										
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 July – 30 September 2025				
						Target	Actual	R	Performance Comment	Corrective Measures
TL166	KPI028	Provision of waterborne toilet facilities in informal settlements as identified by the Department: Integrated Human Settlements	Number of waterborne toilet facilities provided in Informal settlements as identified by the Department: Integrated Human Settlements by 30 June	30	30	0	0	N/A		
TL167	KPI032	Registered indigent formal households with access to free basic water (NKPI Proxy - MSA, Reg. S10(a), (b)	Percentage of registered indigent formal households with access to free basic water, measured quarterly	100%	100%	100%	100%	G	6 452 / 6 452 x 100 = 100%	
TL168	KPI029	Limit unaccounted electricity to less than 9% annually {(Number of Electricity Units Purchased and / or Generated - Number of Electricity Units Sold (incl. Free basic electricity)) / Number of Electricity Units Purchased and/or Generated) x 100}	Percentage of average electricity losses, measured by 30 June	<9%	<9%	0%	0%	N/A		
TL169	KPI030	Water quality measured quarterly ito the SANS 241 physical and micro parameters	Percentage of water quality level as per the analysis certificate, measured quarterly	90%	90%	90%	96.8%	G2	July 2025, 95.8; + August 2025, 96.3; + September 2025, 98.4 / 3 = 96.8%	
TL170	KPI031	Limit unaccounted water to less than 25%	Percentage of average unaccounted water, measured by 30 June	<25%	<25%	0%	0%	N/A		
TL171	KPI033	Registered indigent formal households with access to free basic electricity provided by the municipality (NKPI Proxy - MSA, Reg. S10(a), (b)	Percentage of registered indigent formal households with access to free basic electricity provided by the municipality, measured quarterly	100%	100%	100%	100%	G	6 452 / 6 452 x 100 = 100%	
TL172	KPI034	Registered indigent formal households with access to free basic refuse removal (NKPI Proxy - MSA, Reg. S10(a), (b)	Percentage of registered indigent formal households with access to free basic refuse removal, measured quarterly	100%	100%	100%	100%	G	6 452 / 6 452 x 100 = 100%	
TL173	KPI035	Registered indigent formal households with access to free	Percentage of registered indigent formal households with	100%	100%	100%	100%	G	6 452 / 6 452 x 100 = 100%	

SFA 4 - Dignified Living										
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 July – 30 September 2025				
						Target	Actual	R	Performance Comment	Corrective Measures
		basic sanitation (NKPI Proxy - MSA, Reg. S10(a), (b)	access to free basic sanitation, measured quarterly							
TL174	KPI036	Formal households with access to water (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to water, measured quarterly	27 000	27 000	27 000	28 496	G2		
TL175	KPI037	Formal households with access to electricity (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to electricity, measured quarterly	27 000	27 000	27 000	28 496	G2		
TL176	KPI038	Formal households with access to refuse removal (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to refuse removal, measured quarterly	27 000	27 000	27 000	28 496	G2		
TL177	KPI039	Formal households with access to sanitation (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to sanitation, measured quarterly	27 000	27 000	27 000	28 496	G2		

Summary of Results: SFA 4 - Dignified Living

	KPI Not Yet Measured	3
	KPI Not Met	0
	KPI Almost Met	0
	KPI Met	4
	KPI Well Met	5
	KPI Extremely Well Met	0
Total KPIs		**12**

13.5 SFA 5 - Good Governance and Compliance

SFA 5 - Good Governance and Compliance										
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 July – 30 September 2025				
						Target	Actual	R	Performance Comment	Corrective Measures
TL147	KPI059	Submission of the revised Communication Policy to the MayCo	Number of revised Communication Policies submitted to the MayCo by 31 May	1	1	0	0	N/A		
TL148	KPI044	Employment equity appointments made within the financial year in the three highest levels of management	Percentage of employment equity appointments made within the financial year in the three highest levels of management, measured by 30 June	50%	50%	0%	0%	N/A		
TL149	KPI049	Submission of the Auditor General of South Africa (AGSA) Audit Action Plan (AAP) to the APAC	Number of AGSA Audit Action Plans submitted to the APAC by 31 March	1	1	0	0	N/A		
TL150	KPI053	Submission of the draft Integrated Development Plan (IDP) to the Council	Number of draft IDPs submitted to the Council by 31 March	1	1	0	0	N/A		
TL156	KPI055	Submission of the revised Sewer Master Plan to the Municipal Manager	Number of revised Sewer Master Plans submitted to the Municipal Manager by 30 June	1	1	0	0	N/A		
TL157	KPI060	Submission of the updated Comprehensive Integrated Transport Plan (CITP) 2023 - 2028 to the Municipal Manager	Number of updated CITPs 2023 - 2028 submitted to the Municipal Manager by 31 May	1	1	0	0	N/A		
TL178	KPI042	Financial viability measured in terms of the available cash to cover fixed operating expenditure (NKPI Proxy - MSA, Reg. S10(g)(iii))	Cost coverage as at 30 June annually [(Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft) + Short Term Investment) / Monthly Fixed Operational Expenditure excluding (Depreciation)	2	2	0	0	N/A		
TL179	KPI043	Achieve an average payment percentage of 96% by 30 June (Gross Debtors	(Gross Debtors Opening Balance + Billed Revenue - Gross Debtors Closing Balance - Bad Debts Written	96%	96%	0%	0%	N/A		

SFA 5 - Good Governance and Compliance											
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 July – 30 September 2025					
						Target	Actual	R	Performance Comment	Corrective Measures	
		Opening Balance + Billed Revenue - Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue x 100	Off) / Billed Revenue x 100								
TL180	KPI040	Actual expenditure of the approved Capital Budget for the municipality by 30 June (NKPI - MSA, Reg. S10(c))	Percentage of the approved Capital Budget for the municipality actually spent by 30 June	90%	90%	10%	7.54%	O	R51 098 533 / R677 608 824 x 100 = 7.54%	The Department: Financial Services will set up correspondence with the user departments, urging them to adhere to the scheduled capital expenditure timelines.	
TL181	KPI045	The percentage of the payroll budget spent on implementing the Municipal Workplace Skills Plan (NKPI Proxy- MSA, Reg. S10(f))	Percentage of the municipality's payroll budget actually spent on implementing its Workplace Skills Plan ((Total Actual Training Expenditure / Total Annual payroll Budget) x 100), measured by 30 June	0.20%	0.20%	0%	0%	N/A			
TL182	KPI046	Financial viability measured in terms of the municipality's ability to meet its service debt obligations (NKPI Proxy - MSA, Reg. S10(g)(i))	Debt coverage ratio ((Total operating revenue - operating grants received) / (Debt service payments due within the year)) measured by 30 June	15%	15%	0%	0%	N/A			
TL183	KPI047	Financial viability measured in terms of the outstanding service debtors (NKPI Proxy - MSA, Reg. S10(g)(ii))	Service debtors to revenue ratio - (Total outstanding service debtors / revenue received for services) measured by 30 June	27%	27%	0%	0%	N/A			
TL184	KPI054	Submission of the IDP / Budget / SDF time schedule (process plan) to the Council	Number of IDP / Budget / SDF time schedules (process plan) submitted to the Council by 31 August	1	1	1	1	R			
TL185	KPI051	Submission of the revised Information and Communication Technology (ICT) Backup Disaster Recovery Plan to the ICT Steering Committee	Number of revised ICT Backup Disaster Recovery Plans submitted to the ICT Steering Committee by 31 March	1	1	0	0	N/A			

SFA 5 - Good Governance and Compliance										
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 July – 30 September 2025				
						Target	Actual	R	Performance Comment	Corrective Measures
TL186	KPI052	Submission of the revised Strategic ICT Plan to the ICT Steering Committee	Number of revised Strategic ICT Plans submitted to the ICT Steering Committee by 31 March	1	1	0	0	N/A		
TL187	KPI048	Submission of the revised Risk-Based Audit Plan (RBAP) to the Audit and Performance Audit Committee (APAC)	Number of revised RBAPs submitted to the APAC by 30 June	1	1	0	0	N/A		
TL188	KPI050	Submission of the revised Strategic Risk Register (SRR) to the Risk Management Committee	Number of revised SRRs submitted to the Risk Management Committee by 30 June	1	1	0	0	N/A		
TL189	KPI056	Submission of the revised Electrical Master Plan to the Council	Number of revised Electrical Master Plans submitted to the Council by 30 June	1	1	0	0	N/A		

Summary of Results: SFA 5 - Good Governance and Compliance

	KPI Not Yet Measured	16
	KPI Not Met	0
	KPI Almost Met	1
	KPI Met	1
	KPI Well Met	0
	KPI Extremely Well Met	0
Total KPIs		**18**

14. STRATEGIC PERFORMANCE CONCLUSION

(a) Out of the 44 Key Performance Indicators (KPIs) listed on the Top layer SDBIP 2025/26, 28 were not measured during quarter 1 (01 July – 30 September 2025. 03 of the measured KPIs were not achieved, 05 were met, and 06 were well met.

	KPI Not Yet Measured	28
	KPI Not Met	1
	KPI Almost Met	2
	KPI Met	5
	KPI Well Met	6
	KPI extremely well met	2
Total KPIs		**44**

Summary of Results: Strategic Focus Areas 1 - 5

9.	**ITEMS FOR NOTING**

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

9.1.1	**REPORT ON THE DECISIONS TAKEN BY THE EXECUTIVE MAYOR FOR THE QUARTER: JULY – SEPTEMBER 2025**

Collaborator No:
IDP KPA Ref No: Good Governance
Meeting Date: 23 October 2025

1. SUBJECT: REPORT ON THE DECISIONS TAKEN BY THE EXECUTIVE MAYOR FOR THE QUARTER: JULY – SEPTEMBER 2025

2. PURPOSE

To inform Council of the decisions taken by the Executive Mayor from July 2025 to September 2025 **(**see **APPENDIX 1)**.

3. DELEGATED AUTHORITY

As per the delegations from Council and powers vested in the Executive Mayor by legislation.

For Notification

4. EXECUTIVE SUMMARY

In terms of the Municipal Structures Act 117 of 1998 Section 56 (5) it is stated that:

"An Executive Mayor must report to the municipal council on all decisions taken by the Executive Mayor."

5. RECOMMENDATION

that Council takes note of the decisions by the Executive Mayor.

6. DISCUSSION / CONTENTS

6.1 Background

In terms of the Municipal Structures Act 117 of 1998 Section 56 (5) it is stated that:

"An Executive Mayor must report to the municipal council on all decisions taken by the Executive Mayor."

6.2 Discussion

Council approved delegations to the Executive Mayor and legislation also contains powers that are vested in the Executive Mayor on which reports are made for notification.

The Executive Mayor also takes decisions in consultation with the Mayoral committee. The decisions of the 2024/25 financial year will be reported in a separate item.

6.3 Financial Implications

Dealt with in terms of the approved budget.

6.4 Legal Implications

The decisions are in line with approved delegations or powers vesting in the Executive Mayor.

6.5 Staff Implications

This report has no additional staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions

Item 9.1.1 – Council meeting: 2025-07-30

6.7 Risk Implications

Risk implications are mitigated when decisions taken are in line with approved powers and functions.

6.8 Comments from Senior Management

The report was not circulated for comment. The Executive Mayor discusses relevant issues with the Municipal Manager who takes up actions with the Directors directly.

ANNEXURES

Annexure 1: Decisions taken by the Executive Mayor in the period July 2025 to September 2025.

Appendix 1 - Appeal in terms of section 79(2) of the Stellenbosch Municipal Land Use Planning By-law: Application for the subdivision and consolidation of farm no. 1572 and unregistered farm no. 16611, Stellenbosch Division [LU/16157]

Appendix 2 - Appeal lodged in terms of section 79(2) of the Stellenbosch Municipal Land Use Planning By-law: Application for consent use on farm no. 127/40, Stellenbosch Division LU/15018/TP146/2022]

Appendix 3 - Appeal lodged in terms of section 79(2) of the Stellenbosch Municipal Land Use Planning By-law: Application for departure on erf 5373, Stellenbosch [LU/16545/TP584/2023]

Appendix 4 - Appeal lodged in terms of section 79(2) of the Stellenbosch Municipal Land Use Planning By-law: Application for rezoning, subdivision, consent use, permanent departure and closure of a part of a public space on erf 7001, Hendrickse Street, Stellenbosch [LU/16572/TP591/2023]

Appendix 5 - Appeal lodged in terms of section 79(2) of the Stellenbosch Municipal Land Use Planning By-law: Application for permission required in terms of conditions of approval in terms of section 15(2)(L) of the Stellenbosch Municipal Land Use Planning, 2023, on erf 10496, Nuutgevonden, Stellenbosch Division [LU/16613]

FOR FURTHER DETAILS CONTACT:

Name	DONOVAN MULLER
Position	*MANAGER: COUNCILLOR SUPPORT*
Directorate	*CORPORATE SERVICES*
Contact Numbers	*021 8088314*
E-mail Address	*Donovan.Muller@stellenbosch.gov.za*
Report Date	*09 July 2025*

ANNEXURE 1

DELEGATIONS EXERCISED FOR PERIOD [JULY - SEPTEMBER 2025]

EXECUTIVE MAYOR

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
LUP 63	PLANNING	Appeal in terms of section 79(2) of the Stellenbosch Municipal Land Use Planning By-law: Application for temporary departure on erf 7678, Stellenbosch [LU/15603]	10/01/2025	11/08/2025	CONFIRM [see attached document – Appendix 1]
LUP 63	PLANNING	Appeal lodged in terms of section 79(2) of the Stellenbosch Municipal Land Use Planning By-law: Application for amendment of conditions in respect of an existing approval to amend the approved site development plan on farm no.524, Stellenbosch Division [LU/16327]	04/03/2025	12/08/2025	CONFIRM [see attached document – Appendix 2]
LUP 63	PLANNING	Appeal lodged in terms of section 79(2) of the Stellenbosch Municipal Land Use Planning By-law: Application for rezoning and departures on erf 3357, Franschhoek [LU/11575]	09/04/2025	11/08/2025	CONFIRM [see attached document – Appendix 3]
LUP 63	PLANNING	Appeal lodged in terms of section 79(2) of the Stellenbosch Municipal Land Use Planning By-law: Application for consent use on farm no.1085/1, Paarl Division [LU/16422]	27/05/2025	12/08/2025	REVOKE [see attached document – Appendix 4]
LUP 63	PLANNING	Appeal lodged in terms of section 79(2) of the Stellenbosch Municipal Land Use Planning By-law: Subdivision, consolidation, permanent departures and permission required in terms of the condition of approval: erven 251, 254, 255, 566 & 666, Koelpark.	30/06/2025	12/08/2025	CONFIRM [see attached document – Appendix 5]

APPENDIX 1

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NOTICE OF DECISION OF APPEAL AUTHORITY

APPEAL LODGED IN TERMS OF SECTION 79(2) OF THE STELLENBOSCH MUNICIPAL LAND USE PLANNING BY-LAW: APPLICATION FOR TEMPORARY DEPARTURE ON ERF 7678, STELLENBOSCH (LU/15603)

DECISION OF APPEAL AUTHORITY

The Appeal Authority hereby, in terms of Section 81(7) of the Stellenbosch Municipal Land Use Planning By-law:

Tick the appropriate box:

CONFIRM	**X**	**VARY**		**REVOKE**	
THE DECISION OF THE AUTHORISED DECISION-MAKER ON 26 JUNE 2024, IN TERMS OF SECTION 60 OF THE STELLENBOSCH MUNICIPAL LAND USE PLANNING BY-LAW TO REFUSE THE APPLICATION FOR TEMPORARY DEPARTURE ON ERF 7678, STELLENBOSCH (LU/15603)					

A. BACKGROUND

1. The abovementioned Appeal refers.

2. The Authorised Decision-maker, on the 26th of June 2024 and in terms of Section 60 of the Stellenbosch Municipal Land Use Planning By-law, refused the application for temporary departure to utilise a portion of the existing dwelling (bedroom) as a liquor store on Erf 7678, Stellenbosch.

3. An Appeal was received in respect to the above decision on the 7th of August 2024 in terms of Section 79(2) of the Stellenbosch Municipal Land Use Planning By-

law from H. Rhode of Liquor License Consultants and on behalf of the registered owner of Erf 7678.

4. The Objectors were afforded an opportunity to comment on the Appeal in accordance with Section 80(9) of the Stellenbosch Municipal Land Use Planning By-law. M. September of Erf 7683, A. Wanza of Erf 7684, and S. Adams of Erf 7685 submitted comments on the Appeal on the 27th and 28th August 2024 respectively.

5. The appeal assessment report was submitted to the Appellant, Objectors and Ward Councilor in terms of Section 81(6) of the Stellenbosch Municipal Land Use Planning By-law for comment on the 11th of December 2024. The Appellant and Ward Councillor E. Vermeulen submitted comment on the 19th of December 2024 and the 7th of January 2025 respectively. The Appellant's comments included a request for an oral hearing.

6. The request for an oral hearing was granted and held on the 26th of June 2025. All parties were afforded and opportunity to submit written representations for the oral hearing prior to the oral hearing date of which said submissions were again circulated to all parties for comment. The Appellant attended in-person while the Objectors attended online via MS Teams.

7. After careful perusal and consideration of all the relevant information, which included the relevant provisions of the By-law, the motivation and documentation submitted as part of the land use application, the written Appeal, the reports of the relevant Authorised Employees, the written submissions and representations received from all parties involved, and the oral hearing proceedings, I have taken the following decision.

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B. APPEAL RESOLUTION

The Appeal submitted against the decision of the Authorised Decision-maker dated the 26th of June 2024, in respect of the subject application LU/15603 **BE DISMISSED**, and that the subject decision **BE CONFIRMED** in terms of Section 81(7)(b) of the Stellenbosch Municipal Land Use Planning By-law as follows:

1. That the following applications in terms of Section 15(2)(c) of the Stellenbosch Municipality By-law on Municipal Land Use Planning, 2023 for a temporary departure to utilise a portion of the existing dwelling (bedroom) as a liquor store on Erf 7678, Stellenbosch,

   BE REFUSED in terms of Section 60 of the said By-law.

2. The **reasons** for the above decision are as follows:

   2.1 The proposal is not aligned with the socio-economic needs of the Cloetesville community, as liquor sales is not considered as an essential or daily need to sustain the community. A liquor store is therefore not required to be located in close proximity to users or in residential areas.

   2.2 The type of business activity (the sale of liquor) is incompatible with the residential character of the surrounding area, and there are no adequate mitigating measures to minimise the negative impacts, nuisance factors and social impacts which are normally associated with the sale of liquor in a residential area.

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2.3 It is not deemed desirable to have a liquor store operating from a residential property and being located in a pure residential street, and liquor stores should be located within appropriate areas that is designated for business use.

SIGNATURE: _____ **DATE:** 25-08-11

Ald. Jeremy Fasser
Executive Mayor
(Appeal Authority in terms of Section 79(1) of the Stellenbosch Municipal Land Use Planning By-law)

APPENDIX 2

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NOTICE OF DECISION OF APPEAL AUTHORITY

APPEAL LODGED IN TERMS OF SECTION 79(2) OF THE STELLENBOSCH MUNICIPAL LAND USE PLANNING BY-LAW: APPLICATION FOR AMENDMENT OF CONDITIONS IN RESPECT OF AN EXISTING APPROVAL TO AMEND THE APPROVED SITE DEVELOPMENT PLAN ON FARM NO. 524, STELLENBOSCH DIVISION (LU/16327)

DECISION OF APPEAL AUTHORITY

The Appeal Authority hereby, in terms of Section 81(7) of the Stellenbosch Municipal Land Use Planning By-law:

Tick the appropriate box:

CONFIRM	X	VARY		REVOKE	
THE DECISION OF THE AUTHORISED DECISION-MAKER ON 2 OCTOBER 2024, IN TERMS OF SECTION 60 OF THE STELLENBOSCH MUNICIPAL LAND USE PLANNING BY-LAW TO REFUSE THE APPLICATION FOR AMENDMENT OF CONDITIONS IN RESPECT OF AN EXISTING APPROVAL TO AMEND THE APPROVED SITE DEVELOPMENT PLAN ON FARM NO. 524, STELLENBOSCH DIVISION (LU/16327)					

A. BACKGROUND

1. The abovementioned Appeal refers.

2. The Authorised Decision-maker, on the 2nd of October 2024 and in terms of Section 60 of the Stellenbosch Municipal Land Use Planning By-law, refused the application for the amendment of conditions in respect of an existing approval to amend the approved Site Development Plan of September 2022 on Farm No. 524, Stellenbosch Division.

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3. An Appeal was received in respect to the above decision on the 9th of October 2024 in terms of Section 79(2) of the Stellenbosch Municipal Land Use Planning By-law from J. Du Plessis of Du Plessis Hofmeyr Malan Inc. on behalf of the registered owner of Farm No. 524.

4. The land use application was not advertised, and no objections were therefore received. Subsequently no comments in respect of the Appeal were requested from any party.

5. The appeal assessment report was submitted to the Appellant in terms of Section 81(6) of the Stellenbosch Municipal Land Use Planning By-law for comment on the 12th of February 2025. The Appellant submitted comments on the 19th of February 2025 and request an oral hearing.

6. The request for an oral hearing was granted and held on the 23rd of May 2025. The Appellant was afforded an opportunity to submit written representations for the oral hearing prior to the oral hearing date. The Appellant attended the oral hearing in-person.

7. After careful perusal and consideration of all the relevant information, which included the relevant provisions of the By-law, the motivation and documentation submitted as part of the land use application, the written Appeal, the reports of the relevant Authorised Employees, the written submissions and representations received, and the oral hearing proceedings, I have taken the following decision.

B. APPEAL RESOLUTION

The Appeal submitted against the decision of the Authorised Decision-maker dated the 2nd of October 2024, in respect of the subject application LU/16327 **BE DISMISSED**,

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and that the subject decision **BE CONFIRMED** in terms of Section 81(7)(b) of the Stellenbosch Municipal Land Use Planning By-law as follows:

1. That the application in terms of Section 15(2)(h) of the Stellenbosch Municipal Land Use Planning By-law, 2023 for the amendment of conditions in respect of an existing approval to amend the approved Site Development Plan of September 2022 on Farm No. 524, Stellenbosch Division;

   BE REFUSED in terms of Section 60 of the said By-law.

2. The **reasons** for the above decision are as follows:

2.1 The regime between the former and current zoning scheme regarding the total number of dwelling units which can be permitted on an agricultural land unit has not changed and the transition from the former zoning scheme cannot be interpreted in any manner which would result in a higher number of permitted dwelling units.

2.2 Both the Section 8 Zoning Scheme (former zoning scheme) and Stellenbosch Municipality Zoning Scheme By-law (current zoning scheme) definitions of additional dwelling unit/s clearly restrict the total number of dwelling units (primary right dwelling units and additional units) to a maximum of six. It was always the intention of Council to uphold this absolute restriction on the total number of dwelling units with the adoption of the current zoning scheme and limit the maximum number of dwelling units to six.

2.3 The only difference between the former and the current zoning scheme is a name change for the 1st additional dwelling unit as a second dwelling unit,

which may be erected regardless of the size of the property. The rationale for this name changes as the 1st additional dwelling unit in the former zoning scheme to a second dwelling unit in the current zoning scheme was merely to differentiate between the 1st dwelling unit for which permission is not attached to a minimum size property, while the rest of the additional dwelling units requires an incremental minimum property size.

2.4 The current zoning scheme never intended and also did not have the effect to increase the total permitted number of dwelling units, irrespective if they are identified as a main, second or additional dwelling unit. It has always been a total number of 6 dwelling units in the former zoning scheme and remains a total number of 6 units in the current zoning scheme.

2.5 To interpret the former land use rights that would result in the unjustified increase of permitted land use rights in the current zoning scheme would result in an error in law as there is no rational basis to increase the total number of dwelling units that is permitted on an agricultural land unit.

2.6 A site development plan does not confer any use rights in addition to existing /approved land uses.

SIGNATURE: _____ **DATE:** 2025-08-12

Ald. Jeremy Fasser
Executive Mayor
(Appeal Authority in terms of Section 79(1) of the Stellenbosch Municipal Land Use Planning By-law)

APPENDIX 3

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NOTICE OF DECISION OF APPEAL AUTHORITY

APPEAL LODGED IN TERMS OF SECTION 79(2) OF THE STELLENBOSCH MUNICIPAL LAND USE PLANNING BY-LAW: APPLICATION FOR REZONING AND DEPARTURES ON ERF 3357, FRANSCHHOEK (LU/11575)

DECISION OF APPEAL AUTHORITY

The Appeal Authority hereby, in terms of Section 81(7) of the Stellenbosch Municipal Land Use Planning By-law:

Tick the appropriate box:

CONFIRM	X	VARY		REVOKE	
THE DECISION OF THE AUTHORISED DECISION-MAKER ON 3 DECEMBER 2021, IN TERMS OF SECTION 60 OF THE STELLENBOSCH MUNICIPAL LAND USE PLANNING BY-LAW TO APPROVE THE APPLICATION FOR REZONING AND REFUSE THE APPLICATION FOR DEPARTURES ON ERF 3357, FRANSCHHOEK (LU/11575)					

A. BACKGROUND

1. The abovementioned Appeal refers.

2. The Authorised Decision-maker, on the 3rd of December 2021 and in terms of Section 60 of the Stellenbosch Municipal Land Use Planning By-law, approved the application for rezoning of Erf 3357, Franschhoek from Local Business Zone to Muti-unit Residential Zone to allow the construction of flats. The application also included departures for the relaxation of the building lines, an increase in the permissible coverage and the under-provision of the required number of parking bays to accommodate the proposal. The application for departures was refused.

3. An Appeal was received in respect to the above decision on 15 February 2022 in terms of Section 79(2) of the Stellenbosch Municipal Land Use Planning By-law from A. Vos of Vos Maree Attorneys on behalf of Fransche Hoek Agricultural Estate Home Owners NPC.

4. The Applicant and the interested and affected parties who commented on the land use application during the public participation process were afforded an opportunity to comment on the Appeal in accordance with Section 80(9) of the Stellenbosch Municipal Land Use Planning By-law. According to the appeal assessment report no comments were received but it is mentioned that the Applicant did submit a request for an oral hearing and to make representations at such a hearing.

5. The appeal assessment report was submitted to the Appellant and Applicant in terms of Section 81(6) of the Stellenbosch Municipal Land Use Planning By-law for comment on 15 October 2024. The Applicant's request for extension of time to provide comments was granted and their comments were received on 25 October 2024. The latter comments from the Applicant included a request for an oral hearing and also a claim that comments on the Appeal were submitted to the Municipality by the Applicant but were omitted from the appeal assessment report by oversight. The Applicant resubmitted the comments on the Appeal with their comments on the appeal assessment report. The Appellant refrained from submitting comments on the appeal assessment report on the supposition of arguing his case at the oral hearing. The Appellant was offered an opportunity to comment on the Applicant's written submissions.

6. The request for an oral hearing was granted and it was held on 30 January 2025. The Appellant and Applicant were afforded an opportunity to submit written representations for the oral hearing prior to the oral hearing date of which said submissions were again circulated to both parties for comment. The Appellant and Applicant attended the oral hearing in-person. The Appellant argued at the oral hearing that the hearing may not continue due to procedural flaws and raised *points in limine* which included a request to the Appeal Authority to declare the comments of the Applicant on the Appeal as inadmissible and also that the power of attorney submitted by the Applicant was invalid. The Appeal Authority decided to adjourn the oral hearing and to reschedule the hearing to a later date.

7. The Appeal Authority offered the Applicant and Appellant a final opportunity to make written submissions to ensure compliance with Section 81(6) of the Stellenbosch Municipal Land Use Planning By-law in that the Appeal Authority and all parties are in possession of all relevant facts and documentation prior to the date of the rescheduled oral hearing. The additional written submissions made by the Applicant on 10 and 18 February 2025 were provided to the Appellant on 20 February 2025. The Appellant provided comments in response to the Applicant's submissions on 28 February 2025. A request for feedback from the Appellant in respect of the *points in limine* raised were also addressed and dismissed by the Appeal Authority on 20 and 26 May 2025. The Appellant acknowledged the above correspondence from the Appeal Authority and submitted final comments on 29 May 2025.

8. The rescheduled oral hearing was held on 11 June 2025, and both the Appellant and Applicant attended in-person and presented their case. The purpose of the

oral hearing was for the Appeal Authority to engage with the relevant parties and to determine and adequately clarify the relevant matters in determining the Appeal. Further correspondence was also received from the Appellant on the 17th of June 2025.

9. After careful perusal and consideration of all the relevant information, which included the relevant provisions of the By-law, the motivation and documentation submitted as part of the land use application, previous land use approvals related to the subject property, the written Appeal, the reports of the relevant Authorised Employees, the written submissions, representations and correspondence received from all parties involved, and the oral hearings proceedings, I have taken the following decision.

B. APPEAL RESOLUTION

The Appeal submitted against the decision of the Authorised Decision-maker dated 3 December 2021, in respect of the subject application LU/11575 **BE DISMISSED**, and that the subject decision **BE CONFIRMED** in terms of Section 81(7)(b) of the Stellenbosch Municipal Land Use Planning By-law as follows:

1. That the following applications for departure in terms of Section 15(2)(b) of the Stellenbosch Municipal Land Use Planning Bylaw, promulgated by notice number 354/2015, dated 20 October 2015:

1.1 The under provision of onsite parking in order to allow 82 parking bays (including 70 vehicle parking bays, 25 motorcycle bays and 42 bicycle bays) in lieu of the required 87 parking bays.

1.2 Increase the permissible coverage from 50% to 54% on Erf 3357, Franschhoek as indicated on drawing no. SD-3467-M101-102 & M301-M302, dated 8 October 2020, drawn by S. Designs (see Annexure C).

1.3 Relax the common building lines (northern, eastern and western sides) from 4,5m to 3m in order to accommodate the ground and first floor of the proposed development on Erf 3357, Franschhoek as indicated on drawing no. SD-3467-M101-102 & M301-M302, dated 8 October 2020, drawn by S. Designs.

1.4 Relax the side building line (second floor building line) (north east from 6m) to 3m in order to accommodate the proposed block of flats on the second floor on Erf 3357, Franschhoek as indicated on drawing no. SD-3467-M101-102 & M301-M302, dated 8 October 2020, drawn by S. Designs.

1.5 Relax the side building line (eastern and northern side) from 4,5m to 0m in order to accommodate the proposed basement storey on Erf 3357, Franschhoek as indicated on drawing no. SD-3467-M101-102 & M301-M302, dated 8 October 2020, drawn by S. Designs.

BE REFUSED in terms of Section 60 of the said Bylaw for the following reasons:

2. The **reasons** for the above decision are as follows:

2.1 The Applicant did not submit an Appeal against the decision and did not indicate any objection to the refusal of the departures. The refusal of the departures will require that the Applicant develop the property within the parameters of the Multi-unit Residential Zone. The reasons provided by the Authorised Decision-maker which speaks to guarding against the overdevelopment of the subject property are therefore endorsed and serve as

mitigation measure against any potential negative impacts that the development may have on the surrounding area.

2.2 The departures applied for in general would facilitate the overdevelopment of the property as additional floor space for onsite parking would be created resulting in a higher number of residential opportunities also being facilitated.

2.3 The fact that the required number of onsite parking bays could not be provided, and the introduction and inclusion of none motorised facilities in the parking calculation (even though the subject property is located in an area where there is no formal NMT facilities or formal public transport system) is further evident of the fact that the initial proposal has not taken its surroundings into consideration and that the departures would result in the overdevelopment of the property.

2.4 The under provision of onsite parking would have a negative impact on the surrounding residential area as no facilities exist within the area to accommodate parking overflow to be caused by the overdevelopment of the subject property.

2.5 The fact that the proposal included several departure applications, exacerbates the impact that the proposed building will have on the privacy of the adjoining properties, which further indicates that the proposal submitted has not taken note of its surroundings and tried to mitigate / minimize the impact that the building / residential units would have on the surrounding properties privacy and in general.

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3. That the following applications in terms of the Stellenbosch Municipal Land Use Planning By-Law, promulgated by notice number 354/2015, dated 20 October 2015, on Erf 3357, Franschhoek, namely:

3.1 The rezoning of the subject property from Local Business Zone to Multi-unit Residential Zone in terms of Section 15(2)(a) of the said Bylaw in order to allow the construction of a block of flats on Erf 3357, Franschhoek -

BE APPROVED in terms of Section 60 subject to conditions.

4. The approval is subject to the following conditions imposed in terms of Section 66 of the said Bylaw:

4.1 The approval only applies to the application under consideration and shall not be construed as authority to depart from any other legal prescriptions or requirements from Council.

4.2 A detailed site development plan as contemplated in terms of Section 16 of the Zoning Scheme Bylaw, 2019 be submitted to the Municipality and be approved prior to the submission of any building plans, which site development plan must comply with all applicable development parameters in accordance with the prevailing zoning of the property as noted in the 2019 Stellenbosch Municipality Zoning Scheme Bylaw.

4.3 The provision of a mix of residential units (1-, 2- & 3-Bedroom units) be provided to cater for a wide range of income groups to the satisfaction of the Municipality.

4.4 The development be limited to a two-storey building with a basement level.

4.5 Development contributions are payable in accordance with the prevailing and applicable Council Tariffs at the time of payment prior to the transfer of the first property or submission of any building plans, whichever occurs first, or as may be agreed on in writing with the Director Infrastructure Services.

5. The reasons for the above decision are as follows:

Regarding the merits of the application:

5.1 The subject property is located within the urban edge and in an area designated for "urban development" in the SDF and as an infill development the proposed development will develop underutilised land within the urban edge for urban development.

5.2 The development of the subject property would ensure that the existing infrastructure is optimally used which is currently not the case as the subject property is vacant.

5.3 The proposed residential use of the property will not be out of character with the receiving environment as the subject property is surrounded by residential developments of varying densities.

5.4 The scale and nature of the proposed development will be appropriate in terms of its locational context and thereby not compromise the existing character of the surrounding landscape.

5.5 The Stellenbosch Municipality Zoning Scheme Bylaw, 2019 does not make provision for density requirements for flats and therefore the proposed development does not encroach on any density restrictions.

Regarding the grounds of appeal

5.6 From the historic land use approvals and site plans on record it is common cause that Erf 3357 formed an integral part of a larger development proposal, presented as the Franschhoek Country Club Estate.

5.7 The development concept and associated layout for the original Franschhoek Country Club Estate was designed to provide internal access and services for all the properties that resulted from the approval of the larger development, which later included the Fransche Hoek Estate properties and the subject Erf 3357.

5.8 The provisions on shared internal access and private services were the rationale of the development proposal and the basis on which approval was granted for the development, and clearance was issued that permitted the developer to alienate and/ or register Erf 3357 as a separate property entity, and in accordance with which the then allocated development rights have vested.

5.9 Accordingly, access to the subject property was made available via existing internal private roads and right of way servitudes as part of the larger development in accordance with the original development proposal and approval and existing access roads should provide for and benefit all properties that was part of the development.

5.10 In accordance with the Service Agreements signed between the Municipality and the initial developer, the subject developer is responsible to permit shared access and services to all properties located within the boundaries of the larger development.

5.11 Accordingly, with the clearance of the property that permitted the developer to alienate the subject property, the present landowner has a legitimate right to the internal access roads and services as provided for in the original

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development proposal and as approved, and any dispute thereon should be addressed amongst the owners.

SIGNATURE: _____ **DATE:** 2025-08-11

Ald. Jeremy Fasser
Executive Mayor
(Appeal Authority in terms of Section 79(1) of the Stellenbosch Municipal Land Use Planning By-law)

APPENDIX 4

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NOTICE OF DECISION OF APPEAL AUTHORITY

APPEAL LODGED IN TERMS OF SECTION 79(2) OF THE STELLENBOSCH MUNICIPAL LAND USE PLANNING BY-LAW: APPLICATION FOR CONSENT USE ON FARM NO. 1085/1, PAARL DIVISION (LU/16422)

DECISION OF APPEAL AUTHORITY

The Appeal Authority hereby, in terms of Section 81(7) of the Stellenbosch Municipal Land Use Planning By-law:

Tick the appropriate box:

CONFIRM		**VARY**		**REVOKE**	**X**
THE DECISION OF THE AUTHORISED DECISION-MAKER ON 28 NOVEMBER 2024, IN TERMS OF SECTION 60 OF THE STELLENBOSCH MUNICIPAL LAND USE PLANNING BY-LAW TO REFUSE THE APPLICATION FOR CONSENT USE ON FARM NO. 1085/1, PAARL DIVISION (LU/16422)					

A. BACKGROUND

1. The abovementioned Appeal refers.

2. The Authorised Decision-maker, on the 28th of November 2024 and in terms of Section 60 of the Stellenbosch Municipal Land Use Planning By-law, refused the application for consent use for a tourist facility to permit an outdoor sport facility with 4 (four) padel courts and club house with ancillary uses (parking) on Farm No. 1085/1, Paarl Division.

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3. An Appeal was received in respect to the above decision on the 10th of December 2024 in terms of Section 79(2) of the Stellenbosch Municipal Land Use Planning By-law from D. Erleigh of Erleigh and Associates Inc. on behalf of Rickety Bridge Properties (Pty) Ltd.

4. The Appellant submitted comments on the appeal from B. Phillips of the Franschhoek Heritage and Ratepayers Association, H. Koegelenberg and R. McCourt of the Franschhoek Wine Valley Association, A. Ndamane of the Franschhoek Valley Community Sport Centre, J. Scheltema of WESGRO, and the Western Cape Department of Agriculture. The appeal was also referred to the Department of Environmental Affairs and Development Planning who also submitted comments.

5. The appeal assessment report was submitted to the Appellant and parties listed above in terms of Section 81(6) of the Stellenbosch Municipal Land Use Planning By-law for comment. The Appellant requested an extension of time for submission of comments, and the request was granted. Comments were received from the Appellant and J. Twynam of WESGRO on the 12th and 6th of May 2025 respectively and additional correspondence was received from the Appellant on the 21st of May 2025. An oral hearing was requested by Appellant.

6. The request for an oral hearing was granted and the said hearing was held on the 26th of June 2025. The Appellant was afforded an opportunity to submit written representations prior to the oral hearing date. The Appellant and interested parties attended the oral hearing in-person and the via MS teams. A site visit was also conducted on the 21st of July 2025 by the Appeal Authority.

7. After careful perusal and consideration of all the relevant information, which included the relevant provisions of the By-law, the motivation and documentation

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submitted as part of the land use application, the written Appeal and comments, the reports of the relevant Authorised Employees, the written submissions and representations received, the oral hearing proceedings, and site visit I have taken the following decision.

B. APPEAL RESOLUTION

The Appeal submitted against the decision of the Authorised Decision-maker dated the 28th of November 2024, in respect of the subject application LU/16422 **BE UPHELD**, and that the subject decision **BE REVOKED** in terms of Section 81(7)(b) of the Stellenbosch Municipal Land Use Planning By-law and **BE REPLACED** as follows:

1. That the application for consent use in terms of Section 15(2)(o) of the Stellenbosch Municipal Land Use Planning By-law 2023 for a tourist facility to permit an outdoor sport facility limited to 4 (four) padel courts and an associated club house with parking as an ancillary use on Farm No. 1085/1, Paarl Division, **BE APPROVED** in terms of Section 60 of the said By-law and subject to conditions of approval.

2. The approval is subject to the following conditions imposed in terms of Section 66 of the said By-law:

   2.1 The approval only applies to the proposed application under consideration and shall not be construed as authority to depart from any other legal prescriptions or requirements from Council or other legislation or By-laws or Regulations that may be applicable.

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2.2 The approval granted shall not exempt the applicant from complying with any other legal prescriptions or requirements that might have a bearing on the proposed use.

2.3 The development be implemented generally in accordance with and the subject land use activity be limited to the area marked on the site plan titled Site Development Plan – Proposed Padel Courts, drawing no. A101, dated 16/08/2023 and drawn by Coetzee Sadie Architecture and attached as **Annexure A**.

2.4 The land use activity as approved be restricted for the exclusive use of a tourist facility to permit an outdoor sport facility with 4 (four) padel courts and club house with ancillary use for parking.

2.5 Should the approved outdoor facility cease to operate, the repurposing of any structures and facilities associated with the subject approved land use activity will not be permitted and the subject structures, facilities and related infrastructure must, at the cost of the owner, be demolished and the site must be rehabilitated and the land and any buildings that are not demolished be restored for agricultural related uses or uses permitted as primary use rights in terms of the zoning of the property within a year of ceasing the approved land use activity.

2.6 The outdoor sport facility is only permitted to operate between the hours of 08:00am to 18:00pm.

2.7 The installation and use of floodlights or any outdoor lighting for the subject outdoor sport facility are not permitted.

2.8 The outdoor sport facility may not be covered by any roofed structure.

2.9 The outdoor sport facility must at all times be owned, operated and managed by the property owner of Farm No. 1085/1 and the leasing or outsourcing of the said facility, or any part of it to a third party as commercial venture is not permitted.

2.10 The hosting of any functions or sporting events at the outdoor sport facility, inclusive of the club house and ancillary uses, is not permitted.

2.11 A commercial shop, including a shop selling equipment or repair services associated with the outdoor sport facility activities, is not permitted. The clubhouse may only offer supporting services to the outdoor sport facility such as equipment for rent and the sale of beverages and prepacked consumables for the enjoyment of patrons of the outdoor sport facility only.

2.12 The outdoor sport facility may not cause any undue noise disturbance or be a nuisance to the surrounding rural area and precautionary measures must be taken in order to avoid environmental noise pollution in terms of the Noise Control Regulations (PN200/2013).

2.13 That the endorsed Landscaping Plan attached as **Annexure B** be implemented to the satisfaction of the Municipality prior to the issuing of the certificate of occupancy and the operationalisation of the outdoor sport facility.

2.14 Building plans, inclusive of the Landscaping Plan be submitted and approved by the Municipality prior to the commencement of any further building works, including the preparation of land, which will only be approved when all relevant (or qualified) conditions of approval have been complied with.

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2.15 Building plans be generally in accordance with the site plan titled Site Development Plan – Proposed Padel Courts, drawing no. A101, dated 16/08/2023 and drawn by Coetzee Sadie Architecture and attached as **Annexure A**.

2.16 The payment of a contravention penalty in accordance with the approved Council Tariffs within 30 days from this approval being issued for the unauthorised utilisation of land in pursuance of facilitating the approval of the land use activity.

2.17 Development charges are payable in accordance with the prevailing and applicable Council Tariffs at the time of payment prior to the approval of any building plans or as may be agreed on in writing with the Director Infrastructure Services.

2.18 Sufficient on-site parking be provided in accordance with the provisions of the Zoning Scheme By-law as illustrated on the site plan to the satisfaction of the Municipality.

2.19 The relevant conditions imposed by the Directorate Infrastructure Services as contained in the memorandum dated 07/10/2024, and attached as **Annexure C**, be complied with to the satisfaction and / or as per agreement with the said Department.

2.20 The conditions imposed by the Western Cape Government Department of Infrastructure as contained in the letter dated 08/11/2024, and attached as **Annexure D**, be complied with to the satisfaction and / or as per agreement with the said Department.

2.21 The relevant conditions imposed by the Cape Winelands District Municipality: Environmental Health as contained in the memorandum dated 08/04/2024, and attached as **Annexure E**, be complied with to the satisfaction and / or as per agreement with the said Department.

3. The **reasons** for the above decision are as follows:

3.1 As much as the Municipality supports the diversification of agricultural land to allow for viable and sustainable farming, such diversification must be granted in a sustainable and responsible manner. More so to secure the unique and environmental character of Franschhoek as a village and tourism attraction.

3.2 To this end, this approval should not be viewed as a blanket approval or create a precedence, hence the restrict requirements as it pertains to the landscaping must be adhered to. Furthermore, the paddle court should not be visible from the road or make a negative visual impact to the environmental heritage which is unique to Franschhoek.

3.3 Considering the social impact and he job creation this facility will create to the broader community of Franschhoek, this application is further justified.

4. Matters **to be noted**:

4.1 Should, after following due process -

a) The subject approved land use remains in breach of complying with any of the conditions of approval required for the vesting of the subject approval, and/ or

b) The operational use of the outdoor sport facility be in breach of any of the conditions of approval, inclusive of persistent complaints of undue noise levels or other issues, and/ or

c) The property be used for any unauthorised uses not permitted in terms of this approval,

the authorised official of the Municipality will exercise its discretion in terms of Section 90(c) of the Stellenbosch Municipal Land Use Planning

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By-law to withdraw the subject approval granted and the building structures or land area to be reverted to uses in line with the primary use of the property.

4.2 An application for the erection of advertising signs be submitted for approval to the Municipality and that all signage on the property be erected to the satisfaction of the Municipality or be in line with the relevant signage policy of the Municipality.

4.3 No directional signage be erected without the prior approval of the Western Cape Government Department of Infrastructure and / or the Municipality.

4.4 All electrical requirements be directed to Eskom.

4.5 A business license and a liquor license be applied for if required.

SIGNATURE: _____ **DATE:** 2025-08-12

Ald. Jeremy Fasser
Executive Mayor
(Appeal Authority in terms of Section 79(1) of the Stellenbosch Municipal Land Use Planning By-law)

APPENDIX 5

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NOTICE OF DECISION OF APPEAL AUTHORITY

APPEAL LODGED IN TERMS OF SECTION 79(2) OF THE STELLENBOSCH MUNICIPAL LAND USE PLANNING BY-LAW: SUBDIVISION, CONSOLIDATION, PERMANENT DEPARTURES AND PERMISSION REQUIRED IN TERMS OF THE CONDITION OF APPROVAL: ERVEN 251, 254, 255, 566 & 666, KOELPARK

DECISION OF APPEAL AUTHORITY

The Appeal Authority hereby, in terms of Section 81(7) of the Stellenbosch Municipal Land Use Planning By-law:

Tick the appropriate box:

CONFIRM	**X**	**VARY**		**REVOKE**	
THE DECISION OF THE AUTHORISED DECISION-MAKER ON 10 FEBRUARY 2025 TO APPROVE IN TERMS OF SECTION 60 OF THE STELLENBOSCH MUNICIPAL LAND USE PLANNING BY-LAW, THE APPLICATION FOR SUBDIVISION, CONSOLIDATION, PERMANENT DEPARTURES AND PERMISSION REQUIRED IN TERMS OF THE CONDITION OF APPROVAL: ERVEN 251, 254, 255, 566 & 666, KOELPARK (LU/16536)					

A. BACKGROUND

1. The abovementioned appeal refers.

2. The Authorised Decision-maker on the 10th of February 2025, approved, in terms of Section 60 of the Stellenbosch Municipal Land Use Planning By-law, the application for subdivision, consolidation and permanent departures on Erven 251, 254, 255, 566 & 666, Koelpark to establish 57 Multi-unit Residential units with associated access and services servitudes.

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3. An appeal was received on the 3rd of March 2025 in terms of Section 79(2) of the Stellenbosch Municipal Land Use Planning By-law from R. Doyle on behalf of the Doyle Family Trust, the registered owner of adjacent Erf 598 Koelpark.

4. The Applicant, represented by C. Heys of TV3 Projects (Pty) Ltd was offered the opportunity to comment on the appeal and responding comments on the appeal were submitted on the 28th of March 2025.

5. The appeal assessment report was submitted in terms of Section 81(6) of the Stellenbosch Municipal Land Use Planning By-law to the Appellant and Applicant on the 26th of May 2025. R Doyle submitted comments on the Appeal Assessment on the 2nd of June 2025.

6. After careful perusal and consideration of all the relevant information, which included the relevant provisions of the By-law, the documentation submitted in the land use application, the written appeal, the reports of the relevant Authorised Employees, as well as various written submissions which were made by the relevant parties, I have taken the following decision.

B. APPEAL RESOLUTION

1. The appeal submitted against the approval of the Authorised Decision-maker dated 10 February 2025, in respect of the subject application on Erven 251, 254, 255, 566 & 666, Koelpark , insofar as the appeal submitted by the objector, **BE DISMISSED** and that the subject decision **BE CONFIRMED** in terms of Section 81(7)(b) of the Stellenbosch Municipal Land Use Planning By-law, as follows:

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1. That the following application(s) in terms of Section 15(2) of the Stellenbosch Municipal Land Use Planning By-law, on Erven 251, 254, 255, 566 & 666, Koelpark, namely:

1.1 **Consolidation** of Erven 251, 254, 255, 566 and 666, Koelpark in terms of Section 15.(2)(e) of the Stellenbosch Municipality Planning By-law, 2023.

1.2 **Subdivision** of the consolidated property into 57 Multi-Unit Residential Zone erven with associated access and services servitudes in terms of Section 15.(2)(d) of the of the Stellenbosch Municipality Land Use Planning By-law, 2023.

1.3 **Permanent Departures** in terms of Section 15.(2)(b) of the Stellenbosch Municipality Planning By-law, 2023 to accommodate the following proposed buildings as indicated on Project 3625-P, Plan 5, Dated: 30/11/2023, Attached as **Annexure C:**

1.3.1 **Portion 57 (SDP1 - Phase B)**

- To relax all the second-floor common boundary building line from 6m to 4.5m to accommodate the proposed Multi-Unit Residential Zone building/(flats)

- To increase the permissible floor area from 0.75 to 1.06 to accommodate the proposed Multi-Unit Residential Zone building (flats).

1.3.2 **Portion 56 (SDP 2 - Phase A)**

- To relax all the second-floor common boundary building line from

6m to 4.5m to accommodate the proposed Multi-Unit Residential Zone building(flats).

- To increase the permissible floor area ration from 0.75 to 1.49 for the proposed Multi-Unit Residential Zone building(flats).

- To increase the permissible coverage from 50% to a maximum coverage of 64% for the proposed Multi-Unit Residential Zone building (flats).

1.3.3 **Portions 1 – 55 (SDP 3 - Phase C to H)**

- To relax all the external street boundary building line applicable to a group housing development from 3m to 2.5m to accommodate the proposed Group Houses.

- To relax all the external common boundary building line applicable to a group housing development from 3m to 0m to accommodate the proposed Group Houses.

- To increase the permissible coverage from 50% to 78% applicable to Group Houses.

BE APPROVED in terms of Section 60 of the said By-law and subject to conditions of approval.

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2. The approval is subject to the following **conditions** imposed in terms of Section 66 of the said By-law:

2.1. The approval only applies to the applications under consideration and shall not be construed as authority to depart from any other legal prescriptions or requirements from Council or other legislation or By-laws or Regulations that may be applicable.

2.2. The consolidation be undertaken in accordance with the Consolidation Plan, Plan No. 3, dated 30/11/2023, drawn by TV3 Architects, Town Planners, Urban Designers, attached as **Annexure A.**

2.3. The subdivision be undertaken in accordance with the Subdivision, Phasing and Zoning Plan, Plan No. 4, dated 09/07/2024, drawn by TV3 Architects, Town Planners, Urban Designers, attached as **Annexure B.**

2.4. New erf diagrams or general plans for the newly created land units be submitted to the Municipality for clearance and record purposes.

2.5. All common property, inclusive of private road/s and open space/s and land required for services by the owners' association, be transferred to the Master Owners Association / Owners' Association, with the transfer or registration of the first land unit or prior to the first building plan approval, whichever occurs first.

2.6. Development charges are payable in accordance with the prevailing and applicable Council Tariffs at the time of payment prior to the transfer of the

first property or approval of any building plans, whichever occurs first, or as may be agreed on in writing with the Director Infrastructure Services.

2.7. A street naming and numbering plan attached as **Annexure D**, be approved by the Stellenbosch Municipality prior to issuing of a section 28 certificate.

2.8. The development be undertaken in accordance with the ***Site Development Plan 1***: No. 3817/C2000 Rev. A, dated 2024-02-23, ***Site Development Plan 2*** : Plan No. 3817/C/2003, dated 2024.02.21; ***Site Development Plan 3*** : Plan No. 3817/C1000, dated 2024.02.22, Plan No. 3817/C/2010, dated 21.11.2023, Plan No. 3817/C/2020, dated 21.11.2023, Plan No. 3817/C/2020, dated 21.11.2023, Plan No. 3817/C/2040, dated 21.11.2023, Plan No. 3817/C/2041, dated 21.11.2023, Plan No. 3817/C/2060, dated 21.11.2023, drawn by TV3 Architects, Town Planners, Urban Designers, attached as **Annexure E**.

2.9. Building plans must be generally in accordance with the site development plan, above.

2.10. Building plans must be submitted and approved by the Municipality prior to the commencing of any building work, including the preparation of land, which will only be approved when all relevant (or qualified) conditions of approval have been complied with.

2.11. A service agreement regarding the responsibilities for the provision of engineering services be entered into with the Municipality prior to the construction of any Engineering services or infrastructure in terms of Section 66(3) and Section 82(4) of the said By-law, which service agreement includes

and complies with the conditions as imposed by the Directorate Infrastructure Services in their Memo dated 24 June 2024, attached as **Annexure F**.

2.12. The conditions imposed by the Transport Infrastructure Branch in their letter dated 5 June 2024, attached as **Annexure G**, be adhered to.

2.13. A detailed landscaping plan be submitted for approval with the submission of the first building plan for each phase of the development and be implemented at the cost of the developer prior to an occupation certificate being issues for the last unit of each phase.

2.14. The approval granted shall not exempt the applicant from complying with any other legal prescriptions or requirements that might have a bearing on the proposed use.

3. **The reasons for the above decision are as follow:**

3.1. The grounds for appeal were also submitted as objection to the proposed development during the land use application process and taken into consideration by the Decision-maker.

3.2. The proposed development forms an integral part and is an extension of the of the existing surrounding group housing properties of which the Appellant's property forms part of.

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3.3. The registration of the service servitudes adjacent to the Appellant's property is not a requirement from the Directorate: Infrastructure Services and the developer is therefore not obligated to proceed with registration. The Applicant has indicated that the proposed servitude is no longer required.

3.4. The Applicant has offered to design the layout of the dwelling unit proposed adjacent to the Appellant's dwelling unit in such a way to accommodate the existing windows of the Appellant's dwelling unit located 0m from the common boundary. This is reflected in the SDP.

3.5. The Directorate: Infrastructure Services has approved the proposed development subject to conditions and the Appellant's concerns regarding the integrity of his dwelling unit will be assessed and addressed in terms of the National Building Regulations as part of the building plan application process.

SIGNATURE: _____ **DATE:** 29/08/2025

Ald. Jeremy Fasser
Executive Mayor
(Appeal Authority in terms of Section 79(1) of the Stellenbosch Municipal Land Use Planning By-law)

9.1.2	**REPORT ON THE DECISIONS TAKEN BY THE EXECUTIVE MAYOR ON MATTERS RESOLVED UNDER AUTHORITY DELEGATED TO THE EXECUTIVE MAYOR IN CONSULTATION WITH THE MAYORAL COMMITTEE [JULY – SEPTEMBER 2025]**

Collaborator No:
IDP KPA Ref No: Good Governance
Meeting Date: 29 October 2025

1. SUBJECT: REPORT ON THE DECISIONS TAKEN BY THE EXECUTIVE MAYOR ON MATTERS RESOLVED UNDER AUTHORITY DELEGATED TO THE EXECUTIVE MAYOR IN CONSULTATION WITH THE MAYORAL COMMITTEE [JULY – SEPTEMBER 2025]

2. PURPOSE

To inform Council of the decisions taken by the Executive Mayor on matters resolved under the authority delegated to the Executive Mayor, in consultation with the Mayoral Committee, for meetings from July to September 2025 **(**see **APPENDIX 1)**.

3. DELEGATED AUTHORITY

As per the delegations from Council and powers vested in the Executive Mayor by legislation. In terms of the Stellenbosch Municipality System of Delegations (2019) EM12 and section 56(5) of the Structures Act, the Executive Mayor must report to Council at such intervals as the latter may determine on decisions taken.

The Executive Mayor is herewith reporting on the decisions taken by the Executive Mayor in consultation with the Mayoral Committee.

4. EXECUTIVE SUMMARY

In terms of the Municipal Structures Act 117 of 1998 Section 56 (5) it is stated that:

"An Executive Mayor must report to the municipal council on all decisions taken by the Executive Mayor."

5. RECOMMENDATION

that Council take note of the decisions taken by the Executive Mayor taken in consultation with the Mayoral committee meeting from July until September 2025.

6. DISCUSSION / CONTENTS

6.1 Background and discussion.

In terms of the Municipal Structures Act 117 of 1998 Section 56 (5) it is stated that:

"An Executive Mayor must report to the municipal council on all decisions taken by the Executive Mayor."

Council approved delegations to the Executive Mayor as per EM 12 of the Stellenbosch Municipality Systems of Delegations, and legislation also contains powers that are vested in the Executive Mayor on which reports are made for notification.

6.3 Financial Implications

Dealt with in terms of the approved budget.

6.4 Legal Implications

The decisions are in line with approved delegations or powers vesting in the Executive Mayor.

6.5 Staff Implications

This report has no additional staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions

Item 9.1.2 – Council meeting: 2025-07-30.

6.7 Risk Implications

Addressed through the content of the item.

6.8 Comments from Senior Management

The report was not circulated for comment. The Executive Mayor discusses relevant issues with the Municipal Manager who takes up actions with the Directors directly.

ANNEXURES

Appendix 1: Decisions taken by the Executive Mayor in the period July to September 2025 at Mayoral Committee meetings.

FOR FURTHER DETAILS CONTACT:

NAME	DONOVAN MULLER
POSITION	***MANAGER: COUNCIL SUPPORT***
DIRECTORATE	***CORPORATE SERVICES***
CONTACT NUMBERS	***021 8088314***
E-MAIL ADDRESS	Donovan.Muller@stellenbosch.gov.za
REPORT DATE	***09 October 2025***

APPENDIX 1

MATTERS RESOLVED UNDER AUTHORITY DELEGATED TO THE MAYOR / MAYORAL COMMITTEE: JULY – SEPTEMBER 2025

MAYCO Meeting Date	Agenda Item no.	Report Subject	Date Resolved	Resolution
2025-07-22	**7.3.1**	**POSSIBLE REVIEW AND RESCISSION OF RESOLUTION: APPLICATION FOR LEASE AGREEMENT: STELLENBOSCH DISTRICT RIDING CLUB: FARM 502N STELLENBOSCH RD**	2025-07-22	**EXECUTIVE MAYORAL COMMITTEE: 2025-07-22: ITEM 7.3.1** **RESOLVED** (a) that the resolution taken on 24 March 2025 is rescinded; (b) that Farm 502N Stellenbosch is identified as land not needed to provide the minimum basic municipal services; (c) that the application for lease by the District Riding Club be approved, in principle, for a period of 9 years 11 months; (d) that a public participation process be followed advertising Council's intention to enter into the lease agreement whereafter the item be returned to the Executive Mayoral Committee for a final decision; (e) that the monthly rental be determined at 30% of the market related value as determined by the valuation report, as the applicant is a registered non-profit organisation; and (f) that the lessee be responsible to maintain the land and any structures on it.
2025-07-22	**7.3.4**	**RETURN ITEM: APPLICATION TO LEASE A PORTION OF ERF 9190 STELLENBOSCH (TECHNOPARK) FOR PARKING PURPOSES**	2025-07-22	**EXECUTIVE MAYORAL COMMITTEE: 2025-07-22: ITEM 7.3.4** **RESOLVED** (a) that the Executive Mayoral Committee takes note of the Official Notice that was published as well as the comments received during the public participation process; (b) that final approval for the lease for a period of three years is granted; (c) that the approved tariffs be used to determine the monthly rental; and (d) that any capital investment can be set off against the monthly rental.
2025-07-22	**7.8.3**	**SA SUNSHINE TOUR – REQUEST FOR**	2025-07-22	**EXECUTIVE MAYORAL COMMITTEE: 2025-07-22: ITEM 7.8.3** **RESOLVED**

MATTERS RESOLVED UNDER AUTHORITY DELEGATED TO THE MAYOR / MAYORAL COMMITTEE: JULY – SEPTEMBER 2025

		SPONSORSHIP AND / OR SUPPORT		(a) that Council notes the request received from the SA Sunshine Tour for support in hosting the 115th SA Golf Open Championship at the Stellenbosch Golf Course in February–March 2026; (b) that Council acknowledges the potential socio-economic, tourism and branding benefits for the Stellenbosch Municipality; (c) that the Administration be mandated to engage with the SA Sunshine Tour and relevant stakeholders to explore possible forms of support—both monetary and non-monetary—within legal and budgetary frameworks; and (d) that the Administration be requests to submit a follow-up report with detailed recommendations, funding implications, and a proposed implementation framework for consideration by Council.
2025-08-13				No matters resolved
2025-09				No Mayco meeting during September 2025.

9.1.3	**REPORT BY THE EXECUTIVE MAYOR ON THE MAYOR – RECTOR FORUM MEETING: 5 JUNE 2025**

Collaborator No:
IDP KPA Ref No: Good Governance
Meeting Date: 29 October 2025

1. SUBJECT: REPORT BY THE EXECUTIVE MAYOR ON THE MAYOR – RECTOR FORUM MEETING: 5 JUNE 2025

2. PURPOSE

To inform Council of the matters under discussion at the Mayor – Rector Forum meeting held on 5 June 2025.

3. DELEGATED AUTHORITY

For information.

4. EXECUTIVE SUMMARY

The Executive Mayor has since her election reported to Council on discussions that takes place at the regular meetings of the Mayor – Rector Forum. The meeting was held on 4 March 2025. The minutes is attached as **ANNEXURE A**. The department caused the delay with the circulation of the minutes due to capacity constraints.

5. RECOMMENDATION

that Council takes note of the report from the Executive Mayor.

6. DISCUSSION / CONTENTS

6.1 Background

The Mayor – Rector Forum was established to collaborate and share information and research on main areas of agreement regarding the challenges facing Stellenbosch and the possible solutions.

6.2 Discussion

The Executive Mayor has since her election reported to the Council on discussions that takes place at the regular meetings of the Mayor – Rector Forum. The minutes is attached as **ANNEXURE A.**

The following concerns were discussed: 5 June 2025.

- Matters arising from previous meeting
    - Update on Adam Tas Corridor
    - Engagement between UK company and SU re Digital Data Centre Project
    - Meeting on background and options to address mobility issues.
- Feedback from standing committees
    - Stellenbosch Municipality Mobility Forum
    - Infrastructure Forum
    - Stellenbosch Municipal Water Management
    - Monitoring & Advisory Committee on Crime (MACC)

- New Matters
  - o SU role clarification, alignment and comments to events By-laws
  - o Affordable housing for staff in Stellenbosch.

6.3 Financial Implications

Dealt with in terms of the approved budget.

6.4 Legal Implications

The decisions are in line with approved delegations or powers vesting in the Executive Mayor.

6.5 Staff Implications

This report has no additional staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions

Item 9.1.3 – Council meeting: 2025-07-30

6.7 Risk Implications

Addressed through the content of the item.

6.8 Comments from Senior Management

The report was not circulated for comment. The Executive Mayor discusses relevant issues with the Municipal Manager who takes up actions with the Directors directly.

ANNEXURES

Annexure A: Minutes of the Mayor – Rector Forum meeting: 5 June 2025

FOR FURTHER DETAILS CONTACT:

NAME	DONOVAN MULLER
POSITION	***MANAGER: COUNCILLOR SUPPORT***
DIRECTORATE	***CORPORATE SERVICES***
CONTACT NUMBERS	***021 8088314***
E-MAIL ADDRESS	***Donovan.Muller@stellenbosch.gov.za***
REPORT DATE	***29 August 2025***

ANNEXURE A

STELLENBOSCH RECTOR / EXECUTIVE MAYOR FORUM

Minutes of the Rector / Executive Mayor Forum

Date: Thursday, 5 June 2025
Time: 14h00 – 16h00
Venue: Council Chambers, Main building, Stellenbosch Municipality
Chair: Ms G Mettler [Mayor JS Fasser]

Members present:

Stellenbosch Municipality	
Ms G Mettler (GM)	Municipal Manager
Mr G Boshoff (GB)	Director: Community and Protection Services
Mr S Chandaka (SC)	Director: Infrastructure Services
Mr J Benjamin (JB)	Senior Manager: Development Planning
Mr D Muller (DM)	Manager: Council Support
Ms J Felix (JF)	Manager: Traffic and Law Enforcement Services
Stellenbosch SU	
Prof N Koopman (NK)	Vice-Rector: Social Impact, Transformation and Personnel
Dr L van Rooi (LBvR)	Senior Director: Social Impact and Transformation
Prof S Tshehla (ST)	
Ms N van den Eijkel (NvdE)	Chief Director: Facilities Management
Prof N Smit (NS)	

Members absent with apology:

Stellenbosch Municipality (the Municipality)	
Ald JS Fasser (JF)	Executive Mayor
Charl Kitching (CK)	
Stellenbosch University (the SU)	
Prof D Ramjugernath	Rector and Vice-Chancellor
Ms A Mawson	Secretariat

ITEM	DISCUSSION	RESPONSIBLE PERSON
1.	**Opening and welcome**	
	GM welcomed all members present.	GM
2.	**Finalisation of agenda**	
	Agenda adopted without amendments	GM
3.	**Approval of previous minutes**	
	Minutes of previous meeting were adopted.	GM
4.	**Matters from previous meeting**	
4.1	**Update on Adam Tas Corridor (ATC)** GM provided update on the ATC. Only issue is the appointment of the project manager. EDP (Department of Economica Development and Planning – Provincial) is assisting with the process and EDP has obtained a legal opinion as it relates to the appointment of a project manager. Initial advice was that the appointment must be internal but not what the municipality wanted. Will have a meeting with EDP in the coming week to discuss how this can be overcome. A steering group will be formed, consisting of private partners and the municipality.	GM

	The project is implemented in various phases, with NiuewenBosch quite far progressed in terms of development. Zoning scheme was reconsidered and updated, and this will have an impact on the ATC as well. A discussion was also had about inclusionary housing. Agreements were signed in terms of inclusionary housing. Inclusionary housing means that a percentage of the sale needs to be given for inclusionary housing. In essence about 20% of the development. The most basic criterion for the inclusionary housing is people must work in Stellenbosch for 2 years or longer and be resident in Stellenbosch for 2 years or longer. The idea behind this is to make it affordable for people, and therefore the cap of the pricing is between 800 and 1.1 million rand. The idea is to make it affordable. The developer cannot sell the percentage of units then for more than this. JB added the following: Some of the additional qualifying criteria for inclusionary housing include disadvantaged people, key workers, teachers, healthcare workers, vulnerable groups, youth, elderly people, people with disabilities and first-time homeowners. Agreed to share the criteria with the forum.	JB
4.2	**Engagement between UK company and SU re Digital Data Centre Project** Relates to happening within the Klapmuts Bridge development. Feedback from the developer is that the transaction is taking longer than anticipated but is still happening. Do not want to discuss anything more until transaction is finalized. NvdE started discussion then on proposal from US for high performance computer centre, where the initial request was 4 megawatts, and a second one with 1 megawatt. US uses electricity mainly for student housing. GM informed forum that SMun has recently put out a 20 MW tender, which is in process of evaluation. SMun also doing 50 MW tender with province. The idea with these tenders is to be independent from ESKOM, and to eventually ensure electricity comes in cheaper than ESKOM. SMun also wants to invest in own capacity so SMun is not so dependent on ESKOM. The main problem is procurement is a long process, and the technical evaluation must be faultless. NvdE proposed that some of the talks be taken offline with SC.	GM NvdE
4.3	**Meeting on background and options to address mobility issues** Meeting has not been set up yet, and feedback will be provided at the next meeting.	NvdE
5.	**Feedback from standing committees**	
5.1	**Stellenbosch Municipality Mobility Forum** The Transport Forum is fully operational. NMT Forum will be held separately to the Transport Forum. J Fullard to discuss congestion relief projects, possible name change, and parking at the next quarterly Transport Forum meeting. LvR requested update on expansion of lanes on R304, and issue of house. SC advised on the provincial portion of the R304 plans to increase the number of lanes. SC indicated SMun is engaging with current landowners to address the expansion of lanes. The ideal is to shift the route, but lanes still overlap so it might mean having to purchase land or expropriate. The main issue is the heritage status of the house in question, as well as the ownership pf the property. LvR has undertaken to do more research on the issue of the status of the building and report back. NK later in meeting (under Electric Minibus project) asked for update / feedback on the consultation about parking. SC reported SMun is investigating joint parking areas and the roll out of paring is one of the bigger projects for SMun. Also intended to pilot the establishment of the Eikestad parking garage facility. Busy finalizing the traffic impact assessment and then take it to Council. Has passed the feasibility study at Council. At some point in the future, hopes to do an expression of interest, which is testing the market on possible tenderers who could be interested. This is at a much later stage.	SC LvR / SC
5.2	**Infrastructure Forum** The meeting is attended by the Faculty of Engineering and other interested parties from Stellenbosch University as well as the Senior Managers of all the Services of the Infrastructure Services Directorate at Stellenbosch Municipality. The purpose of this meeting is to discuss research projects of mutual interest and to identify research topics / areas for students and staff to assist the municipality. The previous meeting took place on 11/03/2025. **In-time control system for traffic signals along the R44 corridor** First project was in-time control system for traffic signals along R44. Mr Fullard reported SMun implemented 3 pilots at 3 intersections. In process of upgrading the traffic signals to allow for more compatibility with the system. A student will assist with the work on the transport model. At a meeting with province, they confirmed they have budgeted on their side for 3 intersection upgrades. The congestion along the R44 between Stellenbosch and Somerset West is of great concern and always on the radar of SMun.	SC

	Alternative Generation and Procurement of Electricity Project GM provided update on this when discussing the 20 MW tender. The tender will close in September. SCADA installation is completed at primary substation, and SMun now looks at critical buildings in the municipality which are fitted with alternative energy equipment. US also embarking on IPPS and suggested a stakeholder engagement between US and SMun. Proposal on this to wait until the procurement process is completed, to which US agreed. **Electric Minibus Taxi Project** Prof Booysen noted SMun and GoMetro had a meeting in which the US was asked not to attend. Mr Fullard reported that go Metro were concerned about IP rights but have assured everyone that going forward they would include all partners of the municipality in the meetings, so the university will be invited. Johann Fullard is going to finalise the lease agreement with Go Metro. Prof Booysen requested the electricity department for the load profiles of the whole of the Kayamundi area, so that the university can assess the impact of charging minibus taxis in the informal settlements. He also requested passenger data for minibus taxis from the Roads Department and SMun requested this from province.	SC
5.3	**Stellenbosch Municipal Water Management** There are no changes to the status quo, and no water restrictions are in place. The average level of the Western Cape Dams that affect the water supply to Stellenbosch are about 60%. The rainy season has arrived, and no drought warnings are currently expected. Current projects status: • Vlottenburg Water Scheme Phase 1 completed; Phase 2 currently delayed due to the Woodmill Development objecting to the pipe route. Latest discussions resulted in progress restarting. • (Kayamandi) Stellenbosch 10 megalitre Reservoir in construction. • Various Pipe Replacement work packages currently in construction.	SC
5.4	**Monitoring and Advisory Committee on Crime (MACC)** Homelessness is still an issue. Worked with U-Turn to identify four different sites that they could potentially use for the bus. US hopes the SMun will look favourably on one of the options, and the US will assist where they can. US have spent money on security and cleaning up and US can make a case for contribution. NvdE also spoke about potentially rustle up financial support from donors in Stellenbosch. One of the properties considered for this project is the vacant building at Home Affairs across from the prison. It must be noted this is not a project US can take over, but they are willing to assist. Statistics were also discussed, and there is not really an uptick in the statistics. Yet the US is very mindful of what happened last year. Reported the imbizo was very successful but there are items that must be taken up with student affairs. This concerns mostly engaging with people who provide private student accommodation and where they can assist with shuttles, etc. Students have also asked for a pickup service in Idas Valley and Cloetesville and that is something US will consider. NS reported that safety and security have been raised by the US Council and will be discussed at meeting on 17 June 2025. Students provided a short document with a long list of recommendations. This will be shared with the SMun. GM re-iterated that the homeless is a major issue. It is a number's issue, and every time SMun proposes a site it is met with resistance. Proposal is to take an item to Council on this matter, and that the exploration of the Public Works spaces also be included as an option. The big problem with the homeless is that when you move them from one site, they just move to a next site. They also know the time when Law Enforcement comes around and then disappear. A main concern is that the site must be close enough to the CBD. The other main issue is to get the site which people are happy with. Thus, the suggestion to take an item to Council on the matter but being mindful of the looming local government elections. JF added that the steering of the homeless project resorts with Community Development, and that the steering group is actively busy trying to address the problem. Law Enforcement is not yet a 24hr service, and when officers go off duty at 22h00, the homeless move in. they then wait for officers to come and remove them in the morning.	NvdE

	LvR also added that transport possibilities for students in Idas Valley, Cloetesville and Kayamandi can become an issue. This was raised at the student imbizo and will be shared at the next forum meeting. The issue around more open beds in town than usual was also shared. LvR shared the US notices students who live privately move from one space to another, if it is cheaper or even to campus. The US has received letters from landlords, and he raised the concern that similar correspondence might reach the office of the Executive Mayor. Office of the MM not aware of any of these types of letters.	
6	**New Matters**	
6.1	**SU role clarification, alignment and comments to events bylaws** NS indicated this is not a new matter but refers to previous applications. US is busy with process of re-alignment internally about events and especially the big tickets and multi-sport events. Feedback will be provided once the process is concluded. Stellenbosch has submitted comments on the bylaws, and the US has submitted. GM indicated the events by-law will go to Council for adoption. Also explained the extensive process of public participation and how it was even explained to sports councils to ensure they are in line. JB confirmed inputs were received from the US, assessed and the current information can be shared with this forum.	NS
6.2	**Affordable housing for staff in Stellenbosch** NK referred to the inclusionary policy discussed under 4.1. Will await the circulation of the document and then discuss it internally at the US, and also to discuss with their HR to see how it can be integrated into advice to new employees and also current employees who might now qualify.	NK
7	**Closing**	
	Meeting adjourned at 15:00 Next meeting will be on 9 September 2025 (US)	
	Action for respective stakeholders (prior to next meeting)	
4.1	Circulation of inclusionary housing policy / qualifying criteria	**GM / JB**
5.4	List of recommendations from students	**NS**
6.1	Events by-law information	**GM / JB**

9.2	REPORT/S BY THE SPEAKER

NONE

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

NONE

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

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

10.1.1	**INJURY ON DUTY COVER FOR FIRE SERVICES RESERVISTS**

Collaborator No:
IDP KPA Ref No: **Good Governance and Compliance**
Meeting Date: **17 October 2025 and 23 October 2025**

1. SUBJECT: INJURY ON DUTY COVER FOR FIRE SERVICES RESERVISTS

2. PURPOSE

To request the approval of Council to cover the Fire Services reservists for injury on duty.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

A controlling authority may establish a fire brigade reserve force for its area of jurisdiction. Stellenbosch fire services, mandated by the Fire Services Act, 99 of 1987, has been operating an effective and efficient reserve force for the past seven years. This has yielded many benefits for the section and for the municipality, as it does not only uplift and upskill the youth, but also yields financial benefits to council in terms of savings on overtime payment. This program ended abruptly after a reservist got injured whilst on duty rendering a service to the public in need.

5. RECOMMENDATION

that Council approves the coverage of injury on duty for the Fire Services reservists.

6. DISCUSSION / CONTENTS

6.1 Background

An instruction was given by the erstwhile director, Gerald Esau, via email on 13 August 2018 to implement the Reservist Policy in accordance with Council resolution of the 18th Council meeting: 2018/07/25: item 7.8.1. The establishment of a reservist force was in terms of section 6 A of the Fire Services Act, stating.

(1) A controlling authority may establish a fire brigade reserve force for its area of jurisdiction.

(2) A chief fire officer may, on the prescribed conditions, appoint a person who applies therefor as a member of a fire brigade reserve force.

(3) A member of the fire brigade reserve force shall be a temporary member of the service and shall perform the functions entrusted to him by the chief fire officer, or a member of the service acting on behalf of the chief fire officer: Provided that a member of a fire brigade reserve force may, as far as possible, only be

employed for the performance of those functions for which he, in the opinion of the chief fire officer, has received adequate training.

(4) A chief fire officer may at any time discharge a member of a fire brigade reserve force.

(5) A member of a fire brigade reserve force shall have the same powers as a member of the service and shall, in the performance of his functions, be regarded as a member of the service.

6.2 Discussion

Since the approval of this policy many from the youth fraternity from all over the WC024 area was recruited. A total of 29 of these recruited reservists, who have shown interest, were trained to the level of Firefighter 1 (3 months) and some to Firefighter 2 (3 months) level at the Cape Winelands Academy of training, at no cost to Council. Three are currently on course.

We have a maintained a steady reservist corpse of forty (40) members during the last couple of years. These professionally trained reservists have proved invaluable for effective firefighting and for service delivery and their absence the past while has really left a void. Their value and the advantage to Council is that the department could always fall back on them when personnel shortage was experienced on shifts - where they seamlessly fitted in and contributed selflessly to business continuity. Without them, there is constant shortages, less productivity, and increased costs to Council to remunerate overtime for staff.

The duties and functions that the trained reservists assist with:

- Combat several types of fires such as structures, formal and informal, bush and grass fires, vehicle fires and other special types of fires.
- Attend to motor vehicle accident scenes and patient extrication.
- Confined space rescue and other types of rescues.
- Partakes in drills, lectures and fire and life safety education.
- Assist in disaster response.
- General vehicle and equipment maintenance and checks.

Stellenbosch fire services pride itself of being one of the few services in the province to have a professional reservist force. We regard it as a youth upliftment project that aims to give a sense of purpose to the youth and young adults of Stellenbosch – and in return also benefits the municipality and the community.

- Recently, we have had a reservist firefighter who was injured on duty while performing firefighter functions and could not be covered through the IOD process. The member had to privately pay for medical attention. Due to this incident, the department requests that the municipality could consider if these reservists could be covered through the municipal insurance against these unforeseen instances. If this would not be possible, consideration for an allocation of budget to cover instances of IOD.
- As eluded earlier in this report, these members are unselfishly committed to supporting the municipality to assist the fire department and serve the community, and it would be welcomed and show appreciation to assist with covering this cost related to injuries that occur during their execution of the duties they are required to perform.

6.3 Financial Implications

R11 283.29 per year for 40 trained reservists, increasing by 6% per year.

6.4 Legal Implications

All actions and functions performed in line with applicable legislation.

6.5 Staff Implications

This report has no additional staff implications to the municipality.

6.6 Previous / Relevant Council Resolutions

Council resolution of the 18th Council meeting: 2018/07/25: item 7.8.1.

6.7 Risk Implications

The risks are addressed through the contents of the report.

6.8 Comments from Senior Management

No comments requested.

6.8.1 Director: Infrastructure Services

No comments requested.

6.8.2 *Director: Planning and Economic Development*

No comments requested.

6.8.3 Director: Protection and Community Services:

No comments requested.

6.8.4 Director: Corporate Services:

No comments requested.

6.8.5 Chief Financial Officer:

No comments requested.

6.8.6 *Municipal Manager:*

No comments requested.

RECOMMENDATION FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2025-10-17:ITEM 7.1.1

that Council approves the coverage of injury on duty for the Fire Services reservists to the amount of R11 283.29 per year for 40 trained reservists, increasing by 6% per year.

NAME	**Wayne Smith**
POSITION	***Manager: Fire Services and Disaster Management***
DIRECTORATE	***Community and Protection Services***
CONTACT NUMBERS	***Ext 8771***
E-MAIL ADDRESS	***wayne.smith@stellenbosch.gov.za***
REPORT DATE	***10 October 2025***

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

NONE

10.3	**CORPORATE SERVICES: (PC: CLLR L NKAMISA)**

10.3.1	**POSSIBLE DISPOSAL OF TWO PORTIONS OF LAND IN THE KAYAMANDI NORTHERN EXTENSION**

Collaborator No: **795750**
IDP KPA Ref No: **Good Governance**
Meeting Date: **17 October 2025**

1. SUBJECT: POSSIBLE DISPOSAL OF TWO PORTIONS OF LAND IN THE KAYAMANDI NORTHERN EXTENSION

2. PURPOSE

To obtain Council's in-principle approval for the disposal of two portions of land in the Kayamandi Northern Extension for Educational purposes.

3. DELEGATED AUTHORITY

For decision by Municipal Council.

4. EXECUTIVE SUMMARY

It is a well-known fact that there is an urgent need for more schools in the Stellenbosch Municipal area. In the Kayamandi area there is currently a crisis in primary school education due to the number of students far outweighing the capacity of the schools in the area and the availability of land to construct new schools. The Municipality has been approached by several non-profit organisations who have indicated their willingness to assist in the establishment of new schools in several areas. One of the areas which is mentioned is Kayamandi, more specifically the Kayamandi Northern Extension. On the current design of the Northern Extension there are two portions of land which has been zoned Educational Zone. It is important to note that the Site Development Plan has not been finally approved by the Municipal Planning Tribunal however there will be two portions of land that will be zoned for educational purposes. According to the Housing Development Department the Kayamandi Northern Extension should be before the Municipal Planning Tribunal by the end of November 2025 where they are expecting final approval.

Council needs to consider giving its in-principle approval for the disposal of these two portions of land by following a competitive process if the land is to be sold or leased to a private entity or non-profit organisation. Council further needs to approve the public participation process.

5. RECOMMENDATIONS

(a) that Council takes note of the need for schools in the Kayamandi area;

(b) that Council confirms that the two portions of land earmarked for educational purposes on the Site Development Plan for the Kayamandi Northern Extension is not needed to provide the basic minimum municipal services;

(c) that Council approves, in-principle, the disposal of the two portions of land in the Kayamandi Northern Extension that has been earmarked for educational purposes;

(d) that a valuator be appointed to determine the fair market related rental alternatively sales price and that the land be made available at a percentage of the market related price to a Non-Profit Organisation; and

(e) that Council authorises the administration to attend to the public participation process whereafter the item will return to Council for a final decision.

6. DISCUSSION / CONTENT

6.1 Background

It is a well-known fact that there is an urgent need for more schools in the Stellenbosch Municipal area. In the Kayamandi area there is currently a crisis in primary school education due to the number of students far outweighing the capacity of the schools in the area and the availability of land to construct new schools. The Municipality has been approached by several non-profit organisations who have indicated their willingness to assist in the establishment of new schools in several areas. An example of one of the entities who have indicated their willingness to build and operate a new school is the Greater Stellenbosch Trust. A copy of their letter is attached hereto as **APPENDIX 1**.

On the current design of the Northern Extension there are two portions of land which has been zoned Educational Zone. It is important to note that the Site Development Plan has not been finally approved by the Municipal Planning Tribunal however there will be two portions of land that will be zoned for educational purposes. According to the Housing Development Department the Kayamandi Northern Extension should be before the Municipal Planning Tribunal by the end of November 2025 where they are expecting final approval. A copy of the current design for the Northern Extension is attached hereto as **APPENDIX 2.**

Council needs to consider giving its in-principle approval for the disposal of these two portions of land by following a competitive process if the land is to be sold or leased to a private entity or non-profit organisation. Council further needs to consider approving that the two portions of land can be sold or leased at a percentage of the market related rental due to the economic and community benefit of the disposal of the land as well as the plight of the poor.

6.2. DISCUSSION

6.2.1 Location and context

The two portions of land are indicated on **APPENDIX 2** attached to the item.

Fig 1: Location and context

6.2.3 Ownership

The ownership of the Remainder of Farm 183 Stellenbosch vests with the Stellenbosch Municipality.

6.2.4 Legal Requirements

6.2.4.1 MFMA

In terms of Section 14 of the MFMA a Municipality may not transfer ownership as a result of a sale or other transaction, or otherwise permanently dispose of a capital asset needed to provide the minimum level of basic services.

Further, in terms of Subsection (2), a municipality may dispose of land not needed to provide the minimum level of basic municipal services, but only if the Council, in a meeting open to the public, (a) has decided on reasonable grounds that the asset is not needed to provide the minimum level of basic municipal services; and (b) has considered the fair market value of the asset and the economic and community value to be received in exchange for the asset.

6.2.4.2 Asset Transfer Regulation (ATR)

6.2.4.2.1 Transfer or disposal of non-exempted capital assets

In terms of Regulation 5(1)(b) a municipal Council may transfer or dispose of a non-exempted capital asset only after-

a) the accounting officer has in terms of regulation 6 conducted a public participation* process to facilitate the determinations a municipal council must make in terms of Section 14(2)(a) and (b) of the Act; and

b) the municipal council-

i) has made determinations required by section 14(2) (a) and (b)* and

ii) has, as a consequence of those determinations approved in principle that the capital asset may be transferred or disposed of.

*Only applicable to high value properties, i.e. in excess of R50M

6.2.4.2.2 Consideration of proposals to transfer or dispose of non-exempted capital assets

In terms of Regulation 7 the municipal council must, when considering any proposed transfer or disposal of a non-exempted capital asset in terms of regulation 5(1)(b)(i) and (ii), take into account—

(a) whether the capital asset may be required for the municipality's own use at a later date;

(b) the expected loss or gain that is expected to result from the proposed transfer or disposal;

(c) the extent to which any compensation to be received in respect of the proposed transfer or disposal will result in a significant economic or financial cost or benefit to the municipality;

(d) the risks and rewards associated with the operation or control of the capital asset that is to be transferred or disposed of in relation to the municipality's interests;

(e) the effect that the proposed transfer or disposal will have on the credit rating of the municipality, its ability to raise long-term or short-term borrowings in the future and its financial position and cash flow;

(f) any limitations or conditions attached to the capital asset or the transfer or disposal of the asset, and the consequences of any potential non-compliance with those conditions;

(g) the estimated cost of the proposed transfer or disposal;

(h) the transfer of any liabilities and reserve funds associated with the capital asset;

(i) any comments or representations on the proposed transfer or disposal received from the local community and other interested persons; (if applicable)

(j) any written views and recommendations on the proposed transfer or disposal by the National Treasury and the relevant provincial treasury; (if applicable)

(k) the interests of any affected organ of state, the municipality's own strategic, legal and economic interests and the interests of the local community; and

(l) compliance with the legislative regime applicable to the proposed transfer or disposal.

6.2.4.2.3 Conditional approval of transfer or disposal of non-exempted capital assets

Further, in terms of Regulation 11, an **approval in principle** in terms of regulation 5(1)(b)(ii) or 8(1)(b)(ii) that a non-exempted capital asset may be transferred or disposed of, **may be given subject to any conditions**, including conditions specifying—

(a) the way in which the capital asset is to be sold or disposed of;

(b) a floor price or minimum compensation for the capital asset;

(c) whether the capital asset may be transferred or disposed of for less than its fair market value, in which case the municipal council must first consider the criteria set out in regulation 13(2); and

(d) a framework within which direct negotiations for the transfer or disposal of the capital asset must be conducted with another person, if transfer or disposal is subject to direct negotiations.

Regulation 13(2) provides that if a municipality or municipal entity on account of the public interest, in particular in relation to the plight of the poor, intends to transfer a non-exempted capital asset for less than its fair market value, the municipality or entity must, when considering the proposed transfer, take into account –

(a) the interest of –

(i) the State; and

(ii) the local community.

(b) the strategic and economic interest of the municipality or municipal entity, including the long-term effect of the decision on the municipality or entity;

(c) the constitutional rights and legal interests of all affected parties;

(d) whether the interest of the parties to the transfer should carry more weight than the interest of the local community, and how the individual interest is weighed against the collective interest; and

(e) whether the local community would be better served if the capital asset is transferred at less than its fair market value, as opposed to a transfer of the asset at fair market value.

6.2.5.2.4 Transfer or disposal of non-exempted capital assets to be in accordance with disposal management system

In terms of Regulation 12(1); if approval has been given in terms of regulation 5(1)(b)(ii) that a non-exempted capital asset may be transferred or disposed of, the relevant municipality may transfer or dispose of the asset only in accordance with its disposal management system, irrespective of—

(a) the value of the capital asset; or

(b) whether the capital asset is to be transferred to a private sector party or an organ of state.

6.2.5.2.5 Transfer agreements

In terms of Regulation 17, a municipality may transfer assets approved for transfer to a private sector party or organ of state, only by way of a written transfer agreement concluded between the transferring municipality and the receiving private sector party or organ of state.

A transfer agreement must set out the terms and conditions of the transfer, including, as a minimum—

(a) a sufficient description of the capital asset being transferred in order to identify the asset;

(b) particulars of any subsidiary assets that are transferred with the capital asset;

(c) particulars of any liabilities transferred with the asset;

(d) the amount of compensation payable to the municipality or municipal entity for the transfer of the asset or assets, and the terms and conditions of payment; and

(e) the effective date from which the risk and accountability for the asset or assets is transferred to the receiving private sector party or organ of state.

6.2.5.6 Policy on the management of Council-owned property

6.2.5.6.1 General principles

In terms of paragraph 7.2.1, unless otherwise provided for in the policy, the disposal of Viable Immovable property shall be effected-

a) by means of a process of public competition; and

b) at market value except when the public interest or the plight of the poor demands otherwise.

6.2.5.6.2 Methods of disposal

In terms of paragraph 9 the type of tender may vary, depending on the nature of the transaction. The following options may be considered:

a) outright tender, eg residential erven;

b) Call for proposals, e.g social care erven.

6.2.5.6.4 Non-viable immovable property

In terms of par. 9.2.1, in respect of Non-viable Immovable Property which can be utilised by one adjacent land owner, a Property Transaction(s) may be approved without any competitive process having been followed, including in response to an unsolicited application, on the basis that no purpose would be served by a competitive process but subject to the determination of the fair market value and public notice of the intent to dispose of the property.

6.2.5.4 Fair market value

In terms of par.2 immovable property may be disposed of only at market related prices, except when the plight of the poor or the public intend demands otherwise.

6.1 Financial Implications

The financial implications will only be available after the valuation report has been obtained indicating the fair market value of the property.

6.2 Legal Implications

See par. 6.2.5 above.

6.3 Staff Implications

No additional staff implications

6.4 Previous / Relevant Council Resolutions

None.

6.5 Risk Implications

Risks are addressed through the content of the report.

6.6 Comments from Senior Management

6.6.1 Acting Director Corporate Services:

The Item is supported in line with the proposed amendments and the inclusion of Regulation 13(2) of the Assets Transfer Regulation. The disposal (i.e lease or sale) of the two portions of land at less than market related prices can be done where the lease or sale is in the interest of the public and the plight of the poor. The local community will benefit exponentially should the two portions of land be lease or sold at less than market related prices. The two portions of land will be utilised as a school and will accommodate the over demand on the doorsteps of the Kayamandi residents. Regulation 13(2) provide the basis and factors which the municipality need to take into consideration when deciding on whether market related prices will be required and/or whether the municipality can deviate from this requirement.

6.6.2 Director: Planning and Economic Development

The Directorate supports the item. However, note should be taken of the following:

- The subject two properties being referred to in the report are proposed for Education Use and forms part of the Kayamandi Northern Extension as identified in the approved SDF.

- The land use approval and associated use rights have not as yet been obtained, however, the Land Use Application for the property that includes these two proposed properties has been submitted. This land use application is currently in the public participation process.

- As the application includes the rezoning of agricultural land to non-agricultural uses, an Environmental Authorisation is also required. The application for the required Environmental Authorisation has been submitted to the Western Cape Department of Environmental Affairs and Development Planning some 3 months ago. When the relevant studies have been concluded and the information is available for consideration, or the required environmental authorisation has been issued, the land use application can be concluded and submitted to the Municipal Planning Tribunal for consideration.

- It should also be noted that prior to transfer and registration of the subject two properties, the necessary clearance will have to be obtained which will inter-alia require the servicing of the subject properties, and which will include the construction of a major collector road.

6.6.3 Director: Infrastructure

Comments from the Infrastructure Department have been included in the item.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2025-10-17: ITEM 7.3.3

(a) that Council takes note of the need for schools in the Kayamandi area;

(b) that Council confirms that the two portions of land earmarked for educational purposes on the Site Development Plan for the Kayamandi Northern Extension is not needed to provide the basic minimum municipal services;

(c) that Council approves, in-principle, the disposal of the two portions of land in the Kayamandi Northern Extension that has been earmarked for educational purposes;

(d) that a valuator be appointed to determine the fair market related rental alternatively sales price and that the land be made available at a percentage of the market related price to a Non-Profit Organisation; and

(e) that Council authorises the administration to attend to the public participation process whereafter the item will return to Council for a final decision.

ANNEXURES:

Appendix 1: Letter from Greater Stellenbosch Trust

Appendix 2: Draft Site Development Plan Kayamandi Northern Extension

FOR FURTHER DETAILS CONTACT:

NAME	**Yolande van den Berg**
POSITION	***Head: Contract Management***
DIRECTORATE	***Corporate Services***
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REPORT DATE	***2025/10/08***

APPENDIX 1

GST GREATER STELLENBOSCH TRUST

13 May 2025

Ms Geraldine Mettler
Municipal Manager
Stellenbosch Municipality

Application for the primary school site in Kayamandi Northern Extension

Dear Ms Mettler,

The Greater Stellenbosch Trust (GST) and Apex have previously commented on and supported the Kayamandi Northern Extension of the Municipality. We now ask the Municipality to allow the GST to purchase, rent, or use the site allocated for a primary school. We want to build a new primary school without delay. The need for it is urgent and will bring immediate and significant relief to many families if the Council approves it in principle, subject to conditions of due process.

Request

The GST, supported by Apex, therefore ask the Council to sell, lease, or, if they see fit, grant the land proposed for a primary school in the Kayamandi Northern Extension to the GST, specifically to build a primary school from Grades R to 7, either immediately or for completion in 2026.

We request that the Council do so on the condition that the Kayamandi Northern Extension and the use of the intended site for the primary school are eventually approved following a public participation process and due consideration of comments by the public and interested parties, particularly the Western Cape Education Department.

We request the Council's in-principle and conditional approval of our request because the need to proceed is urgent. The approval will enable us to engage with officials who have been delegated the authority to do so.

We acknowledge that the conditional approval will not grant us any special consideration if, during the public participation process or at any other time, another party or the WECD expresses interest in acquiring the land to build a primary school and provide quality education to the community. We have no other interest beyond the public interest in this matter and will support any institution that is willing and able to serve this need.

Motivation

If the Council approve to make land in the Kayamandi Northern Extension available for a new primary school, it would:

- Support the response to an urgent need, and in effect, a crisis in primary school education in Kayamandi.
- Enable an early momentum to establish a well-functioning neighbourhood in Kayamandi North.

- Support continued excellence in education in Kayamandi. Both Vision Africa Primary School and Apex Secondary School have outstanding academic results and a potentially significant social impact. Apex's model for secondary schools, particularly, is a viable model for many future schools in South Africa.

- Encourage significant interest from institutions that want to establish an educational hub, which could include a science lab for learners, a coding academy, and other facilities that can be shared among various schools.

Additional context

The shortfall in accommodating all learners in Stellenbosch is well documented. The Western Cape Department of Education supports our efforts to mitigate this.

In this context, Apex and the GST signed a Memorandum of Understanding in 2022. In 2024, Apex opened the new Apex Secondary School in Kayamandi. The intended new primary school will be a feeder school to Apex and other secondary schools in Stellenbosch.

Previously, in 2015, the GST established Vision Afrika Primary School as an urgent solution in Kayamandi for parents, pupils, and the Department of Education. At the time, 800 primary school learners had to find places in other schools, which involved long bus journeys and other disruptions. While responding to the crisis, we sought an urgent education partner. After extensive exploration, we partnered with Apex because we share a similar approach to achieving a viable solution for excellent education in underserved communities.

Vision Afrika is a small centre of excellence. However, the school is confined to the foundation phase because we have no extra space for an entire primary school with potentially 1,000 learners, where we are located in Mashitandani Street in Kayamandi. We will also have to relocate the existing school to another site for at least a year if we try to extend the school.

Apex initially made an offer to purchase Portion 37 of Farm 183 and Portion 8 of Farm 81, located on the border of Kayamandi. However, the owner sold Portion 8 of Farm 81 to a developer, and Apex could only buy Portion 37 of Farm 183. This property is suitable for a secondary school, but it is too small to accommodate both secondary and primary schools. To address the urgent need in Kayamandi, Vision Afrika and Apex have made arrangements to extend primary school classes to Grade 4 and Grade 5, utilising the Anglican Church and part of the new Apex Secondary School for these classes.

However, in Kayamandi, we have no further room to improvise with extra space - we must secure land to build a new school.

We had informed Stellenbosch Municipality in 2023 of our interest in land zoned for education, specifically a primary school, in the planned northern extension of Kayamandi. We also told the Western Cape Education Department. The WCED informed us they do not have plans for new schools in Stellenbosch in the foreseeable future and would support our plan for the new primary school. We initially hoped to secure land for the school by April 2024; however, the process took longer than anticipated.

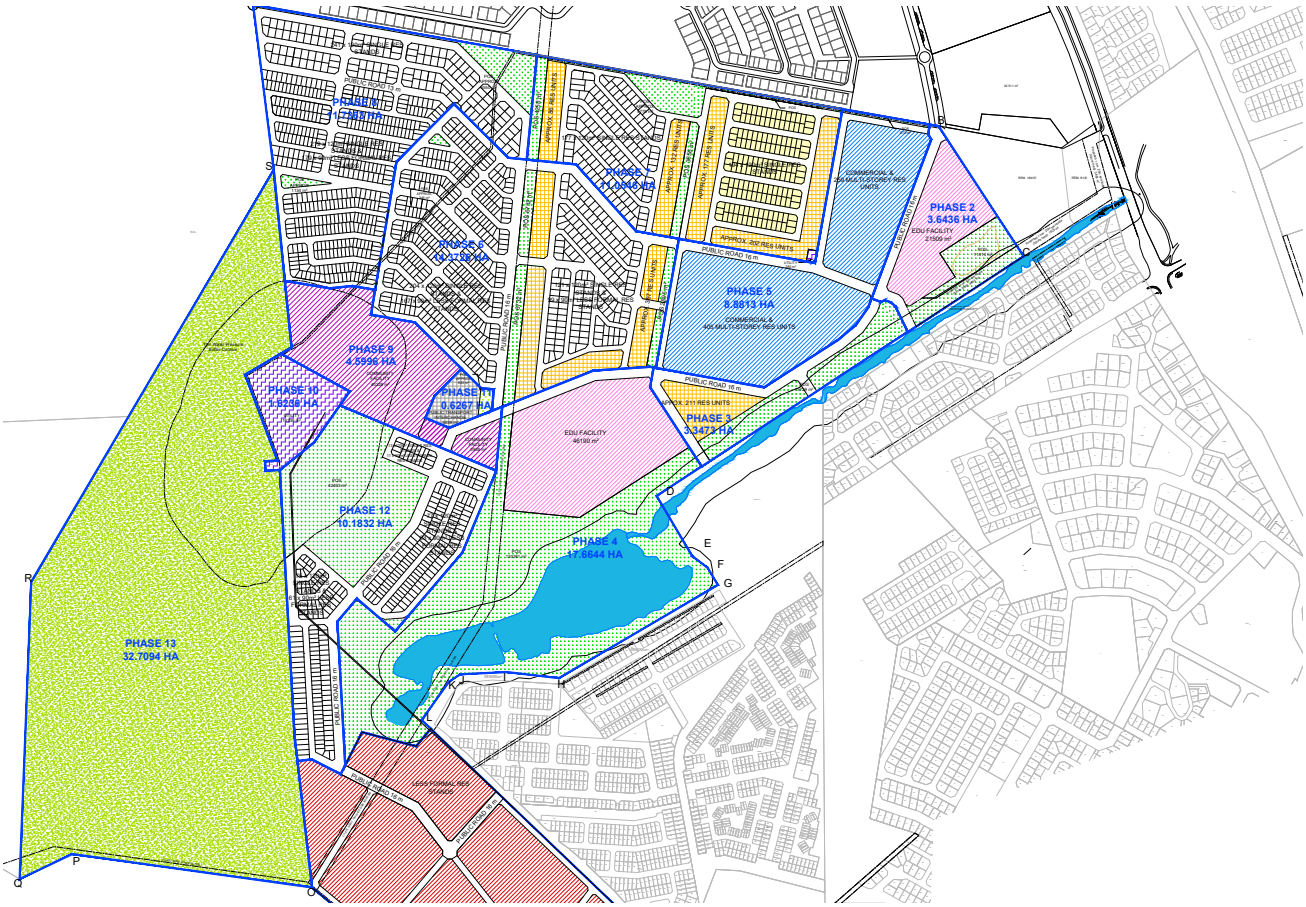
Parents and teachers share acute anxiety while we try to secure land for the new school. The closing date for learner applications to schools for 2026 was 15 April. In a district where most schools are significantly oversubscribed, we can only assure them that we will continue once we have confirmation that we will obtain the necessary land for the intended new school. They, and the WCED, count on us for quality education - even as we now teach in interim classes across different locations, our academic results are excellent. In the past year, our foundation phase maths results were 92.7%, compared to a provincial average of 53,7%.

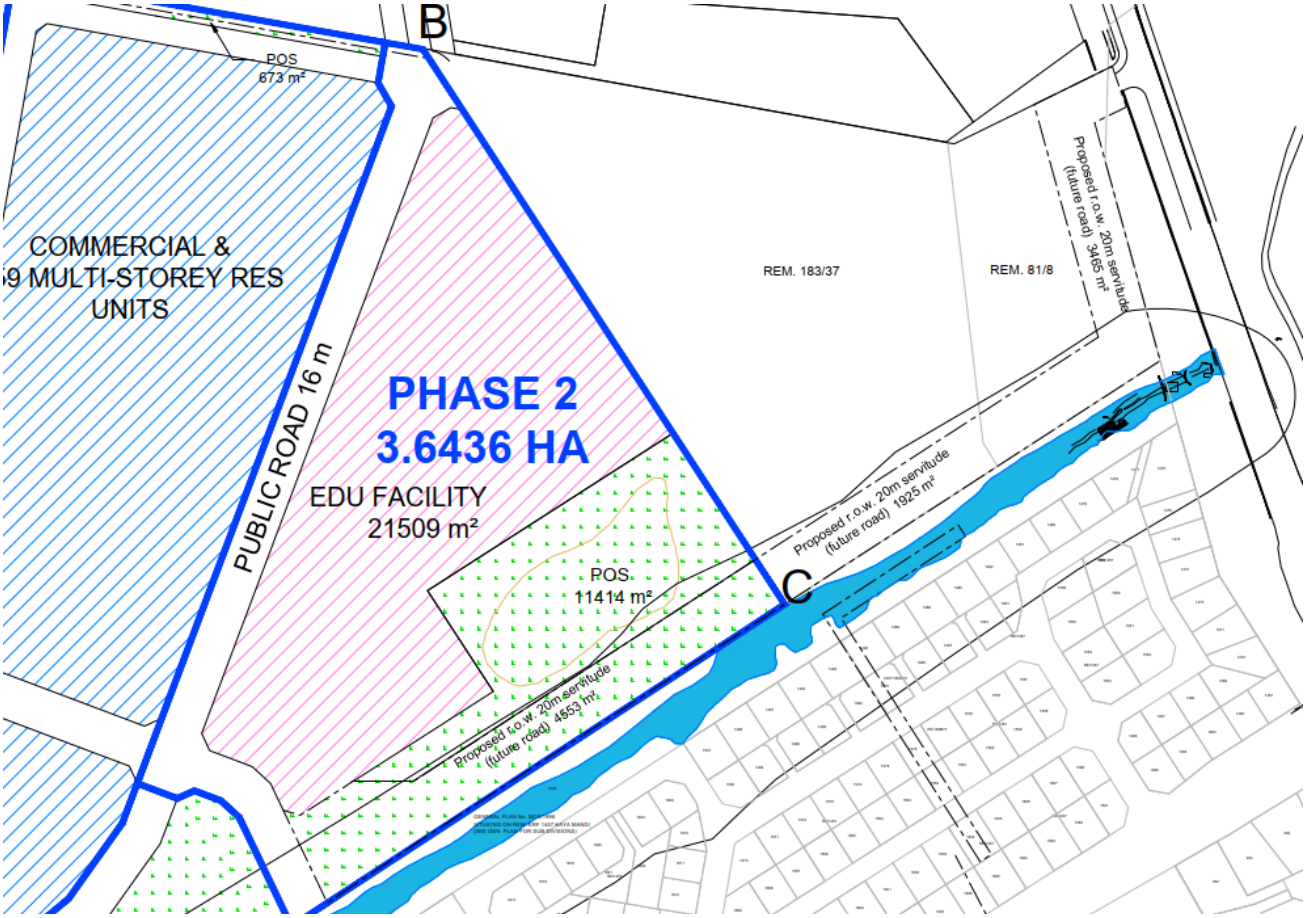
On the map of the Kayamandi Northern Extension, which we include, the erf 2733 (Phase 2), zoned for primary school education, abuts the site of Apex Secondary School, allowing for a controlled sharing of some extracurricular activities. The site size is 3.6436 hectares, which is sufficient for a primary school.

Yours sincerely,

Hannes van Zyl
Chairperson
Greater Stellenbosch Trust
hannesvzee@gmail.com
083 303 8544

Appendix 1: Kayamandi Northern Extension map





Appendix 2: Greater Stellenbosch Trust (GST)

GST community projects aim to bridge divides. Since 2001, many GST projects have evolved into independent entities, each with its specific aims and structures.

During the COVID pandemic, the GST partnered with Stellenbosch Municipality, Visit Stellenbosch, Stellenbosch University and other community organisations to provide coordinated community aid. It was a founding partner and the administrator of Stellenbosch Unite. Today, it has projects and partners in six provinces. As an implementing partner of the Presidential Social Employment Program, the GST has created over 2,000 work opportunities in recent years. We want South Africa's new generation to have stable institutions and opportunities that will enable them to participate in emerging science and technology, as well as global solutions.

Education

The GST established a preschool centre and after-school care programs in 2004 and a laboratory to train teachers in blended learning and technology in the classroom in 2015.

In 2016, we established Vision Afrika Primary School in response to a crisis in Kayamandi and developed it into a small centre of excellence.

In 2023, we agreed with Apex to establish a new primary and secondary school in Kayamandi. This school model uses digital technology to support learners in larger classes, typically with two or three teachers in a classroom. This model will evolve into a financially viable, academically excellent, and socially suitable institution for teaching in South Africa.

Health

During the COVID pandemic, we established temporary clinics. Nurses living in Kayamandi and working in hospitals in Cape Town then asked us to develop additional clinics in Kayamandi. We partnered with Unjani to establish clinics in Kayamandi, while also creating a model that focuses on supporting community healthcare workers with technology to assist families and document healthcare gaps.

Our model supports healthcare and controls its cost with technology and management platforms that help community healthcare workers be more effective. Patients gain access to healthcare and personal data, enabling an I-Can-Function approach to health and improving community health.

The model creates sustainable income opportunities for community health workers.

Enterprise

Through SEED, a previous GST project, the GST has assisted over a thousand small businesses in the Western Cape since 2006. It also developed the Township and Village model to support small businesses in the tourism sector.

The Arts

Amazink is a renowned eatery and cultural space for theatre, music and community events. It supports emerging artists in various branches of the arts.

Civic support

The GST houses the server that provides digital access to most homes, businesses, schools and institutions in Kayamandi.

It supports Stellenbosch Municipality's Adam Tas Corridor and its effort to provide a viable, friendly neighbourhood in the Kayamandi North Extension.

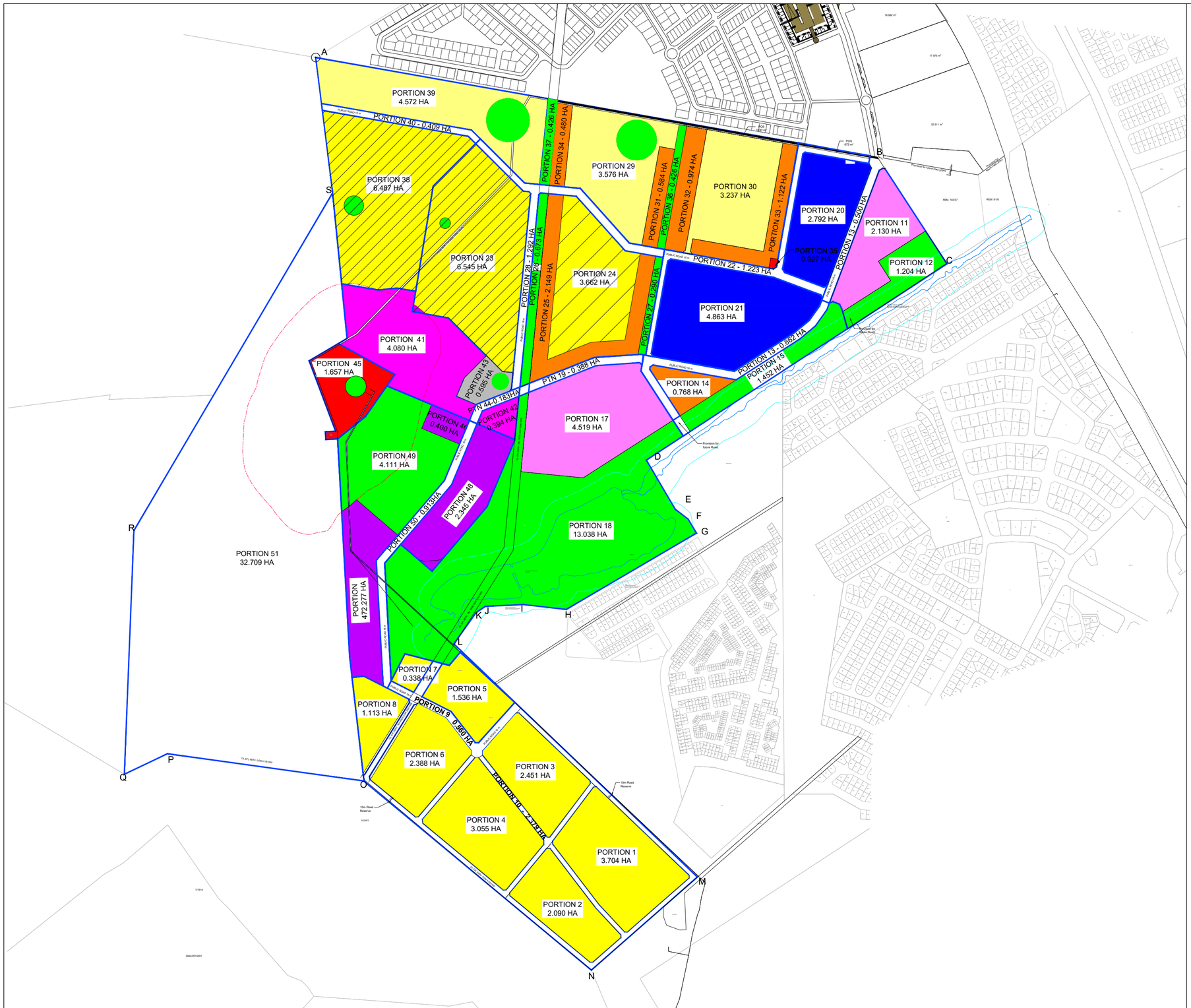
General

The Trust meets the requirements for good governance and complies with relevant legal and other requirements; it is registered with the Master of the Court (IT23/2002), the Department of Social Development (NPO number 019-824) and the Receiver of Revenue under sections 30 and 18a. Its governance is people-oriented and rights-based.

The trustees are Ilzemarie Knoetze, a lawyer; Charles Ndlebe, a community leader and longtime principal of Makapula High School in Kayamandi; Jan Viviers, a senior partner at ENSafrica; Leslie van Rooi, Director of social impact and transformation at Stellenbosch University; Jan Schliemann, a lawyer; and Hannes van Zyl, chairperson.

Critical staff members include Jean Pierre du Plessis, Programme Manager (LLM Stellenbosch); Lizelle Vos, CFO (Honours B.Com); Dr Puni Mamdoo, Healthcare Lead(MDChB); Leana Kotze, Enterprise Lead (LLB); Kay Mhlakaza, Amazink Lead, BTech in Hospitality; and many other programme leaders.

APPENDIX 2



NUMBER		LEGEND
1		100 Year Floodline
2		Water Coarse Line
3		Servitude
4		15m Water Pressure Buffer Contour
5		Water Pipeline
6		Provision for future Road
7		16m Public Street

	ERF TYPE	ZONING (STB. SCHEME)
	16m Public Street	PUBLIC ROADS & PARKING ZONE
	10m Public Street	PUBLIC ROADS & PARKING ZONE
	Less Formal Res. Stands	LESS FORMAL RES. ZONE
	Education Facility	EDUCATION ZONE
	Apartments	MULTI UNIT RES. ZONE
	Commercial & Apartments	MIXED USE ZONE
	Single Residential	CONVENTIONAL RES. ZONE
	Utility (elec & water)	UTILITY SERVICES ZONE
	Community Facilities	COMMUNITY ZONE
	Single Residential & Less Formal Res. Stands	COMMUNITY ZONE
	Public Transport Interchange	TRANSPORT FACILITY ZONE
	Agriculture and Hydroponics	AGRI. & RURAL ZONE
	Soft & Hard POS & Attenuation	PUBLIC OPEN SPACE ZONE

THIS FIGURE REPRESENTS PORTION 23 OF FARM 183, PORTION 36 OF FARM 183, PORTION 1 OF FARM 183, REMAINDER OF PORTION 5 OF FARM 183, PORTION OF THE REMAINDER OF FARM 183, REMAINDER OF FARM 182 AND PORTION 1 OF FARM 182, STELLENBOSCH, IN EXTENT 140.13 HA, WHICH IS TO BE REZONED TO A SUBDIVISIONAL AREA AND DEVELOPED AS INDICATED

N

ZUTARI PROJECT NUMBER: 1001438

CLIENT

ZUTARI
IMPACT. ENGINEERED.

DISCLAIMER

IF CONSTRUCTION DRAWINGS ARE ISSUED UNSIGNED, THE MASTER WITH THE ORIGINAL SIGNATURE OF APPROVAL WILL BE HELD AT THE ZUTARI OFFICE OF THE APPROVER

REV	DATE	REVISION DETAILS	APPROVED
0	15/01/2025	First Draft	R Schröder

SCALE	SIZE
AS SHOWN	A2

DRAWN: SH
DESIGNED: AFB
REVIEWED: RS

PRELIMINARY
NOT FOR CONSTRUCTION

APPROVED
DATE 15/01/2025
Rudolf Schröder

PROJECT	Portions of Farm 182 and Farm 183, Stellenbosch
TITLE	Northern Extention Zoning Plan & Subdivision Plan
DRAWING No.	1001438-ZUT-LL-DRG-TP-NE 000 - 00 - 0

10.4	FINANCIAL SERVICES: (PC: ALD JC ANTHONY)

NONE

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

NONE

10.6	INFRASTRUCTURE SERVICES : (PC : R PHEIFFER)

10.6.1	RETURN ITEM: WASTE AWARENESS STRATEGY

Collaborator No: **790604**
IDP KPA Ref No: **Greenest Municipality**
Meeting Date: **17 October 2025 and 23 October 2025**

1. SUBJECT: RETURN ITEM: WASTE AWARENESS STRATEGY

2. PURPOSE

Is to seek approval for the Waste Awareness Strategy which aims to educate and engage the community on waste reduction, recycling and proper waste management practices.

3. DELEGATED AUTHORITY

Municipal Council, however, the Mayor may request the Portfolio Committee to render assistance in terms of Section 80 of the Local Government Municipal Structures Act, Act 117 of 1998, as amended.

4. EXECUTIVE SUMMARY

Aquila Environmental (Pty) Ltd was appointed by Stellenbosch Municipality to compile a waste awareness strategy The Waste Awareness Strategy aims to guide the Municipality on how community education and awareness should be done with regards to waste reduction, recycling and responsible waste management practices. The strategy promotes sustainable waste management, minimise waste to landfill and foster a sense of community pride and environmental stewardship.

The overarching goal of this waste awareness strategy is to shift public perception, instil a sense of urgency, and drive long-term behavioural change in managing waste at the household, business, institutional, and industry levels.

The waste awareness strategy has three objectives, namely:

- To inform residents that waste is a critical issue that affects everyone in Stellenbosch Municipality.
- To help people understand that waste is not just a municipal problem but a shared responsibility.
- To influence and engage different sectors effectively through the application of the RANAS (Risk, Attitude, Norms, Ability, and Self-regulation) behaviour model to raise awareness, shift perceptions, and promote responsible waste practices throughout the municipal area.

The above three objectives are the mechanisms that assist to:

- Reduce illegal dumping and littering by making these behaviours socially unacceptable.
- Increase participation in recycling and waste separation by showing the benefits and providing easy-to-follow guidance.
- Encourage waste minimisation and responsible consumption to reduce overall waste generation.
- Support policy enforcement and compliance through clear, consistent messaging about waste management and regulations.

5. RECOMMENDATIONS

(a) that the Section 80 Committee take note of the recommendation and recommend to Mayco;

(b) that Council notes the draft Waste Awareness Strategy;

(c) that Council adopts the draft Waste Awareness Strategy; and

(d) that Council recommends that the Department implements the Final Waste Awareness Strategy when conducting any waste awareness and/or education.

6. DISCUSSION / CONTENTS

6.1 Background

Aquila Environmental (Pty) Ltd was appointed by Stellenbosch Municipality to develop a waste awareness strategy for Stellenbosch Municipality's Waste Management Department. This document aims to foster behaviour change across all community sectors by applying the evidence-based RANAS (Risk, Attitude, Norms, Ability, and Self-regulation) behaviour model to raise awareness, shift perceptions, and promote responsible waste practices throughout the municipal area.

The awareness strategy aligns the Stellenbosch Municipality Integrated Development Plan (IDP), the Integrated Waste Management Plan (IWMP) and the Organic Waste Diversion Plan (OWDP). It supports key goals such as increasing participation in waste separation at source, reducing waste to landfill, and promoting recycling and composting. This document presents a structured communication framework tailored to different audience groups, offering targeted messaging and visual tools to influence and support sustainable behaviour change.

6.2 Financial Implications

Aquila Environmental Consultant was appointed to develop the strategy. Resources will be required for Waste Minimisation Section to implement the Waste Awareness Strategy. EPWP will also be used during the implementation of the strategy.

6.3 Legal Implications

In terms of the National Environmental Management: Waste Act (Act No. 59 of 2008).

- Section 6 (1)(a) Promotes the waste management hierarchy: avoidance, minimisation, reuse, recycling, and recovery, treatment, disposal, use, control, and management of waste.
- Section 6 (1)(d) Guidance on raising awareness regarding the impact of waste on health and the environment.
- Section 17 Emphasises waste separation at source and encourages reduction, re-use, recycling, or recovery of waste before disposal.

This waste awareness strategy supports the objectives of NEM: WA (Act 59 of 2008), which promotes waste avoidance, minimisation, reuse, recycling, and recovery. Through awareness initiatives, the municipality can encourage behaviour change that aligns with the Act's emphasis on the waste hierarchy and sustainable waste practices.

6.4 Staff Implications

Waste Minimisation section will implement the awareness strategy.

6.5 Previous / Relevant Council Resolutions:

None

6.6 Risk implications

None

6.7 Comments from Management:

6.7.1 Director: Infrastructure Services

Agree with the recommendations.

RECOMMENDATIONS FROM THE INFRASTRUCTURE SERVICES COMMITTEE MEETING TO THE MAYORAL COMMITTEE:2025-09-04:ITEM 5.1.1

(a) that the Section 80 Committee noted the recommendations and recommend to Mayco;

(b) that Council notes the draft Waste Awareness Strategy;

(c) that Council adopts the draft Waste Awareness Strategy; and

(d) that Council recommends that the Department implements the Final Waste Awareness Strategy when conducting any waste awareness and/or education.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2025-10-17: ITEM 7.6.1

(a) that Council notes the draft Waste Awareness Strategy;

(b) that Council adopts the draft Waste Awareness Strategy; and

(c) that Council recommends that the Department implements the Final Waste Awareness Strategy when conducting any waste awareness and/or education.

Annexure A: Waste Awareness Strategy

NAME	*Clayton Hendricks*
POSITION	***Senior Manager: Waste Management***
DIRECTORATE	***INFRASTRUCTURE SERVICES***
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E-MAIL ADDRESS	***Clayton.hendricks@stellenbosch.gov.za***
REPORT DATE	***11 July 2025***

ANNEXURE A

STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

WASTE AWARENESS STRATEGY

June 2025

FINAL

AQUILA

ENVIRONMENTAL

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Waste awareness strategy

FOR

Stellenbosch Municipality

1 Introduction

Aquila Environmental (Pty) Ltd was appointed by Stellenbosch Municipality to develop a waste awareness strategy for Stellenbosch Municipality's Waste Management Department. This document aims to foster behaviour change across all community sectors by applying the evidence-based RANAS (Risk, Attitude, Norms, Ability, and Self-regulation) behaviour model to raise awareness, shift perceptions, and promote responsible waste practices throughout the municipal area.

The awareness strategy aligns the Stellenbosch Municipality Integrated Development Plan (IDP), the Integrated Waste Management Plan (IWMP) and the Organic Waste Diversion Plan (OWDP). It supports key goals such as increasing participation in waste separation at source, reducing waste to landfill, and promoting recycling and composting. This document presents a structured communication framework tailored to different audience groups, offering targeted messaging and visual tools to influence and support sustainable behaviour change.

Section 1 introduces the context and background of the project, detailing Stellenbosch Municipality's demographics and strategic drivers for the strategy. Section 2 presents the legal and policy framework, showing how the strategy aligns with NEM: WA, the municipality's IDP, IWMP, and the OWDP. Section 3 introduces the awareness strategy's thematic messages and Section 4 outlines key objectives of the awareness strategy, including the goals of raising awareness, shifting public perceptions, and promoting behaviour change. Section 5 explains the RANAS behavioural change model and how it informs the development of targeted interventions for each audience. Section 6 provides detailed audience segmentation, breaking down the awareness strategy for various groups, and Section 7 provides a monitoring and evaluation framework. The awareness strategy is concluded in Section 8.

1.1 Stellenbosch Municipality's solid waste management services

Stellenbosch Municipality (SM) is situated within the Western Cape Province and encompasses approximately 900km^2, which includes urban, rural, and agricultural zones. The population was approximately 196,036 in 2021 and is projected to grow to 209,854 by 2025 (Stellenbosch Municipality, 2022). In 2021, the age distribution was as follows: 43,660 children (ages 0-14), 141,601 individuals of working age (15-64), and around 10,775 individuals aged 65 and older. Based on 2020 data, there were approximately 50,328 households in the municipality, with an average number of 3.7 people per household (Stellenbosch Municipality, 2022).

Stellenbosch Municipality's jurisdiction includes the major towns of Stellenbosch and Franschhoek, as well as several smaller rural communities such as Wemmershoek, La Motte, De Novo, Kylemore, Pniël, Johannesdal, Languedoc, Groot Drakenstein, Muldersvlei, Klapmuts, Elsenburg, Raithby, Jamestown, Koelenhof, and Vlottenburg (Stellenbosch Municipality, n.d).

Stellenbosch was established in 1679 and is the second oldest town in South Africa. The town has grown into a vibrant region known for its wine farms, extraordinary wine, fruit, scenic landscapes, and rich cultural heritage of Dutch, Georgian, and Victorian backgrounds. The town's zoning area is divided into formal suburbs, informal settlements, agriculture, student

housing, and a strong business sector. Stellenbosch University, Boland College and several prestigious primary- and high schools attract a large student population to the area. Tourism also plays a significant role in the local economy, with attractions such as restaurants, cultural events, and annual festivals drawing visitors throughout the year. There is also a variety of sports facilities available, such as the Coetzenburg athletics and rugby stadium and the Danie Craven Stadium, which is home to the largest rugby club in the world (Stellenbosch Municipality, n.d.).

Known for its high quality of life and geographical area, Stellenbosch is a highly sought after area, with ongoing development in expanding zones like Koelenhof and Vlottenburg. As the municipality continues to grow, it faces increasing pressure on its waste management systems due to rising population numbers, urban expansion, growing tourism, and higher levels of consumption. The area's mixed land use results in a wide range of waste being generated. Ongoing development generates builder's rubble; agricultural activities produce large quantities of organic waste; the tourism sector adds to consumption-related waste generation; and the local community produces high volumes of domestic waste.

Currently, the municipality provides solid waste management services to formal, informal, and farm/rural areas (Stellenbosch Municipality, 2022), servicing around 38,500 households across 22 Wards (in the 5th Generation Integrated Development Plan 2023-2027 there are 23 wards (Stellenbosch Municipality, 2022)). The Municipality services 28,751 collection points from Monday to Friday with a team of 60 crew members and 11 refuse trucks. In addition, over 400 EPWP workers are appointed on a 6-month contract (Stellenbosch Municipality, 2024a).

Middle to high income areas use a two-bag collection system to encourage waste separation at source. In this system, general waste is collected in black bags while recyclables are placed in clear bags (Stellenbosch Municipality, 2024b). The Municipality also collaborates with Producer Responsibility Organisations (PROs) to promote awareness and education around integrated waste management through ongoing training programmes, workshops, and other related initiatives.

1.2 Development of a waste awareness strategy to communicate about solid waste management in Stellenbosch Municipality

Waste is a growing crisis in Stellenbosch Municipality. The perception that waste is not a significant issue is a major barrier to sustainable waste management. However, waste is an issue, and its increase is rapidly depleting limited landfill space, Poor usage of the waste system, lack of awareness, and littering leads to pollution, consumption of finite resources, and illegal dumping. If awareness is not created to minimise and properly manage waste, waste will increasingly impact the environment, public health, and municipal finances.

Management of waste, however, does not reside with Stellenbosch Municipality alone. Collaboration between various public, private and civic actors are required to adequately address challenges emanating from this complex issue. As such, a message needs to be communicated that *"Waste management is everyone's responsibility".* This slogan forms the backbone of the proposed waste awareness strategy set forth in this document.

The waste awareness strategy is influenced by two important existing strategic documents developed by Stellenbosch Municipality's Solid Waste Management Department:

Stellenbosch Municipality's Integrated Waste Management Plan (IWMP) (4th Generation)

Stellenbosch Municipality's waste awareness strategy is framed by its 4th Generation Integrated Waste Management Plan (IWMP), which emphasizes the importance of sustainable waste management practices to ensure long-term environmental health.

As outlined in Objective 1.2 of the Stellenbosch Municipality's IWMP Implementation Plan, the municipality aims to collaborate with Producer Responsibility Organisations (PROs) and other relevant industry bodies to promote and ensure public education and awareness around integrated waste management. This is set to be achieved through training programmes, workshops, and other community-focused initiatives.

The IWMP highlights education and awareness as key components in achieving effective and sustainable waste management. It emphasises the need for ongoing public engagement and encourages responsible waste behaviour through communication campaigns designed for the needs of different communities, such as schools, businesses, and households. The plan also emphasises that building a culture of environmental responsibility is essential to improve participation in recycling, reducing illegal dumping, and making the municipal waste system work more effectively.

The IWMP outlines the municipality's strategy for sustainable waste management. The Stellenbosch Municipality's Organic Waste Diversion Plan was developed as part of the municipality's broader effort to meet national and provincial waste management targets and is mentioned in the IWMP. The plan was created in response to policy changes introduced by the Western Cape Government's Department of Environmental Affairs and Development Planning (DEA&DP), which mandated a 50% reduction in organic waste sent to landfills by 2022, followed by a full ban by 2027. This was driven by the recognition that organic waste, which includes food and garden waste, constitutes approximately 30% of the waste stream in the Western Cape and significantly contributes to greenhouse gas emissions when sent to landfill.

The IWMP highlights strategies to reduce the amount of organic waste being disposed of in landfills, with the aim of preserving landfill airspace, reducing methane emissions, and promoting the recovery of valuable resources through composting and other treatment methods. This includes the rollout of a three-bag separation at source system, the establishment of organic waste treatment facilities, and public education on the importance of proper organic waste management. Other initiatives such as composting, separation at source, community awareness campaigns, and partnerships with private sector entities is also suggested.

Alongside the municipality's efforts to divert recyclable and organic waste from landfills, managing hazardous waste - particularly household hazardous waste (HHW) - is essential to safeguarding both public health and the environment. Hazardous waste, which includes materials such as chemicals, batteries, paint, cleaning agents, and electronic waste, poses significant risks if not handled and disposed of correctly. In Stellenbosch Municipality, safe disposal of hazardous waste is critical to preventing pollution of water sources, soil contamination, and health risks to both residents and waste management workers.

The improper disposal of hazardous waste - such as dumping it in general waste bins or landfills - can lead to severe environmental consequences and health risks, such as toxic emissions, groundwater contamination, and harmful exposure to chemicals. Therefore, it is essential that the waste awareness strategy is used to educate residents and businesses on the importance of safe hazardous waste disposal, the dangers of improper handling, and the services available to support safe disposal.

Stellenbosch Municipality's Organic Waste Diversion Plan

Stellenbosch Municipality's Organic Waste Diversion Plan was developed in November 2021 as part of the municipality's broader effort to meet national and provincial waste management targets. The plan was created in response to policy changes introduced by the Western Cape Government's Department of Environmental Affairs and Development Planning (DEA&DP), which mandated a 50% reduction in organic waste sent to landfills by 2022, followed by a full ban by 2027. This was driven by the recognition that organic waste, which includes food and garden waste, constitutes approximately 30% of the waste stream in the Western Cape and significantly contributes to greenhouse gas emissions when sent to landfill.

The Organic Waste Diversion Plan outlines strategies to reduce the amount of organic waste being disposed of in landfills, with the aim of preserving landfill space, reducing methane emissions, and promoting the recovery of valuable resources through composting and other treatment methods. Key components of the plan include the rollout of a three-bag separation at source system, the establishment of organic waste treatment facilities, and public education on the importance of proper organic waste management. This includes promoting home composting and garden waste drop-off points, and helping residents understand their role in meeting the waste diversion targets.

The plan emphasises the need to shift public attitudes on how they view waste, with education and awareness the cornerstone to building this new mindset. The challenge is to communicate this plan effectively to the public and relevant stakeholders, ensuring that they understand the importance of separating organic waste and participate in the diversion efforts. This waste awareness strategy aims to engage various segments of the community, including households, businesses, educational institutions, and the agricultural sector, in order to drive widespread behavioural change and ensure the success of the organic waste diversion initiatives.

2 Legal framework

The waste awareness strategy has been developed to closely align with national, provincial, and municipal legislation and planning frameworks. These include the National Environmental Management: Waste Act (NEM: WA) - including the waste management hierarchy - the Stellenbosch Municipality Integrated Development Plan (IDP) the Stellenbosch Municipality Integrated Waste Management Plan (IWMP) and the Stellenbosch Municipality's Organic Waste Diversion Plan. This section outlines how the awareness strategy supports the goals and obligations set out in the frameworks.

2.1 National Environmental Management: Waste Act (NEM: WA)

This waste awareness strategy supports the objectives of NEM: WA (Act 59 of 2008), which promotes waste avoidance, minimisation, reuse, recycling, and recovery. Through awareness initiatives, the municipality can encourage behaviour change that aligns with the Act's emphasis on the waste hierarchy and sustainable waste practices. Table 1 below provides an overview of the relevant clauses or sections from NEM: WA that relate to the awareness strategy. It outlines the clause or section number, summarises its content, identifies existing gaps in current implementation, and explains how the waste awareness strategy addresses these gaps.

Table 1: Overview of relevant clauses from NEM: WA in relation to the waste awareness strategy, as well as identified gaps, and strategic responses.

Clause/Section number	Details	Gap identified	How this is addressed in this strategy
Section 6 (1)(a)	Promotes the waste management hierarchy: avoidance, minimisation, reuse, recycling, and recovery, treatment, disposal, use, control, and management of waste.	Low public awareness and participation in implementing the waste management hierarchy across communities.	This strategy is grounded in the principles of the waste hierarchy, prioritising waste prevention and minimisation over disposal. This strategy promotes waste separation at source, reuse, and recycling through targeted campaigns and educational materials.
Section 6 (1)(d)	Guidance on raising awareness regarding the impact of waste on health and the environment.		
Section 17	Emphasises waste separation at source and encourages reduction, re-use, recycling, or recovery of waste before disposal.	Opportunity for separation at source participation rates to be increased.	This strategy supports separation at source and provides public communication, education, and awareness campaigns to improve participation.

2.2 Stellenbosch Municipality IDP

The IDP is Stellenbosch Municipality's five-year strategic plan that addresses the most critical development needs within the municipal area, as well as the key governance priorities of the organisation. The current IDP (2022-2027), now in its third review, emphasises sustainability, service delivery, and community wellbeing.

Specific objectives in the IDP relevant to this waste awareness strategy include:

1) enhancing waste minimisation and recycling programs,
2) improving waste collection and disposal infrastructure, and
3) promoting public awareness and education on waste-related issues.

Table 2 below provides an overview of the relevant clauses or sections from the IDP that relate to the awareness strategy. It outlines the clause or section number, summarises its content, identifies existing gaps in current implementation, and explains how the waste awareness strategy addresses these gaps.

Table 2: Overview of relevant clauses from Stellenbosch Municipality's IDP in relation to the waste awareness strategy, as well as identified gaps, and strategic responses.

Clause/Section number	Details	Gap identified	How this is addressed in this strategy
6.3.8.1.4	Communication participation programmes regarding risk reduction strategies.	There is currently no communication participation programmes regarding risk reduction strategies.	Risk reduction is expected to be a natural outcome of implementing the awareness strategy. This is an unintended

			but beneficial consequence of improved awareness, education, and behavioural change.
6.3.4.4 Goal 1	Promote and ensure awareness and education of integrated waste management.	The plan sets a broad framework for awareness and education but lacks specific strategies to reach different audience groups.	This strategy details awareness actions, including separation at source education, organic waste reduction, and promotes recycling.
6.3.4.4 Goal 2	Improved Integrated Waste Management Planning and implementation for efficient waste services and infrastructure.	Opportunity for the implementation of effective waste services and waste infrastructure to increase current waste management efforts.	This strategy outlines how various industries and sectors can be engaged in efforts to reduce waste generation.

2.3 Stellenbosch Municipality Integrated Waste Management Plan (IWMP)

The waste awareness strategy is aligned with Stellenbosch Municipality's IWMP, which outlines the municipality's goals and interventions for effective waste management.

The waste awareness strategy supports the IWMP by:

1) educating the public about the importance of waste separation and reduction,
2) promoting participation in recycling and diversion programmes, and
3) strengthening public understanding of their roles in supporting municipal waste systems.

Table 3 below provides an overview of the relevant clauses or sections from the IWMP that relate to the awareness strategy. It outlines the clause or section number, summarises its content, identifies existing gaps in current implementation, and explains how the awareness strategy addresses these gaps.

Table 3: Overview of relevant clauses from Stellenbosch Municipality's IWMP in relation to the waste awareness strategy, as well as identified gaps, and strategic responses.

Clause/Section number	Details	Gap identified	How this is addressed in this awareness strategy
Section 2.5	Education and awareness initiatives. Public education initiatives include school recycling programmes, distributing flyers and brochures, open day events at the MRF, Swop Shop initiatives, waste education and awareness, and training sessions.	Little awareness and education campaigns or training taking place.	This strategy introduces new school-specific waste education and awareness campaigns, along with structured implementation plans and content designed to reach all audience groups within the Municipality.

Section 4.3 Goal 3.3 and Goal 5.1	Increase waste diversion through reuse, recycling, and recovery.	Low public participation in diverting waste to landfill through reuse, recycling, and recovery across communities.	This strategy provides a framework for the expansion of separation at source programmes and recycling participation.

2.4 Stellenbosch Municipality Organic Waste Diversion Plan

The Western Cape Government, through DEA&DP, set targets to divert 50% of organic waste from landfill by 2022 and aims to achieve a complete ban on organic waste to landfill by 2027. Stellenbosch Municipality's Organic Waste Diversion Plan (OWDP) outlines a multi-disciplinary approach to meet these targets, including chipping and composting of garden waste at the Stellenbosch Landfill Facility, separation at source through a proposed three-bag household waste system (recyclables, organics, non-recyclables), and targeted drop-off and garden waste collection systems within the municipality. This awareness strategy directly supports these interventions by:

1) educating residents and businesses on the importance and methods of source separation,
2) encouraging adoption of composting and garden waste drop-offs, and
3) reinforcing the urgency of reducing landfill-bound organic waste through community campaigns and stakeholder engagement.

Table 4 below provides an overview of the relevant clauses or sections from the ODWP that relate to the awareness strategy. It outlines the clause or section number, summarises its content, identifies existing gaps in current implementation, and explains how the awareness strategy addresses these gaps.

Table 4: Overview of relevant clauses from Stellenbosch Municipality's OWDP in relation to the awareness strategy, identified gaps, and strategic responses.

Clause/Section number	Details	Gap identified	How this is addressed in this awareness strategy
Chapter 1 and Chapter 5.1	DEA&DP mandates 50% diversion by 2022 and a complete ban by 2027.	Full compliance with 2027 target requires large scale education and awareness, behaviour change, infrastructure support, and enforcement.	This strategy supports long term awareness, community engagement, behavioural change, and phased implementation to ensure readiness for the 2027 ban.
Chapter 7.6	Training, education, and awareness campaign. Emphasis on staff training, communication and awareness campaigns, and public communication.	Little awareness and education campaigns or training taking place.	This strategy outlines a detailed communication plan for waste awareness.

3 Thematic message for the waste awareness strategy

"Waste management is everyone's responsibility!"

To unify the communication efforts, the strategy will centre around the **core message**:

Waste management is everyone's responsibility
and
What we do about it today shapes our tomorrow

Key messages:

- **There is no 'away'.**
  Waste does not disappear when it leaves your bin. It goes somewhere - often to a rapidly-filling landfill, an illegal dumping site, or into our rivers and streets.

- **There is no more space.**
  Stellenbosch's landfill capacity is running out, and without change, managing waste will become more costly and difficult.

- **Litter and illegal dumping destroy our town.**
  It pollutes our environment, affect tourism, and reduce property values.

- **Waste costs money.**
  The more we waste, the more residents will pay in service fees and environmental clean-ups.

- **Waste is a resource.**
  Through recycling, composting, and circular economy practices, we can transform waste into new materials, jobs, and a cleaner town.

These messages can be repeated across all communication channels using various formats, from social media posts to community meetings and school curriculums.

4 Objectives of the waste awareness strategy

The overarching goal of this waste awareness strategy is to shift public perception, instil a sense of urgency, and drive real, long-term behavioural change in how waste is managed at the household, business, institutional, and industry levels.

The waste awareness strategy has three objectives, namely to:

1.	2.	3.
Create awareness	Shift perceptions	Change behaviour
Inform residents that waste is a critical issue that affects everyone in Stellenbosch Municipality.	Help people understand that waste is not just a municipal problem but a shared responsibility.	Influence and engage different sectors effectively through application of the RANAS approach.

These three objectives are the mechanisms that assist to:

- **Reduce illegal dumping and littering** by making these behaviours socially unacceptable.
- **Increase participation in recycling and waste separation** by showing the benefits and providing easy-to-follow guidance.
- **Encourage waste minimisation and responsible consumption** to reduce overall waste generation.
- **Support policy enforcement and compliance** through clear, consistent messaging about waste management and regulations.

5 Behavioural change approach: RANAS

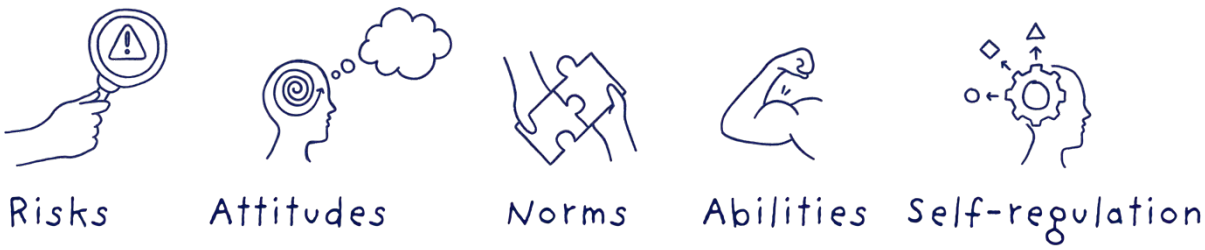
This strategy is based on the "RANAS approach" (Ranas, 2023).

The RANAS approach is designed to achieve behaviour change by addressing five key psychological and social drivers: **R**isk, **A**ttitude, **N**orms, **A**bilities, and **S**elf-regulation. Each of these factors represents a key driver influencing human behaviour. Focusing on these five factors can ensure positive behaviour change and waste awareness.		
	Risks	This refers to the perceived risks associated with a particular behaviour or the lack of it. (e.g. "If I don't separate waste; it could attract pests and harm my health.").
	Attitudes	This encompasses a person's beliefs and feelings about a behaviour. (e.g. "Sorting recyclables makes me feel like I'm doing something good.").
	Norms	This refers to the social expectations and pressures that influence a behaviour. (e.g. "Everyone around me is separating their waste, so I should too.").
	Abilities	This includes the skills, resources, and opportunities a person must have to perform a particular behaviour. (e.g. "I know how to sort waste and have the bins to do it easily.").
	Self-regulation	This refers to a person's ability to plan, monitor, and control their own behaviour. (e.g. "I've set a reminder to take out recyclables every Wednesday.").

The approach is necessary because awareness alone is not enough. People need the motivation, skills, and social reinforcement to consistently reduce, separate, and dispose of waste correctly. By targeting different audience groups with tailored messages, we seek to drive long-term behaviour change in waste avoidance, reduction, separation, and recycling.

This strategy outlines key audience segments and provides specific communication methods, media, visual elements, and planning considerations. It leverages a variety of tools to ensure the message is effective, engaging, and future-proof, with Stellenbosch's unique characteristics and future growth in mind.

By implementing a structured waste awareness strategy over the next 5-10 years, Stellenbosch Municipality will create a lasting impact, ensuring that waste management becomes embedded in everyday practices.



RANAS (Risk, Attitude, Norm, Ability, and Self-regulation) is a behavioural change approach that has been developed to address environmental and social issues through structured interventions. It is grounded in psychology and focuses on understanding and modifying the key factors that influence individual behaviour, such as risk perception, attitudes, social norms, ability, and self-regulation. The RANAS model is based on research that shows how people's behaviour can be influenced by targeting these specific psychological and social factors. The approach has been used successfully in various sectors, including health, water, sanitation, and waste management, to cultivate lasting changes in individual and community behaviour.

RANAS is an ideal tool for the Stellenbosch Municipality's waste awareness strategy because it provides a systematic, evidence-based framework for promoting sustainable waste practices among residents. By addressing the psychological drivers of waste behaviours (such as how individuals perceive waste risks, their attitudes towards waste management, the social norms around disposal practices, and their ability to act in more sustainable ways), RANAS can effectively guide interventions that resonate with the community. This approach not only ensures that waste education efforts are more targeted and impactful but also encourages lasting behaviour change, making it a valuable framework for fostering a culture of waste reduction and responsible disposal in the municipality.

6 Audience segmentation

Audience segmentation is crucial to ensure that the waste awareness strategy effectively addresses the unique needs and behaviours of different groups within Stellenbosch Municipality. By tailoring messages and approaches to each audience - households, businesses, educational institutions, tourism industry, waste reclaimers, and internal staff - the municipality can encourage more meaningful engagement and drive positive behaviour change in waste management (see Figure 1). By identifying these different audience groups, the communication strategy can deliver relevant information, incentives, and support mechanisms that will encourage each group to actively participate in waste management initiatives. This approach also helps the municipality to focus its resources more effectively, ensuring that the communication efforts have the greatest possible impact on reducing waste and achieving long-term behavioural change. The segmentation is based on the roles each group plays in the generation and management of waste. Through audience-specific messaging, the municipality can foster a shared responsibility for waste management across all sectors, driving collective action towards sustainable waste reduction.

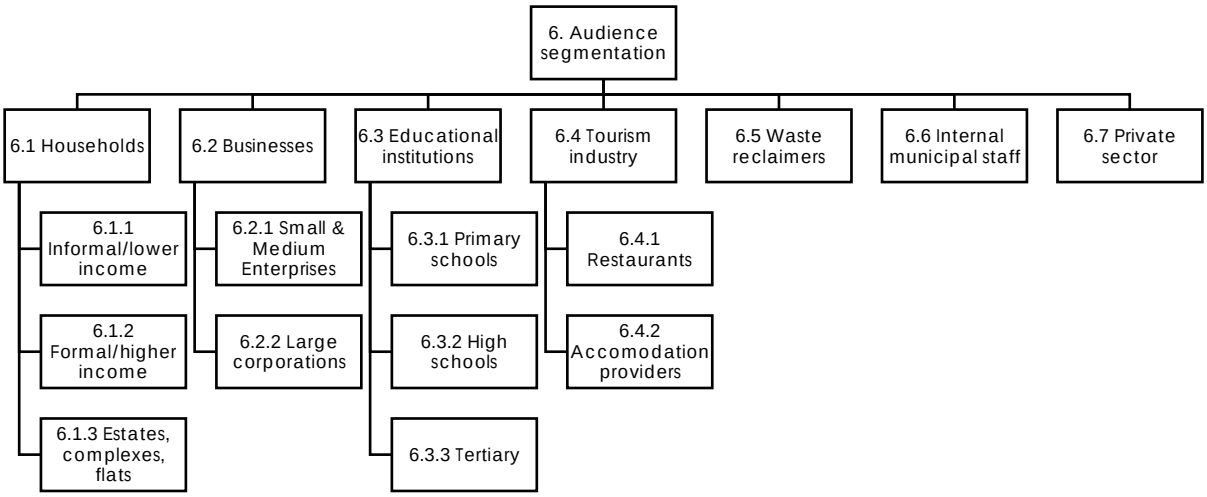


Figure 1: Overview of the various audiences targeted within the waste awareness strategy

This section outlines how the RANAS approach will be applied to each audience segment, highlighting specific communication methods, channels, visual elements, and strategies to promote sustainable waste practices. Various examples are also provided, per waste type, showing how this approach can be implemented.

To ensure a comprehensive waste awareness strategy, in-depth actions are provided across the waste types, including **general waste awareness**, as well as focused awareness on **organic waste** and **hazardous waste** for each audience segment. The RANAS approach has been defined per waste type, allowing the municipality to easily address the needs as they arise.

6.1 Households

6.1.1 Informal / lower income households

General waste awareness	Organic waste awareness	Hazardous waste awareness
RISKS		
Make people aware of the risks of improper waste disposal, including the health and environmental impacts that can affect the community.	Highlight that waste is associated with the improper disposal of food and garden waste, leading to issues such as attracting pests and creating unclean environments. These risks can directly affect personal and community health, leading to poor living environments.	Lower-income households face risks related to hazardous waste disposal, such as the exposure of children to chemicals, contamination of household water supplies, and the potential for fire hazards from improperly discarded materials like batteries and electronic waste.

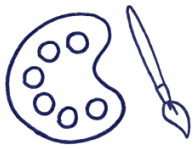
ATTITUDES		
To shift attitudes, messages should highlight personal and community benefits such as cleaner environments and improved health.	Attitudes may be influenced by highlighting the personal and community benefits of composting organic waste, such as a cleaner environment and food gardening opportunities.	Communication should focus on creating an understanding that handling hazardous materials safely is part of responsible waste management and a key component and benefit of maintaining a healthy household environment.
NORMS		
Reinforcing social norms through community leaders and peer examples is crucial. Highlight waste issues in large gatherings to normalise the conversation.	Social norms could be supported by involving community leaders to endorse proper organic waste management practices.	The municipality can partner with community leaders to act as advocates for proper hazardous waste disposal, promoting safe practices as the social norm.
ABILITIES		
Abilities can be supported by providing information about waste minimisation initiatives like swop shop with simple, clear instructions on how to participate in such initiatives.	Abilities could be enhanced by providing accessible compost bins and clear instructions on how to separate and compost organic waste.	Provide residents with information about hazardous waste drop-off sites, mobile collection services, and how to safely store hazardous waste at home until disposal.
SELF-REGULATION		
To encourage self-regulation, the municipality could promote and support the establishment of Citizen Scientists who make it their mission to track the volumes of waste dumped and littered and determine whether waste minimisation interventions are successful.	Self-regulation might be encouraged through household waste logs or visual tracking systems, such as community progress charts focusing on food waste reduction.	Encourage residents to create a system at home for separating hazardous waste, such as setting aside a specific container for batteries, chemicals, and electronics.

Media

Local radio, community WhatsApp groups, door-to-door campaigns, word-of-mouth via community leaders and Ward Councillors.

Approach

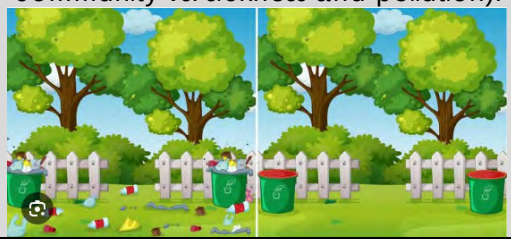
Use clear, simple language that focuses on practical benefits and ease of proper waste disposal.



Visual elements

Infographics illustrating the waste cycle, colourful images depicting a healthy vs an unhealthy environment.

Examples for general waste awareness:

Provide visual comparisons, such as posters showing clean vs. littered communities, leading to different futures (healthy community vs. sickness and pollution). 	Create minimalistic posters to convey the dangers of littering and illegal dumping using strong graphics and illustrations. Some ideas can include a child playing next to a pile of waste with a rat nearby with the message: “where there’s litter, there’s disease. Protect your family – dispose of waste properly.”
Visually depict a small child mimicking an adult – one poster shows them littering while another shows them using a bin. Targets parents and emphasise the message that focuses on “what children see, children do”.	Use local radio stations or WhatsApp groups to encourage positive storytelling about families benefitting from proper waste disposal, or to share stories about unfortunate effects families suffered due to improper waste management.
Swop shop initiatives where people can exchange recyclables for food, school supplies, or small cash incentives (as has already started in the municipality).	Arrange neighbourhood DIY upcycling workshops using common waste materials to make usable, household products reusable shopping bags from old clothes.
Collaborate with local artists or residents to create art installations using discarded materials, such as plastic bottle tops.	Engage with religious organisations. Religious organisations are important leaders who can help drive behavioural change through shared values and community leadership.

	Connect with local leaders. Community leaders are important voices in the community and will ensure the message is shared to all (e.g. ward councillors).
Gamify waste collection by having 'neighbourhood clean-up battles'; reward the cleanest street with prizes such as grocery vouchers.	Together with identified leaders, conduct door-to-door awareness, informing the communities about the systems in place and why waste is an issue. These activities can also be used to gather information from residents, through questionnaires, about why they are having challenges, providing insight that can be used for future planning.

Examples for organic waste awareness:

Provide visual communication through infographics to illustrate the organic waste cycle.	Create minimalistic posters to convey the repercussions of organic waste in landfill sites using strong graphics and illustrations. Some ideas can include a child playing next to a pile of food waste with a rat nearby with the message: "where there's litter, there's disease. Protect your family – dispose of organic waste properly."
Visually depict organic waste in the landfill vs organic waste in a compost heap and then garden.	Use local radio stations or WhatsApp groups to encourage positive storytelling about families benefitting from composting their organic waste.
Provide clear, simple communication focusing on the benefits of separating and composting organic waste.	Establish neighbourhood gardens and green spaces to motivate the local community to compost their organic waste and see the benefits of waste turned into growth.

Collaborate with local influencers to create short social media clips on how to compost your organic waste properly. These clips can then be circulated via social media or community WhatsApp channels.	Together with identified leaders, conduct door-to-door awareness, informing the communities about the organic waste systems in place and why separating your organic waste matters. These activities can also be used to gather information from residents, through questionnaires, about why they are having challenges, providing insight that can be used for future planning.

Examples for hazardous waste awareness:

Provide clear diagrams illustrating the types of hazardous waste and how to dispose of hazardous waste safely.	Create minimalistic posters to convey the repercussions of household hazardous waste on health and safety if not stored or handled properly.
Provide clear, simple communication focusing on the benefits of separating household hazardous waste.	Use local radio stations or WhatsApp groups to circulate household hazardous waste content and information, such as weekly tips, photos of what counts as hazardous waste, and reminder of collection dates.
Incentivise community participation in mobile drop-off or community collection days.	Together with identified leaders, conduct door-to-door awareness, informing the communities about the household hazardous waste systems in place and why separating your hazardous waste from other waste matters. These activities can also be used to gather information from residents, through questionnaires, about why they are having challenges, providing insight that can be used for future planning.

Use real life risks and highlight the health risks for children if hazardous waste isn't handled properly. 	Place signs and visual posters in areas where many people pass by daily.

6.1.2 Formal / higher-income households

General waste awareness	Organic waste awareness	Hazardous waste awareness
RISKS		
Make people aware of the long-term environmental impact of improper waste disposal, including pollution and biodiversity loss.	The primary risk for higher-income households is the long-term environmental impact, such as greenhouse gas emissions and biodiversity loss, caused by improper disposal of food and garden waste. Failing to separate organic waste contributes to climate change and increases landfill use, which will ultimately affect local ecosystems and communities.	These households often generate more e-waste, batteries, and chemical waste from home renovations, gardening, or home office-use. Highlight that improper disposal can lead to fire hazards, environmental damage, or contamination of private waste systems.
ATTITUDES		
Attitudes can be influenced by highlighting the importance of individual responsibility and the environmental benefits of waste separation.	Attitudes can be shaped by promoting individual responsibility for environmental preservation, through organic waste diversion, and the usefulness	Communication should focus on highlighting environmental and social responsibility, as well as potential long-term impacts on health and environmental degradation.

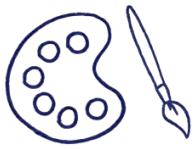
	of creating compost from waste.	Also focus on creating an understanding that handling hazardous materials safely is part of responsible waste management and a key component of maintaining a healthy household's environment.
NORMS		
Social norms can be shaped through community-based waste initiatives or the appointment of "local champions" who set an example for their neighbours.	Social norms could be reinforced by encouraging neighbourhood contests or "Green Ambassadors" to set an example for proper organic waste management.	Social norms can be shaped through community-based waste initiatives such as hazardous waste drop-off/ collection days and areas. The municipality can partner with community leaders to act as advocates for proper hazardous waste disposal, promoting safe practices as the social norm.
ABILITIES		
Abilities can be enhanced through workshops on waste reduction techniques such as waste avoidance, home composting, upcycling and refurbishment/repair.	Abilities may be supported through workshops on composting and the provision of garden waste collection services.	Provide residents with digital resources such as online guidelines on how to manage hazardous materials and dispose of it effectively. Encourage the use of municipal collection points, such as the drop-off area at the MRF.
SELF-REGULATION		
Encouraging self-regulation could involve digital tracking tools, like a waste management app that provides tips and feedback based on individual household waste generation.	Self-regulation can be encouraged using apps that track household composting and organic waste reduction efforts.	Encourage residents to create a system at home for separating hazardous waste, such as setting aside a specific container for batteries, chemicals, and electronics.

Media

Social media platforms (WhatsApp, Instagram, Facebook), neighbourhood newsletters, municipal website, local newspapers such as Eikestad Nuus, local radio.

Approach

Personalised messages that engage residents in challenges and encourage participation in eco-friendly initiatives.



Visual elements

Graphs showing waste reduction impacts, comparison charts highlighting environmental benefits.

Examples for general waste awareness:

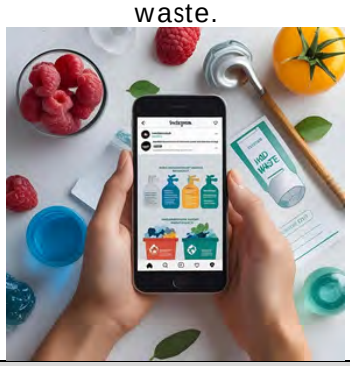
Providing fridge magnets showing what can/can't be recycled or with an easy-to-follow checklist of good waste management practices (e.g. "Before I throw it away, can this item be reused/repurposed?")	Encourage neighbourhood organised zero waste markets selling upcycled goods (e.g. local manufacturer, Lily Loompa).
Encourage neighbourhood organised plogging events (jogging + picking up litter, promotes health and environmental action simultaneously).	Utilise the municipal website as a core digital portal for all waste-related queries (e.g. show recycling points and green waste drop-offs, recycling do's/don'ts).
Encourage composting and use of biodegradable waste bags by making short videos and circulating it on social media and WhatsApp groups.	Billboards next to the road with a clear message or nudge (e.g. Let's keep Stellenbosch clean! / Waste IS an issue!).
Providing clear instructions for waste separation (use images rather than words to reach a wider audience and overcome language barriers).	Provide updates through signage boards at the MRF (such as percentage waste recycled each month).

Create a digital campaign where residents can scan QR codes on single-use items (e.g. coffee cups, food packaging) to see how long it takes to decompose; where it will end up if not recycled; the potential monetary value if it is recycled properly.	Create short videos showing people what happens when they recycle (e.g. what happens at the MRF). This could be in addition to invitations for landfill and MRF site tours.

Examples for organic waste awareness:

Create monthly newsletter articles that provide tips for composting and reducing food waste, and feedback organic waste separation participation statistics (e.g. x-kg of garden waste was diverted this month).	Short aesthetic videos illustrating home composting (e.g. home composters, countertop bins, garden piles).
Place QR codes on municipal bins or bags linked to home composting tutorials or local compost bin providers and municipal services.	Utilise the municipal website as a core digital portal for all organic waste-related queries (e.g. show organic waste drop-off points and green waste drop-offs, organic waste do's/don'ts).
Host composting workshops at local nurseries, wine estates, or schools. 	Use billboards to advertise home composting and the benefits of home composting.

Examples for hazardous waste awareness:

Provide clear diagrams illustrating the types of hazardous waste and how to dispose of hazardous waste safely. 	Use social media platforms like Instagram and Facebook to share content such as short videos or infographics on hazardous waste. 
Community WhatsApp groups can be used to send timely reminders about mobile collection days, drop-off site changes, or tips for storing hazardous waste items.	Pair messages with existing waste campaigns: “Just like you separate food for compost, separate harmful things like paint and batteries”.
Use billboards or noticeboards to advertise the dangers of hazardous materials and how to manage and discard of it properly.	Utilise the municipal website as a core digital portal for all hazardous waste-related queries (e.g. show hazardous waste drop-off points, hazardous waste do’s/don’ts, and the risks associated with improper disposal of hazardous waste).

6.1.3 Estates, complexes, flats

General waste awareness	Organic waste awareness	Hazardous waste awareness
RISKS		
Communication should focus on the hidden consequences of improper waste disposal, particularly in shared waste areas. Residents often do not see where their waste ends up, leading to the perception that waste is not a problem. However, overflowing communal bins, bad odours, pest infestations, and increased maintenance costs are direct	Organic waste that is not separated or disposed of properly can quickly lead to overflowing bins, bad odours, pest infestations (such as flies, cockroaches, and rats), and unsanitary conditions in shared waste areas.	Residents in estates, complexes, and flats often share communal spaces such as storage rooms, bins, and utility areas. making improper disposal of hazardous waste a collective risk. Flammable or toxic substances like batteries, gas canisters, pesticides, and e-waste stored or discarded improperly can lead to fires, chemical exposure, or leakage that affects multiple units.

consequences of poor waste management in multi-unit housing.		
ATTITUDES		
Attitudes can be influenced by highlighting how small actions - such as separating waste at home - can contribute to cleaner living spaces, reduced levies (by reducing the total shared bins), and a healthier environment.	Many residents may not see organic waste separation as a priority or may assume that their small volume doesn't make a difference. Some might also feel disgust or resistance toward handling food waste separately. Communication should highlight how small changes in daily habits like using a compostable bag or setting aside food scraps can have a collective positive impact.	Residents may not see themselves as directly responsible for the safe disposal of hazardous waste and might assume that body corporates or waste management providers will handle it. Therefore, communication should focus on clarifying personal accountability, emphasising that each resident's actions contribute to the health and safety of the entire complex.
NORMS		
Social norms can be shaped by establishing visible recycling systems within complexes, encouraging waste-conscious behaviour through estate-wide competitions, and encouraging a culture of responsibility through waste ambassadors.	Establishing waste separation as part of responsible community living is essential. When residents see that others are separating food waste correctly, they are more likely to start doing it as well. Body corporates, estate managers, and active residents should lead by example, with clear support from cleaning teams and security. Community-wide efforts such as composting bins or green garden projects can further normalise the practice.	In these settings, behaviours are often influenced by what neighbours and management do or encourage. Waste behaviour campaigns should involve body corporates, building managers, and estate security teams to set the tone. Promoting waste separation and correct disposal as part of the "rules of good residency" can help normalise responsible actions.
ABILITIES		
Abilities can be enhanced by ensuring that every complex has clear signage at waste collection points, accessible recycling bins, and simple guides on how to	Residents might be unsure how to separate organic waste, what counts as compostable, or where to dispose of it. Providing access to countertop	Many residents do not know where or how to dispose of hazardous waste properly and need to be provided with information such as A5 fridge magnets, which could form

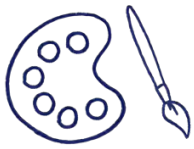
separate waste correctly in small living spaces.	caddies, compostable liners, and a clearly marked organic waste bin in the shared waste area can make it easier. The municipality can assist estates in providing printed and digital guides on what can go into organic waste and consider regular communication around bin collection schedules.	part of the welcome pack when new tenants or owners arrive.
SELF-REGULATION		
Encouraging self-regulation could involve estate-wide waste tracking, digital reminders, and reward-based initiatives that recognise complexes with high participation in recycling efforts.	Encouraging self-regulation by helping residents set up an easy at-home system for organic waste, such as keeping a small bin under the sink with compostable liners.	Encourage residents to create small systems within their homes to store hazardous items safely until collection day. Visual prompts (e.g., fridge magnets, bin stickers, or mobile reminders) can help keep the issue top of mind.

Media

Estate/complex/block WhatsApp groups, digital estate newsletters, social media platforms (Facebook groups, Instagram), notices in communal bin areas, interactive recycling apps.

Approach

Community-focused messaging that highlights the collective benefits of waste reduction, supported by interactive reminders and small incentives to encourage participation.



Visual elements

Infographics on small-space waste separation, comparison charts on estate-wide waste reduction progress, stickers or labels for in-unit waste bins, QR codes linking to interactive waste guides.

Examples for general waste awareness:

Provide QR codes near waste bins that link to simple guides on how to separate waste. Include resources, tips and services		Use social media to promote a "Trash Tag" challenge where residents take photos of cleaned-up areas within the estate or complex, tagging the community to encourage others to participate and earn rewards.

Regular newsletters sent via email or placed in common areas of buildings, detailing tips on waste reduction, updates on local waste management initiatives, or the results of recycling efforts.	Organise workshops in the community centre or building lobby that teach residents about recycling, upcycling, and composting. For example, how to make DIY compost bins for small flat blocks.
Partner with PROs to offer residents convenient drop-off points for hard-to-recycle items, such as batteries or electronics, within the estate.	

Examples for organic waste awareness:

Estate WhatsApp groups can share weekly "Green tips" with reminders about food waste disposal and composting dos and don'ts.	Body corporate newsletters or bulletins can feature articles on how separating food waste keeps pets away and how it can be turned into composting material.
Launch a "Clean and Green Community" campaign that links organic waste separation to estate pride and clean living.	Host a "Compost Day" or garden workshop, showing residents how their organic waste is turned into compost for communal or home gardens.
Collaborate with nearby farms that use compostable materials by organising a weekly organic waste drop-off at the farm. 	Utilise the municipality's official website, Facebook, and Instagram pages to share social media posts such as weekly tips on composting, what to do with your organic waste, etc.

Examples for hazardous waste awareness:

<table>
<tr><td>Digital noticeboards in common areas (e.g., lifts, lobbies, laundries) can feature weekly or monthly hazardous waste education visuals and reminders.
 </td><td>Estate and community WhatsApp groups are effective for real-time communication of hazardous waste drop-off points (e.g. shopping centres) and safety tips.</td></tr>
<tr><td>Make hazardous disposal information part of move-in welcome packs and starter kits, where new residents get information on hazardous waste and how to manage and dispose of it properly. This sets expectations from an early stage and reduces future non-compliance.</td><td>Infographics tailored to estates, flats and complex buildings, showing typical hazardous waste items found in homes (e.g. lightbulbs, aerosols, cleaning chemicals) and how to store and dispose of it properly.</td></tr>
<tr><td>Emails from body corporates or estate management can share hazardous infographics, disposal protocols, and sign-up links for updates and notifications.
 </td><td>Posters near bin areas provide immediate, contextual instructions and serve as weekly reminders for residents to dispose of hazardous waste correctly.
 </td></tr>
<tr><td colspan="2">Partner with PROs or municipal services to set up convenient hazardous waste collection points within the estate, allowing residents to safely dispose of times like cleaning chemicals, paint or used oil without needing to travel offsite.
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</table>

6.2 Businesses

6.2.1 Small and Medium Enterprises (SMEs)

General waste awareness	Organic waste awareness	Hazardous waste awareness
RISKS		
Risks of poor waste management include potential legal and financial penalties, which should be clearly communicated.	Communication could emphasise the risks of not complying with organic waste regulations, such as potential financial penalties for improper disposal of food and garden waste. The key risk for SMEs is the potential for legal and financial penalties if they fail to comply with organic waste management regulations.	SMEs may handle larger volumes of hazardous materials, such as solvents, paints, and industrial cleaners. Improper disposal can result in fines, health hazards for employees, and environmental pollution.
ATTITUDES		
Attitudes can be shifted by showing the cost savings and increased efficiency that come with proper waste management practices.	Attitudes could be shifted by showing the cost savings and operational benefits of diverting organic waste or partnering with composting services.	Promote the financial and legal benefits of proper hazardous waste management, such as avoiding penalties and building a reputation as an eco-conscious business.
NORMS		
Social norms can be influenced by showcasing case studies of local businesses that have successfully implemented effective waste reduction strategies.	Social norms could be reinforced by showcasing local businesses that have successfully implemented organic waste reduction practices.	Showcase local businesses that have adopted best practices in hazardous waste disposal, establishing a culture of sustainability.
ABILITIES		
To improve abilities, the municipality can offer workshops or provide toolkits that help businesses optimise their waste processes.	Abilities can be enhanced through toolkits and workshops aimed at helping businesses optimise their organic waste management processes.	Provide SMEs with practical tools, such as hazardous waste audits and templates for tracking hazardous materials and encourage practices to minimise the generation of hazardous waste.

SELF-REGULATION		
Self-regulation can be encouraged by providing templates for waste audits or by introducing recognition schemes for businesses that achieve their waste management goals.	Self-regulation could be encouraged by providing templates for conducting organic waste audits and offering recognition schemes for businesses that achieve their waste management goals.	Encourage businesses to integrate hazardous waste disposal protocols into their standard operations, providing checklists and self-audit tools.

Media

Email campaigns, workshops, local business networking events.

Approach

Provide practical, cost-effective solutions and highlight local examples of success in waste management.

Visual elements

Case studies, charts illustrating cost savings from waste reduction efforts.

Examples for general waste awareness:

Easy waste separation system in office space for common office waste (paper/ plastic/tin).	Develop a free SME Waste Toolkit can be delivered to businesses. Some things to include in the toolkit can be a step-by-step waste audit guide; cost-saving waste management strategies, local recycling directory (drop-off points, collection services); and eco-friendly suppliers for sustainable packaging.
Establish a recognition scheme in similar fashion to Booking.com ratings and rewards, where the businesses receive a 'Green SME Champion' for businesses that hit waste reduction targets. The badge can be displayed on their website, which they can print out and use in their offices as well.	Provide businesses with an easy-to-use waste tracking sheet (simple waste audit template) to track what's being thrown away most, where waste comes from, and how it can be minimised.

Create awareness about separating and recycling business waste, including from spaza shops. Ensure they understand the need for their own bins.	Encourage monthly contests or 'Green Challenges' for employees (such as Plastic Free July or 'Clean up your digital waste' Month).
Encourage SMEs to repair and reuse office supplies, packaging materials, and electronics rather than discarding them. Emphasize the cost savings.	Create an online email campaign where quick recycling tips and tricks can be shared together with case studies and invitations to upcoming events. The email can also include free waste audit templates.
Have a "green business of the month" section on the municipal website where you showcase a business who has implemented good waste reduction techniques.	Create an online platform where local businesses post what they have to give away or need. SMEs can swap or donate materials to the platform. Partner with nonprofits or schools that can repurpose materials.

Examples for organic waste awareness:

Offer a free organic waste audit template that help businesses calculate current waste volumes and potential savings.	Create infographics showing cost comparisons between mixed waste and separated organic waste disposal.
Use business networking events and platforms to host short presentations or information booths on organic waste compliance and opportunities.	Workshops and webinars with industry experts on how to set up affordable composting systems and meet regulatory requirements.
Highlight regulatory risks and make businesses aware of fines in cases of non-compliance. Be sure to balance it with	Targeted email campaigns to SMEs in hospitality, food service, and landscaping sectors with clear steps on food reduction

positive reinforcement through incentives or success stories.	techniques and how to dispose of organic waste correctly.
Use before and after visuals to show efficiency gains (e.g. smaller bins, lower disposal costs, greener brand reputation).	Implement an easy waste separation system in office space for organic waste.
Implement a “Green Business Champions” programme where the business with the best practices in organic waste diversion gets a reward. Offer listings on a municipal green directory or feature the business on a website or newsletter.	

Examples for hazardous waste awareness:

Send out montly newsletters featuring tips on hazardous waste handling, recent regulation updates, and stories on local SMEs successfully manageing their waste.	Develop downloadable guides like “5 common hazardous waste mistakes SMEs make” and add a checklist for safe disposal.
Host quarterly hazardous waste compliance sessions with municipal officers and environmental consultants.	Partner with local business networks to host lunch events with the focus on sustainable business practices.
Share short hazardous waste awareness videos/posts/fun facts via WhatsApp business group or LinkedIn profiles.	Emphasise that proper hazardous waste disposal helps businesses stay compliant with environmental laws and avoid costly penalties, inspections, or shutdowns.
Develop free hazardous waste tracking templates or a downloadable hazardous waste management toolkit for SMEs.	Promote municipal or PRO support services by scheduling hazardous waste collections, audits, or pick-up points.

6.2.2 Large corporations

General waste awareness	Organic waste awareness	Hazardous waste awareness
RISKS		
Risk communication should focus on the reputational damage and loss of customer trust that can result from poor waste management practices.	Large businesses face the risk of reputational damage and loss of customer trust if they do not meet sustainability and corporate social responsibility (CSR) standards related to organic waste reduction. Poor organic waste management could also result in financial penalties and negatively impact their competitive edge in the market.	For large corporations, mishandling hazardous waste can lead to significant legal, environmental, and reputational risks. Corporations face potential backlash from consumers and regulatory bodies for failing to comply with hazardous waste regulations.
ATTITUDES		
Attitudes can be shifted by aligning waste reduction with corporate social responsibility (CSR) goals, showing how sustainability is integral to a company's public image.	Attitudes could be shaped by aligning food and garden waste reduction with sustainability initiatives that benefit both the company's image and the environment.	Shift attitudes by aligning hazardous waste management with corporate sustainability goals and highlight the long-term benefits of a comprehensive waste management strategy.
NORMS		
Social norms can be reinforced by demonstrating how industry leaders in Stellenbosch are setting high standards for waste management.	Social norms might be reinforced by featuring industry leaders in the area who are already excelling in organic waste reduction.	Highlight leading corporations that exemplify best practices in hazardous waste management.
ABILITIES		
Abilities can be improved by recommending consultancy specialists who can help corporations streamline their waste management processes.	Abilities could be enhanced by offering tailored consultancy services to help streamline large-scale organic waste diversion.	Offer consultancy services or partnerships with hazardous waste disposal experts to help corporations develop effective waste management systems.

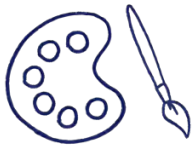
SELF-REGULATION		
To encourage self-regulation, internal reporting systems can be promoted, enabling businesses to track their waste reduction progress.	Self-regulation could be encouraged through internal reporting systems that track and report on food and garden waste reduction.	Encourage corporations to regularly audit their hazardous waste streams and report on their disposal practices in sustainability reports.

Media

Corporate newsletters, CSR reports, sustainability conferences.

Approach

Highlight the importance of waste reduction in corporate leadership and public perception. Emphasize the provisions of the waste bylaw and its relevance to large corporations.



Visual elements

Graphs showing waste diversion rates and circular economy models to illustrate the broader impact of corporate waste reduction.

Examples for general waste awareness:

Highlight industry leaders in Stellenbosch (e.g. wineries, technology firms, and retail chains) that have committed to waste reduction.	Organise or sponsor industry-wide sustainability conferences, bringing businesses together to discuss best practices and innovations in waste management. Use conferences as platforms to showcase successful waste reduction case studies.
Encourage corporations to obtain certifications like ISO 14001 to publicly affirm waste reduction commitments.	Encourage these corporations to appoint Sustainability Officers to oversee waste reduction and report on corporate sustainability progress.
Create engaging social media campaigns featuring industry leaders and their sustainability efforts.	Write newspaper articles sharing how waste reduction efforts can save money (e.g. long-term impact of buying in bulk).

Encourage company-wide waste education programs, including interactive workshops and waste-free office days.	Request companies to sponsor or host local clean-up campaigns, waste education programs, and recycling initiative to reinforce their role as a responsible corporate citizen.
Use influencers or company ambassadors to amplify the message, reinforcing waste reduction as an expected corporate norm.	Promote training workshops offered by experts (such as via the IWMSA) in waste management to train staff on best practices. Institute of Waste Management of Southern Africa
Launch a monthly or quarterly sustainability newsletter that updates businesses, employees, stakeholders, and customers on corporate waste reduction efforts.	Engage workplaces to form part of recycling initiatives by encouraging corporate sustainability challenges.

Examples for organic waste awareness:

Encourage corporate newsletters including interviews with facility managers or procurement teams highlighting shifts to three-bin systems or food waste reduction in company cafeterias.	Design infographic that visually explain how the circular economy applies to organic waste within businesses. Include the journey of food / garden waste from generation, reuse in community gardens or local farms, to reintegration into ecosystems.
Have articles or blog posts on LinkedIn discussing large corporations' journey from landfill-heavy operations to circular waste strategies.	Highlight the importance of organic waste reduction in improving corporate sustainability and public perception.
Highlight CSR driven collaborations with composting service providers or food donation initiatives that contribute to community and environmental enrichment schemes.	Create sustainability graphs that clearly illustrates the company's progress in diverting food and garden waste from landfill over time.

Examples for hazardous waste awareness:

Highlight the importance of hazardous waste management in maintaining compliance and protecting the corporate brand.	Corporate newsletters can share updates on regulatory compliance efforts, reinforcing internal awareness and responsibility regarding hazardous waste.
Create large corporation-focused guide detailing safe storage and safe disposal options for hazardous waste.	Corporate newsletters can include a dedicated compliance and sustainability section highlighting recent improvements in hazardous waste handling procedures
Industry forums and conferences are effective platforms to present company case studies showcasing hazardous waste reduction strategies or innovations.	Promote partnering with certified hazardous waste disposal service providers or safe recycling initiatives for electronic and chemical waste.
Have sustainability reports featuring hazardous waste management achievements at large corporations.	Infographics on the circular economy can demonstrate how hazardous waste contributes to a closed-loop system when properly managed.

6.3 Educational institutions

6.3.1 Primary schools

General waste awareness	Organic waste awareness	Hazardous waste awareness
RISKS		
For young children, the risk of poor waste management should be framed in ways they can understand, such as how litter harms animals or damages the environment.	The risk lies in harming local environments and wildlife through improper disposal of food waste. If schools fail to implement organic waste separation and composting, students may miss the opportunity to develop sustainable habits that are critical for future	Exposure to hazardous materials can pose serious health risks to children. Share this risks through rhymes, song and dance.

	environmental stewardship.	
ATTITUDES		
Attitudes can be influenced through fun, engaging activities, such as eco-hero characters who teach kids about recycling and waste reduction.	Attitudes could be shaped through engaging activities, such as using eco-hero characters who show children how composting helps plants grow and keeps the environment clean.	Teach children the importance of safely disposing of hazardous waste, making it part of their overall education on environmental responsibility.
NORMS		
Social norms can be created by integrating waste separation into school activities, with competitions between classes to see who can recycle the most.	Social norms might be created by integrating organic waste separation into classroom activities, with competitions between classes to see who can compost the most food waste.	Implement school-wide hazardous waste collection days to normalise responsible disposal.
ABILITIES		
Abilities can be improved by providing easy-to-understand, labelled recycling bins in classrooms.	Abilities can be supported by providing labelled compost bins in classrooms	Provide schools with hazardous waste bins and clear guidance on what can be disposed of.
SELF-REGULATION		
Self-regulation can be encouraged through projects where children track their recycling progress and get rewarded for their efforts.	Self-regulation could be encouraged through tracking projects where students are rewarded for their composting progress.	This can be encouraged through simple rhymes reminding them to keep safe and teaching them to take responsibility.

Media
Interactive learning platforms, school assemblies, puppet shows.

Approach
Create engaging, child-friendly content that promotes simple waste separation habits.

Visual elements
Cartoons and eco-hero characters, posters, games, and stickers for tracking progress.

Examples for general waste awareness:

Art competitions: environmental-related colouring-in imagery to create awareness. 	Organise a field trip where the children are taken to an education centre such as the Jan Marais Nature Reserve, where kids learn first-hand how litter affects the environment and wildlife.
Ensure schools have easy waste separation system on school grounds with colourful bins.	Organise a field trip where learners are taken to places in need of cleaning. This could be inside their own school grounds. Make it a fun 'competition' to see who can pick up the most litter in a certain amount of time.
Show children before and after pictures of clean vs. littered areas, then let kids draw their ideal school and community environment.	Implement interactive science experiments and show kids how fast waste breaks down (or doesn't) in nature.
Get schools to set up Green Clubs (storytelling, puppet shows, composting and gardening club, 'Green Games' or 'Trash Treasure Hunts' such as school ground clean ups/ waste sorting).	Use bottle caps, plastic bags, and paper waste or art projects, teaching children how materials can be repurposed instead of throwing it away.

Use stories and visual aids to educate children about the harmful nature of litter to animals and the environment.	Encourage schools to start food gardens, where they can turn food waste into compost for gardens, teaching students about composting and sustainability.

Examples for organic waste awareness:

Puppet shows can be used to act out relatable scenarios to make learning about composting fun and enjoyable.	Use repetition and rewards during lessons, assemblies, and class discussions to reinforce the message.
Interactive school assemblies showcasing quizzes where learners earn points by completing composting challenges or answering questions about organic waste.	Roll-out school gardens at schools and show children how composting is used in the gardens.
Place posters of organic waste separation in classrooms, hallways, and close to bins.	Stickers with friendly composting characters can be given out as incentives or used on binds to indicate proper usage.
Utilise school assemblies to teach learners about organic waste. This can include guest speakers from local farms, environmental educators providing demonstrations on composting, or teaching them songs about composting.	Characters such as mascots can appear in lessons and videos, as well as during school assemblies to create a fun and enjoyable atmosphere around organic waste and composting.

Examples for hazardous waste awareness:

Utilise school newsletters to feature monthly hazardous waste sections where parents learn about one type of hazardous waste and how to handle it.	Focus on integrating hazardous waste management into environmental education and school initiatives.
Encourage parental involvement by sending infographics or checklists home with	Invite guest speakers such as environmental educators providing demonstrations on

learners to help reinforce awareness beyond the classroom.	hazardous waste and how to properly expose of it.
Introduce basic student-led projects such as class presentations or speeches on why hazardous waste matters. Thes ecan be showcasing simple drawings of what items are hazardous.	

6.3.2 High schools

General waste awareness	Organic waste awareness	Hazardous waste awareness
RISKS		
For high school pupils, risk communication should focus on the broader environmental consequences of improper waste disposal, such as climate change.	High schools face the risk of contributing to broader environmental issues, such as climate change and ecosystem degradation, if they do not manage food and garden waste properly. Furthermore, students may miss out on engaging in impactful sustainability efforts that could shape their environmental behaviours in the long term.	Improper disposal of hazardous waste, such as chemicals from school labs, could lead to serious accidents and should be highlighted.
ATTITUDES		
Attitudes can be shifted by showing students that their actions can make a significant impact.	Attitudes might be shaped by demonstrating how individual actions, such as separating waste streams for beneficiation, can contribute to global environmental goals.	Shift attitudes by promoting the importance of safe hazardous waste storage and disposal as part of student-led environmental projects, showing that small changes can make a big difference.
NORMS		
Social norms can be encouraged through school-wide competitions or eco-club activities.	Social norms could be reinforced through school-wide challenges or eco-club initiatives that focus on organic waste reduction.	Create eco-clubs that champion hazardous waste management. These can campaign to normalize proper waste separation and management.

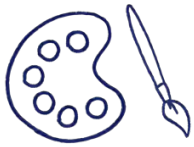
ABILITIES		
Abilities can be improved by providing students with waste reduction toolkits, including providing separate bins, and opportunities to lead waste management initiatives.	Abilities could be enhanced by providing students with starter kits to lead composting initiatives.	Equip schools with the knowledge and tools to safely handle hazardous materials, especially in science labs by providing specialised containers.
SELF-REGULATION		
Self-regulation can be encouraged through carrying out student-led waste audits and sustainability projects.	Self-regulation could be encouraged through student-led waste audits and sustainability projects focused on food and garden waste.	Incorporate hazardous waste audits into eco-club activities, allowing the students to identify hazardous waste themselves.

Media

School competitions, social media challenges, eco-club newsletters.

Approach

Encourage friendly competition and promote peer-to-peer engagement on waste reduction.



Visual elements

Leaderboards showing which classes or groups have reduced the most waste, comparison charts on recycling efforts.

Examples for general waste awareness:

Green Clubs (waste debates, composting and gardening club). Waste awareness on big sports days where a lot of waste is produced.	Host a poster contest where students create visuals about the environmental impact of waste, then display the winning posters around the school.
Easy waste separation system on school grounds with clear instructions and insightful recycling information. 	Start a recycling program at school, with bins for paper, plastic, glass, and aluminium, and have students help manage the collection process. Encourage the selection of a “Waste champion” to oversee and ensure recycling is done correctly.

TikTok quarterly challenges (encourage students to create waste awareness content).	Do a mini-waste characterisation where students (with provided PPE) sort and categorise waste and present the findings to the class with ideas on how to reduce the waste generated.
Encourage students to share on social media how they're reducing waste, using a specific hashtag like #WasteIsAnIssue.	Organise a "Waste-Free Day" where students are encouraged to bring reusable items avoiding disposables.
Host a workshop teaching students how to make or hand sew their own DIY reusable shopping bags as part of an effort to reduce household waste.	Organise a fashion show where students create outfits from recycled materials or second-hand clothes to raise awareness about sustainable fashion.

Examples for organic waste awareness:

Host school competitions between grades or classes for the grade that diverts most food and garden waste through composting.	Social media challenges led by student eco-clubs such as TikTok videos can make waste separation trendy and visible among peers.
Eco-club newsletters, either digital or posted on school noticeboards, can include organic waste facts, winners of class competitions, and updates on school composting.	Integrate organic waste into existing subjects (e.g. Life Sciences or Geography) to make the topic part of broader learning.
Invite guest speakers such as environmental educators to provide demonstrations on organic waste and how it can be turned into compost.	Class excursions to local organic farms where learners get the opportunity to experience organic waste and composting first hand.

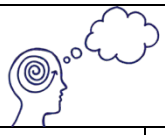
Utilise assemblies or break periods for organic waste awareness and education sessions with learners. Have fun, interactive session with quizzes and debates.

Examples for hazardous waste awareness:

Utilise school assemblies or science fairs as engaging platforms to raise awareness about chemical safety and proper hazardous waste handling methods.	Integrate hazardous waste topics in classroom lessons to deepen the understanding and relevance of hazardous materials.
Implement learner competitions where grades compete against each other to create “the best safety poster for handling hazardous waste”.	Host workshops or classroom discussions and demonstrations on safe lab practices and chemical waste handling.
Integrate hazardous waste disposal responsibilities into science practicals to build habits through active participation.	Posters near science labs or classrooms can depict the “do’s and don’ts” of chemical disposal and lab safety.

6.3.3 Tertiary institutions

General waste awareness	Organic waste awareness	Hazardous waste awareness
RISKS		
For university students, the risk of poor waste management can be framed in terms of future sustainability challenges and the career relevance of green practices.	Tertiary students are in a learning environment and the risks can focus on the environmental impacts, such as greenhouse gas emissions of organics at landfill and the missed opportunity to utilise organics as a resource.	Universities may handle large amounts of hazardous materials, posing a risk of contamination or accidents if not properly managed.

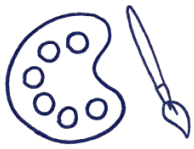
ATTITUDES 		
Attitudes can be influenced by positioning waste management as a key part of global sustainability efforts.	Attitudes might be influenced by showing how reducing food and garden waste aligns with global sustainability goals.	Influence attitudes by framing hazardous waste disposal as an essential part of sustainability studies. Have visual aids showing how poor management can have serious impacts on living conditions.
NORMS		
Social norms can be reinforced through campus-wide green initiatives, encouraging students to participate in environmental projects.	Social norms could be reinforced through campus-wide composting initiatives, and dedicated bins in eating areas for food scraps.	Social norms are formed through campus-wide initiatives ensuring all are aware of how to safely dispose of hazardous waste items.
ABILITIES		
Abilities can be improved by providing research opportunities and tools to help students explore waste management innovations. Dedicated bins are key to allowing students to action their knowledge.	Abilities could be improved by offering research opportunities and tools to explore innovations in organic waste management. Dedicated bins are key to allowing students to action their knowledge.	Provide research opportunities and facilities for studying hazardous waste management innovations. Dedicated bins are key to allowing students to action their knowledge.
SELF-REGULATION		
Self-regulation can be supported by promoting digital tools like apps that track waste reduction progress on campus.	Self-regulation could be supported by apps that allow students to track their composting efforts and waste reduction.	Encourage institutions to track hazardous waste and publicly report on their disposal practices. Specific signage focused on the individual encourages ownership and responsibility (e.g. What are YOU doing with your hazardous waste?).

Media

Research reports, podcasts, social media platforms.

Approach

Encourage students to engage with sustainability challenges and incorporate waste management into their studies and daily lives. Work closely with the university.



Visual elements

Infographics showing waste reduction statistics, charts that connect waste management to larger global sustainability goals.

Examples for general waste awareness:

Find partners who can provide funding for postgraduate waste-related research topics (e.g. PROs, businesses). Provide opportunities where students can utilise municipal data for research purposes.	Collaborate with Stellenbosch University's Facilities Management Team (responsible for sustainability and waste management) for joint events on awareness.
Collaboratively organise a "Zero Waste Week" where students commit to reducing waste and track their progress, with support from the campus recycling program.	Encourage students to conduct a waste audit across the campus, analysing the types and volumes of waste, and present findings to university staff.
Waste awareness on big varsity sports days where a lot of waste is produced.	Host a competition where students design infographics or digital posters showcasing the environmental impact of waste and recycling processes. These can be shared across the campus.
Host a career fair featuring waste management professionals, with opportunities for students to learn about career paths in sustainability and waste reduction.	Organise a sustainable fashion event where students present upcycled or second-hand clothing, highlighting the wastefulness of fast fashion.

Examples for organic waste awareness:

Encourage student societies and academic departments to host workshops or innovation challenges on food waste solutions.	Student-run podcasts can feature interviews with environmental science students or faculty members discussing organic waste and how to divert it from landfill.
University social media platforms can post “Food waste tips of the week” to engage students casually and consistently. 	Collaborate with Stellenbosch University’s Facilities Management Team (responsible for sustainability and waste management) for joint events on organic waste awareness. Stellenbosch UNIVERSITY IYUNIVESITHI UNIVERSITEIT
Invite students to write research papers and reports on campus food waste.	Use infographics connecting organic waste reduction to global sustainability goals.
Put up posters with charts, infographics, and flyers on campus notice boards, dining halls, and residences showing how much waste has been diverted from landfill through student efforts and before and after photos of campus gardens. Feedback is key to garner continued participation.	

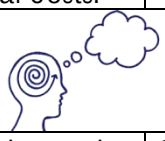
Examples for hazardous waste awareness:

University newsletters can include short articles or student-written pieces on lab safety, proper disposal of hazardous materials, and the risks of chemical mismanagement.	Faculty-wide announcements or eco-club campaigns can promote safe waste handling workshops, lab clean-out days, or compliance drives.

Posters near laboratories and storerooms can illustrate proper storage guidelines, spill response protocols, and disposal procedures for hazardous materials.	Student-led projects such as sustainability expos and thesis presentations can focus on innovative approaches to hazardous waste reduction on campus and in academic labs.
Posters and infographics, co-designed by students, can be displayed in communal spaces and on campus notice boards to raise awareness on hazardous waste.	Host events, seminars, and competitions across campus to encourage student involvement and participation.

6.4 Tourism industry

6.4.1 Restaurants

General waste awareness	Organic waste awareness	Hazardous waste awareness
RISKS		
In the restaurant sector, risk communication should emphasize how poor food waste management could negatively impact the local community and the restaurant's reputation for sustainability.	The hospitality and food industry faces the risk of negative customer perceptions and potential loss of business due to poor sustainability practices, particularly in managing food waste. Additionally, non-compliance with waste regulations could lead to legal penalties and increased disposal costs.	Risk communication should highlight the health hazards of improper hazardous waste disposal (e.g., chemical contamination, fire risk, and pest attraction), as well as potential legal liabilities and brand damage if restaurants are found non-compliant with hazardous waste disposal regulations.
ATTITUDES 		
Attitudes can be shaped by demonstrating how reducing food waste can lead to cost savings, improve operational efficiency, and enhance the overall dining experience for guests.	Attitudes might be influenced by demonstrating how sustainable waste practices can enhance a business's reputation.	Shape attitudes by promoting the benefits of proper hazardous waste handling such as safer working environments, improved brand reputation, and compliance with health and safety standards. Emphasize that managing hazardous waste responsibly can prevent costly incidents or regulatory fines.

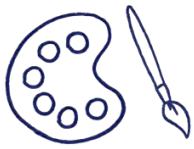
NORMS		
Social norms can be reinforced through partnerships with food waste reduction programs, eco-certification schemes, and industry-wide initiatives that encourage restaurants to adopt sustainable practices.	Social norms could be reinforced through sustainability certification programmes recognising businesses excelling in organic waste, especially food waste, reduction.	Reinforce positive norms by showcasing other local restaurants safely disposing hazardous waste. Encourage public commitments, display of eco-certifications, and participation in industry challenges.
ABILITIES		
Abilities can be strengthened by offering clear, actionable food waste management guidelines for restaurant staff, from food preparation to guest interactions.	Abilities can be improved by providing guidelines for staff on avoiding and reducing food loss and separating food waste. Update the municipal website with organic waste solution providers.	Improve ability through staff training on identifying and separating hazardous waste, signage in kitchens/storage rooms, and provision of accessible collection containers. Supply a list of certified local drop-off sites and collection services for hazardous waste.
SELF-REGULATION		
To foster self-regulation, restaurants could be encouraged to track their food waste, set reduction targets, and receive recognition for their sustainable waste management efforts.	Self-regulation could be encouraged by giving businesses tools to track their waste reduction efforts.	Encourage restaurants to schedule regular disposal routines for hazardous waste and set internal reduction goals through green procurement (e.g., minimising use of toxic cleaning supplies).

Media

Posters, eco-certification labels, tourism blogs, food waste reduction campaigns.

Approach

Provide clear, actionable steps that help restaurant owners and staff implement effective food waste reduction practices. Engage customers by providing information on how they can contribute to waste reduction.



Visual elements

Step-by-step guides for reducing food and other waste, such as avoiding straws and reusing food scraps creatively. Certification symbols that identify restaurants actively working to minimise food waste. Infographics showing the environmental and financial impact of food waste and the benefits of reducing it.

Examples for general waste awareness:

Collaborate with local food bloggers to encourage reduction of waste and how to use leftovers, skins and other common wasted food items.	Slow food evenings: authentic restaurant experience where sustainability is on the forefront (cooking with scraps/use-it-all initiatives).
Simple signage/ explanations for clients in the restaurant space (QR codes that lead to website explaining restaurants commitments).	Put together zero waste cooking classes – inviting locals to learn how to reduce waste in the kitchen.
Provide posters for restaurant to display showcasing the environmental impact of food waste with tips on how to reduce waste, such as ordering appropriate portions or taking leftovers home.	Start a “Save the Scraps” campaign where the restaurant uses food scraps to create new dishes, raising awareness about the value of reducing food waste.
Instagram post hashtag such as #skipthestraw (or similar): Clients are encouraged to post themselves with their strawless drink and location on their story (simultaneous visibility for the restaurant and communicates commitment to sustainability).	

Examples for organic waste awareness:

Provide guidelines on food waste separation by setting up labelled bins or training kitchen staff. Include posters near the bins as reminders of what is or isn't allowed in each bin.	
Frame organic waste reduction as part of a cost-saving strategy, emphasising lower disposal fees and improved brand image.	Use posters in kitchens or break rooms to educate staff about food waste separation protocols and composting benefits.
Share information on industry blogs to highlight local restaurants or hotels that have successfully reduced organic waste.	Promote collaborations with composting services or food donation organisations.

Examples for hazardous waste awareness:

Use a bin labelling system (e.g. red for hazardous items, yellow for recyclables) to reinforce sorting.	Provide laminated information sheets showing which items are hazardous (e.g. used cooking oil, cleaning chemicals) and how to store them safely.
Promote training courses where staff can be trained on how to use spill kits, label waste containers, and log waste quantities for removal.	Host bi-annual information sessions where risks associated with the improper disposal of hazardous waste is highlighted.

6.4.2 Accommodation providers

General waste awareness	Organic waste awareness	Hazardous waste awareness
RISKS		
Risk communication should emphasise how poor waste management could turn away eco-conscious tourists.	Accommodation providers risk losing appeal to eco-conscious tourists and damaging their reputation if they do not manage food and garden waste sustainably. This could result in lower customer satisfaction and missed opportunities to market themselves as eco-friendly.	Emphasize the risks of improper hazardous waste disposal for guest health and safety, environmental contamination (especially in scenic or eco-sensitive areas), and reputational harm if waste is mishandled. Include the risk of negative guest reviews and regulatory penalties.
ATTITUDES		
Attitudes can be shifted by showing how simple actions, like providing clear recycling instructions, can enhance guests' experiences.	Attitudes could be shaped by showing how composting and organic waste separation contribute to sustainability.	Promote benefits such as improved guest trust, enhanced green tourism credentials, and safer workspaces for cleaning and maintenance staff to shift attitudes.
NORMS		
Social norms can be encouraged by building a community of eco-friendly accommodation providers who share best practices.	Social norms could be reinforced by building a community of eco-friendly accommodation providers who share best practices.	Reinforce norms by highlighting that leading eco-conscious accommodations already practice responsible hazardous waste disposal. Encourage visible participation in responsible disposal at the municipal facilities.
ABILITIES		
Abilities can be improved by providing step-by-step guides for staff and guests on how to separate waste.	Abilities might be improved by providing simple instructions for staff and guests on how to compost or separate organic waste.	Increase ability by providing providers with clear protocols for separating and storing hazardous waste (especially in housekeeping and maintenance). Supply visual guides, provide access to nearby hazardous waste drop-

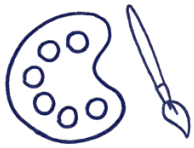
		off points, and suggest eco-friendly product alternatives.
SELF-REGULATION		
Self-regulation can be promoted through tracking tools that allow providers to monitor their waste output.	Self-regulation could be promoted through tracking tools that allow providers to monitor their organic waste reduction.	Encourage providers to keep a hazardous waste disposal schedule, maintain inventory logs (e.g., batteries from remotes, expired guest items, cleaning chemicals), and set sustainability goals as part of their operational plan.

Media

Digital guides, in-room placards, online booking platforms.

Approach

Provide simple instructions that make it easy for guests and staff to participate in waste separation. information on how they can contribute to waste reduction.



Visual elements

Infographics explaining waste separation processes, signs in rooms highlighting recycling instructions and suggested waste reduction actions.

Examples for general waste awareness:

Creating a digital poster that can be shared on the establishments website highlighting waste management systems in Stellenbosch Municipality and how guest can contribute to ensuring a cleaner town.	Encourage wedding venues and organisers to host waste free weddings and events.
Encourage elimination of single-use plastic bottles (e.g. water glasses in rooms instead of bottles, with explanatory note).	Instagram post hashtag such as #nostrawthanks (or similar): Guests can be encouraged to post themselves with their strawless drink on their story and location (simultaneous visibility for the restaurant and communicates commitment to sustainability).
Educating the establishments about the MRF and participation in recycling and encouraging the start of comprehensive recycling programs.	Encourage establishments to join a "No Single-Use Plastics" initiative where accommodation providers replace plastic toiletries with eco-friendly alternatives like refillable dispensers.

Examples for organic waste awareness:

Include digital guides for organic waste materials on the establishment's website or online booking platform.	Display eco-certification labels on the establishment's website, online booking platform, or entrance.
Share social media content or blog posts that highlight the establishments eco-friendly initiatives.	Provide simple, clear instructions for guests and staff on food and garden waste separation in common areas and kitchens.
Place infographics in shared spaces that outline what goes into composting bins and why it matters.	Host information sessions and workshops in common rooms.
Use in-room placards to explain how guests can participate in composting or separate their food waste from general waste during their stay.	

Examples for hazardous waste awareness:

Develop a housekeeping or facilities checklist that includes hazardous waste procedures (e.g. how to dispose of hazardous materials).	Place welcome booklets in guest rooms with a section that explains how the establishment responsibly manages hazardous materials.
Host staff training sessions on safe handling, storage, and labelling of hazardous materials.	Use WhatsApp groups to share weekly/monthly tips, reminders, or changes to hazardous waste collection schedules.
Collaborate with local tourism associations or eco-certification bodies to feature hazardous waste efforts in newsletters or social media.	Develop short, interactive e-learning modules for housekeeping and maintenance staff that include quiz elements and real-world hazard scenarios.

6.5 Waste reclaimers

General waste awareness	Organic waste awareness	Hazardous waste awareness
RISKS		
Communicate clearly to waste reclaimers that working with waste — including organic and hazardous materials — exposes them to health and injury risks. Emphasize the need for vigilance and safe handling practices to reduce accidents, illness, and contamination.	Communicate that eating or touching organic waste (like discarded food) can be dangerous and unhygienic — it may be rotten, contaminated with chemicals, or carry disease. Also highlight that organic waste in landfills produces toxic gases and attracts pests, which can affect health and safety at dump sites.	Communicate the health dangers of handling hazardous waste without protection — such as burns, poisoning, or long-term exposure effects — and highlight the increased risk of injury or illness when hazardous waste is not handled safely. Use visual materials and testimonies for stronger impact.
ATTITUDES		
Attitudes can be influenced by reinforcing the value of their work in reducing landfill waste, protecting the environment, and contributing to the circular economy. Attitudes can be enhanced by sharing the challenges the municipality faces and co-developing solutions that work for all.	Promote the view that avoiding unsafe food waste is a smart and protective choice. Reinforce the idea that some organic waste has value — for example, garden waste and clean food scraps can be composted to grow food or enrich soil.	Emphasize how safe hazardous waste handling protects their health, prolongs their ability to continue working, and improves their dignity and recognition in society. Highlight that knowing what not to pick can be just as valuable as knowing what to pick.
NORMS		
Social norms can be shaped by integrating waste reclaimers into municipal recycling initiatives, promoting respect for their work, and facilitating relationships between reclaimers and residents or businesses to improve waste quality.	Encourage a culture where safe and respectful handling of organic waste is the norm. Use peer communication and support from buy-back centres or community groups to reinforce this behaviour and share best practices.	Establish a culture where safe sorting is the norm among reclaimers. Use existing co-operatives, buy-back centres, and reclaimer networks to share the message that responsible reclaimers only handle hazardous waste if properly trained and equipped.
ABILITIES		

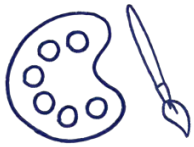
Abilities can be enhanced through training on safety, material sorting efficiency, and access to better equipment, as well as formal registration systems that provide reclaimers with more stable income opportunities. Continuous checks to ensure PPE is correctly used can increase their ability to be safety.	Host training and include information to understand which organic waste types can be safely handled or composted. Provide visual guides and short training sessions. If possible, introduce or link them to community composting opportunities where they can bring or exchange usable material.	Build ability by training reclaimers to understand risks, relevant symbols (e.g., corrosive, flammable, toxic), and smells. Provide simple sorting guides and information posters in multiple languages. Promote the use of gloves, masks, and appropriate PPE.
SELF-REGULATION		
Encouraging self-regulation by introducing pocket guides reminding where sorting is/isn't allowed or setting up meetings where reclaimers can advocate for their needs collectively and in a safe space, and where they can be empowered.	Encourage reclaimers to build daily habits that protect their health and help them make smart decisions around organic waste. E.g. Always use gloves or a tool when handling food waste.	Encourage reclaimers to mentally check for hazards before touching waste. Provide pocket checklists or visual cue cards to help them spot red flags. Support regular "safety habit" reinforcement through peer mentors or briefings at sorting hubs.

Media

In-person municipal workshops, visual training guides, direct engagement at buy-back centres, and peer-to-peer learning sessions.

Approach

Promote reclaimers as key players in the waste economy by providing education on waste separation, formalising recognition of their contributions, and increasing community collaboration.



Visual elements

Infographics on which materials have the highest value, step-by-step sorting guides, video tutorials on safe waste collection, and posters in high-reclaimer areas explaining municipal recycling initiatives.

Examples for general waste awareness:

Use messaging platforms (SMS, WhatsApp) to send educational tips to waste reclaimers, including reminders to leave areas clean after collecting recyclable materials and to avoid scattering waste around collection zones.	Clearly mark specific zones where reclaimers can work and set expectations for keeping these areas clean. Post signs or visuals showing how to organise and leave spaces clean after working.
Provision of educational posters at BBCs encouraging reclaimers to work neatly and	Organise community events where waste reclaimers participate in local clean-up

not leave mess after they have collected recyclable items.	activities, helping them understand the connection between their work and the cleanliness of the environment and showing residents the important role of reclaimers.
Partner with PROs to provide waste reclaimers with bibs and safety gear for visibility, bags and trolleys for material movement and cleaning tools to help maintain cleanliness in areas where they work.	

Examples for organic waste awareness:

Connect reclaimers to nearby community composting projects or garden hubs where they can drop off organic waste or even trade them for compost, seedlings, or produce. This turns waste into a community resource, not just a burden.	Design visual posters that communicate the dangers of eating or touching discarded organic waste.
Host regular, short training sessions with reclaimers that focus on helping them understand how to deal with organic waste safely, or sharing opportunities for organic waste diversion.	

Examples for hazardous waste awareness:

Hand out laminated pocket size cards with photos of hazardous waste items to waste reclaimers.	Partner with PROs to provide waste reclaimers with PPE (personal protective equipment) such as gloves, face masks, safety boots, etc. to minimise contact with hazardous materials.
Provide infographic posters to BBCs to display and share showing the correct use of PPE and general safety messages.	Meet waste reclaimers where they gather (public spaces, BBCs, sorting stations) and host 5–10-minute pop-up education sessions with PPE demonstrations and visuals.
Collaborate with local buyback centres to require or encourage safe handling of hazardous waste before accepting materials.	

6.6 Internal municipal staff

General waste awareness	Organic waste awareness	Hazardous waste awareness
RISKS		
Risk communication should focus the role that everyone can play, and the example the staff can set. Focus on the operational and financial burden caused by improper waste management, including rising landfill costs, non-compliance penalties, public health risks, and increased complaints from residents. Staff need to understand that waste is not just an external issue - it directly impacts budgets, service efficiency, and community satisfaction. Cleaner areas are also believed to lead to a reduction in the crime rate.	Raise awareness that organic waste in landfills causes methane emissions, contributing to climate change, odours, and pests. Help staff understand the environmental cost of ignoring organic waste separation — even small daily habits (like throwing away food scraps) have long-term consequences.	Reinforce the health, environmental, and legal risks of improper hazardous waste handling — including exposure injuries, fire hazards, pollution, and municipal liability. Staff must clearly understand that incorrect storage or disposal could affect public health and damage the municipality's reputation. Use real examples and case studies.
ATTITUDES		
Attitudes can be influenced by establishing a sense of ownership and pride in delivering high-quality waste management services. Highlighting success stories from other municipalities or departments that have improved their waste systems can create motivation for change.	Promote a sense of pride and impact — highlight how composting or separating organic waste supports municipal sustainability goals and leads to healthier soil, cleaner streets, and lower landfill pressure. Position it as a smart, forward-thinking behaviour.	Promote the idea that managing hazardous waste properly is a mark of responsible citizenship and professional integrity. For cleaners and ops staff, it protects health and shows skill. For other employees, it reflects their role as public servants and role models in the community.
NORMS		
Social norms can be shaped by establishing a municipal waste leadership culture, where department heads model best practices and celebrate waste reduction	Reinforce that "we do this here" — whether in office kitchens, staff gardens, or homes. Use signage, staff updates, and campaigns to create visible social	Create a culture where safe handling and disposal of hazardous waste is expected and routine. "Here at the municipality, we all know what's hazardous and how to

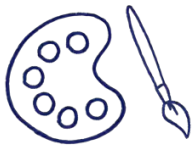
achievements within their teams.	norms around separating organics. Encourage teams to hold each other accountable and celebrate departments that take action.	deal with it — at work and at home." Use staff newsletters, team talks, and signage to reinforce this. Normalize knowledge-sharing and peer reminders.
ABILITIES		
Abilities can be enhanced through ongoing training, clear internal waste policies, and easy-to-access guidelines on how different municipal departments can contribute to better waste management. Provision of bins for all waste types is key to success.	Strengthen abilities by providing clear, practical guidance on how to manage organic waste. Share lists of acceptable organic items, display signage in shared spaces (e.g., kitchens, gardens), and offer staff training or informational emails. Share information about food waste drop-off points or donation drives	Provide clear, practical information to all staff. For cleaners: train on identifying, storing, and reporting hazardous waste at work. For all staff: share resources on what qualifies as hazardous waste at home, where to take it, and how to store it safely (e.g., don't mix chemicals, keep out of reach of kids). Use posters, intranet guides, and briefings.
SELF-REGULATION		
Encouraging self-regulation could involve internal waste performance tracking, department-wide sustainability challenges, and incentive-based recognition for teams that achieve waste reduction goals. Track and compare how well different departments use the separate bins and give feedback on level of contamination, prompting all to do better.	Encourage staff to build daily habits around separating and reducing organic waste. Promote small changes like bringing lunch in reusable containers, composting food scraps at home, or setting reminders to use the correct bin. Offer checklists, simple waste tracking templates, or team challenges to help staff monitor their own behaviour and stay consistent. Recognise individuals or departments making progress.	Encourage personal accountability: staff should pause, check, and act safely. Promote self-check habits (e.g., "Is this item hazardous? Is it labelled? Stored correctly?").

Media

Internal email newsletters, municipal intranet, staff workshops and training sessions, internal WhatsApp groups, posters in municipal offices and depots.

Approach

Reinforce the idea that waste management is a municipal priority through leadership-driven messaging, clear departmental roles, and performance tracking.



Visual elements

Progress dashboards showing municipal waste reduction efforts, infographics explaining the municipality's waste goals, workplace posters with simple waste reduction tips, and certificates recognising teams for sustainability achievements.

Examples for general waste awareness:

Email reminders about the recycling systems in place and why it is important to use them, emphasizing each members personal responsibility to make a change and keep clean.	Start a waste champions group and have dedicated waste champion (volunteers) per floor or office block to monitor and encourage waste minimisation.
Central bin stations (with bins for different waste streams) rather than individual desk bins, to encourage awareness and separation at source.	Plastic Free July competitions like selfies with staff avoiding single-use plastic and providing prizes.
Set up online quizzes to test knowledge of staff about recycling and waste minimisation habits. Share the results with all the staff.	

Examples for organic waste awareness:

Send out weekly emails or newsletters focusing on food waste reduction facts and tips.	Organise internal staff training sessions on the negative impacts of organic waste and the importance of separating organic waste from general and recyclable waste.

Design step-by-step guidelines and posters and place it near kitchen areas on how to properly separate organic waste or tips for reducing food waste (e.g. freeze bread).	Place clearly labelled, colour-coded organic waste bins in kitchens and offices.
Organise tours to organic waste disposal facilities and composting gardens for hands-on demonstrations.	Implement monthly challenges or competitions for departments to reduce organic waste.

Examples for hazardous waste awareness:

Offer opportunities like "bring your batteries to work" campaigns.	Host workshops where staff members are trained to identify and handle hazardous waste safely.
Design posters with visuals and descriptions of common hazardous materials.	Place clearly marked hazardous waste containers with secure lids within municipal buildings (e.g. for light bulbs or vapes). Partner with PROs to assist with bins.
Establish dedicated collection points for bigger hazardous waste materials and designate collection days.	Create hazardous waste management manuals, guidelines, and infographics that can be circulated either in person or online.

6.7 Private sector involvement and PROs

The active involvement of the private sector is essential for building a more sustainable and efficient waste management system in Stellenbosch Municipality. As new regulations emerge and pressure increases to reduce waste to landfill, particularly organic and hazardous waste, there is a growing opportunity and need for private service providers to support and extend municipal waste services.

Private companies can offer innovative solutions, infrastructure, and specialised expertise across various areas of waste management. These services may include composting, garden and food waste collection, hazardous waste collection and treatment, localised recycling facilities, and the development of circular economy initiatives such as bioenergy production. By creating partnerships between the municipality and private service providers, the capacity to manage waste could be significantly expanded, ensuring a more efficient and sustainable waste management system.

Producer Responsibility Organisations (PROs) plays a crucial role in complementing both municipal and private sector efforts. PROs are organisations established to ensure that manufacturers, importers, and retailers of products that generate various types of waste - from packaging waste to electronic waste to used oil and pesticides - take responsibility for the end-of-life management of these products. Their mandate includes funding and facilitating the collection, recycling, and safe disposal of such waste.

The role of the private sector and PROs is to:

- Provide waste-related services such as the collection, separation, treatment, and recycling of identified waste materials.
- Develop infrastructure for recycling, drop-off centres, mobile collection units, and safe storage facilities.
- Support awareness and education by collaborating with the municipality on public campaigns, events, and outreach programmes.
- Promote extended producer responsibility by funding and managing post-consumer waste systems for specific product categories (in the case of PROs).
- Facilitate accessible disposal options through drop-off points, collection days, or subscription-based services for households and businesses.

To ensure collaboration with both the private sector and PROs, the municipality can:

- Communicate regularly with local service providers and all PROs to ensure their seamless integration into the municipal waste management system.
- Promote available services by listing accredited service providers and PRO-supported initiatives on municipal platforms (website, social media, and newsletters).
- Encourage public-private partnerships and collaborations with PROs to align waste management goals.
- Support capacity building through pilot projects, workshops, and community events that connect service providers with the public.
- Ensure system integration by coordinating communication and logistics to support seamless delivery and public access.

The following PROs (Table 5) could assist the municipality, businesses and the public with a various waste streams and are key partners for creating awareness and improving waste management (this list is not exhaustive, but highlights key PROs):

Table 5: List of key PROs in South Africa

PRO	WASTE STREAM SECTOR	WEBSITE
Circular Energy	⇒ Portable batteries ⇒ Lubricant oils ⇒ Electrical and electronic equipment ⇒ Paper and packaging ⇒ Lighting sector	www.circular-energy.org
MetPacSA	⇒ Paper and Packaging (metal)	www.metpacsa.org.za
Polyco	⇒ Paper and Packaging (plastics)	www.polyco.co.za
EWASA	⇒ Lubricant oils ⇒ Portable batteries ⇒ Lighting sector ⇒ Paper and packaging	www.ewasa.org
Petco	⇒ Paper and Packaging (PET and LBP)	www.petco.com
Fibre Circle	⇒ Paper and Packaging	www.fibrecircle.co.za
CroplifeSA	⇒ Pesticides	www.croplife.co.za
The Glass Recycling Company	⇒ Paper and packaging (glass)	www.theglassrecycling-company.co.za

ERA Waste Recycling Authority -NPC	⇒ Electrical and electronic equipment ⇒ Paper and packaging ⇒ Lighting	www.eranpc.co.za

By fostering a supportive environment for private sector growth and actively collaborating with the private sector and PROs, Stellenbosch Municipality can expand its waste management capacity, improve service delivery, and accelerate progress toward a more sustainable and circular local economy.

7 Monitoring and evaluation framework

The purpose of this section is to propose a monitoring and evaluation (M&E) framework that could be used once the strategy, or various aspects of the strategy, are implemented. The purpose of M&E is to track implementation, evaluate effectiveness, and measure the impact of the waste awareness strategy in promoting behaviour change, increasing participation in waste separation, and supporting the municipality's waste diversion and sustainability goals.

The key evaluation questions that should be asked include:

- Are target audiences being effectively reached by the campaign?
- Has awareness and understanding of waste-related behaviours improved?
- Are behaviour changes (e.g. waste separation, composting) being adopted?
- How are municipal systems and services responding to increased participation?
- Are the communication tools, media, and messages being used effectively?

The following table provides a monitoring and evaluation framework tailored to this waste awareness strategy. It presents possible indicators to use, tools that could be used to collect data, as well as suggested frequency.

Table 6: Proposed monitoring and evaluation framework

Strategic objectives	Indicators	Data collection tools	Frequency
Raise awareness among residents, businesses, schools	- % of target groups who recall campaign messages - Reach and engagement on social media, radio, workshops	- Pre/post campaign surveys - Web and social media analytics - Workshop feedback forms	Quarterly
Improve knowledge of correct waste practices	- % increase in correct answers on waste separation or composting quizzes - Distribution of guides, posters, or toolkits	- Knowledge tests - Event and training feedback - Distribution records	Bi-annually
Encourage waste behaviour change (RANAS)	% of households and businesses practicing waste separation or composting - Number of bins issued and used correctly	- Household /business surveys - Waste audits - Municipal service data	Bi-annually
Support school and youth education	- Number of schools reached - Participation rates in	- Activity reports - Educator feedback	Quarterly

	activities - Feedback from teachers and learners	forms - Pre/post lesson quizzes	
Promote private sector and PRO collaboration	- Number of private providers/PROs actively participating - Types of services introduced or expanded	- Stakeholder interviews - Provider sign-up lists - Website listings	Annually
Monitor internal municipal engagement	Staff trained - Waste separation practices in offices - Feedback from internal departments	- Attendance records - Internal audits - Staff surveys	Annually

8 Conclusion

The waste awareness campaign proposal for Stellenbosch Municipality, enhanced by the RANAS approach, is a comprehensive and strategic initiative that, when implemented, has the potential to drive significant behaviour change across all sectors of the community. This strategy considers the diverse needs of the population and applies the RANAS framework to each audience segment, ensuring that tailored strategies are in place for maximum impact. By breaking down the RANAS approach for each group, the strategy offers clear focus areas that are designed to facilitate effective communication and encourage sustainable behavioural shifts in waste management.

One of the key strengths of this strategy is its emphasis on tailoring messages to resonate with different audience groups, acknowledging the unique characteristics, concerns, and motivations of each sector. The integration of appropriate communication channels, combined with the use of engaging and visually compelling materials, will ensure that the messages are not only heard but also understood and acted upon. By effectively reaching people where they are and in a way that is most relevant to them, the municipality can foster a deeper connection to the cause, ultimately leading to lasting changes in waste management practices.

Moreover, this strategy provides a pathway for Stellenbosch Municipality to manage its waste more efficiently, positioning itself as a leader in sustainable waste practices. The municipality's proactive approach will not only benefit the local community but will also serve as a model for other municipalities across South Africa to follow. As more communities adopt similar approaches to waste management, the collective impact could contribute significantly to the national goal of reducing environmental waste and promoting sustainability. Ultimately, the waste awareness strategy is not just about managing waste more effectively; it is about instilling a cultural shift that will promote long-term environmental responsibility and community engagement throughout Stellenbosch Municipality, and beyond.

References

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

10.7.1	INITIATION SCHOOL: REQUEST FOR REDUCTION OR EXEMPTION OF INITIATION SITE TARIFFS

Collaborator No: 794905
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: 17 October 2025 and 23 October 2025

1. SUBJECT: INITIATION SCHOOL: REQUEST FOR REDUCTION OR EXEMPTION OF INITIATION SITE TARIFFS

2. PURPOSE

To inform Council of a request received from the Stellenbosch Initiation Forum for the reduction or waiver of tariffs applicable to the use of municipal facilities for initiation purposes.

3. DELEGATED AUTHORITY

For decision by the Council of Stellenbosch Municipality.

4. EXECUTIVE SUMMARY

A request has been received from the Stellenbosch Initiation Forum for the reduction or exemption of tariffs for the use of Calcutta and Purgatory sites for initiation purposes.

According to the approved tariff structure of the Stellenbosch Municipality, the Initiation Forum is required to pay R2,820.00 per calendar month for the use of municipal properties.

Two municipal areas have historically been made available for the practice of initiation cultural rites, namely Calcutta Memorial Park and Purgatory Outspan.

These sites have been temporarily designated due to their suitability and accessibility for initiation rites during both the summer and winter seasons. Approvals for their use are granted in accordance with the Department of Cultural Affairs and Sport (DCAS), the regulatory authority overseeing these activities.

The Municipality has accommodated these rites of passage and has willingly made resources available to facilitate the practice. Initiation occurs twice annually—once in winter and once in summer—as declared by DCAS in line with the Customary Initiation Act, Act 2 of 2022.

5. RECOMMENDATIONS

(a) that Council notes the request from the Stellenbosch Initiation Forum as detailed in **ANNEXURE A**; and

(b) that approval for the reduction or waiver of the fees payable not be approved.

6. DISCUSSION / CONTENTS

6.1 BACKGROUND

Initiation has been traditionally practiced within the jurisdiction of the Stellenbosch Municipality (WC024). The Municipality adheres to the Customary Initiation Act, Act 2 of

2022, and operates within the legal framework of the Municipal Finance Management Act (MFMA).

The Stellenbosch Initiation Forum has formally requested that the current Council-approved tariff for use of municipal property during initiation seasons be reviewed.

In support of cultural diversity and inclusivity, the Municipality has allocated two sites—Calcutta Memorial Park and Purgatory Outspan—for this purpose. These sites have been made available to accommodate the Basotho and Xhosa initiation traditions. The temporary allocation of these properties is done with full respect for the sensitivity, secrecy, and sacredness of the cultural practice.

The request is motivated by a formal letter submitted to the Senior Manager: Community Services (refer to **ANNEXURE A**) and highlights the financial burden the tariff imposes on affected communities.

6.2 DISCUSSION

The formal motivation (**ANNEXURE A**) from the Stellenbosch Initiation Forum requests either the reduction or exemption of the currently approved tariff.

The current approved tariff for initiation uses in plantations is R2,820.00 per month for the 2025/2026 Financial Year and is legally implementable as per Council adoption.

However, the Forum cites socio-economic constraints affecting the communities involved as the basis for its request. Affordability remains a key concern for many families participating in the rites.

The approved tariffs are directly linked to the following municipal services provided during initiation seasons:

Provision of JoJo tanks, Supply of firewood, Security services, Water supply, Road maintenance and other service requests, including standby and overtime support.

These services are essential to meet health, safety, and compliance requirements set by the Customary Initiation Act and DCAS.

The department is of the opinion that the tariffs should not be abolished or reduced due to the costs of the supporting services provided.

6.3 LEGAL IMPLICATIONS

The recommendations contained in this report are compliant with relevant Council policies and all applicable legislation, including the Customary Initiation Act and MFMA.

6.4 STAFF IMPLICATIONS

There are no staff implications arising from this report.

6.5 RISK IMPLICATIONS

Approval of a tariff reduction or exemption may set a precedent, potentially leading to similar requests from other cultural groups or users of municipal property. This could challenge consistency in the application of tariffs and policy enforcement.

6.6 FINANCIAL IMPLICATIONS

One of the key risks associated with the proposed tariff reduction or exemption is the potential loss of municipal revenue, which may affect the Municipality's ability to fund the essential services rendered during initiation periods.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2025-10-17: ITEM 7.7.1

(a) that Council notes the request from the Stellenbosch Initiation Forum as detailed in **ANNEXURE A**; and

(b) that a reduction of 30% of fees payable is approved.

ANNEXURES

Annexure A: Request for reduction/exemption of initiation sites tariffs dated 30 July 2025, as well as other communication with Stellenbosch Initiation Forum.

FOR FURTHER DETAILS CONTACT:

NAME	*Albert van der Merwe*
POSITION	*Senior manager Community Services*
DIRECTORATE	*Community and Protection Services*
CONTACT NUMBERS	*021 808 8165*
E-MAIL ADDRESS	*Albert.vandermerwe@stellenbosch.gov.za*
REPORT DATE	*10 September 2025*

ANNEXURE A

MEMO

To:	**Director: Community and Protection Services** **Gary Boshoff**
From:	**Senior Manager: Community Services** **Albert Van der Merwe** **Manager: Environmental Management** **Tammy Leibrandt**
Date:	**19 August 2025**
Re:	**Subject: 2025 Winter and Summer Initiation Schools Application Request.**

Good day Director Boshoff

1. PURPOSE

The purpose of this memorandum is to provide an overview of the current status regarding the request from the Stellenbosch Initiation Forum for (a) a reduction or exemption of tariff fees related to the use of municipal property for initiation practices, and (b) the declaration of certain previously used municipal properties as heritage sites

2. BACKGROUND

Following two meetings held on 17 June and 27 July 2025 with the Stellenbosch Initiation Forum, two key matters were raised:

a) The request for a reduction or exemption of the applicable municipal tariff fees for the use of property during initiation practices.
b) The request to have municipal land previously used for initiation practices formally declared as heritage sites.

Subsequently, formal written correspondence was received from the Forum on 30 July 2025, (refer to Annexure A) outlining the rationale behind request (a) and why the Municipality should consider them favourably.

3. DISCUSSION

In response to the request for a reduction or exemption of tariff fees, Senior Management of the Department has reviewed the matter and provided reasons why the request cannot be approved at this stage (refer to Annexure B). The decision was based on the requirement to apply Council-approved tariffs uniformly and without prejudice.

The Stellenbosch Initiation Forum, however, expressed concern that the matter had not been tabled before Council and that the decision appeared to have been made without broader consultation (refer to Annexure C).

Regarding the heritage declaration request, it is important to note that heritage status applications are subject to several legislative and policy considerations. The properties in question are used intermittently during initiation seasons and are maintained in a natural state. To further explore the feasibility of the Forum's request, the matter has been referred to the Planning Section for investigation.

4. CONCLUSION

In view of the current policy framework and decisions made to date, guidance is sought on how best to address these requests in a manner that ensures service delivery compliance while being sensitive to cultural practices.

Given the nature and potential implications of the requests, it is recommended that both matters be formally tabled for further deliberation and possible intervention at the appropriate Council level to assess the merits of each request.

TAMMY LEIBRANDT
MANAGER: ENVIRONMENTAL MANAGEMENT

19 August 2025
DATE

ALBERT VAN DER MERWE
SENIOR MANAGER: COMMUNITY SERVICES

19/08/2025
DATE

GARY BOSHOFF
DIRECTOR: COMMUNITY AND PROTECTION SERVICES

19/8/25
DATE

Mayco e-
Please prepare item for Council. 25/8/25

STELLENBOSCH INITIATION FORUM

Chairperson: M Sephula
Email: sephulamonkie@gmail.com
Mobile: 076 497 4265

Secretary: M Menziwa
Email: mhmenziwa@gmail.com
Mobile: 082 663 9076

30 July 2025

Per email: (Albert.vanderMerwe@stellenbosch.gov.za)

Mr Albert van der Merwe
Senior Manager: Community Services
Stellenbosch Municipality
STELLENBOSCH
7600

Dear Sir/ Madam

REQUEST FOR REDUCTION/EXEMPTION OF INITIATION SITES TARIFFS

We hereby kindly request the Municipality to consider reduction and/or exemption of tariffs for the Initiation Sites for services provided by the Municipality during Initiation Seasons. The reasons are based on the following conditions:

1. The Stellenbosch Local Initiation Forum composition consists mostly of Retirees and Volunteers.

2. It is a non-profit organization that serves mostly the families headed by pensioners, temporary/ seasonal employees and families who depend on hand to mouth living. Finding it difficult to make ends meet.

3. About 95% of the initiates who are sent through the rite of passage are the responsibility of single parent-headed families, and some are raised by their grandparents.

4. The remaining 5% of the initiates are possible Tertiary Students who would enroll to further their studies.

5. The Forum does not have resources to be able to function optimally and always in accordance with the legislation. Faced with challenges to receive finances from reliable donors and funders.

We, therefore, strongly assert that as the Stellenbosch Initiation Forum we are the Custodians of the cultural practice. And oversee that the rite to passage is conducted within the prescript of the customary traditions.

It is in this view that we appeal to the Stellenbosch Municipality to declare the Initiation Sites, Heritage Sites and so be exempted from the imposed heavy tariffs. Alternatively, to reduce the tariffs, It is also our request that low-income families should be exempted from paying the tariffs as they would not be able to afford. A criteria for the reduction and exemption of tariffs can be worked out and agreed upon between the Forum and the Municipality.

May you please find this worth considerate and in order. Should there be any queries and/or enquiries in this regard, please do not hesitate to contact the writer hereof.

Yours sincerely,

M SEPHULA
CHAIRPERSON

M MENZIWA
SECRETARY

Cc G Boshoff : Director Community & Protection Services.
T Leibrandt : Manager Environmental Management

STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Stellenbosch Municipality
123 Merriman Avenue
Stellenbosch
7600
021 808 8160/8164

STELLENBOSCH INITIATION FORUM

Dear Mr. Menziwa

RE: RESPONSE TO APPLICATION FOR TARIFF REDUCTION OR EXEMPTION

We refer to your application dated 30 July 2025, requesting a reduction or exemption from the approved tariff for the use of municipal land for initiation purposes.

Please note that your request has been thoroughly considered. Unfortunately, we are unable to approve your application for the following reasons:

- The applicable tariff has been approved by Council and officially gazetted. As such, it is not subject to reduction or exemption.
- The preparation of the facilities, along with the related services such as the provision of water, incurs direct financial costs to the Municipality. These expenses are covered by the operational budget and include associated manpower costs.
- Many of these services are rendered outside of normal working hours, requiring officials to work overtime and thereby incurring additional costs.
- The current tariff of **R2,820.08 (VAT included)** is considered fair and reasonable, given the services provided.

In light of the above, we regret to inform you that your request for free use of the facilities cannot be granted. You are kindly requested to settle the outstanding amount for the use of the facility during the 2025 winter season.

Lastly, your request to have the area in Calcutta Memorial Park declared a heritage site for initiation purposes has been referred to the Planning and Economic Development Directorate for further consideration.

Yours faithfully,

ALBERT VAN DER MERWE
SNR MANAGER: COMMUNITY SERVICES

14 Aug 2025
DATE

GARY BOSHOFF
DIRECTOR: COMMUNITY & PROTECTION SERVICES

14 AUGUST 2025
DATE

Tammy Leibrandt

From:	Monkie Sephula <sephulamonkie@gmail.com>
Sent:	Thursday, 14 August 2025 14:04
To:	Tashlee Ismail
Cc:	Mkhululi Menziwa; Tammy Leibrandt; Albert van der Merwe
Subject:	[EX] Re: RESPONSE TO APPLICATION FOR TARIFF REDUCTION OR EXEMPTION

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good day all,

This my secretary come as a surprise response because it was not even put before council for reconsideration and here we have an answer from our good in faith reps or representative of the municipality negotiating with us in good faith.

I propose we pose or direct a correspondence directly to the councilors to bring the matter to the council chambers seemingly through our officials it will never reach the agenda of council other we will apply the best methodology known to us or at our disposal to have this matter resolved even if it means going to the constitutional court

This is a right and we should not be punished for being black to practice our religion, whilst other religions are forced down our throats because they are feared even undocumented foreigners are free to practice they're religion freely.

Thank you for the response we will handle matter further and hope we will not have this matter again on the table until there has been a satisfactory solution.

Kind regards

Monkie Sephula
Chair

On Thu, 14 Aug 2025 at 13:44, Tashlee Ismail <Tashlee.Ismail@stellenbosch.gov.za> wrote:

> Dear Mr Menziwa,
>
> I hope this message finds you well.
>
> I am writing in response to your application submitted for tariff reduction/exemption.
>
> Please find attached the detailed response letter for your application.
>
> Should you require any additional information or clarification, please do not hesitate to reach out.
>
> We look forward to your positive response.

Kind regards/ Groete,

Tashlee Ismail

Chief Clerk

Community Services Office

T: +27 21 808 8164

123 Merriman Avenue, Simonswyk, Stellenbosch, 7600

www.stellenbosch.gov.za

www.facebook.com/stellenboschmunicipality/twitter.com/StellMun

Kindly acknowledge receipt of this communiqué / Bevestig asseblief ontvangs van hierdie kommunikasie.

Please copy me into your reply / Kopieër myself asseblief in u terugvoering.

STELLENBOSCH

About Stellenbosch Municipality
Our mission is to deliver cost-effective services that will provide the most enabling environment for civil and corporate citizens.
Our head office is at Town House Complex, Plein Street, Stellenbosch, 7600, South Africa.
For more information about Stellenbosch Municipality, please call +2721-808-8111, or visit www.stellenbosch.gov.za

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The information contained in this communication from tashlee.ismail@stellenbosch.gov.za sent at 2025-08-14 13:44:47 is confidential and may be legally privileged. It is intended solely for use by sephulamonkie@gmail.com and others authorized to receive it. If you are not sephulamonkie@gmail.com you are hereby notified that any disclosure, copying, distribution or taking action in reliance of the contents of this information is strictly prohibited and may be unlawful. Powered by IOCO

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

10.8.1	**TO OBTAIN COUNCIL'S APPROVAL TO ADVERTISE THE DESIGNATED MOBILE AND INFORMAL TRADING SITES FOR PUBLIC COMMENT, AND TO INVITE THE PUBLIC TO PROPOSE ADDITIONAL POTENTIAL SITES**

Collaborator No: **794201**
IDP KPA Ref No: **Good Governance and Compliance**
Meeting Date: **17 October 2025 and 23 October 2025**

1. SUBJECT: TO OBTAIN COUNCIL'S APPROVAL TO ADVERTISE THE DESIGNATED MOBILE AND INFORMAL TRADING SITES FOR PUBLIC COMMENT, AND TO INVITE THE PUBLIC TO PROPOSE ADDITIONAL POTENTIAL SITES

2. PURPOSE

Is to seek Council's approval to advertise the designated mobile and informal trading sites (**ANNEXURE A**) for public comment, and to provide the public with an opportunity to propose any further additional potential mobile and informal trading sites for consideration.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

Mobile traders, often referred to as street vendors or food trucks, and informal traders (stalls), offer several benefits in towns. These businesses have become increasingly popular and have a significant impact on urban areas. Some of the benefits are accessibility to the community, promotion of entrepreneurship. Informal trading acts as stimulus for local economic development and growth.

To give notice of the proposed intention to proclaim the additional sites in terms of Provincial Notice 189/1998 (Declaration of Places where Street Vending, Peddling and Hawking are Prohibited) applicable to WC024. Thereafter to amend the declaration as necessary once relevant comments have been considered.

5. RECOMMENDATIONS

(a) that Council approves the advertisement of the designated mobile and informal trading sites for public comment, and;

(b) that Council approves the request to invite the public to propose any further additional potential mobile (e.g. food trucks) and informal trading (referred to as stalls, street vendor) sites for consideration.

6. DISCUSSION / CONTENTS

6.1 Background

Mobile (e.g. food trucks) and Informal traders, offer several benefits in municipal areas. These types of businesses have become increasingly popular and have a significant impact on urban areas. Some of the benefits as listed below are:

- Accessibility: bring goods and services closer to residents, making it more convenient for people to access a variety of products and services without having to travel far from their homes or workplaces.

- Entrepreneurship: provides opportunities for entrepreneurs to start small businesses with relatively low initial capital compared to traditional brick-and-mortar stores. This encourages economic growth and job creation.
- Revitalisation of Public Spaces: Mobile and Informal traders can revitalise underutilised or neglected public spaces by attracting foot traffic and creating a more vibrant urban environment.
- Increased Tourism: In many municipalities, mobile and informal traders contribute to the appeal of tourist destinations, drawing visitors and enhancing the overall tourism experience.

As a Municipality, we commend innovative ways of doing business that stimulates our economy. The emerging trend of mobile businesses offering services from vehicles and trailers is an example of such innovation as they can move to where there is demand.

The informal sector is a significant contributor to the creation of the total employment in the Stellenbosch Municipal Area. Consequently, the Stellenbosch Municipality recognizes the contribution of this sector to the local economy and intends to seize the opportunity to further encourage the development of new entrepreneurs while simultaneously seeking to offer growth opportunities for existing traders.

However, it is important to note that informal trading including, mobile trading also raises regulatory and urban planning challenges related to issues such as health and safety regulations, parking and congestion, competition with traditional businesses, and ensuring equitable access to these opportunities for all entrepreneurs.

The active participation of our citizenry in this process is needed to obtain the required key data for the determination of the primary outcome and project feasibility.

6.2 Financial Implications

There are no additional financial implications, other than the cost for the placement of the advertisement.

6.3 Legal Implications

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

6.4 Staff Implications

The Department will need to put the necessary mechanisms in place for the continuous monitoring of these permits to ensure adherence to the terms and conditions.

6.5 Previous / Relevant Council Resolutions:

The 17th Council meeting: 2014-01-16: Item 7.7 resolved

a) that Council support the initiative to amend the by-laws for the Supervision and Control of the Carrying on of Business of Street Vendor, Pedlar or Hawker;

b) that the decision to amend the above-mentioned By-law be advertised for public comment (internally and externally) before the final decision is made by Council.

On the 9th Council Meeting dated 2022-11-23: ITEM 11.9.1 Council resolved as follows:

a) that Council approves the request of the Directorate: Planning & Economic Development for the pilot period of one (1) year in order to issue permits to informal traders using mobile units to trade within pre-determined areas in accordance with the terms and conditions.

b) that Council approve that such mobile informal trading also be allowed on the premises of the Stellenbosch Municipality`s Traffic Department (Stellenbosch), Jan Marais Park, or any other identified municipal property, with approval from the user Department of such property; and

c) that the Section: Economic Development & Tourism in consultation with the Director: Community & Safety Services and Directorate: Infrastructure Services allocate such trading bays and areas within the premises of the Traffic Department (Stellenbosch) or any other pre-determined areas.

18TH COUNCIL MEETING: 2023-11-29: ITEM 11.8.6

RESOLVED (nem con)

That Council approves the extension of the Mobile Trading Pilot as approved in Council on 23 November 2022 for another year.

6.6 Risk Implications

The risk relates to the weak monitoring of these permits to ensure adherence to the terms and conditions applicable for these types of permits.

6.7 Comments from Senior Management:

6.7.1 *Director: Planning and Economic Development*

Agree with the recommendations.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2025-10-17: ITEM 7.8.1

(a) that Council approves the advertisement of the designated mobile and informal trading sites for public comment; and

(b) that Council approves the request to invite the public to propose any further additional potential mobile (e.g. food trucks) and informal trading (referred to as stalls, street vendor) sites for consideration.

ANNEXURES

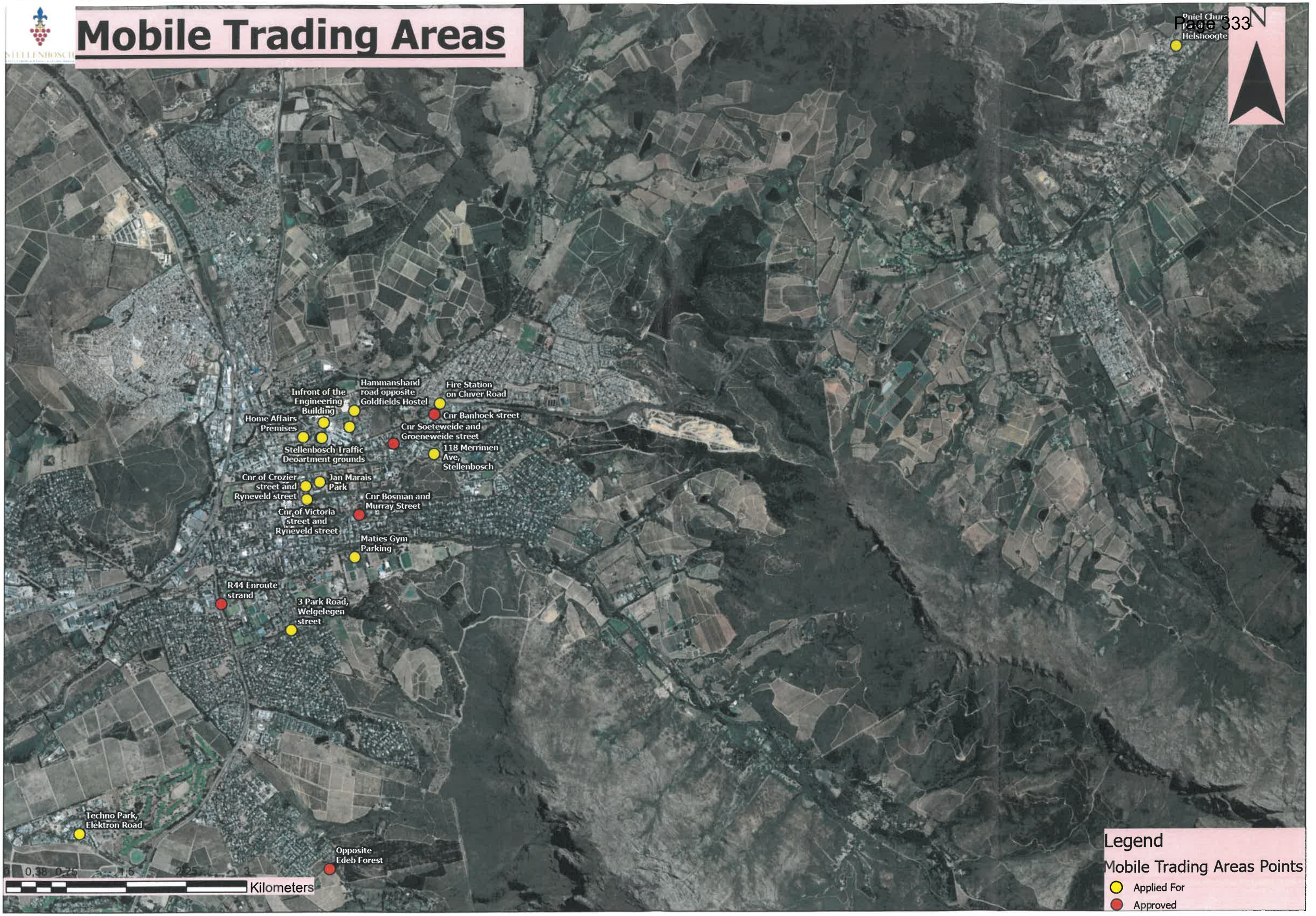
Annexure A

FOR FURTHER DETAILS CONTACT:

NAME	Carmen Saville
POSITION	*Local Economic Development Officer: LED & Tourism*
DIRECTORATE	***Planning & Economic Development***
CONTACT NUMBERS	***021 808 8151***
E-MAIL ADDRESS	***Carmen.saville@stellenbosch.gov.za***
REPORT DATE	***11 September 2025***

ANNEXURE A

Mobile Trading Areas



10.8.2	**APPROVAL OF THE CORE FESTIVE PERIOD AND ARRANGEMENTS FOR THE PROCESSING OF LAND USE AND BUILDING PLAN APPLICATIONS AND ASSOCIATED PUBLIC PARTICIPATION**

Collaborator No: **795279**
IDP KPA Ref No: **Good Governance and Compliance**
Meeting Date: **17 October 2025 and 23 October 2025**

1. SUBJECT: APPROVAL OF THE CORE FESTIVE PERIOD AND ARRANGEMENTS FOR THE PROCESSING OF LAND USE AND BUILDING PLAN APPLICATIONS AND ASSOCIATED PUBLIC PARTICIPATION

2. PURPOSE

Is to seek approval for arrangements for the processing and associated public participation pertaining to land use planning and building plan applications over the festive period.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

Land use and building development applications are subject to prescribed legislative timeframes and associated public participation processes. During the festive season most families undertake extended holiday breaks away from home, which presents a challenge when most staff is also on holiday breaks and during which notices are not received by potential interested and affected parties on land use applications. For this purpose, it has become a practice to determine a core festive period during which public participation is not permitted or, alternatively, that such periods are disregarded with the extension of notice periods, and that such core festive period is also not taken into account in the prescribed timeframes for the processing for such applications. It is consequently proposed to adopt these arrangements to ensure ongoing compliance with legislative prescripts on timeframes as well as fair administrative processes regarding public participation for any potential interested and affected parties.

5. RECOMMENDATION

that the core festive period determined as 12 December 2025 to 9 January 2026 **BE APPROVED** for the purpose:

(i) That no serving or publishing of land use and land development application notices be undertaken during the determined core festive period.

(ii) That the determined core festive period not be considered for purposes of calculating the number of days for public participation and/ or the processing of land use and building development applications, and that any such periods affected be accordingly extended.

(iii) That any new land use and building plan applications submitted during the determined core festive period will not be administratively processed and that this period will also not be taken into account for the purpose of calculating any of the legislative prescribed timeframes for the processing of land use and building plan applications.

(iv) That no appeal period can commence which will be affected by the core festive period and that no notifications of decisions on land use applications will be communicated after 24 November 2025 and only be communicated from 12 January 2026.

6. DISCUSSION / CONTENTS

6.1 Background

Sections 45 and 46 of the Stellenbosch Municipal Land Use Planning Bylaw, 2023 regulates the manner in which public notices must be given and served. In terms of Section 47(h) the period which must be allowed for the submission of comments on an application may not be less than 30 days for interested and affected parties, and in terms of Section 51(2) an organ of state must submit its comments within 30 days of receipt of the notice.

Most families break for the festive season, and many depart on extensive out of town holidays during the festive period. It is consequently probable that an interested and affected party to a land use planning application may not be in a position to either receive such notice or deal with same and provide inputs timeously if the advertisement period falls within the core festive period.

For the purpose of fair administrative action, it is deemed reasonable and justifiable in the circumstances for a directive by the Department of Development Management that the core period during the festive holiday period must not be taken into account for the purpose of calculating the number of days for the public consultation processes.

6.2 Discussion

It is thus proposed that no serving or publishing of notices be undertaken in the core festive season to be determined as 12 December 2025 to 9 January 2026. Alternatively, any notices which are published or served prior to this core period, and will consequently run into this period, must be extended accordingly to disregard the stated festive period from the required minimum number of days for the submission of such comments.

Due to the new electronic means to submit land use and building plan applications, such submissions can also continue during the festive season and during which most staff will also be on extended vacation breaks. There will consequently not be adequate staff capacity, and during some periods, no staff, to deal with these applications and the processing of invoices and payment receipts. Due to the prescribed legislative timeframes, it will have a detrimental effect on compliance to these timeframes and performance standards.

Although the TPAMS and BPAMS portal will remain open for the loading of land use and building plan applications, these submissions will not be processed with the issuing of invoices to effect payment during the core festive season. Any submission of applications during the core festive season will consequently only be regarded as being submitted on 12 January 2026.

For this purpose, a notice will be placed on the electronic systems to submit land use and building plan applications (TPAMS & BPAMS) to notify the applicant that no administrative processing of the applications will take place during the core festive period.

The core festive period between 12 December 2025 to 9 January 2026 will also not be taken into account for the purpose of calculating any of the legislative prescribed timeframes for the processing of land use and building plan applications.

A person whose rights are affected by a decision of an authorised employee or the Tribunal in terms of Section 79 of Stellenbosch Municipal Land Use Planning Bylaw, 2023 may appeal within 21 days of notification of the decision. Accordingly, no appeal period can commence which will be affected by the core festive period of

12 December 2025 to 9 January 2026. No notifications of decision will therefore be communicated after 24 November 2025 and will only be communicated from 12 January 2026.

The above arrangements will be published on the Planning Portal of the Municipal Website and communicated to listed consultants.

6.3 Financial Implications

No financial implications.

6.4 Legal Implications

Recommendation to ensure ongoing compliance with legislative prescripts on timeframes as well as fair administrative processes regarding public participation for any potential interested and affected parties.

6.5 Staff Implications

No staff implications.

6.6 Previous / Relevant Council Resolutions:

None.

6.7 Risk Implications

Recommendation to avert any possible claim for unfair administrative action and judicial review with time delays on development applications.

6.8 Comments from Senior Management:

6.8.1 Director: Infrastructure Services

No comments solicited.

6.8.2 Director: Planning and Economic Development

No comments solicited.

6.8.3 Director: Community and Protection Services

No comments solicited.

6.8.4 Director: Strategic and Corporate Services

No comments solicited.

6.8.5 Director Human Settlements and Property Management

No comments solicited.

6.8.6 Chief Financial Officer

No comments solicited.

6.8.7 Municipal Manager

Recommendation supported.

RECOMMENDATION FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2025-10-17: ITEM 7.8.2

that the core festive period determined as 12 December 2025 to 9 January 2026 **BE APPROVED** for the purpose:

(i) That no serving or publishing of land use and land development application notices be undertaken during the determined core festive period.

(ii) That the determined core festive period not be considered for purposes of calculating the number of days for public participation and/ or the processing of land use and building development applications, and that any such periods affected be accordingly extended.

(iii) That any new land use and building plan applications submitted during the determined core festive period will not be administratively processed and that this period will also not be taken into account for the purpose of calculating any of the legislative prescribed timeframes for the processing of land use and building plan applications.

(iv) That no appeal period can commence which will be affected by the core festive period and that no notifications of decisions on land use applications will be communicated after 24 November 2025 and only be communicated from 12 January 2026.

ANNEXURES

None

FOR FURTHER DETAILS CONTACT:

NAME	Stiaan Carstens
POSITION	Senior Manager: Development Management
DIRECTORATE	Planning and Economic Development
CONTACT NUMBERS	021 808 8674
E-MAIL ADDRESS	Stiaan.carstens@stellenbosch.gov.za
REPORT DATE	30 September 2025

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

NONE

10.10	**MUNICIPAL MANAGER (G METTLER)**

10.10.1	**ADOPTION OF THE REVISED STRATEGIC AND OPERATIONAL RISK REGISTER FOR THE 2025/2026 FINANCIAL YEAR**

Collaborator No:
IDP KPA Ref No: **Good Governance and Compliance**
Meeting Date: **17 October 2025 and 23 October 2025**

1. SUBJECT: ADOPTION OF THE REVISED STRATEGIC AND OPERATIONAL RISK REGISTER FOR THE 2025/2026 FINANCIAL YEAR

2. PURPOSE

To submit the Strategic and Operational Risk Register for the 2025/2026 financial year for Council approval.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

Municipal Governance best practice, as well as the Municipal Finance Management Act (MFMA), Act 56 of 2003, requires municipalities to have an effective risk management mechanism to stay abreast of prevalent risks and to determine the risk appetite. To ensure effectiveness, a municipality must focus its attention and resources on the areas of most significant risk and concern to stakeholders. To this end, Stellenbosch Municipality has undertaken the practice of adopting a Strategic Risk Register, which identifies strategic and operational risk at a corporate level to ensure that risks which could hamper service delivery and the strategic objectives are identified and linked to appropriate actions to mitigate the risks.

Due to the changing dynamics in the external environment with impact on municipal services, amendments to the Strategic Risk Register were necessitated to ensure that the municipalities remain appropriately responsive to the risk environment.

The Stellenbosch Municipality is committed to effective risk management in order to achieve the municipality's vision, service delivery, and strategic objectives and to ensure appropriate outcomes for the community.

5. RECOMMENDATION

that Council approves the Strategic and Operational Risk Register **(ANNEXURE 1)** for the 2025/2026 financial year.

6. DISCUSSION

The Municipal Finance Management Act (MFMA), Act 56 of 2003, and best practices for municipal governance both mandate that municipalities maintain an efficient risk management system in order to stay on top of emerging threats and assess risk appetite. A municipality must concentrate its resources and attention on the areas where stakeholders are most concerned and at risk in order to achieve effectiveness. In order to achieve this, the Stellenbosch Municipality has implemented a Strategic Risk

Register, which identifies operational and strategic risks at the corporate level. This process makes sure that risks that could impair service delivery and the strategic objectives are recognized and connected to the necessary steps to reduce them.
In order to accomplish the municipality's vision, service delivery, and strategic goals and to guarantee suitable results for the community, the Stellenbosch Municipality is dedicated to efficient risk management.

To guarantee that the municipalities continue to be suitably responsive to the risk environment, changes to the Strategic Risk Register were required due to the shifting external environment dynamics that affect municipal services.

A cultural shift in favour of ongoing risk identification and mitigation is necessary for effective risk management. This necessitates the cultural mainstreaming of risk management at all levels of local government operations. The goal of this risk management policy is to offer a risk management framework that makes this possible.

Risk evaluations were carried out in accordance with the law throughout the first and second quarters of the current financial year. These are done to make sure the Council is aware of the dangers that need to be reduced and that the risk register accurately reflects those risks.

6.1 Background

In terms of Section 60 of the MFMA the Municipal Manager must take reasonable steps to ensure that the municipality maintains effective financial and risk management as well as internal controls.

The principal aim of the risk assessment process is to:

- Identify the risks threatening the achievement of the IDP's objectives of each directorate;
- Assess the key risks facing each directorate; and
- Identify the processes/functions/directorates/persons the municipality and top management rely upon to manage the identified risks.
- Align the mentioned risk management process with processes as established by provincial and national government (as communicated to the municipality).

6.2 Financial Implications

The financial impact will be quantified as part of the 2025/2026 approved budget and adjustment budget.

6.3 Legal Implications

Section 62 of the MFMA

General Financial Management Functions

(1) The accounting officer of a municipality is responsible for the managing of financial administration of the municipality, and must for this purpose take all reasonable steps to ensure –

(a) that the resources of the municipality are used effectively, efficient and economically;

(b) that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards;

(c) that the municipality has and maintains effective, efficient and transparent systems–

(i) of financial and risk management and internal control.

6.4 Staff Implications

None.

6.5 Risk Implications

As indicated in the annexed Strategic and Operational Risk Register.

6.6 Comments from Senior Management:

6.6.1 Director: Infrastructure Services

Supported.

6.6.2 Director: Planning and Economic Development

Supported.

6.6.3 Director: Community and Protection Services

Supported.

6.6.4 Director: Corporate Services

Supported.

6.6.5 Director: Planning and Economic development

Supported.

6.6.6 Chief Financial Officer:

Supported.

6.6.7 Municipal Manager:

Supported.

RECOMMENDATION FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2025-10-17: ITEM 7.10.1

that Council approves the Strategic and Operational Risk Register **(ANNEXURE 1)** for the 2025/2026 financial year.

ANNEXURES

Annexure A: Strategic and Operational Risk Register for the 2025/2026 financial year.

FOR FURTHER DETAILS CONTACT:

NAME	***Helena Priem***
POSITION	***Chief Risk Officer***
DIRECTORATE	***Office of the Municipal Manager***
CONTACT NUMBERS	***8157***
E-MAIL ADDRESS	***Helena.priem@stellenbosch.gov.za***
REPORT DATE	***09 October 2025***

ANNEXURE A

STELLENBOSCH MUNICIPALITY
STRATEGIC AND OPERATIONAL RISK REGISTER
2025/2026

Risk											Control	Action Plan				
Risk Title	Risk Description	Risk Category	Risk II	Risk IL	Risk IR	Risk IR Description	Risk RI	Risk RL	Risk RR	Risk RR Description	Control Title	Action Plan Title	Action Plan Current Status Summary	Action Plan Status	Action Plan Start Date	Action Plan Due Date
Availability and cost of electricity	Sustainability of the national power supplier.	Strategic	8.00	8.00	64.00	High Risk	6.93	6.93	48.00	Moderate Risk	Alternative energy sources that flows in to network. Example: Wheeling of energy and pool buying of electricity					
												Advertise 50 Megawatt IPP tender and appoint Service Provider	50 Megawatt IPP tender approved by Council on 4 March 2025 for advertisement.	In Progress	2025/03/14	2025/12/31
												Encourage public to install rooftop PV's		In Progress	2023/06/21	2026/06/30
Breakdown of Waste Water Treatment Plants	Breakdown of Waste Water Treatment Plants due to electricity outages	Strategic	6.00	6.00	36.00	Moderate Risk	3.79	3.79	14.40	Low Risk	A skilled and capable workforce that supports the growth objectives					
											Regular asset maintenance					
											Safeguarding infrastructure sites and equipment and ensure safe return of staff and contractors to enable continuation of capital projects.					
											Supply of goods and services in place					
											Fenced repaired at Paradyskloof WTW	Investigate the feasinility of ordering a spare screen at Wemmerhoek Plant	Investigate the feasinility of ordering a spare screen at Wemmerhoek Plant	In Progress	2025/06/17	2025/12/31
												Constant monitoring of staff and the execution of projects.	Process ongoing	In Progress	2024/06/11	2026/06/30
												Continuous maintenance at all plants.	Process ongoing	In Progress	2025/03/14	2026/06/30
Business Continuity	Disasters, electricity outages; hacking of systems.	Strategic	8.00	5.00	40.00	Moderate Risk	6.93	4.33	30.00	Moderate Risk	Disaster Management Plan for overall service delivery, operational disaster recovery site, JOC, Integrated ERP					
											ICT employee usage tools implemented					
											Off site data center					
												Alternate client communication plan developed and ready to deal with possibilities that may trigger the disaster management plan.	Alternate client communication plan developed and ready to deal with possibilities that may trigger the disaster management plan.	In Progress	2023/06/01	2025/12/31
												Ensure all staff have access to the necessary ICT equipment to perform functions remotely.	Directorate IT needs register implemented and in progress.	In Progress	2023/06/01	2025/12/31
												Ensure that the Directorates' Business Continuity Plan is reviewed at least annually.	Business Continuity Plans are included in Disaster Management Plans.	In Progress	2023/06/01	2025/12/31
Climate Change and Infrastructure disasters	Changing weather patterns, unpredictabel rainfall/flash floods, drought and natural disasters, fires seasonal and other	Strategic	10.00	10.00	100.00	Extreme Risk	5.00	5.00	25.00	Low Risk	Boreholes completed to mitigate drought.					
											Drought management plan in place					
											Water demand meters					
											Water warriors					
											Climate Change Expert	Climate Change Impact Assessments and mitigating planning	Ongoing appointments with Departments	In Progress	2023/06/21	2026/03/31
Cyber attacks	Cyber attacks and cyber safety /security has become essential in municipalities. Investigate security gaps. Users opening unsafe/infected attachments	Strategic	8.00	8.00	64.00	High Risk	6.93	6.93	48.00	Moderate Risk	New electronic system to monitor potential cyber threats is in place					
											Password Policy implemented					
											Staff awareness to not open susipsious email attachments					
												Awareness campaigns	Ongoing	In Progress	2023/05/25	2026/06/30
												Continuous security and penetration testing	Ongoing	In Progress	2023/06/21	2026/06/30
												IT to do gap analysis on security requirements		In Progress	2023/06/21	2026/06/30
Inability to attract and retain skilled personnel at Senior Management level	Section 56 employees salaries determined by minister, COGTA, while staff determined based on task evaluation system. As a result senior managers already earn more than directors and accounting officers, who have more responsibilities and accountability,	Strategic	8.00	8.00	64.00	High Risk	7.59	7.59	57.60	High Risk	As the Section 56 salaries are determined by COGTA and although recommendations and resolutions from a council can be forwarded to adress the risk in the form of motivation why a higher salary should be considered, the final approval of these salary					
												Ongoing liaison with COGTA	Constant discussion held on various inter-governmental platforms	In Progress	2023/06/21	2026/03/31
Economic downturn due to civil unrest and crime	Increase in criminal activities, civil unrest reputational risk due to perceived increase in the said activities.	Strategic	9.00	8.00	72.00	High Risk	5.69	5.06	28.80	Moderate Risk	Close relationships with SAPS and other law enforcement agencies					
											Combined control room					
											Combined SSI					
											Strategic camera placings					
											Tactical Response Unit	Frequent meeting interventions	Ongoing	In Progress	2023/06/21	2025/12/31
												Mobilising and approval of Tactical Response Unit with trained staff.	Recruitment process underway	In Progress	2025/04/01	2025/12/31

STELLENBOSCH MUNICIPALITY
STRATEGIC AND OPERATIONAL RISK REGISTER
2025/2026

Risk											Control	Action Plan				
Risk Title	Risk Description	Risk Category	Risk II	Risk IL	Risk IR	Risk IR Description	Risk RI	Risk RL	Risk RR	Risk RR Description	Control Title	Action Plan Title	Action Plan Current Status Summary	Action Plan Status	Action Plan Start Date	Action Plan Due Date
Financial Sustainability	Debt management; cashflow; changes patterns in revenue (more off the grid connections w.r.t water and electricity).	Strategic	10.00	5.00	50.00	Moderate Risk	6.32	3.16	20.00	Low Risk	Legal framework to lock in customer regarding off grid connections and fix cost charges					
											Revenue enhancement strategy.					
High Vacancy Rate	A skilled and capable workforce is necessary to support growth objectives, quality and timeous service delivery needs to be provided by all departments.	Operational	8.00	4.00	32.00	Moderate Risk	5.06	2.53	12.80	Low Risk	Communication between the user departments and human resources more stream lined and effective					
											Filling of posts in the recruitment and selection department to create capacity					
											Organsational and operational structure aligned and approved	Revisit approved structure as needs are identified in departments	Departments are in process of revisiting their structures	In Progress	2025/06/01	2025/12/31
Increase in community unrest due to the fact that growth in demand for housing exceeds the resources available for development.	Lack of bulk infrastructure; lack of identified and suitable land, unrealistic eviction judgements, housing backlogs, migration.	Strategic	8.00	6.00	48.00	Moderate Risk	6.93	5.20	36.00	Moderate Risk	Emergency policy					
											Housing pipeline					
											Increased monitoring for illegal occupants.					
											TRA identification					
												Develop and implement an Integrated Human Settlement Communications Plan	Development of an Integrated Human Settlement Communications Plan has been initiated.	In Progress	2023/07/01	2025/12/31
												Ensure implementation of an annually reviewed Housing Communication Plan (Ensure that clarity is provided on the Municipality's Housing Delivery Strategy and Targets).		In Progress	2023/06/21	2025/12/31
												Improve internal buy-in to annual housing pipeline development process via scheduled internal discussions with the relevant Infrastructure Services, Spatial Planning and Financial Management colleague	Improved coordination and buy-in and comment on the annual housing pipeline development process facilitated via incorporation into the municipal CEF process and the annual review of the MSDF process. Improved consultation sessions with both internal Staff, Management and Councillors.	In Progress	2023/07/01	2025/12/31
Increased risk of land invasion.	Legal precedents set under disaster management declaration limiting municipal scope to evict. Illegal invasions and land grabs. Compromising housing development and housing opportunities	Strategic	9.00	10.00	90.00	Extreme Risk	5.69	6.32	36.00	Moderate Risk	Arms tender finalised and awarded					
											Close relationships with SAPS and other law enforcement agencies, combined control room					
											Combined control room					
											Housing development continuing in response to housing demand					
											Legal panel in place to respond to legal matters					
											Security tender in place					
											Utilisation of municipal drones to monitor areas of potential land invasion.					
											Annual revision and submission of the Housing Pipeline for Council approval	Action Plan for security/protecting municipal owned land.	Action Plan to be driven by the Directorate: Community and Protection Services. Improvement of the security / protection of vacant municipal land being implemented as budget allows.	In Progress	2023/07/01	2025/12/31
												Develop and implement a municipal specific land banking strategy		In Progress	2023/06/21	2025/12/31
												Ensure implementation of an annually reviewed Housing Communication Plan (Ensure that clarity is provided on the Municipality's Housing Delivery Strategy and Targets).		In Progress	2023/06/21	2025/12/31
												Ensure the Implementation of a specific Social Housing Programme		In Progress	2023/06/21	2025/12/31
												Monitoring of all 29 Informal Settlements within the WC024 bi-weekly.	Bi-weekly monitoring of all 29 informal settlements in the WC024 is currently in process and ongoing.	In Progress	2023/07/01	2026/06/30
Ineffective service delivery due to geopolitical Instability	Global risk to commodities especially possible fuel rationing by government, energy related products, engineering services, certain food products. Possible communication infrastructure threats; possible deepening of world-wide recession. Current status in the Middle East and the ongoing conflict as part of the regional conflict in the Ukraine.	Strategic	9.00	7.00	63.00	High Risk	7.79	6.06	47.25	Moderate Risk	Business Continuity					
											Communication Plan					
											Effect on income					
											Energy Plan					
											Fuel reserves					
											SCM Plan addressing affected commodities					

STELLENBOSCH MUNICIPALITY
STRATEGIC AND OPERATIONAL RISK REGISTER
2025/2026

Risk											Control	Action Plan				
Risk Title	Risk Description	Risk Category	Risk II	Risk IL	Risk IR	Risk IR Description	Risk RI	Risk RL	Risk RR	Risk RR Description	Control Title	Action Plan Title	Action Plan Current Status Summary	Action Plan Status	Action Plan Start Date	Action Plan Due Date
Insufficient burial space in the greater Stellenbosch	Planning and funding; land availability. Insufficient funding.	Operational	10.00	8.00	80.00	Extreme Risk	4.47	3.58	16.00	Low Risk	Land use application has been approved					
											Part of approved SDF					
											Project plan approved for implementation					
												Implementation of Calcutta Memorial Park	Construction in process. Estimate completion with 12 - 15 months	In Progress	2023/06/21	2026/06/30
Lack of integrated Information and Communication Technology	Disparite systems	Operational	7.00	7.00	49.00	Moderate Risk	6.06	6.06	36.75	Low Risk	New server room completed					
											Position paper on integration					
											Role of ICT SteerCom in managing acquisition of new system and integration					
												All ICT SLAs for software applications have been reviewed by the legal and contract management department		In Progress	2023/06/21	2025/12/31
												ICT Management monitoring		In Progress	2023/06/21	2025/12/31
												Manual interface exception report monitoring by line management and ICT management		In Progress	2023/06/21	2025/12/31
												System status report to be presented to the ICT Steering Committee as a standing item in order to monitor system implementation. SAMRAS modules to be developed		In Progress	2023/06/21	2025/12/31
Losing the historic status of Stellenbosch w.r.t environment (trees, biodiversity, buildings, rivers, etc.)	Keeping the balance - development and the historic status; occurance of natural disasters.	Operational	6.00	4.00	24.00	Low Risk	3.79	2.53	9.60	Low Risk	A tree management policy has been approved and implemented					
											Adherence to heritage planning legislation for developmental applications					
											Declared heritage zones					
											Heritage asset register completed					
											Maintenance heritage assets					
												Be part of any new developments and advise Engineering Services regarding tree characteristics	Section is part of the way-leave team, attending way-leave meetings	In Progress	2023/06/09	2025/12/31
												Encourage all stakeholder to continuously plant trees	Conduct awareness - Ongoing	In Progress	2023/06/09	2026/06/30
												Revive the Treeworx application to monitor and assess the health and vitality of trees	The Project is in the second phase of the three year Project	In Progress	2023/06/09	2025/12/31
												Update the tree register monthly	Ongoing	In Progress	2023/06/09	2026/06/30
Loss of life of Activists and Leaders and their immediate family members	Targeted Violence or Assassinations: Many activists and community leaders are targeted due to their outspoken roles against corruption, human rights violations, or political injustice. Criminal Organizations: Leaders who oppose criminal syndicates (e.g., drug gang, land invasion) often face violent retaliation.	Strategic	10.00	10.00	64.00	Extreme Risk	10.00	10.00	64.00	Extreme Risk		Considering action plan wrt individuals and families who are potential victims		In Progress	2025/06/09	2025/12/31
												Meetings with Leaders in the community		In Progress	2025/06/09	2025/12/31
												Meetings with SAPS to be kept informed and get access to relevant information		In Progress	2025/06/09	2025/12/31
Loss off credibility and reputation due to perceived fraud and corruption.	Abuse of legislation; reputational risk and credibility; media statements and role of social media in reports etc.	Operational	5.00	5.00	25.00	Low Risk	2.40	2.40	5.00	Low Risk	Fraud prevention policy					
											Hotline					
											SALGA to address unintended consequence of regulations					
Material misstatements in the AFS that constitutes non-compliance with Section 122 of the MFMA.	System errors, transactions and events not recognised as they occur and accordingly nor recorded in the financial period it occurred.	Operational	6.00	4.00	24.00	Low Risk	3.79	2.53	9.60	Low Risk	8 month AFS, systems upgrade and alignment					
											Actions to be reflected in detail in Audit Action Plan					
											Audit readiness is essential with a need for an external audit prior to the formal audit from AGSA.					

STELLENBOSCH MUNICIPALITY
STRATEGIC AND OPERATIONAL RISK REGISTER
2025/2026

Risk											Control	Action Plan				
Risk Title	Risk Description	Risk Category	Risk II	Risk IL	Risk IR	Risk IR Description	Risk RI	Risk RL	Risk RR	Risk RR Description	Control Title	Action Plan Title	Action Plan Current Status Summary	Action Plan Status	Action Plan Start Date	Action Plan Due Date
Minimising the potential risks, negative effects and consequences of Artificial Intelligence on society.	*Consumer Privacy (privacy violations and data security concerns. *Biased programming. *Unclear legal regulation. *Existential Risks. *Intellectual property infringement. *Exponential algorithmic biases. *Job losses/potential to replace human workers. Malicious use. *Dependency.	Strategic	8.00	8.00	64.00	High Risk	6.93	6.93	48.00	Moderate Risk	Auditing and accountability.					
											Awareness					
											Develop regulations and standards.					
											Education.					
											Ethical Frameworks.					
												Basic Education and the transfer of skills and knowledge.	Discussion has started regarding the impact of AI.	In Progress	2024/11/20	2025/12/31
												Continuous evaluation and feedback to detect problems.		Started	2024/11/20	2025/12/31
												Data architecture of systems. Re assimilating date & AI in government to create a smarter and more efficient public service.		Started	2024/11/20	2025/12/31
												Pro active measures to intervene before problems become uncontrollable.	Discussion and monitoring in place.	In Progress	2024/11/20	2025/12/31
												Regular monitoring & oversight.	Continuous monitoring as part of the ICT mandate.	In Progress	2024/11/20	2025/12/31
Scarcity of landfill space.	Unavailability of suitable land; costs of SLA's and alternative waste disposal; legislative requirements i.e EIA applications and approvals etc.	Strategic	6.00	6.00	36.00	Moderate Risk	4.87	4.87	23.76	Low Risk	Cell four commissioned and in operation.					
											Consultant reappointed for resubmission of Licence Application and amended Basic Assessment Report.					
											Engagement with DEADP.					
											Waste management strategy					
												New cell for waste disposal being developed.	Eskom confirmed that towers will be removed by 3 March 2026	In Progress	2025/03/14	2026/03/03
												Waste being transported to CoCT facilities	No transport of refuge is transported to COST sites currently.	In Progress	2023/06/21	2025/12/31
Timeous Capital Spending	Steady increase in budget allocation, growing population and demand for services, demand management; unforeseen storms and wheather events; suppliers and contractors going into financial distress.	Operational	10.00	8.00	80.00	Extreme Risk	8.66	6.93	60.00	High Risk	Capex SDBIP indicators developed and monitored					
											Demand Management Plan and Committee					
												Financial Record keeping and Interventions	Reconciliations to be done timeously, including major projects. Filling of vacancies as per current process will assist in spending. Process ongoing.	In Progress	2023/06/21	2026/06/30
Urbanisation and growth.	Comprehensive understanding of the developmental needs in the greater Stellenbosch area; rapid and continued urbanisation; changes in the needs of the community; masterplans; housing pipeline; IDP and SDF alignment.	Strategic	6.00	6.00	36.00	Moderate Risk	5.20	5.20	27.00	Moderate Risk	Approved housing pipeline					
											Approved SDF					
											DBSA funding will be utilised for updating new CEF with spatial demand quantification.					
												Develop a municipal policy / strategy on housing delivery, including type of delivery		In Progress	2023/06/21	2025/12/31
												Develop an internal strategy for expediting regulatory approvals for obtaining development rights (Planning & Environmental)		In Progress	2023/06/21	2025/12/31
												Develop and implement an Integrated Human Settlement Communications Plan		In Progress	2023/06/21	2025/12/31
												Ensure Alignment between the Business Plan of PDoHS and the budget of the Municipality via at least quarterly technical engagements with PDoHS. (Municipality not appointing service providers if PDoHS	Ensure Alignment between the Business Plan of PDoHS and the budget of the Municipality via at least quarterly technical engagements with PDoHS. (Municipality not appointing service providers if PDoHS resolutions is outstanding	In Progress	2021/07/01	2025/12/31
												Improve internal buy-in to annual housing pipeline development process via scheduled internal discussions with the relevant Infrastructure Services, Spatial Planning and Financial Management colleague	Improved coordination and buy-in and comment on the annual housing pipeline development process facilitated via incorporation into the municipal CEF process and the annual review of the MSDF process. Improved consultation sessions with both internal Staff, Management and Councillors.	In Progress	2023/07/01	2025/12/31
Water security	* Growing population and development growth * Polluted natural water sources * Dependency on external sources (CoC) * Limited water supply in region * Limited allocation from Water Authorities * Decreasing water availability	Strategic	5.00	5.00	25.00	Low Risk	2.24	2.24	5.00	Low Risk	Boreholes					
											Drought management plan in place					
											Ensure that there is sufficient generating power to stabilise water levels					
											Water demand meters					

10.10.2	ADOPTION OF THE REVISED COMMUNICATION POLICY 2025

Collaborator No:
IDP KPA Ref No: **Good Governance and Compliance**
Meeting Date: **17 October 2025 and 23 October 2025**

1. SUBJECT: ADOPTION OF THE REVISED COMMUNICATION POLICY 2025

2. PURPOSE

To submit the Revised Communication Policy 2025 for consideration and adoption by Council.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

This revised policy serves to institutionalise and professionalise the way the Municipality communicates. It recognises communication as a strategic function at the core of governance and service delivery. The Revised Communication Policy is attached as **ANNEXURE 1**.

By ensuring consistency, clarity and compliance in all messaging, Stellenbosch Municipality reaffirms its commitment to transparency, responsiveness and accountability.

Stellenbosch Municipality is dedicated to maintaining exceptional communication channels and networks with its diverse stakeholders. The primary responsibilities of the communication function within the municipal environment include facilitating dialogue between the administration and communities, managing media relations, and ensuring an efficient internal communication system. Ensuring effective two-way communication is crucial to foster public participation within our communities. Such communication should build relationships and trust among key stakeholders and consistently enhance the Municipality's overall brand. The communication landscape has dramatically evolved. Over the past five years, digital platforms have become a primary tool for municipal engagement and two-way communication.

The Municipality has made steady improvements in its attempts to streamline and formalise its communications with residents, businesses and stakeholders. Ensuring that the right messages reach the intended audiences on the most appropriate platforms is an ongoing task, which we aim to execute successfully with the guidance of this Communication Policy.

The Communication Policy will provide clear procedural direction and will act as a guideline for both internal and external communication of the Stellenbosch Municipality. The aim is to ensure that all forms of communication take place in a well-coordinated and professional manner. This will allow us to design clear and uniformed messages that are able to support the realisation of the municipality's strategic objectives.

5. RECOMMENDATION

that Council approves the Revised Communication Policy 2025.

6. DISCUSSION / CONTENT

6.1 Background

The Constitution of the Republic of South Africa Act 200 of 1996, section 152 (1)(e), in setting out the objectives of local government, states that municipalities must "encourage the involvement of communities and community organizations in the

matters of local government". Section 160(7) of the Constitution further says that "a municipal council must conduct its business in an open manner, and may close its sittings, or its committees, only when it is reasonable to do so".

All communication efforts should always be aligned to our vision and mission and must be guided by our values, as adopted by Council through the 5th Generation Integrated Development Plan (IDP). This will ensure consistent messaging that will strengthen and promote the municipality's brand.

- **Vision** – *Valley of opportunity and innovation*
- **Mission** – *To deliver cost-effective services that will provide the most enabling environment for civil and corporate citizens*
- **Values** – *Integrity, Transformation, Accountability, Innovation*

The policy clearly defines the roles and responsibilities of the municipality's principal spokespersons - the Executive Mayor and the Municipal Manager - as the primary sources of official communication on behalf of the Municipality. It further outlines the circumstances under which communication functions may be delegated to the Communications Manager to ensure timely and accurate dissemination of information.

The policy provides guidance to all staff and councillors on the correct procedures for engaging with the media and responding to press queries, ensuring that all communication remains coordinated and consistent. It also sets out the process for generating content, issuing notices, alerts and managing disaster communication across both internal and external platforms.

By doing so, the policy promotes professionalism, consistency in messaging, strong brand recognition and a unified corporate identity, ultimately building public trust and credibility in the municipality's communication efforts.

6.2 Discussion

The policy, originally adopted in 2018, has been reviewed and updated to reflect significant developments and improvements - particularly in the digital and online communication space. This revision ensures that the Municipality continues to deliver effective, modern and responsive communication services to stakeholders, residents and officials across a variety of platforms in an ever-evolving communication environment.

The Communication Policy seeks to ensure that the Stellenbosch Municipality acknowledges the importance of communication as a strategic management function and a fundamental part of its daily functioning. Through this policy, the Municipality acknowledges that:

- It has a legal responsibility to keep all stakeholders informed at all times;
- It must proactively share progress made and successes achieved;
- It must timeously react to requests and enquiries from all stakeholders;
- It must proactively solicit input from the public to facilitate inclusive needs identification and development planning; and
- It must always promote transparency.

Furthermore, the Revised Communication Policy was discussed at the Directors Forum and was subsequently supported by management.

6.3 Financial Implications

None.

6.4 Legal Implications

None.

6.5 Staff Implications

None.

6.6 Risk Implications

None.

6.7 Comments from Senior Management

6.7.1 Municipal Manager

Supported.

RECOMMENDATION FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2025-10-17: ITEM 7.10.2

that Council approves the Revised Communication Policy 2025.

ANNEXURES

Annexure A: Revised Communication Policy 2025

NAME	***Stuart Grobbelaar***
POSITION	***Communications Manager***
DIRECTORATE	***Office of the Municipal Manager***
CONTACT NUMBERS	***021 808 8172***
E-MAIL ADDRESS	***stuart.grobbelaar@stellenbosch.gov.za***
REPORT DATE	***09 October 2025***

ANNEXURE 1

STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

COMMUNICATION POLICY

2025

1. BACKGROUND

1.1 INTRODUCTION

This policy serves to institutionalise and professionalise the way the Municipality communicates. It recognises communication as a strategic function at the core of governance and service delivery.

By ensuring consistency, clarity and compliance in all messaging, Stellenbosch Municipality reaffirms its commitment to transparency, responsiveness and accountability in all it says and does.

Stellenbosch Municipality is dedicated to maintaining exceptional communication channels and networks with its diverse stakeholders. The primary responsibilities of the communication function within the municipal environment include facilitating dialogue between the administration and communities, managing media relations, and ensuring an efficient internal communication system.

Ensuring effective two-way communication is crucial for fostering public participation within our communities. Such communication should build relationships and trust among key stakeholders, consistently enhancing the Municipality's overall brand. The communication landscape has dramatically evolved. Over the past five years, digital platforms have become a primary tool for municipal engagement and two-way communication.

The Municipality has made steady improvements in its attempts to streamline and formalise its communications with residents, businesses and stakeholders. Ensuring that the right messages reach the intended audiences on the most appropriate platforms is an ongoing task, which we aim to execute successfully with the guidance of this communication policy.

The Communication Policy will provide clear procedural direction and will act as a guideline for both internal and external communication of the Stellenbosch Municipality. The aim is to ensure that all forms of communication takes place in a well-coordinated and professional manner. This will allow us to design clear and

uniform messages that are able to support the realisation of the Municipality's Strategic Objectives, as captured in the 4th Generation Integrated Development Plan.

The Communication Policy seeks to ensure that the Stellenbosch Municipality acknowledges the importance of Communication as a strategic management function and a fundamental part of its daily functioning. Through his policy the Municipality acknowledges that;

- it has a legal responsibility to keep all stakeholders informed at all times;
- it must proactively share progress made and successes achieved;
- it must timeously react to requests and enquiries from all stakeholders;
- It must proactively solicit input from the public to facilitate inclusive needs identification and development planning; and
- it must always promote transparency.

1.2 LEGISLATIVE FRAMEWORK

The Constitution of the Republic of South Africa Act 200 of 1996, section 152 (1)(e), in setting out the objectives of local government, states that municipalities must "encourage the involvement of communities and community organizations in the matters of local government". Section 160(7) of the Constitution further says that "a municipal council must conduct its business in an open manner, and may close its sittings, or its committees, only when it is reasonable to do so".

The Local Government: Municipal Systems Act 32 of 2000, section 4, encourages the involvement of communities in the affairs of their municipalities. The following sections of the Municipal Systems Act also inform this Communication Policy:

- **Section 5** – Rights and duties of members of the local community
- **Section 6** – Duties of municipal administrations
- **Section 18** – Communication concerning community participation
- **Section 21** – Communication to local community
- **Section 21B** – Official website
- **Section 51** – Organisation and administration
- **Section 80** – Provision of services through service delivery agreements

Section 75 of the Local Government: Municipal Financial Management Act 56 of 2003 requires that municipalities place key documents and information on their websites, including their Integrated Development Plan (IDP), annual budget, adjustments budgets and budget-related documents and policies.

Regulation 30 of the Municipal Financial Management Act and the Municipal Budget and Reporting Regulations published in Government Gazette 32141, General Notice, on 17 April 2009, further informs this Communication Policy.

Chapter 5 of the Disaster Management Act 57 of 2002 relates to Municipal Disaster Management and also guides this Communication Policy in its approach to dealing with Communication during an emergency situation.

Lastly, the Policy is also informed by the Stellenbosch Municipality by-law dealing with the "Corporate Identity of the Municipality", published in Provincial Gazette 5859 on 19 April 2002.

1.3 VISION, MISSION AND VALUES

All communication efforts should always be aligned to our vision and mission and must be guided by our values, as adopted by Council through the Fifth Generation Integrated Development Plan (IDP). This will ensure consistent messaging that will strengthen and promote the Municipality's brand.

- **Vision** – *Valley of opportunity and innovation*
- **Mission** – *To deliver cost-effective services that will provide the most enabling environment for civil and corporate citizens*
- **Values** – *Integrity, Transformation, Accountability, Innovation*

2. SPOKESPERSONS

Though councillors and municipal officials are at all times representatives of the Stellenbosch Municipality, through their countless daily interactions with stakeholders, the principal communicators are the Executive Mayor and the Municipal Manger (MM). By having the Executive Mayor and MM spearhead communications, it

becomes possible to efficiently coordinate the Municipality's communications strategy.

The Executive Mayor and the MM thus act as the main spokespersons of the Municipality. Their communications must at all times be guided by the vision and mission of the Municipality. The principal communicators may at any time delegate specific tasks to councillors or officials, as is required from time to time.

The Communication section will provide administrative and strategic support to the principal spokespersons.

Controversial issues and matters of a political nature should be shared with the principal spokespersons and the Communications Manager to create awareness of issues which may have negative impacts on the Municipality and lead to long-term brand damage.

2.1 EXECUTIVE MAYOR

The Executive Mayor is responsible for communicating all aspects of council policies and programs, ensuring that the community is well-informed about governance issues, interactions with various communities, and matters of a political nature. This role includes the crucial task of conveying the annual priorities, objectives, and requirements outlined in the Integrated Development Plan (IDP).

As the chief communicator and spokesperson for the Municipality, the Executive Mayor must articulate the vision and strategic direction of the Municipality, providing clear and transparent updates on the progress and outcomes of municipal initiatives. This involves engaging with a wide range of stakeholders, including residents, businesses, and other government entities, to foster a shared understanding and commitment to the Municipality's goals.

To ensure effective communication, the Executive Mayor has the authority to delegate responsibilities to the Deputy Executive Mayor, councillors, or the Municipal Manager. This delegation is exercised whenever necessary to maintain a seamless flow of information and to address specific issues or areas of concern promptly. By leveraging the collective expertise and resources of the municipal leadership team,

the Executive Mayor ensures that communication remains consistent, responsive, and aligned with the Municipality's mission and values.

Ultimately, the Executive Mayor's communication efforts are pivotal in building trust and collaboration within the community, promoting transparency, and driving the Municipality's success in achieving its strategic objectives.

2.2 MUNICIPAL MANAGER

The Municipal Manager (MM) plays a crucial role in communicating all matters related to municipal administration. This includes overseeing legal processes and addressing issues pertinent to the day-to-day operations of the Municipality. The MM ensures that information about administrative functions, procedural updates, and operational matters is accurately and effectively conveyed to relevant stakeholders.

One of the key responsibilities of the MM is to oversee and approve all communication released by the Municipality's Communication Department. No replies to media enquiries, media statements, or media alerts can be issued without the MM's sign-off. This ensures that all public communications are consistent, accurate, and aligned with the Municipality's policies and strategic objectives.

Municipal officials and staff who wish to communicate directly with the media in their capacity as municipal employees must first obtain permission from the MM. This protocol is in place to maintain a unified and coherent voice for the Municipality, preventing the dissemination of conflicting or unauthorized information. By centralizing the approval process, the MM can ensure that all communications support the Municipality's goals and uphold its standards of transparency and accountability.

Additionally, the MM's communication responsibilities extend to engaging with various stakeholders, including residents, businesses, and other governmental entities. By providing clear and timely updates on administrative matters, the MM fosters an environment of openness and trust. This, in turn, enhances the Municipality's ability to effectively serve its community and achieve its operational and strategic objectives.

DRAFT

In summary, the MM's communication role is vital for maintaining the integrity and efficiency of the Municipality's administrative functions. Through careful oversight and coordination of all public communications, the MM ensures that the Municipality presents a unified, reliable, and professional image to the public and the media.

2.3 COUNCILLORS

Councillors are advised to only communicate on matters related to the work they do within their wards and all types of ward activities. A councillor may only act as a spokesperson for the Municipality with the consent of the Executive Mayor.

2.4 DIRECTORS

Directors may only communicate directly with the media with the approval of the MM. Directors must ensure compliance with the Municipality's Communication Policy within their Directorates.

2.5 MUNICIPAL OFFICIALS

No employee or municipal official may communicate on behalf of the municipality without the express permission of the MM. The Manager of Communications may respond to media queries with the permission of the MM.

3 INTERNAL COMMUNICATION

The primary objective of internal communication is to facilitate and manage the flow of information within the organization, creating an environment where employees are well-informed, engaged, and empowered. Effective internal communication channels are essential for disseminating information that is relevant, timely, and useful to officials, thereby fostering a cohesive and productive workforce.

Internal communication serves several key functions:

Policy and Procedure Updates: One of the critical roles of internal communication is to keep employees informed about new policies and standard operating procedures. This ensures that everyone is aware of the latest guidelines and regulations, promoting consistency and compliance across the organization.

Human Resources Information: Internal communication channels provide employees with important updates regarding human resources, such as changes in benefits, training opportunities, performance management processes, and career development programs. This helps employees stay informed about their rights, responsibilities, and opportunities for growth within the organization.

Wellness Programs: Promoting employee wellness is a significant aspect of internal communication. Information about wellness programs, health initiatives, and resources for physical and mental well-being can be shared to encourage a healthy and supportive work environment.

Upcoming Events: Keeping employees informed about upcoming events, such as meetings, workshops, social gatherings, and community service activities, helps build a sense of community and engagement within the organization. It also ensures that employees can participate and contribute to organizational events effectively.

Contact Details: Providing up-to-date contact details for various departments and key personnel enables efficient communication and collaboration within the organization. Employees need to know who to reach out to for specific queries or support.

Employee Recognition: Celebrating birthdays, work anniversaries, and other personal milestones fosters a positive and inclusive workplace culture. Recognizing individual achievements and contributions through internal communication channels can boost morale and motivation.

General Announcements: Internal communication should also include a wide range of general information that may be of interest to employees. This could include updates on organizational achievements, new hires, changes in leadership, and other news that contributes to a well-rounded understanding of the organization's dynamics.

DRAFT

To achieve these goals, internal communication channels must be carefully managed and tailored to meet the needs of the workforce. This can include a mix of emails, newsletters, intranet postings, team meetings, and digital platforms that facilitate real-time communication and collaboration. The content shared through these channels should be clear, concise, and engaging to ensure that it captures the attention and interest of employees.

Ultimately, effective internal communication contributes to a more informed and cohesive workforce, enhancing overall organizational performance and employee satisfaction. By keeping employees well-informed and connected, the organization can build a strong, engaged, and resilient team that is well-equipped to achieve its strategic objectives. The following mediums are used to communicate internally:

- Monthly internal newsletter (*Stell-Teta*)
- Notice boards
- Emails
- Bulk SMS
- Staff meetings and workshops
- Interdepartmental Forum
- Intranet

3.1 INTERNAL NEWSLETTER

The Internal Newsletter (*Stell-Teta*) is released on a quarterly basis. The newsletter is a valuable tool in ensuring that officials receive up-to-date municipal news and information. The newsletter supports the corporate image and culture of the municipality and promotes and informed workforce. Councillors will be added to the mailing list to receive electronic copies of the newsletter.

3.2 NOTICE BOARDS

Notices are placed on municipal notice boards to inform employees of upcoming events, meetings, vacancies and other staff-related matters. Municipal notices that

are approved by Directors must receive a stamp or sticker from the Communication Department before being placed on notice boards.

3.3 E-MAIL AND SMS

Communication messages are circulated via email and SMS on a regular basis to inform staff of information relevant to them. Only the Communication Department may send out communication via these platforms. Communication intended for broadcast is sent to the relevant Communications Officer in the Communication Department for consideration, editing, approval and distribution. Only authorised staff will have access to the complete staff mailing lists so as to avoid the abuse and overuse of the system. The system shall not be used for personal communications whatsoever. Only operational matters shall be communicated via the email and SMS system with the approval of the Municipal Manager and/or the Communications Manager. Councillors will be added to the email and SMS mailing list.

3.4 INTERDEPARTMENTAL FORUM

The Interdepartmental Forum, represented by each directorate within the municipality, must meet on a monthly basis. Through this forum, all municipal activities and upcoming events are brought to the attention of the Communication Department. This meeting promotes the coordination of communication activities, the development of the municipality's communication capacity and proper planning by the Communication Department.

3.5 INTRANET

The municipality's intranet plays a pivotal role in internal communication, serving as a central hub for all organizational information and resources. This secure, online platform provides employees with easy access to essential documents, policies, and updates, ensuring that they have the information they need at their fingertips. The intranet facilitates real-time communication and collaboration, enabling employees to share ideas, feedback, and updates efficiently. It also hosts interactive features such as forums, chat functions, and project management tools that foster teamwork and streamline workflows. By consolidating all internal communications into one accessible location, the intranet enhances transparency, reduces information silos,

and ensures that all employees are aligned with the municipality's goals and initiatives.

The intranet is meticulously managed internally by the Communications Department, ensuring that the content is relevant, up-to-date, and aligned with the organization's communication strategy. Hosting and technical support are provided by our ICT department, guaranteeing that the platform remains secure, reliable, and fully functional. This collaboration between the Communications and ICT departments ensures that the intranet remains an effective and integral communication tool, supporting a well-informed, engaged, and cohesive workforce.

4 EXTERNAL COMMUNICATION

The fundamental purpose of external communication is to inform external stakeholders (media, residents, interest groups, businesses, investors) of the Municipality's services and programmes. Through external communication channels, we aim to promote two-way communication and public participation.

Our communication should at all times be packaged for the specific audience we aim to reach and strict protocols should be observed when communicating with external audiences. All communication should be channelled exclusively through the Communication Department and must, depending on the nature of the Communication, be signed off by the Executive Mayor or MM. This will ensure that the right messages are repeated in volume and over time will lead to the strengthening of our corporate identity and municipal brand.

4.1 WEBSITE

The Municipality has a fully developed website, which also acts as a reference point for all services and products within the jurisdiction of the municipality. The municipal website is updated on a daily basis to ensure compliance with statutory requirements.

The website ensures that the local, national and international communities, businesses, visitors and stakeholders in all other spheres of government are informed of service delivery within the Municipality. The website also provides us with a space to broadcast good news stories, meeting schedules and important contact details.

There is scope for more multimedia elements and interactive features to be added to the website, such as voice clips, videos of news stories, polls and a customer care feature. The Communication Department will work with the service provider to ensure that multimedia elements and interactivity is increased. Only the Communications Department manages content on the website, while select SCM professionals have limited access to upload SCM documents and ICT hosts the site, together with the intranet.

4.2 EXTERNAL NEWSLETTER

The monthly distribution of the external newsletter ensures that the residents of the Greater Stellenbosch area are informed of service delivery successes within the Municipality. The letter provides the Executive Mayor with an opportunity to speak directly to the community, as the letter is drafted by the Executive Mayor herself and delivered to residents together with their monthly statements.

4.3 PRINT MEDIA

The submitting of positive news stories, such as service delivery successes, is a way of ensuring that the corporate identity and brand of the municipality is strengthened.

Communication with the media happens reactively and proactively. Reactive communication focusses on dealing with enquiries received from the media and/or the public. Information needed to draft a response is sourced from the relevant Directorate. All draft responses must be signed off by the MM before being returned to the media for publishing. Where communication is political of nature, the sign off process may take place in consultation with the Executive Mayor.

Proactive communication is aimed at driving a positive message from the Municipality and provides us with some scope to set the narrative. This can be achieved by sourcing, drafting and releasing news on municipal messages and alerts on a regular basis. Proactive communication must always be done in consultation with the Office of the Municipal Manager (in consultation with the Executive Mayor). It is important to keep the Communication Division abreast of all events and activities within the various Directorates ahead of time.

4.4 ADVERTISING

Directorates are responsible for securing advertising space in community or regional newspapers for municipal adverts/notices as it is needed. The Communication Department plays a supportive role in this process.

Advertising must always be aimed at promoting the brand of the Municipality. Wherever possible, free publicity must be favoured over paid for advertising. Areas of free advertising must also be explored. This includes advertising via branding and leveraging our presence on social media platforms. At all times, all departments who advertise, should prioritise free exposure (earned media, municipal platforms) over paid placements unless strategically or legislatively necessary.

4.5 CORPORATE IDENTITY

The Municipality has a complete Corporate Identity Guide, published in Provincial Gazette 5859 on 19 April 2002. All municipal employees and officials must adhere to the guidelines as set out in this guide. The guidelines will be made available to all officials and the Communications Department will assist in its implementation and correct usage.

Branding is streamlined across all municipal departments. Branding must be utilised in such a manner as to create a feeling of unity and pride within all towns within the Municipality.

Promotional Material

Promotional material using the Municipality's corporate identity may be used only for official purposes. The production of such material must be authorised by the Communication Department, in accordance with the Municipality's corporate-identity guidelines (by-law). Branded merchandise is an integral part of the municipal branding strategy and, as such, may not be developed without the approval of the Communication Department.

All communication material must be obtained within the strict guidelines of the Municipal Costs Containment Regulations of 2018.

Procurement of Communication Material

Communication material includes any type of publication, newsletter, magazine, brochure, audio-visual material and any other material intended to convey

information to the public. The Communication Department must ensure that communication products and services, are acquired in a fair and equitable manner and must therefore be consulted on the procurement processes for communication goods. Departments can make use of the Communication Department's in-house service, depending on the type of project, time frames, available capacity and budgets. Standard Operating Procedures must be developed for guiding processes surrounding the implementation and use of corporate materials.

4.6 RADIO

Community Radio stations provide an excellent platform for the Municipality to engage with communities. Communication via radio can take place by means of paid for advertising as well as free airtime.

Paid for airtime should focus on various issues aimed at informing the public of local government programmes and opportunities. It can successfully be utilised as a public participation tool. At all times it must drive the positive message of the Municipality and present solutions to challenges.

Free radio broadcasting airtime should focus on promoting the activities of the Municipality, keeping the public informed about events, projects and service delivery news. It can also successfully be used as an emergency communication platform in the event of a disaster or crisis.

4.7 TV SCREENS

The Municipality has installed TV screens at various strategic locations across the municipality as a way of ensuring that our messages reach more audiences. The TV screens provide the ideal platform for the sharing of premeditated announcements and strategic messages accompanied by various multimedia components. These screens were removed by ICT. The Communications Department stands ready to generate appropriate multimedia content for these screens, once re-installed by ICT.

4.8. SOCIAL MEDIA

A comprehensive Social Media Policy must be drafted and approved to guide the municipality's use of social media platforms. This policy will outline the principles,

procedures, and best practices for engaging with social media, ensuring that all communications are consistent with the municipality's values and strategic objectives.

To expand our reach and engage with a diverse audience, we have introduced various social media channels across multiple platforms, including a Facebook page, an X (formerly Twitter) account, a WhatsApp channel, a LinkedIn page, and an Instagram account. By leveraging these varied platforms, the municipality ensures it reaches a broad audience and interacts effectively with different segments of the community.

The Social Media Policy will set clear guidelines on how these platforms should be utilized. It will address aspects such as content creation, approval processes, and the responsibilities of municipal staff in managing social media interactions. All social media accounts are managed by the Communications Department, which is responsible for curating and creating content. Furthermore, any information intended for these platforms must be submitted to the Communications Department for evaluation and editing before publication. This process ensures that all content is consistent with the municipality's communication strategy, adheres to professional standards, and aligns with the municipality's values.

Social media platforms offer a cost-effective way to engage with targeted audiences and facilitate real-time communication. Regular updates and a responsive approach on these platforms will enhance effective two-way communication and foster a more transparent and participatory relationship with the community. Additionally, social media serves as a powerful tool for promoting positive news stories and achievements of the municipality, helping to build a stronger connection with residents and drive traffic to the municipal website for more detailed information.

In summary, the Social Media Policy will provide a framework for managing the municipality's expanded social media presence, ensuring that all content is professionally handled and supports the municipality’s strategic communication goals.

Only the Communications Department manages all social media platforms. The Municipality now operates official municipal accounts on:

- Facebook

- X (formerly Twitter)
- WhatsApp (channel)
- LinkedIn
- Instagram

These platforms are used to:

- Provide real-time updates
- Promote positive service delivery stories
- Share success stories
- Share municipal notices and alerts
- Engage residents directly
- Redirect traffic to the municipal website for full information

4.9. IDP ROAD SHOWS AND WARD MEETINGS

IDP Road shows and Ward Meetings take place as scheduled in all 22 Wards that constitute the Stellenbosch Municipality. Tools used to alert communities to road shows and meetings include load hailing, pamphlets, posters, notice boards and announcements on the municipal website. The meetings provide an opportunity for the community and Municipality to directly interact with one another, contributing greatly to public participation and community involvement in the budget process and planning for the year ahead.

Communication takes place proactively and reactively with stakeholders in organised meetings which they attend. Meetings are conducted by ways of information sessions followed by question and answer sessions where the community can raise concerns, provide feedback and give input on planned projects. The Municipality utilises this opportunity to address concerns raised by the public, provide

information on plans and council decisions and directly converse with members of the public.

5 COMMUNICATION DEPARTMENT

The Communication Department has a key role to play in improving service delivery, both in communicating with members of the public who receive services and in communicating with the municipal employees and officials who ensure that these services are delivered.

The aim of this department is to provide the municipality with a comprehensive communication system to facilitate public participation, manage stakeholder engagements and provide effective marketing strategies.

The Communication Department must coordinate all communication activities in the Municipality. It must provide strategic advice and counsel on communication policy development, programme planning, programme implementation and the production of publications for disseminating information.

The Department is headed by the Communications Manager under the supervision of the Municipal Manager.

5.1 OFFICERS

The Communication Officer and Knowledge and Information Officer are responsible for media liaison, media conferences, media statements and handling media queries. They also play a key role in social media supervision, content generation, website updates and graphic design. Responses to media enquiries are subject to the approval of the Municipal Manager, unless indicated otherwise. The Communication Officer may not in any way become involved in media opportunities of a party-political nature.

5.2 MANAGER: COMMUNICATIONS

The Manager: Communications is tasked with –

- Rolling out the Communication Policy and ensuring that it is adhered to;

- Coordinating all generic internal and external communication activities, including the procurement of communication products and services;
- Managing media relations in terms of arranging media conferences, issuing media statements, releasing media alerts and responding to media queries;
- Liaising with the Office of the Executive Mayor and various Directorates on project launches and coordinating communication between the administration and the Executive Mayor's office; and
- Providing regular reports to the Municipal Manager responsible for managing and coordinating the integrated development plan (IDP), institutional performance management (PM), and intergovernmental relations (IGR) to promote and build sound relationships between the municipality and all stakeholders and to promote and manage the corporate image of the municipality.

6. COMMUNICATION IN EMERGENCY SITUATION

An emergency situation refers to any abnormal circumstance requiring immediate and decisive action to mitigate damage to persons, property, the environment, or the municipality's reputation. In such scenarios, standard procedures may not suffice, and a well-structured response is crucial. In the event of a crisis or disaster, the following protocol must be adhered to, with careful attention to the specific requirements outlined in Sections 42 to 55 of the Disaster Management Act 57 of 2002:

1. **Initial Notification**: The manager responsible for the affected area must promptly inform the relevant Director or Senior Manager and the Communication Manager about the nature and scope of the crisis. This initial communication ensures that key stakeholders are aware of the situation and can begin mobilizing resources.
2. **Formation of Crisis Committee**: A Crisis Committee must be constituted immediately to coordinate the response. This committee will be chaired by the Executive Mayor, Municipal Manager (MM), or a delegated Director. The committee will include the relevant portfolio councillor, Director, Municipal Manager, Communication Manager, and other relevant officials. This team will

oversee the response efforts and ensure that all actions are aligned with the municipality's strategic objectives.

3. **Development and Implementation of Action Plan**: The Crisis Committee is responsible for drafting a comprehensive plan of action. This plan will outline the steps needed to address the crisis, including emergency procedures, resource allocation, and communication strategies. The Communication Department will be instrumental in releasing official statements and updates in consultation with the principal spokespersons. Media statements or interviews with other officials are strictly prohibited without prior approval from the Municipal Manager and/or Executive Mayor. This ensures consistency and accuracy in the information being shared.
4. **Internal Communication**: It is essential to keep staff members informed about the crisis and the municipality's response through internal communication channels. Regular updates will help ensure that employees are aware of the situation, understand their roles, and can provide accurate information to external parties if necessary.
5. **Ongoing Monitoring and Evaluation**: The Crisis Committee must convene regularly to monitor the response, assess the effectiveness of the action plan, and make necessary adjustments. This ongoing evaluation helps ensure that the municipality's response remains effective and responsive to the evolving situation.
6. **Public Communication and Media Management**: During a crisis, managing public communication effectively is critical. The municipality must provide timely and accurate information to the public, using various communication channels, including social media, press releases, and public announcements. Ensuring that all communication is clear, consistent, and factual will help maintain public trust and manage the municipality's reputation.
7. **Post-Crisis Evaluation**: After the immediate crisis has been addressed, a thorough post-crisis evaluation should be conducted. This involves reviewing the response efforts, identifying lessons learned, and making recommendations for improving future emergency responses. The findings from this evaluation will be used to update the municipality's crisis management and communication strategies.

DRAFT

By following these procedures, the municipality can effectively manage crises and disasters, minimizing impact and maintaining public trust. Effective coordination, clear communication, and regular assessment are essential components of a robust emergency response plan.

CONCLUSION

Effective communication is at the heart of good governance, community engagement and service delivery. This Communication Policy reaffirms Stellenbosch Municipality's commitment to transparent, timely and consistent communication with all stakeholders — both internal and external. In an era defined by digital transformation and real-time engagement, the Municipality recognises the need to adapt its communication methods to meet the expectations of a connected and informed public.

By establishing clear roles, responsibilities and processes, this policy ensures that all communication efforts are coordinated, strategic and aligned with the Municipality's vision, mission and core values. It provides a framework for media engagement, crisis communication, internal messaging, digital outreach and proactive public relations — all in support of building trust and strengthening the municipal brand.

The Communications Department plays a critical role in guiding this work and must be supported by all directorates and councillors through proactive collaboration. Through this policy, the Municipality strengthens its ability to promote service delivery achievements, manage public expectations and respond effectively in times of crisis.

Stellenbosch Municipality remains committed to fostering a culture of open dialogue, accountability and innovation — ensuring that communication is not just a function, but a strategic pillar in building a responsive and people-centred local government.

DRAFT

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

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

NONE

12.	**REPORTS BY THE MUNICIPAL MANAGER (G METTLER)**

12.1	**SCHEDULE OF PROPOSED DATES FOR MEETINGS OF COUNCIL, MAYORAL COMMITTEE, STANDING COMMITTEES AND OTHER COMMITTEES OF COUNCIL FOR THE 2026 CALENDAR YEAR**

Collaborator No:
IDP KPA Ref No: **Good Governance**
Meeting Date: **23 October 2025**

1. SUBJECT: SCHEDULE OF PROPOSED DATES FOR MEETINGS OF COUNCIL, EXECUTIVE MAYORAL COMMITTEE, SECTION 80 COMMITTEES, SECTION 79 COMMITTEES AND OTHER COMMITTEES OF COUNCIL FOR THE 2026 CALENDAR YEAR

2. PURPOSE

To inform Council of the schedule of proposed dates for meetings of Council, Mayoral Committee, Standing Committees and other Committees of Council for the 2026 calendar year.

3. DELEGATED AUTHORITY

The Speaker determines the dates of Municipal Council meetings. Dates for other meetings are determined by the Speaker in consultation with the various chairpersons of the meetings. The Executive Mayor may determine dates for the Mayoral Committee.

4. EXECUTIVE SUMMARY

An annual schedule of proposed dates for meetings is compiled in the interest of good governance. Besides complying with legislated requirements, a schedule of proposed dates of meetings enables councillors to plan their events, engagements and community activities.

Section 19 of the Local Government: Municipal Systems Act, 32 of 2000, stipulates that:

"The municipal manager of a municipality must give notice to the public, in a manner determined by the municipal council, of the time, date and venue of every -

(a) ordinary meeting of the council; and

(b) special or urgent meeting of the council, except when time constraints make this impossible."

In line with legislated requirements, the publishing of such a schedule of proposed dates for meetings in the media and on the municipal website, seeks to foster a healthy culture of public involvement and participation in Council affairs.

5. RECOMMENDATIONS

(a) that the schedule with the proposed dates for Council meetings, Executive Mayoral Committee meetings, Section 79 and 80 committees and other committees for the 2026 calendar year (attached as **APPENDIX 1**), be noted;

(b) that Council determines that the notice to the public of the time, date and venue of said meetings, as provided for in Section 19 of the Local Government: Municipal Systems Act, 32 of 2000, must be given on the Municipal website and in a newspaper that circulates in whole of the WC024; and

(c) that it be noted that the Speaker, as provided for in the Standing Rules of Order By-Law and the Systems Act, determines the dates of Council meetings and may call urgent- or special Council meetings over and above the proposed scheduled meetings and may vary dates in the schedule if and when needed.

6. DISCUSSION / CONTENT

6.1 Background

A municipality is required to enable the local community to participate in the affairs of the municipality. Sections 17 and 20 of the Local Government: Municipal Systems Act, 32 of 2000, refer to meetings of the municipal council and those of its committees as mechanisms that are open to the public to enable community participation.

As stipulated in Section 19 of the Local Government: Municipal Systems Act, 32 of 2000, *"the municipal manager of a municipality must give notice to the public, in a manner determined by the municipal council, of the time, date and venue of every -*

(a) ordinary meeting of the council; and

(b) special or urgent meeting of the council, except when time constraints make this impossible."

In line herewith, it is prudent to publish the entire year's schedule of meetings in order to facilitate effective planning and to foster community participation.

6.2 Discussion

The typical pattern used for setting up the monthly cycle of meeting dates is as follows: the Mayoral Committee meeting is on the second Wednesday of the month, and Council meets on the fourth Wednesday of the month. Section 79 and 80 committee meetings are also scheduled monthly as required.

Section 80 committees are established to assist the Executive Mayor in the daily performance and exercise of statutory and delegated functions and powers; therefore, the Section 80 committees will only meet after a referral has been made by the Executive Mayor to the relevant member of the Mayoral Committee for advice on the matter. Meeting dates are provisionally scheduled each month for all of the Section 80 committees although these may not necessarily convene on those dates or at all.

The schedule of proposed dates for meetings, attached as **APPENDIX 1**, indicates the proposed meeting dates and times of Council, the Executive Mayoral Committee, Section 79 and 80 committees, and other Committees of Council. The bi-annual periods that Council will be in recess are also indicated on the schedule.

Notwithstanding the schedule of proposed dates for Council meetings, the Speaker may exercise the prerogative, as provided for in Rule 5 of the Standing Rules and Order By-Law, to also call urgent- or special Council meetings as and when required, which are not reflected in the schedule.

6.3 Financial Implications

Meetings are currently held on the virtual MS Teams platform or in person as determined by the Speaker. Refreshments are only arranged for meetings that will run for more than 5 hours as per the cost containment regulations.

6.4 Legal Implications

The recommendations in this report comply with Council's policies and all applicable legislation, notably the Local Government: Municipal Systems Act; and the Stellenbosch Municipality Rules and Order By-Law.

This item does not require public participation.

6.5 Staff Implications

This item has no additional staff implications for the municipality.

6.6 Previous / Relevant Council Resolutions

The Stellenbosch Council ordinarily approves the ensuing year's meeting schedule by November of each year.

6.7 Risk Implications

Risks are addressed through the content of the item.

6.8 Comments from Senior Management

6.8.1 Municipal Manager

The item and recommendations are supported.

ANNEXURE:

Appendix 1: Schedule of proposed dates for Council & Committee Meetings for 2026

NAME	*M Williams*
POSITION	*Acting Director: Corporate Services*
DIRECTORATE	*Corporate Services*
CONTACT NUMBERS	*021-808 8018*
E-MAIL ADDRESS	
REPORT DATE	*16 October 2025*

APPENDIX 1

STELLENBOSCH

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MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

SCHEDULE OF PROPOSED DATES FOR COUNCIL & COMMITTEE MEETINGS FOR 2026

COUNCIL RECESS: [DATES TO BE FINALISED BY THE SPEAKER]

DATE	DAY	MEETING	TIME
		JANUARY	
21 January	**Wednesday**	**Mayoral Committee**	10:00
26 January	Monday	Local Labour Forum (LLF)	14:00
28 January	**Wednesday**	**COUNCIL** ***Adjustments Budget; Section 52 Budget Report; Section/s 71 and 72 reporting; Draft Annual Report***	10:00
		FEBRUARY	
03 February	Tuesday	Planning, Local Economic Development & Tourism	14:00
03 February	Tuesday	Corporate Services	15:00
04 February	Wednesday	Human Settlements	10:00
04 February	Wednesday	Community and Protection Services	12:00
04 February	Wednesday	Rural Management	14:00
04 February	Wednesday	Parks, Open Spaces & Environment	15:00
05 February	Thursday	Sport, Youth & Culture	10:00
05 February	Thursday	Infrastructure Services	12:00
05 February	Thursday	Financial Services	14:00
18 February	**Wednesday**	**Mayoral Committee**	10:00
19 February	Thursday	Municipal Public Accounts Committee (MPAC)	12:00
23 February	Monday	Local Labour Forum (LLF)	14:00
25 February	**Wednesday**	**COUNCIL**	10:00

MARCH			
DATE	**DAY**	**MEETING**	**TIME**
03 March	Tuesday	Planning, Local Economic Development & Tourism	14:00
03 March	Tuesday	Corporate Services	15:00
04 March	Wednesday	Human Settlements	10:00
04 March	Wednesday	Community and Protection Services	12:00
04 March	Wednesday	Rural Management	14:00
04 March	Wednesday	Parks, Open Spaces and Environment	15:00
05 March	Thursday	Sport, Youth & Culture	10:00
05 March	Thursday	Infrastructure Services	12:00
05 March	Thursday	Financial Services	14:00
18 March	**Wednesday**	**Mayoral Committee**	10:00
19 March	Thursday	Municipal Public Accounts Committee (MPAC)	12:00
25 March	**Wednesday**	**COUNCIL**	10:00
30 March	Monday	Local Labour Forum (LLF)	14:00
APRIL			
01 April	Wednesday	Human Settlements	10:00
01 April	Wednesday	Community and Protection Services	12:00
01 April	Wednesday	Rural Management	14:00
01 April	Wednesday	Parks, Open Spaces and Environment	15:00
02 April	Thursday	Sport, Youth & Culture	10:00
02 April	Thursday	Infrastructure Services	12:00
02 April	Thursday	Financial Services	14:00
FRIDAY 03 APRIL: GOOD FRIDAY // MONDAY 06 APRIL: FAMILY DAY			
07 April	Tuesday	Planning, Local Economic Development & Tourism	14:00
07 April	Tuesday	Corporate Services	15:00
15 April	**Wednesday**	**Mayoral Committee**	
16 April	Thursday	Municipal Public Accounts Committee (MPAC)	12:00
22 April	**Wednesday**	**COUNCIL**	
MONDAY 27 APRIL: FREEDOM DAY			
28 April	Tuesday	Local Labour Forum (LLF)	14:00

DATE	DAY	MEETING	TIME
MAY			
WEDNESDAY 1 MAY: WORKER'S DAY			
05 May	Tuesday	Planning, Local Economic Development & Tourism	14:00
05 May	Tuesday	Corporate Services	15:00
06 May	Wednesday	Human Settlements	10:00
06 May	Wednesday	Community and Protection Services	12:00
06 May	Wednesday	Rural Management	14:00
06 May	Wednesday	Parks, Open Spaces and Environment	15:00
07 May	Thursday	Sport, Youth & Culture	10:00
07 May	Thursday	Infrastructure Services	12:00
07 May	Thursday	Financial Services	14:00
20 May	**Wednesday**	**Mayoral Committee**	10:00
21 May	Thursday	Municipal Public Accounts Committee (MPAC)	12:00
25 May	Monday	Local Labour Forum (LLF)	14:00
27 May	**Wednesday**	**COUNCIL**	**10:00**
JUNE			
02 June	Tuesday	Planning, Local Economic Development & Tourism	14:00
02 June	Tuesday	Corporate Services	15:00
03 June	Wednesday	Human Settlements	10:00
03 June	Wednesday	Community and Protection Services	12:00
03 June	Wednesday	Rural Management	14:00
03 June	Wednesday	Parks, Open Spaces and Environment	15:00
04 June	Thursday	Sport, Youth & Culture	10:00
04 June	Thursday	Infrastructure Services	12:00
04 June	Thursday	Financial Services	14:00
TUESDAY 16 JUNE: YOUTH DAY			
17 June	**Wednesday**	**Mayoral Committee**	10:00
18 June	Thursday	Municipal Public Accounts Committee (MPAC)	12:00
29 June	Monday	Local Labour Forum (LLF)	14:00

DATE	DAY	MEETING	TIME
COUNCIL RECESS: [DATES TO BE CONFIRMED BY SPEAKER]			
JULY			
22 July	**Wednesday**	**Mayoral Committee**	10:00
23 July	Thursday	Municipal Public Accounts Committee (MPAC)	12:00
27 July	Monday	Local Labour Forum (LLF)	14:00
29 July	**Wednesday**	**COUNCIL** **Sec 52 Report on implementation of budget**	10:00
AUGUST			
04 August	Tuesday	Planning, Local Economic Development & Tourism	14:00
04 August	Tuesday	Corporate Services	15:00
05 August	Wednesday	Human Settlements	10:00
05 August	Wednesday	Community and Protection Services	12:00
05 August	Wednesday	Rural Management	14:00
05 August	Wednesday	Parks, Open Spaces and Environment	15:00
06 August	Thursday	Sport, Youth & Culture	10:00
06 August	Thursday	Infrastructure Services	12:00
06 August	Thursday	Financial Services	14:00
SUNDAY 09 AUGUST: NATIONAL WOMEN'S DAY // **MONDAY 10 AUGUST PUBLIC HOLIDAY**			
19 August	**Wednesday**	**Mayoral Committee**	10:00
20 August	Thursday	Municipal Public Accounts Committee (MPAC)	12:00
25 August	**Tuesday**	**COUNCIL** ***Adjustments/Roll-over Budget and Budget/IDP time schedule (Process Plan)***	10:00
31 August	Monday	Local Labour Forum (LLF)	14:00
SEPTEMBER			
01 September	Tuesday	Planning, Local Economic Development & Tourism	14:00
01 September	Tuesday	Corporate Services	15:00
02 September	Wednesday	Human Settlements	10:00
02 September	Wednesday	Community and Protection Services	12:00
02 September	Wednesday	Rural Management	14:00
02 September	Wednesday	Parks, Open Spaces and Environment	15:00

DATE	DAY	MEETING	TIME
03 September	Thursday	Sport, Youth & Culture	10:00
03 September	Thursday	Infrastructure Services	12:00
03 September	Thursday	Financial Services	14:00
16 September	**Wednesday**	**Mayoral Committee**	10:00
17 September	Thursday	Municipal Public Accounts Committee (MPAC)	12:00
FRIDAY 24 SEPTEMBER: HERITAGE DAY			
28 September	Monday	Local Labour Forum (LLF)	14:00
OCTOBER			
01 October	Thursday	Sport, Youth & Culture	10:00
01 October	Thursday	Infrastructure Services	12:00
01 October	Thursday	Financial Services	14:00
07 October	Tuesday	Planning, Local Economic Development & Tourism	14:00
07 October	Tuesday	Corporate Services	15:00
08 October	Wednesday	Human Settlements	10:00
08 October	Wednesday	Community and Protection Services	12:00
08 October	Wednesday	Rural Management	14:00
08 October	Wednesday	Parks, Open Spaces and Environment	15:00
21 October	**Wednesday**	**Mayoral Committee**	10:00
22 October	Thursday	Municipal Public Accounts Committee (MPAC)	12:00
26 October	Monday	Local Labour Forum (LLF)	14:00
28 October	**Wednesday**	**COUNCIL** ***Quarterly report: (Section 52) implementation***	10:00
NOVEMBER			
03 November	Tuesday	Planning, Local Economic Development & Tourism	14:00
03 November	Tuesday	Corporate Services	15:00
04 November	Wednesday	Human Settlements	10:00
04 November	Wednesday	Community and Protection Services	12:00
04 November	Wednesday	Rural Management	14:00
04 November	Wednesday	Parks, Open Spaces and Environment	15:00
05 November	Thursday	Sport, Youth & Culture	10:00
05 November	Thursday	Infrastructure Services	12:00
05 November	Thursday	Financial Services	14:00

DATE	DAY	MEETING	TIME
18 November	**Wednesday**	**Mayoral Committee**	10:00
19 November	Thursday	Municipal Public Accounts Committee (MPAC)	12:00
25 November	**Wednesday**	**COUNCIL**	10:00
30 November	Monday	Local Labour Forum (LLF)	14:00
DECEMBER			
[COUNCIL RECESS DATES TO BE FINALISED BY THE SPEAKER]			

12.2	**APPLICATION FOR DEDUCTION OF CONTRAVENTION PENALTY INSTITUTED FOR THE RETROSPECTIVE APPROVAL OF UNAUTHORISED LAND USE AND LAND DEVELOPMENT (Portion 1 of Farm 1085 Paarl: Rickety Bridge)**

Collaborator No:
IDP KPA Ref No:
Meeting Date: 23 October 2025

1. SUBJECT: APPLICATION FOR DEDUCTION OF CONTRAVENTION PENALTY INSTITUTED FOR THE RETROSPECTIVE APPROVAL OF UNAUTHORISED LAND USE AND LAND DEVELOPMENT (Portion 1 of Farm 1085 Paarl: Rickety Bridge)

2. PURPOSE

To submit to Council for consideration a submission to apply for a reduction of a contravention penalty which was levied for the retrospective land use approval for the development of unauthorised padel courts.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

A contravention penalty to the amount of R 750 000 was levied in accordance with the approved Council tariffs to regularise an unauthorized development of padel courts, which was retrospectively approved on appeal. The calculation of the contravention penalty is disputed as being incorrectly calculated, and a demand is made for reimbursement.

5. RECOMMENDATIONS

For consideration by Council.

6. DISCUSSION / CONTENTS

6.1. Background

There are an historic and increasing tendency in Stellenbosch Municipal area to commence with unauthorised developments and/ or land use activities prior to obtaining the needed permissions. When unauthorised developments of land use activities are reported, a compliance notice is served to cease the unauthorised developments of land use activities. A landowner may then make an application to regularise the unauthorised development or land use retrospectively.

There are many instances where the compliance notice is ignored, and the unauthorised development or land use activity continues. The Stellenbosch Municipal Bylaw on Land Use Planning, 2023 makes provision for the submission of an objection to a compliance notice, and in terms of which it may be decided to suspend the compliance notice whilst a land use application is pursued and finalised. A compliance notice for the development of unauthorised structures, in the absence of approved building plans, will however not be suspended and must cease. In instances where the unauthorised building work associated with the development does not cease, it is usually in an attempt to enforce an eventual approval from the Municipality.

The Stellenbosch Municipal Bylaw on Land Use Planning, 2023, provides in Section 66(1) for the imposition of conditions of approval for the payment of a contravention penalty in the instance where a land use approval is granted retrospectively for an unauthorised development or land use activity that has commenced prior to the approval being obtained. For this purpose, as part of the Municipal tariff structure, Council adopted contravention penalties that must be applied in such instances.

The practise to institute a contravention penalty is an attempt to dissuade unauthorised developments and land uses, and which are in many instances undertaken to enforce

the approval of unwarranted developments that are not in the long-term interest of the development agenda of the Municipal Spatial Development Framework. The resulting additional administration to address and regularise unauthorised developments and land uses also puts a huge burden on officials, and in instances of capacity constraints prevent the timeous processing of other land use applications.

The adopted tariffs for contravention penalties make provision for three types of land uses and three categories of transgressions, each with its own tariff structure.

The three categories of land uses constitute:

(1) Residential Zoning and/ or a dwelling unit as primary use with no resulting new land use right

(2) Residential Zoning and/ or a dwelling unit, but where a new base zone or new land use right will be obtained or die dwelling will no longer be used as the primary use.

(3) Any other use than residential and / or any structure that is not a primarily used as a permanent residence.

The three categories of transgressions constitute:

(a) Any development involving a permanent departure from a development parameter.

(b) Any development where no material structural changes, inclusive of newly build structures, were made to facilitate the unauthorised land use activity, and

(b) Any development where material structural changes, inclusive of newly build structures, were made to facilitate the unauthorised land use activity.

In the instance of this case, commencement with the development of padel courts, considered as a sport facility, started prior to obtaining the required land use rights and building plan approval. A land use application was submitted on 1 December 2023, which application, apart from the proposed padel courts, also included several other proposed land uses for a range of tourist facilities and a restaurant.

The processing of the application was delayed due unresolved traffic matters raised by the provincial traffic engineer, which required that traffic impact assessments be undertaken. For this reason, the applicant decided to split the application, in order to consider the padel courts separate from the other proposed land use activities.

At this stage, the unauthorised construction of the subject padel courts has already commenced at some stage and a compliance notice in terms of the National Building Regulations was served on 5 November 2024 to cease the unauthorised building works.

The communication for the separation of the land use application for the padel courts from the other proposed land use activities was submitted on 25 November 2024. The application was concluded and decided by the Authorised Decisionmaker on 28 November 2024 to not approve the land use application for the Padel Courts. An appeal was submitted against this decision to not approve the land use application for the padel courts on 13 January 2025.

A subsequent land use compliance notice was also served on 13 March 2025. A representation by the landowner was submitted on 18 March 2025 and decision communicated on 23 March 2025 to suspend the compliance notice in order for the appeal to be finalised.

The Appeal Authority upheld the appeal and approved the land use application for the padel courts on

This approval of the appeal authority included a condition of approval that a contravention penalty must be paid. The tariff applicable to this property is (3)(c) as follows:

SERVICES RENDERED	UNIT	TARIFF
The retrospective approval of any unauthorised land use activity where there were unauthorised material structural changes or additions or where new unauthorised structures have been developed to facilitate the unauthorised land use activity.	Per application or each required type of approval granted or associated separate structure as may be applicable.	**R 250 000,00**

The unit for the calculation of the contravention penalty is based on either an application, or each required type of approval granted, or associated separate structure. This method was prescribed to calculate the penalty based on the scale of the transgression, with an increasing penalty to match the scale of the development. So, if the transgression constitutes a single application to regulate the matter, the penalty of a single amount will apply. If the application however constitutes a number of approvals to regularise the transgression, then the penalty applies to each such separate approval that had to be obtained to regularise the development. If the development constitutes a number of separate structures, then the penalty follows the number of such structures that had to be regularise. In summary, the penalty should match the scale of the transgression.

Following a site inspection by the Appeal Authority with the Municipal Manager, the Municipal Manager advised that three separate and distinguishable platform structures were constructed to facilitate the total of five padel courts, and that such approach should suffice above an approach to levy the penalty for each of the five padel courts that resulted from the unauthorised development. It was consequently determined that the subject contravention penalty should be calculated on the basis of the three separate unauthorised structures that were constructed to accommodate the 5 padel courts. Accordingly, the contravention penalty equated to three times the prescribed contravention penalty, with a total amount of R 750 000-00.

Rickety Bridge has now petitioned that the contravention penalty was incorrectly calculated. It is the submission that the penalty should only have been calculated on the basis that a single application was submitted and considered to regularise the padel courts. It is consequently the view of Rickety Bridge that a single contravention penalty of R 250 000-00 is payable,

The submission for the reduction of the contravention penalty is attached as **ANNEXURE "A"**.

6.5 Financial Implications

If Council approves the reduction of the contravention penalty that was levied as part of the approval of the unauthorised development, part of the contravention penalty must be reimbursed to the landowner.

6.6 Legal Implications

There are no legal implications.

6.5 Staff Implications

There are no staff implications.

6.6 Previous / Relevant Council Resolutions

Adoption of the current Municipal Tariff structure for the application of the Stellenbosch Bylaw on Land Use Planning 2023.

6.7 Risk Implications

There are no risks implications.

6.8 Comments from Senior Management:

6.8.1 Director: Infrastructure Services

No comments solicited.

6.8.2 Director: Planning and Economic Development

No comments solicited.

6.8.3 Director: Community and Protection Services

No comments solicited.

6.8.4 Director: Corporate Services

No comments solicited.

6.8.5 Chief Financial Officer

No comments solicited.

6.8.6 Municipal Manager

Supports the item.

ANNEXURES

ANNEXURE A: SUBMISSION OF RICKETY BRIDGE FOR REDUCTION OF CONTRAVENTION PENALITY.

FOR FURTHER DETAILS CONTACT:

NAME	*Stiaan Carstens*
POSITION	*Senior Manager: Development Management*
DIRECTORATE	*Planning and Economic Development*
CONTACT NUMBERS	*021 808 8674*
E-MAIL ADDRESS	*Stiaan.carstens@stellenbosch.gov.za*
REPORT DATE	*20 October 2025*

ANNEXURE A

FRANSCHHOEK S.A.
ESTD. 1797

RICKETY BRIDGE

Attention:

Alderman Jeremy Fasser (The Executive Mayor)
cc Ms Geraldine Mettler (Municipal Manager)

Date:
09.10.2025

Address:

Stellenbosch Municipality
P O Box 17
Stellenbosch
7599

Dear Mayor Fasser,

Re: Rickety Bridge Properties (Pty) Ltd

1. We write to you concerning a penalty levied on Rickety Bridge Properties (Pty) Ltd, in respect of farm 1085/1 under application number LU16422.

2. This penalty was levied by the Stellenbosch Municipality against Rickety Bridge Properties (Pty) Ltd on approval of the land use management application for our padel courts, at Rickety Bridge Properties, in Franschhoek.

3. We note that a contravention penalty in the amount of R750 000.00 has been imposed.

4. The penalty was paid under protest, given legal advice that only one land use application was made, for one structure (with one double court and two single padel courts on it) which had been delivered as prefabricated modules, prior to LUM approval being granted.

5. Accordingly, legal advice received is that a fair and equitable interpretation of the Land Use Application Contravention Penalty Tariff 2025/2026 is that a penalty of R250 000.00 should have been levied, not R750 000.00.

6. At item 3(c) it is stated as follows:

> *"Per application or each required type of approval granted or associated separate structure as may be applicable to R250 000.00."*

7. It is common cause between Stellenbosch Municipality and Rickety Bridge that only one application was made by our town planners.

8. We acted in good faith and took advice , prior to placing the order for delivery of the padel courts, that no land use management application was required, otherwise we would have waited until the application had been finally decided, which it has been favourably. The advice was wrong.

9. We differ with the view of the planning officials that the criterion is that there are "*3 x distinguishable structures*" as the test is as set out in the tariff itself per application, or each required type of approval granted or associated separate structure as may be applicable.

10. In our view, the "*per application*" stipulation is applicable in our case. There was one application made only.

11. The amount levied as a penalty amounts to confiscation of a material portion of the value of the padel courts thereby potentially infringing Section 25 of the Constitution of the Republic of South Africa, Bill of Rights, on advice received.

12. There are other including positive reasons for requesting that the penalty be reduced, subject to the consideration of Council, to R250 000.00.

13. The first is to avoid legal costs and stress. Rickety Bridge Properties has been advised by counsel that a separate review application can be brought just to deal with penalties imposed. However this will cost a significant amount including the retaining of attorneys and advocates, if opposed, it will also incur significant costs to the ratepayers of Stellenbosch Municipality which can be avoided, by a fair and reasonable interpretation of the penalty tariff.

14. We ask you to consider a community based approach between Council and ourselves as members of the community instead, through requesting an reduction.

15. We are advised that subject to the discretion of the Council of Stellenbosch Municipality, Council can in any event decide whether to reduce the penalty.

16. Having spent two years applying for land use approval of the padel courts, and eight months on appeal, we would far prefer to build a positive relationship with Stellenbosch Municipality and avoid negativity brought with litigation, if possible.

17. We ask you to also consider the following other positive factors, in support of this request for a reduction in the penalty levied:

Commitments made to social upliftment by Rickety Bridge Properties (Pty) Ltd, and Simon and Melissa Crosbie (the owners)

18. Simon and Melissa, since purchasing, have employed in excess of 30 additional staff, and have got involved in the training and development of staff.

19. In getting to know the community, they have formed a strong bond with the Franschhoek Valley Community Sport Centre. They did not hesitate to become involved and when participating in practice interviews, saw potential in 4 of the candidates and offered them employment.

20. Since then, Rickety Bridge has undertaken to employ at least 4 young people with potential , hiring to be repeated every calendar year, and this may well increase, depending on activities such as the padel courts.

21. The Padel courts are a feeder programme, aimed at giving the 4 employees from the community sports center, briefed for this purpose, the chance to progress into other parts of the business, e.g hospitality, wine making and agriculture on the farm or elsewhere (dependent on the employee's desire)

22. This is one of numerous socio-economic activities the new owners have taken upon themselves. Hope Through Action (charity behind the sports center) estimates 4,000 lives are positively impacted per year, which is substantial. This is just one of the Crosbie Family's initiatives, with many more, e.g, The Uncorked Music Academy (UMA).

23. The vision of Simon and Melissa supports the vision for the development of South Africa.

24. Given the rates of unemployment and under employment in South Africa, the Western Cape and Stellenbosch Municipality, it is critical that every opportunity which can be created, for employment, is supported and implemented wherever possible.

25. We request that the penalty be reduced to R 250 000.00 accordingly and that Council directs the administration to refund the balance of R 500 000.00 paid under protest.

Thanking you.

Yours sincerely,

MANAGING DIRECTOR
SIMON CROSBIE

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R45 MAIN ROAD, FRANSCHHOEK 7690, S.A

12.3	TASK EVALUATION PROCESS

Collaborator No:
IDP KPA Ref No: Good Governance
Meeting Date: 23 October 2025

1. SUBJECT: TASK EVALUATION PROCESS

2. PURPOSE

To inform Council of the TASK Job Evaluation process and request approval to contract Deloitte to do 225 job designation evaluations.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

The Municipality accepted its micro-structure in 2017 and reviewed it in 2019. As part of the process of placement of staff into the new structure. Council also approved that the posts be evaluated through the TASK Job evaluation system applicable in Local Government. The Municipality submitted its job descriptions to the Cape Winelands Job Evaluation Unit (CWJEU) who evaluated some of our posts but in June 2024 SALGA National informed the municipalities in the Western Cape that the Deloitte licence fees were becoming too expensive and that due to non-payment by certain municipalities posts will only be benchmarked.

Previously, the **benchmarking** process led to dissatisfaction amongst staff and Council eventually had to appoint a Forensic firm to investigate the process and the outcomes were implemented. The Municipal Manager (MM) thus require Council to express itself around the proposed recommendation of the Municipal Managers' Forum meeting of 21st February 2025 (Annexure 1) in which the HR Practitioners made recommendations to continue with the TASK evaluation under the benchmarking process.

An item was submitted to the 30TH COUNCIL MEETING on 31st March 2025 under Item 12.1 and Council resolved as follows:

RESOLVED (majority vote with 3 abstentions)

(a) that Council notes the developments surrounding the TASK Job evaluation process thus far;

(b) that Council authorises the Municipal Manager to follow the benchmarking process for the filling of critical vacancies; and

(c) that Council authorises and mandates the Municipal Manager to ensure compliance with the Municipal Systems Act (MSA), Municipal Staffing Regulations (MSR) and Recruitment and Selection (R&S) Policy provisions.

The following Councillors requested that their votes of dissent be minuted:

Cllr RB Hendrikse, G Petersen and M Van Stade.

Whilst this process has been implemented to assist with meeting the legislative requirements in terms of the MSA and MSR on filling of posts, the process of job evaluation at the CWJEU also eventually started again in September 2025.

However, this process is progressing very slowly and thus far only 12 of our estimated 600 plus job descriptions has been evaluated. At the current space the CWJEU are evaluating posts which might take another year to work through all our job descriptions. The Executive Management Team (EMT – Director's) discussed this at length and requested the Senior Manager: Human Resources (SMHR) to report on possible solutions and to contact Deloitte on a quote and timeline to evaluate positions.

The SMHR has drafted the attached report (Annexure 2) and identified that if 225 designations are evaluated the Municipality would meet the job evaluation completion quicker than what the CWJEU process is currently delivering. The EMT is also sure that the projected cost of R1,5 million can be paid from savings on posts that are vacant and filled at lower notches than originally budgeted for and therefore resolved to support the SMHR recommendation to evaluate 225 job designations with Deloitte.

5. RECOMMENDATIONS

(a) that Council approve that the 225 identified job designations be evaluated by Deloitte,

(b) that Council note that the estimated cost will not exceed R1.5 million; and

(c) that the Municipal Manager be authorised to deal administratively with the matter.

6. DISCUSSION / CONTENTS

6.1 Background

6.1.1 The Municipality accepted its micro-structure in 2017 and reviewed it in 2019. As part of the process of placement of staff into the new structure Council also approved that the posts be evaluated through the TASK Job evaluation system applicable in Local Government. The Municipality submitted its job descriptions to the Cape Winelands Job Evaluation Unit (CWJEU) who evaluated some of our posts but in June 2024 SALGA National informed the municipalities in the Western Cape that the Deloitte licence fees were becoming too expensive and that due to non-payment by certain municipalities posts will only be benchmarked.

6.1.2 During June 2024 the JEU and PAC evaluations came to a halt due to SALGA National not paying Deloitte and citing the outstanding balances from Municipalities as an inter alia reason for non-payment. SALGA simultaneously surveyed all Municipalities on the continuation of the Deloitte license or benchmarking of job descriptions in view of the Master list that was compiled. After placing this before the SALGA NEC on 2 October 2024, it was resolved to:

a. Approve the final Job Evaluation Master List Report on the evaluated jobs for the Municipal sector.

b. Approve the revised Job Evaluation Policy Guidelines that guide the JE process post the development of the JE Master List.

c. Approve that the renewal of the Deloitte/ SALGA contract should only focus on the TASK license and only minor administrative processes.

6.1.3 Noting this, SALGA WC resolved to request a review of the decision and in the meantime (22 November 2024) also decided to continue with job evaluations based on the current process and procedure by benchmarking posts against the Master list and job evaluation results already made by JEU's in the Western Cape. The MM, SMHR and other Senior Managers expressed concerns and

risks which could arise for the Municipality and resolved that the MM would address this at the next MM's forum.

6.1.4 At the MM's forum meeting held on 21st February 2025 the following was resolved.

The Municipal Managers' Forum after discussion resolved that:

1. The MM Forum support the HR Practitioners' Forum recommendations.
2. The MM Forum adopt the draft Job Evaluation Policy as a policy for Western Cape municipalities, excluding the City of Cape Town, and that municipalities adopt the policy in terms of Section 66 of the Municipal Systems Act.
3. The MM Forum adopt the second licensing option as per the above, i.e. five licenses for Western Cape, namely one for the City of Cape Town and one each for Cape Winelands, Overberg, West Coast and combined Garden Route/Central Karoo Districts.
4. SALGA facilitate a meeting between Deloitte, the City of Cape Town, and the four Districts to discuss purchasing the Deloitte licensing.

6.1.5 Notwithstanding the above decision, the MM and Director's concern were noted in a similar report to Council where the resolution under paragraph were taken.

6.1.6 Whilst the CWJEU has resumed its evaluations the pace has been slow, and sittings have frequently been cancelled due to no quorum being available. Since they started at the beginning of September 2025 only about 10 posts of Stellenbosch have been evaluated thus far.

6.1.7 The Executive Management Team (MM and Directors - EMT) have again discussed feedback received from the Senior Manager: HR and is concerned of the rate in which posts are being evaluated and that there will be a possibility that we will still have evaluations being done in the next year. After a discussion the EMT resolved that the Senior Manager: HR engage with Deloitte to request a cost estimate for the Municipality to do the evaluations and to supply us with a timeframe on when evaluations will be completed.

6.1.8 Preliminary discussions between Deloitte and the SMHR has indicated that an estimated cost would be in the region of R1.5 million and that based on the 225 job designations the evaluation could be in the region of three months. The EMT is supporting this as it will be quicker and may avert more disputes and demoralisation of staff members.

6.2 Financial Implications

The financial implications are estimated at R1.5 million and will be covered by the budgeted operational costs within the staff cost budget.

6.3 Legal Implications

There are no legal implications at this stage as the revision of the micro-structures were done in line with legislative prescripts and based on what is operationally more efficient and effective for the Municipality.

6.4 Staff Implications

There are no staff implications.

6.5 Previous / Relevant Council Approval

30th COUNCIL dated 31:03: 2025 under item 12.1.

6.6 Risk Implications

There are no risks foreseen.

6.7 Comments from Senior Management

This item is supported by Senior Management.

6.7.1 Comments from the Municipal Manager

The Municipality is facing various grievances and unfair labour practices disputes because of the TASK process delays. This has a severe impact on staff moral and benefits which needs to be addressed as a matter of urgency. I therefore support this item.

ANNEXURE 1 – Feedback Task Job Evaluation (3rd October 2025)

FOR FURTHER DETAILS CONTACT:

NAME	*Alexander Kannemeyer*
POSITION	*Senior Manager Human Resource Management*
DIRECTORATE	*Corporate Services*
CONTACT NUMBERS	*021-808 8751*
E-MAIL ADDRESS	*Alexander. Kannemeyer@stellenbosch.gov.za*
REPORT DATE	*17th October 2025*

ANNEXURE 1

Stellenbosch Municipality

KORPORATIEWE DIENSTE • CORPORATE SERVICES

Memorandum

To	:	**Acting Director: Corporate Services** **MERVIN WILLIAMS**
And to:		**Municipal Manager and Directors** **GARALDINE METTLER**
From	:	**Senior Manager Human Resources** **MR. AJ KANNEMEYER**
Date	:	**3rd OCTOBER 2025**
Re	:	**JOB EVALUATION FEEDBACK**

PURPOSE

To give feedback to the Municipal Manager and Directors on the job evaluation process thus far.

BACKGROUND

1.1 During June 2024 the JEU and PAC evaluations came to a halt due to SALGA National not paying Deloitte and citing the outstanding balances from Municipalities as an inter alia reason for nonpayment. SALGA simultaneously also surveyed all Municipalities about the continuation of the Deloitte license or benchmarking of job descriptions in view of the Masterlist that was compiled. After placing this before the SALGA NEC on 2nd October 2024 it was resolved that

a. **Approve** the final Job Evaluation Master List Report on the evaluated jobs for the Municipal sector.

b. **Approve** the revised Job Evaluation Policy Guidelines that guide the JE process post the development of the JE Master List.

c. **Approve** that the renewal of the Deloitte/SALGA contract should only focus on the TASK license and only minor administrative processes.

1.2 Noting this, SALGA WC resolved to request a review of the decision and in the meantime (22nd November 2024) also decided to continue with job evaluations based on the current process and procedure by **benchmarking** posts against the Master list and job evaluation results already made by JEU's in the Western Cape. Undersigned informed the MM that **benchmarking** of posts is not

supported and that we have +- 1000 posts which still needed to be evaluated. At that stage a quote from Deloitte on the cost of evaluating a post was still awaited.

1.3 SALGA WC also forwarded email correspondence to municipalities wherein the subcommittee of HR practitioners that was established inter alia made the following recommendations.

i. that municipalities use the SALGA Master List to identify similar posts within their structures and develop their own job descriptions.
ii. These job descriptions should then be submitted to the District JE Committees for evaluation through a benchmarking process, utilizing the history of evaluated and audited posts for the District, the SALGA Master List, the Deloitte Job Catalogue, and the Western Cape PAC document.
iii. a post that cannot be benchmarked, support should be sought from other District JE Committees, the PAC, or the City of Cape Town.
iv. The existing process in the Western Cape will remain in place, including the issuance of Provisional and Final Outcome Reports by the PAC, consideration of objections by the Objections Committee, and reviews by the Review Committee.
v. A draft Task policy included provisions for the benchmarking process during the interim period while we explore various options for purchasing the Deloitte license, as well as JD requirements that have been previously shared with municipalities through circulars.
vi. SALGA has engaged with Deloitte to request an estimated licensing fee for two options: one license for all 30 municipalities in the Western Cape, or five licenses (four for the current JE Districts and one for the City of Cape Town). We will share this information once received and arrange a meeting to discuss the way forward. This will also be presented to the Municipal Managers Forum.

1.4 We submitted counter proposals on the draft policy but never received any feedback and it was advised that the MM's forum accepted the policy as presented. MM verbally confirmed this to writer. The policy will go to the Council for approval in October 2025.

1.5 In January 2025 we received a quotation and document from Deloitte which set out the cost to evaluate a post (R 4 785 with a minimum of 3 posts per session). At that stage we were thus looking at R 15 000 for evaluation per session of 3 job descriptions. The municipality has a total of 1985 posts on its organizational structure, with a total of 201 post designations. If we look at the total the amount of 317 posts need to be evaluated according to our needs analysis but 92 posts have already

undergone evaluation (through the CWJEU) and therefore, we are left with an amount of 225 that still needs to be evaluated. If we work on the quoted price of Deloitte, then we are looking at an amount of **R 1 125 100.00.** The CFO has indicated that we will be able to afford to have our job evaluations done through Deliotte.

1.6 Most of the job descriptions have been submitted and are ready for evaluation at the CWJEU. I am advised by our JE representative that whilst we have started evaluations (sat twice and had 3 sessions postponed due to no quorum) there has been an added condition (that our evaluated jd's will not be audited by the PAC and since last week (1st October 2025) no evaluations will take place) until we have signed the MOA. See attached email.

1.7 We have been dealing with job evaluation since 2019 and only about +-100 of our posts have thus far been evaluated. In my view we cannot continue in this manner as the non-evaluation prejudices the employee and opens the employer to disputes. I am of the view that Deloitte will be much faster and since the job evaluation is nearing a 7-year period it is important for us to get it resolved. I will contact Deloitte to find out what their cost will be if we contract them as well as how long it will take them to evaluate our posts (225). Attached (in red – Annexure B) is the proposal to evaluate the posts.

MM and Directors, the issue of Job Evaluations is very sensitive for various reasons and once again it is my view that we need to find another solution other than the CWJEU. The MM and Directors are requested to consider this option

Yours sincerely

06/10/25

ALEXANDER KANNEMEYER
SENIOR MANAGER HUMAN RESOURCE MANAGEMENT

Alexander Kannemeyer

From: Alida Huisies
Sent: Monday, 06 October 2025 10:58
To: Alexander Kannemeyer
Cc: Janine Botha
Subject: FW: Outstanding Signed Amended Task Memorandum of Agreement

More Meneer Kannemeyer

Sien asseblief onderstaande e-pos vanaf Anna-lize wat u aangevra het , dat sy op skrif moet sit dat ons poste nie na PAC toe gestuur sou word as gevolg van die Memorandum of Agreement wat nog nie geteken is nie.

Kind Regards / Vriendelike Groete / Ozithobileyo
Ms. Alida Huisies
HR Specialist
HR Department: Performance Management and Organisational Efficiency
Corporate Services
Stellenbosch Municipality

T: +27 21 808 8053 | F: +27 21 886 7080
NPK Building, 4th Floor, 71 Plein Street, Stellenbosch, 7600
PO Box 17, Stellenbosch, 7599
www.stellenbosch.gov.za

From: Anna-lize Pretorius <cwdmregiontask@capewinelands.gov.za>
Sent: Monday, 06 October 2025 10:53
To: Alida Huisies <Alida.Huisies@stellenbosch.gov.za>
Subject: [EX] Outstanding Signed Amended Task Memorandum of Agreement

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Alida,

On Friday, 15 August 2025 at 15:59, Mrs Gail Julies sent the **Amended Task Memorandum of Agreement** to all HR Managers of the JEU for the Cape Winelands Task JEU Committee, requesting that it be signed.

To avoid delays while awaiting the signed documentation from all municipalities, I informed them that the JEU would proceed with the evaluation of job descriptions (JDs) during September. However, these evaluations would not be submitted to the PAC for auditing until all agreements were received.

On 10 September, the JEU commenced evaluations and assessed six of Stellenbosch Municipality's posts.

All other municipalities have submitted their signed agreements. Despite several reminders from Mrs Julies, we have yet to receive the signed agreement from Stellenbosch Municipality.

Following consultation with Mrs Julies, the JEU will pause further evaluations of Stellenbosch's posts until the signed agreement has been received.

Kind regards,

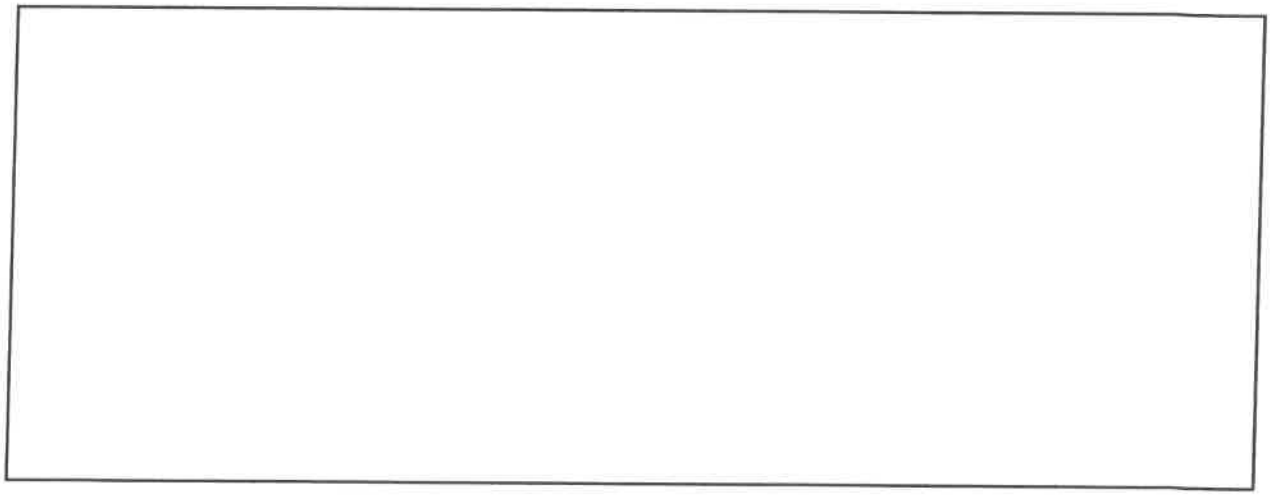
Anna-lize Pretorius

TASK Administrator

Cape Winelands District Municiaplity

46 Alexander Street, Stellenbosch,
7600,
021 888 5246
082 518 9947

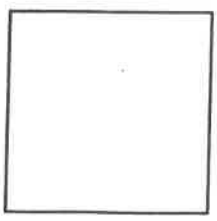
cwdmregiontask@capewinelands.gov.za



Annalize Pretorius

,
021 888 5246

cwdmregiontask@capewinelands.gov.za



No	POSTS	CPS	CS	FIN	IS	MM	PED	TOTAL	PROP	EVA
1	ACCOUNTANT			15				15	1	T12
2	ADMINISTRATIVE ASSISTANT						5	5	1	T11
3	ADMINISTRATIVE OFFICER	2	4	4	4	1	13	28	6	T11
4	AIR QUALITY & NOISE POLLUTIO	1						1	1	T13
5	ARCHITECTURAL/ENGINEERING TE						1	1	1	T11
6	ARCHIVE ASSISTANT		5					5	1	
7	ARCHIVE OFFICER		10					10	1	
8	ARTISAN		5		3		2	10	3	T7
9	ARTISAN ASSISTANT		10		8			18	2	
10	ARTISAN/ FOREMAN		1		22			23	2	
11	ASS OCCUPATIONAL HEALTH & SA		2					2	1	T11
12	ASSISTANT ADMINISTRATIVE OFF				1			1	1	
13	ASSISTANT CHIEF OFFICER	4						4	1	
14	ASSISTANT FACILITY MAN: MUN		1					1	1	
15	ASSISTANT PROJECT MANAGER -				3			3	1	
16	ASSISTANT SUPERINTENDENT	9	1		18			28	3	T11/T12
17	ASSISTANT TECHNICIAN - METER				1			1	1	T10
18	BUILDING INSPECTOR						2	2	1	
19	BUILDING PLAN ADMINISTRATOR						4	4	1	
20	BUSINESS ANALYST: ICT SYSTEM		1					1	1	
21	BUYER			4				4	1	T7
22	CASHIER	3						3	1	T5
23	CASHIER/ CLERK			7				7	1	
24	CHIEF ACCOUNTANT			5				5	1	T14
25	CHIEF AUDIT EXECUTIVE: INTER					1		1	1	T17
26	CHIEF BUILDING INSPECTOR						2	2	1	
27	CHIEF BUYER			1				1	1	T11
28	CHIEF CLERK	2						2	1	T10

No	POSTS	CPS	CS	FIN	IS	MM	PED	TOTAL		
29	CHIEF ENG TECHNICIAN				3			3	1	
30	CHIEF LAW ENFORCEMENT & SECU	1						1	1	
31	CHIEF LEGAL ADVISOR: LEGAL &		1					1	1	
32	CHIEF PLANS EXAMINER						1	1	1	
33	CHIEF RISK OFFICER: RISK MAN					1		1	1	T16
34	CHIEF TECHNICIAN				1			1	1	
35	CHIEF TRAFFIC SERVICES: TRAF	1						1	1	
36	CHIEF: METER READER			1				1	1	
37	CLERK	30	4	37	19		3	93	5	T6
38	CLERK OF COURT		4					4	1	
39	COMM DEV COORDINATOR - PEOP	1						1	1	
40	COMMUNICATION OFFICER					2		2	2	T12
41	COMMUNITY SUPPORT OFFICER -	6						6	1	T7
42	COMMUNITY DEVELOPMENT COORDI	2						2	1	T13
43	COMMUNITY FACILITATOR						3	3	1	
44	CONTROL ROOM OFFICER - CONTR	12						12	1	T7
45	CONTROL ROOM OPERATOR - FIRE	4						4	1	
46	CONVEYANCER CLERK						1	1	1	
47	COORDINATOR/MANAGER: MUN BUI		1					1	1	
48	CUSTOMER CARE OFFICER				5			5	1	
49	CUSTOMER INTERFACE OFFICER						3	3	1	
50	DATABASE CAPTURER						1	1	1	T6
51	DEP CHIEF TRAFFIC LAW ENFORC	1						1	1	
52	DEPUTY CHIEF BY-LAW ENFORCEM	1						1	1	
53	DEPUTY CHIEF SECURITY & CCTV	1						1	1	
54	DEPUTY CHIEF TRAFFIC ADMINIS	1						1	1	
55	DIGGER LOADER OPERATOR - OPE				4			4	1	
56	DIRECTOR	1	1	1	1		1	5	5	
57	DISASTER MANAGEMENT FIELD WO	2						2	1	
58	DISASTER MANAGEMENT OFFICER:	1						1	1	

No	POSTS	CPS	CS	FIN	IS	MM	PED	TOTAL		
59	DRIVER	1			3			4	1	
60	DRIVERS LICENCE TESTING OFF	12						12	1	
61	ECON DEV OFFICER						1	1	1	T12
62	ELECTRICAL ASSISTANT				32			32	1	T4
63	ELECTRICAL ATTENDANT				3			3	1	
64	ELECTRICIAN				3			3	1	
65	ELECTRICIAN ASSISTANT				7			7	1	T4
66	ENGINEERING ASSISTANT				2			2	1	
67	ENVIRONMENTAL OFFICER - ENVI	1						1	1	
68	ENVIRONMENTAL PLANNER - ENVI	1						1	1	T11
69	EVENTS OFFICER (NEW) EVENTS	1						1	1	T6
70	EXAMINER - VEHICLE TESTING S	1						1	1	T9
71	EXECUTIVE SECRETARY		4					4	1	T8
72	FIELD INSPECTORS - ASSET MAN				2			2	1	T11
73	FIELD OFFICER						9	9	1	
74	FILING CLERK: ADMINISTRATIVE			3				3	1	
75	FINANCIAL SYSTEMS ADMINISTRA			1				1	1	
76	FINANCIAL SYSTEMS SPECIALIST			1				1	1	
77	FIRE & LIFE SAFETY OFFICER	2						2	1	
78	FIRE FIGHTER	54						54	1	
79	FLEET ASST SUPERINTENDENT: F			1				1	1	
80	FLEET MANAGEMENT OFFICER: FL			1				1	1	T13
81	FOREMAN	14			15		1	30	1	T7/8/11
82	GARDENER: TRAFFIC SERVICES	1						1	1	
83	GENERAL WORKER	95			380		9	484	3	T3/4
84	GIS COORDINATOR: ICT SYSTEMS		1					1	1	
85	GIS DATABASE ADMINISTRATOR:						1	1	1	T10
86	GIS TECHNICIAN: DEVELOPMENT						1	1	1	T11
87	HANDYMAN	7	1		2			10	3	T8
88	HERITAGE OFFICER						1	1	1	T11

No	POSTS	CPS	CS	FIN	IS	MM	PED	TOTAL		
89	HOUSING OFFICER						3	3	1	T7
90	HR OFFICER		7					7	1	T11/12
91	HR SPECIALIST		4					4	1	T13
92	ICT ADMINISTRATION OFFICER		2				1	3	1	
93	INSPECTOR - CONTROL ROOM CC	7			1			8	2	T8
94	INTEGRATED DEVELOPMENT PLAN					1		1	1	T12
95	INTERNAL AUDITOR: COMPLIANCE					2		2	1	T11
96	KNOWLEDGE & INFORMATION MANA					1		1	1	T12
97	LABORATORY TECHNICIAN				7			7	1	
98	LABOUR RELATIONS SPECIALIST:		1					1	1	T15
99	LAND USE INSPECTOR						2	2	1	T11
100	LAW ENFORCEMENT OFFICER	34						34	1	
101	LEADING FIRE FIGHTER - FIRE	6						6	1	
102	LEADING HAND			1	39			40	2	T6
103	LIBRARY AID/ CLEANER	9						9	1	T5
104	LIBRARY ASSISTANT	22						22	1	T6
105	MAN REP/COMPLIANCE OFFICER	3						3	1	T12
106	MANAGER	7	8	7	16	2	8	48	48	T14/15/16/17
107	MESSENGER/ DRIVER		3					3	1	
108	METER READER			8				8	1	
109	MILLWRIGHT				2			2	1	
110	MUNICIPAL MANAGER					1		1	1	
111	NETWORK ADMINISTRATOR: ICT I		1					1	1	
112	OCCUPATIONAL HEALTH & SAFETY		1					1	1	T12
113	OFFICE ASSISTANT	8	7	5	8		3	31	5	
114	OPERATOR	72						72	1	T7
115	OPERATOR/SUPERVISOR				32			32	1	
116	PERF MAN OFF: PER MAN & SER					1		1	1	T12
117	PERSONAL ASSISTANT	1	5	1	1	1		9	5	T8/10
118	PLANS EXAMINER						2	2	1	

No	POSTS	CPS	CS	FIN	IS	MM	PED	TOTAL		
119	PLATOON COMMANDER	11						11	1	
120	POLLUTION CONTROL OFFICER				3			3	1	
121	PRINCIPAL CLERK		2		1			3	1	T7
122	PRINCIPAL INSPECTOR OPER	6						6	1	
123	PRINCIPAL TECHNICIAN				11			11	1	T13
124	PRINCIPAL PLANNER						2	2	1	
125	PROCESS CONTROLLER CLASS III				28			28	1	
126	PROCESS CONTROLLER CLASS II				9			9	1	
127	PROCESS CONTROLLER CLASS IV				8			8	1	
128	PROCESS CONTROLLER CLASS V				5			5	1	
129	PROF OFFICER BUILDING CONTRO						1	1	1	
130	PROGRAMME MANAGER						1	1	1	
131	PROJECT MANAGER - GRANTS				3			3	1	
132	PROJECTS CAPITAL COORDINATOR		1					1	1	
133	PROSECUTOR: MUNICIPAL COURT		1					1	1	
134	PUBLIC PARTICIPATION OFFICER					3		3	1	
135	RANGER - PROTECTED ARES	2						2	1	T6
136	RECEPTIONIST				1		1	2	2	
137	SAMPLER - LABORATORY SERVICE				2			2	1	
138	SECRETARY		1					1	1	
139	SECURITY OFFICER - POUND SEC	2						2	1	T6
140	SENIOR ACCOUNTANT			6				6	1	T16
141	SENIOR ADMIN OFFICER	2	8			1	6	17	4	T11/12
142	SENIOR ARCHIVE OFFICER		4					4	1	
143	SENIOR ARTISAN JOINERY - ROA				1			1	1	
144	SENIOR ASSISTANT CHIEF OFFIC	1						1	1	
145	SENIOR BUILDING INSPECTOR						4	4	1	
146	SENIOR CLERK	10	12	47	12	4	3	88	6	T6/7
147	SENIOR DISASTER MANAGEMENT C	1						1	1	
148	SENIOR ECON DEV OFF						5	5	1	T12/13

No	POSTS	CPS	CS	FIN	IS	MM	PED	TOTAL		
149	SENIOR ELECTRICIAN				22			22	1	T11
150	SENIOR ENVIRONMENTAL PLANNER	1						1	1	T16
151	SENIOR EXAMINER MAN REP - VE	1						1	1	T11
152	SENIOR FIELD OFFICER						3	3	1	
153	SENIOR FOREMAN	2			2			4	2	T11
154	SENIOR HERITAGE PLANNER						1	1	1	T12
155	SENIOR HOUSING OFFICER						2	2	1	T11
156	SENIOR INSPECTOR	15						15	1	
157	SENIOR INTERNAL AUDITOR: COM					2		2	1	T12
158	SENIOR LABORATORY TECHNICIAN				1			1	1	
159	SENIOR LAND USE INSPECTOR						2	2	1	T12
160	SENIOR LIBRARIAN	7						7	1	T12
161	SENIOR LIBRARY ASSISTANT	4						4	1	T7
162	SENIOR MANAGER	2	3	3	5	1	3	17	17	T17/18
163	SENIOR OPERATOR - DCM DWARSR				3			3	1	T7
164	SENIOR PLANNER						3	3	1	T15
165	SENIOR PROF OFFICER				6			6	1	
166	SENIOR PROFESSIONAL SCM			2				2	1	
167	SENIOR SPATIAL PLANNER						1	1	1	
168	SENIOR SUPERINTENDENT	2			4			6	2	T12
169	SENIOR SUPERVISOR:						2	2	1	T8
170	SENIOR TECHNICIAN		3		4			7	2	T12/13
171	SENIOR TOWN PLANNER						2	2	1	T15
172	SENIOR VALUATION OFFICER: VA			1				1	1	T12
173	SHELF ATTENDANT - PLEIN STRE	1						1	1	
174	SMALL PLANT OPERATOR				13			13	1	
175	SPATIAL PLANNER: PLANNING						1	1	1	
176	STORES ADMINISTRATOR: STORES			1				1	1	T9
177	STORES ASSISTANT			2				2	1	T6
178	STORM WATER RIVER INS - ROAD				1			1	1	

No	POSTS		CPS	CS	FIN	IS	MM	PED		TOTAL		
179	SUPERINTENDENT		12			15				27	5	T13
180	SUPERVISOR		5	1		15				21	3	T7/8/11
181	SUPERVISOR/ DRIVER		13							13	1	T7
182	SUPPLY CHAIN MANAGEMENT CLER				1					1	1	
183	SUPPLY CHAIN MANAGEMENT PRAC				2					2	1	T12
184	SUPPLY CHAIN MANAGEMENT PROF				3					3	1	T11
185	SUPPORT ASSISTANT: TRAFFIC S		1							1	1	
186	SURVEY ASSISTANT - CALMING &					1				1	1	
187	SWITCHBOARD OPERATOR: TRAFFI		1							1	1	
188	TANKER DRIVER					4				4	1	
189	TEAM LEADER		1			1				2	1	T7
190	TECHNICAL OFFICER: NEW HOUSI							1		1	1	
191	TECHNICIAN			4		18				22	2	T11/12
192	TOWN PLANNER							4		4	1	T14
193	TRACTOR DRIVER - STELLENBOSC		1							1	1	T7
194	TRAFFIC OFFICER		51							51	1	T10
195	TRAFFIC WARDEN		15							15	1	
196	TRAINEE APPRENTICE - ELECTRI					4				4	1	
197	TRAINEE OPERATOR					28				28	1	
198	URBAN DESIGNER: PLANNING							1		1	1	
199	WARD ADMINISTRATOR			20						20	1	
200	WATER QUALITY CONTROLLER - W					4				4	1	
201	WORKSHOP ASSISTANT - ROADS &					1				1	1	
			615	156	172	884	25	133		1985		

317	92
225	

12.4	**RETURN ITEM: FEEDBACK ON THE RECRUITMENT AND SELECTION PROCESS OF THE DIRECTOR: CORPORATE SERVICES: ROUND 2**

Collaborator No:
IDP KPA Ref No: Good Governance
Meeting Date: 23 October 2025

1. RETURN ITEM: FEEDBACK ON THE RECRUITMENT AND SELECTION PROCESS OF THE DIRECTOR: CORPORATE SERVICES: ROUND 2

2. PURPOSE OF REPORT

To provide feedback to Council on the recruitment and selection process for Director: Corporate Services and to obtain approval to re-advertise the position.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

Council at its **SPECIAL COUNCIL: 2025-06-25: ITEM 9.1** resolved to appoint a Selection Panel as per the Regulations on the Appointment and Conditions of Employment of Senior Managers to facilitate the recruitment and selection process for the Director: Corporate Services. The position was advertised with a closing date of 28 July 2025.

A Service Provider was appointed as approved by Council. The Service Provider prepared a longlist of 69 applications and facilitated a meeting with the Selection Panel on 27 August 2025 to discuss a possible shortlist of candidates. It was unfortunate that the applications were not suitable to prepare a shortlist to continue the appointment process due to the quality of the applications. The Service Provider thus recommended minor amendments to the advertisement and that the position be re-advertised to attract a wider range of suitable candidates who will be able to implement the municipal objectives (**ANNEXURE 1**).

A requested to re-advertise the position was tabled to an Urgent Meeting of Council held on 5 September 2025, and it was resolved that the item be withdrawn. The item is therefore returned for reconsideration.

5. RECOMMENDATIONS

(a) that Council approve the re-advertisement of the position in order to continue with the recruitment and selection process of the Director Corporate Services within the budgetary framework as advised by the Service Provider;

(b) that the advertisement indicates a minimum of 10 years or more and/or open a negotiated period for the preferred candidate;

(c) that the current Selection Panel remain unchanged to ensure continuity of the process;

(d) that the independent external consultant appointed to assist with the recruitment and selection process in line with abovementioned Regulations, Assessment Toolbox, continue with the process;

(e) that should a suitably qualified candidate not be appointed during this round; the Municipal Manager be mandated to commence with the next round/s of the recruitment and selection process; and

(f) that the Municipal Manager be authorised to request a waiver from the Minister of Local Government and Traditional Affairs in respect of the total remuneration packages of the Director Corporate Services.

6. DISCUSSION / CONTENTS

6.1 Background

Following the vacancy of the Director Corporate Services, Council at its **SPECIAL COUNCIL: 2025-06-25: ITEM 9.1** resolved to appoint a Selection Panel as per the Regulations on the Appointment and Conditions of Employment of Senior Managers to facilitate the recruitment and selection process.

However, due to concerns on the quality of the applications, the Service Provider recommended that the advertisement be amended, and the position be re-advertised to attract a wider range of suitable candidates who will be able to implement the municipal objectives.

6.2 Discussion

The duly appointed Selection Panel for the selection and recruitment of the position for Director Corporate Services commenced with the selection process on 27 August 2025. However, it was unfortunate that the applications were not suitable to prepare a shortlist to continue the appointment process as no candidates met the prescribed requirements.

S56(4) of the MSA states: "*The municipal Council must re-advertise the post if there is no suitable candidate who complies with the prescribed requirements.*"

As a result, none of the 69 applications received, met the prescribed requirements due to the following reasons:

- Most of the candidates did not comply with the minimum requirements as clearly stated in the advertisement,
- That candidates did not comply with the minimum of two years senior management experience,
- Various candidates have legal or financial experience but lack sufficient exposure to the full scope of the Corporate Services role. In instances where candidates have sufficient experience, they lack sufficient experience in a municipal environment, and
- There was also a lack of "attention to detail" which is important for this position as application forms and general adherence to requirements were not properly completed or submitted.

As a result, the complete suitability in terms of the prescribed requirements as advertised, could not be measured.

It should be noted that it is extremely difficult to attract candidates with prior and sufficient Local Government expertise, skills and knowledge that is required for the Director Corporate Services position, especially to such a demanding high-profile Municipality. Moreso, it remains impractical for the Municipality to retain skilled and

competent candidates who will accept such a low salary package for the workload and demanding role this position entails.

Furthermore, to follow a fair and transparent process, the Service Provider, after careful consideration, advised the Selection Panel, that the Municipal Manager recommend to Council that a further call for applications should be followed in order to attract more candidates for comparative reasons and in an effort at finding a candidate with extensive expertise and experience in the corporate services environment specifically.

Should this recruitment effort not deliver the required result, Council would have demonstrated due diligence in the effort to fulfil the target of finding a suitable candidate.

A requested to re-advertise the position was tabled to an Urgent Meeting of Council held on 5 September 2025, and it was resolved that the item be withdrawn. The item is therefore returned for reconsideration.

6.3 Financial Implications

The post is budgeted for.

6.4 Legal Implications

Regulations on the Appointment and Conditions of employment of Senior Managers was Gazetted on 17 January 2014. (Gazette No. 37245 dated 17 January 2014).

6.5 Staff Implications

Filling of S56 Senior Managers.

6.6 Previous / Relevant Council Resolutions:

Council at its Special Council: 2025-06-25: Item 9.1
Council at its Urgent Council: 2025-09-05: Item 5.2

6.7 Risk Implications

The process of the recruitment and selection process must be finalised to ensure stability and continuity within the organisation.

6.8 Comments from Senior Management

Comments from Departments are not applicable as this process is governed by Regulations. The appointment of a S56 Senior Manager is prescribed by law and only Council can consider the outcome of such process in deciding on whether to make an appointment or not.

ANNEXURE 1 - Letter from Service Provider

FOR FURTHER DETAILS CONTACT:

NAME	Geraldine Mettler
POSITION	Municipal Manager
DIRECTORATE	Municipal Manager
CONTACT NUMBERS	021 808 8025
E-MAIL ADDRESS	municipal.manager@stellenbosch.gov.za
REPORT DATE	20 October 2025

ANNEXURE 1

Silky Oak House, Ballyclare Office Park, 35 Ballyclare Drive, Bryanston, 2191
Glacier Place, 1 Sportica Crescent, Tyger Valley, Bellville, 7530
Regus Business Centre, 14 Stewart Drive, Berea, East London, 5241

29 August 2025

Municipal Manager
Stellenbosch Municipality
Plein Street
STELLENBOSCH
7600

Dear Madam,

REPORT: FILLING OF POSITION: DIRECTOR CORPORATE SERVICES

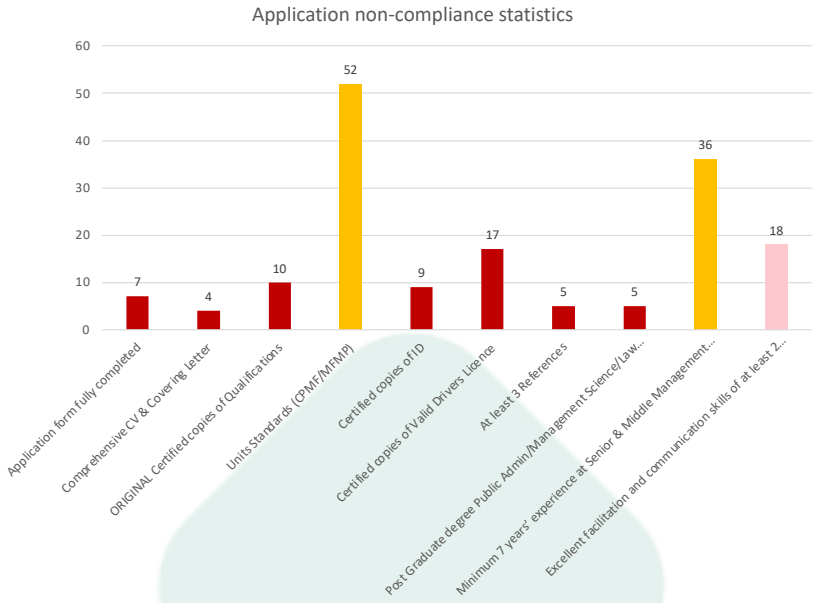
We appreciate the opportunity to assist the municipality with the appointment procedures of the Director: Corporate Services in terms of Regulation 805 and R21.

This report will summarise the progress to date and suggestions on the way forward.

We have prepared the longlist of 69 applications and facilitated a meeting with the Selection Panel to prepare a possible shortlist of candidates. The quality of the applications was a major concern for us due to the following:

- Most of the candidates did not comply with the minimum requirements as clearly stated in the advertisement.
- The candidates do not comply with the minimum of two years senior management experience.
- Various candidates have legal or financial experience, but lack sufficient exposure to the full scope of the Corporate Services role. In the instances where candidates have sufficient experience, they lack sufficient experience in a municipal environment.
- There was also a lack of "attention to detail" which is important for this position as application forms and general adherence to requirements were not properly completed / submitted.

The graph below provides an overview of the analysis of the applications received.



It was unfortunate that the applications were not suitable to prepare a shortlist to continue the appointment procedures. We therefore recommend that the position be re-advertised to find the suitable candidate who will be able to implement the municipal objectives, be innovative and lead a dynamic team. We have also proposed minor amendments to the advertisement to attract suitable candidates.

Please feel free to reach out should you require further information or wish to discuss this matter in more detail.

Chief Executive Officer

12.5	ACTING ARRANGEMENTS IN THE ABSENCE OF THE EXECUTIVE MAYOR AND DEPUTY EXECUTIVE MAYOR

Collaborator No:
IDP KPA Ref No: **Good Governance and Compliance**
Meeting Date: **23 October 2025**

1. SUBJECT: ACTING ARRANGEMENTS IN THE ABSENCE OF THE EXECUTIVE MAYOR AND DEPUTY EXECUTIVE MAYOR

2. PURPOSE

For Council to approve the nominating of an Acting Executive Mayor in the absence of the Executive Mayor and the Deputy Executive Mayor.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

The standard legal practice for the acting arrangements of the Executive Mayor is that the Deputy Executive Mayor exercises the powers and performs the duties of the Executive Mayor if the Executive Mayor is absent or not available.

There are however instances where the Executive Mayor as well as the Deputy Executive Mayor are not in office due to day-to-day duties and obligations. It can therefore be anticipated that there will be occasions when the Executive Mayor and Deputy Executive Mayor will be away from office at the same time. To proactively put measures in place to deal with instances as described above, it will be prudent for Council to consider a nomination of an acting Executive Mayor.

5. RECOMMENDATIONS

That Council nominates Councillor Ndipiwe Olayi (Portfolio Chair: Sport, Youth and Culture) to act as Executive Mayor in the absence of the Executive Mayor and Deputy Executive Mayor.

6. DISCUSSION / CONTENTS

6.1 Background

The standard legal practice for the acting arrangements of the Executive Mayor is that the Deputy Executive Mayor exercises the powers and performs the duties of the Executive Mayor if the Executive Mayor is absent or not available.

There are, however, instances where the Executive Mayor as well as the Deputy Executive Mayor are not in office due to day-to-day duties and obligations. To proactively put measures in place to deal with instances as is described above, it will be prudent for Council to consider a nomination of an acting Executive Mayor.

6.2 Discussion

Gratiya Advisory, the organisers of the Asia Pacific Cities Summit and Mayors Forum invited the Executive Mayor and will cover travel and accommodation expenses for attending the Summit in Dubai, from 27 - 29 October 2025. Council approved the

Executive Mayor's, the Municipal Manager and the Chief Financial Officer's attendance and relating expenditure on 30 July 2025.

On 22 September 2025 Council approved the traveling and attendance of the Deputy Executive Mayor to the summit and granted approval to the Municipal Manager to sanction expenses related to the summit.

In the absence of both the Executive Mayor and the Deputy Executive Mayor from office from 27 – 29 October 2025, Council must approve the nomination of a councillor in the position of Acting Executive Mayor for the said period.

6.3 Financial Implications

None

6.4 Legal Implications

In terms of Section 49 (3) (a) of the Municipal Structures Act 117 of 1998, if the mayor is absent or the deputy mayor is absent or not available, a member of the executive committee designated in writing by the mayor act as mayor.

6.5 Staff Implications

The Executive Mayor and the Deputy Executive Mayor will be out of office on official business in this duration.

6.6 Previous / Relevant Council Resolutions

Council meeting: 2025-07-30: Item 12.1

Special Council meeting: 2025-09-22: Item 5.1

6.7 Risk Implications

Risks have been addressed through the item**.**

6.8 Comments from Senior Management

The item was not circulated for comment.

ANNEXURES

None

FOR FURTHER DETAILS CONTACT:

NAME	Donovan Muller
POSITION	**Manager: Council Support**
DIRECTORATE	**Corporate Services**
CONTACT NUMBERS	**021 808 8314**
E-MAIL ADDRESS	**Donovan.Muller@stellenbosch.gov.za**
REPORT DATE	**15 October 2025**

12.6	REQUEST FOR EXEMPTION FROM THE APPROVED TARIFF STRUCTURE – ELECTORAL COMMISSION OF SOUTH AFRICA (IEC)

Collaborator No:
IDP KPA Ref No: Good governance
Meeting Date: 23 October 2025

1. SUBJECT: REQUEST FOR EXEMPTION FROM THE APPROVED TARIFF STRUCTURE – ELECTORAL COMMISSION OF SOUTH AFRICA (IEC)

2. PURPOSE

To consider an exemption for the Electoral Commission of South Africa (IEC) to display poster on street poles for voters' registration and for the upcoming elections without paying the tariffs for posters as indicated in the tariff book.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

The next national voter registration for the Local Government Elections (LGE) is scheduled for June and July 2026 and the elections will take place at a date to be determined. The Independent Electoral Commission (IEC) requested to display the posters for the registration weekends on the street poles and that the required deposits and all related costs (including the stickers) be waived. The tariff book does not make provision for government institutions to display posters without paying the fees. A similar request was approved by Council in 2023, and we entered into an agreement with the IEC in which the IEC undertook to ensure that the posters be removed within the required timeframe.

It is imperative to note that political parties must pay a fixed amount to display as many posters as possible which inter alia cover the costs for the Municipality to remove posters that are not taken down within the required timeframe. If all posters are removed by the respective political parties, 85% of the original amount is refunded.

5. RECOMMENDATION

(a) that council approve the request from the IEC to display voter registration posters for the upcoming registration weekends for Local Government Elections without paying the tariff as approved in the tariff book;

(b) that the IEC enters into an agreement to ensure that the posters are removed within the prescribed period; and

(c) that the IEC be exempted to display voter registration posters for voter registration weekends and for national/provincial/local government elections and that this be addressed in the tariff book going forward.

6. DISCUSSION

6.1 <u>Discussion</u>

Chapter 9 of the Constitution of South Africa, 1996, stipulates that the Electoral Commission is a state institution that strengthen constitutional democracy in the Republic. The national voter registration for the Local Government Elections (LGE)

is scheduled for June and July 2026 and the date for the elections is yet to be determined. Therefore, to ensure proper planning, the IEC solicited exemption from the approved tariff structure to display voter registration posters on street poles.

6.3 Financial Implications

The tariff structure makes provision for political parties to display as many posters as possible (uncapped) at a fixed amount. 85% of the deposit is refunded, provided that all the posters are removed from the poles at the prescribed period.

6.4 Legal Implications

In terms of Chapter 9, 181 (1) (f), the Electoral Commission, is a state institution that strengthen constitutional democracy in the Republic.

6.5 Staff Implications

Poster applications are submitted at the office of the Director Corporate Services for processing.

6.6 Previous / Relevant Council Resolutions:

The previous Council decision was taken on the 2023-10-23: Item 11.3.1

6.7 Risk Implications

Risks are addressed in the item

6.8 Comments from Senior Management:

No comments were requested.

Annexure 1: Letter from IEC

FOR FURTHER DETAILS CONTACT:

Name	Mervin Williams
Position	Acting Director
Directorate	Corporate Services
Contact Numbers	021 808 8991
E-mail Address	Mervin.williams@stellenbosch.gov.za
Report Date	16 October 2025

ANNEXURE 1

Mthandazo Beda
Local Electoral Project Officer
Independent Electoral Commission
Stellenbosch Local Office
Mobile: 083 331 6790

29 July 2025

Ms. Geraldine Mettler
Stellenbosch municipality

MEO

Request for Information: IEC Poster Regulations and Deposit Waivers for 2026 Electoral Events

Dear Ms. Mettler,

I hope this message finds you well.

As part of our preparations for the upcoming IEC registration weekends scheduled for June and July 2026, as well as the Local Government Elections (LGE), we are reaching out to municipalities to gather key information regarding poster regulations and related costs.

We kindly request your assistance with the following:

1. Waiver of Deposits for IEC Posters
   Will Stellenbosch Municipality be willing to waive deposits and any related costs for IEC posters during the two registration weekends (REG1 and REG2)? Please note: This request pertains only to the registration weekends and not the election period itself. If possible, we would appreciate written confirmation of your municipality's position.

2. Poster By-Laws
   Could you please share a copy of the municipal by-laws governing the placement of posters?
3. Deposits for Political Party Posters
   For our internal reference, we would like to know whether the municipality plans to waive or discount deposits for political parties putting up posters for REG1, REG2, and the LGE.
4. Poster Hanging Responsibility
   Does Stellenbosch Municipality allow the IEC to appoint external service providers via an RFQ process to hang posters, or does the municipality require that it handles the poster placement itself? If the latter, kindly advise on any associated costs or tariffs.

We understand that some of these matters may require internal discussion or council approval, and we appreciate your time and cooperation in helping us initiate these processes early.

Please feel free to reach out if you require any further clarification.

Kind regards,

Mthandazo Beda
Local Electoral Project Officer

Stellenbosch local office

12.7	FRANSCHHOEK BULK WATER PIPELINE PROJECT: REGISTRATION OF NEW SERVITUDE AND FENCING APPROVAL

Collaborator No:
IDP KPA Ref No: Good governance
Meeting Date: 23 October 2025

1. SUBJECT: FRANSCHHOEK BULK WATER PIPELINE PROJECT: REGISTRATION OF NEW SERVITUDE AND FENCING APPROVAL

2. PURPOSE

To obtain Council's approval for the registration of a servitude and erection of a fence on a portion of Erf 3666, Franschhoek (Dennegeur), for the Franschoek Bulk Water Pipeline project

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

Stellenbosch Municipality is currently busy with the upgrading of the Franschhoek Bulk Water Pipeline for the benefit of the communities of Franschhoek, Groendal, Mooiwater, Langrug and surrounding areas.

A portion of the current route and design was initially intended to make use of an existing servitude which was registered adjacent to the property line for Erf 3666 Franschoek. The existing servitude unfortunately cannot be used for the new pipeline due to the fact that informal residents from Groendal and Langrug have illegally encroached onto the servitude and, in some instances, permanent structures have been erected on the existing servitude.

Due to the urgency of the imminent pipeline construction and the necessity not to hold up service delivery, the Municipality approached the landowners of Erf 3666 Franschhoek with a request to register a new 3m wide servitude on their property. The land owner agreed that the new bulk water pipeline will serve the greater good of all residents in the area, and has agreed that a 3m wide servitude can be registered free of charge to the Municipality, along the entire property line on Erf 3666 adjacent to the Langrug and Groendal area, on condition that the area is regularly cleaned by the Municipality's Area Cleaning Department.

This does however necessitate the erection of a new fence along the western boundary of the new servitude. It is also proposed that the new servitude area will be cleaned once every second weekend and has been agreed to in principle by the Municipality's Waste Management (Area Cleaning) Department.

The land owner has also agreed to grant access not only to the teams who will be cleaning but to any other emergency vehicles such as the fire and security emergency vehicles which will allow faster access to the Langrug area in case of an emergency, fire, security or basic services emergency in the area or on the Mountain.

The cost of the new fence based on recent estimates of fence construction is approximately R2,5 million and the Municipality has an existing tender in place, as well as budget available for fence erection. The estimate of the servitude land area based on Municipal land value is approximately R230 000, which would be a saving for the Municipality. If approved, this will create a thoroughfare for both the new bulk pipeline

as well as for the exclusive use by the Municipality's emergency services, which will be fenced on both sides of the new servitude.

Council is requested to provide approval for the registration of the new servitude as well as the erection of the said fence. The landowner has agreed that if Council approves the erection of the fence and the costs thereof, then there will be no requirement for the purchasing of land for the servitude.

5. RECOMMENDATIONS

(a) that Council takes note of the issues with the existing servitude in the Groendal/ Langrug area;

(b) that Council approves the registration of a new servitude of 3m wide on the boundary line of Erf 3666 Franschhoek (Dennegeur); and

(c) that Council approves the erection of a new fence on the boundary of the new servitude since the servitude will be used for the new pipeline as well as to provide Municipal services to the entire settlement in the event of fire and disaster management.

6. DISCUSSION / CONTENTS

6.1 Background

Stellenbosch Municipality is currently in the process of upgrading the bulk water pipeline for Franschhoek. A portion of the pipeline was planned to be installed in an existing servitude in the Groendal / Langrug area. It has however become apparent that it will not be possible to make use of the existing servitude due to the various illegal encroachments on the servitude. The administration has therefore approached the owners of Erf 3666 Franschhoek for permission to register a new servitude on their farm in order to attend to the project.

6.2 Discussion

The property owners of Erf 3666 Franschhoek have consented to the registration of a new servitude on the property with the following condition:

1. The servitude area be cleaned at least once every two weeks; and

A portion of the servitude area will be used for the construction and upgrading of the existing water pipeline and it will further be used to grant access to emergency staff and vehicles to the Langrug area in case of emergencies like fires.

A draft servitude agreement has been provided to the property owners a copy of which is attached hereto as **APPENDIX 1.**

The boundary line of the property runs adjacent to the boundary of the entire Groendal and Langrug area as per the map below.

6.3 Financial Implications

The cleaning of the area will be done by the EPWP workers under the Waste Management Department.

A new fence will be erected which costs will be for the Municipality. There is a fencing tender in place and quotes will be obtained from the appointed bidders before the full financial implications will be available. Although a formal quotation could not be obtained prior to Council approval, a similar project was finalised in June 2025 in Paradyskloof. A total of R1 229 070.00 (excluding VAT) was paid to the contractor for a 610m fence, which included special work to be done. The fence in this instance will have to be approximately 1.3km and based on the above the costs, will be approximately R2.5 million.

The servitude area is only approximately 0.4 hectares and based on the Municipal valuation the total value of the servitude area is approximately R230 000.00. This estimate is based on the Municipal valuation and not market related and this amount may change after a market related valuation report is obtained.

If approved by Council, a servitude will have to be registered and the costs for the registration will be paid by the Municipality.

6.4 Legal Implications

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

6.5 Staff Implications

A team of EPWP workers will attend to the cleaning of the area under the Waste Management Department.

The Municipality will also have to attend to the management of the installation of the new fence which will be done by one of the contractors appointed on the fencing tender.

The Property Management section will have to attend to the administration of the registration of the servitude.

6.6 Previous / Relevant Council Resolutions

None.

6.7 Risk Implications

The new servitude is required for the upgrading of the bulk water pipeline for the entire Franschhoek area. If approval is not given then the project cannot proceed, which may result in extension of time claims from the appointed contractor since the project is currently on-going and awaiting access to this portion of land to continue.

6.8 Comments from Senior Management

6.8.1 Municipal Manager

Finance to ensure that there is sufficient budget. If not, it needs to be addressed in the adjustment budget.

The Department to please ensure that the road is constructed to prevent further illegal encroachment and to ensure access for emergency vehicles. Project to commence as soon as possible to prevent a similar situation of illegal occupation.

ANNEXURE A: Draft Servitude Agreement

FOR FURTHER DETAILS CONTACT:

NAME	**Shane Chandaka**
POSITION	***Director Infrastructure Services***
DIRECTORATE	***Infrastructure Services***
CONTACT NUMBERS	***021 808 8213***
E-MAIL ADDRESS	***shane.chandaka@stellenbosch.gov.za***
REPORT DATE	***20 October 2025***

ANNEXURE A

MEMORANDUM VAN SERWITUUTOOREENKOMS

Aangegaan deur en tussen

STELLENBOSCH MUNISIPALITEIT
Stadshuis, Pleinstraat, Stellenbosch
Epos: municipal.manager@stellenbosch.co.za
Tel: 021 808 8025
Hierin verteenwoordig deur **Garaldine Lezette Mettler**, in haar hoedanigheid as Munisipale Bestuurder, behoorlik daartoe gemagtig.
(hierin later genoem "**die Munisipaliteit**")

en

.....
Registrasienommer: .....
Plaas 3666, Franschhoek (Dennegeur)
Epos: altea@dgrvennootskap.co.za
Hierin verteenwoordig deur **.....**, in sy hoedanigheid as ....., behoorlik daartoe gemagtig.
(hierin later genoem "**die Eienaar**")

synde die eienaar van:
Plaas Nommer 3666 Franschhoek, In die Munisipaliteit en Afdeling van Stellenbosch, Provinsie Wes-Kaap,
Gehou te Transportakte nommer T..... ("titelakte")
(hierin later genoem **"die Eiendom"**)

KONSEP

NADEMAAL die Munisipaliteit van voorname is om 'n openbare waterpyplyn, tesame met gepaardgaande infrastruktuur, oor die Eiendom (soos van toepassing) en omringende eiendomme, te installeer en/of reeds geïnstalleer het.

EN NADEMAAL die Munisipaliteit van voorname is om 'n waterpyplyn serwituutarea, soos van toepassing op die Eiendom, teen die titelakte van die Eiendom te registreer.

EN NADEMAAL die Eienaar daartoe toegestem het, onderhewig aan sekere voorwaardes.

NOU DERHALWE KOM DIE PARTYE AS VOLG OOREEN:

1. **OMSKRYWING VAN DIE SERWITUUTGEBIED**

1.1. Die Eienaar verleen hiermee goedkeuring, aan die Munisipaliteit, sy kontrakteur en agente om die Eiendom langs praktiese roetes te betree om die waterpyplyn en gepaardgaande infrastruktuur (soos van toepassing op die Eiendom) te installeer, en te onderhou in die posisie soos aangedui op die aangehegte Diagram gemerk as Aanhangsel A.

1.2. Die Eienaar verleen hiermee goedkeuring dat die volgende serwituut ten gunste van die Munisipaliteit teen die titelakte van die Eiendom geregistreer mag word:

1.2.1 `n Serwituutarea van **..... m²** groot (3m wyd teen die grens van die plaas), soos aangedui op Aanhangsel A sal deur die Eienaar ten gunste van die Munispaliteit oor die eiendom geregistreer word.

(hierin later genoem "**die Serwituutgebied**" / **"die Serwituut"**)

2. **VERGOEDING EN REGISTRASIE**

2.1. Die Munisipaliteit onderneem om die Eienaar as volg te vergoed:

2.1.1 Daar sal geen betaling wees vir die grond waar die serwituut geregistreer sal wees vir die pyplyn nie. In ruil vir vergoeding van die grond onderneem die Munisiapliteit om 'n nuwe heining op te rig wat strek teen die grens van Plaas 3666 Franschhoek teen aan die nuwe serwituutarea.

2.2. Die Munisipaliteit onderneem om toe te sien tot die registrasie van die Serwituut en om alle kostes daaraan verbonde te betaal.

2.3. Die Eienaar onderneem om die oorspronklike titelakte van die eiendom aan die Aktebesorger te voorsien om toe te sien tot die registrasie van die serwituut teen die eiendom.

2.4. Indien die Eiendom beswaar is met 'n verband, of andersins, onderneem die Eienaar om op datum van ondertekening van die Ooreenkoms die verbandleningsnommer dadelik aan die Aktebesorgers te voorsien, sodat die betrokke verbandhouer genader kan word vir toestemming tot die registrasie van die Serwituut teen die titelakte van die Eiendom, en/of enige ander dokumente dadelik te voorsien, op versoek van die Aktebesorgers.

2.5. Die Munisipaliteit onderneem om die registrasie kostes vir die registrasie van die serwituut te betaal, asook die kostes van die verbandhouers, waar sodanige verbandhouers se toestemming tot die registrasie van die serwituut nodig is.

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3. **STANDAARD VOORWAARDES**

3.1. Die volgende standaardvoorwaardes sal in die Notariële Akte van die Serwituut ingelyf word:

3.1.1. Die behoorlik gemagtigde verteenwoordigers van die Munisipaliteit sal 'n ewigdurende reg van redelike en ongehinderde toegang en toegangsroete tot die Serwituutgebied hê ten einde die Pyplyn en gepaardgaande infrastruktuur op te rig en te inspekteer, onderhou, herstel, vernuwe, vervang met 'n ander, of om die Pyplyn binne die Serwituutgebied te verskuif, op so 'n wyse as wat die Munisipaliteit, in sy uitsluitlike oordeel van tyd tot tyd, mag goed dink of nodig ag, met voorafgaande kennisgewing aan die Eienaar, en onderhewig aan klousule 3.1.3 hieronderaan; en die Munisipaliteit, sy kontrakteurs of agente, sal die reg hê om die nodige voertuie te gebruik, en/of die nodige masjinerie aan te wend vir enige werk wat gedoen moet word en wat betrekking het op die Serwituut binne die Serwituutgebied.

3.1.2. Die Munisipaliteit, sy kontrakteurs, agente of behoorlik gemagtigde verteenwoordigers het toegang tot die Eiendom om die Pyplyn en gepaardgaande infrastruktuur op te rig, te inspekteer, te onderhou en te herstel, te vernuwe, te vervang met 'n ander, die Pyplyn te verskuif of enige ander *bona fide* doel wat met die Serwituutgebied verband hou, onderhewig aan voorafgaande kennisgewing aan die Eienaar en verder onderhewig aan klousule 3.1.3 hieronderaan.

3.1.3. Die Munisipaliteit sal in die uitoefening van vermelde regte, redelike stappe neem om vooraf met die Eienaar te konsulteer en om die Eiendom te beveilig teen skade of besering aan enige persoon daaruit voortspruitend en herstelwerk aan die oppervlakte van die grond waarop die Serwituut geleë is op `n behoorlike en bevredigende wyse te verrig.

3.1.4. Die Munisipaliteit onderneem om die Eienaar se oeste, landbouprodukte en heinings sover redelik doenlik te beskerm, om werk verrig op so wyse en op sodanige tye sodat die Eienaars nie in die gewone gebruik van die Eiendom gesteur sal word nie, en onderneem om die Eienaar vooraf in kennis te stel van die voorgenome werk of herstelwerk wat verrig gaan word, tensy `n noodsituasie dit onmoontlik maak om vooraf te konsulteer.

3.1.5. Ten einde voorsiening te maak vir die uitoefening deur die Munisipaliteit van die regte hierdeur verleen deur die Eienaar, mag geen geboue of strukture van permanente aard hoegenaamd opgerig word op enige gedeelte daarvan binne of op vermelde Serwituutgebied nie.

3.1.6. Vir die nodige beskerming van die Serwituutgebied, sal die Eienaar nie toegelaat word om enige uitgrawings te maak of werk te verrig wat die Serwituutgebied kan beskadig of dit onbedek laat of dit blootlê of om die grond binne die Serwituutgebied te skeur nie.

3.1.7. Die Eienaar sal die reg van vrye toegang tot enige gedeelte van die Pyplyn geniet, en sal ook daarop geregtig wees om sy/haar normale landbou aktiwiteite te verrig binne die gebied van die Pyplyn, op die spesifieke voorwaarde dat die Munisipaliteit, met inagneming van die terme

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van hierdie Ooreenkoms nie verantwoordelik gehou sal word deur die Eienaar vir enige skade voortspruitend uit die berowing van die Eienaar se reg tot vrye toegang tot ’n gedeelte van die Pyplyn deur die Munisipaliteit in die uitoefening van sy regte, soos afgelei uit hierdie Ooreenkoms, en verder dat die Munisipaliteit nie verantwoordelik gehou sal word vir enige skade voortspruitend uit die vernietiging of beskadiging van enige landbougewasse wat in die gebied van die Pyplyn groei of vir die beskadiging voortspruitende uit die lê van die Pyplyn of die daaropvolgende herstelwerk of die vervanging van die Pyplyn, wanneer nodig nie, tensy daar regtens bewys kan word dat die direkte oorsaak van die skade was as gevolg van die Munisipaliteit se doen en / of late.

3.1.8. Die Eienaar is nie geregtig om enige bome, plante of struike met penwortelstelsel te plant binne die Serwituutgebied nie.

3.1.9. Die Eienaar verleen ook toestemming vir gebruik en toegang van die serwituutarea vir nooddienste en noodvoertuie indien nodig, bv. indien daar ‘n vuur in die Langrug area is en die brandweer toegang tot die area moet bekom.

3.1.10. Die Munisipaliteit onderneem om die Eienaar, of ‘n gematigde verteenwoordiger van die Eienaar, in kennis te stel van kritieke foute, en die Munisipaliteit onderneem verder om binne ‘n redelike tyd te reageer en herstelwerk uit te voer om skade op die Eiendom te verhoed.

3.1.11. Die Munisiapliteit onderneem om toe te sien tot die oprigting van ;n heining teen die grens van die serwituut op die kostes van die Munisipaliteit.

3.1.12. Die Munisipaliteit onderneem om die serwituutarea skoon te hou en minstens een keer elke twee weke toe toe sien tot die skoonmaak van die area.

4. **VERWERKING VAN PERSOONLIKE INLIGTING**

4.1. Die Eienaar stem toe dat die Munisipaliteit alle kategorieë persoonlike inligting mag verwerk en versamel tot die mate wat sodanige versameling en/of verwerking nodig is om:

4.1.1. aksies uit te voer vir die sluiting en uitvoering van hierdie ooreenkoms en die Notariële Akte;

4.1.2. die Eienaar se wettige belange te beskerm; en

4.1.3. die Munisipaliteit se regmatige belange na te streef.

4.2. Dit is die Eienaar se verantwoordelikheid om die Munisipaliteit in te lig van enige veranderinge aan die aard en kwaliteit van al sodanige kategorieë persoonlike inligting wat aan die Munisipaliteit verskaf word.

4.3. Die Munisipaliteit onderneem om alle praktiese stappe moontlik te neem om die integriteit van al die Eienaar se persoonlike inligting te verseker, te beveilig, en relevant en van gehalte te

bly.

4.4. Die Munisipaliteit onderneem om nie enige van die Eienaar se persoonlike inligting verder te verwerk nie, tensy sodanige verdere verwerking versoenbaar is met die oorspronklike doel waarvoor dit ingesamel is.

4.5. Die Munisipaliteit onderneem om nie enige van die Eienaar se persoonlike inligting in die Munisipaliteit se besit te hou vir langer as wat nodig is vir die bereiking van die doel waarvoor die inligting ingesamel of daarna verwerk is, sonder die Eienaar se toestemming nie, tensy sodanige bewaring deur die wet vereis word.

5. **KONTRAKBREUK**

5.1. Indien 'n Party (die “Nie-Nakomende Party”) enige kontrakbreuk pleeg in terme van hierdie Ooreenkoms en versuim om sodanige kontrakbreuk binne 14 (veertien) werksdae, (die “Kennisgewingtydperk”) na ontvangs van `n skriftelike kennisgewing wat vereis dat die kontrakbreuk reggestel moet word, reg te stel, dan is die Party wat die kennisgewing gee (die "Benadeelde Party") geregtig, na sy keuse, om:

5.1.1. onmiddellike spesifieke nakoming te eis deur die Nie-Nakomende Party van die verpligtinge wat hy verbreek het, met of sonder om skadevergoeding te eis; of

5.1.2. kanselleer hierdie ooreenkoms, met of sonder om skadevergoeding te eis, in welke geval skriftelike kennisgewing van die kansellasie aan die Versuimde Party gegee sal word, en die kansellasie sal in werking tree op die datum waarop die kennisgewing gegee word.

5.2. Onderhewig aan die ander bepalings van hierdie klousule, is die Benadeelde Party se remedies in terme van hierdie klousule sonder benadeling van enige ander remedies waarop die Benadeelde Party in die wet geregtig mag wees.

5.3. In die geval waar 'n party (“die onskuldige party”) aksie moet neem in enige bevoegde Hof om enige van sy belange of regte ingevolge hierdie Ooreenkoms te beskerm, of om enige van sy regte ingevolge hierdie Ooreenkoms af te dwing, sal die wanbetalende party aanspreeklik wees om die onskuldige party te betaal vir alle koste wat die onskuldige party in hierdie verband aangegaan het, insluitende al die regskostes wat die onskuldige party sy regsverteenwoordiger betaal, bereken op 'n skaal soos tussen prokureur en eie kliënt wanneer die dienste van 'n prokureur gebruik word.

6. **DOMICILIUM CITANDI ET EXECUTANDI**

6.1. Die Partye kies as hulle *domicilium citandi et execu*tandi vir alle doeleindes kragtens hierdie ooreenkoms, hetsy ten opsigte van hofverrigtinge, kennisgewings of ander dokumente of mededelings van welke aard ook al, die adresse soos aangedui op die aanvang van die ooreenkoms.

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6.2. Enige kennisgewing of mededeling wat ingevolge hierdie ooreenkoms gegee moet word of toegelaat word om gegee te word, is slegs geldig en effektief indien dit skriftelik is, maar dit sal bevoeg wees om per epos kennis te gee.

6.3. Enigeen van die Partye kan deur kennisgewing aan enige ander Party die fisiese- of e-posadres gekies as sy *domicilium citandi et executandi* ten opsigte van daardie Party verander tot 'n ander fisiese- of e-posadres, met dien verstande dat die verandering effektief word teenoor daardie geadresseerde op die 10de (tiende) dag vanaf die datum waarop die kennisgewing geag word deur die geadresseerde ontvang te gewees het.

6.4. Enige kennisgewing aan 'n Party (tensy die teendeel bewys word):

6.4.1. gestuur per voorafbetaalde geregistreerde pos in 'n korrek geadresseerde koevert na hom by sy *domicilium citandi et executandi* sal geag word ontvang te gewees het op die 7de (sewende) dag nadat dit gepos is;

6.4.2. per hand afgelewer aan 'n verantwoordelike persoon gedurende gewone sake-ure by sy *domicilium citandi et executandi* op 'n Besigheidsdag, word geag op die dag van aflewering ontvang te gewees het; of

6.4.3. per epos versend na sy verkose e-posadres, word geag ontvang te gewees het op die dag van versending.

6.5. Ondanks enigiets tot die teendeel hierin vervat, is 'n skriftelike kennisgewing of mededeling wat werklik ontvang is deur 'n Party voldoende skriftelike kennisgewing of mededeling aan hul ondanks dat dit nie aan hul gestuur is of by hul afgelewer is by hul gekose *domicilium citandi et executandi* nie.

7. **GESKILBESLEGTING**

7.1. **Onderhandeling**

7.1.1. Indien enige dispuut, meningsverskil of eis ontstaan tussen die Partye (“die dispuut”) in verband met die ooreenkoms, stem die Partye ooreen dat hul onmiddellik 'n poging sal aanwend om die dispuut by wyse van onderhandeling op te los. Die bepalings van hierdie klousule se sub-klousules sal nie van toepassing wees indien die dispuut deur wyse van deskundiges opgelos moet word nie.

7.1.2. Onderhandeling behels dat een van die Partye aan die ander Party 'n skriftelike uitnodiging rig om te ontmoet en in goeie trou poog om die dispuut op te los binne 14 (veertien) dae vanaf die datum van die skriftelike uitnodiging.

7.1.3. Die Partye sal deur hul verteenwoordigers verteenwoordig word en die verteenwoordiger sal:

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7.1.3.1. ten volle ingelig word oor alle aspekte aangaande die dispuut;

7.1.3.2. toegelaat word om vergesel te word deur enige Partye wie in die verteenwoordiger se opinie waarde kan voeg tot die onderhandelinge of bystand kan bied tot die oplossing van die dispuut; en

7.1.3.3. oor die nodige mandaat beskik om te onderhandel en 'n skikkingsooreenkoms aan te gaan.

7.1.4. Die dispuut sal slegs as afgehandel beskou word indien die skikkingsooreenkoms op skrif vasgestel word en deur beide Partye onderteken word.

7.2. **Mediasie**

7.2.1. Indien die dispuut nie opgelos is by wyse van sodanige onderhandelinge binne 14 (veertien) dae vanaf die datum van aflewering van die skriftelike uitnodiging soos uiteengesit in klousule 7.1 hierbo nie, sal die Partye die dispuut onderwerp aan mediasie.

7.2.2. Die Partye sal, by wyse van ooreenkoms, 'n mediator nomineer.

7.2.3. In die geval dat die Partye nie ooreenkoms bereik tot die identiteit van die mediator nie, sal die Voorsitter van die Kaapse Balieraad die mediator nomineer.

7.2.4. Die mediasie sal onder geen omstandighede bindend op die Partye wees nie.

7.2.5. Die dispuut tussen die Partye, waarop die mediasie gerig is, sal slegs as afgehandel beskou word indien die Partye (met die hulp van die mediator) hul ooreenkoms in skrif vasstel en dit onderteken.

7.2.6. Die mediator sal:

7.2.6.1. gemagtig wees om met enige van die Partye te ontmoet, hetsy gesamentlik of afsonderlik;

7.2.6.2. geen informasie wat as vertroulik beskou word, deur een van die Partye, openbaar aan die ander Party, sonder die uitdruklike voorafgaande toestemming van daardie Party, nie;

7.2.6.3. onafhanklik optree en sal verder verplig wees om:

7.2.6.3.1. enige handelinge of verhouding wat moontlik 'n invloed mag hê op die uitkoms van die mediasie, te openbaar; asook

7.2.6.3.2. enige handeling of verhouding te openbaar wat moontlik beskou kan word as redes waarom hy nie onafhanklik sal kan optree in die fasilitering van die dispuut nie;

7.2.6.3.3. geregtig wees, ongeag die bepaling van 7.3.1, om die Partye skriftelik aan te moedig om voort te gaan met die mediasie waar hy van die opinie is dat 'n voortgesette proses 'n redelike en realistiese vooruitsig op sukses het;

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7.2.7. Alle kommunikasie deur die Partye aan die mediator asook onder mekaar tydens en in verbinding met die mediasieproses word sonder benadeling van enige van die Partye se regte gedoen, en vorm deel van *bona fide* skikkingsonderhandeling;

7.2.8. Die Partye sal die mediasieproses, asook enige uitlating deur die mediator (indien enige) vertroulik hou;

7.2.9. Die mediator sal nie verplig word deur die Partye om enige feit wat deur hom bekom is tydens die mediasie te openbaar nie en die Partye doen onherroeplik afstand van hul regte (indien enige) om die mediator as getuie te gebruik oor wat geskied het gedurende, asook in verbinding, met die mediasie;

7.2.10. Elkeen van die Partye sal hul eie kostes dra in terme van die mediasieproses en sal in gelyke dele aanspreeklik wees vir die kostes van die mediator.

7.3. **Arbitrasie**

7.3.1. Indien die dispuut nie opgelos is by wyse van sodanige mediasie binne 14 (veertien) dae vanaf die datum van aanstel van die mediator nie, sal die Partye die dispuut onderwerp aan arbitrasie in ooreenstemming met die arbitrasiereëls van die Arbitration Foundation of Southern Africa ("AFSA").

7.3.2. 'n Arbiter/s sal deur AFSA aangestel word.

7.3.3. Die besluit van die arbiter/s sal, in die afwesigheid van 'n klaarblyklike dwaling of bedrog, finaal en bindend op die Partye wees en uitvoering sal gegee word daaraan en mag 'n bevel van die hof gemaak word.

7.3.4. Die Partye kom ooreen dat enige arbitrasieproses onder hierdie ooreenkoms (insluitend soos dit van tyd tot tyd gewysig word) mag (tot die mate wat die arbitrasie tribunaal dit toepaslik vind in die omstandighede) gekonsolideer word of saam verhoor word voor dieselfde arbitrasie tribunaal.

7.4. **Oorheersende bepalings**

7.4.1. Geen bepalings in hierdie klousule sal enige van die Partye verhinder om tussentydse of dringende regshulp aan te vra van 'n hof met bevoegde jurisdiksie nie.

7.4.2. Die geskilbeslegtingsproses sal in privaat en in Afrikaans gehou word en sal vertroulik gehou word deur die Partye.

7.4.3. Die mediasie en arbitrasie sal in Stellenbosch gehou word, tensy op skrif anders ooreengekom word tussen die Partye.

7.4.4. Die bepalings van die geskilbeslegtingsproses sal bindend wees op die Partye se opvolgers

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in titel, trustees, eksekuteure, likwidateurs en gevolmagtigdes.

7.4.5. Hierdie klousule sal die ooreenkoms oorleef in enige en alle gevalle.

7.5. **Kostes**

7.5.1. Elke Party sal hul eie kostes dra vir die onderhandeling (klousule 7.1), asook vir die mediasie (klousule 7.2), maar sal in gelyke dele aanspreeklik wees vir die kostes van die arbiter, ongeag die uitkoms van die arbitrasie.

7.5.2. Die kostes van die arbitrasie sal deur die arbiter bepaal word.

8. **ALGEMEEN**

8.1. **Geen vennootskap of agentskap nie:** Niks in hierdie Ooreenkoms sal geag word om 'n vennootskap tussen die partye te stel of enige van die partye as die agent van die ander party vir enige doel te vorm nie.

8.2. **Algehele Ooreenkoms:** Hierdie ooreenkoms is die algehele ooreenkoms tussen die partye en geen verdere waarborge, voorstellings en ondernemings buite die ooreenkoms sal van krag wees nie.

8.3. **Wysiging:** Enige wysiging of ooreengekome kansellasie of afstanddoening van enige van die bepalings van hierdie ooreenkoms het nie enige krag of uitwerking nie, tensy dit op skrif gestel is en deur beide Partye onderteken is.

8.4. **Toegewings:** Geen toegewing wat deur 'n party verleen word, sal 'n afstanddoening van enige van daardie party se regte ingevolge hierdie ooreenkoms uitmaak nie; dienooreenkomstig sal daardie party nie belet word as gevolg van die feit dat hy sodanige toegewing verleen het, om enige regte teen die ander party uit te oefen wat in die verlede mag ontstaan het of wat in die toekoms mag ontstaan nie.

8.5. **Afsonderlikheid:** Elkeen van die bepalings van hierdie ooreenkoms sal as afsonderlike bepalings en voorwaardes beskou word en in die geval dat hierdie ooreenkoms deur enige wetgewing of enige wysiging daaraan geraak word, of indien die bepalings hierin vervat kragtens daardie wetgewing of andersins, geag word te wees onwettig, ongeldig, verbode of onafdwingbaar, dan sal enige sodanige bepalings slegs oneffektief wees in die mate van die onwettigheid, ongeldigheid, verbod of onafdwingbaarheid en sal elk van die oorblywende bepalings hiervan ten volle van krag bly asof die onwettige, ongeldige, verbode of onafdwingbare bepaling nie deel hiervan was nie.

8.6. **Kostes:** Elke party sal sy/haar eie koste en uitgawes betaal wat deur hulle aangegaan word in verband met die onderhandeling en aangaan van hierdie ooreenkoms.

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8.7. **Neutrale konstruksie:** Neutrale konstruksie, uitsluiting van die *contra proferentem*-reël: Die partye erken hiermee dat hierdie ooreenkoms billik tussen hulle, op armlengte onderhandel is, en dat die finale bepalings daarvan die produk is van die partye se onderhandelinge en dienooreenkomstig sal die bepalings van hierdie ooreenkoms nie vertolk word teen 'n party op grond daarvan dat sodanige party enige, of die meerderheid, van die bepalings opgestel het of daarvoor verantwoordelik was nie.

8.8. **Jurisdiksie:** Beide partye kom ooreen tot die jurisdiksie van die Landdroshof ten opsigte van alle regsgedinge wat verband hou met hierdie ooreenkoms.

8.9. **Wetgewing:** Hierdie Ooreenkoms sal in alle opsigte beheer word deur en vertolk word in ooreenstemming met die reg van die Republiek van Suid-Afrika, en alle dispute, aksies en ander aangeleenthede in verband daarmee sal in ooreenstemming met sodanige wetgewing bepaal word.

8.10. **Goeie trou:** Die partye onderneem om altyd in goeie trou op te tree ten einde die uitvoering van die ooreenkoms te bewerkstellig.

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DUS GEDOEN en ONDERTEKEN te _____ op die _____ dag van _____ 2025, in die teenwoordigheid van die ondergetekende getuies:

AS GETUIES:

1. _____

2. _____

_____

Vir en namens **die Munisipaliteit**
behoorlik daartoe gemagtig
Hoedanigheid: **Munisipale Bestuurder**
Volle name: **Garaldine Lezette Mettler**

DUS GEDOEN en ONDERTEKEN te _____ op die _____ dag van _____ 2025, in die teenwoordigheid van die ondergetekende getuies:

AS GETUIES:

1. _____ _____

Vir en namens **die Eienaar**

behoorlik daartoe gemagtig

2. _____ Hoedanigheid: **.....**

Volle name: **.....**

KONSEP

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

13.1	**NOTICE OF A MOTION BY CLLR G PETERSEN OF GOOD PARTY: RAW SEWAGE DISCHARGE AND ENVIRONMENTAL PROTECTION**

A Notice of a Motion, dated 2025-10-13, was received from Councillor G Petersen regarding raw sewage discharge and environmental protection.

The said Motion is attached as **APPENDIX 1**.

FOR CONSIDERATION

APPENDIX 1

STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

NOTICE OF MOTION

In terms of Rule 24: Motions of the Stellenbosch Council Standing Rules of Order for meetings of the Council and its Committees (approved by Council on 27 July 2022).

I, Councillor Gierhard Peterson of Good party hereby submit notice of my attached motion dated 13/10/2025 to the Speaker (or chair) and the Municipal Manager to be served at the Council (Committee) meeting.

On: 23 day of 10 month 2025 year.

Signed: this 13 day of 10 month 2025 year.

Signature _____

FOR OFFICE USE

OFFICE OF SPEAKER

RECEIVED BY Farida le Roux DATE 13/10/2025 REF 25/10/02

SIGNATURE _____

SPEAKER _____

SIGNATURE _____

APPROVED ☑ DECLINED ☐

OFFICE OF THE MUNICIPAL MANAGER

RECEIVED BY _____ DATE _____

SIGNATURE _____

GOOD Stellenbosch
Stellenbosch.forgood@gmail.com

UNITE FOR CHANGE

13 October 2025

Our Ref: GOOD-WC024: Notice of Motion: Urgent Recommendations to Address Raw Sewage Discharge and Environmental Protection.

Ms Geraldine Mettler
The Municipal Manager
Stellenbosch Municipality
PO Box 17, Stellenbosch, 7600

MUNICIPALITY - MUNISIPALITEIT
STELLENBOSCH
13 OCT 2025
@ 14:50PM
OFFICE OF THE SPEAKER

Dear Municipal Manager

NOTICE OF MOTION

This notice of motion is hereby submitted in terms of rule 24.4 in terms of the Standing Rules and Order for the Meetings of Council and its Committees.

As articulated in Section 24 of the South African Constitution, every person has the right to an environment that is not harmful to health and well-being. This right carries a constitutional obligation for the state, businesses, and all citizens to actively prevent pollution and other forms of environmental harm.

Unfortunately, the Stellenbosch Municipality has failed to uphold this constitutional obligation. Earlier this year, on Friday, 31 January 2025, and again on 5 October 2025, raw human sewage spilled from municipal sewage lines at the Pniel Substation, affecting the residents of Riverside and Pniel, as well as the surrounding environment. These incidents have raised serious concerns about the municipality's ability to provide a safe and healthy environment for its citizens.
(See hereto attached Annexure A: Proof of Raw Sewage Overflow on 31 January 2025.)
(See hereto attached Annexure B: Proof of Raw Sewage Overflow on 05 October 2025.)

Residents of Riverside Street and Eastend Crescent in Pniel have consistently raised concerns with Stellenbosch Municipality about repeated sewage spillage at storm water lines, continuous sewage overflow from round manholes, and the discharge of raw sewage into the Dwarsrivier affecting both the local ecosystem and water quality. Despite numerous complaints filed with former and current serving DA ward councillors, Executive Mayors, Deputy Mayors, and senior officials from Stellenbosch Municipality, the DA-led municipality has failed to commit to resolving these pressing issues. Over the past 15 years, residents have repeatedly brought these matters to the forefront at Integrated Development Plan (IDP) meetings and other public forums, yet no concrete actions have been taken to address the sewage leakage problems plaguing the community.

Following the municipal statement issued to Yael Malgas of EikestadNuus dated 13 February 2025, in which Mr Stuart Grobbelaar, the municipal spokesperson confirmed that the municipality is committed to providing reliable infrastructure that complies with the guidelines of the Department of Water and Sanitation. Mr Grobbelaar also stated that " *In line*

with this, we have doubled the municipal budget for the pipe replacement program from R4 million to R8 million, and this work is actively underway".
(See hereto attached Annexure C: Press Release by Eikestadnuus Regarding the Sewage Spillage in Pniel, Dated 13 February 2025.

In conclusion, the ongoing discharge of raw sewage into our rivers poses a significant threat to public health and the environment. Immediate action is required to prevent further contamination and safeguard the rights of residents living in affected areas. The GOOD Party Caucus urges the Stellenbosch Municipality to take decisive action to address this crisis and uphold its constitutional obligations.

This motion is hereby presented to the Municipal Council in the interest of good governance, sustainable development, and the residents' right to access information and participate in decision-making that affects their living conditions.

The GOOD Party proposes the following recommendations for consideration:

1. That an independent technical investigation be launched to verify whether the current pipe replacement work complies with the national standards and guidelines of the Department of Water and Sanitation. Furthermore, to determine whether the conditions of the Water Use License issued to Stellenbosch Municipality by the Department of Water and Sanitation are met and in compliance with legislation governing the discharge of raw sewage into rivers.

2. That a detailed report on the maintenance schedule for sewage infrastructure, including inspection frequencies and replacement timelines for sewage pipes, be made available to Council. This will assist in determining whether the current sewage infrastructure is adequate to handle sewage pressure, or if its inadequacy has contributed to sewage pipe bursts.

3. That a full financial audit be conducted on the R8 million allocated to the pipe replacement program, in order to promote transparency and prevent any potential misuse of funds.

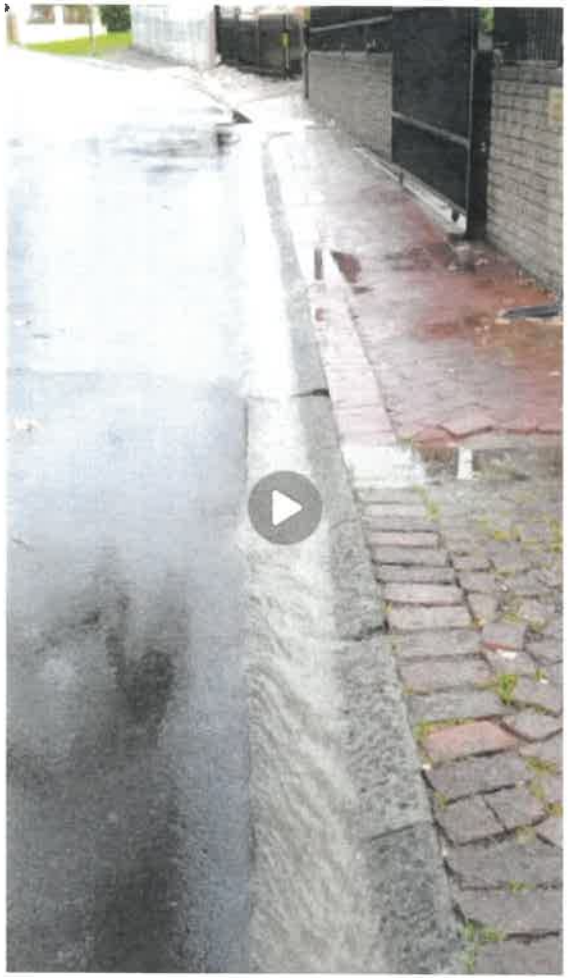
4. That a public community meeting be convened with residents of Pniel and the Dwarsrivier Valley, where the progress of the pipe replacement program, the budget, and the outcomes of any investigations or audits are shared with the community.

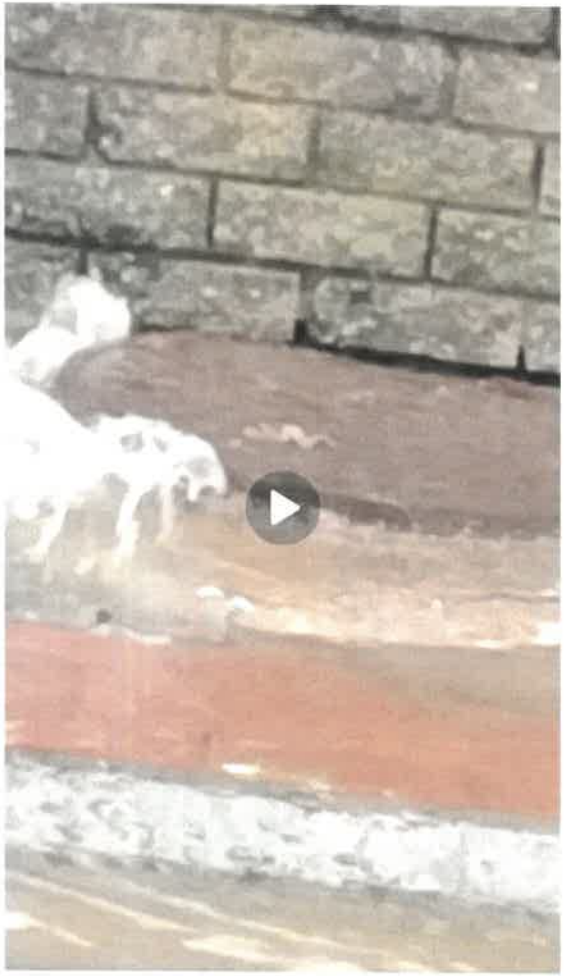
PROPOSED BY: CLLR. GRECHARD PETERSEN

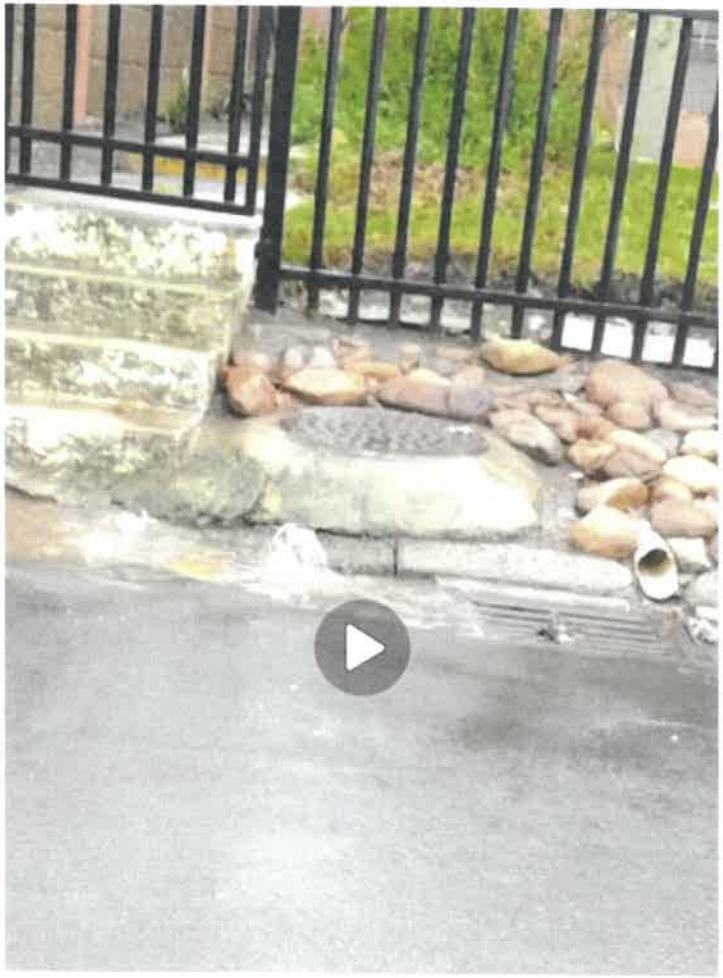
SECONDED BY: CLLR. MARIUS VAN STADE

THIS NOTICE OF MOTION TO BE SERVED AT THE COUNCIL MEETING DATED 23 OCTOBER 2025.
THE END.

ANNEXURE A: PROOF OF RAW SEWAGE OVERFLOW DATED 31 JANUARY 2025







ANNEXURE B: PROOF OF RAW SEWAGE OVERFLOW DATED 05 OCTOBER 2025

ANNEXURE C: PRESS RELEASE BY EIKESTADNUUS REGARDING THE SEWAGE SPILLAGE IN PNIEL, DATED 13 FEBRUARY 2025.

Riool bly probleem in Pniël

Yaël Malgas

Die stank wat inwoners van Riverside Vrydag 31 Januarie geruik het, was weens 'n pyp wat gebars het en nie weens 'n "gewone" lekkasie nie.

Dit was die terugvoer van die Stellenbosch-munisipaliteit nadat die GOOD-party 'n verklaring uitgereik het oor inwoners se kommer oor die vermoedelike lekkasie van riool in die Dwarsrivier.

Volgens die raadslid Grechard Petersen is inwoners bekommerd oor die gesondheids- en omgewingsrisiko wat die lekkasie vir die gemeenskap kan inhou. Petersen sê inwoners het die oorweldigende stank van rou riool in die lug aangemeld terwyl besoedelingstowwe wat in die Dwarsrivier geloop het, sigbaar was.

"Dit was met 'n inspeksie duidelik dat rou riool uit 'n munisipale rioollyn naby die Pniël-substasie lek. Dit is kommerwekkend dat inwoners aangedui het dat dit die derde soortgelyke voorval binne die huidige boekjaar is, wat hul nood en frustrasie verder vererger," sê Petersen in 'n verklaring.

Stuart Grobbelaar, 'n munisipale woordvoerder, het egter by navraag gesê die gebarste pyp was by 'n pyp-verbinding. "Die spesifieke voorval is op 31 Januarie aangemeld en herstel en beamptes van die departement van water en sanitasie is deurgaans van die proses in kennis gestel. Hulle was ook Vrydag 7 Februarie op die perseel – saam met munisipale beamptes en die inwoners wat alarm gemaak het oor hul kommer oor die gebarste pyp," sê Grobbelaar.

Petersen meen egter die situasie spreek tot Pniëllers se deurlopende frustrasies. Een só 'n gereelde kopseer is riool wat glo gereeld – vir die afgelope 15 jaar – uit man-gate in Riversidestraat en Eastendsingel vloei.

"Ten spyte van herhaalde versoeke van inwoners vir dringende opgradering van infrastruktuur en talle skakelings met beide die vorige [Gesie van Deventer] en huidige uitvoerende burgemeester [Jeremy Fasser] en top-senior munisipale amptenare in gemeenskapsvergaderings, is hul pleidooie vir begroting en doeltreffende optrede geïgnoreer. Hierdie voortdurende verwaarlosing het tot 'n toenemende gevoel van hopeloosheid en frustrasie gelei," meen Petersen.

Die munisipaliteit sê op sy beurt hy is toegewy om "betroubare infrastruktuur wat aan die departement van water en sanitasie se voorskrifte voldoen" aan inwoners te verskaf.

"In ooreenstemming hiermee het ons die munisipale begroting vir die pypvervangingsprogram van R4 miljoen tot R8 miljoen verdubbel en hierdie werk is aktief aan die gang," sê Grobbelaar.

Hy het ook bevestig 'n brief is by die kantoor van die Speaker ingedien en sal Woensdag 26 Februarie op die volgende raadsvergadering bespreek word.

13.2	**NOTICE OF A MOTION BY CLLR M VAN STADE OF GOOD PARTY: FORMAL RECOGNITION AND RESTORATION OF THE KHOI AND SAN PEOPLE OF STELLENBOSCH**

A Notice of a Motion, dated 2025-10-13, was received from Councillor M van Stade regarding the formal recognition and restoration of the Khoi and San People of Stellenbosch.

The said Motion is attached as **APPENDIX 1**.

FOR CONSIDERATION

APPENDIX 1

STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

NOTICE OF MOTION

In terms of Rule 24: Motions of the Stellenbosch Council Standing Rules of Order for meetings of the Council and its Committees (approved by Council on 27 July 2022).

I, Councillor Marius Van Staden of Good party hereby submit notice of my attached motion dated 13/10/2025 to the Speaker (or chair) and the Municipal Manager to be served at the Council (Committee) meeting.

On: 23 day of 10 month 2025 year.

Signed: this 13 day of 10 month 2025 year.

Signature _____

MUNICIPALITY - MUNISIPALITEIT
STELLENBOSCH
13 OCT 2025
OFFICE OF THE SPEAKER

FOR OFFICE USE

OFFICE OF SPEAKER

RECEIVED BY Farida le Roux DATE 13/10/2025 REF 25/10/01

SIGNATURE _____

SPEAKER _____

SIGNATURE _____

APPROVED ☑ DECLINED ☐

OFFICE OF THE MUNICIPAL MANAGER

RECEIVED BY _____ DATE _____

SIGNATURE _____

GOOD Stellenbosch
Stellenbosch.forgood@gmail.com

UNITE FOR CHANGE

13 October 2025

Our Ref: GOOD-WC024: Notice of Motion: Formal Recognition and Restoration of the Khoi and San People of Stellenbosch.

MUNICIPALITY - MUNISIPALITEIT
STELLENBOSCH
13 OCT 2025
14:50 PM
OFFICE OF THE SPEAKER

Ms Geraldine Mettler
The Municipal Manager
Stellenbosch Municipality
PO Box 17, Stellenbosch, 7600

Dear Municipal Manager

NOTICE OF MOTION

This notice of motion is hereby submitted in terms of rule 24.4 in terms of the Standing Rules and Order for the Meetings of Council and its Committees.

This motion is submitted in solidarity with the Khoi and San leadership in Stellenbosch, and it seeks to affirm the dignity, heritage, and rightful place of the First Peoples of this land, the Khoi and San People of Stellenbosch.

This motion is not merely administrative. It is a moral imperative. It is a call to action grounded in the principles of justice, equality, and cultural preservation. It reflects the urgent need to address historical injustices and to restore the social, cultural, and political presence of the Khoi and San people within the municipal landscape of Stellenbosch.

We respectfully request the Stellenbosch Municipality to consider tom preserve, protect and affirm the cultural heritage and identity of the Khoi and San People with regards to the following:

1. **Access to Land**
   That Council consider initiating a process to identify, allocate, and restitution land to the Khoi and San communities of Stellenbosch, including:
- Access to ancestral land for cultural, residential, and agricultural purposes.
- Support for community-led development projects on allocated land.
- Protection of sacred sites and burial grounds from commercial development.

2. **Respect for Culture**
   That Council consider promoting and preserve indigenous Khoi and San cultural expressions by:
- Including these languages in local educational and cultural programs.
- Supporting cultural festivals, storytelling, music, and traditional practices.
- Ensuring municipal communications reflect linguistic diversity.

3. **Recognition of Heritage**
   That Council consider to formally recognise the rich heritage of the Khoi and San people through:
- Inclusion of their history in local museums, archives, and school curricula.
- Public exhibitions and awareness campaigns about their contributions and legacy.
- Collaboration with heritage institutions to document oral histories.

4. **Identification of Cultural Heritage Sites**
   That Council consider conducting a comprehensive audit and protection of Khoi and San heritage sites in Stellenbosch, including:
- Sacred landscapes, water sources, and traditional gathering places.
- Official designation of these sites under heritage protection laws.
- Community access for cultural ceremonies and education.

5. **Protection of Identity and Dignity**
   That Council afford the same recognition to Khoi and San communities in Stellenbosch as is granted in other provinces, including:
- Formal recognition of traditional leadership structures.
- Protection against cultural appropriation and misrepresentation.

6. **Honouring Past Khoi and San Leaders**
   That Council consider initiating a consultative process to rename streets, municipal buildings, and landmarks in honour of Khoi and San leaders who have passed on, including:
   - Public ceremonies to unveil renamed sites.
   - Educational plaques and signage to inform the public of their legacy.

In conclusion, this motion is not only a request, but also a declaration of presence, resilience, and hope. It is a call for Stellenbosch Municipality to lead by example in restoring dignity to its Khoi and San Peoples and in building a future rooted in inclusivity, respect, and restorative justice.

PROPOSED BY: CLLR. MARIUS VAN STADE

SECONDED BY: CLLR. GRECHARD PETERSEN

THIS NOTICE OF MOTION TO BE SERVED AT THE COUNCIL MEETING DATED 23 OCTOBER 2025.

THE END.

13.3	**NOTICE OF A QUESTION BY CLLR M VAN STADE OF GOOD PARTY: FELLING OF HERITAGE OAK TREE ON LOWER DORP STREET, STELLENBOSCH**

A Notice of a Question, dated 2025-10-13, was received from Councillor M van Stade.

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

APPENDIX 1

STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

NOTICE OF QUESTION

In terms of Rule 35: Questions of the Stellenbosch Council Standing Rules of Order for meetings of the Council and its Committees (approved by Council on 27 July 2022).

I, Councillor Marius Van Staade of GOOD party hereby submit notice of my attached question/s dated 13 OCTOBER 2025 to the Speaker (or chair) and the Municipal Manager to be served at the Council (Committee) meeting.

On: 23 day of 10 month 2025 year.

Signed: this 13 day of 10 month 2025 year.

Signature

FOR OFFICE USE

OFFICE OF SPEAKER

RECEIVED BY Fanda le Roux DATE 13/10/2025 REF 25/10/03

SIGNATURE

SPEAKER C. Smit.

SIGNUTATURE

APPROVED ☑ DECLINED ☐

OFFICE OF THE MUNICIPAL MANAGER

RECEIVED BY DATE

SIGNATURE

GOOD Stellenbosch
Stellenbosch.forgood@gmail.com

UNITE FOR CHANGE

13 October 2025

Our Ref: GOOD_WC024: Notice of Question: Felling of Heritage Oak Tree on Lower Dorp Street, Stellenbosch.

Ms Geraldine Mettler
The Municipal Manager
Office of the Municipal Manager
Stellenbosch Municipality
PO Box 17
Stellenbosch
7600

MUNICIPALITY - MUNISIPALITEIT
STELLENBOSCH
13 OCT 2025
14:50PM
OFFICE OF THE SPEAKER

Dear Municipal Manager

NOTICE OF QUESTION

This notice of question is submitted in terms of Rule 35.1 as contemplated in the Standing Rules and Order for the Meetings of Council and its Committees approved by Council on 27 July 2022.

Stellenbosch is globally renowned as the "Town of Oaks", a title not merely symbolic, but deeply rooted in the town`s cultural, historical and environmental identity. The oak trees that line our streets are living monuments, protected under heritage legislation and cherished by generations of residents and visitors alike.

It has come to our attention that a healthy oak tree located on Lower Dorp Street, adjacent to a fuel station, was recently cut down. This act has caused widespread concern and dismay among residents, heritage advocates, and environmental custodians.

The following concerns and allegations were raised:

1. It is alleged that the tree was removed due to a mite infestation; however, no visible signs of infestation were observed after the felling.
   (Please refer to Annexure A: Evidence of the Oak Tree Prior to Felling.)
   (Please refer to Annexure B: Proof of Oak Tree Felling.)
2. The tree was widely believed to be in good health and protected under heritage status.
3. Neither the Stellenbosch community nor the residents of Lower Dorp Street were consulted or informed prior to the tree's removal.
4. The removal appears to contradict the town's stated commitment to heritage preservation and environmental stewardship.

The following question have reference to the matter:

1. What verifiable evidence supports the claim of mite infestation that led to the felling of the oak tree adjacent to the fuel station on Lower Dorp Street?"

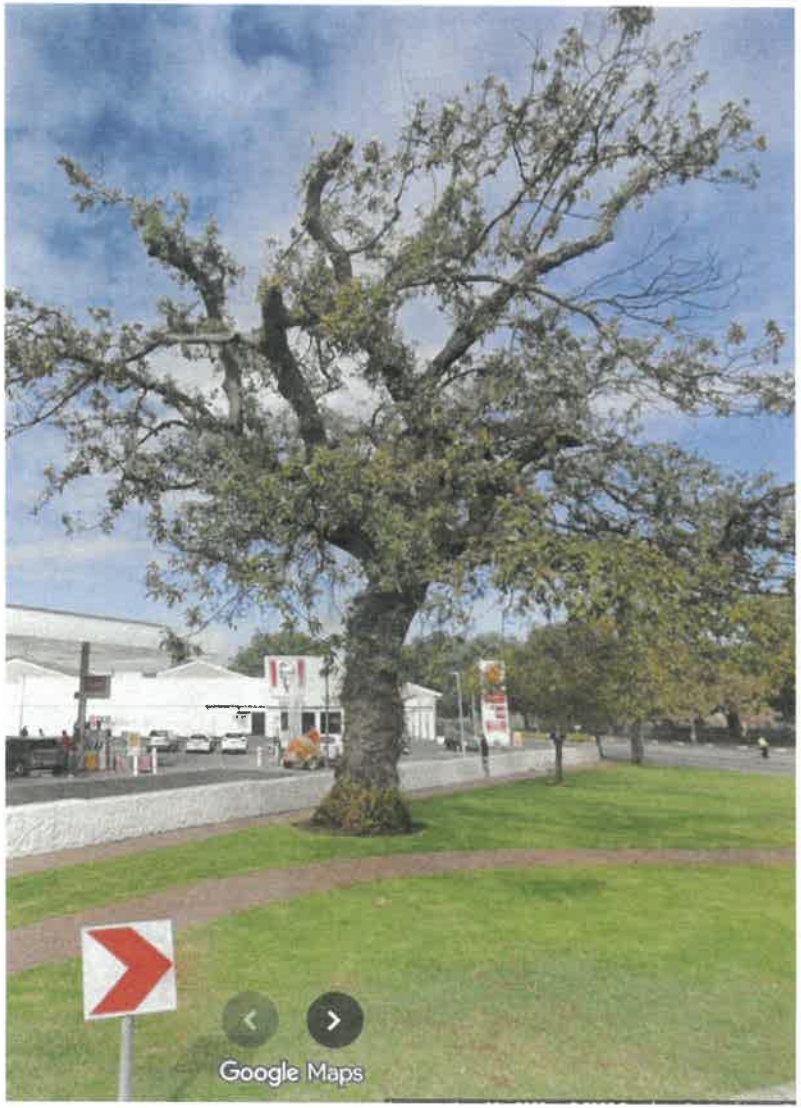
PROPOSED BY: CLLR. MARIUS VAN STADE

SECONDED BY: CLLR. GRECHARD PETERSEN

THIS NOTICE OF QUESTION TO BE SERVED AT THE NEXT COUNCIL MEETING DATED 23 OCTOBER 2025.

THE END.

ANNEXURE A: EVIDENCE OF THE OAK TREE PRIOR TO FELLING.



ANNEXURE B: PROOF OF OAK TREE FELLING

Real Magic

APPENDIX 2

MEMORANDUM

Office of the Municipal Manager
Kantoor van die Munisipale Bestuurder

TO	**:**	**COUNCILLOR MARIUS VAN STADE**
FROM	**:**	**SPEAKER**
DATE	**:**	**20 October 2025**
RE		**REPLY TO QUESTIONS IN TERMS OF SECTION 35 OF THE STANDING RULES AND ORDER FOR THE MEETINGS OF COUNCIL**

Dear Councillor Van Stade

With reference to the question submitted by you in terms of Section 35 of the Standing Rules and Order Regulating the Conduct of Council and Council Committee meetings, received by my office on 15 October 2025, herewith the response:

QUESTION

"1. What verifiable evidence supports the claim of mite infestation that led to felling of the oak tree adjacent to the fuel station on Lowe Dorp Street?"

RESPONSE

The Oak tree at the Shell Garage in Dorp Street was infested with the Polyphagous Shot Hole Borer (PSHB). It was pruned two years ago and again in 2025. However, inspections confirmed continued PSHB infestation. On-going monitoring and evaluation over the preceding seasons provided conclusive justification for further action. The tree showed significant decay and a marked loss of vitality, increasing the risk of danger to humans and potential damage to surrounding infrastructure.

Service providers were contracted to perform maintenance on municipal-owned trees. These service providers conducted maintenance on both oak and non-oak trees and provided expert opinions on whether trees required felling. In this case, it was confirmed that the Oak tree was more than 90% dead and infested with PSHB, thereby necessitating its felling on 28 May 2025.

The matter was also discussed with the internal Heritage Section as well as Heritage Western Cape. A tree replacement plan has been agreed upon and is in place. Felling of trees is not a unilateral process but inclusive and consultative process based on sustainable practices that consider environmental, social and heritage factors. Lastly, tree felling is conducted in accordance with the Tree Management Policy and guided by effective and sustainable arboriculture standards.

Kind regards,

Geraldine Mettler
Municipal Manager

14.	**CONSIDERATION OF URGENT MOTIONS**

15.	**URGENT MATTERS SUBMITTED BY THE MUNICIPAL MANAGER**

16.	**REPORTS SUBMITTED BY THE SPEAKER**

16.1	**QUARTERLY REPORT – WARD COMMITTEE FUNCTIONING 1st QUARTER OF 2025/2026 FINANCIAL YEAR**

Collaborator No:
IDP KPA Ref No: *Good Governance*
Meeting Date: 29 October 2025

1. SUBJECT: QUARTERLY REPORT – WARD COMMITTEE FUNCTIONING 1ST QUARTER OF 2025/2026 FINANCIAL YEAR

2. PURPOSE

For Council to take note of the Functioning of Ward Committees within the Stellenbosch municipal areas.

3. DELEGATED AUTHORITY

For Notification by Municipal Council.

4. EXECUTIVE SUMMARY

In terms of section 73 of the Local Government: Municipal Structures Act, no 117 of 1998 and Regulations, Ward Committees must be established for each ward within the municipal area within 120 days after the election.

The system of delegations of the Stellenbosch Municipality (S6 and S7) designates the Speaker of Stellenbosch Municipality to facilitate the establishment of Ward Committees in line with the provisions and stipulations of the Municipal Structures Act and Council's policy for the establishment of Ward Committees.

At the Council meeting of 30 March 2022, Council noted the establishment of Ward Committees for all 23 wards within the Stellenbosch Municipality.

Wards who did not have the full complement of Ward Committees members were allowed to co-opt members in line with Council Policy and Procedures for Ward Committees. All ward committees are fully functional and are performing all duties as set out in the Policy and Procedures for Ward Committees.

Attached herewith as ANNEXURE A is a table outlining the functioning of all Ward Committees for the period July - September 2025, including dates and number of Ward Committee meetings held to date.

5. RECOMMENDATIONS

(a) that Council notes the functioning of Ward Committees in all 23 wards; and

(b) that Council takes note of the number of Ward Committee and Sector meetings held to date in all 23 Wards from July - September 2025.

6. DISCUSSION / CONTENTS

6.1 Background

In terms of the Policy and Procedures for Ward Committees amended and adopted by Council on 23 November 2021, the Speaker of Council is the custodian of Ward Committees. The Speaker must, in collaboration with Ward Councillors, regulate and monitor the frequency of ward committee and community report back meetings and must through his/her office ensure functionality of ward committees, as outlined in paragraphs 15(1) and 15(3 and 4) of Council's Policy and Procedures for Ward Committees.

In terms of section 73 of the Local Government: Municipal Structures Act, no 117 of 1998 and Regulations, Ward Committees must be established for each ward within the municipal area within 120 days after the election.

6.2 Discussion

At the meeting of 30 March 2022 Council noted the establishment of Ward Committees for all 23 wards within the Stellenbosch Municipality. Wards who did not have the full complement of Ward Committees members were allowed to co-opt members in line with Council Policy and Procedures for Ward Committees.

All ward committees are fully functional and are performing all duties as set out in the Policy and Procedures for Ward Committees.

Attached herewith as ANNEXURE A is a table outlining the functioning of all Ward Committees, including dates and number of Ward Committee meetings for the period July - September 2025.

6.3 Financial Implications

As per the approved budget.

6.4 Legal Implications

The recommendations in this report comply with approved delegations, legislation and Council policies.

6.5 Staff Implications

Ward Administrators have been appointed to assist with the functioning of Ward Committees. Where vacancies exist, there are processes in place to fill the vacancies.

6.6 Previous / Relevant Council Resolutions:

33rd COUNCIL MEETING: 2025-07-30: ITEM 16.1.

6.7 Risk Implications

This report addresses the risk implications for the Municipality.

6.8 Comments from Senior Management:

The report was not circulated for comment.

ANNEXURES

Annexure A: Summary of Ward Committee and Public Meetings held: July - September 2025

FOR FURTHER DETAILS CONTACT:

NAME	Jacqueline Beerwinkel
POSITION	***EXECUTIVE SUPPORT OFFICER***
DIRECTORATE	***CORPORATE SERVICES***
CONTACT NUMBERS	***021808 8618***
E-MAIL ADDRESS	***Jacqueline.Beerwinkel@stellenbosch.gov.za***
REPORT DATE	***09 October 2025***

ANNEXURE A

ANNEXURE A: SUMMARY OF WARD COMMITTEE AND PUBLIC MEETINGS HELD: JULY - SEPTEMBER 2025

WARD COMMITTEE MEETINGS: JULY - SEPTEMBER 2025					
Wards	**No of WC Members**	**No of WC Meetings**	**Meeting dates (WC)**	**Public / Report back meetings**	**IDP attendance of w comm**
1	8	2	30/07/2025; 27/08/2025		
2	9	2	24/07/2025; 28/08/2025		
3	8	2	28/08/2025; 11/09/2025		
4	8	2	19/08/2025; 11/09/2025	15/09/2025	
5	10	2	22/07/2025; 12/08/2025	22/09/2025	
6	8	1	03/09/2025		
7	10	2	13/08/2025; 09/09/2025		
8	8	1	28/08/2025	18/09/2025	
9	8	2	05/08/2025; 02/09/2025	18/09/2025	
10	8	2	12/08/2025; 08/09/2025		
11	8	2	14/08/2025; 11/09/2025		
12	9	2	05/08/2025; 01/09/2025	31/07/2025	
13	9	2	12/08/2025; 04/09/2025		

Wards	No of WC Members				IDP attendance of w comm
14	10	2	14/08/2025; 23/09/2025		
15	10	2	09/07/2025; 13/08/2025		
16	10	3	23/07/2025; 06/08/2025; 18/09/2025		
17	7	3	08/07/2025; 28/08/2025; 18/09/2025		
18	10	3	07/07/2025; 04/08/2025; 08/09/2025		
19	8	3	07/07/2025; 18/08/2025; 16/09/2025		
20	9	3	08/07/2025; 12/08/2025; 09/09/2025		
21	7	2	11/08/2025; 03/09/2025		
22	8	2	13/08/2025; 03/09/2025		
23	9	2	29/07/2025; 26/08/2025		

17.	**REPORTS SUBMITTED BY THE EXECUTIVE MAYOR**

NONE

18.	**MATTERS TO BE CONSIDERED IN–COMMITTEE**

(SEE PINK DOCUMENTATION)

THE AGENDA HAS BEEN DISCUSSED WITH THE SPEAKER, CLLR Q SMIT AND HE AGREES WITH THE CONTENT.