



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref no.3/4/2/5

2025-07-17

MAYORAL COMMITTEE MEETING
TUESDAY, 2025-07-22 AT 10:00

TO The Executive Mayor, Ald J Fasser
The Deputy Executive Mayor, Cllr M Slabbert

COUNCILLORS JC Anthony
R du Toit
T Kumm
L Nkamisa
C Manuel
R Pheiffer
N Olayi
J Williams

Notice is hereby given that a Mayoral Committee Meeting will be held **in Council Chamber** on **Tuesday, 2025-07-22 at 10:00** to consider the attached agenda.

EXECUTIVE MAYOR, ALD J FASSER

CHAIRPERSON

AGENDA
MAYORAL COMMITTEE MEETING
2025-07-22
TABLE OF CONTENTS

ITEM	SUBJECT	PAGE
1.	OPENING AND WELCOME	
2.	COMMUNICATION	
3.	DISCLOSURE OF INTERESTS	
4.	APPLICATIONS FOR LEAVE OF ABSENCE	
5.	APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING	
5.1	The minutes of the Mayoral Committee meeting: 2025-06-18 refers attached as APPENDIX 1. FOR CONFIRMATION	5
6.	STATUTORY MATTERS	
6.1	APPROVED TOP LAYER (TL) SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) 2025/26	35
6.2	OVERSIGHT ROLE OF COUNCIL: SUPPLY CHAIN MANAGEMENT POLICY-REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY OF STELLENBOSCH MUNICIPALITY: ANNUAL IMPLEMENTATION REPORT (01 JULY 2024 - 30 JUNE 2025)	68
6.3	OVERSIGHT ROLE OF COUNCIL: SUPPLY CHAIN MANAGEMENT POLICY-REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY OF STELLENBOSCH MUNICIPALITY: QUARTER 4 (01 APRIL 2025 – 30 JUNE 2025)	92
6.4	MFMA SECTION 52 REPORTING UP TO JUNE 2025	114
6.5	MANAGEMENT OF CONTRACTS OR AGREEMENTS AND CONTRACTOR PERFORMANCE AS AT 01 JANUARY 2025 – 30 JUNE 2025 MFMA S116(2)(d) REPORT	164
6.6	MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR JUNE 2025	168
6.7	MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR JULY 2025	170
7.	CONSIDERATION OF ITEMS BY THE EXECUTIVE MAYOR: [ALD J FASSER]	
7.1	PROTECTION SERVICES: [PC: CLLR J WILLIAMS]	
7.1.1	FEEDBACK REPORT: BORDER MUNICIPALITIES REGIONAL WORKSHOP DAR ES SALAAM, TANZANIA HELD ON 11 TO 12 JUNE 2025	174
7.2	SPORTS, YOUTH AND CULTURE: [PC: CLLR T KUMM]	
7.2.1	RETURN ITEM: FEEDBACK AFTER PUBLICATION OF THE INFORMATION STATEMENT REGARDING THE IN-PRINCIPAL DISPOSAL OF THE VAN DER STEL SPORT FACILITY TO THE PREFERRED BIDDER FOLLOWING A FORMAL TENDER PROCESS	183

7.3	CORPORATE SERVICES: [PC: CLLR L NKAMISA]	
7.3.1	POSSIBLE REVIEW AND RESCISSION OF RESOLUTION: APPLICATION FOR LEASE AGREEMENT: STELLENBOSCH DISTRICT RIDING CLUB: FARM 502N STELLENBOSCH RD	202
7.3.2	POSSIBLE WAIVER OF PRE-EMPTIVE RIGHT: ERF 756 KAYAMANDI	209
7.3.3	POSSIBLE DISPOSAL OF A PORTION OF THE REMAINDER OF FARM 739 KLAPMUTS FOR THE PURPOSE OF BUILDING A POLICE STATION	226
7.3.4	RETURN ITEM: APPLICATION TO LEASE A PORTION OF ERF 9190 STELLENBOSCH (TECHNOPARK) FOR PARKING PURPOSES	236
7.3.5	APPLICATION FOR LEASE AGREEMENT: THE FRANSCHHOEK CABLEWAY COMPANY (PTY) LTD: A PORTION OF ERF 23 FRANSCHHOEK	257
7.4	FINANCIAL SERVICES: [PC: ALD JC ANTHONY]	
	NONE	344
7.5	HUMAN SETTLEMENTS: [PC: CLLR R DU TOIT]	
	NONE	344
7.6	INFRASTRUCTURE SERVICES: [PC: CLLR R PHEIFFER]	
7.6.1	STELLENBOSCH MUNICIPALITY PARTNERSHIP WITH GERMAN WATER UTILITY: HAMBURGER STATDENTWASSERUNG AND HAFENCITY UNIVERSITY HAMBURG (HCU)	345
7.6.2	EXPRESSION OF INTEREST (EOI) PROCESS FOR THE EIKESTAD PARKING PUBLIC PRIVATE PARTNERSHIP PROJECT (PPP)	395
7.7	PARKS AND OPEN SPACES: [PC: CLLR N OLAYI]	
	NONE	406
7.8	PLANNING AND LOCAL ECONOMIC DEVELOPMENT AND TOURISM: [PC: DEPUTY MAYOR M SLABBERT]	
7.8.1	REPORT ON PUBLIC PARTICIPATION PROCESS AND INPUTS - STELLENBOSCH MUNICIPALITY: DRAFT ZONING SCHEME BYLAW 2024 AND PROPOSED DRAFT ZONING SCHEME BYLAW 2025	506
7.8.2	CONSIDERATION OF A SECTION 78(3) FEASIBILITY STUDY ON OUTSOURCING OF TOURISM SERVICES	868
7.8.3	SA SUNSHINE TOUR – REQUEST FOR SPONSORSHIP AND / OR SUPPORT	871
7.8.4	RETURN ITEM: FEEDBACK ON PUBLIC PARTICIPATION PROCESS (PPP) AFTER THE ADVERTISING OF THE DRAFT SPAZA SHOP BY-LAW	885
7.8.5	REQUEST FOR THE RE-ADVERTISEMENT OF THE REVIEWED STELLENBOSCH MUNICIPALITY EVENTS BY-LAW, 2025 FOR PUBLIC PARTICIPATION	915
7.8.6	APPOINTMENT OF THE MEMBERS TO SERVE ON THE STELLENBOSCH MUNICIPALITY CONSERVATION ADVISORY COMMITTEE	949
7.9	COMMUNITY SERVICES: [PC:]	
	NONE	1092
7.10	RURAL MANAGEMENT AND ENVIRONMENT: [PC: CLLR C MANUEL]	
	NONE	1092
7.11	MUNICIPAL MANAGER	
7.11.1	COMBINED ASSURANCE FRAMEWORK 2025/ 2026	1093
7.11.2	SIGNED PERFORMANCE AGREEMENTS 2025/26 OF THE MUNICIPAL MANAGER AND MANAGERS DIRECTLY ACCOUNTABLE TO THE MUNICIPAL MANAGER (THE CFO AND DIRECTORS)	1108

8.	REPORTS SUBMITTED BY THE EXECUTIVE MAYOR	
	NONE	1309
9.	URGENT MATTERS	
	NONE	1309
10.	MATTERS TO BE CONSIDERED IN-COMMITTEE	
	SEE PINK DOCUMENTATION	

APPENDIX 1

**Confirmation of
Minutes: Mayoral
Committee
Meeting: 2025-06-18**



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref no.3/4/2/5

2025-06-18

MINUTES

MAYORAL COMMITTEE MEETING:

2025-06-18 AT 10:00

MINUTES
MAYORAL COMMITTEE MEETING
2025-06-18
TABLE OF CONTENTS

ITEM	SUBJECT	PAGE
1.	OPENING AND WELCOME	
2.	COMMUNICATION	
3.	DISCLOSURE OF INTERESTS	
4.	APPLICATIONS FOR LEAVE OF ABSENCE	
5.	APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING	
5.1	The minutes of the Mayoral Committee meeting: 2025-05-21 refers attached as APPENDIX 1. FOR CONFIRMATION	2
6.	STATUTORY MATTERS	
6.1	MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR MAY 2025	3
7.	CONSIDERATION OF ITEMS BY THE EXECUTIVE MAYOR: [ALD J FASSER]	
7.1	PROTECTION SERVICES: [PC: CLLR J WILLIAMS]	
	NONE	4
7.2	SPORTS, YOUTH AND CULTURE: [PC: CLLR T KUMM]	
	NONE	4
7.3	CORPORATE SERVICES: [PC: CLLR L NKAMISA]	
7.3.1	RETURN ITEM: POSSIBLE DISPOSAL OF A PORTION OF ERF 9190 PROTEA HOTEL	5
7.3.2	REQUEST TO RECONSIDER EXECUTIVE MAYORAL COMMITTEE RESOLUTION IN RESPECT OF MONTHLY RENTAL CHARGED TO STELLENBOSCH ANIMAL HOSPITAL: ERVEN 2498 AND 2499, STELLENBOSCH	7
7.3.3	PROPOSED LEASE AGREEMENT: MICHAEL WALTERS AND THELMA BRYANT: A PORTION OF ERF 35, FRANSCHHOEK	9
7.3.4	REVISED AND CONSULTED MICRO-STRUCTURES FOR THE CORPORATE SERVICES (HUMAN RESOURCE MANAGEMENT AND LEGAL SERVICES) AND FINANCIAL SERVICES (SUPPLY CHAIN MANAGEMENT AND REVENUE AND EXPENDITURE SERVICES)	11
7.3.5	RECRUITMENT AND SELECTION POLICY	12
7.4	FINANCIAL SERVICES: [PC: ALD JC ANTHONY]	
7.4.1	MFMA CIRCULAR 131:IMPLICATIONS FOR TOURISM-RELATED EXPENDITURE AND SECTOR GROWTH	13

7.5	HUMAN SETTLEMENTS: [PC: CLLR R DU TOIT]	
	NONE	13
7.6	INFRASTRUCTURE SERVICES: [PC: CLLR R PHEIFFER]	
	NONE	13
7.7	PARKS AND OPEN SPACES: [PC: CLLR N OLAYI]	
	NONE	13
7.8	PLANNING AND LOCAL ECONOMIC DEVELOPMENT AND TOURISM: [PC: DEPUTY MAYOR M SLABBERT]	
7.8.1	REQUEST FOR TARIFF FEE REDUCTION AT THE KAYAMANDI CORRIDOR TO FACILITATE SERVICE DELIVERY BY THE SOUTH AFRICAN SOCIAL SECURITY AGENCY (SASSA)	14
7.9	COMMUNITY SERVICE: [PC:]	
7.9.1	JUNIOR TOWN COUNCIL STANDING RULES AND ORDER FOR MEETINGS OF COUNCIL AND COMMITTEES	16
7.9.2	INTRODUCTION OF THE STELLENBOSCH JUNIOR TOWN COUNCIL	17
7.9.3	JUNIOR TOWN COUNCIL MEMBERS	18
7.9.4	UPDATED STELLENBOSCH GIS MAP OF DISABILITY PERSONS ORGANISATIONS	19
7.9.5	REVIEW STELLENBOSCH MUNICIPALITY EARLY CHILDHOOD DEVELOPMENT POLICY	20
7.10	RURAL MANAGEMENT AND ENVIRONMENT: [PC: CLLR C MANUEL]	
	NONE	21
7.11	MUNICIPAL MANAGER	
7.11.1	ADOPTION OF THE PUBLIC PARTICIPATION POLICY	22
7.11.2	ADOPTION OF THE INTERGOVERNMENTAL RELATIONS(IGR)AND INTERNATIONAL RELATIONS(IR)POLICY	24
8.	REPORTS SUBMITTED BY THE EXECUTIVE MAYOR	
	NONE	26
9.	URGENT MATTERS	
	NONE	26
10.	MATTERS TO BE CONSIDERED IN-COMMITTEE	
	SEE PINK DOCUMENTATION	

PRESENT: Executive Mayor, Ald J Fasser (**Chairperson**)
Deputy Executive Mayor, M Slabbert

Councillors: Ald JC Anthony
R du Toit
T Kumm
C Manuel
L Nkamisa
R Pheiffer
N Olayi
J Williams

Also Present: Councillor P Crawley (Chief Whip)
Councillor W Petersen (MPAC Chairperson)
Councillor Q Smit (Speaker)
Councillor J Andrews

Officials: Municipal Manager(G Mettler)
Director: Infrastructure Services (S Chandaka)
Director: Community & Protection Services (G Boshoff)
Director : Planning and Economic Development (A Barnes)
Acting Chief Financial Officer (D Jacobs)
Acting Chief Audit Executive (M Krige)
Head Contract Management (Y van der Berg)
Manager: IDP/PMS/PP(G Cain)
Senior Administration Officer (B Mgcushe (Ms))

1.	OPENING AND WELCOME
-----------	----------------------------

The Chairperson, The Executive Mayor welcomed everyone present at the Mayoral Committee Meeting.

2.	COMMUNICATION BY THE EXECUTIVE MAYOR
-----------	---

The Chairperson, The Executive Mayor said It is with great shock and sadness that the Municipality has learned of the passing of Mr Nyaniso Jindela in a fatal shooting incident.

Mr Jindela was a former Councillor who served the community with distinction, including in the role of Deputy Mayor. We extend our deepest condolences to Mr Jindela's family and loved ones.

The incident is currently under investigation by the South African Police Service (SAPS) and the Municipality will fully support SAPS by providing any information they may require.

- We have entered the winter rain and cold season, and even during winter we urge residents and communities to focus on fire safety for both homes, dwellings and surrounding areas. Regularly inspect and maintain heating appliances, and be cautious with electrical heaters and blankets, unplugging when not in use and avoid overloading sockets. Also be vigilant to keep flammable materials like curtains away from heating sources like fires or heaters. Ensure paraffin appliances are used in well-ventilated areas and switch off after use.

3.	DISCLOSURE OF INTERESTS
-----------	--------------------------------

NONE

4.	APPLICATIONS FOR LEAVE OF ABSENCE
-----------	--

The following application for leave of absence was approved in terms of the Rules and Order By-law of Council: -

Chief Financial Officer (K Carolus)

5.	CONFIRMATION OF PREVIOUS MINUTES
-----------	---

5.1 The minutes of the Mayoral Committee Meeting held on 2025-05-21 were **confirmed as correct without any amendments.**

6.	STATUTORY MATTERS
-----------	--------------------------

6.1	MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR MAY 2025
------------	---

Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

18 June 2025

1. SUBJECT:MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR MAY 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 2024/2025 to report the deviations to 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 (2024/2025) stipulate that SCM deviations be reported to the Council. In compliance thereto, this report presents to the Council the SCM deviations that occurred during May 2025.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2025-06-18: ITEM 6.1

that the Council notes that there were no deviations approved for the month of May 2025.

NAME	Dalleel Jacobs
POSITION	Senior Manager SCM
DIRECTORATE	Finance
CONTACT NUMBERS	021 808 8137
E-MAIL ADDRESS	Dalleel.Jacobs@ Stellenbosch.gov.za
REPORT DATE	03 June 2025

7.	CONSIDERATION OF ITEMS BY THE EXECUTIVE MAYOR: [CLLR J FASSER]
----	---

7.1	PROTECTION SERVICES: (PC: CLLR J WILLIAMS)
-----	--

NONE

7.2	SPORTS, YOUTH AND CULTURE: [PC: CLLR T KUMM]
-----	--

NONE

7.3	CORPORATE SERVICES: (PC: CLLR L NKAMISA)
-----	---

7.3.1	RETURN ITEM: POSSIBLE DISPOSAL OF A PORTION OF ERF 9190 PROTEA HOTEL
-------	---

Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

18 June 2025

1. SUBJECT: RETURN ITEM: POSSIBLE DISPOSAL OF A PORTION OF ERF 9190 PROTEA HOTEL

2. PURPOSE

To provide feedback after the public participation process and obtain Council's final approval for the disposal of a portion of erf 9190, Stellenbosch situated in Technopark, to Protea Hotel.

3. DELEGATED AUTHORITY

For decision by Municipal Council.

4. EXECUTIVE SUMMARY

Protea Hotel constructed a building on their property, encroaching onto erf 9190 (municipal property). Plans were approved and occupation certificates were provided.

They have tried to rectify the situation by proposing a land swap. This application, however, was turned down by the Planning Tribunal, based on planning principles.

The Planning Tribunal suggested that Protea Hotel request the adjustment of the common boundary and purchase the land from the Municipality that they are currently encroaching on. An application was then received from Protea Hotel.

The item served before Mayco in December 2023. The item was referred back for a valuation and further refinement. The refinement requested was to provide information on the encroachments and the adjacent land. Photos to that effect is included in the item. Planning also needed to provide comment on the approval of the plans. The land use rights also had to be provided. Planning submitted a report on the history of the matter which is attached to the item.

The property management department appointed a valuator to determine the fair market value and a valuation report was provided to the applicant and is attached to the item.

After the applicant received the valuation report they submitted an amendment to their request wherein they only requested to purchase the section of the property where the function room was erected on Municipal land. This portion is only 488 square meters. They requested consent to purchase this portion of land and for council to consent to the sub-division of this portion of land and the consolidation thereof to their property, erf 9209. The amended application served before the Executive Mayoral Committee and Council during July 2024, and it was removed from the Council Agenda by the

Speaker for the administration to enter further discussions with the applicant. These discussions took place, and the applicant then provided three alternative proposals on how to finalise this matter. Three alternative proposals submitted by Protea Hotel is attached to the item.

On 24 August 2024 Council resolved that they approve option 3 in principle and that the land can be sold to Protea Hotel, pending a public participation process and that the matter be brought back to Council for a final decision after the public participation process. This process has now been finalised, and no comments were received from the public. Council therefore needs to make a final decision on the sale of the land to Protea Hotel.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2025-06-18: ITEM 7.3.1

- (a) that Council takes note of the Official Notice that was published on 15 May 2025;
- (b) that Council takes note that no comments, inputs or alternative proposals were received from the public during the public participation process;
- (c) that Council approves the sale of the portion of Erf 9190, Stellenbosch to Protea Hotel as per option 3 in the item;
- (d) that the sales price for the portion of land is R12 069 021.00 (excluding VAT);
- (e) that the Municipal Manager be authorised to sign the sales agreement and all necessary transfer documents;
- (f) that the sales price be paid to the Municipality upon registration of the property into the name of the Municipality which registration will have to be finalised within 6 months from date of signing of the agreement, failing which the sales agreement will terminate; and
- (g) that Protea Hotel pays for all the fees for the registration of the property into their name.

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	2025/06/14

7.3.2	REQUEST TO RECONSIDER EXECUTIVE MAYORAL COMMITTEE RESOLUTION IN RESPECT OF MONTHLY RENTAL CHARGED TO STELLENBOSCH ANIMAL HOSPITAL: ERVEN 2498 AND 2499, STELLENBOSCH
-------	---

Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

18 June 2025

1. SUBJECT: REQUEST TO RECONSIDER EXECUTIVE MAYORAL COMMITTEE RESOLUTION IN RESPECT OF MONTHLY RENTAL CHARGED TO STELLENBOSCH ANIMAL HOSPITAL: ERVEN 2498 AND 2499, STELLENBOSCH

2. PURPOSE

To consider a request from Stellenbosch Animal Hospital regarding a reduction in the new monthly rental to be charged in terms of an Executive Mayoral Committee resolution.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

On 17 January 2024 the Executive Mayoral Committee considered a request from Dr. GA Giliomee on behalf of the Stellenbosch Animal Hospital for an extension of their lease agreement. It was resolved, *inter alia*, that the lease agreement be renewed for a period of nine years and 11 months and that the monthly rental be determined by a valuator.

A valuator was subsequently appointed, and a valuation report was received indicating that the market related monthly rental should be R39 500.00 per month exclusive of VAT. The valuation report calculated the parking spaces at R500.00 per parking per month which is not in line with the approved tariff. The approved tariffs should be used in terms of the parking spaces.

In April 2024 the item returned to the Executive Mayoral Committee after the public participation process. It was resolved, *inter alia*, that the property be leased to the applicant for 9 years 11 months and that the Municipal Manager be mandated to determine the monthly rental after the valuation report is received.

The applicant was informed about the Executive Mayoral Committee resolution as well as the valuation report and in July 2024 the applicant wrote a letter wherein, they request that the monthly rental be reconsidered. According to the applicant the substantial increase in rental is way above inflation. The applicant further states that they moved into the premises in 1981 after the building, which was constructed in 1947, was standing empty for a couple of years. Over the last 43 years they have spent lots of money on maintenance and improvements of the building. All the capital expenses from when they moved into the building has been paid by the Stellenbosch Animal Hospital, which includes the doubling of the usable floor space, new floors, new water piping, complete electrical rewiring, air conditioning etc. In effect, they are being charged to lease a portion of the building which they themselves paid for.

The applicant suggests and requests that the new lease agreement be based on the old monthly rental with a 6% escalation as per the previous agreement which will be an increase to R31 361.81 per month for the building as well as the parking spaces.

Although the Municipal Manager has been mandated to determine the monthly rental, the Executive Mayoral Committee resolution states that it should be in line with the valuation report. Considering the substantial difference in valuation and the request received from the applicant the Department is of the opinion that the request should be considered by the Executive Mayoral Committee.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2025-06-18: ITEM 7.3.2

- (a) that Council takes note of the application received for a reconsideration of the monthly rental payable by the lessee;
- (b) that Council approves the request received from the lessee for the lease amount to be based on the previous lease agreement including an escalation of 6%, the monthly rental being R31 361.81; and
- (c) that the monthly rental will escalate yearly at a rate of 6% from July of every year.

NAME	Yolande van den Berg
POSITION	Head: Contract Management
DIRECTORATE	Corporate Services
CONTACT NUMBERS	021-808 8073
E-MAIL ADDRESS	Yolande.vandenberg@ Stellenbosch.gov.za
REPORT DATE	21/05/2025

7.3.3	PROPOSED LEASE AGREEMENT: MICHAEL WALTERS AND THELMA BRYANT: A PORTION OF ERF 35, FRANSCHHOEK
-------	--

Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

18 June 2025

1. SUBJECT: PROPOSED LEASE AGREEMENT: MICHAEL WALTERS AND THELMA BRYANT: A PORTION OF ERF 35, FRANSCHHOEK

2. PURPOSE

To consider an application from Mr Michael Walters and Miss Thelma Bryant to lease a portion of Erf 35, Franschhoek for security purposes.

3. DELEGATED AUTHORITY

In terms of the approved System of Delegations, the Executive Mayor, in consultation with the Executive Mayoral Committee, can consider applications for the lease of council-owned property for a period shorter than 10 years and a contract value of less than R5M. The Municipal Manager has the delegated authority to sign lease agreements on behalf of the Municipality.

4. EXECUTIVE SUMMARY

During 2021 an application was received from Wille Steyn Land Use Planners on behalf of Mr Michael Walters and Miss Thelma Bryant for the alienation of a portion of Erf 35 Franschhoek. This application was never before Council however the applicants were informed that an application of this nature will not be supported by the Directorate. The applicants have now applied to lease this portion of land.

Erf 35 Franschhoek can be best described as a “nagbaan”. With the sub-division of this area in Franschhoek provision was made for a so called “nagbaan” as an access lane to clean buckets. This access lane runs through the middle of the block between several properties. When the bucket-system was abolished, the need for the so-called “nagbaan” became obsolete, however the access lane is still there and open. This has caused a severe security risk for the adjacent properties. The applicants have therefore filed an application to lease a portion of Erf 35 Franschhoek (which is the access lane that was registered as an Erf and not as a servitude) in order to put security measures in place on both sides of the block. The intention is to fence the access lane and add a gate only for use by the applicants and adjacent neighbours.

The application does not indicate a period the applicants are interested in leasing the area however the department suggests a period of three years. This will allow for the applicants to immediately secure the area whilst a plan can be made on how to deal with this property on a more permanent basis.

EXECUTIVE MAYORAL COMMITTEE: 2025-06-18: ITEM 7.3.3**RESOLVED**

- (a) that the portion of Erf 35 Franschhoek is identified as a property not needed to provide the basic minimum municipal services;
- (b) that Michael Walters and Thelma Bryant be allowed to lease the portion of Erf 35 Franschhoek as per the application for a period of 3 years for the purpose of securing the area;
- (c) that a valuator be appointed to determine the monthly rental;
- (d) that no construction will be allowed on the area and that the Municipality will be allowed full access to the area for maintenance, upgrades and emergency works on the infrastructure on the property; and
- (e) that the Municipal Manager be mandated to determine the monthly rental based on the valuation report.

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	2025/06/10

7.3.4	REVISED AND CONSULTED MICRO-STRUCTURES FOR THE CORPORATE SERVICES (HUMAN RESOURCE MANAGEMENT AND LEGAL SERVICES) AND FINANCIAL SERVICES (SUPPLY CHAIN MANAGEMENT AND REVENUE AND EXPENDITURE SERVICES)
-------	---

Collaborator No:

IDP KPA Ref No:

Good Governance

Meeting Date:

18 June 2025

1. **SUBJECT:REVISED AND CONSULTED MICRO-STRUCTURES FOR THE CORPORATE SERVICES (HUMAN RESOURCE MANAGEMENT AND LEGAL SERVICES) AND FINANCIAL SERVICES (SUPPLY CHAIN MANAGEMENT AND REVENUE AND EXPENDITURE SERVICES)**

2. **PURPOSE**

To inform the Council of the revised and consulted micro-structures for the revised and consulted micro-structures for the **CORPORATE SERVICES (HUMAN RESOURCE MANAGEMENT AND LEGAL SERVICES) AND FINANCIAL SERVICES (SUPPLY CHAIN MANAGEMENT AND REVENUE AND EXPENDITURE SERVICES)**.

3. **DELEGATED AUTHORITY**

The delegated authority is Council.

4. **EXECUTIVE SUMMARY**

The review of the 2017/2019 micro-structures has been a standing item under "matters emanating" on the Local Labour Forum agenda since November 2020. Since then, various consultative engagements were held with the respective departments and directorates. These engagements resulted in revised structures, which were amended through consensus. In 2024 and 2025, the Employer, IMATU, and SAMWU reached agreement on the revised structures after thorough consultation. The structures were subsequently submitted to the Restructuring Working Group and endorsed for Council consideration.

RECOMMENDATION FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2025-06-18: ITEM 7.3.4

that the revised/amended and consulted structures for the **Corporate Services (Human Resource Management and Legal Services) and Financial Services (Supply Chain Management and Revenue and Expenditure Services)** be approved.

NAME	<i>Alexander Kannemeyer</i>
POSITION	<i>Senior Manager Human Resource Management</i>
DIRECTORATE	<i>Corporate Services</i>
CONTACT NUMBERS	<i>021-808 8751</i>
E-MAIL ADDRESS	Alexander.Kannemeyer@ Stellenbosch.gov.za
REPORT DATE	<i>11TH May 2025</i>

7.3.5	RECRUITMENT AND SELECTION POLICY
--------------	---

Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

18 June 2025

1. SUBJECT: RECRUITMENT AND SELECTION POLICY**2. PURPOSE**

To inform of the revised and consulted Recruitment and Selection Policy and to submit the said policy to MAYCO and Council for approval.

3. DELEGATED AUTHORITY

The delegated authority for the approval is the Council.

4. EXECUTIVE SUMMARY

COGTA, during 2021, promulgated new Staffing Regulations which had to be implemented from 1st July 2022. In terms of these regulations many of the recruitment process provisions have changed and had to be incorporated into our Recruitment and Selection Policy to ensure that the Municipality becomes compliant and implement the provisions as from 1st July 2022. The Recruitment and Selection Policy was subsequently approved on the 22nd of June 2022. Since this date there had not been any revision of this policy until March 2024 when the policy was submitted to the Local Labour Forum. At the Labour Forum at the time, referred the policy to the Human Resources Development Sub-Committee for consultation with the labour unions and these discussions were eventually concluded on the 12th of June 2025 hence the submission of the revised and consulted Recruitment and Selection.

RECOMMENDATION FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2025-06-18: ITEM 7.3.5

that Council approve the revised and consulted Recruitment and Selection Policy.

NAME	<i>Alexander Kannemeyer</i>
POSITION	<i>Senior Manager Human Resources</i>
DIRECTORATE	<i>Corporate Services</i>
CONTACT NUMBERS	<i>021-808 8751</i>
E-MAIL ADDRESS	Alexander.Kannemeyer@stellenbosch.gov.za
REPORT DATE	<i>19 May 2025</i>

7.4	FINANCIAL SERVICES: (PC: CLLR JC ANTHONY)
-----	---

7.4.1	MFMA CIRCULAR 131: IMPLICATIONS FOR TOURISM-RELATED EXPENDITURE AND SECTOR GROWTH
-------	---

EXECUTIVE MAYORAL COMMITTEE: 2025-06-18: ITEM 7.4.1

RESOLVED

that this item be withdrawn from the agenda.

7.5	HUMAN SETTLEMENTS: (PC: CLLR R DU TOIT)
-----	---

NONE

7.6	INFRASTRUCTURE SERVICES : (PC : R PHEIFFER)
-----	---

NONE

7.7	PARKS AND OPEN SPACES: (PC: N OLAYI)
-----	--------------------------------------

NONE

7.8	PLANNING AND LOCAL ECONOMIC DEVELOPMENT AND TOURISM :(PC: DEPUTY MAYOR M SLABBERT)
-----	---

7.8.1	REQUEST FOR TARIFF FEE REDUCTION AT THE KAYAMANDI CORRIDOR TO FACILITATE SERVICE DELIVERY BY THE SOUTH AFRICAN SOCIAL SECURITY AGENCY (SASSA)
-------	--

Collaborator No: 787955
 IDP KPA Ref No: Good Governess
 Meeting Date: 18 June 2025

1. SUBJECT:REQUEST FOR TARIFF FEE REDUCTION AT THE KAYAMANDI CORRIDOR TO FACILITATE SERVICE DELIVERY BY THE SOUTH AFRICAN SOCIAL SECURITY AGENCY (SASSA)

2. PURPOSE

To attain Council's approval to obtain the necessary authorisation for the intended amendment of an Agreement/ MOU concluded with the government agency, South African Social Security Agency (SASSA) to further reduce the standard tariff for the Kayamandi Corridor Conference Centre from R2 500 (Incl VAT) per day to R592 (Incl. VAT) per day, to align with the current tariff and Agreement/ MOU for the Eike Hall.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

The South African Social Security Agency (SASSA) was awarded a 3-year Agreement/ MOU for the use of premises, within the WC024, on specific days for the administration of social security applications and enquiries as well as any business related thereto and for no other purpose, except with the written consent of Stellenbosch Municipality.

In order to achieve a cost effective and centralised installation of services, a decision was made to install SASSA services at the Klapmuts Multi-Purpose Centre, Franschhoek Community Hall and the Cloeteville Eike Hall. The current safety challenges in Cloeteville have necessitated the roll-out of the service at an alternative venue, which has been identified as the Kayamandi Corridor Conference Centre.

The amendment to the existing Agreement/MOU between SASSA and Stellenbosch Municipality, which involves relocating SASSA services to the Kayamandi Corridor, will result in additional costs due to the higher tariff associated with the Kayamandi venue. These costs will remain elevated even after applying the 30% reduction in accordance with the tariff policy. SASSA has requested that the Municipality apply the same daily tariff for the Kayamandi Corridor as they are currently paying at Eike Hall, Cloeteville.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2025-06-18: ITEM 7.8.1

- (a) that the rental amount for the provision of SASSA services be reduced from R2 500 per day to R592, per day; and
- (b) that the Municipal Manager be authorised to conclude the contract or agreement after (d) above, is finalized in terms of the applicable Act/Regulation.

FOR FURTHER DETAILS CONTACT:

NAME	Carmen Saville
DIRECTORATE	<i>Planning & Economic Development</i>
CONTACT NUMBERS	021 808 8151
E-MAIL ADDRESS	<i>Carmen.Saville@ Stellenbosch.gov.za</i>
REPORT DATE	06 June 2025

7.9	COMMUNITY SERVICES:(PC:)
-----	--------------------------

7.9.1	JUNIOR TOWN COUNCIL STANDING RULES AND ORDER FOR MEETINGS OF COUNCIL AND COMMITTEES
-------	---

Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

18 June 2025

1. SUBJECT: JUNIOR TOWN COUNCIL STANDING RULES AND ORDER FOR MEETINGS OF COUNCIL AND COMMITTEES

2. PURPOSE

To inform the Stellenbosch Junior Town Council of the approved Standing Rules and Order for the Meetings of the Council and its Committees.

3. DELEGATED AUTHORITY

For information and implementation by Junior Town Council and its Committees.

4. EXECUTIVE SUMMARY

Stellenbosch Council approved the Standing Rules and Order for Meetings of Council and Committees on 27 July 2022. (**ANNEXURE A**) The aim of the rules is to allow free, open and constructive debate during meetings; to promote freedom of expression in such a manner that orderly debate is ensured within the time constraints of the time allocated to the meetings. The item aims to ensure that the members of the Stellenbosch Junior Town Council is aware of the existing standing rules and order and commit to abide thereby.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2025-06-18: ITEM 7.9.1

- (a) that the newly elected Junior Town Council of Stellenbosch Municipality familiarise themselves with the Standing Rules and Order for Meetings of Council and Committees; and
- (b) that the newly elected Junior Town Council of Stellenbosch Municipality commit to abide thereby in order to achieve the aim of constructive debate and freedom of expression.

NAME	Michelle Aalbers
POSITION	Manager Community Development
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	8408
E-MAIL ADDRESS	Michelle.aalbers@stellenbosch.gov.za
REPORT DATE	30-04-2025

7.9.2	INTRODUCTION OF THE STELLENBOSCH JUNIOR TOWN COUNCIL
-------	--

Collaborator No: 786763
 IDP KPA Ref No: Good Governance
 Meeting Date: 18 June 2025

1. SUBJECT: INTRODUCTION OF THE STELLENBOSCH JUNIOR TOWN COUNCIL

2. PURPOSE

To introduce the newly elected Stellenbosch Junior Town Council and provide information on the purpose of such a structure.

3. DELEGATED AUTHORITY

For information to Council.

4. EXECUTIVE SUMMARY

Stellenbosch Municipality embarked on a process to establish a Junior Town Council represented by learners attending schools within WCO24. After a call for applications and the completion of a recruitment and selection process 16 learners were elected to form the first Stellenbosch Junior Town Council.

The Junior Town Council is made up of the Junior Town Council Mayor, the Junior Town Council Deputy Mayor, the Junior Town Council Speaker, the Portfolio Holder: Community Interventions and the Portfolio Holder: School Interventions. After campaigning, the above positions were filled by 30 May 2025. The remainder of the Junior Town Council members makes up the respective membership of the two portfolio committees.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2025-06-18: ITEM 7.9.2

- (a) that Council note the newly elected Junior Town Council and its executive; and
- (b) that Council support the structure and their endeavours during their appointed period.

FOR FURTHER DETAILS CONTACT:

NAME	Michelle Aalbers
POSITION	Manager Community Development
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	8408
E-MAIL ADDRESS	Michelle.aalbers@stellenbosch.gov.za
REPORT DATE	30-04-2025

7.9.3	JUNIOR TOWN COUNCIL MEMBERS
--------------	------------------------------------

Collaborator No: 786516
 IDP KPA Ref No: Good Governance
 Meeting Date: 18 June 2025

1. SUBJECT: JUNIOR TOWN COUNCIL MEMBERS

2. PURPOSE

To inform all councillors of the requirements of the job shadowing experience needed by the newly elected Junior Town Councillors and elicit their support with the roll-out of the project.

3. DELEGATED AUTHORITY

For information to Council.

4. EXECUTIVE SUMMARY

The newly elected Junior Town Councillors have a certain understanding of what their role and function will be as councillors but does not have the practical experience which will assist them to not only fulfil their role as junior councillor but also guide the selection and implementation of the community and school projects they are required to do.

For them to be effective in understanding leadership at a local government level, they are required to understand the workings of council and how to represent their constituents. Shadowing Stellenbosch Councillors will assist the Junior Town Council members to gain a practical view of the daily tasks of a councillor to prepare them in fulfilling their role and to make it an enriching and educational experience.

RECOMMENDATION FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2025-06-18: ITEM 7.9.3

that Council indicate which of its members are willing to act as mentors by providing a job shadowing opportunity to the Junior Town Council members.

FOR FURTHER DETAILS CONTACT:

NAME	Michelle Aalbers
POSITION	Manager Community Development
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	8408
E-MAIL ADDRESS	Michelle.aalbers@ Stellenbosch.gov.za
REPORT DATE	09-05-2025

7.9.4	UPDATED STELLENBOSCH GIS MAP OF DISABILITY PERSONS ORGANISATIONS
-------	--

Collaborator No: 786109
 IDP KPA Ref No: Dignified Living
 Meeting Date: 18 June 2025

2. SUBJECT: UPDATED STELLENBOSCH GIS MAP OF DISABILITY PERSONS ORGANISATIONS

2. PURPOSE

To present the Reviewed GIS Map of Disability Persons Organisations (DPO) serving the Stellenbosch Community.

3. DELEGATED AUTHORITY

For information to Mayco.

4. EXECUTIVE SUMMARY

The Stellenbosch Disability Network has completed a map containing the contact details of organisations serving persons with disabilities and their families within the Stellenbosch Municipal area. The map aims to provide easy access to services and contains a GIS Map as well as the contact details of the organisations. The information relating to the organisations was updated for the 2024/25 financial year.

EXECUTIVE MAYORAL COMMITTEE: 2025-06-18: ITEM 7.9.4

RESOLVED

that the Mayoral Committee noted the GIS DPO Map.

FOR FURTHER DETAILS CONTACT:

NAME	Michelle Aalbers
POSITION	Manager Community Development
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	8408
E-MAIL ADDRESS	Michelle.aalbers@ Stellenbosch.gov.za
REPORT DATE	12-05-2025

7.9.5	REVIEW STELLENBOSCH MUNICIPALITY EARLY CHILDHOOD DEVELOPMENT POLICY
-------	--

Collaborator No: 787976
 IDP KPA Ref No: Dignified Living
 Meeting Date: 18 June 2025

1. SUBJECT: REVIEW STELLENBOSCH MUNICIPALITY EARLY CHILDHOOD DEVELOPMENT POLICY

2. PURPOSE

To obtain approval for the review of the Stellenbosch Municipality Early Childhood Development Policy

3. DELEGATED AUTHORITY

For approval by council.

4. EXECUTIVE SUMMARY

The Department: Community Development is responsible for services relating to children including assistance towards achieving full registration. The department, however, is not responsible for the registration of Early Childhood Development Centres nor for the approvals relating to local government services and processes required. The above-mentioned services and processes are spread among the Provincial Department of Basic Education (previously the Department of Social Development), the Cape Winelands District Municipality Environmental Health and several local government departments. In order to ensure coordinated service delivery between the above-mentioned entities, a policy has been developed to provide a framework and guide as to the process for the registration of ECD facilities in Stellenbosch Municipal area. Comments on the Children's Amendment Bill has been submitted through SALGA, but it is not near to being enacted. The changes suggested in the Amendment Bill is thus not included in this review of the policy.

The review of the policy takes into consideration the migration of the registration function from the Department of Social Development to the Department of Basic Education.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2025-06-18: ITEM 7.9.5

- (a) that MayCo support the revised Early Childhood Development Policy for submission to Council;
- (b) that the revised Early Childhood Development Policy be approved in principle for public comment; and
- (c) that the policy be brought back to council for consideration after the public participation process.

FOR FURTHER DETAILS CONTACT:

NAME	Michelle Aalbers
POSITION	Manager Community Development
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	8408
E-MAIL ADDRESS	Michelle.aalbers@stellenbosch.gov.za
REPORT DATE	23/05/2025

7.10	RURAL MANAGEMENT AND ENVIRONMENT: (PC: CLLR C MANUEL)
-------------	--

NONE

7.11	MUNICIPAL MANAGER
------	-------------------

7.11.1	ADOPTION OF THE PUBLIC PARTICIPATION POLICY
--------	---

Collaborator No: 787996
 IDP KPA Ref No: Good Governance and Compliance
 Meeting Date: 18 June 2025

1. SUBJECT: ADOPTION OF THE PUBLIC PARTICIPATION POLICY

2. PURPOSE

For Council to consider and approval:

- (a) The final Public Participation Policy, attached as **ANNEXURE A**;
- (b) Written submissions on the draft Public Participation Policy, attached as **ANNEXURE B**.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

The Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) (MSA) mandates a local municipality to develop a culture of community participation by creating conditions for the local community to participate in the affairs of the municipality as stipulated in Chapter 4 of Section 16 (1)(a)(i)(v).

Stellenbosch Municipality values the community's contributions in attaining its mandates by making every effort to create invited public participation spaces and platforms. The municipality is continuously evaluating methods and strategies to enhance opportunities for public participation in municipal processes. On the premise of this, the municipality drafted an inclusive policy on how Stellenbosch Municipality conducts public participation in municipal matters, as stated in Section 16 (1)(a)(i)(v) of the MSA.

In formulating a comprehensive and inclusive Public Participation Policy, a notice for public input on the draft policy was published on 06 March 2025, following the Council's adoption of the draft policy on 26 February 2025. The stakeholders and community were given not less than 21 days to provide written input on the draft Public Participation Policy. A consolidated report of all written submissions on the draft Public Participation Policy is attached as **ANNEXURE B**.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2025-06-18: ITEM 7.11.1

- (a) that the final Public Participation Policy of Stellenbosch Municipality be adopted in terms of Chapter 4 of the MSA, attached as **ANNEXURE A**; and

- (b) that the written submissions on the draft Public Participation Policy, attached as **ANNEXURE B**, be noted; and
- (c) that an advertisement be placed on the official website of the municipality and in the local newspaper notifying the public that the final Public Participation Policy has been adopted by the Council.

NAME	G Cain
POSITION	Manager: IDP/PMS/PP
DIRECTORATE	Office of the Municipal Manager
CONTACT NUMBERS	021 808 8174
E-MAIL ADDRESS	gurswin.cain@stellenbosch.gov.za
REPORT DATE	12 June 2025

7.11.2	ADOPTION OF THE INTERGOVERNMENTAL RELATIONS (IGR) AND INTERNATIONAL RELATIONS (IR) POLICY
--------	--

Collaborator No: 787995
 IDP KPA Ref No: Good Governance and Compliance
 Meeting Date: 18 June 2025

1. SUBJECT: ADOPTION OF THE INTERGOVERNMENTAL RELATIONS (IGR) AND INTERNATIONAL RELATIONS (IR) POLICY

2. PURPOSE

For the Council to consider and approval:

- (a) The final Intergovernmental Relations (IGR) and International Relations (IR) Policy, attached as **ANNEXURE A**; and
- (b) Written submissions on the draft IGR and IR Policy, attached as **ANNEXURE B**.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

The Intergovernmental Relations Framework Act, 2005 (Act No. 13 of 2005), aims to promote cooperative governance between the national and provincial governments, including other municipalities. It stipulates mechanisms for consultation, cooperation, and coordination among the three spheres of government to ensure effective service delivery and development.

Stellenbosch Municipality drafted an Intergovernmental Relations (IGR) and International Relations (IR) Policy to facilitate effective communication and collaboration with the provincial and national governments, as well as the district and other local municipalities. The policy sets the foundation for Stellenbosch Municipality to collaborate with other government departments and municipalities to facilitate challenges, coordinate resources, and enact policies that benefit the community.

In terms of international relations, the desired outcome of the IGR and IR Policy is to promote Stellenbosch Municipality as a competitive global destination for economic, social, and cultural activities and one that values international partnerships as a means to facilitate economic growth, actively encourages inward investment, and exchanges knowledge and best practices.

The final IGR and IR Policy stipulates the criteria and procedures to be followed when establishing formal relations with international parties to enable sufficient flexibility so that the municipality is able to capitalise on opportunities when they are deemed valuable and in the interest of service delivery.

The purpose of this item is to submit the final Intergovernmental Relations (IGR) and International Relations (IR) Policy to the Council for adoption. An internal and external consultation process was conducted to obtain input on the draft Intergovernmental Relations (IGR) and International Relations (IR) Policy. A report containing all written

submissions on the draft Intergovernmental Relations (IGR) and International Relations (IR) Policy is attached, as **ANNEXURE B**.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2025-06-18: ITEM 7.11.2

- (a) that the final Intergovernmental Relations (IGR) and International Relations (IR) Policy of Stellenbosch Municipality be adopted, attached as **ANNEXURE A**; and
- (b) that the written submissions on the draft Intergovernmental Relations (IGR) and International Relations (IR) Policy, attached as **ANNEXURE B**, be noted; and
- (c) that an advertisement be placed on the official website of the municipality and in the local newspaper notifying the public that the final Intergovernmental Relations (IGR) and International Relations (IR) Policy has been adopted by the Council.

FOR FURTHER DETAILS CONTACT:

NAME	G Cain
POSITION	Manager: IDP/PMS/PP
DIRECTORATE	Office of the Municipal Manager
CONTACT NUMBERS	021 808 8174
E-MAIL ADDRESS	gurswin.cain@ Stellenbosch.gov.za
REPORT DATE	12 June 2025

8.	REPORTS SUBMITTED BY THE EXECUTIVE MAYOR
----	--

NONE

9.	URGENT MATTERS
----	----------------

NONE

10.	MATTERS TO BE CONSIDERED IN-COMMITTEE
-----	---------------------------------------

SEE PINK DOCUMENTATION

Meeting adjourned at 10:50

CHAIRPERSON:

DATE:

Confirmed on

6.	STATUTORY MATTERS
----	-------------------

6.1	APPROVED TOP LAYER (TL) SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) 2025/26
-----	---

Collaborator No: 790154
 IDP KPA Ref No: Good Governance
 Meeting Date: 22 July 2025

1. SUBJECT: APPROVED TOP LAYER (TL) SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) 2025/26

2. PURPOSE

Is to inform the Council that the Executive Mayor has approved the Top Layer (TL) Service Delivery and Budget Implementation Plan (SDBIP) 2025/26.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

Section 53(1)(c)(ii) of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) (MFMA) requires the mayor of a municipality to take all reasonable steps to ensure that the municipality's Service Delivery and Budget Implementation Plan (SDBIP) is approved by the mayor within 28 days after the approval of the budget.

The TL SDBIP 2025/26 was approved by the Executive Mayor on 20 June 2025, which falls within the prescribed 28 days after the approval of the Budget. The TL SDBIP 2025/26 is herewith submitted to the Council for notification.

5. RECOMMENDATIONS

- (a) that the Council **TAKE NOTE** of the approved TL SDBIP 2025/26 attached hereto as **ANNEXURE A**;
- (b) that the Council **TAKE NOTE** that the approved TL SDBIP 2025/26 has been made public within 10 working days after the approval of the TL SDBIP 2025/26 and duly submitted to the MEC for Local Government in the Province; and
- (c) that the Council **TAKE NOTE** that the Approved TL SDBIP 2025/26 must be read together with the third review of the 5th Generation Integrated Development Plan (IDP) 2022 – 2027; and
- (d) that the Council **TAKE NOTE** that the performance indicators and targets contained in the approved TL SDBIP 2025/26 be considered to have been made in the IDP to ensure accurate technical alignment between the third review of the IDP 2022 – 2027 and the TL SDBIP 2025/26.

6. DISCUSSION**6.1. Background**

The draft Top Layer SDBIP 2025/26 was made public for public participation in April 2025 as part of the IDP and Budget consultative process.

The Municipal Manager, Chief Financial Officer (CFO), Directors and all affected managers participated in setting the key performance indicators and targets.

The Municipal IDP and Budget were approved by the Council on 30 May 2025. As a result, the TL SDBIP 2025/26 was submitted to the Executive Mayor for consideration on 13 June 2025, which was subsequently approved by the Executive Mayor on 20 June 2025.

The Council should note that the provisions of the MFMA allow the Executive Mayor to approve the TL SDBIP within 28 days after the approval of the Budget. The local community was notified in terms of Regulation 19 of the Local Government: Municipal Budget and Reporting Regulations, 2009.

The approved TL SDBIP 2025/26 must be read together with the approved third review of the 5th Generation IDP 2022 – 2027.

6.2. Financial Implications

There are no financial implications beyond that which was approved in the 2025/26 MTRF Budget.

6.3. Legal Implications

In terms of Section 53(1)(c)(ii) of the MFMA the mayor of a municipality must take all reasonable steps to ensure that the municipality's service delivery and budget implementation plan is approved by the mayor within 28 days after the approval of the budget.

6.4. Staff Implications

This report has no staff implications for the municipality.

6.5. Risk Implications

None.

6.6. Comments from Senior Management**6.6.1. Director: Community and Protection Services**

Supported.

6.6.2. Chief Financial Officer

Supported

6.6.3. Director: Infrastructure Services

Supported

6.6.4. Director: Corporate Services

Supported

6.6.5. Director: Planning and Economic Development

Supported.

6.6.6. Comments from the Municipal Manager

Supported.

ANNEXURES

Annexure A: Approved TL SDBIP 2025/26

FOR FURTHER DETAILS CONTACT:

NAME	Geraldine Mettler
POSITION	Municipal Manager
DIRECTORATE	Office of the Municipal Manager
CONTACT NUMBERS	021 808 8025
E-MAIL ADDRESS	mm@stellenbosch.gov.za
REPORT DATE	23 June 2025

ANNEXURE A



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY



TOP LAYER SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN 2025/26

Contents

1. MUNICIPAL MANAGER'S QUALITY CERTIFICATE.....	2
2. EXECUTIVE MAYOR'S CERTIFICATE OF APPROVAL.....	3
3. IMPLEMENTATION, MONITORING AND REVIEW – ONE YEAR.....	4
4. TOP LAYER SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) 2025/26: PER STRATEGIC FOCUS AREA (SFA)	5
4.1 SFA 1 - VALLEY OF POSSIBILITY	5
4.2 SFA 2 - GREEN AND SUSTAINABLE VALLEY.....	6
4.3 SFA 3 - SAFE VALLEY	7
4.4 SFA 4 - DIGNIFIED LIVING	8
4.5 SFA 5 - GOOD GOVERNANCE AND COMPLIANCE	11
Annexure A: Revenue by source projections for the 2025/26 financial year....	15
Annexure B: Expenditure by type projections for the 2025/26 financial year ...	16
Annexure C: Projections for the 2025/26 Financial Year	17
Annexure D: Capital Budget 2025/26.....	18

1. MUNICIPAL MANAGER'S QUALITY CERTIFICATE

I, Geraldine Mettler, the Municipal Manager of the Stellenbosch Municipality, hereby submit the Top Layer (TL) Service Delivery and Budget Implementation Plan (SDBIP) for the 2025/26 financial year for consideration and approval by the Executive Mayor. This TL SDBIP 2025/26 has been prepared in terms of the stipulated requirements as documented in the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) and the regulations made under this Act.



GERALDINE METTLER
MUNICIPAL MANAGER

Date: 2025/06/20

2. EXECUTIVE MAYOR'S CERTIFICATE OF APPROVAL

I, Cllr Jeremy Fasser, in my capacity as the Executive Mayor of the Stellenbosch Municipality, hereby submit the approved Top Layer (TL) Service Delivery and Budget Implementation Plan (SDBIP) for the 2025/26 financial year to the Council for notification, as required in terms of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) and the regulations made under this Act.


CLLR JEREMY FASSER
EXECUTIVE MAYOR

Date: 2025/06/20

3. IMPLEMENTATION, MONITORING AND REVIEW – ONE YEAR

The Local Government: Municipal Finance Management, 2003 (Act No. 56 of 2003) (MFMA) requires that municipalities prepare a Service Delivery and Budget Implementation Plan (SDBIP) as a strategic financial management tool to ensure that budgetary decisions that are adopted by municipalities for the financial year are aligned with their strategic planning tool, the Integrated Development Plan (IDP). The SDBIP is a contract between the Council, the administration and the community. It gives effect to the IDP and budget of the municipality.

The municipal budget shall give effect to the Strategic Focus Areas (SFAs) as contained in the IDP. The Top Layer (TL) Service Delivery and Budget Implementation Plan (SDBIP) shall contain details on the execution of the budget and information on programmes and projects. Quarterly, half-yearly, and annual performance reports must also be submitted to the Council as a means to monitor the implementation of the predetermined objectives as contained in the IDP.

The SDBIP is a one-year detailed implementation plan which gives effect to the IDP and Budget of the Municipality. It is a contract between the administration, Council and community expressing the goals and objectives set by Council as quantifiable outcomes that can be implemented by the administration over the next twelve months. This provides the basis for measuring the performance in service delivery against end-of-year targets and implementing the budget.

Indicators developed for the Stellenbosch Municipality address the SFAs of the municipality. The municipality utilises the one-year TL SDBIP to ensure that it delivers on its service delivery mandate by indicating clear indicators and targets. These indicators also form the basis of the performance plans of the Municipal Manager and Directors, hence, the Municipal Manager and Directors are being evaluated on the approved TL SDBIP indicators.

The **five** necessary components are:

1. Monthly projections of revenue to be collected for each month;
2. Monthly projections of expenditure (operating and capital) and revenue for each vote;
3. Quarterly projections of service delivery targets and performance indicators;
4. Ward information for expenditure and service delivery; and
5. Detailed capital works plan broken down by ward over three years.

4. TOP LAYER SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) 2025/26: PER STRATEGIC FOCUS AREA (SFA)

4.1 SFA 1 - VALLEY OF POSSIBILITY

SFA 1 – Valley of Possibility													
IDP Ref No	Directorate	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator Type	Wards	5-year target	Baseline (Actual result (2023/24))	Annual Target 2025/26	TOP LAYER: Service Delivery and Budget Implementation Plan (2025/26)				Delivery Indicator
									Q1	Q2	Q3	Q4	
KPI002	Planning and Economic Development	Submission of the revised Economic Development Strategy to the Municipal Manager	Number of revised Economic Development Strategies submitted to the MayCo by 31 May	Programme	All	1 per annum	New KPI	1 revised Economic Development Strategy submitted to the MayCo by 31 May	n/a	n/a	n/a	1	Output
KPI003	Planning and Economic Development	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	Programme	ALL	1 100 per annum	1 449	1 100 job opportunities created through the municipality's local economic development initiatives, including capital projects by 30 June	330 (330)	660 (660)	990 (990)	1 100 (1 100)	Output
KPI004	Planning and Economic Development	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	Programme	ALL	80% per annum	90.90%	80% of land-use applications submitted to the MPT within 120 days from the conclusion of the administrative processing of the application	80%	80%	80%	80%	Output
KPI005	Planning and Economic Development	Provide training opportunities to entrepreneurs and Small, Medium and Micro Enterprises (SMMEs)	Number of quarterly training opportunities provided to entrepreneurs and SMMEs	Programme	All	4 per annum	22	4 quarterly training opportunities provided to entrepreneurs and SMMEs	1 (1)	1 (2)	1 (3)	1 (4)	Output
KPI007	Planning and Economic Development	Submission of the revised Housing Pipeline (document) to the MayCo	Number of revised Housing Pipelines (document) submitted to the MayCo by 31 May	Programme	ALL	1 per annum	1	1 revised Housing Pipeline (document) submitted to the MayCo by 31 May	n/a	n/a	n/a	1	Output

4.2

SFA 2 - GREEN AND SUSTAINABLE VALLEY

SFA 2 – Green and Sustainable Valley													
IDP Ref No	Directorate	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator Type	Wards	5-year target	Baseline (Actual result (2023/24)	Annual Target 2025/26	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2025/26)				Delivery Indicator
									Q1	Q2	Q3	Q4	
KPI009	Infrastructure Services	Construction of a new intake substation in the Dwarsriver Valley	Number of new intake substations constructed in the Dwarsriver Valley by 30 June	Project	All	1 per annum	New KPI	1 new intake substation constructed in the Dwarsriver Valley by 30 June	n/a	n/a	n/a	1	Output
KPI014	Planning and Economic Development	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	Programme	All	70% per annum	62.92%	75% of building plan applications of <500sqm processed within 30 days after the date of receipt	75%	75%	75%	75%	Outcome
KPI016	Infrastructure Services	Reduce organic waste	Percentage of organic waste reduced by 30 June	Programme	All	20% per annum	19.88%	20% of organic waste reduced by 30 June	n/a	n/a	n/a	20%	Output
KPI019	Infrastructure Services	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	Programme	All	1 per annum	1	1 external audit of the Stellenbosch Municipal Waste Disposal Facilities conducted by 30 June	n/a	n/a	n/a	1	Output
KPI021	Infrastructure Services	Implementation of identified waste minimisation projects	Number of identified waste minimisation projects implemented by 30 June	Programme	All	2 per annum	2	2 identified waste minimisation projects implemented by 30 June	n/a	n/a	1 (1)	1 (2)	Output
KPI022	Infrastructure Services	Wastewater quality measured to 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	Programme	All	70% per annum	48.65%	70% of wastewater quality compliance as per the analysis certificate, measured quarterly	70%	70%	70%	70%	Outcome

4.3

SFA 3 - SAFE VALLEY

SFA 3 – Safe Valley													
IDP Ref No	Directorate	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator Type	Wards	5-year target	Baseline (Actual result 2023/24)	Annual Target 2025/26	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2025/26)				Delivery Indicator
									Q1	Q2	Q3	Q4	
KPI024	Community and Protection Services	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	Programme	All	1 per annum	1	1 revised Disaster Management Plan submitted to the Municipal Manager by 31 March	n/a	n/a	1	n/a	Output
KPI025	Community and Protection Services	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	Programme	All	1 per annum	1	1 revised Safety and Security Strategy submitted to the Municipal Manager by 30 April	n/a	n/a	n/a	1	Output
KPI026	Community and Protection Services	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	Programme	All	1 per annum	1	1 revised Traffic Management Plan submitted to the Municipal Manager by 31 March	n/a	n/a	1	n/a	Output

4.4

SFA 4 - DIGNIFIED LIVING

SFA 4 – Dignified Living													
IDP Ref No	Directorate	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator Type	Wards	5-year target	Baseline (Actual result (2023/24))	Annual Target 2025/26	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2025/26)				Delivery Indicator
									Q1	Q2	Q3	Q4	
KPI028	Infrastructure Services	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	Programme	All	30 per annum	20	30 waterborne toilet facilities provided in Informal settlements as identified by the Department: Integrated Human Settlements by 30 June	n/a	n/a	n/a	30	Output
KPI029	Infrastructure Services	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	Programme	All	<9% per annum	5.65%	<9% of average electricity losses, measured by 30 June	n/a	n/a	n/a	<9%	Outcome
KPI030	Infrastructure Services	Water quality measured quarterly ito the SANS 241 physical and micro parameters	Percentage of water quality level as per the analysis certificate, measured quarterly	Programme	All	90% per annum	95.26	90% of water quality level as per the analysis certificate, measured quarterly	90%	90%	90%	90%	Outcome
KPI031	Infrastructure Services	Limit unaccounted water to less than 25%	Percentage of average unaccounted water, measured by 30 June	Programme	All	<25% per annum	31.29%	<25% of average unaccounted water, measured by 30 June	n/a	n/a	n/a	<25%	Outcome
KPI032	Financial Services	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	Programme	All	100% per annum	100%	100% of registered indigent formal households with access to free basic water, measured quarterly	100%	100%	100%	100%	Outcome

SFA 4 – Dignified Living													
IDP Ref No	Directorate	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator Type	Wards	5-year target	Baseline (Actual result (2023/24))	Annual Target 2025/26	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2025/26)				Delivery Indicator
									Q1	Q2	Q3	Q4	
KPI033	Financial Services	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	Programme	All	100% per annum	100%	100% of registered indigent formal households with access to free basic electricity provided by the municipality, measured quarterly	100%	100%	100%	100%	Outcome
KPI034	Financial Services	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	Programme	All	100% per annum	100%	100% of registered indigent formal households with access to free basic refuse removal, measured quarterly	100%	100%	100%	100%	Outcome
KPI035	Financial Services	Registered indigent formal households with access to free basic sanitation (NKPI Proxy - MSA, Reg. S10(a), (b))	Percentage of registered indigent formal households with access to free basic sanitation, measured quarterly	Programme	All	100% per annum	100%	100% of registered indigent formal households with access to free basic sanitation, measured quarterly	100%	100%	100%	100%	Outcome
KPI036	Financial Services	Formal households with access to water (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to water, measured quarterly	Programme	All	27 000 per annum	27 310	27 000 formal households with access to water, measured quarterly	27 000 (27 000)	27 000 (27 000)	27 000 (27 000)	27 000 (27 000)	Outcome
KPI037	Financial Services	Formal households with access to electricity (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to electricity, measured quarterly	Programme	All	27 000 per annum	27 310	27 000 formal households with access to electricity, measured quarterly	27 000 (27 000)	27 000 (27 000)	27 000 (27 000)	27 000 (27 000)	Outcome
KPI038	Financial Services	Formal households with access to refuse removal (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to refuse removal, measured quarterly	Programme	All	27 000 per annum	27 310	27 000 formal households with access to refuse removal, measured quarterly	27 000 (27 000)	27 000 (27 000)	27 000 (27 000)	27 000 (27 000)	Outcome

SFA 4 – Dignified Living													
IDP Ref No	Directorate	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator Type	Wards	5-year target	Baseline (Actual result (2023/24))	Annual Target 2025/26	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2025/26)				Delivery Indicator
									Q1	Q2	Q3	Q4	
KPI039	Financial Services	Formal households with access to sanitation (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to sanitation, measured quarterly	Programme	All	27 000 per annum	27 310	27 000 formal households with access to sanitation, measured quarterly	27 000 (27 000)	27 000 (27 000)	27 000 (27 000)	27 000 (27 000)	Outcome

4.5

SFA 5 - GOOD GOVERNANCE AND COMPLIANCE

SFA 5 – Good Governance and Compliance														
IDP Ref No	Directorate	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator Type	Wards	5-year target	Baseline (Actual result 2023/24)	Annual Target 2025/26	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2025/26)				Delivery Indicator	
									Q1	Q2	Q3	Q4		
KPI040	Financial Services	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	Programme	All	90% per annum	85.88%	90% of the approved Capital Budget for the municipality actually spent by 30 June	10%	30%	60%	90%	Input	
KPI042	Financial Services	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)	Programme	All	2 per annum	3.66	2	n/a	n/a	n/a	2 (months)	Input	
KPI043	Financial Services	Achieve an average payment percentage of 96% by 30 June (Gross Debtors Opening Balance + Billed Revenue - Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue x 100	(Gross Debtors Opening Balance + Billed Revenue - Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue x 100	Programme	All	96% per annum	94.93%	96%	n/a	n/a	n/a	96%	Input	
KPI044	Office of the Municipal Manager	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	Programme	All	50% per annum	66%	50% of employment equity appointments made within the financial year in the three highest levels of management, measured by 30 June	n/a	n/a	n/a	50%	Output	

SFA 5 – Good Governance and Compliance

IDP Ref No	Directorate	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator Type	Wards	5-year target	Baseline (Actual result 2023/24)	Annual Target 2025/26	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2025/26)				Delivery Indicator
									Q1	Q2	Q3	Q4	
KPI045	Corporate Services	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	Programme	All	0.20% per annum	0.97%	0.20% 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	n/a	n/a	n/a	0.20%	Input
KPI046	Financial Services	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	Programme	All	15% per annum	33.26%	15%	n/a	n/a	n/a	15%	Input
KPI047	Financial Services	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	Programme	All	27% per annum	30.55%	27%	n/a	n/a	n/a	27%	Input
KPI048	Office of the Municipal Manager	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	Programme	All	1 per annum	1	1 revised RBAP submitted to the APAC by 30 June	n/a	n/a	n/a	1	Output
KPI049	Office of the Municipal Manager	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	Programme	All	1 per annum	1	1 AGSA Audit Action Plan submitted to the APAC by 31 March	n/a	n/a	1	n/a	Output

SFA 5 – Good Governance and Compliance													
IDP Ref No	Directorate	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator Type	Wards	5-year target	Baseline (Actual result 2023/24)	Annual Target 2025/26	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2025/26)				Delivery Indicator
									Q1	Q2	Q3	Q4	
KPI050	Office of the Municipal Manager	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	Programme	All	1 per annum	1	1 revised SRR submitted to the Risk Management Committee by 30 June	n/a	n/a	n/a	1	Output
KPI051	Corporate Services	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	Programme	All	1 per annum	1	1 revised ICT Backup Disaster Recovery Plan submitted to the ICT Steering Committee by 31 March	n/a	n/a	1	n/a	Output
KPI052	Corporate Services	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	Programme	All	1 per annum	1	1 revised Strategic ICT Plan submitted to the ICT Steering Committee by 31 March	n/a	n/a	1	n/a	Output
KPI053	Office of the Municipal Manager	Submission of the draft Integrated Development Plan (IDP) to the Council	Number of draft IDPs submitted to the Council by 31 March	Programme	All	1 per annum	1	1 draft IDP submitted to the Council by 31 March	n/a	n/a	1	n/a	Output
KPI054	Office of the Municipal Manager	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	Programme	All	1 per annum	1	1 IDP / Budget / SDF time schedule (process plan) submitted to the Council by 31 August	1	n/a	n/a	n/a	Output
KPI055	Infrastructure Services	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	Programme	All	1 per annum	1	1 revised Sewer Master Plan submitted to the Municipal Manager by 30 June	n/a	n/a	n/a	1	Output

SFA 5 – Good Governance and Compliance

IDP Ref No	Directorate	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator Type	Wards	5-year target	Baseline (Actual result 2023/24)	Annual Target 2025/26	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2025/26)				Delivery Indicator
									Q1	Q2	Q3	Q4	
KPI056	Infrastructure Services	Submission of the revised Electrical Master Plan to the Council	Number of revised Electrical Master Plans submitted to the Council by 30 June	Programme	All	1 per annum	1	1 revised Electrical Master Plans submitted to the Council by 30 June	n/a	n/a	n/a	1	Output
KPI059	Office of the Municipal Manager	Submission of the revised Communication Policy to the MayCo	Number of revised Communication Policies submitted to the MayCo by 31 May	Programme	All	1 per annum	1	1 revised Communication Policy submitted to the MayCo by 31 May	n/a	n/a	n/a	1	Output
KPI060	Infrastructure Services	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 30 June	Programme	All	1 per annum	1	1 updated CITP 2023 - 2028 submitted to the Municipal Manager by 30 June	n/a	n/a	n/a	1	Output

Annexure A:
Revenue by source projections for the 2025/26 financial year

Revenue by source projections for the 2025/2026 financial year

Revenue	July	August	September	October	November	December	January	February	March	April	May	June
Exchange Revenue												
Service charges - Electricity	-84 438 356	-83 881 528	-93 802 998	-71 552 434	-69 032 750	-74 528 825	-60 268 658	-65 846 827	-87 113 238	-87 113 238	-54 648 257	-383 721 654
Service charges - Water	-10 355 024	-10 719 803	-12 076 561	-13 371 409	-12 972 520	-17 408 931	-18 586 731	-25 991 979	-16 190 687	-16 190 687	-16 190 687	-31 397 990
Service charges - Waste Water Management	-14 147 436	-7 461 340	-9 094 825	-8 755 056	-9 138 678	-9 112 373	-8 504 717	-9 240 081	-9 471 604	-9 471 604	-9 471 604	-28 243 461
Service charges - Waste Management	-17 356 942	-7 886 146	-8 196 989	-7 011 673	-7 782 976	-7 787 641	-8 071 727	-9 050 722	-10 008 231	-10 008 231	-10 008 231	-9 619 977
Sale of Goods and Rendering of Services	-1 701 770	-1 814 339	-1 742 657	-1 479 554	-2 341 022	-1 310 850	-1 450 748	-2 267 603	-1 842 287	-1 806 085	-1 806 035	-6 027 720
Agency services	-268 554	-301 689	-341 388	-195 787	-427 418	-37 623	-	-	-292 959	-292 959	-292 959	-1 509 967
Interest	-	-	-	-	-	-	-	-	-	-	-	-
Interest earned from Receivables	-1 501 986	-1 598 586	-1 612 265	-1 696 363	-1 663 977	-1 685 979	-1 729 518	-1 756 447	-1 310 074	-1 310 074	-935 610	-2 171 293
Interest earned from Current and Non Current Assets	-5 331 636	-5 331 631	-5 331 631	-5 331 631	-5 331 631	-5 331 631	-5 331 631	-5 331 631	-5 331 631	-5 331 631	-5 331 631	-5 331 631
Dividends	-	-	-	-	-	-	-	-	-	-	-	-
Rent on Land	-	-	-	-	-	-	-	-	-	-	-	-
Rental from Fixed Assets	-827 156	-974 843	-844 636	-828 651	-807 346	-796 610	-822 124	-914 571	-953 917	-929 110	-929 110	-4 621 414
Licence and permits	-412 203	-742 637	-890 535	-470 104	-1 048 436	-249 988	-396 748	-346 331	-686 638	-678 818	-506 019	-2 326 008
Operational Revenue	-552 911	-11 496 059	-5 785 149	-230 782	-2 293 587	-2 655 162	-683 813	-2 654 218	-2 518 879	-2 518 879	-2 517 362	-25 324 437
Non-Exchange Revenue	-	-	-	-	-	-	-	-	-	-	-	-
Property rates	-109 690 470	-47 558 132	-36 232 265	-35 584 649	-37 033 341	-29 168 763	-37 199 056	-797 354	-1 823 695	-1 829 585	-1 829 585	-232 903 783
Surcharges and Taxes	-	-	-	-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits	-83 786	-135 115	-22 527 161	-9 440 078	-225 095	-20 341	-9 050	-53 907 925	-11 463 483	-11 461 805	-11 461 805	-52 667 185
Licences or permits	-	-	-	-	-	-	-	-	-	-	-	-
Transfer and subsidies - Operational	-1 748 225	-1 748 225	-1 915 235	-2 057 525	-1 854 725	-120 908 237	-1 951 725	-1 952 725	-117 879 412	-1 815 900	-1 819 400	-4 934 049
Interest	-301 057	-313 690	-318 331	-439 213	-366 509	-343 126	-365 593	-71 469	-279 888	-279 888	-279 888	-67 173
Fuel Levy	-	-	-	-	-	-	-	-	-	-	-	-
Operational Revenue	-630 303	-220 018	-219 119	-214 720	-218 002	-238 905	-238 989	-238 015	-242 777	-242 777	-242 777	-267 131
Gains on disposal of Assets	-	-	-	-	-	-	-	-	-	-	-	-
Other Gains	-	-	-	-	-	-	-	-	-	-	-	-
Discontinued Operations	-	-	-	-	-	-	-	-	-	-	-	-
Transfers and subsidies - capital (monetary allocations)	-5 990 375	-7 812 969	-11 921 860	-17 587 208	-5 573 680	-8 063 680	-7 431 180	-9 211 730	-8 699 180	-5 925 680	-5 155 180	-5 042 560
Transfers and subsidies - capital (in-kind)	-	-	-	-	-	-	-	-	-	-	-	-
Grand Total	-255 338 190	-189 996 750	-212 853 605	-176 246 837	-158 111 693	-279 648 665	-153 042 008	-189 579 628	-276 108 580	-157 206 951	-123 426 140	-796 177 433

Annexure B:
Expenditure by type projections for the 2025/26 financial year

Expenditure by type projections for the 2025/2026 financial year

Expenditure by Type	July	August	September	October	November	December	January	February	March	April	May	June
Employee related costs	57 225 428	57 225 428	57 225 428	57 225 428	57 225 428	57 225 428	57 225 428	57 225 428	57 225 428	57 225 428	57 225 428	100 155 185
Remuneration of councillors	2 049 450	2 049 450	2 049 450	2 049 450	2 049 450	2 049 450	2 049 450	2 049 450	2 049 450	2 049 450	2 049 450	2 049 469
Inventory consumed	8 177 220	8 248 045	9 257 157	8 938 652	9 159 293	9 881 823	9 936 511	11 898 273	10 660 006	9 731 803	8 923 960	18 152 462
Debt impairment	-	-	-	-	-	-	-	-	-	-	-	77 288 852
Depreciation and amortisation	18 830 027	18 830 027	18 830 027	18 830 027	18 830 027	18 830 027	18 830 027	18 830 027	18 830 027	18 830 027	18 830 027	18 830 027
Bulk purchases - electricity	67 093 804	67 093 804	67 093 804	67 093 804	67 093 804	67 093 804	67 093 804	67 093 804	67 093 804	67 093 804	67 093 804	67 093 803
Interest	-	-	-	-	-	32 352 016	-	-	102 937	102 937	102 937	44 987 742
Contracted services	14 594 545	19 923 309	21 167 765	23 460 954	26 106 900	23 508 944	26 095 189	24 285 170	26 007 912	20 089 924	19 972 076	83 168 402
Transfers and subsidies	2 508 359	1 451 971	1 448 862	1 725 099	1 897 656	1 478 810	1 474 927	1 600 545	1 600 545	1 859 611	1 659 611	3 924 613
Irrecoverable debts written off	-	-	-	-	-	-	-	-	-	-	-	126 723 763
Operational costs	15 873 320	10 862 978	17 107 742	13 473 985	15 533 035	16 224 089	10 989 600	14 690 907	9 014 385	7 161 866	6 728 686	61 837 890
Losses on disposal of Assets	-	-	-	-	-	-	-	-	-	-	-	-
Other Losses	-	-	-	-	-	-	-	-	-	-	-	630 000
Grand Total	186 352 153	185 685 012	194 180 235	192 797 399	197 895 593	228 644 391	193 694 936	197 673 604	192 584 494	184 144 850	182 585 979	604 842 208

Annexure C:
Projections for the 2025/26 Financial Year

Projections for the 2025/2026 financial year

Operational Expenditure

Directorates	July	August	September	October	November	December	January	February	March	April	May	June	Total
Municipal Manager	1 474 144	1 548 146	1 719 148	1 670 196	1 786 636	1 478 486	1 778 585	1 649 721	1 875 925	1 610 574	1 664 780	5 436 921	23 693 262
Planning and Economic Development	8 051 881	9 303 192	9 772 415	9 686 996	10 252 409	13 496 808	10 300 864	9 071 327	10 720 499	8 819 250	9 882 051	21 449 712	130 807 404
Infrastructure Services	118 714 199	121 028 045	122 951 852	123 082 813	125 082 894	156 300 218	123 934 897	127 483 761	124 099 426	119 356 374	118 191 221	256 426 837	1 636 652 537
Community and Protection Services	30 123 587	31 868 529	30 634 672	33 150 630	36 338 989	30 641 166	34 225 507	34 566 560	34 504 386	33 718 294	32 970 308	205 650 159	568 392 787
Corporate Services	9 551 787	12 021 235	18 405 844	14 321 058	12 413 891	14 489 683	12 816 020	15 290 278	10 780 175	10 522 756	10 003 470	96 335 492	236 951 689
Financial Services	18 436 555	9 915 865	10 696 304	10 885 706	12 020 774	12 238 030	10 639 063	9 611 957	10 604 083	10 117 602	9 874 149	19 543 087	144 583 175
Grand Total	186 352 153	185 685 012	194 180 235	192 797 399	197 895 593	228 644 391	193 694 936	197 673 604	192 584 494	184 144 850	182 585 979	604 842 208	2 741 080 854

Operational Revenue

Directorates	July	August	September	October	November	December	January	February	March	April	May	June	Total
Municipal Manager	- 201 012	- 201 012	- 201 012	- 201 012	- 201 012	- 201 012	- 201 012	- 201 012	- 201 012	- 201 012	- 201 012	- 201 018	- 2 412 150
Planning and Economic Development	- 1 604 909	- 1 605 142	- 1 631 152	- 2 055 142	- 4 748 710	- 6 981 152	- 3 305 142	- 3 805 142	- 7 245 040	- 4 357 030	- 5 107 030	- 9 314 545	- 51 760 136
Infrastructure Services	- 134 997 740	- 129 513 397	- 137 682 934	- 120 460 104	- 106 125 137	- 195 454 554	- 103 824 874	- 120 766 492	- 206 227 064	- 129 849 497	- 95 590 535	- 482 279 301	- 1 962 771 629
Community and Protection Services	- 2 167 357	- 4 548 268	- 25 278 706	- 11 412 069	- 3 463 972	- 1 699 536	- 1 596 936	- 56 868 227	- 14 008 204	- 13 995 967	- 13 724 118	- 61 048 454	- 209 811 814
Corporate Services	- 831 346	- 727 625	- 779 933	- 539 124	- 612 422	- 775 775	- 1 033 747	- 648 791	- 1 035 135	- 893 365	- 893 365	- 5 120 601	- 13 891 229
Financial Services	- 115 535 826	- 53 401 306	- 47 279 868	- 41 579 386	- 42 960 440	- 74 536 636	- 43 080 297	- 7 289 964	- 47 392 125	- 7 910 080	- 7 910 080	- 238 213 514	- 727 089 522
Grand Total	- 255 338 190	- 189 996 750	- 212 853 605	- 176 246 837	- 158 111 693	- 279 648 665	- 153 042 008	- 189 579 628	- 276 108 580	- 157 206 951	- 123 426 140	- 796 177 433	- 2 967 736 480

Capital Expenditure

Directorates	July	August	September	October	November	December	January	February	March	April	May	June	Total
Municipal Manager	-	-	40 000	-	40 000	-	20 000	-	-	-	-	-	100 000
Planning and Economic Development	-	108 750	2 521 250	3 033 750	4 533 750	4 492 500	2 880 000	4 331 793	6 302 815	3 018 750	3 592 402	588 152	35 403 912
Infrastructure Services	12 425 575	21 448 169	35 372 060	47 757 989	56 553 572	37 945 076	31 484 888	52 892 828	54 923 547	44 165 840	35 073 290	40 138 706	470 181 540
Community and Protection Services	3 500 000	3 750 000	7 435 831	5 350 000	7 060 000	7 335 831	4 800 000	10 064 787	7 455 000	7 472 391	6 583 666	10 777 217	81 584 723
Corporate Services	2 852 000	3 342 000	4 042 000	8 837 000	5 337 000	6 652 000	3 277 000	3 402 000	2 702 000	3 202 000	3 302 000	3 973 000	50 920 000
Financial Services	-	-	50 000	1 850 000	1 325 000	1 075 000	-	-	-	-	-	-	4 300 000
Grand Total	18 777 575	28 648 919	49 461 141	66 828 739	74 849 322	57 500 407	42 461 888	70 691 408	71 383 362	57 858 981	48 551 358	55 477 075	642 490 175

Annexure D:
Capital Budget 2025/26

Directorate	Department	Project name	Strategic Objectives	Final Budget 2025/26	Final Budget 2026/27	Final Budget 2027/28	Total MTRF
Municipal Manager	Executive Support: Office of the Municipal Manager	Furniture, Tools & Equipment: MM	Good Governance and Compliance	100 000	60 000	60 000	220 000
Total Municipal Manager				100 000	60 000	60 000	220 000
Planning and Economic Development	Building Control	Furniture, Tools & Equipment: Building Control	Dignified Living	125 000	150 000	150 000	425 000
Planning and Economic Development	Development Planning	Furniture, Tools and Equipment: Spatial Planning	Dignified Living	75 000	80 000	85 000	240 000
Planning and Economic Development	Economic Development & Tourism	Furniture, Tools & Equipment: LED	Dignified Living	75 000	80 000	80 000	235 000
Planning and Economic Development	Economic Development & Tourism	Installation of Agricultural Irrigation infrastructure on Farm 502BH (Emerging Farmers)	Dignified Living	2 000 000	-	-	2 000 000
Planning and Economic Development	Economic Development & Tourism	Restoration of Landbou Saal	Good Governance and Compliance	1 400 000	-	-	1 400 000
Planning and Economic Development	Housing Administration	Flats: Interior Upgrading - Kayamandi	Dignified Living	1 650 000	1 650 000	-	3 300 000
Planning and Economic Development	Housing Administration	Furniture, Tools & Equipment: Housing Administration	Dignified Living	600 000	170 000	180 000	950 000
Planning and Economic Development	Housing Administration	Kayamandi Hostels	Dignified Living	3 227 826	-	-	3 227 826
Planning and Economic Development	Housing Administration	Upgrading of Flats: General	Dignified Living	3 000 000	1 000 000	-	4 000 000
Planning and Economic Development	Housing Administration	Upgrading of Lapland waste water	Dignified Living	1 500 000	1 500 000	-	3 000 000
Planning and Economic Development	Housing Administration	Vehicles fleet : Housing Administration	Good Governance and Compliance	550 000	-	-	550 000
Planning and Economic Development	Housing Development	Adam Tas Corridor Precinct 10	Dignified Living	-	20 869 565	20 869 565	41 739 130
Planning and Economic Development	Housing Development	Erf 7001 Cloetesville (380) FLISP	Dignified Living	-	6 956 522	6 956 522	13 913 044
Planning and Economic Development	Housing Development	Furniture, Tools & Equipment: Housing Development	Good Governance and Compliance	150 000	150 000	80 000	380 000
Planning and Economic Development	Housing Development	Housing projects	Dignified Living	310 000	320 000	330 000	960 000
Planning and Economic Development	Housing Development	ISSP Kayamandi	Dignified Living	1 739 130	869 565	869 565	3 478 260
Planning and Economic Development	Housing Development	Jamestown: Housing (Phase 2 & 3)	Dignified Living	8 695 652	13 913 043	13 913 043	36 521 738
Planning and Economic Development	Housing Development	Kayamandi Town Centre	Dignified Living	-	4 347 826	2 608 696	6 956 522
Planning and Economic Development	Housing Development	Klapmuts La Rochelle (100)	Dignified Living	2 608 696	2 608 696	2 608 696	7 826 088
Planning and Economic Development	Housing Development	La Motte Old Forest Station (±430 services & ±430 units)	Dignified Living	-	5 217 391	5 217 391	10 434 782
Planning and Economic Development	IHS: Informal Settlements	Furniture, Tools & Equipment: Informal Settlements	Dignified Living	30 000	50 000	50 000	130 000
Planning and Economic Development	IHS: Informal Settlements	Rehabilitation of Langrug Dam and Engineering Services	Dignified Living	5 382 608	7 447 826	600 000	13 430 434
Planning and Economic Development	IHS: Informal Settlements	Access to Basic Services	Dignified Living	1 000 000	1 000 000	1 000 000	3 000 000
Planning and Economic Development	IHS: Informal Settlements	Vehicles fleet : Informal Settlements	Good Governance and Compliance	1 200 000	-	-	1 200 000
Planning and Economic Development	Town Planning	Furniture, Tools & Equipment: Town Planning	Dignified Living	85 000	95 000	100 000	280 000
Total Planning and Economic Development	TOTAL Planning and Development Services			35 403 912	68 475 434	55 698 478	159 577 824
Infrastructure Services	Electrical Services	20MW Renewable energy project	Green and Sustainable Valley	520 000	520 000	-	1 040 000
Infrastructure Services	Electrical Services	Ad-Hoc Provision of Streetlighting	Safe Valley	2 500 000	2 289 800	2 450 086	7 239 886
Infrastructure Services	Electrical Services	Automatic Meter Reader	Green and Sustainable Valley	440 000	484 000	532 400	1 456 400
Infrastructure Services	Electrical Services	Battery Storage systems and rooftop PV for critical buildings	Green and Sustainable Valley	3 452 580	3 452 580	-	6 905 160
Infrastructure Services	Electrical Services	Bien don 66/11kV substation new	Valley of Possibility	23 847 227	44 920 700	25 000 000	93 767 927
Infrastructure Services	Electrical Services	Cable Network: Franschoek	Dignified Living	500 000	5 000 000	-	5 500 000
Infrastructure Services	Electrical Services	Cable replacement 66kV	Valley of Possibility	400 000	-	31 036 500	31 436 500
Infrastructure Services	Electrical Services	Control Room implementation	Green and Sustainable Valley	300 000	300 000	-	600 000
Infrastructure Services	Electrical Services	Demand Side Management: Geyser Control	Green and Sustainable Valley	1 000 000	1 000 000	3 000 000	5 000 000
Infrastructure Services	Electrical Services	Electricity Network: Pniel	Valley of Possibility	3 500 000	3 500 000	3 500 000	10 500 000
Infrastructure Services	Electrical Services	Electrification INEP	Valley of Possibility	4 431 304	6 611 304	7 849 565	18 892 173
Infrastructure Services	Electrical Services	Energy Balancing - Metering and Mini-Substations	Valley of Possibility	250 000	250 000	250 000	750 000
Infrastructure Services	Electrical Services	Energy Efficiency and Demand Side Management	Green and Sustainable Valley	4 347 826	4 347 826	-	8 695 652
Infrastructure Services	Electrical Services	Furniture, Tools and Equipment: Electrical Services	Good Governance and Compliance	333 182	366 500	403 151	1 102 833
Infrastructure Services	Electrical Services	Hot water load control	Green and Sustainable Valley	500 000	500 000	-	1 000 000

Directorate	Department	Project name	Strategic Objectives	Final Budget 2025/26	Final Budget 2026/27	Final Budget 2027/28	Total MTRF
Infrastructure Services	Electrical Services	Integrated National Electrification Programme	Valley of Possibility	321 957	321 957	321 957	965 871
Infrastructure Services	Electrical Services	Jan Marais Upgrade: Remove Existing Tx and replace with 20MVA	Valley of Possibility	4 500 000	4 500 000	-	9 000 000
Infrastructure Services	Electrical Services	Kayamandi(Costa grounds)new substation 11 kV switching station	Valley of Possibility	17 000 000	7 500 000	-	24 500 000
Infrastructure Services	Electrical Services	Meter Panels	Green and Sustainable Valley	250 000	250 000	250 000	750 000
Infrastructure Services	Electrical Services	Network Cable Replace 11 Kv	Valley of Possibility	3 300 000	3 630 000	3 993 000	10 923 000
Infrastructure Services	Electrical Services	Replace Control Panels 66 kV & Circuit breakers	Dignified Living	2 000 000	2 500 000	-	4 500 000
Infrastructure Services	Electrical Services	Replace Ineffective Meters	Green and Sustainable Valley	302 500	332 750	366 025	1 001 275
Infrastructure Services	Electrical Services	SCADA Implementation	Green and Sustainable Valley	4 027 420	4 000 000	4 000 000	12 027 420
Infrastructure Services	Electrical Services	Streetlights R304	Dignified Living	6 500 000	1 000 000	-	7 500 000
Infrastructure Services	Electrical Services	Substation 66kV equipment (Jan Marais)	Dignified Living	1 325 284	1 590 341	1 457 812	4 373 437
Infrastructure Services	Electrical Services	Substation 66kV equipment (Main s)	Dignified Living	1 325 284	1 590 341	1 457 812	4 373 437
Infrastructure Services	Electrical Services	Substation 66kV equipment (Golf,)	Dignified Living	1 325 284	1 590 341	1 457 812	4 373 437
Infrastructure Services	Electrical Services	Substation 66kV equipment (Markotter)	Dignified Living	1 325 284	397 585	1 457 812	3 180 681
Infrastructure Services	Electrical Services	System Control Centre & Upgrade Telemetry:	Dignified Living	4 356 000	4 791 600	2 506 454	11 654 054
Infrastructure Services	Electrical Services	Third transformer and associated works 20MVA Cloetessville	Dignified Living	450 000	-	29 503 381	29 953 381
Infrastructure Services	Electrical Services	Turnkey - EPC of Hybrid inverter with Battery Storage Systems at Stellenbosch Community Buildings	Green and Sustainable Valley	3 700 000	-	-	3 700 000
Infrastructure Services	Electrical Services	Uninterrupted Power Supply for buildings	Safe Valley	2 000 000	-	-	2 000 000
Infrastructure Services	Electrical Services	Upgrade transformers at Main substation 7.5MVA to 20MVA	Dignified Living	7 571 200	27 571 200	-	35 142 400
Infrastructure Services	Electrical Services	Vehicles: Electrical Services	Dignified Living	6 350 000	350 000	-	6 700 000
Infrastructure Services	Electrical Services	Switchgear Substation Stone	Valley of Possibility	2 250 000	-	-	2 250 000
Infrastructure Services	Electrical Services	Switchgear Substation Groendal	Valley of Possibility	2 250 000	-	-	2 250 000
Infrastructure Services	Electrical Services	Switchgear Substation Merriman Z	Valley of Possibility	2 250 000	-	-	2 250 000
Infrastructure Services	Electrical Services	Switchgear Substation Curry	Valley of Possibility	2 250 000	-	-	2 250 000
Infrastructure Services	Electrical Services	Switchgear Substation Blake 2	Valley of Possibility	-	3 500 000	-	3 500 000
Infrastructure Services	Electrical Services	Switchgear Substation van der Stel	Valley of Possibility	-	3 500 000	-	3 500 000
Infrastructure Services	Electrical Services	Switchgear Substation Kayamandi	Valley of Possibility	-	3 500 000	-	3 500 000
Infrastructure Services	Electrical Services	Switchgear Substation Paradyskloof	Valley of Possibility	-	3 500 000	-	3 500 000
Infrastructure Services	Electrical Services	Switchgear Substation Cascade	Valley of Possibility	-	-	4 500 000	4 500 000
Infrastructure Services	Electrical Services	Switchgear Substation Papegaairand	Valley of Possibility	-	-	4 500 000	4 500 000
Infrastructure Services	Electrical Services	Switchgear Substation University	Valley of Possibility	-	-	20 000 000	20 000 000
Infrastructure Services	Electrical Services	Switchgear Substation Technopark	Valley of Possibility	-	-	4 500 000	4 500 000
Infrastructure Services	Electrical Services	Switchgear Substation Welgevonden	Valley of Possibility	-	-	4 500 000	4 500 000
Infrastructure Services	Electrical Services	Battery Storage systems and rooftop PV for critical plants	Green and Sustainable Valley	3 000 000	3 000 000	3 000 000	9 000 000
Infrastructure Services	Infrastructure Services	Furniture, Tools & Equipment: IS	Good Governance and Compliance	80 000	65 000	115 000	260 000
Infrastructure Services	Project Management Unit (PMU)	Franschhoek Mooiwater 236	Dignified Living	949 565	-	-	949 565
Infrastructure Services	Project Management Unit (PMU)	Furniture, Tools & Equipment: PMU	Dignified Living	75 000	110 000	120 000	305 000
Infrastructure Services	Project Management Unit (PMU)	Kayamandi: Zone O (±711 services)	Dignified Living	-	2 034 783	4 665 218	6 700 001
Infrastructure Services	Project Management Unit (PMU)	Upgrading Ad hoc Housing Projects	Dignified Living	350 000	400 000	500 000	1 250 000
Infrastructure Services	Roads and Stormwater	Adhoc Reconstruction Of Roads (WC024)	Valley of Possibility	5 000 000	5 000 000	5 000 000	15 000 000
Infrastructure Services	Roads and Stormwater	Bridge Assessment and Design - Lacotte River Flood Resilience	Dignified Living	3 000 000	3 000 000	3 000 000	9 000 000
Infrastructure Services	Roads and Stormwater	Bridge Assessment and Design - Stiebeul River Pedestrian Bridges	Dignified Living	1 500 000	-	-	1 500 000
Infrastructure Services	Roads and Stormwater	Bridge Assessment and Design Stellenbosch and surrounding	Dignified Living	1 500 000	2 000 000	-	3 500 000
Infrastructure Services	Roads and Stormwater	Devon Valley Roads - Safety Improvements Structural Repairs	Dignified Living	800 000	500 000	-	1 300 000
Infrastructure Services	Roads and Stormwater	Furniture, Tools & Equipment: Roads & Stormwater	Good Governance and Compliance	400 000	400 000	400 000	1 200 000

Directorate	Department	Project name	Strategic Objectives	Final Budget 2025/26	Final Budget 2026/27	Final Budget 2027/28	Total MTRF
Infrastructure Services	Roads and Stormwater	George Blake Urban Upgrade	Dignified Living	-	500 000	-	500 000
Infrastructure Services	Roads and Stormwater	Klapmuts Transport Network	Valley of Possibility	800 000	800 000	800 000	2 400 000
Infrastructure Services	Roads and Stormwater	Lanquedoc Access road and Bridge	Good Governance and Compliance	18 000 000	-	-	18 000 000
Infrastructure Services	Roads and Stormwater	Parking Area Upgrades - Stellenbosch	Valley of Possibility	1 000 000	1 000 000	2 000 000	4 000 000
Infrastructure Services	Roads and Stormwater	Reseal Roads - Franschhoek & Surrounding	Dignified Living	-	2 000 000	2 000 000	4 000 000
Infrastructure Services	Roads and Stormwater	Reseal Roads - Klapmuts, Raithby & Surrounding	Dignified Living	1 200 000	1 000 000	-	2 200 000
Infrastructure Services	Roads and Stormwater	Reseal Roads - Kylemore & Surrounding	Dignified Living	1 500 000	-	1 500 000	3 000 000
Infrastructure Services	Roads and Stormwater	Reseal Roads - Stellenbosch & Surrounding	Dignified Living	3 500 000	4 000 000	5 000 000	12 500 000
Infrastructure Services	Roads and Stormwater	River Rehabilitation Implementation	Dignified Living	2 100 000	2 000 000	1 000 000	5 100 000
Infrastructure Services	Roads and Stormwater	Specialized Vehicles: Roads and Stormwater	Good Governance and Compliance	-	10 000 000	2 000 000	12 000 000
Infrastructure Services	Roads and Stormwater	Update Stormwater Masterplan	Good Governance and Compliance	1 000 000	-	-	1 000 000
Infrastructure Services	Roads and Stormwater	Upgrade Stormwater Retention Facilities	Dignified Living	500 000	-	500 000	1 000 000
Infrastructure Services	Roads and Stormwater	Upgrade Stormwater System	Dignified Living	500 000	300 000	600 000	1 400 000
Infrastructure Services	Roads and Stormwater	Upgrade: Lower Dorp Street	Dignified Living	-	8 000 000	-	8 000 000
Infrastructure Services	Roads and Stormwater	Wilderbosch Extension to Trumali	Valley of Possibility	1 500 000	1 500 000	5 000 000	8 000 000
Infrastructure Services	Roads and Stormwater	Wilderbosch Extension to Technopark	Valley of Possibility	-	1 000 000	2 000 000	3 000 000
Infrastructure Services	Traffic Engineering	Bird Street Dualling - Adam Tas to Kayamandi	Dignified Living	-	5 000 000	5 000 000	10 000 000
Infrastructure Services	Traffic Engineering	Furniture, Tools & Equipment: Traffic Engineering	Dignified Living	150 000	150 000	150 000	450 000
Infrastructure Services	Traffic Engineering	Jamestown Transport Network - School Street	Dignified Living	18 000 000	2 000 000	-	20 000 000
Infrastructure Services	Traffic Engineering	Main road intersection improvements: Helshoogte rd/La Colline	Dignified Living	2 000 000	4 000 000	-	6 000 000
Infrastructure Services	Traffic Engineering	Main Road Intersection Improvements: R44 / Merriman Street	Dignified Living	1 500 000	2 000 000	5 000 000	8 500 000
Infrastructure Services	Traffic Engineering	Main Road Intersection Improvements: Strand / Adam Tas / Alexander	Dignified Living	2 000 000	8 000 000	15 000 000	25 000 000
Infrastructure Services	Traffic Engineering	Nagtegaal street closure	Safe Valley	750 000	-	-	750 000
Infrastructure Services	Traffic Engineering	Pedestrian Crossing Implementation	Safe Valley	100 000	300 000	-	400 000
Infrastructure Services	Traffic Engineering	Raised Intersection Implementation	Safe Valley	500 000	500 000	600 000	1 600 000
Infrastructure Services	Traffic Engineering	Road Safety Improvements	Safe Valley	500 000	1 000 000	1 000 000	2 500 000
Infrastructure Services	Traffic Engineering	Road Upgrades at School Precincts	Dignified Living	200 000	-	-	200 000
Infrastructure Services	Traffic Engineering	Specialized Equipment: Roadmarking Machine + Trailer	Good Governance and Compliance	-	-	1 000 000	1 000 000
Infrastructure Services	Traffic Engineering	Traffic Calming Projects: Implementation	Safe Valley	1 000 000	1 000 000	500 000	2 500 000
Infrastructure Services	Traffic Engineering	Traffic Management Improvement Programme	Safe Valley	1 000 000	1 000 000	-	2 000 000
Infrastructure Services	Traffic Engineering	Traffic Signal Control: Installation and Upgrading of Traffic Signals and Associated Components	Safe Valley	1 500 000	1 700 000	1 700 000	4 900 000
Infrastructure Services	Traffic Engineering	Traffic Signal Management System	Safe Valley	1 000 000	-	-	1 000 000
Infrastructure Services	Traffic Engineering	Universal Access Implementation	Safe Valley	-	300 000	-	300 000
Infrastructure Services	Transport Planning	Adam Tas - Corridor Transport	Safe Valley	1 500 000	1 000 000	1 000 000	3 500 000
Infrastructure Services	Transport Planning	Adam Tas - Technopark Link Road	Safe Valley	2 500 000	3 000 000	20 000 000	25 500 000
Infrastructure Services	Transport Planning	Bicycle Lockup Facilities	Safe Valley	250 000	500 000	-	750 000
Infrastructure Services	Transport Planning	Comprehensive Integrated Transport Plan	Good Governance and Compliance	914 435	2 570 435	910 522	4 395 392
Infrastructure Services	Transport Planning	Cycle Plan - Design & Implementation	Safe Valley	750 000	500 000	500 000	1 750 000
Infrastructure Services	Transport Planning	Koelenhof Road Network	Valley of Possibility	-	-	1 500 000	1 500 000
Infrastructure Services	Transport Planning	Non-Motorised Transport Implementation	Safe Valley	2 000 000	2 000 000	3 000 000	7 000 000
Infrastructure Services	Transport Planning	Non-Motorised Transport Plan	Safe Valley	-	-	2 000 000	2 000 000
Infrastructure Services	Transport Planning	Park and Ride (Transport Interchange)	Safe Valley	2 000 000	2 000 000	2 000 000	6 000 000
Infrastructure Services	Transport Planning	Pedestrian Streets in Stellenbosch	Safe Valley	-	500 000	-	500 000
Infrastructure Services	Transport Planning	Provision of Bulk Parking Planning & Development	Safe Valley	500 000	-	-	500 000
Infrastructure Services	Transport Planning	Public Transport Facilities (Taxi Ranks) Adhoc Upgrades	Safe Valley	1 000 000	1 000 000	1 000 000	3 000 000
Infrastructure Services	Transport Planning	Public Transport Infrastructure (Public Transport Shelters & Embayments)	Valley of Possibility	200 000	400 000	400 000	1 000 000
Infrastructure Services	Transport Planning	Public Transport Planning - WC024	Valley of Possibility	1 500 000	2 000 000	1 000 000	4 500 000
Infrastructure Services	Transport Planning	Re-design of Bergzicht Public Transport Facility	Valley of Possibility	1 000 000	-	-	1 000 000
Infrastructure Services	Transport Planning	Stellenbosch - Bicycle network	Valley of Possibility	-	500 000	-	500 000

Directorate	Department	Project name	Strategic Objectives	Final Budget 2025/26	Final Budget 2026/27	Final Budget 2027/28	Total MTRF
Infrastructure Services	Transport Planning	Stellenbosch Extension Road Network	Valley of Possibility	-		1 500 000	1 500 000
Infrastructure Services	Waste Management: Solid Waste Management	Expansion of the landfill site (New cells)	Green and Sustainable Valley	2 000 000	19 000 000	-	21 000 000
Infrastructure Services	Waste Management: Solid Waste Management	Furniture, Tools & Equipment: Solid Waste	Dignified Living	50 000	50 000	50 000	150 000
Infrastructure Services	Waste Management: Solid Waste Management	Landfill Gas To Energy	Green and Sustainable Valley	500 000	1 000 000	2 000 000	3 500 000
Infrastructure Services	Waste Management: Solid Waste Management	Major Drop-Offs: Construction - Franschoek	Green and Sustainable Valley	4 751 696	3 000 000	3 000 000	10 751 696
Infrastructure Services	Waste Management: Solid Waste Management	Major Drop-offs: Construction - Klapmuts	Green and Sustainable Valley	5 199 985	4 000 000	-	9 199 985
Infrastructure Services	Waste Management: Solid Waste Management	Mini Waste drop-off facilities	Green and Sustainable Valley	200 000	500 000	200 000	900 000
Infrastructure Services	Waste Management: Solid Waste Management	Plant and Vehicles: Solid Waste	Dignified Living	4 000 000	4 000 000	3 500 000	11 500 000
Infrastructure Services	Waste Management: Solid Waste Management	Upgrade depot and sites	Dignified Living	300 000	-	-	300 000
Infrastructure Services	Waste Management: Solid Waste Management	Upgrade Material Recovery Facility	Dignified Living	1 000 000	-	-	1 000 000
Infrastructure Services	Waste Management: Solid Waste Management	Waste containers	Green and Sustainable Valley	500 000	200 000	200 000	900 000
Infrastructure Services	Waste Management: Solid Waste Management	Waste Minimization Projects	Green and Sustainable Valley	500 000	-	-	500 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Compilation of Water Service Development Plan (tri-annually)	Good Governance and Compliance	400 000	400 000	400 000	1 200 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Construction of New Dwarsriver Sewer Pumpstation.	Dignified Living	-	4 000 000	3 000 000	7 000 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Dorp Street Bulk Sewer Upgrade	Dignified Living	3 000 000	-	-	3 000 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Extension Of WWTW: Stellenbosch	Dignified Living	6 000 000	30 000 000	46 200 000	82 200 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Furniture, Tools & Equipment: Sanitation	Dignified Living	400 000	400 000	400 000	1 200 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Pond rehabilitation and pond pumping systems construction WWTW	Dignified Living	400 000	2 000 000	2 000 000	4 400 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Refurbish Plant & Equipment - Raithby WWTW	Dignified Living	8 000 000	2 000 000	-	10 000 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Sewer Pumpstation & Telemetry Upgrade	Dignified Living	2 500 000	1 500 000	1 500 000	5 500 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Sewerpipe Replacement	Dignified Living	6 000 000	6 000 000	8 000 000	20 000 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Specialized Vehicles: Sanitation	Dignified Living	3 000 000	-	6 000 000	9 000 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Update Sewer Masterplan	Good Governance and Compliance	500 000	500 000	500 000	1 500 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Upgrade Laboratory Equipment	Dignified Living	-	-	250 000	250 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Upgrade of Dwarsriver Bulk Sewer network and pump lines	Dignified Living	1 000 000	1 000 000	2 000 000	4 000 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Upgrade of WWTW Wemmershoek	Dignified Living	30 000 000	1 000 000	-	31 000 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Upgrade of WWTW: Klapmuts	Dignified Living	25 000 000	55 000 020	1 000 000	81 000 020
Infrastructure Services	Water and Wastewater Services: Sanitation	Vehicles: Sanitation	Good Governance and Compliance	1 000 000	1 000 000	-	2 000 000
Infrastructure Services	Water and Wastewater Services: Water	Bulk Water Supply Pipe and Reservoir: Stellenbosch	Valley of Possibility	100 503 600	43 281 936	-	143 785 536
Infrastructure Services	Water and Wastewater Services: Water	Bulk Water Supply Pipe Line & Pumpstations: Franschoek	Valley of Possibility	12 000 000	-	-	12 000 000
Infrastructure Services	Water and Wastewater Services: Water	Bulk Water Supply Pipe: Cloetesville/ Idas Valley	Valley of Possibility	4 000 000	24 000 000	-	28 000 000
Infrastructure Services	Water and Wastewater Services: Water	Bulk Water Upgrades Franschoek	Valley of Possibility	1 000 000	-	-	1 000 000
Infrastructure Services	Water and Wastewater Services: Water	Chlorination Installation: Upgrade	Valley of Possibility	500 000	250 000	-	750 000
Infrastructure Services	Water and Wastewater Services: Water	Furniture, Tools & Equipment: Water	Dignified Living	200 000	200 000	200 000	600 000
Infrastructure Services	Water and Wastewater Services: Water	New Reservoir & Pipeline: Vlothenburg	Dignified Living	6 954 927	23 985 498	-	30 940 425
Infrastructure Services	Water and Wastewater Services: Water	Reservoirs and Dam Safety	Dignified Living	250 000	250 000	2 000 000	2 500 000
Infrastructure Services	Water and Wastewater Services: Water	Specialized Vehicles: Water	Good Governance and Compliance	1 000 000	-	-	1 000 000
Infrastructure Services	Water and Wastewater Services: Water	Uniepark & Helshoogte Storage and Supply scheme	Dignified Living	4 000 000	-	-	4 000 000
Infrastructure Services	Water and Wastewater Services: Water	Update Water Masterplan	Dignified Living	500 000	500 000	500 000	1 500 000
Infrastructure Services	Water and Wastewater Services: Water	Upgrade and Replace Water Meters	Dignified Living	3 000 000	3 000 000	3 000 000	9 000 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Upgrade of IdasValley WTP	Dignified Living	2 000 000	10 000 000	40 000 000	52 000 000
Infrastructure Services	Water and Wastewater Services: Water	Vehicles: Water	Good Governance and Compliance	1 000 000	-	-	1 000 000
Infrastructure Services	Water and Wastewater Services: Water	Water Conservation & Demand Management	Good Governance and Compliance	2 000 000	2 000 000	2 500 000	6 500 000

Directorate	Department	Project name	Strategic Objectives	Final Budget 2025/26	Final Budget 2026/27	Final Budget 2027/28	Total MTRF
Infrastructure Services	Water and Wastewater Services: Water	Water Telemetry Upgrade	Good Governance and Compliance	3 250 000	1 500 000	1 500 000	6 250 000
Infrastructure Services	Water and Wastewater Services: Water	Waterpipe Replacement	Dignified Living	6 000 000	8 000 000	8 000 000	22 000 000
Total Infrastructure Services				470 181 540	494 506 497	400 654 507	1 365 342 544
Corporate Services	Information and Communications Technology (ICT)	Fibre Optic Implementation	Good Governance and Compliance	4 000 000	3 000 000	2 500 000	9 500 000
Corporate Services	Information and Communications Technology (ICT)	ICT Cable Reticulation and Management	Valley of Possibility	500 000	1 000 000	1 000 000	2 500 000
Corporate Services	Information and Communications Technology (ICT)	Purchase and Replacement of Computer/software and Peripheral devices	Good Governance and Compliance	3 000 000	2 500 000	2 500 000	8 000 000
Corporate Services	Information and Communications Technology (ICT)	Server Storage expansion and upgrades	Good Governance and Compliance	1 000 000	2 000 000	1 000 000	4 000 000
Corporate Services	Information and Communications Technology (ICT)	Upgrade and Expansion of IT Infrastructure Platforms	Good Governance and Compliance	2 000 000	2 000 000	2 000 000	6 000 000
Corporate Services	Information and Communications Technology (ICT)	Upgrading Communication Network	Safe Valley	1 500 000	750 000	2 250 000	4 500 000
Corporate Services	Properties and Municipal Building Maintenance	Airconditioners	Dignified Living	200 000	200 000	-	400 000
Corporate Services	Properties and Municipal Building Maintenance	Furniture, Tools & Equipment: Property Management	Good Governance and Compliance	100 000	-	250 000	350 000
Corporate Services	Properties and Municipal Building Maintenance	Kayamandi: Upgrading of Makapula Hall	Dignified Living	2 875 000	-	-	2 875 000
Corporate Services	Properties and Municipal Building Maintenance	Structural Maintenance/Upgrade: Beltana	Valley of Possibility	26 345 000	17 500 000	-	43 845 000
Corporate Services	Properties and Municipal Building Maintenance	Upgrade Millenium Hall Pniel	Dignified Living	1 800 000	-	-	1 800 000
Corporate Services	Properties and Municipal Building Maintenance	Upgrading Fencing	Safe Valley	300 000	300 000	500 000	1 100 000
Corporate Services	Properties and Municipal Building Maintenance	Upgrading of New Office Space: Ryneveld Street	Valley of Possibility	1 500 000	500 000	-	2 000 000
Corporate Services	Properties and Municipal Building Maintenance	Upgrading: Admin Building and Community Hall	Valley of Possibility	800 000	250 000	250 000	1 300 000
Corporate Services	Properties and Municipal Building Maintenance	Upgrading: Law Enforcement Offices	Safe Valley	2 000 000	500 000	500 000	3 000 000
Corporate Services	Properties and Municipal Building Maintenance	Upgrading: Main Office Complex	Valley of Possibility	1 000 000	250 000	250 000	1 500 000
Corporate Services	Properties and Municipal Building Maintenance	Upgrading: Municipal Court	Safe Valley	2 000 000	500 000	500 000	3 000 000
Total Corporate Services				50 920 000	31 250 000	13 500 000	95 670 000
Community and Protection Services	Cemeteries	Calcatta Memorial Park	Dignified Living	48 820 550	3 500 000	8 000 000	60 320 550
Community and Protection Services	Cemeteries	Vehicle Fleet: Cemeteries	Good Governance and Compliance	-	1 000 000	1 000 000	2 000 000
Community and Protection Services	Community Development	Furniture, Tools & Equipment: Comm Development	Good Governance and Compliance	50 000	50 000	60 000	160 000
Community and Protection Services	Community Development	Social Relief Distress Vehicle	Good Governance and Compliance	500 000	-	-	500 000
Community and Protection Services	Community Development	Upgrading: Early Childhood Development Centres on Municipal Land	Good Governance and Compliance	3 500 000	2 500 000	3 000 000	9 000 000
Community and Protection Services	Community Services: Library Services	Furniture, Tools & Equipment: Pniel Library	Good Governance and Compliance	10 000	-	35 000	45 000
Community and Protection Services	Community Services: Library Services	Furniture, Tools and Equipment: Kayamandi	Good Governance and Compliance	500 000	-	10 000	510 000
Community and Protection Services	Community Services: Library Services	Installation of Disabled Access toilets	Dignified living	400 000	-	-	400 000
Community and Protection Services	Community Services: Library Services	Library Books	Good Governance and Compliance	200 000	200 000	210 000	610 000
Community and Protection Services	Community Services: Library Services	Vehicles	Good Governance and Compliance	400 000	-	300 000	700 000
Community and Protection Services	Disaster Management	Re tarring of the Stellenbosch fire station drill yard	Safe Valley	-	1 000 000	-	1 000 000
Community and Protection Services	Disaster Management	Vehicle fleet: Disaster Management	Safe Valley	600 000	-	-	600 000
Community and Protection Services	Environmental Management: Implementation	Furniture, Tools & Equipment: Air and Noise Control	Good Governance and Compliance	100 000	-	-	100 000
Community and Protection Services	Environmental Management: Implementation	Furniture, Tools & Equipment: Environmental Management	Good Governance and Compliance	150 000	200 000	-	350 000
Community and Protection Services	Environmental Management: Urban Forestry	Design and implement electronic Urban Forestry management tool	Green and Sustainable Valley	-	-	500 000	500 000
Community and Protection Services	Environmental Management: Urban Forestry	Fencing :Urban Forestry	Good Governance and Compliance	1 000 000	-	-	1 000 000
Community and Protection Services	Environmental Management: Urban Forestry	Furniture, Tools & Equipment: Urban Forestry	Good Governance and Compliance	-	-	2 000 000	2 000 000

Directorate	Department	Project name	Strategic Objectives	Final Budget 2025/26	Final Budget 2026/27	Final Budget 2027/28	Total MTRF
Community and Protection Services	Environmental Management: Urban Forestry	Specialized equipment: Urban Forestry	Good Governance and Compliance	-	-	2 500 000	2 500 000
Community and Protection Services	Environmental Management: Urban Forestry	Urban Forestry: Purchasing of trailer	Good Governance and Compliance	-	1 000 000	-	1 000 000
Community and Protection Services	Environmental Management: Urban Forestry	Vehicle Fleet : Urban Foestry	Good Governance and Compliance	-	1 200 000	-	1 200 000
Community and Protection Services	Fire and Rescue Services	Fire Station - Jamestown	Safe Valley	1 350 000	20 000 000	3 650 000	25 000 000
Community and Protection Services	Fire and Rescue Services	Furniture, Tools & Equipment: Fire	Good Governance and Compliance	-	500 000	100 000	600 000
Community and Protection Services	Fire and Rescue Services	Rescue equipment	Safe Valley	-	1 000 000	-	1 000 000
Community and Protection Services	Fire and Rescue Services	Specialized Vehicles: Fire	Safe Valley	568 014	-	-	568 014
Community and Protection Services	Fire and Rescue Services	Vehicle fleet: Fire Services	Safe Valley	1 000 000	-	1 000 000	2 000 000
Community and Protection Services	Halls	Furniture, Tools & Equipment: Halls	Good Governance and Compliance	150 000	200 000	250 000	600 000
Community and Protection Services	Halls	Upgrading of Halls	Dignified Living	1 000 000	1 000 000	500 000	2 500 000
Community and Protection Services	Halls	Vehicle Fleet: Halls	Good Governance and Compliance	500 000	500 000	500 000	1 500 000
Community and Protection Services	Law Enforcement and Security	Furniture, Tools & Equipment: Law Enforcement	Good Governance and Compliance	-	-	200 000	200 000
Community and Protection Services	Law Enforcement and Security	Install and Upgrade CCTV/ LPR Cameras In WC024	Safe Valley	2 843 326	1 000 000	2 000 000	5 843 326
Community and Protection Services	Law Enforcement and Security	Install Computerized Access Security Systems and CCTV Cameras At Municipal Buildings	Safe Valley	1 000 000	1 000 000	850 000	2 850 000
Community and Protection Services	Law Enforcement and Security	Law Enforcement Tools and Equipment	Safe Valley	-	-	750 000	750 000
Community and Protection Services	Law Enforcement and Security	Neighborhood Watch Safety equipment	Safe Valley	-	-	500 000	500 000
Community and Protection Services	Law Enforcement and Security	Security Upgrades	Safe Valley	-	-	250 000	250 000
Community and Protection Services	Law Enforcement and Security	Vehicle Fleet: Law Enforcement	Good Governance and Compliance	1 500 000	1 500 000	2 500 000	5 500 000
Community and Protection Services	Parks and Cemeteries	Beautification of Parks and Cemeteries	Green and Sustainable Valley	900 000	1 000 000	1 000 000	2 900 000
Community and Protection Services	Parks and Cemeteries	Fencing :Parks and Gardens	Safe Valley	1 000 000	1 000 000	1 000 000	3 000 000
Community and Protection Services	Parks and Cemeteries	Furniture, Tools & Equipment: Parks & Cemeteries	Good Governance and Compliance	-	300 000	200 000	500 000

Directorate	Department	Project name	Strategic Objectives	Final Budget 2025/26	Final Budget 2026/27	Final Budget 2027/28	Total MTRF
Community and Protection Services	Parks and Cemeteries	Purchase of Specialised Vehicles	Good Governance and Compliance	-	1 200 000	-	1 200 000
Community and Protection Services	Parks and Cemeteries	Upgrading of Parks	Green and Sustainable Valley	1 031 963	200 000	-	1 231 963
Community and Protection Services	Parks and Cemeteries	Urban Greening: Beautification: Main Routes and Tourist Routes	Green and Sustainable Valley	100 000	200 000	-	300 000
Community and Protection Services	Parks and Cemeteries	Vehicle Fleet: Parks & Cemeteries	Good Governance and Compliance	1 000 000	-	-	1 000 000
Community and Protection Services	Protection Services	Furniture, Tools & Equipment	Good Governance and Compliance	400 000	-	400 000	800 000
Community and Protection Services	Sports Grounds and Picnic Sites	Fencing: Sport Grounds (WC024)	Safe Valley	1 200 000	1 300 000	-	2 500 000
Community and Protection Services	Sports Grounds and Picnic Sites	Furniture, Tools & Equipment: Sports	Good Governance and Compliance	300 000	350 000	400 000	1 050 000
Community and Protection Services	Sports Grounds and Picnic Sites	Installation of cricket nets	Dignified Living	-	250 000	-	250 000
Community and Protection Services	Sports Grounds and Picnic Sites	Recreational Equipment Sport	Valley of Possibility	-	-	300 000	300 000
Community and Protection Services	Sports Grounds and Picnic Sites	Specialized Vehicles: Sports	Dignified Living	-	-	1 200 000	1 200 000
Community and Protection Services	Sports Grounds and Picnic Sites	Upgrade of netball courts	Dignified Living	-	-	-	-
Community and Protection Services	Sports Grounds and Picnic Sites	Upgrade of Sport Facilities	Dignified Living	2 960 870	3 000 000	3 500 000	9 460 870
Community and Protection Services	Sports Grounds and Picnic Sites	Upgrading of Swimming Pool	Dignified Living	200 000	-	200 000	400 000
Community and Protection Services	Traffic Services	Furniture, Tools & Equipment	Good Governance and Compliance	-	350 000	-	350 000
Community and Protection Services	Traffic Services	Furniture, Tools & Equipment: Traffic Services	Good Governance and Compliance	-	-	200 000	200 000
Community and Protection Services	Traffic Services	Replacement of vehicles	Safe Valley	-	2 500 000	2 500 000	5 000 000
Community and Protection Services	Traffic Services	Specialized Vehicles: Traffic	Good Governance and Compliance	4 750 000	-	3 000 000	7 750 000
Community and Protection Services	Traffic Services	Traffic Fleet	Safe Valley	1 500 000	1 500 000	3 000 000	6 000 000
Community and Protection Services	Traffic Services	Traffic Offices	Safe Valley	100 000	-	-	100 000
Total Community & Protection Services				81 584 723	50 500 000	47 565 000	179 649 723
Financial Services	Financial Management Services	Furniture, Tools & Equipment: FS	Good Governance and Compliance	100 000	100 000	90 000	290 000
Financial Services	Financial Management Services	Furniture, Tools & Equipment: Rev n Exp	Good Governance and Compliance	150 000	150 000	80 000	380 000
	Financial Management Services	Furniture, Tools & Equipment: SCM	Good Governance and Compliance	150 000	150 000	80 000	380 000
Financial Services	Financial Management Services	Vehicle Fleet: FMS	Good Governance and Compliance	3 400 000	1 000 000	-	4 400 000
Financial Services	Financial Management Stores	Upgrade Municipal Stores	Good Governance and Compliance	500 000	1 000 000	1 000 000	2 500 000
Total Financial Services				4 300 000	2 400 000	1 250 000	7 950 000
Grand Total				642 490 175	647 191 931	518 727 985	1 808 410 091

6.2	OVERSIGHT ROLE OF COUNCIL: SUPPLY CHAIN MANAGEMENT POLICY-REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY OF STELLENBOSCH MUNICIPALITY: ANNUAL IMPLEMENTATION REPORT (01 JULY 2024 - 30 JUNE 2025)
-----	--

Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

22 July 2025

1. SUBJECT:OVERSIGHT ROLE OF COUNCIL: SUPPLY CHAIN MANAGEMENT POLICY-REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY OF STELLENBOSCH MUNICIPALITY: ANNUAL IMPLEMENTATION REPORT (01 JULY 2024 - 30 JUNE 2025)

2. PURPOSE

To submit to Management a report for the period 01 July 2024 - 30 June 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 (2) (i) & 4 of the SCM Policy 2024/2025 determines that the Accounting Officer must within 30 days of the end of each financial year 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

Within 30 days of the end of each financial year 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 provide assistance in the provision of municipal services.

5. RECOMMENDATIONS

- (a) that Council approves 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 30 days of the end of each financial year 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 (2) (i) of the above stated Policy determines that the Accounting Officer must within 30 days of the end of each financial year; submit a report on the implementation of the SCM 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 2024 - 30 June 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 (2) (i) of the SCM Policy 2024/2025 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 2024 - 30 June 2025 on the Implementation of Council's Supply Chain Management Policy

FOR FURTHER DETAILS CONTACT:

NAME	<i>Kevin Carolus</i>
CONTACT NUMBERS	<i>021 808 8528</i>
E-MAIL ADDRESS	<i>Kevin.Carolus@ Stellenbosch.gov.za</i>
DIRECTORATE	<i>Financial Services</i>
REPORT DATE	<i>03 July 2025</i>

ANNEXURE A

STELLENBOSCH MUNICIPALITY

IMPLEMENTATION OF SYSTEM – SUPPLY CHAIN MANAGEMENT

SECTION 6 (2)(a)(i) OF SCM REGULATIONS: OVERSIGHT ROLE OF COUNCIL OVER THE IMPLEMENTATION OF SCM POLICY

PERIOD: 01 JULY 2024 – 30 JUNE 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 was sent for amendment in December 2022 to accommodate changes brought forth from the new PPR 2022.
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 the 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	IMPLEMENTED	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 financial year 2024/2025, there were thirty-one (31) final awards above R10 million.
5(2)(b)	Make a final award above R200 000(VAT included), but not exceeding R10 million (VAT included).	Accounting Officer	Bid Adjudication Committee	YES	In the financial year 2024/2025, there were eighty-six (86) final awards above R300 000 but not exceeding R10 million.
5(2)(c)	Make a final award not exceeding R200 000(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)	<p>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 of petty cash, made during that month, including –</p> <p>(a) the amount of the award.</p> <p>(b) the name of the person to whom the award was made.</p> <p>(c) the reason why the award was made to that person; and</p> <p>(d) the BEE/HDI status of that entity/person.</p>	<p>Bid Adjudication Committee (refer regulation 5(4)(a)</p> <p>Chief Financial Officer – 5(4)(b)</p>	<p>Chief Financial Officer</p> <p>Senior Manager SCM</p>	YES	<p>The awards made were submitted on the following dates within this financial year:</p> <p>05 August 2024</p> <p>03 September 2024</p> <p>03 October 2024</p> <p>04 November 2024</p> <p>03 December 2024</p> <p>24 December 2024</p> <p>03 February 2025</p> <p>03 March 2025</p> <p>03 April 2025</p> <p>05 May 2025</p> <p>03 June 2025</p> <p>03 July 2025</p>

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
6(1)	Maintain oversight over the implementation of the supply chain management policy	Municipal Council		YES	The Supply Chain Management policy was submitted to the council in the last quarter of the previous financial year as part of the Budget Related policies. Also sent for Amendment in December 2022.
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)	<u>Direct that:</u> 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) written or verbal quotations for procurement of goods and/or services of a transaction value between R 2, 000.00 and R 10 000.00 (VAT included)	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.

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	d) formal written price quotations for procurement of goods and/or services of a transaction value between R 10,000.00 and R 200,000.00 e) a competitive bidding process be followed for any specific procurement of a transaction value higher than R200 000.				
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.
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 of 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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
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	Reports were submitted on the following dates within this financial year: 05 August 2024 03 September 2024 03 October 2024 04 November 2024 03 December 2024 24 December 2024 03 February 2025 03 March 2025 03 April 2025 05 May 2025 03 June 2025 03 July 2025
16(e)	Record the name of potential providers requested to provide written quotation with their quoted prices.	Accounting Officer	Chief Financial Officer	YES	Reports were submitted on the following dates within this financial year: 05 August 2024 03 September 2024 03 October 2024 04 November 2024 03 December 2024 24 December 2024 03 February 2025 03 March 2025 03 April 2025 05 May 2025 03 June 2025 03 July 2025
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 Accountants: Acquisitions, Contracts and SCM: Accountant Demand and Chief Buyer: below R200,000	YES	
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	

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
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)	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 monthly 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 financial year: 05 August 2024 03 September 2024 03 October 2024 04 November 2024 03 December 2024 24 December 2024 03 February 2025 03 March 2025 03 April 2025 05 May 2025 03 June 2025 03 July 2025

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
22 (b) (i)	The publication notice must contain the closure date for the submission of bids, which may not be less than 3 weeks in case of transactions over R10m (VAT included), or which are of a long-term nature, or 14 days in any other case, from date on which the advertisement is placed in a newspaper.	Accounting Officer	Bid Specifications Committee	YES	For the financial year 2024/2025, one-hundred-and-forty-seven (147) 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 a 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	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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	(c) does not lead to a higher price than the bid submitted. Minutes of such negotiations must be kept.				
26(1)(b)	Appoint the members of the bid specification, evaluation and adjudication committees, taking into account Section 117 of the MFMA.	Accounting Officer		YES	Done
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
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 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.	Accounting Officer	Bid Evaluation Committee upon advice of the relevant user department.	YES	Have regular BEC scheduled 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	Have a screening list that must be completed.

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
28(1)(d)	Submit to the adjudication committee a report and recommendations regarding the award of the bid or any other related matter.	Bid Evaluation Committee		YES	Currently part of the Standard Evaluation Report
29(1)(a)	Consider the report and recommendations of the bid evaluation committee where the award value exceeds R200 000 (VAT incl.) and make the award up to a value of R10m (as per delegated authority)	Accounting Officer	Bid Adjudication Committee	YES	In the financial year 2024/2025 there were forty-one (41) 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 financial year 2024/2025 there were thirty-one (31) 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	Delegations given are kept for record purposes
29(5)(a)	<p>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 –</p> <p>(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</p> <p>(ii) notify the accounting officer.</p>	Bid Adjudication Committee		YES	None

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
29(5)(b)	<p>(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</p> <p>(ii) If the decision of the bid adjudication committee is rejected, refer the decision of the adjudication committee back to that committee for reconsideration.</p>	Accounting Officer		YES	None
29(6)	Refer to any recommendations made by the evaluation committee or adjudication committee back to that committee for reconsideration of the recommendation.	Accounting Officer		YES	Four (4) tender was referred to the BEC in this financial year
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)	<p>Notify SITA together with a motivation of the IT needs of the municipality if –</p> <p>(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</p> <p>(b) the transaction value of a contract to be procured by the municipality whether for one</p>	Accounting Officer		YES	Not Applicable

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	or more years exceeds R50 million.				
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)	<p>To procure goods or services for the municipality under a contract secured by another organ of state, but only if –</p> <p>(a) the contract has been secured by that organ of state by means of a competitive bidding process applicable to that organ of state.</p> <p>(b) the municipality has no reason to believe that such a contract was not validly procured;</p> <p>(c) there are demonstrable discounts or benefits for the municipality; and</p> <p>that other organ of state and the provider have consented to such procurement in writing.</p>	Accounting Officer	Bid Adjudication Committee	YES	None
35(1)	Procure consulting services above the value of R200 000 (VAT incl.) provided that any Treasury guidelines in respect of consulting services or CIDB guidelines in respect of services related to the building environment and construction works are considered when such procurements are made.	Accounting Officer	Bid Adjudication Committee	YES	New tender has been advertised
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 during the consultancy service is vested in the municipality.	Municipal Council	Relevant user Department	YES	Not Applicable

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
36(1)(a)	<p>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 –</p> <ul style="list-style-type: none"> (i) in an emergency. (ii) if such goods or services are produced or available from a single provider only. (iii) for the acquisition of a special worker of art or historical objects where specifications are 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 	Accounting Officer	BAC considers deviations and recommends them 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.
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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
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 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 beneficial 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.	Accounting Officer		NO	None
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 when considering an unsolicited bid – (i) any comments submitted by the public; and any written comments and recommendations of the	Accounting Officer		NO	None

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	National Treasury or the relevant provincial treasury.				
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 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.	Accounting Officer	Internal Audit	YES	None
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) who during the last five years has failed to	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	IMPLEMENTED	COMMENTS
	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.				
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 (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.	Accounting Officer	Bid Adjudication Committee Senior Manager: Supply Chain Management	YES	Bid Evaluation checklist is in place
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 a 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	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	IMPLEMENTED	COMMENTS
	(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).				
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
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	Municipal Council		YES	Not Applicable

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	plight of the poor demands otherwise				
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 institution within or outside the Republic	Accounting Officer		N/A	Not Applicable
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 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	Accounting Officer	Chief Financial Officer	YES	Implemented a system for performance

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	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.				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 are checked regularly and 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 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. (b) the capacity in which that person is in the service of the state; and (c) the amount of the award.	Municipal Council	Chief Financial Officer	YES	This information was disclosed within financial statements of the municipality.
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 a record for 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)	Accounting Officer	Chief Financial Officer	YES	

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	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 people prohibited from doing business with the public sector.				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.
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 complaint against the decision or action.	Accounting Officer		YES	Have an administrative process in place.
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 to assist 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	Accounting Officer		YES	The appointed official is responsible for the submission of the monthly report to the Municipal Manager.

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	resolved.				
51	Service provider that acts on behalf of the municipality to provide any service or act as a collector of fees, service charges or taxes and the compensation payable to the 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

6.3	OVERSIGHT ROLE OF COUNCIL: SUPPLY CHAIN MANAGEMENT POLICY-REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY OF STELLENBOSCH MUNICIPALITY: QUARTER 4 (01 APRIL 2025 – 30 JUNE 2025)
-----	--

Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

22 July 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 4 (01 APRIL 2025 – 30 JUNE 2025)**

2. **PURPOSE**

To submit to Management a report for the period 01 April 2025 – 30 June 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 2024/2025 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 April 2025 – 30 June 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 2024/2025 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 April 2025 – 30 June 2025 on the Implementation of Council's Supply Chain Management Policy

FOR FURTHER DETAILS CONTACT:

NAME	<i>Dalleel Jacobs</i>
CONTACT NUMBERS	<i>8137</i>
E-MAIL ADDRESS	<i>Dalleel.Jacobs@Stellenbosch.gov.za</i>
DIRECTORATE	<i>Supply Chain Management</i>
REPORT DATE	<i>03 July 2025</i>

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 APRIL 2025 – 30 JUNE 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 the 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	IMPLEMENTED	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 fourth quarter, there were ten (10) final awards above R10 million.
5(2)(b)	Make a final award above R 200 000.00 (VAT included), but not exceeding R10 million (VAT included).	Accounting Officer	Bid Adjudication Committee	YES	In the fourth quarter, there were thirty-three (33) final awards above R300 000.00 but not exceeding R10 million.
5(2)(c)	Make a final award not exceeding R200 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: 05 May 2025 03 June 2025 03 July 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 the council in the last quarter of the previous financial year as part of the Budget Related policies as well as during the fourth quarter.

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	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)	<u>Direct that:</u> 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	IMPLEMENTED	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	Reports were submitted on the following dates within this quarter: 05 May 2025 03 June 2025 03 July 2025

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
16(e)	Record the name of potential providers requested to provide written quotation with their quoted prices.	Accounting Officer	Chief Financial Officer	YES	Reports were submitted on the following dates within this quarter: 05 May 2025 03 June 2025 03 July 2025
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 Accountants: Acquisitions, Contracts and SCM: Accountant Demand and Chief Buyer: below R200,000	YES	
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)	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.

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
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: 05 May 2025 03 June 2025 03 July 2025
22 (b) (i)	The publication notice must contain the closure date for 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.	Accounting Officer	Bid Specifications Committee	YES	For quarter four, thirty-three (33) 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.	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.

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	<p>(b) is not to the detriment of any other bidder; and</p> <p>(c) does not lead to a higher price than the bid submitted.</p> <p>Minutes of such negotiations must be kept.</p>				
26(1)(b)	Appoint the members of the bid specification, evaluation and adjudication committees, taking into account Section 117 of the MFMA.	Accounting Officer		YES	Done
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 has to complete. Meetings are held according to pre-determined schedule.
28(1)(a)	<p>Evaluate bids in accordance with –</p> <p>(i) the specifications for a specific procurement; and</p> <p>(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.</p>	Accounting Officer	Bid Evaluation Committee upon advice of the relevant user department.	YES	Have regular BEC meetings.

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
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 has to be completed.
28(1)(d)	Submit to the adjudication committee a report and recommendations regarding the award of the bid or any other related matter.	Bid Evaluation Committee		YES	Currently part of the Standard Evaluation Report
29(1)(a)	Consider the report and recommendations of the bid evaluation committee.	Accounting Officer	Bid Adjudication Committee	YES	In the fourth quarter there were thirteen (13) BAC meetings
29(1)(b)(i)	For bids above R10 million, the SCM BAC will make a recommendation to the Municipal Manager to make the final award.	Accounting Officer		YES	In the fourth quarter there were ten (10) 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)	<p>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 –</p> <p>(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</p> <p>(ii) notify the accounting officer.</p>	Bid Adjudication Committee		YES	None

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
29(5)(b)	<p>(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</p> <p>(ii) If the decision of the bid adjudication committee is rejected, refer the decision of the adjudication committee back to that committee for reconsideration.</p>	Accounting Officer		YES	None
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	Zero (0) tender was referred back to the BEC in the fourth 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)	<p>Notify SITA together with a motivation of the IT needs of the municipality if –</p> <p>(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</p> <p>(b) the transaction value of a contract to be procured by the municipality whether for one or more years exceeds R50 million.</p>	Accounting Officer		YES	Not Applicable

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
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)	<p>To procure goods or services for the municipality under a contract secured by another organ of state, but only if –</p> <p>(a) the contract has been secured by that organ of state by means of a competitive bidding process applicable to that organ of state;</p> <p>(b) the municipality has no reason to believe that such contract was not validly procured;</p> <p>(c) there are demonstrable discounts or benefits for the municipality; and</p> <p>that other organ of state and the provider have consented to such procurement in writing.</p>	Accounting Officer	Bid Adjudication Committee	YES	None
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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
36(1)(a)	<p>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 –</p> <ul style="list-style-type: none"> (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 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 	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.
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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
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 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 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.	Accounting Officer		NO	None
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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
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 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.	Accounting Officer	Internal Audit	YES	None
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) who 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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
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 (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.	Accounting Officer	Bid Adjudication Committee Senior Manager: Supply Chain Management	YES	Bid Evaluation checklist is in place
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 for 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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
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
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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
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 institution within or outside the Republic	Accounting Officer		N/A	Not Applicable
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.

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
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. (b) the capacity in which that person is in the service of the state; and (c) the amount of the award.	Municipal Council	Chief Financial Officer	YES	This information was disclosed within financial statements of the municipality.
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	Accounting Officer	Senior Manager: Supply Chain Management	YES	None.

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE- MENTED	COMMENTS
	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.				
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

6.4	MFMA SECTION 52 REPORTING UP TO JUNE 2025
-----	---

Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

22 July 2025

1. SUBJECT: MFMA SECTION 52 REPORTING UP TO JUNE 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 4th quarter of the 2024/25 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 April 2025 to 30 June 2025.

5. RECOMMENDATION

that Council notes the Section 52 Report (including quarterly performance report) – Fourth Quarter.

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 4th 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 4.

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.

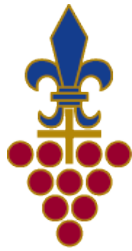
6.8.1 Municipal Manager:

Supports the recommendations

ANNEXURES**Appendix 1 : Section 52 Report – Fourth 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	June 2025

APPENDIX 1



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

QUARTERLY BUDGET MONITORING REPORT

4th Quarter 2024/25



QUALITY CERTIFICATE

I, Geraldine Mettler, the Municipal Manager of Stellenbosch Municipality, hereby certify that the quarterly report the period ending June 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 June 2025.

Name: Geraldine Mettler

Municipal Manager of Stellenbosch Municipality- WC024

Signature _____

Date: 22 July 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: 22 July 2025

Table of Contents

1. Recommendations.....	5
2. Executive Summary.....	6
3. Operating Revenue.....	7
4. Operating Expenditure.....	9
5. Capital Expenditure	11
6. Investments and Borrowings	13
7. Allocations and grant receipts and expenditure for the 4th quarter of 2024/25.....	15
8. Personnel Expenditure	16
9. Withdrawals	17
10. Cost containment reporting.....	18
11. Quarterly Budget Statements.....	21
12. Top Layer Service Delivery and Budget Implementation Plan(SDBIP).....	33
13. Actual Strategic Performance and Corrective Measures that will be implemented.....	34
14. Strategic performance conclusion.....	47

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.

The Office of the CFO is currently, in terms of s126 (1) (a) of the MFMA, preparing the annual financial statements for the financial period ended 30 June 2025. It is important to note that the information in this report are preliminary results and may not be an accurate reflection of the financial position of the municipality as it will be materially influenced by year-end journals and processes still to be finalised which will influence the financial position. The latter process alluded to will only be finalised by the end of August 2025.

2.2 Summary of 2024/25 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	599 345 303	2 511 734 132	2 532 153 396
Adjustment Budget	520 012 559	2 522 842 931	2 585 947 996
Plan to Date (SDBIP)	314 371 813	1 657 137 022	1 660 000 498
Actual	205 801 817	1 552 608 631	1 991 298 831
Variance to SDBIP	(108 569 996)	(104 528 392)	331 298 333
Year to date % Variance to SDBIP	-34,54%	-6,31%	19,96%

QUARTERLY BUDGET STATEMENT FOR JUNE 2025

3. Operating Revenue

The following table shows the actual operating revenue per National Treasury Reporting regulations against that planned in the SDBIP for the 4th Quarter of 2024/25.

Operating Revenue by Source

Description	ORIGINAL BUDGET	ADJUSTMENT BUDGET
Exchange Revenue		
Service charges - Electricity	1 029 705 173,00	1 079 705 173,00
Service charges - Water	182 522 220,00	182 522 220,00
Service charges - Waste Water Management	122 771 630,00	122 771 630,00
Service charges - Waste Management	115 081 671,00	110 081 671,00
Sale of Goods and Rendering of Services	24 653 963,00	24 653 963,00
Agency services	3 794 352,00	3 794 352,00
Interest earned from Receivables	18 172 580,00	18 172 580,00
Interest earned from Current and Non Current Asset	44 232 144,00	54 232 144,00
Rental from Fixed Assets	13 648 887,00	13 648 887,00
Licence and permits	8 385 504,00	8 385 504,00
Operational Revenue	47 692 457,00	47 692 457,00
Non-Exchange Revenue		
Property rates	509 116 169,00	509 116 169,00
Fines, penalties and forfeits	163 379 995,00	163 379 995,00
Transfer and subsidies - Operational	245 637 999,00	244 432 599,00
Interest	3 358 652,00	3 358 652,00
Discontinued Operations	-	-
Total Revenue (excluding capital transfers and contributions)	2 532 153 396	2 585 947 996

QUARTER 4 2024/25		
PLANNED	ACTUAL	VAR
388 561 085,00	247 145 160,37	-36%
44 325 347,00	62 489 389,30	41%
36 586 380,00	30 912 787,20	-16%
26 928 624,00	22 735 614,78	-16%
8 663 468,00	8 997 174,92	4%
1 928 934,00	1 336 567,74	-31%
3 617 385,00	5 288 333,81	46%
15 143 612,00	15 762 082,01	4%
5 879 033,00	2 282 586,50	-61%
3 141 884,00	2 482 112,74	-21%
18 821 897,00	19 340 916,37	3%
190 501 501,00	114 582 000,43	-40%
65 567 935,00	20 423 260,04	-69%
161 304 755,00	49 206 250,82	-69%
559 776,00	1 019 931,98	82%
-	-	0%
971 531 616	604 004 169	38%

QUARTER 4 2023/24		
PLANNED	ACTUAL	VAR
262 029 325	215 848 075	18%
42 367 581	53 099 915	-25%
30 619 900	27 828 902	9%
30 059 798	21 980 398	27%
6 122 502	8 687 496	0%
1 358 455	2 107 677	-55%
5 221 329	5 784 935	-11%
10 124 128	14 623 722	-44%
5 548 736	2 176 291	61%
2 609 225	3 289 413	0%
30 179 062	16 586 930	0%
99 084 087	103 443 687	-4%
66 891 702	62 570 089	6%
206 196 899	62 782 133	70%
874 526	1 075 629	0%
799 287 255	601 885 294	24,70%

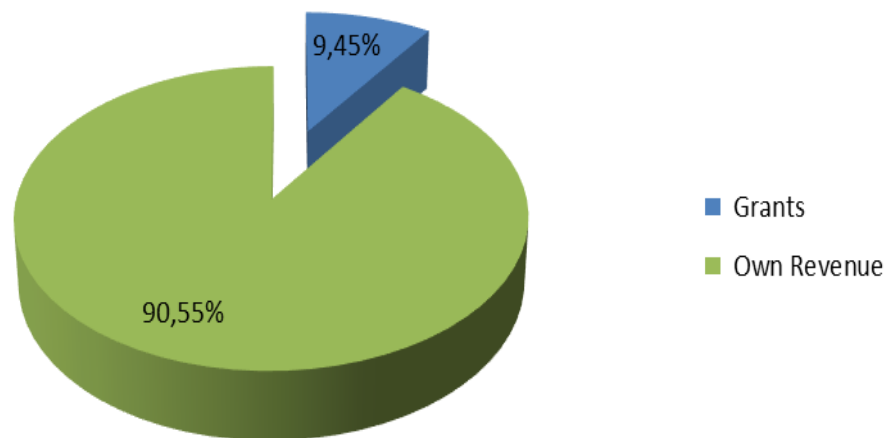
NB: - The “year to date” actual for income refers to the total billed and earnings for the year and not actual receipts/collections.

QUARTERLY BUDGET STATEMENT FOR JUNE 2025

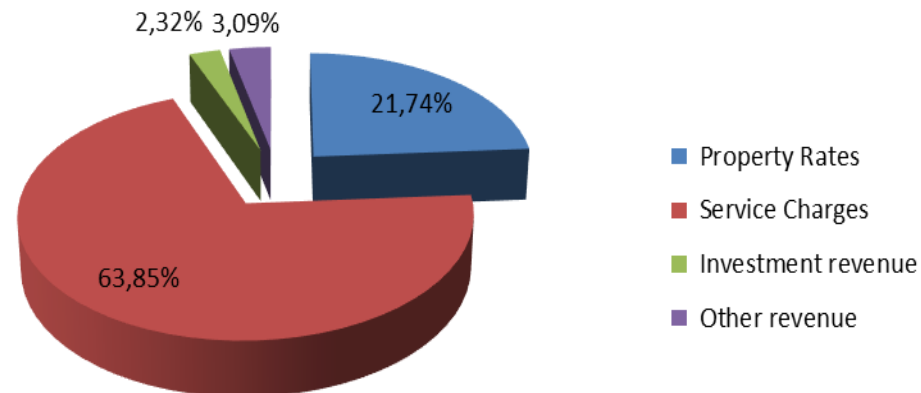
Stellenbosch municipality is not dependant on grant funding to fund the operating budget as is evident in the graph below.

Own revenue consists mainly of service charges at 63.85 per cent of the 2 341 515 397 billion own revenue budget.

Funding of the 2024/25 operating budget



Composition of own revenue



QUARTERLY BUDGET STATEMENT FOR JUNE 2025

4. Operating Expenditure

The following table illustrates the actual operating expenditure for each Directorate against planned expenditure in the SDBIP for the 4th Quarter of 2024/25.

Operating Expenditure (Per Directorate):

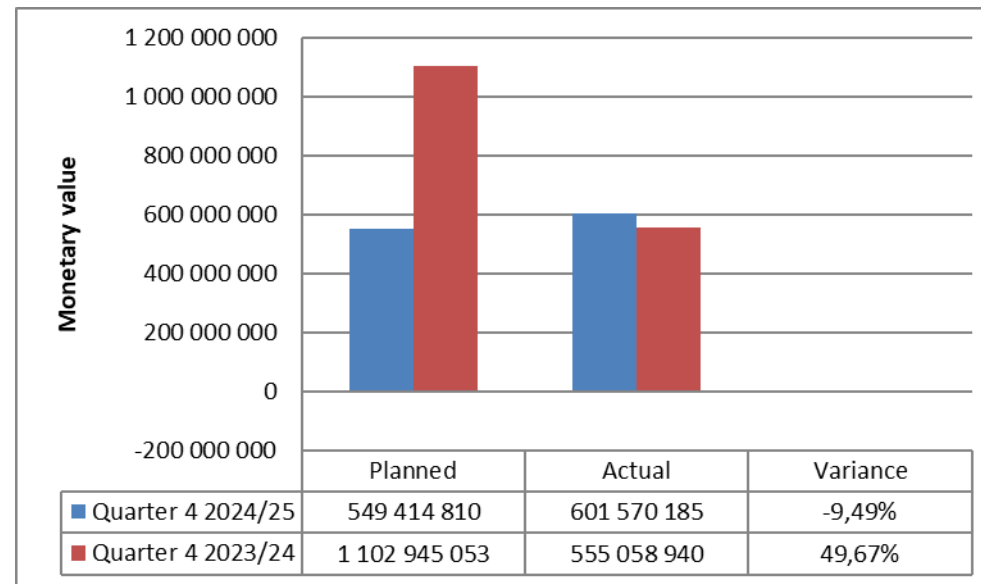
DIRECTORATE	ORIGINAL BUDGET	AMENDED BUDGET
Municipal Manager	17 202 891	17 694 235
Planning & Development	98 091 073	113 805 055
Infrastructure Services	1 541 782 409	1 505 711 818
Community and Protection Services	510 981 472	528 743 414
Corporate Services	216 623 591	219 329 450
Financial Services	127 052 696	137 558 959
TOTALS	2 511 734 132	2 522 842 931

QUARTER 4 2024/25	
PLANNED	ACTUALS
3 927 703	5 883 878
23 104 408	26 971 647
358 395 727	394 105 448
90 417 556	88 949 369
44 751 007	47 111 286
28 818 409	38 548 556
549 414 810	601 570 185

QUARTER 4 2023/24	
PLANNED	ACTUALS
9 882 185	4 351 620
34 585 907	24 398 137
645 642 580	366 938 529
252 257 912	83 955 255
114 602 008	51 469 081
45 974 461	23 946 318
1 102 945 053	555 058 940

During the fourth quarter of the financial year the directorates spent R601 570 185, 9.49% more than the planned expenditure. At the same period last year, the directorates spent R555 058 940, 49.67% less than the planned expenditure.

QUARTERLY BUDGET STATEMENT FOR JUNE 2025



The year on year comparison for the fourth quarter is 109.49% actual spending rate of the planned operating budget for the financial year 2024/25, compared to a 50.33% actual spending rate for the same period in the previous financial year.

QUARTERLY BUDGET STATEMENT FOR JUNE 2025

5. Capital Expenditure

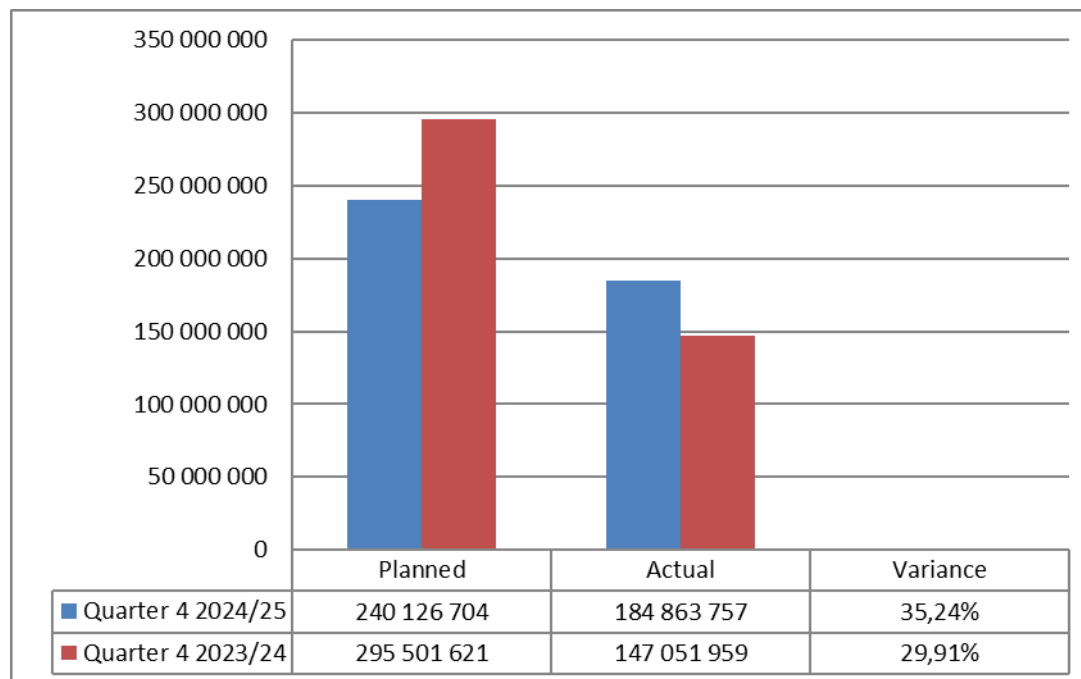
The following table illustrates the actual capital expenditure per directorate against the planned in the SDBIP for the 4th Quarter of 2024/25.

DIRECTOR	ORIGINAL BUDGET	AMENDED BUDGET
Municipal Manager	40 000	40 000
Planning & Development	20 244 000	35 083 324
Infrastructure Services	449 483 974	369 515 692
Corporate Services	56 420 000	51 356 523
Community and Protection Services	71 757 329	67 117 020
Financial Services	1 400 000	1 400 000
TOTALS	599 345 303	524 512 559

QUARTER 4 2024/2025		
PLANNED	ACTUAL EXPENDITURE	VAR %
599	2 961	-
20 202 583	16 575 524	-18%
145 668 621	122 571 635	-16%
31 585 013	23 040 113	-27%
41 779 392	22 567 601	-46%
890 496	105 924	-88%
240 126 704	184 863 757	-23%

QUARTER 4 2023/24		
PLANNED	ACTUAL EXPENDITURE	VAR %
-	4 552	100%
3 718 127	2 542 272	-32%
234 441 187	118 314 026	-50%
28 029 238	10 019 930	-64%
28 929 840	16 116 380	-44%
383 229	54 800	-86%
295 501 621	147 051 959	-50%

QUARTERLY BUDGET STATEMENT FOR JUNE 2025



The year-on-year comparison for the end of the fourth quarter is [R184 863 757/ R524 512 559] 35.24% of the total capital budget of R524 512 559 for the 2024/25 financial year compared to a [147 051 959/ R 491 726 024] 29.91% spending rate for the same period in the previous financial year.

QUARTERLY BUDGET STATEMENT FOR JUNE 2025

6. Investments and Borrowings

6.1 Investments

ACC. NR	BANK	Type/ Period	INTEREST RATE	MATURITY DATE	OPENING BALANCE AS AT 1 JULY 2024	Q4		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%		56 294 418,72	-	50 000 000,00	(50 611 464,15)	1 158 260,84	5 578 580,09	11 261 535,17
20-8139-2381	A#2381	FIXED/9 MTHS	9,660%	07-Oct-24	167 283 375,34			(171 433 205,48)		4 149 830,14	(0,00)
20-8176-3645	A#3645	FIXED/6 MTHS	9,030%	12-Mar-25				(4 477 890,41)	-	4 477 890,41	0,00
20-8179-5573	A#5573	FIXED/9 MTHS	8,820%	07-Jul-25				159 153 479,00	3 499 719,60	10 191 491,14	169 344 970,65
					223 577 794,07	-	(50 000 000,00)	(67 369 081,04)	4 657 980,43	24 397 791,77	180 606 505,82
	NEDBANK										
03/7881123974/...031	N#031	FIXED / 12 MTHS	10,300%	10-Jul-24	116 078 362,13			(116 346 255,64)	-	267 894,48	0,98
03/7881123974/...032	N#032	FIXED / 12 MTHS	9,670%	19-Dec-24	71 928 701,37			(75 099 931,51)		3 171 230,14	(0,00)
03/7881123974/...033	N#033	FIXED / 4 MTHS	9,200%	18-Nov-24				(3 169 950,24)		3 169 950,24	0,00
03/7881123974/...034	N#034	FIXED / 6 MTHS	8,845%	12-Mar-25				(2 193 075,34)	-	2 193 075,34	0,00
03/7881123974/...036	N#036	FIXED / 12 MTHS	8,695%	19-Mar-26				200 000 000,00	4 335 589,04	4 954 958,90	204 954 958,90
					188 007 063,50	-	-	3 190 787,27	4 335 589,04	13 757 109,11	204 954 959,88
	SBSA										
258489367-041	S#041	FIXED 3 MNTHS	9,150%	12-Sep-24	100 426 164,38			(102 256 164,38)	-	1 830 000,00	0,00
258489367-042	S#042	CALL	8,000%			-	52 626 063,61	(2 626 063,61)	766 437,96	2 626 063,61	0,00
258489367-043	S#043	FIXED 9 MNTHS	8,775%	09-Jul-25				40 846 521,00	893 615,57	2 602 287,09	43 448 808,09
258489367-044	S#044	FIXED 5 MNTHS	8,650%	12-May-25			103 602 191,78	(3 602 191,78)	971 643,84	3 602 191,78	0,00
258489367-045	S#045	FIXED 5 MNTHS	8,550%	17-Jun-25			51 791 986,30	(1 791 986,30)	901 849,32	1 791 986,30	0,00
258489367-046	S#046	FIXED 6 MNTHS	8,300%	17-Nov-25		100 000 000,00		100 000 000,00	1 046 027,40	1 046 027,40	101 046 027,40
					100 426 164,38	-	(208 020 241,69)	30 570 114,93	4 579 574,07	13 498 556,18	144 494 835,49
INVESTMENT TOTAL					512 011 021,95	-	(258 020 241,69)	(33 608 178,84)	13 573 143,55	51 653 457,06	530 056 301,19

QUARTERLY BUDGET STATEMENT FOR JUNE 2025

6.2 Borrowings

Lending Institution	Balance 1/04/2025	Received Quarter 4	Interest Capitalised Quarter 4	Capital Repayments Quarter 4	Balance 30/06/2025	Percentage	Sinking Funds
							(R'000)
DBSA@ 11.1%	2 013 785	-	-	2 013 785	(0)	11,10%	
DBSA@ 10.25%	14 282 849	-	-	4 529 562	9 753 287	10,25%	
DBSA @ 9.74%	50 238 196	-	-	4 038 899	46 199 297	9,74%	
NEDBANK @ 9.70%	90 838 281	-	-	8 322 696	82 515 584	9,70%	
NEDBANK @ 8.8%	76 356 222	-	-	4 503 144	71 853 078	6,73%	
STANDARD BANK @ 11.00%	121 016 811	-	-	5 453 224	115 563 587	11,00%	
NEDBANK @10,21%	62 799 757	-	-	2 265 947	60 533 810	9,70%	
NEDBANK @10,71%	132 864 557	-	-	4 581 536	128 283 020	10,71%	
TOTAL	550 410 456	-	-	35 708 793	514 701 663		

QUARTERLY BUDGET STATEMENT FOR JUNE 2025

7. Allocations and grant receipts and expenditure for the 4th Quarter of 2024/25

		EXPECTED	OPENING	CAPITAL	ACCUMULATED	ACCUMULATED	QUARTER 4	QUARTER 4	REPAYMENT	UNSPENT
OPERATING & CAPITAL GRANTS	TOTAL 2024/25	ALLOCATION	BALANCE 1 JULY 2024	DEBTORS	ACTUAL RECEIPTS	ACTUAL EXPENDITURE	RECEIPTS	ACTUAL EXPENDITURE	OF GRANT	CONDITIONAL GRANTS - 30 JUNE 2025
Unconditional Grant:Equitable Share	215 604 000	215 604 000	-		215 604 000	157 671 054		41 558 215	-	57 932 946
Grand Total (Unconditional Grants)	215 604 000	215 604 000	-	-	215 604 000	157 671 054		41 558 215	-	57 932 946
EPWP Integrated Grant for Municipalities	2 021 000	2 021 000			2 021 000	1 706 128		422 866		314 872
Local Government Financial Management Grant	1 600 000	1 600 000			1 600 000	448 523		68 015	102 000	1 049 477
Integrated National Electrification Programme (Municipal) Grant	5 056 000	5 056 000			9 556 000	5 064 557		2 366 451		4 491 443
Integrated Urban Development Grant	62 301 000	62 301 000			62 301 000	59 920 347		22 738 312		2 380 653
Energy Efficiency and Demand Side	5 000 000	5 000 000			5 000 000	2 342 051		2 342 051		2 657 949
Municipal Disaster Response Grant	25 413 122	6 000 000	19 413 122		6 000 000	22 264 759		9 425 939		3 148 364
Community Development Workers Operational Support Grant	38 000	38 000			38 000	31 466		28 386		6 534
Community Library Service Grant	15 469 048	11 333 000	4 136 048		11 333 000	11 402 380		3 280 943	1 497 032	-1 566 412
Human Settlements Development Grant	4 829 845	3 150 000	1 679 845	3 002 348	1 882 233	2 022 748		609 708		1 539 331
Informal Settlements Upgrading Partnership Grant: Provinces	27 055 904	26 262 000	793 904	363 114	22 467 112	18 807 927		6 528 405		4 453 089
Title Deeds Restoration Grant	803 000	803 000			-	510 964		510 964		-510 964
Municipal Accreditation and Capacity Building Grant	249 000	249 000			249 000	169 935		-21 005		79 065
Integrated Transport Planning	628 000	628 000			628 000	-		-		628 000
Financial Management Capability Grant	150 000	150 000			150 000	150 000	150 000	-	40 000	-40 000
Maintenance and Construction of Transport Infrastructure	380 000	380 000		345 000	380 000	362 360		59 683		17 640
Regional Socio-Economic Project/violence through urban upgrading	1 500 000	1 500 000			1 500 000	408 955		266 805		1 091 045
Cape Winelands District Municipality Grant	500 000	500 000			1 169 000	72 000		72 000		1 097 000
Cape Winelands District Municipality Grant Capacity and support	150 000	150 000			-	-		-		-
Provincial Acceleration Grant	6 400 000	6 400 000			6 400 000	-		-		6 400 000
Khaya Lam Free Market Foundation	360 000	-	360 000		-	-		-		360 000
Grand total (Conditional Grants)	159 903 920	133 521 000	26 382 920	3 710 462	132 674 345	125 685 098	150 000	48 699 523		27 597 087

QUARTERLY BUDGET STATEMENT FOR JUNE 2025

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 4 Budget	Quarter 4 Actual	YTD Budget	YTD Actual	YTD %
Basic Salary and Wages	380 410 739	379 302 293	95 570 057	99 293 224	379 302 293	391 292 290	103%
Bonus	33 175 849	33 175 849	138 406	1 285 831	33 175 849	29 666 900	89%
Acting and Post Related Allowances	905 064	905 064	226 257	5 777	905 064	455 056	50%
Non Structured	43 266 162	43 266 162	10 816 527	9 804 802	43 266 162	44 560 543	103%
Standby Allowance	15 740 886	15 740 886	3 935 208	3 030 573	15 740 886	14 766 010	94%
Travel or Motor Vehicle	13 635 637	13 635 637	3 420 151	2 563 455	13 635 637	10 173 891	75%
Accommodation, Travel and Incidental	52 068	72 857	54 411	68 788	72 857	84 962	117%
Bargaining Council	227 151	228 516	57 111	77 199	228 516	312 084	137%
Cellular and Telephone	3 174 757	3 174 757	793 645	569 917	3 174 757	2 289 435	72%
Current Service Cost	6 436 226	6 436 226	1 609 058	-	6 436 226	-	0%
Essential User	870 292	870 292	217 567	247 371	870 292	1 042 156	120%
Entertainment	-	-	-	-	-	-	0%
Fire Brigade	3 273 647	3 273 647	818 411	531 300	3 273 647	2 854 913	87%
Group Life Insurance	6 125 321	6 103 167	1 525 975	2 058 253	6 103 167	8 014 243	131%
Housing Benefits	3 432 541	3 432 541	858 100	683 495	3 432 541	3 832 987	112%
Interest Cost	21 022 581	13 022 581	15 526 345	-	13 022 581	-	0%
Leave Gratuity	7 989 130	7 989 130	1 997 290	-	7 989 130	51 717	0%
Leave Pay	-	-	-	-	-	-	0%
Long Term Service Awards	2 551 160	2 551 160	637 787	1 388 917	2 551 160	4 117 967	0%
Medical	32 420 645	32 420 645	8 068 719	8 372 947	32 420 645	32 362 479	100%
Non-pensionable	259 243	259 243	64 807	35 267	259 243	70 853	27%
Pension	69 061 237	69 061 237	17 265 292	16 464 853	69 061 237	64 726 493	94%
Scarcity Allowance	1 611 775	1 611 775	402 949	340 188	1 611 775	1 331 859	83%
Shift Additional Remuneration	4 893 835	4 893 835	1 223 446	717 821	4 893 835	4 533 763	93%
Structured	2 743 570	2 743 570	685 891	808 055	2 743 570	2 812 418	103%
Unemployment Insurance	3 175 159	3 175 159	799 528	654 084	3 175 159	2 596 477	82%
Totals	656 454 675	647 346 229	166 712 938	149 002 115	647 346 229	621 949 495	96%

The total employee related cost expenditure incurred for the quarter was R149 002 115 (89%) of the planned expenditure of R166 712 938. This underspending is because of vacant posts that is in the process of being advertised and filled.

QUARTERLY BUDGET STATEMENT FOR JUNE 2025

9. Withdrawals

<i>Consolidated Quarterly Report for period 01/04/2025 to 30/06/2025</i>				
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	9 045 782	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	2 442 320	Group Insurance. S11(e) (ii)	Council
Ad Hoc	Investment Management	100 000 000	Investment in accordance with the Cash Management and Investment Policy. S11(h)	Accounting Officer (Municipal Manager)

QUARTERLY BUDGET STATEMENT FOR JUNE 2025

10. Cost Containment Reporting

Measures	Cost Containment In - Year Report																
	Original Budget	Amended Budget	Quarter 1		Saving/ (Over spending)	Quarter 2		Saving/ (Overspending)	Quarter 3		Saving/ (Overspending)	Quarter 4		Saving/ (Overspending)	YTD		Saving/ (Over spending)
			Budget	Actual		Budget	Actual		Budget	Actual		Budget	Actual		Total YTD Budget	Total YTD Actual	
Use of consultants	35 930 448	41 810 935	5 935 595	1 281 794	4 653 801	4 503 521	4 632 911	- 129 390	8 377 647	2 612 676	5 764 971	30 842 703	7 985 584	22 857 119	41 810 935	16 512 965	25 297 970
Vehicles used for political office -bearer	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Accommodation, Travel and Incidental costs	15 505 704	15 593 932	3 813 320	116 983	3 696 337	3 901 030	150 679	3 750 351	3 853 932	6 733 390	- 2 879 458	4 254 665	4 584 754	- 330 089	15 593 932	11 585 806	4 008 126
Sponsorships, events and catering	5 241 543	4 896 493	413 573	233 573	180 000	3 219 728	1 094 539	2 125 189	723 419	1 870 554	- 1 147 135	1 012 816	529 054	483 762	4 896 493	3 727 721	1 168 772
Communication	14 642 730	14 608 730	2 860 253	1 592 441	1 267 812	3 320 055	2 546 850	773 205	3 834 523	4 469 548	- 635 025	5 439 984	3 160 717	2 279 267	14 608 730	11 769 556	2 839 174
Other related expenditure items	50 953 967	50 953 967	12 745 791	725	12 745 066	12 725 901	3 129	12 722 772	12 725 979	40 576 859	- 27 850 880	12 756 296	11 330 678	1 425 618	50 953 967	51 911 391	- 957 424
Grand Total	122 274 392	127 864 057	25 768 532	3 225 517	22 543 015	27 670 235	8 428 108	19 242 127	29 515 500	56 263 027	- 26 747 527	54 306 464	27 590 787	26 715 677	127 864 057	95 507 439	32 356 618

The largest year to date spending was noted for Other related expenditure items expenditure items of which the largest component relates to Overtime: Non-Structured.

QUARTERLY BUDGET STATEMENT FOR JUNE 2025

Item for report	Item longcode	Description	Original Budget	Amended Budget	Quarter 1		Saving/(Over spending)	Quarter 2		Saving/(Over spending)	Quarter 3		Saving/(Over spending)	Quarter 4		Saving/(Over spending)	YTD		Saving/(Over spending)		
					Budget	Actual		Budget	Actual		Budget	Actual		Budget	Actual		Total YTD Budget	Total YTD Actual			
Use of consultants	E0030020010010000000000000000000000	Business and Advisory:Accounting and Auditing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	E0030020010030000000000000000000000	Business and Advisory:Audit Committee	369 000	369 000	39 125	66 000	26 875	133 250	81 250	52 000	12 500	45 000	32 500	85 250	105 750	20 500	369 000	298 000	71 000		
	E0030020010050000000000000000000000	Business and Advisory:Business and Financial Manag	6 322 827	7 326 327	288 060	524 164	236 104	356 500	348 067	8 433	1 021 482	172 693	848 789	5 434 999	1 638 948	3 796 051	7 326 327	2 683 871	4 642 456		
	E0030020010060000000000000000000000	Business and Advisory:Commissions and Committees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	E0030020010070000000000000000000000	Business and Advisory:Communications	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	E0030020010080000000000000000000000	Business and Advisory:Human Resources	110 000	54 000	38 400	-	38 400	-	10 740	-	10 740	2 000	14 320	-	12 320	52 000	20 183	31 818	54 000	45 243	8 758
	E0030020010100000000000000000000000	Business and Advisory:Occupational Health and Safe	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	E0030020010110000000000000000000000	Business and Advisory:Organisational	118 973	36 973	-	-	-	33 150	-	33 150	20 000	-	20 000	16 973	-	16 973	36 973	-	-	36 973	
	E0030020010120000000000000000000000	Business and Advisory:Project Management	12 715 406	11 770 973	4 530 559	139 294	4 391 265	808 888	338 608	470 280	3 275 172	150 426	3 124 746	8 324 317	1 054 218	7 270 099	11 770 973	1 682 546	10 088 427		
	E0030020010130000000000000000000000	Business and Advisory:Research and Advisory	3 084 414	2 546 780	470 307	-	470 307	152 860	319 762	-	166 902	1 586 108	287 900	1 298 208	1 640 084	419 624	1 220 460	2 546 780	1 027 286	1 519 494	
	E0030020010140000000000000000000000	Business and Advisory:Qualification Verification	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	E0030020010150000000000000000000000	Business and Advisory:Quality Control	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	E0030020010160000000000000000000000	Business and Advisory:Valuer and Assessors	3 982 250	3 222 250	77 752	404 813	327 061	982 500	818 850	163 650	795 550	178 239	617 311	3 184 678	467 007	2 717 671	3 222 250	1 868 909	1 353 341		
	E0030020010170000000000000000000000	Business and Advisory:Forensic Investigators	289 939	189 939	-	4 000	4 000	190 493	12 000	178 493	64 162	12 000	52 162	125 777	12 000	113 777	189 939	40 000	149 939		
	E0030020020010000000000000000000000	Infrastructure and Planning:Architectural	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	E0030020020040040000000000000000000	Engineering:Civil	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	E0030020020040100000000000000000000	Engineering:Structural	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
E0030020020080000000000000000000000	Infrastructure and Planning:Land and Quantity Surv	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
E0030020030040000000000000000000000	Laboratory Services:Water	2 870 000	2 035 000	36 548	70 104	33 556	641 250	284 874	356 376	592 812	503 574	89 238	718 333	152 364	565 969	2 035 000	1 010 915	1 024 085			
E0030020040010000000000000000000000	Legal Cost:Legal Advice and Litigation	5 563 863	13 767 917	454 844	73 420	381 424	1 081 880	2 418 761	-	1 336 881	857 680	1 248 524	-	390 844	11 164 197	4 104 227	7 059 970	13 767 917	7 844 931	5 922 986	
E0030020040020000000000000000000000	Legal Cost:Issue of Summons	503 776	491 776	-	-	-	122 750	-	122 750	150 181	-	150 181	-	150 181	96 095	11 263	84 832	491 776	11 263	480 513	
Vehicles used for political office - bearers	NA	NA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		

QUARTERLY BUDGET STATEMENT FOR JUNE 2025

Accommodation, Travel and Incidental	IE0050010010010050050000000000000000	Allowance:Travel or Motor Vehicle	142 513	142 513	33 612	-	33 612	35 628	-	35 628	35 628	2 394	33 234	35 629	182 814	-	147 185	142 513	185 208	-	42 695		
	IE0050010020010050050000000000000000	Allowance:Travel or Motor Vehicle	304 976	304 976	67 224	-	67 224	76 245	-	76 245	76 245	-	76 245	76 241	245 275	-	169 034	304 976	245 275	-	59 701		
	IE0050010020010050070000000000000000	Allowance:Accommodation, Travel and Incidental	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	IE0050010040010050050000000000000000	Allowance:Travel or Motor Vehicle	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	IE0050010070010050050000000000000000	Allowance:Travel or Motor Vehicle	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	IE0050010090010050070000000000000000	Allowance:Accommodation, Travel and Incidental	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	IE0050010100010050050000000000000000	Allowance:Travel or Motor Vehicle	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	IE0050010110010050050000000000000000	Allowance:Travel or Motor Vehicle	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	IE0050010140010050070000000000000000	Allowance:Accommodation, Travel and Incidental	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	IE0050010170010050050000000000000000	Allowance:Travel or Motor Vehicle	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	IE0050020010050010000000000000000000	Allowances:Accommodation, Travel and Incidental	49 643	49 643	12 411	-	12 411	12 411	-	12 411	12 411	53 619	-	41 208	12 410	17 475	-	5 065	49 643	71 094	-	21 451	
	IE0050020010050060000000000000000000	Allowances:Travel or Motor Vehicle	12 974 044	12 974 044	3 239 763	-	3 239 763	3 239 763	-	3 239 763	3 239 763	7 608 042	-	4 368 279	3 254 755	2 079 682	1 175 073	12 974 044	9 687 724	-	3 286 320		
	IE0080010010030000000000000000000000	Allowances and Service Related Benefits:Travelling	202 248	202 248	50 562	-	50 562	50 562	-	50 562	50 562	-	50 562	50 562	150 000	-	99 438	202 248	150 000	-	52 248		
	IE0080020010030000000000000000000000	Allowances and Service Related Benefits:Travelling	20 195	20 195	5 049	-	5 049	5 049	-	5 049	5 049	-	5 049	5 048	139 964	-	134 916	20 195	139 964	-	119 769		
	IE0080030010030000000000000000000000	Allowances and Service Related Benefits:Travelling	202 248	202 248	50 562	-	50 562	50 562	-	50 562	50 562	15 346	-	35 216	50 562	135 000	-	84 438	202 248	150 347	-	51 901	
	IE0080040010030000000000000000000000	Allowances and Service Related Benefits:Travelling	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	IE0080050010030000000000000000000000	Allowances and Service Related Benefits:Travelling	181 764	181 764	45 441	-	45 441	45 441	-	45 441	45 441	3 000	-	42 441	45 441	51 850	-	97 291	181 764	48 850	-	230 614	
	IE0080060010030000000000000000000000	Allowances and Service Related Benefits:Travelling	202 661	202 661	50 664	-	50 664	50 664	-	50 664	50 664	779 531	-	728 867	50 669	-	403 728	454 397	202 661	375 803	-	173 142	
	IE0100390000000000000000000000000000	Travel Agency and Visa's	30 155	35 155	4 640	12 641	-	8 001	6 755	-	6 755	83	9 584	-	9 501	23 677	2 325	21 352	35 155	24 550	-	10 605	
	IE0100570010010000000000000000000000	Travel and Subsistence:Domestic:Accommodation	394 559	446 787	86 852	36 912	-	49 940	134 427	-	54 538	79 889	99 802	55 446	44 356	142 182	61 884	80 298	446 787	208 778	-	238 009	
	IE0100570010020000000000000000000000	Travel and Subsistence:Domestic:Daily Allowance	175 083	218 083	28 176	12 331	-	15 845	48 580	-	19 797	28 763	32 161	-	1 905 265	1 937 426	112 471	1 967 203	-	1 854 732	218 083	94 066	124 017
	IE0100570010030000000000000000000000	Travel and Subsistence:Domestic:Food and Beverage (Served	365 457	306 457	85 744	42 231	-	43 513	87 649	-	20 730	66 919	94 132	64 898	29 234	259 223	40 985	218 238	306 457	168 844	-	137 613	
	IE0100570010040000000000000000000000	Travel and Subsistence:Domestic:Incidental Cost	15 889	15 889	2 758	-	-	2 758	2 069	-	101	1 968	2 568	2 256	312	8 494	1 219	7 275	15 889	3 576	-	12 313	
	IE0100570010050010000000000000000000	Travel and Subsistence:Domestic:Transport without Operator:	33 353	39 353	7 290	-	-	7 290	4 417	-	3 836	581	11 298	1 155	10 143	16 348	-	16 348	39 353	4 991	-	34 362	
	IE0100570010060010000000000000000000	Travel and Subsistence:Domestic:Transport with Operator:Oth	5 000	16 500	1 300	-	-	1 300	8 400	-	-	8 400	1 500	-	1 500	5 300	-	5 300	16 500	-	-	16 500	
	IE0100570010060020010000000000000000	Travel and Subsistence:Domestic:Transport with Operator:Pub	205 916	235 416	41 272	12 869	-	28 403	42 428	-	51 678	9 250	46 063	43 384	2 679	105 653	16 506	89 147	235 416	124 437	-	110 979	
Sponsorships, events and catering	IE0030030100000000000000000000000000	Contractors:Catering Services	2 699 520	2 076 270	361 553	233 573	-	127 980	921 558	-	588 539	333 019	405 725	210 863	194 862	814 467	521 532	292 935	2 076 270	1 554 507	-	521 763	
	IE0030010060000000000000000000000000	Outsourced Services:Catering Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	IE0100020050000000000000000000000000	Advertising, Publicity and Marketing:Gifts and Pro	35 823	283 823	-	-	-	20 000	-	-	20 000	157 444	24 566	132 878	126 379	7 523	118 856	283 823	32 089	-	251 734		
	IE0030030140000000000000000000000000	Contractors:Event Promoters	2 506 200	2 536 400	52 020	-	-	52 020	2 278 170	-	506 000	1 772 170	160 250	1 635 125	-	1 474 875	71 970	-	71 970	2 536 400	2 141 125	-	395 275
Communication	IE0100150010000000000000000000000000	Communication:Cellular Contract (Subscription and	2 867 000	2 333 000	336 177	375 940	-	39 763	505 278	-	555 825	-	50 547	686 079	803 958	-	117 879	805 466	479 193	326 273	2 333 000	2 214 917	118 083
	IE0100150020000000000000000000000000	Communication:Licences (Radio and Television)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	IE0100150040000000000000000000000000	Communication:Radio and TV Transmissions	2 685 232	4 085 232	581 897	636 296	-	54 399	601 448	-	994 462	-	393 014	910 390	987 513	-	77 123	1 544 084	1 305 992	238 092	4 085 232	3 924 264	160 968
	IE0100150030000000000000000000000000	Communication:Postage/Stamp/Franchising Machines	2 632 343	1 732 343	646 749	95 820	-	550 929	646 749	-	295 110	351 639	1 000 304	340 979	659 325	732 039	398 767	333 272	1 732 343	1 130 676	-	601 667	
	IE0100150070000000000000000000000000	Communication:SMS Bulk Message Service	122 400	122 400	30 600	-	-	30 600	30 600	-	-	30 600	30 600	-	30 600	30 600	-	30 600	-	30 600	-	122 400	
	IE0100150090000000000000000000000000	Communication:Telemetric Systems	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	IE0050020010050030000000000000000000	Allowances:Cellular and Telephone	2 995 523	2 995 523	748 890	-	-	748 890	748 890	-	748 890	748 890	1 719 518	-	970 628	748 853	355 717	393 136	2 995 523	2 075 235	-	920 288	
	IE0100150080000000000000000000000000	Communication:Telephone, Fax, Telegraph and Telex	3 340 232	3 340 232	515 940	484 385	-	31 555	787 090	-	701 452	85 638	458 260	617 579	-	159 319	1 578 942	621 047	957 895	3 340 232	2 424 464	-	915 768
Other related expenditure items	IE0100230030000000000000000000000000	Entertainment:Senior Management	30 000	30 000	18 200	-	-	18 200	-	-	-	-	-	-	11 800	-	-	11 800	30 000	-	-	30 000	
	IE0100230020000000000000000000000000	Entertainment:Total for All Other Councillors	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	IE0100230010000000000000000000000000	Entertainment:Executive Mayor	20 400	20 400	1 690	725	-	965	-	3 129	-	3 129	78	1 916	-	1 838	18 632	-	18 632	20 400	5 770	-	14 630
	IE0100230040000000000000000000000000	Entertainment:Deputy Executive Mayor	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	IE0100230050000000000000000000000000	Entertainment:Speaker	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	IE0100230060000000000000000000000000	Entertainment:Chief Whip	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	IE0100230070000000000000000000000000	Entertainment:Executive Committee	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	IE0100230080000000000000000000000000	Entertainment:Section 79 committee chairperson	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	IE0050020010050090120020000000000000	Overtime:Non Structured	43 266 162	43 266 162	10 816 545	-	-	10 816 545	10 816 545	-	10 816 545	10 816 545	34 755 741	-	23 939 196	10 816 527	9 804 802	1 011 725	43 266 162	44 560 543	-	1 294 381	
	IE0050020010050090120040000000000000	Overtime:Shift Additional Remuneration	4 893 835	4 893 835	1 223 463	-	-	1 223 463	1 223 463	-	1 223 463	1 223 463	3 814 839	-	2 591 376	1 223 446	717 821	505 625	4 893 835	4 532 660	-	361 175	
	IE0050020010050090120030000000000000	Overtime:Structured	2 743 570	2 743 570	685 893	-	-	685 893	685 893	-	685 893	685 893	2 004 363	-	1 318								

QUARTERLY BUDGET STATEMENT FOR JUNE 2025

11. Quarterly Budget Statements

Table C1: Quarterly Budget Statement Summary
WC024 Stellenbosch - Table C1 Monthly Budget Statement Summary - Q4 Fourth Quarter

Description	2023/24	Budget Year 2024/25							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands									
Financial Performance									
Property rates	484 454	509 116	509 116	37 988	530 581	509 116	21 465	4%	509 116
Service charges	1 289 135	1 450 081	1 495 081	122 103	1 454 274	1 495 081	(40 806)	-3%	1 495 081
Investment revenue	57 312	44 232	54 232	4 793	61 649	54 232	7 416	14%	54 232
Transfers and subsidies - Operational	230 231	245 638	244 433	1 325	232 787	244 433	(11 645)	-5%	244 433
Other own revenue	292 862	283 086	283 086	33 713	271 330	283 086	(11 756)	-4%	283 086
Total Revenue (excluding capital transfers and	2 353 994	2 532 153	2 585 948	199 922	2 550 622	2 585 948	(35 326)	-1%	2 585 948
Employee costs	632 279	656 455	647 346	53 222	621 949	647 346	(25 397)	-4%	647 346
Remuneration of Councillors	22 620	23 422	23 422	1 877	22 989	23 422	(434)	-2%	23 422
Depreciation and amortisation	207 181	249 408	219 703	8 944	203 632	219 703	(16 071)	-7%	219 703
Interest	63 411	71 259	83 481	27 047	57 244	83 481	(26 238)	-31%	83 481
Inventory consumed and bulk purchases	724 599	827 038	824 704	66 157	760 929	824 704	(63 775)	-8%	824 704
Transfers and subsidies	21 324	20 739	21 639	468	17 297	21 639	(4 342)	-20%	21 639
Other expenditure	569 613	663 413	702 547	43 046	460 952	702 547	(241 595)	-34%	702 547
Total Expenditure	2 241 028	2 511 734	2 522 843	200 761	2 144 991	2 522 843	(377 852)	-15%	2 522 843
Surplus/(Deficit)	112 966	20 419	63 105	(838)	405 631	63 105	342 526	543%	63 105
Transfers and subsidies - capital (monetary allocations)	106 864	99 123	135 215	22 200	108 282	135 215	(26 933)	-20%	135 215
Transfers and subsidies - capital (in-kind)	5 137	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers &	224 967	119 542	198 320	21 361	513 913	198 320	315 592	159%	198 320
Share of surplus/ (deficit) of associate	-	-	-	-	-	-	-	-	-
Intercompany/Parent subsidiary transactions	-	-	-	-	-	-	-	-	-
Surplus/ (Deficit) for the year	224 967	119 542	198 320	21 361	513 913	198 320	315 592	159%	198 320
Capital expenditure & funds sources									
Capital expenditure	428 690	599 345	524 513	80 174	390 733	524 513	(133 780)	-26%	524 513
Capital transfers recognised	121 312	137 551	171 015	26 578	142 544	171 015	(28 471)	-17%	171 015
Borrowing	137 920	200 000	118 846	17 348	94 961	118 846	(23 884)	-20%	118 846
Internally generated funds	164 073	261 795	234 652	36 249	153 228	234 652	(81 425)	-35%	234 652
Total sources of capital funds	423 304	599 345	524 513	80 174	390 733	524 513	(133 780)	-26%	524 513
Financial position									
Total current assets	2 183 674	894 865	949 039		2 409 515				949 039
Total non current assets	6 292 176	6 680 375	6 635 247		6 481 220				6 635 247
Total current liabilities	1 642 847	486 366	506 363		1 563 484				506 363
Total non current liabilities	827 907	1 076 572	987 417		808 233				987 417
Community wealth/Equity	6 005 096	6 012 302	6 091 081		6 906 843				6 091 081
Cash flows									
Net cash from (used) operating	1 812 697	461 634	604 922	4 557	1 700 258	604 922	(1 095 336)	-181%	2 594 070
Net cash from (used) investing	(422 339)	(689 247)	(603 189)	(87 286)	(488 415)	603 189	1 091 604	181%	603 189
Net cash from (used) financing	(137 446)	200 000	118 846	-	-	118 846	118 846	100%	118 846
Cash/cash equivalents at the month/year end	2 129 573	593 861	742 051	-	2 540 439	1 948 430	(592 009)	-30%	4 644 701
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	112 121	11 631	10 254	10 410	6 691	4 815	32 947	282 536	471 405
Creditors Age Analysis									
Total Creditors	40 653	-	-	-	-	-	-	-	40 653

QUARTERLY BUDGET STATEMENT FOR JUNE 2025

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

WC024 Stellenbosch - Table C2 Monthly Budget Statement - Financial Performance (functional classification) - Q4 Fourth Quarter

Description	Ref	2023/24	Budget Year 2024/25							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
Revenue - Functional										
Governance and administration		664 483	649 367	659 517	44 763	689 949	659 517	30 432	5%	659 517
Executive and council		846	987	987	143	925	987	(62)	-6%	987
Finance and administration		663 637	648 380	658 530	44 620	689 024	658 530	30 494	5%	658 530
Internal audit		-	-	-	-	-	-	-	-	-
Community and public safety		194 078	220 431	230 908	28 317	192 833	230 908	(38 075)	-16%	230 908
Community and social services		21 350	17 872	22 008	758	24 297	22 008	2 289	10%	22 008
Sport and recreation		746	257	257	3	780	257	522	203%	257
Public safety		161 542	180 261	180 261	24 509	153 899	180 261	(26 362)	-15%	180 261
Housing		10 440	22 041	28 382	3 047	13 857	28 382	(14 525)	-51%	28 382
Health		-	-	-	-	-	-	-	-	-
Economic and environmental services		104 683	120 984	129 444	15 069	115 124	129 444	(14 319)	-11%	129 444
Planning and development		87 028	106 067	100 379	14 196	94 675	100 379	(5 704)	-6%	100 379
Road transport		16 733	13 422	27 570	858	19 919	27 570	(7 652)	-28%	27 570
Environmental protection		922	1 494	1 494	15	530	1 494	(964)	-65%	1 494
Trading services		1 502 751	1 640 495	1 701 295	133 972	1 660 998	1 701 295	(40 297)	-2%	1 701 295
Energy sources		965 506	1 122 237	1 176 737	92 004	1 119 156	1 176 737	(57 580)	-5%	1 176 737
Water management		220 201	215 225	221 225	23 406	246 580	221 225	25 355	11%	221 225
Waste water management		170 215	159 519	164 819	10 703	164 454	164 819	(366)	0%	164 819
Waste management		146 830	143 514	138 514	7 859	130 807	138 514	(7 707)	-6%	138 514
Other	4	-	-	-	-	-	-	-	-	-
Total Revenue - Functional	2	2 465 994	2 631 276	2 721 163	222 122	2 658 904	2 721 163	(62 260)	-2%	2 721 163
Expenditure - Functional										
Governance and administration		311 200	353 721	362 754	24 443	293 183	362 754	(69 571)	-19%	362 754
Executive and council		31 667	33 196	33 167	3 304	31 908	33 167	(1 259)	-4%	33 167
Finance and administration		273 416	314 934	324 083	20 791	256 014	324 083	(68 069)	-21%	324 083
Internal audit		6 117	5 591	5 504	348	5 261	5 504	(243)	-4%	5 504
Community and public safety		462 551	518 969	556 607	36 699	394 178	556 607	(162 429)	-29%	556 607
Community and social services		46 527	55 692	56 466	5 203	44 945	56 466	(11 521)	-20%	56 466
Sport and recreation		60 797	75 133	77 393	5 445	60 851	77 393	(16 542)	-21%	77 393
Public safety		322 666	345 534	368 363	22 165	246 313	368 363	(122 050)	-33%	368 363
Housing		32 561	42 611	54 385	3 886	42 070	54 385	(12 315)	-23%	54 385
Health		-	-	-	-	-	-	-	-	-
Economic and environmental services		150 187	228 743	195 101	15 446	156 078	195 101	(39 023)	-20%	195 101
Planning and development		66 934	84 954	81 027	6 133	75 612	81 027	(5 415)	-7%	81 027
Road transport		68 004	124 698	94 186	8 260	64 963	94 186	(29 222)	-31%	94 186
Environmental protection		15 249	19 092	19 888	1 053	15 503	19 888	(4 386)	-22%	19 888
Trading services		1 317 090	1 410 302	1 408 380	124 174	1 301 552	1 408 380	(106 829)	-8%	1 408 380
Energy sources		773 277	839 839	832 849	71 509	805 677	832 849	(27 173)	-3%	832 849
Water management		188 552	178 797	203 773	15 958	172 312	203 773	(31 462)	-15%	203 773
Waste water management		185 999	230 551	206 227	27 097	190 294	206 227	(15 933)	-8%	206 227
Waste management		169 262	161 114	165 531	9 610	133 270	165 531	(32 261)	-19%	165 531
Other		-	-	-	-	-	-	-	-	-
Total Expenditure - Functional	3	2 241 028	2 511 734	2 522 843	200 761	2 144 991	2 522 843	(377 852)	-15%	2 522 843
Surplus/ (Deficit) for the year		224 967	119 542	198 320	21 361	513 913	198 320	315 592	159%	198 320

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.

QUARTERLY BUDGET STATEMENT FOR JUNE 2025

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) - Q4 Fourth Quarter

Vote Description	Ref	2023/24	Budget Year 2024/25							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands										
Revenue by Vote	1									
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER		-	-	-	-	-	-	-		-
Vote 2 - PLANNING AND DEVELOPMENT SERVICES		23 224	33 903	40 244	4 491	29 464	40 244	(10 781)	-26,8%	40 244
Vote 3 - INFRASTRUCTURE SERVICES		1 593 728	1 748 089	1 817 349	147 582	1 759 926	1 817 349	(57 423)	-3,2%	1 817 349
Vote 4 - COMMUNITY AND PROTECTION SERVICES		184 560	199 917	204 053	25 285	179 506	204 053	(24 547)	-12,0%	204 053
Vote 5 - CORPORATE SERVICES		12 856	12 642	12 792	954	13 925	12 792	1 132	8,9%	12 792
Vote 6 - FINANCIAL SERVICES		651 637	636 725	646 725	43 809	676 083	646 725	29 359	4,5%	646 725
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	2 466 005	2 631 276	2 721 163	222 122	2 658 904	2 721 163	(62 260)	-2,3%	2 721 163
Expenditure by Vote	1									
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER		13 629	17 203	17 694	1 515	16 303	17 694	(1 391)	-7,9%	17 694
Vote 2 - PLANNING AND DEVELOPMENT SERVICES		82 388	98 091	113 805	8 599	100 695	113 805	(13 110)	-11,5%	113 805
Vote 3 - INFRASTRUCTURE SERVICES		1 425 261	1 541 782	1 505 712	133 373	1 396 183	1 505 712	(109 529)	-7,3%	1 505 712
Vote 4 - COMMUNITY AND PROTECTION SERVICES		409 913	510 981	528 743	32 454	342 311	528 743	(186 432)	-35,3%	528 743
Vote 5 - CORPORATE SERVICES		179 640	216 624	219 329	14 386	171 176	219 329	(48 153)	-22,0%	219 329
Vote 6 - FINANCIAL SERVICES		130 198	127 053	137 559	10 432	118 322	137 559	(19 237)	-14,0%	137 559
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	2 241 028	2 511 734	2 522 843	200 761	2 144 991	2 522 843	(377 852)	-15,0%	2 522 843
Surplus/ (Deficit) for the year	2	224 977	119 542	198 320	21 361	513 913	198 320	315 592	159,1%	198 320

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.

QUARTERLY BUDGET STATEMENT FOR JUNE 2025

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

WC024 Stellenbosch - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - Q4 Fourth Quarter

Description	Ref	2023/24	Budget Year 2024/25							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
Revenue									%	
Exchange Revenue		1 466 933	1 610 661	1 665 661	139 568	1 644 450	1 665 661	(21 210)	-1%	1 665 661
Service charges - Electricity		874 586	1 029 705	1 079 705	85 766	1 014 089	1 079 705	(65 616)	-6%	1 079 705
Service charges - Water		203 271	182 522	182 522	18 748	211 092	182 522	28 570	16%	182 522
Service charges - Waste Water Management		114 952	122 772	122 772	10 092	127 606	122 772	4 835	4%	122 772
Service charges - Waste management		96 327	115 082	110 082	7 498	101 487	110 082	(8 595)	-8%	110 082
Sale of Goods and Rendering of Services		25 260	24 654	24 654	4 447	29 515	24 654	4 861	20%	24 654
Agency services		3 697	3 794	3 794	514	3 817	3 794	22	1%	3 794
Interest		-	-	-	-	-	-	-	-	-
Interest earned from Receivables		23 505	18 173	18 173	1 734	24 357	18 173	6 185	34%	18 173
Interest earned from Current and Non Current Assets		57 312	44 232	54 232	4 793	61 649	54 232	7 416	14%	54 232
Dividends		-	-	-	-	-	-	-	-	-
Rent on Land		-	-	-	-	-	-	-	-	-
Rental from Fixed Assets		11 056	13 649	13 649	757	11 733	13 649	(1 916)	-14%	13 649
Licence and permits		8 149	8 386	8 386	994	7 896	8 386	(489)	-6%	8 386
Operational Revenue		48 819	47 692	47 692	4 225	51 209	47 692	3 517	7%	47 692
Non-Exchange Revenue		887 061	921 493	920 287	60 355	906 171	920 287	(14 116)	-2%	920 287
Property rates		484 454	509 116	509 116	37 988	530 581	509 116	21 465	4%	509 116
Surcharges and Taxes		-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits		166 868	163 380	163 380	20 382	137 188	163 380	(26 192)	-16%	163 380
Licence and permits		-	-	-	-	-	-	-	-	-
Transfer and subsidies - Operational		230 231	245 638	244 433	1 325	232 787	244 433	(11 645)	-5%	244 433
Interest		4 239	3 359	3 359	659	4 522	3 359	1 164	35%	3 359
Fuel Levy		-	-	-	-	-	-	-	-	-
Operational Revenue		-	-	-	-	-	-	-	-	-
Gains on disposal of Assets		302	-	-	-	1 093	-	1 093	-	-
Other Gains		966	-	-	-	-	-	-	-	-
Discontinued Operations		-	-	-	-	-	-	-	-	-
Total Revenue (excluding capital transfers and Expenditure By Type)		2 353 994	2 532 153	2 585 948	199 922	2 550 622	2 585 948	(35 326)	-1%	2 585 948
Employee related costs		632 279	656 455	647 346	53 222	621 949	647 346	(25 397)	-4%	647 346
Remuneration of councillors		22 620	23 422	23 422	1 877	22 989	23 422	(434)	-2%	23 422
Bulk purchases - electricity		626 176	714 397	714 397	57 433	674 725	714 397	(39 672)	-6%	714 397
Inventory consumed		98 423	112 641	110 306	8 724	86 204	110 306	(24 102)	-22%	110 306
Debt impairment		49 124	74 031	74 031	-	-	74 031	(74 031)	-100%	74 031
Depreciation and amortisation		207 181	249 408	219 703	8 944	203 632	219 703	(16 071)	-7%	219 703
Interest		63 411	71 259	83 481	27 047	57 244	83 481	(26 238)	-31%	83 481
Contracted services		276 088	297 434	325 195	33 516	236 367	325 195	(88 829)	-27%	325 195
Transfers and subsidies		21 324	20 739	21 639	468	17 297	21 639	(4 342)	-20%	21 639
Irrecoverable debts written off		101 630	121 383	121 383	318	74 748	121 383	(46 635)	-38%	121 383
Operational costs		138 791	169 885	181 257	8 912	148 750	181 257	(32 507)	-18%	181 257
Losses on Disposal of Assets		2 288	-	-	-	-	-	-	-	-
Other Losses		1 692	680	680	300	1 087	680	407	60%	680
Total Expenditure		2 241 028	2 511 734	2 522 843	200 761	2 144 991	2 522 843	(377 852)	-15%	2 522 843
Surplus/(Deficit)		112 966	20 419	63 105	(838)	405 631	63 105	342 526	0	63 105
Transfers and subsidies - capital (monetary allocations)		106 864	99 123	135 215	22 200	108 282	135 215	(26 933)	(0)	135 215
Transfers and subsidies - capital (in-kind)		5 137	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & Income Tax		224 967	119 542	198 320	21 361	513 913	198 320			198 320
Surplus/(Deficit) after income tax		224 967	119 542	198 320	21 361	513 913	198 320			198 320
Share of Surplus/Deficit attributable to Joint Venture		-	-	-	-	-	-	-	-	-
Share of Surplus/Deficit attributable to Minorities		-	-	-	-	-	-	-	-	-
Surplus/(Deficit) attributable to municipality		224 967	119 542	198 320	21 361	513 913	198 320			198 320
Share of Surplus/Deficit attributable to Associate		-	-	-	-	-	-	-	-	-
Intercompany/Parent subsidiary transactions		-	-	-	-	-	-	-	-	-
Surplus/ (Deficit) for the year		224 967	119 542	198 320	21 361	513 913	198 320			198 320

QUARTERLY BUDGET STATEMENT FOR JUNE 2025

Table C5: Monthly Budget Statement – Capital Expenditure

WC024 Stellenbosch - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, functional classification and funding) - Q4 Fourth Quarter

Vote Description	Ref	2023/24	Budget Year 2024/25							
		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		39	40	40	0	39	40	(1)	-3%	40
Vote 2 - PLANNING AND DEVELOPMENT SERVICES		3 726	18 294	33 777	7 173	24 647	33 777	(9 130)	-27%	33 777
Vote 3 - INFRASTRUCTURE SERVICES		354 895	444 684	360 293	51 307	287 120	360 293	(73 172)	-20%	360 293
Vote 4 - COMMUNITY AND PROTECTION SERVICES		26 587	54 148	47 274	10 370	30 046	47 274	(17 228)	-36%	47 274
Vote 5 - CORPORATE SERVICES		29 161	56 420	51 277	7 922	34 468	51 277	(16 809)	-33%	51 277
Vote 6 - FINANCIAL SERVICES		1 404	100	122	8	107	122	(15)	-12%	122
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	415 812	573 686	492 781	76 781	376 426	492 781	(116 355)	-24%	492 781
Single Year expenditure appropriation	2									
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER		-	-	-	-	-	-	-	-	-
Vote 2 - PLANNING AND DEVELOPMENT SERVICES		556	1 950	1 307	24	1 162	1 307	(145)	-11%	1 307
Vote 3 - INFRASTRUCTURE SERVICES		2 115	4 800	9 223	1 827	6 031	9 223	(3 192)	-35%	9 223
Vote 4 - COMMUNITY AND PROTECTION SERVICES		3 610	17 609	19 843	1 531	5 849	19 843	(13 994)	-71%	19 843
Vote 5 - CORPORATE SERVICES		1 039	-	80	-	-	80	(80)	-100%	80
Vote 6 - FINANCIAL SERVICES		494	1 300	1 279	11	1 265	1 279	(14)	-1%	1 279
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	7 814	25 659	31 731	3 393	14 307	31 731	(17 425)	-55%	31 731
Total Capital Expenditure	3	423 627	599 345	524 513	80 174	390 733	524 513	(133 780)	-26%	524 513
Capital Expenditure - Functional Classification										
Governance and administration		37 522	57 860	52 797	7 942	35 878	52 797	(16 918)	-32%	52 797
Executive and council		39	40	40	0	39	40	(1)	-3%	40
Finance and administration		37 484	57 820	52 757	7 941	35 839	52 757	(16 917)	-32%	52 757
Internal audit		-	-	-	-	-	-	-	-	-
Community and public safety		30 806	82 931	94 595	15 473	56 475	94 595	(38 120)	-40%	94 595
Community and social services		11 766	39 069	34 683	7 800	18 292	34 683	(16 391)	-47%	34 683
Sport and recreation		8 194	13 800	17 795	2 038	9 443	17 795	(8 352)	-47%	17 795
Public safety		7 584	11 943	11 190	348	5 513	11 190	(5 677)	-51%	11 190
Housing		3 262	18 119	30 926	5 287	23 227	30 926	(7 699)	-25%	30 926
Health		-	-	-	-	-	-	-	-	-
Economic and environmental services		91 426	106 734	117 965	19 042	106 505	117 965	(11 460)	-10%	117 965
Planning and development		14 453	18 131	27 554	3 348	23 816	27 554	(3 739)	-14%	27 554
Road transport		75 832	85 953	87 707	13 998	80 079	87 707	(7 628)	-9%	87 707
Environmental protection		1 140	2 650	2 704	1 696	2 610	2 704	(93)	-3%	2 704
Trading services		268 935	351 820	259 157	37 718	191 875	259 157	(67 282)	-26%	259 157
Energy sources		98 639	87 035	76 903	13 317	64 228	76 903	(12 675)	-16%	76 903
Water management		72 955	156 882	86 798	16 830	57 491	86 798	(29 307)	-34%	86 798
Waste water management		20 885	77 504	68 215	6 483	48 659	68 215	(19 556)	-29%	68 215
Waste management		76 457	30 400	27 241	1 088	21 496	27 241	(5 745)	-21%	27 241
Other		-	-	-	-	-	-	-	-	-
Total Capital Expenditure - Functional Classification	3	428 690	599 345	524 513	80 174	390 733	524 513	(133 780)	-26%	524 513
Funded by:										
National Government		86 958	72 056	100 216	18 301	87 537	100 216	(12 678)	-13%	100 216
Provincial Government		19 575	27 067	35 000	3 962	20 849	35 000	(14 151)	-40%	35 000
District Municipality		-	-	-	-	-	-	-	-	-
Transfers and subsidies - capital (municipal allocations) (not for department)		-	-	-	-	-	-	-	-	-
Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educ Institutions)		14 779	38 428	35 800	4 315	34 158	35 800	(1 641)	-5%	35 800
Transfers recognised - capital		121 312	137 551	171 015	26 578	142 544	171 015	(28 471)	-17%	171 015
Borrowing	6	137 920	200 000	118 846	17 348	94 961	118 846	(23 884)	-20%	118 846
Internally generated funds		164 073	261 795	234 652	36 249	153 228	234 652	(81 425)	-35%	234 652
Total Capital Funding	7	423 304	599 345	524 513	80 174	390 733	524 513	(133 780)	-26%	524 513

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

QUARTERLY BUDGET STATEMENT FOR JUNE 2025

Table C6: Monthly Budget Statement – Financial Position

WC024 Stellenbosch - Table C6 Monthly Budget Statement - Financial Position - Q4 Fourth Quarter

Description	Ref	2023/24	Budget Year 2024/25			
		Audited Outcome	Original Budget	Adjusted Budget	YearTD Actual	Full Year Forecast
R thousands						
ASSETS	1					
Current assets						
Cash and cash equivalents		606 395	529 941	678 132	555 565	678 132
Trade and other receivables from ex change transactions		282 581	283 068	193 737	256 036	193 737
Receivables from non-ex change transactions		87 677	27 565	27 565	188 849	27 565
Current portion of non-current receivables		–	–	–	–	–
Inventory		23 268	36 429	38 913	28 492	38 913
VAT		1 163 832	11 901	4 730	1 341 257	4 730
Other current assets		19 922	5 961	5 961	39 316	5 961
Total current assets		2 183 674	894 865	949 039	2 409 515	949 039
Non current assets						
Investments		–	–	–	–	–
Investment property		422 931	426 452	426 240	422 561	426 240
Property, plant and equipment		5 854 412	6 238 418	6 192 990	6 043 808	6 192 990
Biological assets		2 925	5 743	5 864	3 130	5 864
Living and non-living resources		–	–	–	–	–
Heritage assets		1 313	1 313	1 313	1 313	1 313
Intangible assets		4 087	3 850	4 241	3 900	4 241
Trade and other receivables from ex change transactions		6 491	4 582	4 582	6 491	4 582
Non-current receivables from non-ex change transactions		17	17	17	17	17
Other non-current assets		–	–	–	–	–
Total non current assets		6 292 176	6 680 375	6 635 247	6 481 220	6 635 247
TOTAL ASSETS		8 475 850	7 575 239	7 584 285	8 890 735	7 584 285
LIABILITIES						
Current liabilities						
Bank overdraft		–	–	–	–	–
Financial liabilities		69 853	62 457	62 457	19 879	62 457
Consumer deposits		24 190	23 689	23 689	25 415	23 689
Trade and other payables from ex change transactions		317 885	308 387	348 693	90 254	348 693
Trade and other payables from non-ex change transactions		38 636	21 235	(4 638)	44 934	(4 638)
Provision		65 196	59 899	59 899	52 203	59 899
VAT		1 127 087	10 699	16 263	1 330 799	16 263
Other current liabilities		–	–	–	–	–
Total current liabilities		1 642 847	486 366	506 363	1 563 484	506 363
Non current liabilities						
Financial liabilities		514 496	720 635	639 481	494 823	639 481
Provision		132 874	148 734	148 734	132 874	148 734
Long term portion of trade payables		–	–	–	–	–
Other non-current liabilities		180 536	207 202	199 202	180 536	199 202
Total non current liabilities		827 907	1 076 572	987 417	808 233	987 417
TOTAL LIABILITIES		2 470 754	1 562 937	1 493 780	2 371 717	1 493 780
NET ASSETS	2	6 005 096	6 012 302	6 090 506	6 519 018	6 090 506
COMMUNITY WEALTH/EQUITY						
Accumulated Surplus/(Deficit)		5 733 416	5 967 595	6 046 373	6 635 163	6 046 373
Reserves and funds		271 680	44 707	44 707	271 680	44 707
Other		–	–	–	–	–
TOTAL COMMUNITY WEALTH/EQUITY	2	6 005 096	6 012 302	6 091 081	6 906 843	6 091 081

QUARTERLY BUDGET STATEMENT FOR JUNE 2025

Table C7: Monthly Budget Statement – Cash Flow

WC024 Stellenbosch - Table C7 Monthly Budget Statement - Cash Flow - Q4 Fourth Quarter

Description	Ref	2023/24	Budget Year 2024/25							
		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		1 315 228	488 755	488 755	54 546	1 149 536	488 755	660 781	135%	488 755
Service charges		1 081 723	1 608 400	1 748 295	78 844	1 270 229	1 748 295	(478 066)	-27%	1 748 295
Other revenue		97 379	210 077	210 077	18 184	114 956	210 077	(95 121)	-45%	210 077
Transfers and Subsidies - Operational		203	245 638	244 433	4	1 666	244 433	(242 767)	-99%	244 433
Transfers and Subsidies - Capital		-	99 123	109 192	-	8 002	109 192	(101 191)	-93%	109 192
Interest		8 215	44 232	54 232	637	9 985	54 232	(44 247)	-82%	54 232
Dividends		-	-	-	-	-	-	-		-
Payments										
Suppliers and employees		(690 049)	(2 156 820)	(2 159 319)	(147 658)	(854 116)	(2 159 319)	(1 305 203)	60%	(170 171)
Interest		-	(57 032)	(69 254)	-	-	(69 254)	(69 254)	100%	(69 254)
Transfers and Subsidies		-	(20 739)	(21 489)	-	-	(21 489)	(21 489)	100%	(21 489)
NET CASH FROM/(USED) OPERATING ACTIVITIES		1 812 697	461 634	604 922	4 557	1 700 258	604 922	(1 095 336)	-181%	2 594 070
CASH FLOWS FROM INVESTING ACTIVITIES										
Receipts										
Proceeds on disposal of PPE		-	-	-	-	-	-	-		-
Decrease (increase) in non-current receivables		1 910	-	-	-	-	-	-		-
Decrease (increase) in non-current investments		-	-	-	-	-	-	-		-
Payments										
Capital assets		(424 249)	(689 247)	(603 189)	(87 286)	(488 415)	603 189	1 091 604	181%	603 189
NET CASH FROM/(USED) INVESTING ACTIVITIES		(422 339)	(689 247)	(603 189)	(87 286)	(488 415)	603 189	1 091 604	181%	603 189
CASH FLOWS FROM FINANCING ACTIVITIES										
Receipts										
Short term loans		-	-	-	-	-	-	-		-
Borrowing long term/refinancing		(137 446)	200 000	118 846	-	-	118 846	(118 846)	-100%	118 846
Increase (decrease) in consumer deposits		-	-	-	-	-	-	-		-
Payments										
Repayment of borrowing		-	-	-	-	-	-	-		-
NET CASH FROM/(USED) FINANCING ACTIVITIES		(137 446)	200 000	118 846	-	-	118 846	118 846	100%	118 846
NET INCREASE/ (DECREASE) IN CASH HELD		1 252 911	(27 613)	120 578	(82 729)	1 211 843	1 326 957			3 316 105
Cash/cash equivalents at beginning:		876 661	621 473	621 473		1 328 597	621 473			1 328 597
Cash/cash equivalents at month/year end:		2 129 573	593 861	742 051		2 540 439	1 948 430			4 644 701

QUARTERLY BUDGET STATEMENT FOR JUNE 2025

12. Supporting Documentation

Debtors Age Analysis

Supporting Table SC3: Monthly Budget Statement - Aged Debtors

WC024 Stellenbosch - Supporting Table SC3 Monthly Budget Statement - aged debtors - Q4 Fourth Quarter

Description	NT Code	Budget Year 2024/25												Actual Bad Debts Written Off against Debtors	Impairment - Bad Debts i.t.o Council Policy
		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				
R thousands															
Debtors Age Analysis By Income Source															
Trade and Other Receivables from Exchange Transactions - Water	1200	22 971	3 892	3 702	4 201	3 161	1 923	10 732	94 235	144 817	114 252	-	-		
Trade and Other Receivables from Exchange Transactions - Electricity	1300	61 936	4 395	3 212	263	280	189	1 167	10 987	82 428	12 886	-	-		
Receivables from Non-exchange Transactions - Property Rates	1400	27 011	1 422	1 074	1 274	988	843	3 840	17 749	54 201	24 694	-	-		
Receivables from Exchange Transactions - Waste Water Management	1500	10 272	588	592	1 335	637	529	4 037	23 596	41 587	30 134	-	-		
Receivables from Exchange Transactions - Waste Management	1600	7 301	889	892	2 005	981	857	6 298	32 617	51 840	42 757	-	-		
Receivables from Exchange Transactions - Property Rental Debtors	1700	1 065	232	233	239	280	215	2 272	12 093	16 629	15 100	-	-		
Interest on Arrear Debtor Accounts	1810	127	129	176	1 009	242	219	2 455	79 134	83 492	83 059	-	-		
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	1820	-	-	-	-	-	-	-	-	-	-	-	-		
Other	1900	(18 563)	83	375	85	122	40	2 145	12 123	(3 589)	14 516	-	-		
Total By Income Source	2000	112 121	11 631	10 254	10 410	6 691	4 815	32 947	282 536	471 405	337 398	-	-		
2023/24 - totals only															
										-	-				
Debtors Age Analysis By Customer Group															
Organs of State	2200	6 886	596	353	226	206	209	2 130	8 079	18 686	10 851	-	-		
Commercial	2300	42 301	4 526	3 417	819	620	491	2 814	37 298	92 286	42 042	-	-		
Households	2400	54 427	6 156	6 076	9 017	5 723	4 006	26 459	225 420	337 285	270 625	-	-		
Other	2500	8 507	353	409	348	142	107	1 544	11 739	23 149	13 879	-	-		
Total By Customer Group	2600	112 121	11 631	10 254	10 410	6 691	4 815	32 947	282 536	471 405	337 398	-	-		

Creditors Age Analysis

Supporting Table SC4: Monthly Budget Statement – Aged Creditors

WC024 Stellenbosch - Supporting Table SC4 Monthly Budget Statement - aged creditors - Q4 Fourth Quarter

Description		NT Code	Budget Year 2024/25							
			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
R thousands										
Creditors Age Analysis By Customer Type										
Bulk Electricity	0100	-	-	-	-	-	-	-	-	-
Bulk Water	0200	-	-	-	-	-	-	-	-	-
PAYE deductions	0300	30 436	-	-	-	-	-	-	-	30 436
VAT (output less input)	0400	-	-	-	-	-	-	-	-	-
Pensions / Retirement deductions	0500	-	-	-	-	-	-	-	-	-
Loan repayments	0600	-	-	-	-	-	-	-	-	-
Trade Creditors	0700	10 217	-	-	-	-	-	-	-	10 217
Auditor General	0800	-	-	-	-	-	-	-	-	-
Other	0900	-	-	-	-	-	-	-	-	-
Total By Customer Type	1000	40 653	-	-	-	-	-	-	-	40 653

QUARTERLY BUDGET STATEMENT FOR JUNE 2025

Investments and Borrowings

Supporting Table SC5: Monthly Budget Statement – Investment Portfolio

WC024 Stellenbosch - Supporting Table SC5 Monthly Budget Statement - investment portfolio - Q4 Fourth 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 *	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 ACCO	Deposits - B&	No	Yes	7,00%	No	No	30/06/2025	60 914	348	(50 000)	-	11 262
A#2381		9M	Deposits - B&	No	Yes	9,60%	No	No	07/10/2024	-	-	-	-	-
A#3645		6M	Deposits - B&	No	Yes	9,03%	No	No	12/03/2025	0	-	-	-	0
A#5573		9M	Deposits - B&	No	Yes	8,82%	No	No	10/07/2025	168 230	1 115	-	-	169 345
N#032		1Y	Deposits - B&	No	Yes	9,67%	No	No	19/12/2024	-	-	-	-	-
N#033		4M	Deposits - B&	No	Yes	9,20%	No	No	18/11/2024	-	-	-	-	-
N#034		6M	Deposits - B&	No	Yes	8,85%	No	No	12/03/2025	0	-	-	-	0
N#036		1Y	Deposits - B&	No	Yes	8,65%	No	No	31/03/2025	203 526	1 429	-	-	204 955
S#041		3M	Deposits - B&	No	Yes	9,15%	No	No	12/09/2024	-	-	-	-	-
S#042		CALL ACCO	Deposits - B&	No	Yes	8,00%	No	No	30/06/2025	22 505	121	(22 626)	-	(0)
S#043		9M	Deposits - B&	No	Yes	8,80%	No	No	10/09/2025	43 164	285	-	-	43 449
S#044		5M	Deposits - B&	No	Yes	8,65%	No	No	12/05/2025	(0)	-	-	-	(0)
S#045		5M	Deposits - B&	No	Yes	8,55%	No	No	17/06/2025	51 616	176	-	-	51 792
S#046		6M	Deposits - B&	No	Yes	8,30%	No	No	17/11/2025	100 364	682	(51 792)	-	49 254
Municipality sub-total										650 319	4 156	(124 418)	-	530 056
TOTAL INVESTMENTS AND INTEREST	2									650 319	4 156	(124 418)	-	530 056

QUARTERLY BUDGET STATEMENT FOR JUNE 2025

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

WC024 Stellenbosch - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - Q4 Fourth Quarter

Description	Ref	2023/24	Budget Year 2024/25							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands										
RECEIPTS:	1,2									
Operating Transfers and Grants										
National Government:		209 528	221 720	221 280	–	221 280	221 280	–		3 621
Operational Revenue: General Revenue: Equitable Share		200 488	215 604	215 604	–	215 604	215 604	–		–
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]		4 519	2 021	2 021	–	2 021	2 021	–		2 021
Local Government Financial Management Grant [Schedule 5B]		1 550	1 600	1 600	–	1 600	1 600	–		1 600
Integrated Urban Development Grant		2 971	2 495	2 055	–	2 055	2 055	–		2 055
Provincial Government:		12 517	23 268	22 503	–	20 797	22 503	(1 706)	-7,6%	22 353
Community Library Service Grant		11 252	11 333	11 333	–	11 333	11 333	–		11 333
Municipal Accreditation and Capacity Building Grant		245	249	249	–	249	249	–		249
Title Deeds Restoration Grant		317	803	803	–	364	803	(439)	-54,6%	803
Maintenance and Construction of Transport Infrastructure		–	345	380	–	380	380	–		380
Community Development Workers Operational Support Grant		38	38	38	–	38	38	–		38
Provincial Acceleration Grant		–	–	6 400	–	6 400	6 400	–		6 400
Western Cape Municipal Energy Resilience Grant (WC MER Grant)		244	–	–	–	–	–	–		–
Financial Management Capability Grant		241	–	150	–	150	150	–		–
Human Settlements Development Grant		180	10 500	3 150	–	1 882	3 150	(1 268)	-40,2%	3 150
District Municipality:		378	650	650	–	1 169	650	519	79,8%	800
Cape Winelands District Municipality Grant		–	150	150	–	–	150	(150)	-100,0%	150
Cape Winelands District Tourism Grant		378	500	500	–	1 169	500	669	133,8%	650
Other grant providers:		1 249	–	–	4	1 689	–	1 689		–
Departmental Agencies and Accounts		–	–	–	–	–	–	–		–
Foreign Government and International Organisations		–	–	–	–	–	–	–		–
Households		–	–	–	–	–	–	–		–
Non-profit Institutions		258	–	–	–	–	–	–		–
Private Enterprises		991	–	–	4	1 689	–	1 689		–
Public Corporations		–	–	–	–	–	–	–		–
Higher Educational Institutions		–	–	–	–	–	–	–		–
Parent Municipality / Entity		–	–	–	–	–	–	–		–
Total Operating Transfers and Grants	5	223 671	245 638	244 433	4	244 934	244 433	502	0,2%	26 774
Capital Transfers and Grants										
National Government:		106 572	72 056	80 802	–	80 802	80 802	–		75 802
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]		20 000	5 056	9 556	–	9 556	9 556	–		15 556
Municipal Disaster Relief Grant		30 132	–	6 000	–	6 000	6 000	–		–
Integrated Urban Development Grant		56 440	62 000	60 246	–	60 246	60 246	–		60 246
Energy Efficiency and Demand Side Management Grant		–	5 000	5 000	–	5 000	5 000	–		–
Provincial Government:		13 884	27 067	28 390	–	24 231	34 779	(10 548)	-30,3%	28 390
Integrated Transport Planning		–	628	628	–	628	628	–		628
Human Settlements Development Grant		3 784	6 389	–	–	–	6 389	(6 389)	-100,0%	–
Informal Settlements Upgrading Partnership Grant: Provinces (Beneficiaries)		9 099	18 550	26 262	–	22 103	26 262	(4 159)	-15,8%	26 262
Regional Socio-Economic Project/violence through urban upgrading (RSEP/VPUU)		1 000	1 500	1 500	–	1 500	1 500	–		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	120 455	99 123	109 192	–	105 033	115 581	(10 548)	-9,1%	104 192
TOTAL RECEIPTS OF TRANSFERS & GRANTS	5	344 127	344 761	353 625	4	349 967	360 014	(10 047)	-2,8%	130 966

QUARTERLY BUDGET STATEMENT FOR JUNE 2025

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

WC024 Stellenbosch - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - Q4 Fourth Quarter

Description	Ref	2023/24	Budget Year 2024/25							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands										
EXPENDITURE										
Operating expenditure of Transfers and Grants										
National Government:		209 426	221 720	221 280	13 137	161 880	163 347	(1 466)	-0,9%	(5 676)
Operational Revenue: General Revenue: Equitable Share		200 488	215 604	215 604	12 956	157 671	157 671	-	-	-
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]		4 519	2 021	2 021	169	1 706	2 021	(315)	-15,6%	(2 021)
Local Government Financial Management Grant [Schedule 5B]		1 448	1 600	1 600	39	449	1 600	(1 151)	-72,0%	(1 600)
Integrated Urban Development Grant		2 971	2 495	2 055	(26)	2 055	2 055	-	-	(2 055)
Provincial Government:		12 517	23 268	22 503	733	12 751	22 503	(9 752)	-43,3%	(22 503)
Community Library Service Grant		11 252	11 333	11 333	498	11 333	11 333	-	-	(11 333)
Municipal Accreditation and Capacity Building Grant		245	249	249	-	170	249	(79)	-31,8%	(249)
Title Deeds Restoration Grant		317	803	803	-	511	803	(292)	-36,4%	(803)
Maintenance and Construction of Transport Infrastructure		-	345	380	53	362	380	(18)	-4,6%	(380)
Financial Management Capability Grant		241	-	150	-	-	150	(150)	-100,0%	(150)
Community Development Workers Operational Support Grant		38	38	38	0	31	38	(7)	-17,2%	(38)
Western Cape Municipal Energy Resilience Grant (WC MER Grant)		244	-	-	-	-	-	-	-	-
Provincial Acceleration Grant		-	-	6 400	-	-	6 400	(6 400)	-100,0%	(6 400)
Human Settlements Development Grant		180	10 500	3 150	182	343	3 150	(2 807)	-89,1%	(3 150)
District Municipality:		120	500	650	72	72	500	(428)	-85,6%	(650)
Cape Winelands District Municipality Grant		120	500	500	72	72	500	(428)	-85,6%	(650)
Cape Winelands District Tourism Grant		-	-	150	-	-	-	-	-	-
Other grant providers:		97	-	-	15	114	-	114	-	-
Departmental Agencies and Accounts		-	-	-	-	-	-	-	-	-
Foreign Government and International Organisations		-	-	-	-	-	-	-	-	-
Households		-	-	-	-	-	-	-	-	-
Non-profit Institutions		-	-	-	-	-	-	-	-	-
Private Enterprises		97	-	-	15	114	-	114	-	-
Public Corporations		-	-	-	-	-	-	-	-	-
Higher Educational Institutions		-	-	-	-	-	-	-	-	-
Parent Municipality / Entity		-	-	-	-	-	-	-	-	-
Total operating expenditure of Transfers and Grants:		222 160	245 488	244 433	13 957	174 817	186 350	(11 533)	-6,2%	(28 829)
Capital expenditure of Transfers and Grants										
National Government:		87 158	72 056	80 802	17 565	69 506	80 802	(11 296)	-14,0%	(69 802)
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]		20 000	5 056	9 556	1 130	5 065	9 556	(4 491)	-47,0%	(9 556)
Municipal Disaster Relief Grant		10 719	-	6 000	3 797	4 234	6 000	(1 766)	-29,4%	-
Integrated Urban Development Grant		56 440	62 000	60 246	10 860	57 866	60 246	(2 381)	-4,0%	(60 246)
Energy Efficiency and Demand Side Management Grant		-	5 000	5 000	1 777	2 342	5 000	(2 658)	-53,2%	-
Provincial Government:		19 138	27 067	56 277	3 856	18 423	35 573	(17 150)	-48,2%	(60 413)
Library Services: Conditional Grant		203	-	-	-	-	-	-	-	(4 136)
Human Settlement Development Grant		1 890	6 389	1 680	-	-	6 389	(6 389)	-100,0%	(1 680)
Informal Settlements Upgrading Partnership Grant: Provinces (Beneficiaries)		9 874	18 550	27 056	3 589	18 014	27 056	(9 042)	-33,4%	(27 056)
Integrated Transport Planning		6 175	628	26 041	-	-	628	(628)	-100,0%	(26 041)
Regional Socio-Economic Project/violence through urban upgrading (RSEP/VPUU)		996	1 500	1 500	267	409	1 500	(1 091)	-72,7%	(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 expenditure of Transfers and Grants		106 297	99 123	137 079	21 421	87 929	116 375	(28 446)	-24,4%	(130 215)
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS		328 457	344 611	381 512	35 378	262 746	302 725	(39 979)	-13,2%	(159 044)

QUARTERLY BUDGET STATEMENT FOR JUNE 2025

Supporting Table SC7 (2) Monthly Budget Statement – expenditure against approved roll-overs

WC024 Stellenbosch - Supporting Table SC7(2) Monthly Budget Statement - Expenditure against approved rollovers - Q4 Fourth Quarter

Description	Ref	Budget Year 2024/25				
		Approved Rollover 2023/24	Monthly Actual	YearTD Actual	YTD Variance	YTD Variance
						%
R thousands						
EXPENDITURE						
Operating expenditure of Approved Roll-overs						
National Government:		-	-	-	-	
Operational Revenue: General Revenue: Equitable Share						
Provincial Government:		-	-	-	-	
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						
Total operating expenditure of Approved Roll-overs		-	-	-	-	
Capital expenditure of Approved Roll-overs						
National Government:		19 413	735	18 031	(1 382)	-7,1%
Municipal Disaster Recovery Grant [Schedule 4B]		19 413	735	18 031	(1 382)	-7,1%
Provincial Government:		6 610	106	2 543	(4 067)	-61,5%
Informal Settlement Upgrading Partnership Grant		794	-	794	-	
Human Settlement Development Grant		1 680	71	1 680	0	0,0%
Library Services: Conditional Grant		4 136	35	69	(4 067)	-98,3%
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 Approved Roll-overs		26 023	841	20 574	(5 449)	-20,9%
TOTAL EXPENDITURE OF APPROVED ROLL-OVERS		26 023	841	20 574	(5 449)	-20,9%

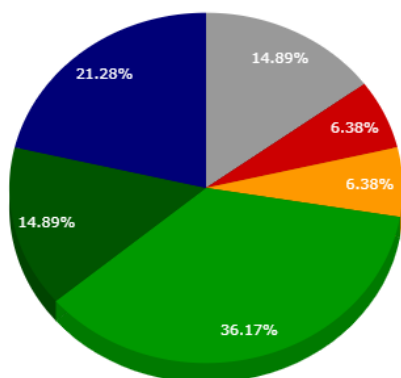
QUARTERLY BUDGET STATEMENT FOR JUNE 2025

12. QUARTERLY PERFORMANCE ASSESSMENT REPORT 2024/25, Q4 (01 April – 30 June 2025)

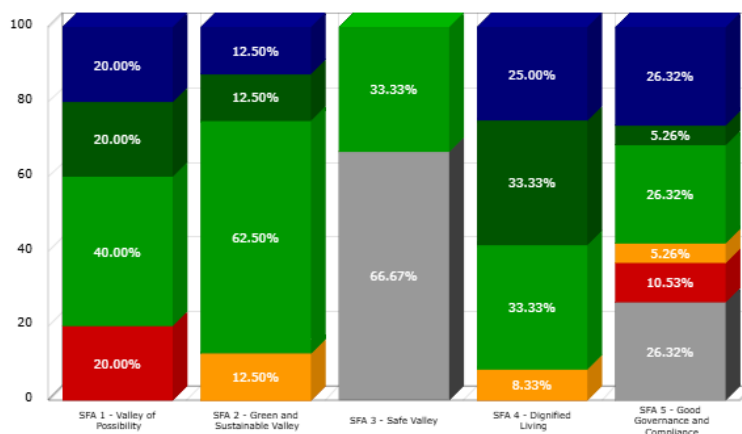
12.1 OVERALL PERFORMANCE OF THE MUNICIPALITY

(a) Dashboard summary per Municipal Strategic Focus Area (SFA) for the 4th Quarter (01 April – 30 June 2025) of the 2024/25 financial year.

Stellenbosch Municipality



Strategic Focus Areas



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	7 (14.89%)	-	-	2 (66.67%)	-	5 (26.32%)
KPI Not Met	3 (6.38%)	1 (20%)	-	-	-	2 (10.53%)
KPI Almost Met	3 (6.38%)	-	1 (12.50%)	-	1 (8.33%)	1 (5.26%)
KPI Met	17 (36.17%)	2 (40%)	5 (62.50%)	1 (33.33%)	4 (33.33%)	5 (26.32%)
KPI Well Met	7 (14.89%)	1 (20%)	1 (12.50%)	-	4 (33.33%)	1 (5.26%)
KPI Extremely Well Met	10 (21.28%)	1 (20%)	1 (12.50%)	-	3 (25%)	5 (26.32%)
Total:	47	5	8	3	12	19
	100%	10.64%	17.02%	6.38%	25.53%	40.43%

Table: 1 Overall performance for Quarter 4 (01 April – 30 June 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 April – 30 June 2025				
						Target	Actual	R	Performance Comment	Corrective Measures
TL101	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 30 June	1	1	1	1	G		
TL102	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	1 100	1 341	G2		
TL103	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	75%	75%	75%	50%	R	2 / 4 x 100 = 50%	
TL104	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	6	B	The Council approved a strategic partnership with the Start Up Tribe organisation to provide online training modules for local SMMEs.	
TL106	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	1	1	G		

Summary of Results: SFA 1 - Valley of Possibility

KPI Not Yet Measured	0
KPI Not Met	1
KPI Almost Met	0
KPI Met	2
KPI Well Met	1
KPI Extremely Well Met	1
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 April – 30 June 2025				
						Target	Actual	R	Performance Comment	Corrective Measures
TL109	KPI020	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	1	1	G		
TL110	KPI021	Implementation of identified waste minimisation projects	Number of identified waste minimisation projects implemented by 30 June	2	2	1	1	G		
TL111	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	60%	60%	60%	83.19%	G2	485 / 583 x 100 = 83.19%	
TL112	KP022	Wastewater quality measured into 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%	57.33%	○	Pre-audited results for quarter 4 of the 2024/25 financial year: April 2025, 50% + May 2025, 61% + June 2025, 61% / 3 = 57.33% (quarter 4 average)	The Wemmershoek Wastewater Treatment Work (WWTW) Phase 2 upgrade is currently under construction and proceeding well. A specialist service provider has been deployed to both the Stellenbosch and Wemmershoek WWTWs. A budget is allocated for equipment repairs and upgrades.
TL113	KPI016	Reduce organic waste	Percentage of organic waste reduced by 30 June	20%	20%	20%	37%	B	Total organic waste for the year: 19 970.23 tonnes; Diverted organic waste = 7 400.72 tonnes Percentage Total Diversion of organics = 7 400.72 tonnes / 19 970.23 tonnes x 100 = 37.06%	
TL141	KPI018	Submission of a Waste Reclaimers Strategy to the Municipal Manager	Number of Waste Reclaimers Strategies submitted to the Municipal Manager by 30 June	1	1	1	1	G		
TL145	KPI013	Submission of a revised Friends	Number of revised Friends Group	1	1	1	1	G		

SFA 2 - Green and Sustainable Valley

Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 April – 30 June 2025				
						Target	Actual	R	Performance Comment	Corrective Measures
		Group Memorandum of Understanding (MOU) to the Municipal Manager	MOUs submitted to the Municipal Manager by 30 June							
TL146	KPI063	Installation of a SCADA telemetry system at the Jan Marais electrical substation	Number of SCADA telemetry systems installed at the Jan Marais electrical substation by 30 June	1	1	1	1	G		

Summary of Results: SFA 2 - Green and Sustainable Valley

	KPI Not Yet Measured	0
	KPI Not Met	0
	KPI Almost Met	1
	KPI Met	5
	KPI Well Met	1
	KPI Extremely Well Met	1
Total KPIs		8

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 April – 30 June 2025				
						Target	Actual	R	Performance Comment	Corrective Measures
TL114	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		
TL115	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	1	1	G		
TL116	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	2
	KPI Not Met	0
	KPI Almost Met	0
	KPI Met	1
	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 April – 30 June 2025				
						Target	Actual	R	Performance Comment	Corrective Measures
TL117	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	25	25	25	46	B	The ERF 3229, the Mooiwater Relocation Project, had to cater for 218 structures (temporary relocation areas). For the municipality to be compliant with the 1:5 household-to-toilet ratio, the municipality had to ensure adequate ablution installations were installed to meet the national legislation norms requirement.	
TL118	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	6 732 / 6 732 x 100 = 100%	
TL119	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%	<9%	2.98%	B	<p>Calculation = (KWh Purchased – KWh Sold) / KWh Purchased.</p> <p>Electrical Services: Losses from 01 July 2024 - 28 February 2025</p> <p>kWh Purchased = 249 547 880</p> <p>kWh Sold = 242 118 934</p> <p>kWh Losses = 2.98%</p> <p>The tentative calculation provided is for the period 01 July 2024—28 February 2025.</p> <p>Awaiting final calculations for June 2025, will only be available after 23 July 2025. Then the calculation will be updated.</p>	The municipality is currently, in terms of Section 126(1)(a) of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003) (MFMA), preparing the annual financial statements (AFS) for the financial period 01 July 2024 – 30 June 2025. The information in this report consists of preliminary results and is subject to change with the finalisation of the AFS, which will be submitted to the Auditor General of South Africa (AGSA) by 31 August 2025. The financial position of the municipality may be materially influenced by year-end journals and other finance-related processes, which must still be finalised.
TL120	KPI030	Water quality measured quarterly	Percentage of water quality level	95%	95%	95%	91.80%	O	Total no. of samples: 3 329	The Water Quality Controller

SFA 4 - Dignified Living										
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 April – 30 June 2025				
						Target	Actual	R	Performance Comment	Corrective Measures
		ito the SANS 241 physical and micro parameters	as per the analysis certificate, measured quarterly						<p>The number of samples (indicators) that exceeded the limits is 274.</p> <p>Compliance: $(3\,329 - 274) / 3\,329 = 91.80\%$</p> <p>The national requirement is 90%; however, the municipality's water department set a higher target. Some test results are affected by the point of testing, contamination of sample containers, etc.</p>	vacancy is anticipated to be filled by 30 September 2025.
TL121	KPI031	Limit unaccounted water to less than 25%	Percentage of average unaccounted water, measured by 30 June	<25%	<25%	<25%	18.59%	B	<p>(System Volume – Billed Consumption – Unbilled but Authorised) / System Volume x 100</p> <p>Total input volume: 1 152 508 kL</p> <p>Billed: 901 306 kL</p> <p>Unbilled, but authorised: 36 880 kL</p> <p>Difference (losses) is the difference: $1\,152\,508 - 901\,306 - 36\,880 = 214\,322$ kL</p> <p>Water Losses: $214\,322 \text{ kL} / 1\,152\,508 \text{ kL} \times 100 = 18.59\%$</p>	
TL122	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	$6\,732 / 6\,732 \times 100 = 100\%$	
TL123	KPI034	Registered indigent formal households with access to free basic refuse removal (NKPI Proxy -	Percentage of registered indigent formal households with access to free basic refuse	100%	100%	100%	100%	G	$6\,732 / 6\,732 \times 100 = 100\%$	

SFA 4 - Dignified Living										
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 April – 30 June 2025				
						Target	Actual	R	Performance Comment	Corrective Measures
		MSA, Reg. S10(a), (b)	removal, measured quarterly							
TL124	KPI035	Registered indigent formal households with access to free basic sanitation (NKPI Proxy - MSA, Reg. S10(a), (b))	Percentage of registered indigent formal households with access to free basic sanitation, measured quarterly	100%	100%	100%	100%	G	6 732 / 6 732 x 100 = 100%	
TL125	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	27 486	G2		
TL126	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	27 486	G2		
TL127	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	27 486	G2		
TL128	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	27 486	G2		

Summary of Results: SFA 4 - Dignified Living

	KPI Not Yet Measured	0
	KPI Not Met	0
	KPI Almost Met	1
	KPI Met	4
	KPI Well Met	4
	KPI Extremely Well Met	3
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 April – 30 June 2025				
						Target	Actual	R	Performance Comment	Corrective Measures
TL97	KPI059	Submission of the revised Communication Policy to the MayCo	Number of revised Communication Policies submitted to the MayCo by 31 May	1	1	1	0	R	The Section: Communication reviewed the Communication Policy and solicited input from the various user departments. The item was unable to serve at the MayCo meeting during the 2024/25 financial year since there are still numerous inputs that need to be processed for inclusion in the draft revised Communication Policy.	The draft revised Communication Policy will be submitted to the MayCo by 30 November 2025.
TL98	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%	50%	75%	B	6 / 8 x 100 = 75%	
TL99	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		
TL100	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		
TL107	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	1	1	G		
TL108	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	1	1	G		

SFA 5 - Good Governance and Compliance										
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 April – 30 June 2025				
						Target	Actual	R	Performance Comment	Corrective Measures
TL129	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	2	3.28	B	(R555 564 984 – R44 933 699) / (R1 865 524 087 / 12)) = 3.28 months	The municipality is currently, in terms of Section 126(1)(a) of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003) (MFMA), preparing the annual financial statements (AFS) for the financial period 01 July 2024 – 30 June 2025. The information in this report consists of preliminary results and is subject to change with the finalisation of the AFS, which will be submitted to the Auditor General of South Africa (AGSA) by 31 August 2025. The financial position of the municipality may be materially influenced by year-end journals and other finance-related processes, which must still be finalised.
TL130	KPI043	Achieve an average payment percentage of 96% by 30 June (Gross Debtors Opening Balance + Billed Revenue - Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue x 100	(Gross Debtors Opening Balance + Billed Revenue - Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue x 100	96%	96%	96%	97%	G2	((R513 579 474.78 + R2 001 901 294.34 – R490 855 207.11 – R83 034 011.63) / R2 001 901 294.34)) x 100 = 97%	
TL131	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%	90%	74.49%	○	(R390 732 770 / R524 512 559) x 100 = 74.49%	The municipality is currently, in terms of Section 126(1)(a) of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003) (MFMA), preparing the annual financial statements (AFS) for the financial period 01 July 2024 – 30 June 2025. The

SFA 5 - Good Governance and Compliance										
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 April – 30 June 2025				
						Target	Actual	R	Performance Comment	Corrective Measures
										information in this report consists of preliminary results and is subject to change with the finalisation of the AFS, which will be submitted to the Auditor General of South Africa (AGSA) by 31 August 2025. The financial position of the municipality may be materially influenced by year-end journals and other finance-related processes, which must still be finalised.
TL132	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%	0.20%	0.88%	B	R5 952 444 / R679 279 498 x 100 = 0.88%	
TL133	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%	15%	34.73%	B	(R2 658 903 622 – R232 787 378) / 69 853 210 = 34.73% The 34% is below the National Treasury norm of 45% in terms of MFMA Circular 71.	The municipality is currently, in terms of Section 126(1)(a) of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003) (MFMA), preparing the annual financial statements (AFS) for the financial period 01 July 2024 – 30 June 2025. The information in this report consists of preliminary results and is subject to change with the finalisation of the AFS, which will be submitted to the Auditor General of South Africa (AGSA) by 31 August 2025. The financial position of the municipality may be materially influenced by year-end journals and other finance-related processes,

SFA 5 - Good Governance and Compliance										
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 April – 30 June 2025				
						Target	Actual	R	Performance Comment	Corrective Measures
										which must still be finalised.
TL134	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%	27%	25.34%	B	R490 855 207 / R1 937 274 460 x 100 = 25.34%	
TL135	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	0	0	N/A		
TL136	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		
TL137	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		
TL138	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	1	1	G		
TL139	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	1	1	G		
TL140	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	1	1	G		
TL144	KPI057	Submission of a draft Smart City Framework to the Municipal Manager	Number of draft Smart City Frameworks submitted to the Municipal Manager by 30 June	1	1	1	0	R	The target could not be achieved due to the resignation of the Director: Corporate Services in May 2025.	The Director: Corporate Services position was advertised, and it is expected that an appointment will be made by September 30, 2025. Consequently, the draft

SFA 5 - Good Governance and Compliance										
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 April – 30 June 2025				
						Target	Actual	R	Performance Comment	Corrective Measures
										Smart City Framework key performance indicator will be integrated into the performance agreement of the new Director: Corporate Services and submitted to the Municipal Manager by 30 June 2025.

Summary of Results: SFA 5 - Good Governance and Compliance

	KPI Not Yet Measured	5
	KPI Not Met	2
	KPI Almost Met	1
	KPI Met	5
	KPI Well Met	1
	KPI Extremely Well Met	5
Total KPIs		19

14. STRATEGIC PERFORMANCE CONCLUSION

- (a) Out of the 47 Key Performance Indicators (KPIs) listed on the Top layer SDBIP 2024/25, 07 were not measured during quarter 4 (01 April – 30 June 2025). 06 of the measured KPIs were not achieved, 17 were met, and 07 were well met.

	KPI Not Yet Measured	7
	KPI Not Met	3
	KPI Almost Met	3
	KPI Met	17
	KPI Well Met	7
	KPI extremely well met	10
Total KPIs		47

Summary of Results: Strategic Focus Areas 1 - 5

6.5	MANAGEMENT OF CONTRACTS OR AGREEMENTS AND CONTRACTOR PERFORMANCE AS AT 01 JANUARY 2025 – 30 JUNE 2025 MFMA S116(2)(d) REPORT
-----	---

Collaborator No:

IDP KPA Ref No:

Good Governance

Meeting Date:

22 July 2025

1. SUBJECT: MANAGEMENT OF CONTRACTS OR AGREEMENTS AND CONTRACTOR PERFORMANCE AS AT 01 JANUARY 2025 – 30 JUNE 2025 MFMA S116(2)(d) REPORT

2. PURPOSE

To report in accordance with MFMA, Section 116(2)(d) on the management of contracts or agreements and the performance of contractors.

3. DELEGATED AUTHORITY

(FOR DECISION BY MUNICIPAL COUNCIL, EXECUTIVE MAYOR AND MAYORAL COMMITTEE, PORTFOLIO COMMITTEE, EXECUTIVE MANAGEMENT, ETCETERA)

None.

4. EXECUTIVE SUMMARY

The report indicates the performance of service providers who were active on contracts secured by means of a competitive bidding process for the period 01 January 2025 to 30 June 2025.

5. RECOMMENDATION

that the Annual MFMA S116(2)(d) report: Management of contracts or agreements and contractor performance from 01 January 2025 to 30 June 2025 be noted.

6. DISCUSSION / CONTENTS

6.1 Background

6.1.1 Oversight role of council

The Council must maintain oversight over the implementation of the SCM Policy and Chapter 11 of the MFMA. For such oversight the accounting officer must regularly submit a report on the management of contracts or agreements and the performance of contractors to the Council of the municipality in terms of MFMA S116(2)(d).

6.1.2 Legislative Requirement

MFMA S116(2)(d):

“The accounting officer of a municipality or municipal entity must-

(c) regularly report to the council of the municipality or the board of directors of the entity, as may be appropriate, on the management of the contract or agreement and the performance of the contract.”

6.2 Discussion

Contract Management Performance Monitoring has been institutionalized within the Supply Chain Management unit for active contracts as per the contract register. Monitoring of contracts includes the monitoring of contracts awarded in previous financial years which are still active. The total active contracts amount to 361.

Active contracts - does not include service providers appointed on a panel tender not used yet or not used in the period under review. Additionally, it does not include service providers appointed for if and when the preferred service provider cannot deliver.

To note: This is a month-to-month monitoring tool, and the totals below refer to the number of contracts which fell in the rating category from 01 January 2025 until 30 June 2025. This does not mean that the contract remained in the category for the entire period.

Based on the contract monitoring tool the table below depicts the details of a satisfactory, average and poor performance rating:

#	Description of Performance Rating	Total
3	Satisfactory: The quality of service or goods delivery is in compliance with the agreement. Where needed, corrective or preventative action has been taken or agreed upon.	351
2	Average: The quality of the service is fair but needs monitoring and improvement to move to satisfactory standard	7
1	Unsatisfactory: Quality of service or goods delivery is unacceptable. Council either has or must consider termination of the agreement and all services if not improved urgently.	3

All contracts in the contract register (available upon request) up to 30 June 2025 were monitored in terms of the contractor's performance.

When user departments fail to find amicable solutions for contract management issues, it will be referred to our legal services department for assistance and resolution. Comments of Contract Management underneath relating to the unsatisfactory contracts:

#	Contract description	Actions being taken
BSM 027 23 . 6	ANNUAL ELECTRICAL LABOUR TENDER AND PART 2: AD HOC APPOINTMENT OF A PRIVATE ARMEND SECURITY SERVICE FOR THE PROTECTION OF INFRASTRUCTURE IN THE GREATER WCO24 FROM 1 JULY 2023 UNTIL 30 JUNE 2026	Bidder shows improvement, with constant monitoring.

BSM 081 24 . 2	PRUNING, FELLING AND STUMP-GRINDING OF TREES IN STELLENBOSCH MUNICIPALITY FOR PERIOD ENDING 30 JUNE 2025	This is with the user department and our legal section.
BSM 027 23 . 3	ANNUAL ELECTRICAL LABOUR TENDER AND PART 2: AD HOC APPOINTMENT OF A PRIVATE ARMEND SECURITY SERVICE FOR THE PROTECTION OF INFRASTRUCTURE IN THE GREATER WCO24 FROM 1 JULY 2023 UNTIL 30 JUNE 2026	Bidder shows improvement, with constant monitoring.

6.3 **Financial Implications**

There are no financial implications should the recommendations as set out in the report be accepted.

6.4 **Legal Implications**

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

6.5 **Staff Implications**

This report has no staff implications to the Municipality.

6.6 **Previous / Relevant Council Resolutions:**

None.

6.7 **Risk Implications**

This report has no risk implications for the Municipality.

6.8 **Comments from Senior Management:**

6.8.1 **Director: Infrastructure Services**

No comments requested.

6.8.2 **Director: Planning and Economic Development**

No comments requested.

6.8.3 **Director: Community and Protection Services:**

No comments requested.

6.8.4 **Director: Strategic and Corporate Services:**

No comments requested.

6.8.5 Director Human Settlements and Property Management

No comments requested.

6.8.6 Chief Financial Officer:

Agree with the recommendations.

6.8.7 Municipal Manager:

Agree with the recommendations.

FOR FURTHER DETAILS CONTACT:

NAME	Dalleel Jacobs
POSITION	<i>Snr Manager SCM</i>
DIRECTORATE	<i>Financial services</i>
CONTACT NUMBERS	<i>021 808 8137</i>
E-MAIL ADDRESS	<i>Dalleel.jacobs@ Stellenbosch .gov.za</i>
REPORT DATE	

6.6	MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR JUNE 2025
-----	--

Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance and Compliance

22 July 2025

1. SUBJECT: MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR JUNE 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 2024/2025 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 (2024/2025) stipulate that SCM deviations be reported to the Council. In compliance thereto, this report presents to the Council the SCM deviations that occurred during June 2025.

5. RECOMMENDATION

that Council notes that there were no deviations approved for the month of June 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 June 2025:

No deviations were approved as indicated below:

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.

NAME	Dalleel Jacobs
POSITION	Senior Manager SCM
DIRECTORATE	Finance
CONTACT NUMBERS	021 808 8137
E-MAIL ADDRESS	Dalleel.Jacobs@ Stellenbosch.gov.za
REPORT DATE	03 July 2025

6.7	MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR JULY 2025
-----	--

Collaborator No:

IDP KPA Ref No:

Good Governance and Compliance

Meeting Date:

22 July 2025

1. SUBJECT: MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR JULY 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 July 2025.

5. RECOMMENDATION

that the Council notes with the deviations approved for the month of July 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 July 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 01/26	2025/07/14	Security Consortium SA CC	Relocation Of Remaining Households from Langrug Dam to Erf No 3229, Mooiwater	Emergency	The formal SCM process is being followed, i.e. tender specifications for the appointment of a demolition and transportation service provider have been submitted to SCM for consideration at the BSC of 10 June 2025. The SCM process will however take about 3-4 months at least to conclude. The feedback that we received during the relocation of the first number of households on Monday 7 June 2025 was that there are strong rumors of re-invasion of the dam site, as well as invasion of the vacant Wendy houses (approximately 130 Wendy houses). These rumors were given impetus by (unrecorded) verbal utterances at the protest action at both sites on Monday morning, 7 June 2025. Therefore, the current situation at the Langrug Dam site and the Erf 3229 temporary relocation site necessitates swift and decisive action by the Council to avoid the invasion of these sites and accordingly a possible substantial financial loss.	R573 160 (incl. VAT)

					<p>To date an amount of ±R31m has been directly spent on the project and a further direct expenditure of ±R10m is budgeted for the current and next financial year. These quoted amounts exclude the cost of securing the sites, remedial work that must be done on both sites or the indirect cost of additional human capital that must be spent by the Council to secure a successful relocation process and the re-development of the Langrug Dam site.</p> <p>Thus, swift and decisive action will prevent financial loss, as well as loss of property (Wendy houses with electricity) and vacant land (the Lang Dam area and environment).</p>	
--	--	--	--	--	--	--

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.

6.8.1 Municipal Manager

Supports the recommendations.

FOR FURTHER DETAILS CONTACT:

<i>NAME</i>	<i>Dalleel Jacobs</i>
<i>POSITION</i>	<i>Senior Manager SCM</i>
<i>DIRECTORATE</i>	<i>Finance</i>
<i>CONTACT NUMBERS</i>	<i>021 808 8137</i>
<i>E-MAIL ADDRESS</i>	<i>Dalleel.Jacobs@ Stellenbosch.gov.za</i>
<i>REPORT DATE</i>	<i>15 July 2025</i>

7.	CONSIDERATION OF ITEMS BY THE EXECUTIVE MAYOR: [CLLR J FASSER]
----	---

7.1	PROTECTION SERVICES: (PC: CLLR J WILLIAMS)
-----	--

7.1.1	FEEDBACK REPORT: BORDER MUNICIPALITIES REGIONAL WORKSHOP DAR ES SALAAM, TANZANIA HELD ON 11 TO 12 JUNE 2025
-------	---

Collaborator No: 790260
 IDP KPA Ref No: Good Governance and Compliance
 Meeting Date: 22 July 2025

1. SUBJECT:FEEDBACK REPORT: BORDER MUNICIPALITIES REGIONAL WORKSHOP DAR ES SALAAM, TANZANIA HELD ON 11 TO 12 JUNE 2025

2. PURPOSE

Feedback Report: Border Municipalities Regional Workshop Dar es Salaam, Tanzania held on the 11th and 12th of June 2025.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

Stellenbosch Municipality was accepted as a Strong Cities Network member on the 25th of July 2023. Since then, three 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.

An invitation was received from the Strong Cities Network to the Border Municipalities Regional Workshop in Dar es Salaam, Tanzania. The workshop was held on the 11th and 12th of June 2025. The municipality was invited to speak on the Community Safety Forum and to share its knowledge and expertise with the other partner cities of the Strong Cities Network.

Positive feedback was received from the participants and the leadership of the border municipalities that attended the workshop in Tanzania. Municipalities also indicated their interest in having the Neighbourhood Watch Model and Community Safety Forum rolled out in their areas.

5. RECOMMENDATION

that Council notes the feedback report on the Strong Cities Workshop attended in Dar es Salaam, Tanzania as well as the progress made with the Neighborhood Watch Program in the Nansana Municipality, Uganda.

6. DISCUSSION**6.1 Background**

The Strong Cities Network invited the Stellenbosch Municipality to their regional workshop on The Role of Border Municipalities in Addressing Hate, Extremism, Trafficking and Other Threats to Safety and Security, in Dar es Salaam.

This engagement was funded and supported by the European Union in assisting Local Governments to combat hate, extremism and polarisation.

The Stellenbosch Municipality was requested to present the Community Safety Forum Model. This request for the presentation emanated from the twinning agreement with Nansana Municipality, Uganda on the Neighbourhood Watch Program and the extension thereof to other border municipalities of Eastern and Southern African countries.

6.2 Financial Implications

None.

6.3 Legal Implications

None.

6.4 Staff Implications

None.

6.5 Previous / Relevant Council Resolutions

Approval granted to Director Gary Boshoff, Mr. Charl Kitching (Senior Manager) and Ms. Joan Felix (Manager) to attend and facilitate the Neighbourhood Watch Training Project in Nansana Municipality, Uganda. (Approved by Council dated: 25/04/2024)

Feedback report on Nansana visit (Approved by Council dated: 30/07/2024)

Approval granted to Director Gary Boshoff and Mr. Charl Kitching (Senior Manager) to attend and facilitate the Neighbourhood Watch Training Project in Nansana Municipality, Uganda. (Approved by Council dated: 14/08/2024)

Feedback report on Nansana visit (Approved by Council dated: 27/11/2024)

Approval granted to Director Gary Boshoff and Ms. Joan Felix to attend the Border Municipalities Regional Workshop from 11-12 June 2025 in Dar es Salaam, Tanzania. (Approved by Council dated: 30/05/2025)

6.6 Risk Implications

None.

6.7 Comments from Senior Management:

None.

ANNEXURES

Feedback Report: Border Municipalities Regional Workshop Dar Es Salaam, Tanzania held on the 11th and 12th of June 2025

FOR FURTHER DETAILS CONTACT:

NAME	Joan Felix
POSITION	Manager
DIRECTORATE	Traffic and Law Enforcement Services
CONTACT NUMBERS	021- 808 8441
E-MAIL ADDRESS	Joan.Felix@ Stellenbosch.gov.za
REPORT DATE	11 July 2025

ANNEXURE A



FEEDBACK REPORT: BORDER MUNICIPALITIES REGIONAL WORKSHOP

DAR ES SALAAM, TANZANIA

HELD ON 11 to 12 JUNE 2025



Background

The Strong Cities Network invited the Stellenbosch Municipality to their regional workshop on The Role of Border Municipalities in Addressing Hate, Extremism, Trafficking and Other Threats to Safety and Security, in Dar es Salaam.

This engagement was funded and supported by the European Union in assisting local governments to combat hate, extremism and polarisation.

The Stellenbosch Municipality was requested to present the Community Safety Forum Model. This request for the presentation emanated from the twinning agreement with Nansana Municipality, Uganda on the Neighbourhood Watch Program and the extension thereof to other border municipalities of Eastern and Southern African countries.

Objectives

The workshop sought to work towards strengthening the role, influence and capacity of border municipalities and their cooperation with national actors, development partners and regional economic commissions.

The Workshop was held at the Golden Tulip Hotel Dar es Salaam, Toure Drive, Msasani Peninsula, Tanzania 11-12 June 2025

1. Day 1 - Opening and Welcoming

On the first day the Workshop convened with the registration of participants and attendees. The welcoming remarks and introduction were made by Ms Gertrude Rose Gamwera Buyinga, Head of the East and Southern Africa (ESA) Regional Hub, Strong Cities Network and Secretary General, East Africa County and Local Governments Association (EACLGA).

2. Meet and Greet

A networking session were held, whereby participants were required to meet and greet, interact with each other and provide feedback on the engagement with the different border municipality representatives.



3. Keynote Address

On Day one (1) of the workshop the following keynote addresses were done by selective speakers:

The program of the Workshop further commenced with a keynote address about the **Importance of Border Municipalities in National and Regional Security**.

The second keynote address was about **An Integrated Approach to Safety and Security** and participants had the opportunity to learn from how the City of Cape Town, South Africa has streamlined and integrated its approach to safety and security, including by taking proactive steps to mitigate hate and extremism.

4. Plenary Sessions

Plenary sessions with panel members presenting and questions asked were also held. The followings sessions were held on Day one (1) of the workshop:

The Review of the Threat Landscape, which focused on threats and the representatives of local government, civil society and multilateral institutions shared their perspectives on emerging threats to local safety, security and social cohesion.

Case Studies of City-Led Border Security Initiatives, was the second plenary session and various city officials presented on efforts they have taken to strengthen border security, including in cooperation with other levels of governance or with counterparts across the border. Questions to the Panel were allowed on conclusion of this session.

Since the launch of Strong Cities' ESA Regional Hub, the Hub has been inspired by the diverse ways in which cities are partnering with their communities to strengthen safety and security, including initiatives that require few resources and are thus easily replicable in other countries. The third session of the workshop was about **Case Studies on Community Engagement to Strengthen Local Security** and shed light on a few such initiatives, with a focus on sharing lessons learned with and recommendations for implementation. Stellenbosch Municipality were part of the panel of this session and did a presentation on the Community Safety Forum.



The last plenary session for Day one was **Case Studies on Strengthening Resilience and Response Frameworks** and showcase other city-led efforts for strengthening communitywide resilience to hate, extremism and other threats to safety and security. The session focused in particular on examples of initiatives that effectively addressed vulnerabilities before they escalated to violence.

5. Day 2 – Recap and Introduction

The second day of the workshop started with registration, recapturing of the previous day and introduction and discussion of the rest of the workshop's program. Participants were also requested to move to other seats within the conference room to enhance further engagements and networking opportunities.

6. Keynote Address

The keynote addresses for this day were the following:

The first keynote address was about the **Spotlight on Villa Gorongosa**. Officials from Villa Gorongosa (Mozambique) presented their inspiring efforts to promote inclusion and support the rehabilitation and reintegration of former fighters with their families, through safety- and security-related initiatives.

Experiences of the Cross Borders Traders Association was the last keynote address of the workshop.

7. Plenary Sessions

The following plenary sessions were held on Day two (2):

The first session was on **Existing Frameworks for Regional Cooperation at the Local Level and the Role of Regional and International Organisations**. Representatives of various regional and international organisations presented key policy frameworks, strategies and existing initiatives to address the safety- and security-related challenges that come with the region's porous borders.

Through an interactive session participants reflected on how local – regional – international cooperation can be strengthened to facilitate the whole-of-society approach to countering hate, extremism and other threats that is globally recognised as good practice.

The Role of Local Governments in the East African Countries, Integration Agenda Building was the second session for the day and invited participants to reflect specifically on the role of local governments in fostering broader regional cooperation and economic development.

8. Breakout Sessions

Two (2) breakout sessions followed the plenary sessions and keynote speakers

Reflections on the Role of Border Municipalities was the first session.

Participants were broken up into smaller groups for a more in-depth reflection on the practices and recommendations shared throughout the workshop, with a focus on identifying implications for their own safety and security related efforts as well as consider wider cross border cooperation roles.

The second session: Review of and Forward Strategy for the Border Municipalities Working Group. The workshop was concluded with a forward-looking perspective whereby participants were asked to reflect on next steps and priorities for the Eastern and Southern Africa Regional Hub's Border Municipalities Working Group. Stellenbosch and Nansana Municipality were grouped together to discuss next steps on their twinning agreement. Nansana requested support from Stellenbosch Municipality in brainstorming innovative ideas to put measures and systems in place on making the internet, wifi, social media platforms available for youth within their municipality.

The workshop concluded with a **Summary of Key Takeaways and Recommendations by the Chairperson of the Border Municipalities Working Group, HW Regina Bakitte**, Mayor Nansana Municipal Council, Uganda.

Conclusion

Stellenbosch Municipality will continue to support the Nansana Municipality and the mayor to see the Neighbourhood Watch Project through and commit to guide and share information with the Nansana Municipal Council and other Strong Cities, especially within the Eastern and Southern African Region.

7.2	SPORTS, YOUTH AND CULTURE: [PC: CLLR T KUMM]
-----	--

7.2.1	RETURN ITEM: FEEDBACK AFTER PUBLICATION OF THE INFORMATION STATEMENT REGARDING THE IN-PRINCIPAL DISPOSAL OF THE VAN DER STEL SPORT FACILITY TO THE PREFERRED BIDDER FOLLOWING A FORMAL TENDER PROCESS
-------	---

Collaborator No: 790262
 IDP KPA Ref No: Good Governance
 Meeting Date: 22 July 2025

1. SUBJECT: RETURN ITEM: FEEDBACK AFTER PUBLICATION OF THE INFORMATION STATEMENT REGARDING THE IN-PRINCIPAL DISPOSAL OF THE VAN DER STEL SPORT FACILITY TO THE PREFERRED BIDDER FOLLOWING A FORMAL TENDER PROCESS

2. PURPOSE

To provide feedback to Council after the amended Information Statement was advertised. It outlines Council's intention to grant a 30-year lease of the Van der Stel Sport Complex to Stellenbosch Football Club for the management and development of Erf 235 Stellenbosch.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

At the **30th Council Meeting held on 31 March 2025**, Council resolved:

- (a) That Council approves a thirty (30) year lease of the Van der Stel Sport Complex to **Stellenbosch Football Club** for the management and development of Erf 235; and
- (b) That Council notes that, although the following two entities are situated on Erf 235, namely the **World Tennis Foundation** and the **Van der Stel Bowling Club**, they are excluded from the lease agreement.

At the **32nd Council Meeting held on 30 May 2025 – Item 10.2.1** – it was resolved (majority vote with one abstention):

- (a) That the resolutions adopted at the 30th Council Meeting on 31 March 2025 for Item 12.2 be rescinded.
- (b) That Council acknowledges the language discrepancy between the wording of the Information Statement and the tender specifications; and
- (c) That Council approves the advertising of the amendment to the Information Statement.

The amended Information Statement has now been published, and two comments were received for consideration by Council before a final decision can be taken.

5. RECOMMENDATIONS

- (a) that Council notes the comments received after the publication of the amended Information Statement; and
- (b) that the resolutions adopted at the 30th Council Meeting on 31 March 2025 for Item 12.2, as accepted, be reinstated — namely, that the Van der Stel Sport Complex be leased to Stellenbosch Football Club for a period of thirty (30) years.

6. DISCUSSION**6.1 Background**

At the **32nd Council Meeting (30 May 2025 – Item 10.2.1)**, Council resolved:

- (a) That the resolutions adopted at the **30th Council Meeting on 31 March 2025** for Item 12.2 be rescinded.
- (b) That Council acknowledges the language discrepancy between the wording of the Information Statement and the tender specifications; and
- (c) That Council approves the advertising of the amendment to the Information Statement.

An amended Information Statement was advertised, allowing the community to provide input after a discrepancy was identified between the wording of the original statement and the actual tender specifications. A corrected version was thus approved and advertised to ensure alignment with the tender and compliance with public participation requirements.

The Information Statement was published in Die EikestadNuus on 5 June 2025 with a closing date for comments on 27 June 2025. A copy of the published advertisement is attached hereto as Annexure “C”. Two comments were received and is discussed in this item.

6.2 Further Discussion

The original Information Statement excluded three entities: the World Tennis Foundation, Van der Stel Bowling Club, and Medi-Clinic parking. However, paragraph 1.6 of the tender specification's states:

Paragraph 1.6 of the tender specifications reads:

"That a portion of the Van der Stel Sport Facility is currently leased to Medi-Clinic for parking purposes. This parking area does form part of the management and development mandate for the Van der Stel Sport Facility. The tenderer will, as part of their proposal, provide the same amount of parking to Medi-Clinic. This parking must be provided on the premises of the Van der Stel Sport Facility. Garage (underground) parking may be constructed if the need arises.

Therefore, the revised Information Statement should only exclude the World Tennis Foundation and Van der Stel Bowling Club.

7. TENDER SPECIFICATIONS

1. The existing swimming pool must be upgraded to full working condition or relocated to an alternative location.
2. A minimum of two written references/testimonials confirming successful facility management over the last 10 years (may include partners).
3. Proof of a bank guarantee to the value of the tendered amount must be attached as proof of financial backing.
4. The proposal must include a plan to spend 50% of the tendered amount within the first 5 years after the awarding of the tender.
5. The tender must include a commitment to spend the remaining 50% of the tendered amount within the following 5 years.
6. Proof must be provided of a sustainable capital investment of a minimum of R50 million for the upgrade of the Van der Stel Sport Complex.
7. A detailed management plan must be submitted as part of the offer.
8. An annual facility maintenance plan must be submitted as part of the offer.

8. COMMENTS RECEIVED FROM THE PUBLIC ON THE REVISED INFORMATION STATEMENT

Comments were received from two entities: Dr. Kotze and Friends of Stellenbosch Mountain, both of whom had also commented on the previous Information Statement. Copies of the comments received is attached to this item as Annexure B.

9. COMMENTS FROM PROVINCIAL AND NATIONAL TREASURY

Comments from both the Western Cape Provincial Treasury and National Treasury will be solicited regarding the revised Information Statement, in accordance with the requirements of the Municipal Asset Transfer Regulations. If the comments received is significantly different from the previous comments received and discussed in the previous item then a further item will be brought to Council for consideration. If no further comments or similar comments are received there will be no need to prepare a further item for Council.

10. FINANCIAL IMPLICATIONS

The successful bidder will invest a capital amount of R 395 million into the facility over the next five (5) to ten (10) years. Maintenance costs for the facility will be the responsibility of the bidder, resulting in cost savings for Stellenbosch Municipality. All rights and developments will be at the expense of the management company.

11. LEGAL IMPLICATIONS

In terms of Regulation 34, a municipality may grant a right to use, control, or manage a capital asset only after:

"1)a) The accounting officer has, in terms of Regulation 35, concluded a public participation process regarding the proposed granting of the right; and

b) The municipal Council has approved in principle that the right may be granted.

2) Sub-regulation (1)(a) must be complied with only if:

a) the capital asset in respect of which the proposed right is to be granted has a value in excess of R10m; and

b) a long-term right is proposed"

"3) a) Only a Municipal Council may authorise the public participation process referred to in sub-regulation (a)

b) a request to the Municipal Council for the authorisation of a public participation process must be accompanied by an Information Statement, stating:*

i) the reason for the proposal to grant a long term right to use, control or manage the relevant capital asset.

ii) any expected benefit to the municipality that may result from the granting of the right.

iii) any expected proceeds to be received by the municipality from the granting of the right; and

iv) any expected gain or loss that will be realised or incurred by the municipality arising from the granting of the right".

12. STAFF IMPLICATIONS

The current municipal staff responsible for maintaining the facility will be redeployed to other municipal sport facilities, helping to alleviate staff shortages in those areas.

13. PREVIOUS / RELEVANT COUNCIL RESOLUTIONS

- **29th Council Meeting – 24 July 2019:**
Council noted that the Community Services Department would begin developing an alternative management model for the Van der Stel Sport Facility.
- **8th Council Meeting – 26 October 2022:**
Council approved the Information Statement for public input regarding Erf 235 (Van der Stel Sport Complex).

- **27th Council Meeting – 27 November 2024:**
 - (a) Council approved, in principle, a 30-year lease of the Van der Stel Sport Complex to Stellenbosch Football Club.
 - (b) Council noted that the World Tennis Foundation, Van der Stel Bowling Club, and Medi-Clinic parking are excluded from the lease.
 - (c) Council noted that comments from National and Provincial Treasury must be obtained before a final decision is made.
 - (d) Council approved the Information Statement (Appendix A) for public participation.
 - (e) The item would return to Council after the public participation process and receipt of Treasury comments.
- **30th Council Meeting – 31 March 2025:**
 - (a) Council approved a 30-year lease of the facility to Stellenbosch Football Club.
 - (b) Council noted that only the World Tennis Foundation and Van der Stel Bowling Club were excluded from the lease.
- **32nd Council Meeting – 30 May 2025 (Item 10.2.1):**
Council resolved (majority vote with one abstention):
 - o (a) To rescind the resolutions from the 30th Council Meeting;
 - o (b) To acknowledge the language discrepancy.
 - o (c) To approve the advertising of the amended Information Statement.

14. RISK IMPLICATIONS

Risks of non-performance by the successful bidder will be mitigated through the Service Level Agreement, which will be prepared by the Municipal Legal Department.

15. COMMENTS FROM SENIOR MANAGEMENT

The item was not distributed for comments.

ANNEXURES

- Annexure A: Revised Information Statement for Erf 235 (Van der Stel Sport Complex), Stellenbosch – for public participation
- Annexure B: Comments received from Dr. Kotze and Friends of Stellenbosch Mountain
- Annexure C: Published Information Statement

FOR FURTHER DETAILS CONTACT:

<i>NAME</i>	Albert van der Merwe
<i>POSITION</i>	<i>Senior Manager Community Services</i>
<i>DIRECTORATE</i>	<i>Community and Protection Services</i>
<i>CONTACT NUMBERS</i>	<i>021-808 8165</i>
<i>E-MAIL ADDRESS</i>	<i>albertvandermerwe@ Stellenbosch.gov.za</i>
<i>REPORT DATE</i>	<i>02 July 2025</i>

ANNEXURE A



OFFICIAL NOTICE:

REVISED INFORMATION STATEMENT IN
 RELATION TO ERF 235, CURRENTLY
 KNOWN AS VAN DER STEL SPORT
 COMPLEX, STELLENBOSCH, FOR
 THE PUBLIC PARTICIPATION PROCESS

1. PURPOSE

To provide the prescribed information in terms of regulation 34 and 35 of the Asset Transfer Regulations, published in terms of Section 168 of the Local Government: Municipal Finance Act (R878, 22 August 2008), to the public to provide input on during the Public Participation Process.

2. BACKGROUND

Stellenbosch Municipality is the owner of Erf 235 on which Van Der Stel Sport Complex is situated.

Stellenbosch Municipality is currently managing the facility. The facility is fully fenced and consists of two (2) rugby fields, one (1) soccer field, two (2) cricket fields, one (1) hockey field and one (1) swimming pool. Other facilities on the premises include a pavilion with a seating capacity of 1250, toilets, cloakrooms, function rooms, clubhouse, storeroom, and a demarcated parking area.

Also situated on Erf 235 is Stellenbosch Bowling Club as well as Stellenbosch Tennis and Squash Clubs. The taxi rank on the corner of Bird- and Merriman Streets is also situated on Erf 235 as well as the parking lot in Hofmann Street.

3. DISCUSSION

3.1 Public Participation Process

Before the Council can make a final decision whether rights to municipal property can be transferred, the Municipal Manager must first conduct a public participation process in terms of the Asset Transfer Regulations, Regulation 35.

At the 27th COUNCIL MEETING: 2024-11-27, Council in principle approve a 30 (thirty year) lease of the Van der Stel Sport Grounds to STELLENBOSCH FOOTBALL CLUB for the management and development of erf 235.

Council notes that the following two entities, who is situated on erf 235 namely World Tennis Foundation and Van der Stel Bowling Club are excluded from the lease agreement. The taxi rank as well as the parking lot in Hofmann Street are also excluded from the lease agreement.

3.2 Information Statement

In terms of Regulation 35, when the Municipal Manager makes the proposal to grant the relevant long term right(s) for the potential leasing of the Van der Stel Sport Facility, the Information Statement referred to in Regulation 34 must be publicly advertised.

In terms of Regulation 34 an Information Statement must consist of the following:

- a) the reason for the proposal to grant a long-term right to use, control or manage the relevant capital asset.

- b) any expected benefit to the municipality that may result from the granting of the right.
- c) any expected proceeds to be received by the municipality from the granting of the right; and
- d) any expected gain or loss that will be realised or incurred by the municipality arising from the granting of the right.

3.2.1 Reason(s) for the proposal to grant a long term right to use, control or manage the Van der Stel Sport Facility

- a) The daily management and maintenance of the various municipal sport facilities requires dedicated maintenance staff and maintenance funds to ensure the operational viability of these facilities. Currently, the Stellenbosch Municipality does not have the required operational infrastructure to deliver this standard of service.
- b) The proper maintenance of the Van der Stel Sport Facility is in the best interest of Council and the Stellenbosch Sport Community.
- c) The management and utilisation of the sport facility as a centre of service excellence to the sport and business industries presents the municipality with an opportunity to make the Van der Stel Sport facility self-sustainable in terms of its maintenance requirements as well as additional infrastructure investment as and when required.
- d) A professionally managed facility has the potential to attract new customers, new sport codes and international sport tourists to Stellenbosch.

3.2.2 Expected benefits to the municipality that may result from the granting of the rights

- a) The management and development of the Van der Stel Sport facility will result in savings on maintenance costs and staff, while at the same time providing the broader Stellenbosch Community with a world class sport facility.
- b) The optimal utilization of the properties may produce additional income for the municipality which may enable the municipality to repair and maintain the properties to an acceptable standard.
- c) The professional management of this facility may attract potential investors.
- d) capital investment will improve the facility and raise the service offerings to potential customers.
- e) The facility will have the ability to attract world class sportsmen and women.
- f) A facility of international standard will attract more sport tourists to Stellenbosch.

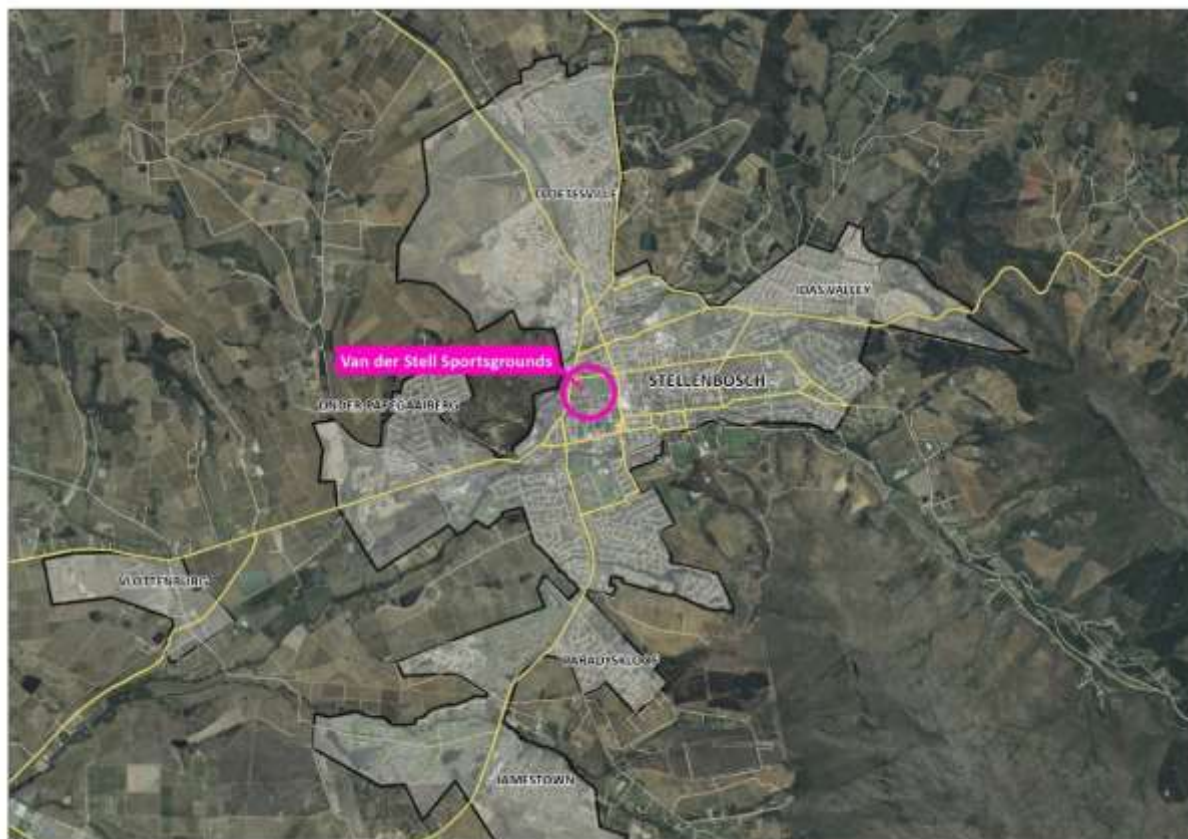
3.2.3 Expected proceeds to be received by the Municipality form the granting of the rights

- a) A capital investment to the value of R395 million will be invested over the next 5 to 10 years in the facility
 - b) The facility will be maintained as part of the agreement.
 - c) Economic activities will be encouraged and stimulated.
 - d) There will be an opportunity to stimulate sport tourism.
 - e) Funds currently budgeted for the maintenance of Van der Stel Sport Complex will be moved to the maintenance of other municipal sport facilities.
 - f) Staff, currently working at Van der Stel Sport Facility will be deployed at other municipal sport facilities.
-

3.2.4 Expected gain or loss that will be realised or incurred by the municipality arising from the granting of the rights

- a) Valuable assets in the ownership of the municipality will be upgraded at no or a reduced cost to the municipality.
- b) The buildings will be properly and adequately maintained in accordance with acceptable standards, at no cost to the municipality.





3.3 Public comment invited

The public are invited to provide input/comment to the municipality on the proposal to enter into an agreement (with a suitable entity) to use the Van der Stel Sport Complex for the primary function of Sport but also for other events with the aim and optimal use of the buildings on site.

Comment must reach the offices of the Municipality on or before **27 June 2025** and must be addressed to the Municipal Manager. Comments can be sent via email to Municipal.Manager@ Stellenbosch.gov.za or delivered to the 3rd Floor, Main Office Building, 17 Plein Street, Stellenbosch.

Any queries can be directed to Mr Albert van der Merwe at (021) 808 8164 or via email at Albert.vandermerwe@ Stellenbosch.gov.za.

GERALDINE METTLER
MUNICIPAL MANAGER: STELLENBOSCH MUNICIPALITY

DATE: _____

ANNEXURE B

From: Kotze, FP, Dr [francoiskotze@sun.ac.za] <francoiskotze@sun.ac.za>
Sent: Wednesday, 18 June 2025 11:49
To: mm <Municipal.Manager@ Stellenbosch.gov.za>
Subject: [EX] Public comment- Van der Stel Sport Complex

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 Municipal Manager,

I would appreciate the opportunity to add my comments in response to the article in Eikestadnuus of 9 June 2025 on the proposed development of the Van der Stel Sport Complex.

At first, I was very excited to read about the investment in facilities that have been severely neglected over the last years. The swimming pool is not in use at all and the building that house the CrossFit gym (and previously Perfect Health) is in a dire state. Not even addressing the steady regression of the various sport clubs, apart from rugby I would guess. And that got me wondering and worried: Where were these funds, earmarked for 'public use,' directed to? Not to mention that the newspaper article also alludes to the maintenance of 'other' sport facilities. Where are these and in what state are these in? Who will be accountable for these?

If you do not have a sound business plan for public facilities, I can see why maintenance is an issue. Then it becomes a 'budget' issue. We do not have budget. How many times have I heard that? Run it like a business and generate funds that can be utilised for maintenance and even upgrades. To just say that you do not have budget whilst the facilities are hardly used, I am afraid, is just not good enough.

Then I also saw that the new agreement makes provision for the maintenance of the upgraded facilities by the 'partner'. And that this is highlighted as a win or an advantage for the municipality. And this is incredibly sad to see. That facilities geared for general public use are seen as a liability. And it appears that the municipality cannot wait to get this off their table.

Which got me wondering: where are these facilities for public use? The article sites 'sport tourism' that will be stimulated. What sports tourism? International athletes? They are already coming here, much less so than Potch. Then there is a new athletics track and residence at Stellenbosch High. Rugby? No, I don't think so. There are several rugby institutes in and around Stellenbosch. Cricket? Tennis? Golf? Perhaps only soccer. And there is only one soccer pitch. Stellenbosch University currently sits with all of these sport facilities. Sport tourism is already possible, but as the local saying here goes: The university has the best botanical gardens, referring to the sports fields. Beautiful to look at but hardly used.

Stellenbosch has an abundance of upper class/ world class/ elite / 'I have to be a member' sport facilities. Both at schools, the University and in private business and none of these benefit the local communities through a municipality that offers areas and/ or facilities for public use. Want to participate in sport? Join a club. Pay membership fees... that is the only option. No wonder talent identification and the concept of mass participation are foreign in the local environment.

Lastly, has the municipality even considered traffic congestion, parking etc? Have a look these days at the R44. Backed up most of the time. Host a sport event at Van der Stel and it will quadruplicate congestion.

Everything does not need to be developed or invested in. Invest in public facilities for public use.

Thank



FRIENDS OF STELLENBOSCH MOUNTAIN

Chairperson: L de Kock

fsm.spring474@passfwd.com fsmountain.org

11 Grandiceps Rd, 7600 Stellenbosch Public

Benefit Organisation No. 930049434

Comment and Third Objection to proposed long-term lease of Erf 235
(van der Stel) in whole or in part within the
Asset Transfer Regulation Public Participation Process
23 June 2025

Cadastral unit: Erf 235

Interest in application: The locus standi of Friends of Stellenbosch Mountain (FSM) in environmental, transport and town planning matters in Stellenbosch is long established. FSM has been active in Stellenbosch since 2008.

Reason for objection and comments: The proposed long-term lease would seriously impede or even make impossible the sustainable restructuring of the emerging central Stellenbosch urban area between Andringa Street and Papegaaiberg, which will encompass the Adam Tas Corridor, the railway station and the old Stellenbosch business centre as well as the mobility corridor linking them.

The Municipal Manager Stellenbosch
Municipality

BY EMAIL to municipal.manager@stellenbosch.gov.za

1. We first note the vehement opposition of all current sportsmen and sports organisations making use of the van der Stel grounds and support these objections to a large extent. As documented in Item 12.2 of the 31 March Council Agenda, there were more than a thousand people in Stellenbosch who objected to this lease and the bad impact it would have on sports and sportspeople in Stellenbosch. The only support for this lease came from the Stellenbosch Football Club itself, a few soccer enthusiasts and the e'Bosch Board of Directors.

2. Appeal to Council and Councillors

We start with our conclusions, as motivated below:

- 2.1 The proposed lease is highly unpopular in Stellenbosch. Council should take note: does the lease serve the people of Stellenbosch?
- 2.2 Council had earlier already taken an in-principal decision to conclude the lease with Stellenbosch FC. Council did not act in the best interests of the Stellenbosch.

local community and Councillors did not apply their minds when approving the lease.

- 2.3 Council on 30 May 2025 rescinded the resolution of 31 March 2025. Council should likewise now rescind the resolutions of 30 May and properly take into account the long-term plans and role of Erf 235 in town restructuring.
- 2.4 Along with many others, FSM calls on Councillors to apply their minds and use this last opportunity to prevent a disaster both for Stellenbosch Sports, traffic congestion and public transport and long-term municipal finances. Council should vote down the lease and transfer of Erf 235 since it conflicts with its own long-term town planning and is in conflict with the principles of the Asset Transfer Regulations.

3. Van der Stel as crucial link for ATC, CBD and public transport

This our Third Objection and Comment follows on the FSM Second Objection dated 19 February 2025 and the First Objection dated 15 December 2022. Both previous comments and objections highlighted that Erf 235 is a critical “connecting link” between the present and future transport hub around the existing railway station and the Stellenbosch CBD. Along with many others, FSM repeatedly pointed out that the Adam Tas Corridor (ATC) project would make this link even more important.

4. FSM and others also pointed out many times in the last three years that the location of a stadium on Erf 235 would badly worsen traffic congestion in the most critical part of town, and that this congestion can be avoided by building a soccer stadium elsewhere.
5. The **Bergzicht Taxi Ranks** are also included in the area demarcated for lease. This is completely unacceptable: public transport may not be controlled by a private for-profit entity with its own priorities and goals.

6. Why the Asset Transfer Regulations are not complied with: Regulations 34 and 36.

- 6.1 In terms of Regulation 34(3)(b) of the MFMA Asset Transfer Regulations, the present public participation process

must be accompanied by an information statement stating the reasons for the proposal to grant a long term right to use, control or manage the relevant capital asset; any expected benefits to the municipality that may result from the granting of the right; any expected proceeds to be received by the municipality from the granting of the right; and any expected gain or loss that will be realised or incurred by the municipality arising from the granting of the right.

- 6.2 Addressing the issues listed above, we repeat the arguments of the December 2022 FSM objection almost word for word:

- i. Any perceived “benefit” which purportedly would result to Stellenbosch Municipality from a long-term lease agreement would be far outweighed by the long-term costs and risks associated with a long-term lease.
- ii. It would be very costly to reverse any lease agreement should the need for the van der Stel land arise later. Erf 235 **must** remain available due to its critical location as connector and as mobility link. Sooner or later, that link will have to be built in terms of infrastructure (light rail, taxi and NMT connections) and a long-term lease will make that impossible or very expensive.

- iii. In the long term, there is therefore **no net financial benefit to Stellenbosch Municipality or the local community** associated with a long-term lease but rather the prospect of significant **financial loss**.
- iv. By contrast, the direct **economic or financial benefit** which would be derived from such a lease would be minimal. The R395million will be invested by a private entity for the benefit of that private entity, not for the local community.
- v. A long-term lease would also entail significant **risk**, for example by risking protracted litigation should Stellenbosch Municipality want to resile from such a lease agreement when this land is needed to link the ATC with the town centre.

6.3 Noncompliance with Regulation 36 of the MFMA Asset Transfer Regulations: For the reasons set out above, we contend that the conclusion of a long-term lease agreement at this stage **would be in contravention of section 36 of the MFMA Asset Transfer Regulations of 2008** as follows (see also the table in our 2022 objection):

MFMA Regulation 36	Comment
<i>The municipal council must, when considering ...approval ...take into account:</i>	
<i>(a) whether the capital asset may be required for the municipality's own use during the period for which the right is to be granted;</i>	As set out, it is likely that this municipal asset of Erf 235 will be required for its own municipal use in the next few years, specifically as a link between the transport hub, the ATC and the Stellenbosch CBD. Also the Bergzicht taxi rank site may never be sold or leased out as it fulfils a crucial function.
<i>(b) the extent to which any compensation to be received for the right together with the estimated value of any improvements or enhancements to the capital asset that the private sector party or organ of state to whom the right is granted will be required to make, will result in a significant economic or financial benefit to the municipality;</i>	The economic and/or financial benefits likely to accrue to the municipality for activities of the football club will be minimal compared to the likely loss and damage suffered by the premature granting of a long-term lease
<i>(c) the risks and rewards associated with the use, control or management of the capital asset in relation to the municipality's interests;</i>	A long-term lease would increase the legal and financial risks associated with the future necessity to utilise the land of Erf 235 for urban restructuring purposes. In plain language, it will cost a lot to later link the ATC with the CBD if van der Stel is leased out now.

<p><i>(f) the interests of any affected organ of state, the municipality's own strategic, legal and economic interests and the interests of the local community</i></p>	<p>As explained, the municipality's own interests are not served by the proposed long-term lease. The interests of the local community include both those of current van der Stel sports teams and the many people who will benefit from the planned mobility, education and centrally-located housing for which Erf 235 would be ideally situated.</p> <p>In approving the asset transfer, Stellenbosch Municipality would be sabotaging the Adam Tas Corridor and therefore its own central planning and strategic goals in the IDP and Spatial Development Framework (MSDF).</p>
--	---

- 6.4 Expanding on the above: The MSDF terms Erf 235 a *Strategic Site, Project and/or Infill Opportunity*. Regarding Erf 235, the MSDF states clearly its role and link to the ATC:

Redevelopment of the site could contribute significantly to restructuring Stellenbosch town. However, should the Van Der Stel complex be considered for development (as part of the ATC initiative) sufficient green space should be safeguarded, as well as public access to sport opportunity and associated facilities.

- 6.5 The May 2025 IDP again displays the *Adam Tas Corridor Local Areas SDF* as approved in October 2022. The text and maps make clear that the van der Stel area is extremely important for the "movement system" ie mobility and the link to the CBD.

7. This FSM objection has nothing to do with the football club itself. The club is welcome in Stellenbosch and should be supported. That support is possible and feasible by building a stadium elsewhere, not on Erf 235. Alternative sites for lease to the SFC are available. The most logical site for use by the Stellenbosch Football Club would be somewhere along the western approaches to Stellenbosch, where a park-and-ride facility would easily integrate a SFC facility with the railway station and (via the future mobility corridor) the Stellenbosch town centre as well as facilitate motor access from Cape Town with minimal impact on the Stellenbosch town centre.

ANNEXURE C



1. PURPOSE

To provide the prescribed information in terms of regulation 34 and 35 of the Asset Transfer Regulations, published in terms of Section 168 of the Local Government: Municipal Finance Act (R878, 22 August 2008), to the public to provide input on during the Public Participation Process.

2. BACKGROUND

Stellenbosch Municipality is the owner of Erf 235 on which Van Der Stel Sport Complex is situated.

Stellenbosch Municipality is currently managing the facility. The facility is fully fenced and consists of two (2) rugby fields, one (1) soccer field, two (2) cricket fields, one (1) hockey field and one (1) swimming pool. Other facilities on the premises include a pavilion with a seating capacity of 1250, toilets, cloakrooms, function rooms, clubhouse, storeroom, and a demarcated parking area.

Also situated on Erf 235 is Stellenbosch Bowling Club as well as Stellenbosch Tennis and Squash Clubs. The taxi rank on the corner of Bird- and Merriman Streets is also situated on Erf 235 as well as the parking lot in Hofmann Street.

3. DISCUSSION

3.1 Public Participation Process

Before the Council can make a final decision whether rights to municipal property can be transferred, the Municipal Manager must first conduct a public participation process in terms of the Asset Transfer Regulations, Regulation 35.

At the 27th COUNCIL MEETING: 2024-11-27, Council in principle approve a 30 (thirty year) lease of the Van der Stel Sport Grounds to STELLENBOSCH FOOTBALL CLUB for the management and development of erf 235.

Council notes that the following two entities, who is situated on erf 235 namely World Tennis Foundation and Van der Stel Bowling Club are excluded from the lease agreement. The taxi rank as well as the parking lot in Hofmann Street are also excluded from the lease agreement.

3.2 Information Statement

In terms of Regulation 35, when the Municipal Manager makes the proposal to grant the relevant long term right(s) for the potential leasing of the Van der Stel Sport Facility, the Information Statement referred to in Regulation 34 must be publicly advertised.

In terms of Regulation 34 an Information Statement must consist of the following:

- a) he reason for the proposal to grant a long-term right to use, control or manage the relevant capital asset.
- b) any expected benefit to the municipality that may result from the granting of the right.
- c) any expected proceeds to be received by the municipality from the granting of the right; and
- d) any expected gain or loss that will be realised or incurred by the municipality arising from the granting of the right.

3.2.1 Reason(s) for the proposal to grant a long term right to use, control or manage the Van der Stel Sport Facility

Location and context



3.3 Public comment invited

The public are invited to provide input/comment to the municipality on the proposal to enter into an agreement (with a suitable entity) to use the Van der Stel Sport Complex for the primary function of Sport but also for other events with the aim and optimal use of the buildings on site.

Comment must reach the offices of the Municipality on or

GERALDINE METTLER
MUNICIPAL MANAGER: STELLENBOSCH MUNICIPALITY

OFFICIAL NOTICE:
REVISED INFORMATION STATEMENT IN RELATION TO
ERF 235, CURRENTLY KNOWN AS VAN DER STEL SPORT
COMPLEX, STELLENBOSCH, FOR THE PUBLIC
PARTICIPATION PROCESS

- a) The daily management and maintenance of the various municipal sport facilities requires dedicated maintenance staff and maintenance funds to ensure the operational viability of these facilities. Currently, the Stellenbosch Municipality does not have the required operational infrastructure to deliver this standard of service.
- b) The proper maintenance of the Van der Stel Sport Facility is in the best interest of Council and the Stellenbosch Sport Community.
- c) The management and utilisation of the sport facility as a centre of service excellence to the sport and business industries presents the municipality with an opportunity to make the Van der Stel Sport facility self-sustainable in terms of its maintenance requirements as well as additional infrastructure investment as and when required.
- d) A professionally managed facility has the potential to attract new customers, new sport codes and international sport tourists to Stellenbosch.

3.2.2 Expected benefits to the municipality that may result from the granting of the rights

- a) The management and development of the Van der Stel Sport facility will result in savings on maintenance costs and staff, while at the same time providing the broader Stellenbosch Community with a world class sport facility.
- b) The optimal utilization of the properties may produce additional income for the municipality which may enable the municipality to repair and maintain the properties to an acceptable standard.
- c) The professional management of this facility may attract potential investors.
- d) capital investment will improve the facility and raise the service offerings to potential customers.
- e) The facility will have the ability to attract world class sportsmen and women.
- f) A facility of international standard will attract more sport tourists to Stellenbosch.

3.2.3 Expected proceeds to be received by the Municipality form the granting of the rights

- a) A capital investment to the value of R395 million will be invested over the next 5 to 10 years in the facility
- b) The facility will be maintained as part of the agreement.
- c) Economic activities will be encouraged and stimulated.
- d) There will be an opportunity to stimulate sport tourism.
- e) Funds currently budgeted for the maintenance of Van der Stel Sport Complex will be moved to the maintenance of other municipal sport facilities.
- f) Staff, currently working at Van der Stel Sport Facility will be deployed at other municipal sport facilities.

3.2.4 Expected gain or loss that will be realised or incurred by the municipality arising from the granting of the rights

- a) Valuable assets in the ownership of the municipality will be upgraded at no or a reduced cost to the municipality.
- b) The buildings will be properly and adequately maintained in accordance with acceptable standards, at no cost to the municipality.
- c) Less financial pressure on the municipality's capital and operating budgets.
- d) Stimulus of economic activities for the sport community.

before 27 June 2025 and must be addressed to the

Municipal Manager. Comments can be sent via email to

Municipal.Manager@stellenbosch.gov.za or delivered to

the 3rd Floor, Main Office Building, 17 Plein Street,

Stellenbosch.

Any queries can be directed to Mr Albert van der Merwe

at (021) 808 8164 or via email at

Albert.vandermerwe@stellenbosch.gov.za.

Briewe van ons lesers

Wie se Stellenbosch? ’n Herbesinning oor Botmaskop

In ’n onlangse brief bied prof. Johan Fourie ’n vurige verdediging van die luukse landgoedontwikkeling op Botmaskop in Stellenbosch (“Botmaskop: Houding grierf”, *Eikestadnuus*, 24April).

Hy begin met ’n persoonlike staaltjie oor sy seun wat gefassineer is deur die masjiene wat elke oggend die berghelling vervorm. Gelukkig vir ons word besluite oor belangrike sake gewoonlik nie aan kinders oorgelaat nie.

’n Mens verstaan die invalshoek: Konstruksievoertuie is inderdaad opwindend vir kleuters. Maar agter die sentimentaliteit lê ’n dieper vraag: Watter soort plek bou ons, en vir wie?

Fourie voer aan dat teenkanting teen die ontwikkeling gedryf word deur “elitisme”, wantroue en verkeerde inligting. Maar dit stel die feite van die saak én die motiewe van diegene wat die projek teenstaan, verkeerd voor. Dit sluit in organisasies soos die Stellenbosse Belastingbetalersvereniging (SBV), die Stellenbosch-belangegroep (SBG) en ’n lys van meer as 3000 inwoners – almal burgerlike organisasies en individue wat strewe na verantwoordelike ontwikkeling en die bewaring van die unieke natuurlike en kulturele erfenis van Stellenbosch.

Laat ons by die feite begin. Hierdie organisasies is nie teen groei nie. Inteendeel, hulle het die oorspronklike ontwikkelingsvoorstel vir ’n eko-oord vir die terrein ondersteun.

Waaroor die beswaar nou handel, is die aard van die groei wat Stellenbosch nastreef en of daardie groei die eienskappe wat die dorp so ’n uiters gewilde woonplek maak, sal ondersteun of vernietig.

As elke heuwel in die omgewing opgedeel word vir omheinde gemeenskappe slegs vir die superrykes, sal Stellenbosch verander in ’n plek van eksklusiwiteit en ekologiese agteruitgang – ’n dorp wat sy natuurlike skoonheid een stuk grond op ’n slag verkoop totdat niks oorbly van die plek wat soveel van ons lief het nie.

Die huidige ontwikkeling op Botmaskop is presies die soort projek wat die gevaar inhou om Stellenbosch in ’n speelgrond vir die rykes te verander – ten koste van die breër openbare belang. Dit beperk toegang tot die berg, fragmenteer ekostelsels en versnel ’n gevaarlike tendens waar openbare waarde vir private wins geprivatiseer word.

Fourie se bewering dat die ontwikkeling tot omgewingsherstel sal lei, is misleidend. Indringerspesies op die terrein kan en behoort verwyder te word en die proses is al vir jare aan die gang, grootliks gedryf deur individue wat op hul eie inisiatief en hul eie hulpbronne werk.

Hy bevraagteken ook die regsbasis van die interdik wat die konstruksie gestop het en stel voor dat dit onwaarskynlik is dat soveel “hoogs ervare professionele mense”, wat by die beplanning en goedkeuringsproses betrokke was, sulke ernstige foute kon begaan.

Maar dít is presies wat ’n regter bevind het – dat daar voldoende rede is om die proses te stop, op grond van prosedurele en omgewingskwessies.

Stel Fourie voor dat ’n ekonomiese historikus meer geskik is om die meriete van die saak te beoordeel as ’n regter wat maande lank die besonderhede nagegaan het? Ironies genoeg misgis Fourie hom met die belangrike feite in sy stuk – veral sy bewering dat die huidige landgoed dieselfde voetspoor het as die aanvanklike eko-oord

wat vroeër goedgekeur is (en wat die SBV, SBG en ander nie teëgestaan het nie, maar eerder aktief ondersteun het).

Die Staytus-landgoed wat nou onder bespreking is, het ’n veel groter ekologiese impak – ’n uitgebreide netwerk paaie, keerwalle, infrastruktuur en residensiële eenhede.

As selfs ’n universiteitsprofessor – met toegang tot inligting en ’n platform in die media – hom met sulke basiese feite kan misgis, dan is dit allermens onwaarskynlik dat foute, versuime of selfs wanvoorstellings tydens die goedkeuringsproses kon plaasgevind het.

Dis juis waarom ons howe het – om regstellende meganismes te bied wanneer administratiewe prosesse faal. Soos baie van ons besef, speel die howe ’n noodsaaklike rol in die beskerming van ons regte en vryhede – veral teen magtige organisasies en individue.

Miskien is die mees ontstellende aspek van Fourie se brief die manier waarop hy teenkanting voorhou as irrasioneel of elitisties. Hy beskryf SBG as ’n “onverkose” groep – asof net verkose amptenare die reg het om besorgdheid uit te spreek – terwyl hy ignoreer dat ontwikkelaars, beleggers en beplanners self op geen manier demokraties aanspreeklik is nie.

In werklikheid bestaan die SBG en die SBV uit bekommerde inwoners wat diep toegewyd is aan die dorp se langtermynwelstand. Dis mense wat sonder beloning hul kennis, tyd en dikwels ook geld gebruik met die wete dat hul werk help om die dorp vir ons kinders te bewaar. Kan dieselfde van enige van die teenpartye gesê word?

En hier is nog ’n ironie: Die Botmaskop-ontwikkeling word teengestaan vir kinders soos Fourie se seun, sodat hy eendag wanneer hy nie meer *bulldozer*-bevinge is nie, in die berge kan gaan stap en sampioene pluk, of soos ’n maniak teen die steilste hellings op ’n bergfiets kan afjaag asof môre nie bestaan nie, of dalk met sy eie gesin daar kan gaan piekniek hou en weet dat daar ’n kans is om ’n klipspringer te sien.

Dalk sal sy klong dan dankbaar wees dat nie elke bergkruin gelykgestoot is vir ’n villa met ’n uitsig nie; omdat daar mense was wat gesê het – genoeg is genoeg.

Laastens, laat ons nie groot geld verwar met die openbare belang nie – R770miljoen kan sement, mure en versorgde grasperke koop, maar nie legitimititeit of vertroue nie.

Dit maak nie saak hoe blink die bemerkingsbrochure of hoe hoog die eiendomsbelasting is nie – luukse-ontwikkelings vir die superrykes is nie ’n plaasvervanger vir verantwoordelike beplanning nie.

Wanneer ons ons natuurlike erfenis laat platslaan vir private wins, of ’n gedeelde landskap in ’n omheinde eklave omskep, verloor ons meer as net plante en fietsroetes. Ons verloor iets wesensliks – die siel van die dorp, die gemeenskaplike nalatenskap van sy mense en die reg van toekomstige geslagte om hulself in die berge te bevind – nie afgesluit deur omheinings van luukse landgoedere nie.

Hierdie debat gaan nie oor die staak van alle ontwikkeling nie, maar om beter ontwikkeling te eis wat al die dorp se mense dien – nie net die rykes nie – en deur mense wat erken dat sommige plekke te kosbaar is om ooit te verkoop, maak nie saak wat (of hoe hoog) die prys is nie.

Johan Slabber, STELLENBOSCH

Kosbare munt gesoek

Ek deel graag my storie oor ’n verlore Krugermunt van jare gelede.

My pa het altyd gespot dat ek “soos ’n Krismisboom” lyk met al my juwele.

Ek het op ’n koue dag by die plaaslike Spar ’n glybeweging teen my bors gevoel terwyl my man buite gesels het.

Ek het gemeld dat ek iets verloor het, maar weens depressiemedikasie was ek willoos en in ’n dwaal.

Later sien ek in *Eikestadnuus* onder

“verlore/gevind” dat iemand ’n juweel in dié Spar gevind het. Ek wou reageer, maar het nooit die nommer gestoor nie.

My huishulp het onlangs my stukkende ketting (sonder die Krugermunt) onder ’n lessenaar gekry.

Onlangs het my huishulp weer die koerant huis toe gebring, wat my geïnspireer het om hierdie brief te skryf.

Miskien het iemand my kosbare Krugermunt steeds veilig bewaar?

As ek dit terugkry, slaap ek gewis daarmee langs my bed!

Anna, E-POS

7.3	CORPORATE SERVICES: (PC: CLLR L NKAMISA)
------------	---

7.3.1	POSSIBLE REVIEW AND RESCISSION OF RESOLUTION: APPLICATION FOR LEASE AGREEMENT: STELLENBOSCH DISTRICT RIDING CLUB: FARM 502N STELLENBOSCH RD
--------------	--

Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

22 July 2025

1. SUBJECT: POSSIBLE REVIEW AND RESCISSION OF RESOLUTION: APPLICATION FOR LEASE AGREEMENT: STELLENBOSCH DISTRICT RIDING CLUB: FARM 502N STELLENBOSCH RD

2. PURPOSE

To consider the review and rescission of the Executive Mayoral Committee resolution in respect of an application received from the Stellenbosch District Riding Club for a new lease agreement on Farm 502N Stellenbosch.

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.

The Executive Mayor in consultation with the Executive Mayoral Committee has the delegated authority to review and rescind previous resolutions taken by the Executive Mayoral Committee.

4. EXECUTIVE SUMMARY

On 24 March 2025 the Executive Mayoral Committee considered an application from the Stellenbosch District Riding Club for a lease agreement. During the meeting it was decided to give an in-principle approval for the lease of Farm 502N Stellenbosch for a period of 9 years and 11 months. The resolution was however minuted as follows:

- (a) That Farm 502N, Stellenbosch, be identified as land not needed for basic Municipal Services;
- (b) That the application from the Riding Club be considered including the rental amount of 30% of the market related price in terms of council policies;
- (c) That if the lease agreement is longer than 9 years and 11 months the intention to lease be advertised for public participation to request inputs/objections/ alternative offers and return to Mayco for final approval; and
- (d) That the lessee be responsible to maintain the land and any structures on it.

The resolution is not clear on the lease period as discussed during the Executive Mayoral Committee meeting and merely indicates that if the lease is approved for longer than 9 years 11 months then it should be advertised. The Executive Mayoral Committee should therefore consider reviewing and rescinding the current resolution and replace same with a resolution that is clear on the period of the lease agreement in order for the administration to attend to the public participation process and finalisation of the lease agreement.

5. RECOMMENDATIONS

- (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.

6. DISCUSSION / CONTENT

6.1 Background

6.1.1 Lease Agreement

Stellenbosch Municipality and the Stellenbosch District Riding Club concluded a 30-year Lease Agreement on 17 February 1992. This agreement lapsed on 31 March 2021.

On 17 February 2021 council resolved that the current lease agreement be extended on the same terms and conditions on a month-to-month basis until the process for the Sports Councils has been finalised and a property register has been compiled and considered by council to determine the future of Council properties per category. Such property register has now been adopted by council and the club does not form part of the Sports Councils.

6.1.2 Application for renewal and resolution of 24 March 2025

The Stellenbosch District Riding Club has applied for the renewal of the Lease Agreement for a period of 9 years and 11 months.

The Stellenbosch District Riding Club has been leasing this portion of land from the Stellenbosch Municipality for over 30 years. They are a registered Non-Profit Organisation, and they are involved in several community upliftment projects and assist in much needed job creation in the Stellenbosch Community. They are the only non-

private / municipal owned equestrian property used for Equestrian sport in the Cape Winelands. The club is also of the intention to offer Equine Assisted Therapy in the near future and provide free riding lessons for Local Underprivileged Children.

The application was considered at the Executive Mayoral Committee meeting on 24 March 2025; however, the resolution does not specify the period of the lease agreement. The Executive Mayoral Committee meeting should therefore consider rescinding the previous resolution and put a new resolution in place that specifies the term of the intended lease agreement in order for the administration to attend to the advertisement and finalisation of the lease agreement.

6.1.3 Valuation Report

In terms of the valuation report the monthly rental for the vacant land is R12 250.00. It should be noted that this is a Non-Profit Organisation, and they therefore qualify to pay only a percentage of the monthly rental should the Executive Mayoral Committee approve same.

6.2 DISCUSSION

6.2.1 Location and context

Lease Area 502N is situated off the R44 at the entrance to the Stellenbosch Flying Club and opposite Mountain Breeze, as indicated on Fig 1 and 2 below.

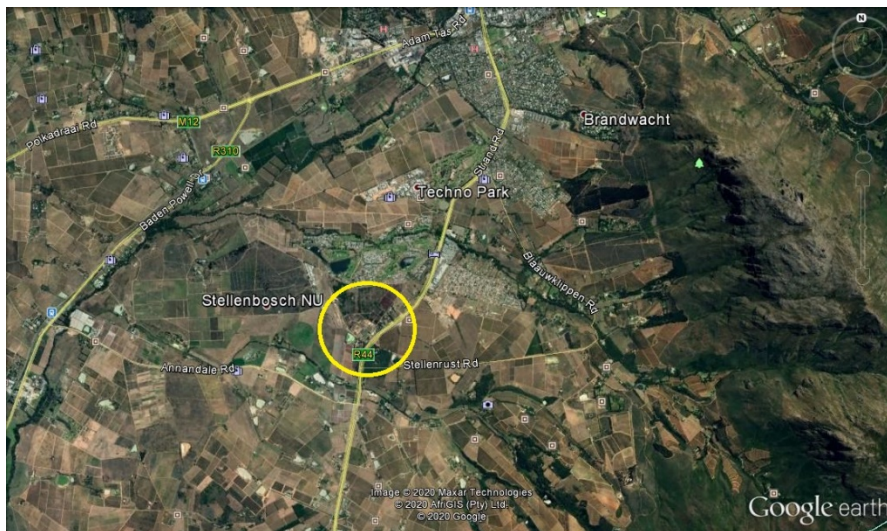


Fig 1: Location and context



Fig 2: Extent of property

6.2.2 Extent of property and zoning

Lease Area 502N is 4.2ha in extent. The zoning of the property is agricultural / rural and falls under the Rural Scenic Overlay Zone. There is 1,5 hectares of water rights allocated to this portion.

6.2.3 Ownership:

Ownership of Remainder Farm 502, Stellenbosch vest with Stellenbosch Municipality by virtue of a Title Deed STF5-34/1883.

6.3 Financial Implications

As per the valuation report the monthly rental for the land is R12 250.00. As the organisation is a registered Non-Profit Organisation they qualify to pay only 30% of the market value. This means R 3 675.00 per month. The buildings on the premises need maintenance work and upgrades and it is suggested by the administration that the applicant attends to the maintenance and upgrades at their costs.

6.4 Legal Implications

6.4.1 Asset Transfer Regulation

In terms of Section 34 (1) of the ATR a Municipality may grant a right to use, control or manage a capital asset only after-

- a) The Accounting officer has concluded a public participation process*; and
- b) The municipal council has approved in principle that the right may be granted.

*Sub regulation (1) (a) (public participation process), however, must be complied with only if-

- The capital asset in respect of which the right is to be granted has a value in excess of R10M*; and
- A long-term right is proposed to be granted (i.e. longer than 10 years).

*This property's value is not in excess of R10M and the proposed term is less than 10 years. For this reason the prescribed public participations process is not required.

In terms of Regulation 36, the municipal council must, when considering such approval, take into account:

- a) whether such asset may be required for the municipality's own use during the period for which such right is to be granted;
- b) the extent to which any compensation to be received will result in a significant economic or financial benefit to the municipality;
- c) the risks and rewards associated with such right to use; and
- d) the interest of the local community

In terms of Regulation 41, if an approval in principle has been given in terms of regulation 34 (1)(b), the municipality (read Mayco) may grant the right only in accordance with the disposal management system* of the municipality, irrespective of:-

- a) the value of the asset; or
- b) the period for which the right is granted

*The policy on the Management of Council owned property is deemed to be Stellenbosch Municipality's disposal management System.

Policy on the Management of Council owned property

In terms of paragraph 9.2.2 of the Policy, the Municipal Council may dispense with the prescribed, competitive process, and may enter into a private treaty agreement through any convenient process, which may include direct negotiations, but only in specific circumstances, and only after having advertised Council's intention so to act.

One of the circumstances listed in (l) is lease contracts with existing tenants of immovable properties, not exceeding ten (10) years. Such agreements may be renegotiated where the Council is of the opinion that public competition would not serve a useful purpose, subject to such renewal being advertised, calling for public comment.

Further, in terms of paragraph 9.2.2.2, the reasons for any such deviation from the competitive process must be recorded.

In terms of paragraph 22.1.4 the fair market rentals will be determined by the average of the valuations sourced from two (2) service providers, unless determined otherwise by the Municipal Manager, taking into account the estimated rental(s) *vis-à-vis* the cost of obtaining such valuations. Under the circumstances it is suggested that one (1) valuer be appointed to determine a fair market rental.

6.5 Staff Implications

No additional staff implications.

6.6 Previous / Relevant Council Resolutions**EXECUTIVE MAYORAL COMMITTEE: 2021-02-17: ITEM 7.2.2****RESOLVED**

- (a) that the lease area 502N be identified as land not needed to provide basic services during the period for which such rights are to be granted, as provided for in Regulation 36 of the Asset Transfer Regulations;
- (b) that the current lease agreement be extended on the same terms and conditions on a month-to-month basis until the process with the Sports Councils has been finalised and a property register has been compiled and considered by Council to determine the future of Council properties per category;
- (c) that the District Riding Club pay their municipal account and that the Municipal Manager be mandated to determine the lease amount;
- (d) that the Municipal Manager be mandated to take the necessary steps to ensure the drafting and finalisation of the property register and to submit it to Council by not later than December 2021; and
- (e) that the item be brought back to Council as soon as the property register has been adopted by Council.

EXECUTIVE MAYORAL COMMITTEE: 2024-10-16: ITEM 7.3.1**RESOLVED**

that this item be referred back to Administration for further discussions and a new property evaluation.

EXECUTIVE MAYORAL COMMITTEE: 2025-01-22: ITEM 7.3.5**RESOLVED**

That this item be referred back to the administration to wait for the property valuation.

EXECUTIVE MAYORAL COMMITTEE: 2025-03-24: ITEM 7.3.8**RESOLVED**

- (a) That farm 502N, Stellenbosch is identified as land not needed for basic Municipal Services;
- (b) That the application from the Riding Club be considered including the rental amount of 30% of the market related price in terms of council policies;
- (c) That if the lease agreement is longer than 9 years and 11 months the intention to lease be advertised for public participation to request inputs/objections/alternative offers and return to Mayco for final approval; and
- (d) That the lessee be responsible to maintain the land and the structures on it.
- (e)

6.7 Risk Implications

The risks of not having a tenant in place is that the property might be vandalised or subject to illegal occupation.

6.8 Comments from Senior Management**6.8.1 Director: Infrastructure Services**

No further comments on the item.

6.8.2 Director: Planning and Economic Development

No further comments on the item.

6.8.3 Director: Community and Protection Services

No comments received.

6.8.4 CFO

No comments received.

6.8.5 Municipal Manager**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	30/06/2025

7.3.2	POSSIBLE WAIVER OF PRE-EMPTIVE RIGHT: ERF 756 KAYAMANDI
--------------	--

Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

22 July 2025

1. SUBJECT: POSSIBLE WAIVER OF PRE-EMPTIVE RIGHT: ERF 756 KAYAMANDI**2. PURPOSE**

For Council to consider the request by Mr KI Monaheng to waive council's pre-emptive right to buy-back Erf 756 Kaya Mandi and consent to the property being sold to a third party.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

Erf 756 Kaya Mandi was allocated to Mister KI Monaheng in 1996. An agreement of sale was entered into between the municipality and Mr Monaheng which was signed on 15 August 1996. The original agreement was misplaced and a new agreement with the same terms and conditions was signed in 2023. The new agreement was signed in order to create a new original so that the attorneys can attend to the transfer of the property.

Mr. Monaheng paid the purchase price and all outstanding debt due to the Municipality during 2019, however he only appointed an attorney to attend to the transfer in 2023. In terms of the agreement of sale the municipality has a pre-emptive right to buy-back the property for the same purchase price it was sold, in the event that the purchaser wants to sell same. In the case of the municipality not exercising this pre-emptive right, the plot can be sold to any third party who will also be bound by the terms as set out in the agreement of sale.

Mr KI Monaheng has now, through his attorneys, requested that the Municipality waives its pre-emptive right to buy-back the property as he is of the intention of selling same to a third party, Mr Baleni. Mr Baleni has already taken occupation of the property, and the planning department is currently investigating a zoning violation on the premises.

The item served before the Executive Mayoral Committee in January 2024 and was referred back to the administration for further investigation. Several engagements have since taken place between the administration and Mr. Monaheng and Mr. Baleni.

5. RECOMMENDATIONS

- (a) that Council confirms that they waive their pre-emptive right to buy-back Erf 756 Kaya Mandi; and
- (b) that the property can be sold to a third party and that council will not be accountable for any transfer fees.

6. DISCUSSION / CONTENT

6.1 Background

Stellenbosch Municipality is currently the registered owner Erf 756 Kaya Mandi however this property was allocated to Mr KI Monaheng in 1996. An agreement of sale was entered into in 1996, and the purchase price was paid to the Municipality in 2019. The original agreement of sale has been misplaced, and a new agreement was entered into in 2023. A copy of the agreement is attached hereto as **APPENDIX 1**. The intention of signing a new agreement was to enable the attorneys to attend to the transfer of the property.

We have received a letter from the attorneys acting on behalf of Mr KI Monaheng requesting that the Municipality waives its pre-emptive right to buy-back the property as Mr Monaheng is of the intention of selling the property to Mr Baleni. A copy of the letter received from the attorneys is attached hereto marked as **APPENDIX 2**.

Mr. Monaheng has had occupation of the property since 1996 and in more recent years Mr. Baleni has taken occupation of the property. Mr. Monaheng has indicated that he wishes to sell the property to Mr. Baleni as he is already making use of the premises.

The property has been developed and is not a vacant erf. The Planning Department is currently investigating a zoning violation on the property after complaints were received from neighbours.

6.2. DISCUSSION

6.2.1 Location and context

The property is located on the corner of Bassi and Vineyard Streets in Kaya Mandi.



Fig 1. Location

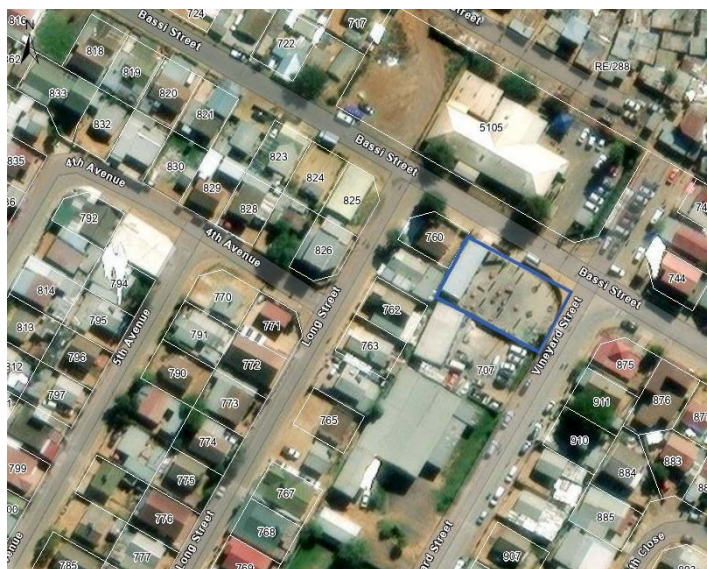


Fig 2. Property

6.2.3 Ownership

The ownership of the property vests with Stellenbosch Municipality and is in the process of being transferred to Mr KI Monaheng. Although the property is still registered in the name of the Municipality it has been under the control of Mr Monaheng since 1996 and in the more recent years under the control of Mr. Baleni who wishes to purchase the property.

6.3 Financial Implications

There are no financial implications for council if the pre-emptive right to purchase the property is waived. In the event that the pre-emptive right is not waived the original purchase price of R 15 988.50 will be due and payable to the purchaser. The Municipality will in this instance also need to deal with the illegal structures and zoning violations on the property which will have a cost implication to the Municipality.

6.4 Legal Implications

All legal implications have been addressed in the item.

6.5 Staff Implications

No additional staff implications.

6.6 Previous / Relevant Council Resolutions

EXECUTIVE MAYORAL COMMITTEE: 2024-01-17: ITEM 7.3.3

RESOLVED

(a) that this item be referred back for further interrogation and information; and

(b) that a letter be written to the applicant to find out how the erf was allocated to the applicant, and to provide a motivation why should Council waive this right.

6.7 Risk Implications

Addressed in the item.

6.8 Comments from Senior Management**6.8.1 Municipal Manager****6.8.2 Director: Infrastructure**

No comments received.

6.8.3 Director: Planning and Economic Development

No comments received.

6.8.4 Director: Community and Protection Services

No comments received.

6.8.5 CFO

ANNEXURES: **Appendix 1: Agreement of Sale**
 Appendix 2: Letter from Attorneys

FOR FURTHER DETAILS CONTACT:

NAME	Yolande van den Berg
POSITION	Contract Management
DIRECTORATE	Corporate Services
CONTACT NUMBERS	021-8088018
E-MAIL ADDRESS	yolande.vandenberg@ Stellenbosch.gov.za
REPORT DATE	09/07/2025

APPENDIX 1

AGREEMENT OF SALE

Entered by and between

STELLENBOSCH MUNICIPALITY

Herein represented by **GARALDINE LEZETTE METTLER** in her capacity as

Municipal Manager, being duly authorized

("The Seller")

and

KI MONAHENG

("The Purchasers")

In respect of

**ERF 756
KAYA MANDI
STELLENBOSCH
WESTERN CAPE PROVINCE**

("The Property")

f.m. 
KIM



g.m. 

SCHEDULE OF PARTICULARS

1. SELLER

- 1.1 NAME: **STELLENBOSCH MUNICIPALITY**
- 1.2 PHYSICAL ADDRESS: **MUNICIPAL MAIN BUILDING
STELLENBOSCH TOWN HALL
14 PLEIN STREET
STELLENBOSCH, 7600**
- 1.3 POSTAL ADDRESS: **PO BOX 17
STELLENBOSCH, 7599**
- 1.4 E-mail: municipal.manager@ Stellenbosch.gov.za
- 1.5 TEL NO.: **021 – 808 8025**

2. PURCHASERS

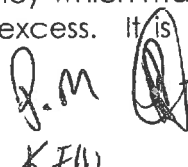
- 2.1 NAME/S **KI MONAHENG**
- 2.2 Business address: **ERF 756, KAYA MANDI**
- 2.3 Postal address: **AS ABOVE**
- 2.4 E-mail: monaheng123@gmail.com

3. THE PROPERTY

ERF 756 KAYA MANDI
In the STELLENBOSCH MUNICIPALITY
WESTERN CAPE PROVINCE

4. PURCHASE PRICE

- 4.1 The purchase price is the amount of R15 988.50 (Fifteen Thousand Nine Hundred and Eighty Eight Rand Fifty Cents), plus VAT of R2 238.39 (Two Thousand Two Hundred and Thirty Eight Rand Thirty Nine Cents).
- 4.2 The purchase price in the amount has already been paid by the Purchaser to the Seller.
- 4.3 The property is sold subject to and entitled to the special conditions mentioned or referred to in the existing Title Deed of the Property. The Property is also sold according to the existing diagram and the Seller shall not be responsible for any deficiency which may appear on resurvey of the ground and renounces any excess. It is hereby agreed that no





representations or warranties, verbal or written, have been made by or on behalf of the Seller other than is stated in this agreement.

5. **OCCUPATION**

The Purchaser already has possession and occupation of the Property. The property is currently not being used and no occupational rent is payable.

6. **RATES AND TAXES**

The purchaser shall be liable for payment of all rates, taxes and services charges as levied by the local authorities in respect of the property as of date of signing of the agreement.

7. **BEACONS AND BOUNDARIES**

The Seller shall not be obliged to point out the beacons and boundaries of the property to the Purchaser and should any beacons and boundaries be pointed out it will be done for the account of the Purchaser.

8. **NEGLIGENCE OF PURCHASER**

In the event of the Purchaser neglecting or failing to comply with any condition on due date or to fulfil any other condition of this agreement, the Seller shall be entitled to:

- 8.1 cancel this agreement and in the event of such cancellation the Seller shall be entitled to the immediate possession and vacant occupation of the Property and to eject the Purchaser and everyone who occupies the Property either through or on behalf of the Purchaser;
- 8.2 the Purchaser shall be forfeited to the Seller (as liquidated damages) 20% of the purchase price;
- 8.3 in the alternative the Seller shall be entitled to the purchase price/balance of the purchase price in terms of this agreement without prejudice to the Seller's right to claim damages against the Purchaser;
- 8.4 the Purchaser shall pay outstanding rates and taxes; and
- 8.5 the Purchaser must pay outstanding lawyers' fees.

9. **VOETSTOOTS**

The property is bought and sold "voetstoots".

The Seller shall not be liable for any defects therein, whether patent or latent.

10. **TRANSFER**

Transfer of the property shall be given by the Seller when the full purchase price

P.M. [Signature]
KIM

[Signature]

[Signature]

has been paid or guaranteed and the Seller shall be entitled to determine which and to whom guarantees shall be furnished.

11. **COSTS AND FEES**

The Purchaser shall be entitled to appoint his own transfer attorneys and will be liable for payment of the transfer fees and all other costs associated with the transfer of the property to the attorney. The registration of the property has to be finalised within 12 months of signing of this agreement.

12. **DOMICILIUM**

The parties choose the addresses as above as their respective *domicilium citandi et executandi*.

13. **SPECIAL CONDITIONS**

The property may only be utilized for business purposes.

14. **PRE-EMPTIVE RIGHT**

If the transferee or its successor in title pretends to sell this plot or part thereof, they are bound to offer this plot or any part thereof in writing to the transferor which has a pre-emptive right to buy this plot or part thereof from the transferee against the same purchase price as the transferee originally paid.

This offer is valid for 3 (Three) months and if the transferor acts according to his pre-emptive right, the owner of the plot must transfer the plot to the transferor in due course and all costs regarding the transfer is payable by the owner.

In the case of the transferor not exercising its pre-emptive right, the plot can be sold to any other party on condition that the buyer adhere to all the conditions of sale as above.

15. **LOST DEED OF SALE**

It is specifically recorded that the parties entered into an Agreement of Sale in August 1996, which original has been misplaced or destroyed. The terms of this Agreement is in line with the original agreement entered into, a copy of which is attached hereto.

R.M. (S)
KIM

(S)

(S)

THUS, DONE AND SIGNED AT STELLENBOSCH ON THE 6TH DAY OF September 2023.

AS WITNESSES:

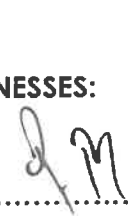
1. 
 2. 



GARALDINE LEZETTE METTLER
STELLENBOSCH MUNICIPALITY

THUS, DONE AND SIGNED AT FRANSCHHOEK ON THE DAY OF 2023.

AS WITNESSES:

1.  
 2.



KI MONAHENG

AGREEMENT OF SALE

Memorandum of agreement entered into by and between

STELLENBOSCH MUNICIPALITY

Herein represented by the CHIEF EXECUTIVE/TOWN CLERK duly authorised thereto

(Hereinafter referred to as the SELLER)

and

KI MONAHENG

(Hereinafter referred to as the PURCHASER)

NOW THEREFORE the parties hereto agree as follow:

1. The SELLER hereby sells to the PURCHASER who hereby purchases the following property i.e.:

ERF 756, KAYA MANDI, STELLENBOSCH,
situated within the Municipality and Division of STELLENBOSCH

MEASURING : $\pm 627 \text{ m}^2$ (SIX HUNDRED TWENTY SEVEN)

2. The purchase price is the sum of R 15 988,50 (FIFTEEN THOUSAND NINE HUNDRED EIGHTY EIGHT RAND FIFTY CENTS) plus VAT of R 2 238,39 (TWO THOUSAND TWO HUNDRED THIRTY EIGHT RAND THIRTY NINE CENTS) which will be payable by the PURCHASER to the SELLER as follows:

- (a) 10 % deposit on the day of signature of the agreement;
- (b) the balance against registration of transfer; or
- (c) the balance over a period of five years in sixty equal motnhly pauement of R 2 238,39 which includes interest at the standard rate.

 K.I.M. 

3. The PROPERTY is sold subject to and entitled to the special conditions mentioned or referred to in the existing Title Deed of the PROPERTY. The PROPERTY is also sold according to the existing Diagram attached hereto and the SELLER shall not be responsible for any deficiency which may appear on resurvey of the ground and renounces any excess. It is hereby agreed that no representations or warranties, verbal or written, have been made by or on behalf of the SELLER other than is stated in this agreement.

4. OCCUPATION

The SELLER shall give and the PURCHASER shall take possession and vacant occupation of the PROPERTY hereby sold on the date of signature of this agreement on which date all risk concerning the PROPERTY shall pass to the PURCHASER.

5. RATES AND TAXES

The PURCHASER shall be liable for payment of all rates, taxes and service charges as levied by the local authorities in terms of the Municipal Ordinance, 1974 concerned in respect of the PROPERTY as from date of sale as if the PROPERTY is already registered in his name.



6. BEACONS AND BOUNDARIES

The SELLER shall not be obliged to point out the beacons and boundaries of the PROPERTY to the PURCHASER and should any beacons and boundaries be pointed out it will be done for the account of the PURCHASER.

7. NEGLIGENCE OF PURCHASER

In the event of the PURCHASER neglecting or failing to comply with any condition on due date or to fulfil any other condition of this agreement, the SELLER shall be entitled to:

- 7.1 cancel this agreement and in the event of such cancellation the SELLER shall be entitled to the immediate possession and vacant occupation of the PROPERTY and to eject the PURCHASER and everyone who occupies the PROPERTY either through or on behalf of the PURCHASER;
- 7.2 the PURCHASER shall be forfeited to the SELLER (as liquidated damages) 20 % of the purchase price;

B K.I.M. 


7.3 in the alternative the SELLER shall be entitled to the purchase price/balance of the purchase price in terms of this agreement without prejudice to the SELLER'S right to claim damages against the PURCHASER;

7.4 the PURCHASER shall pay outstanding rates and taxes;

7.5 the PURCHASER shall pay transfer duty in terms of the loan; and

7.6 the PURCHASER shall be entitled to pay any outstanding lawyers fees.

8. VOETSTOOTS

The PROPERTY is bought and sold "voetstoots"

The SELLER shall not be liable for any defects therein, whether patent or latent.

9. TRANSFER

Transfer of the PROPERTY shall be given by the SELLER when the full purchase price has been paid or guaranteed and the SELLER shall be entitled to determine which and to whom guarantees shall be furnished.

The amount of transfer duty payable according to this agreement to the Receiver of Revenue, which amount is payable within 6 (SIX) months after date of acquisition as described in the Transfer Duty Act no 40 of 1949 as amended, which amount the PURCHASER shall pay or make available to the attorneys of the SELLER within the said period of 6 (SIX) months, and should any duty remain unpaid after expiry of the said period, the PURCHASER will be liable for payment of penalty interest on the said transfer duty as provided in the said Transfer Duty Act.

10. COSTS AND FEES

The PURCHASER shall be liable for and shall on demand pay to the SELLER'S Attorneys the fees for all consultations and attendances in respect of this Deed of Sale, the fees for drawing this Deed of Sale, the fees for drawing and registration of all documents required for registration of transfer as prescribed in terms of Regulation 85 of the Deeds Registry Act No 47 of 1937, all fees of office as are required by the Deeds Office for registration of any deed required in terms of this agreement, transfer duty, stamp duty, if any, and all bank charges necessarily incurred by the SELLER'S Attorneys in given effect to this agreement.

R K.I.M. 

An administrative levy of R50,00 is payable to the SELLER for the handling and reproduction of this agreement.

11. DOMICILIUM

The parties hereby choose the undermentioned addresses as their domicilia citandi et executandi for all purposes of this agreement:

SELLER

Municipal Offices, Plein Street, Stellenbosch

PURCHASER

B958 Masithandane Street, Kaya Mandi, Stellenbosch

12. SPECIAL CONDITIONS

The PROPERTY may only be utilized for business purposes.

13. PRE-EMPTIVE RIGHT

If the transferee or its successor in title pretends to sell this plot of part thereof, they are bound to offer this plot or any part thereof in writing to the transferor which has a *pre-emptive right to buy this plot or part thereof from the transferee against the same purchase price as the transferee originally paid.*

This offer is valid for 3 (THREE) months and if the transferor acts according to its pre-emptive right, the owner of the plot must transfer the plot to the transferor in due course and all costs regarding the transfer is payable by the owner.

In the case of the transferor not exercising its pre-emptive right, the plot can be sold to any other party on condition that the buyer adhere to all the conditions of sale as above.

K.J.M

R



THUS DONE AND SIGNED at STELLENBOSCH this 16 day of AUGUST 1996 in the presence of the undersigned witnesses.

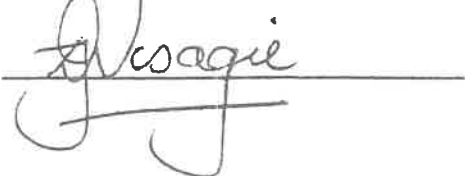
AS WITNESSES:

1. 
2. 


SELLER

THUS DONE AND SIGNED at STELLENBOSCH this 15 day of August 1996 in the presence of the undersigned witnesses.

AS WITNESSES:

1. 
2. 


PURCHASER

APPENDIX 2



DMVINC.
ATTORNEYS CONVEYANCERS NOTARIES
DU PLESSIS . MYBURG . VERBEEK

Office 301, 3rd Floor
Eikestad Mall
43 Andringa Street
Stellenbosch, 7600

T: 021 808 1818
C: 082 564 8923
E: louise@dmvinc.co.za
www.dmvinc.co.za

PRETORIA BRANCH

T: 012 991 4400
C: 076 904 3169
F: 012 991 3001

CAPE TOWN BRANCH

ATT: Louise Verbeek
T: 021 808 1818
C: 082 564 8923

Our Ref: AD5190
Date: 12 December 2023
E-mail: louise@dmvinc.co.za

To: **STELLENBOSCH MUNICIPALITY**

By Email: Yolande.vandenBerg@stellenbosch.gov.za

Dear Madam

IN RE: TRANSFER OF ERF 756 KAYA MANDI FROM STELLENBOSCH MUNICIPALITY TO KI MONAHENG

1. We refer to the above matter.
2. We confirm that the above property was allocated and sold to Mr KI Monaheng in terms of a sale agreement signed on 16 August 1996.
3. The full purchase price has been paid to the Stellenbosch Municipality but the transfer of the property was never finalised. Our office is now attending to the transfer of the property to Mr Monaheng. The property will simultaneously also be transferred to a third party, Mr Baleni, as the property has in the mean time been sold by Mr Monaheng.
4. The parties have requested that you renounce or waive the pre-emptive right as referred to in clause 13 of the initial sale agreement. A copy of the sale agreement is attached hereto for your ease of reference.
5. Kindly consider the request for renunciation.
6. You are welcome to contact our offices should you have any queries or require further information.

Yours faithfully,

Per: L VERBEEK
DU PLESSIS MYBURG VERBEEK INC.
(Unsigned electronic version)

7.3.3	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:

Meeting Date:

Good Governance

22 July 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.

5. RECOMMENDATIONS

- (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 before Council can make a decision on whether to donate the land, sell the land or consider 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.

6. DISCUSSION / BACKGROUND**6.1.1 Background**

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.

They indicated that they are interested in 1.5 hectares of land which forms a portion of Erf 342 Klapmuts. They further requested 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 already made in October 2019 and never processed however 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 this portion of land and requested that the application be processed for consideration by Council. A copy of the application is attached hereto as **APPENDIX 1**.

An item served before the Executive Mayoral Committee in January 2025 and was referred back to the administration for further discussions. During these discussions it was determined that this portion of land is already earmarked and approved for alternative use. The adjacent property has been identified as a more suitable option for a police station as it has better access to roads in order to serve the community as a whole, including all the surrounding farms.

6.1.2 Remainder of Farm 739 Klapmuts

Farm 739 Klapmuts is registered in the name of the Stellenbosch Municipality. The property is on the corner of Main Road and the R101. The Police Station will therefore

have access to two main roads in order to serve the community of Klappmuts as well as the surrounding farms.

The property currently has a depot on it which is used by the Infrastructure Department and has previously been investigated for possible farming, however no final decision was made.

The property is zoned Agricultural and Rural and has not been subdivided. If a portion is disposed of then a formal subdivision and rezoning process will have to be followed.

6.2. DISCUSSION

6.2.1 Location and context

The property is located on the corner of Main Road and the R101 in Klappmuts as per the photographs in Fig. 1 and Fig. 2 below.

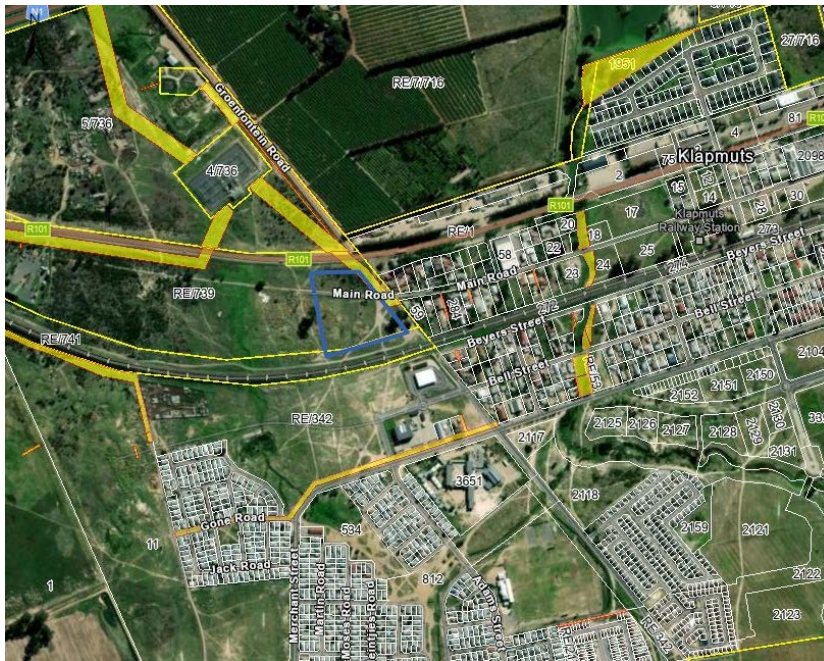


Fig 1. Location



The ownership of the property's vests with Stellenbosch Municipality.

The financial implications are dependent on whether Council decides to donate the land alternatively to sell the land. The costs for the subdivision, rezoning and registration of the property will be for the applicant. A valuator will have to be appointed which costs will be paid by the Municipality.

6.4 Legal requirements

In terms of Section 14(2) of the Municipal Finances Management Act a Municipality may dispose of a capital asset, but only after the municipal 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.

In terms of Chapter 3 of the Municipal Asset Transfer Regulations (R878/2008) the transfer of certain assets to another organ of state may be exempted from the provisions of Section 14 of the MFMA.

Sub-regulation 20(1)(a) to (e) of the Regulations define the circumstances in which such transfer is exempted. The property in question does not fall within these provisions.

In terms of sub-regulation 20(f)(i) however, section 14(1) to (5) of the MFMA does not apply if a municipality transfer a capital asset to organ of state in any other circumstances not provided in (a) to (e), provided that –

- (i) the capital asset to be transferred is determined by resolution of the Council to be not needed for the provision of minimum level of basic municipal services and to be surplus to the requirements of the Municipality; and
- (ii) if the capital asset is to be transferred for less than fair market value, the municipality has taken into account, inter alia, the expected loss or gain that is to result from the proposed transfer.

Further, in terms of Section 29 of the Regulations, the value of a capital asset to be transferred to an organ of state (as contemplated in section 20) must be determined in accordance with the accounting standards that the Municipality is required by legislation to apply in preparing its annual financial statements.

In the absence of such guidelines, any of the following valuation method must be applied:

- (a) Historical cost of the asset;
- (b) Fair market value of the asset;
- (c) Depreciated replacement of cost of the asset; or
- (d) Realizable value of the asset.

From the above it is clear that, although the property under discussion does not fall in the categories described in Section 20(a) to (e), Council can indeed regard it as exempted provided that the provisions of Section 20(f)(i) and (ii) have been considered.

Council should consider selling the property at market value unless Council is of the opinion that the benefit for the community out-ways the anticipated loss in income.

6.4.2 Property Management Policy

In terms of paragraph 9.2.2 of the Policy, the Municipal Council may dispense with the prescribed, competitive process, and may enter into a private treaty agreement through any convenient process, which may include direct negotiations, but only in specific circumstances, and only after having advertised Council's intention so to act.

6.5 Staff Implications

No additional staff implications.

No comments received.

7.8.4 CFO

No comments received.

7.8.5 Municipal Manager**Appendix:1. Application****FOR FURTHER DETAILS CONTACT:**

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

APPENDIX 1

SUID-AFRIKAANSE POLISIEDIENS



SOUTH AFRICAN POLICE SERVICE

Privaat Sak/Private Bag X94, PRETORIA, 0001

Verwysing
Reference: 21/1/1Navrae
Enquiries: Col GovenderTelefoon
Telephone: [REDACTED]Faksnommer
Fax number: [REDACTED]E-pos
Email: [REDACTED]**DIVISIONAL COMMISSIONER
SUPPLY CHAIN MANAGEMENT**

Stellenbosch Municipality
Property Management
P.O Box 17
Stellenbosch
7600

Att: Mr P. Smit

Dear Sir,

**APPLICATION TO ACQUIRE LAND FOR THE FUTURE ESTABLISHMENT OF A
NEW POLICE STATION TO SERVE KLAPMUTS**

The abovementioned matter refers.

The South African Police Service (SAPS) has identified a need to establish a new police station to serve Klapmuts.

The existing Klapmuts police station does not adequately serve the community and requires upgrading to a fully-fledged facility; however, the facility is a leased premises and cannot be upgraded due to certain physical constraints. SAPS has identified Erf 342 Klapmuts belonging to the Stellenbosch Municipality as a potential site option.

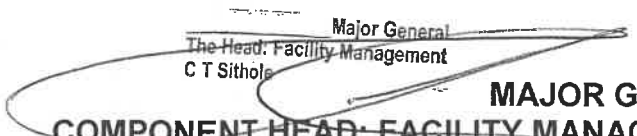
Application is hereby submitted to acquire a portion of Erf 342 Klapmuts measuring approximately 1,5 hectares in extent for the future establishment of a police station. Erf 342 is currently vacant and situated on a main mobility route that will provide good access to the Klapmuts housing extensions.

Considering that SAPS is a national government department, the desired form of tenure is a donation of the identified portion subject to the approval of your Council.

Should a donation not be possible then SAPS will consider a purchase option or a land swap as there is state owned land in Klapmuts. You are advised that any land swap involving state owned land will first require the approval of the Department of Public Works and its allocated user department.

**APPLICATION TO ACQUIRE LAND FOR THE FUTURE ESTABLISHMENT OF A
NEW POLICE STATION TO SERVE KLAPMUTS**

Yours faithfully,


Major General
The Head: Facility Management
C.T Sithole

**MAJOR GENERAL
COMPONENT HEAD: FACILITY MANAGEMENT
C.T SITHOLE**

Date: 2019/10/25

7.3.4	RETURN ITEM: APPLICATION TO LEASE A PORTION OF ERF 9190 STELLENBOSCH (TECHNOPARK) FOR PARKING PURPOSES
-------	---

Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

22 July 2025

1. SUBJECT: RETURN ITEM: APPLICATION TO LEASE A PORTION OF ERF 9190 STELLENBOSCH (TECHNOPARK) FOR PARKING PURPOSES

2. PURPOSE

To provide feedback to Council after the public participation process was followed to advertise Council's intention to lease a portion of Erf 9190 Stellenbosch, which is situated in Technopark, to TechStelSRA for parking purposes.

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.

4. EXECUTIVE SUMMARY

On 24 March 2025 the Executive Mayor in consultation with the Executive Mayoral Committee considered an application by TechStelSRA for the lease of a portion of Municipal land for parking purposes. The land is situated on the left side of the main road as you enter Technopark and has been used as an informal parking lot for several years. The property description is a portion of Erf 9190 Stellenbosch.

The Executive Mayoral Committee resolved, *inter alia*, that the lease be approved in principle for a period of three years and that the proposed lease be advertised for public input whereafter the item should return to the Executive Mayoral Committee for a final decision. The public participation process has been finalised, and five comments were received which will be discussed in this item. The Executive Mayoral Committee needs to take into consideration the comments received and make a final decision on the lease of the property to TechStelSRA.

5. RECOMMENDATIONS

- (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.

6. DISCUSSION / CONTENT

6.1.1 Background

An application was received from TechstelSRA for the lease of a portion of municipal land for parking purposes. The area they are interested in is situated on a portion of Erf 9190 Stellenbosch which is in Technopark. The area is situated on the left side of the main road as you enter Technopark and is already being used as an informal parking area for the overflow of cars in Technopark. The area is situated on the south-eastern corner of the Techno Avenue and Elektron Road intersection. The purpose of the application is to formalise the parking area in order to erect security booms at the area to assist with mitigating the risk of car theft within the Technopark area, which has become an issue within the last couple of years.

According to the application filed a total number of 140 parking bays will be available on the portion they are interested in.

The Executive Mayor in consultation with the Executive Mayoral Committee considered the application on 24 March 2025 and gave an in-principle approval for the lease for a period of three years. The final approval can only be given after a public participation process has been followed.

6.1.2 Public participation and comments received:

An Official Notice was published in Die EikestadNuus on 05 June 2025 with a closing date for comments on 03 July 2025. A copy of the Official Notice is attached hereto as **APPENDIX 1**.

A total of five comments were received during the public participation process.

COMMENTS FROM GW BESTER – Mister Bester gives his strong and unreserved support for the proposed lease. He says that it is a much-needed intervention as many vehicles have been stolen from the informal parking areas in Technopark which creates financial and emotional distress for the employees, and it also tarnishes the reputation of Technopark as a safe and professional business hub. He indicates that the current state of random vehicle parking contributes to disorganisation, damage to municipal land and erosion. Mister Bester respectfully urges the Municipality to grant approval for the lease. A copy of his comments is attached hereto as **APPENDIX 2**.

COMMENTS FROM BF LOUBSER – Mister Loubser expresses his strong support for the proposed lease agreement. He states that the development of a secure, access-controlled parking area will reduce vehicle theft and ameliorate the current situation of random sidewalk parking in Technopark. He requests that Stellenbosch Municipality considers the application favourably and proceed to approve the lease. A copy of his comments is attached hereto as **APPENDIX 3**.

COMMENTS FROM MOORE STELLENBOSCH INCORPORATED – Moore Inc also gives their strong and unreserved support for the proposed lease. They indicate that there have been some car thefts in the past and uncontrolled and random parking which is damaging municipal land. By approving the lease the Municipality would enable a safer environment, efficient and formalised use of municipal land, sustainable infrastructure management, reduced burden on public safety resources and enhanced investor and tenant confidence in Technopark. A copy of the comment received is attached as **APPENDIX 4**.

COMMENTS RECEIVED FROM BEXCO (PTY) LTD – Bexco also gives their strong and unreserved support for the proposed lease agreement. They state that in 2024 12 vehicles were stolen from the existing, uncontrolled overflow parking areas in Technopark. They also indicate that the municipal land is being damaged. The state that this is a practical, proactive and community-driven solution that will directly address a longstanding challenge in the area. A copy of the comment received is attached hereto as **APPENDIX 5**.

COMMENTS FROM DELEUR STANDER (PROTEA HOTEL) – Mister Stander on behalf of Protea Hotel gives his full support to the application. He states that the lease is critical to assist with escalating vehicle theft, disorderly parking practices and there is private sector commitment. He therefore gives his full support to the granting of the lease. A copy of his comment is attached hereto as **APPENDIX 6**.

6.2 DISCUSSION

6.2.1 Location and context

The portion of Erf 9190 is situated on the south-eastern corner of Techno Avenue and the Elektron Road Intersection as per Fig. 1 and 2 below.



Fig 1: Location and context



Fig 2: Proposed leasing area to be developed into a parking lot

6.3 Financial implication

6.3.1 The tariff for rental of parking bays is approved on an annual basis by council when the budget is approved. The current rate for parking bays outside the Stellenbosch CBD is R248.00 per parking bay per month. For the 140 parking bays that will be an amount of R34 720.00 per month. It should be noted that the capital investment to upgrade the area will be done by the applicant and might be taken into consideration when the monthly rental is determined. It is unclear at this stage what that may be.

6.4 Legal requirements

6.4.1 Municipal Asset Transfer Regulations

In terms of Section 36 of the Municipal Asset Transfer Regulation, when considering an application for an approval of a right to use municipal property, the following needs to be taken into account, *inter alia*:-

- a) whether the capital asset may **be required for the municipality's own use** during the period for which the right is to be granted;
- b) the extend to which any compensation to be received for the right, together with the estimated value of improvements or enhancements to the asset, will result in a significant financial benefit to the municipality;
- c) the (possible) risks and rewards associated with the use in relation to the municipality's interests;
- d) Any comments received from the local community, and
- e) Compliance with the legislative regime applicable to the proposed granting of the right.

6.4.3 Property Management Policy

In terms of paragraph 9.2.2 of the Policy, the Municipal Council may dispense with the prescribed, competitive process, and may enter into a private treaty agreement through any convenient process, which may include direct negotiations, but only in specific circumstances, and only after having advertised Council's intention so to act.

6.5 STAFF IMPLICATIONS

No additional staff implications

6.6 RISK IMPLICATIONS

The possible risk of not granting the application is that the clients will continue to make use of the area without the Municipality being compensated for the use and the area will stay a crime hot spot.

6.7 PREVIOUS COUNCIL RESOLUTIONS:

EXECUTIVE MAYORAL COMMITTEE: 2025-03-24: ITEM 7.3.3

RESOLVED

- (a) That the lease is approved in principle;
- (b) That the proposed lease be advertised for public input and the item return to Mayo after the public participation process;
- (c) That the application be dealt with in terms of the parking tariffs as approved by Council for a period of 3-years with an option to extend;
- (d) That the Municipal Manager be mandated to conclude the lease agreement in line with council approved tariffs and a termination clause of 3 months; and
- (e) That any capital investment by the lessee can be offset against the rental.

6.8 COMMENTS FROM SENIOR MANAGEMENT**6.8.1 Municipal Manager:****6.8.2 Director Planning and Economic Development**

The property, Erf 9190, falls within the Techno Park Local Area Overlay Zone which does provide for a public parking area as a primary right. The proposal to enter into a lease agreement and develop the relevant portion of the land unit as a parking area is supported from a spatial planning and a land use management perspective on condition that a site plan clearly indicating the boundary of the demarcated lease area is submitted to the Municipality as part of the lease agreement for record purposes. Such site plan must also indicate the vehicle access points and their widths, as well as scaled dimensions of the parking spaces and any other structures such as a security boom, stormwater berms, landscaping, etc.

6.8.3 Director Infrastructure Services

No further comments on the item.

6.8.4 Director Community and Protection Services

No comments received.

6.8.5 CFO

No comments received.

ANNEXURES:

Appendix 1: Official Notice

Appendix 2: Comments from GW Bester

Appendix 3: Comments from BF Loubser

Appendix 4: Comments from Moore Inc

Appendix 5: Comments from Bexco (Pty) Ltd

Appendix 6: Comments from Deleur Stander

FOR FURTHER DETAILS CONTACT:

NAME	<i>Yolande van den Berg</i>
POSITION	<i>Head Contract Management</i>
DIRECTORATE	<i>Corporate Services</i>
CONTACT NUMBERS	<i>021-8088073</i>
E-MAIL ADDRESS	<i>Yolande.vandenberg@ Stellenbosch.gov.za</i>
REPORT DATE	<i>2025-07-07</i>

APPENDIX 1



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

OFFICIAL NOTICE

PROPOSED LEASE AGREEMENT FOR PARKING PURPOSES: A PORTION OF ERF 9190 STELLENBOSCH (TECHNOPARK)

TechstelSRA has brought an application for a new lease agreement for parking purposes on a portion of Erf 9190 Stellenbosch situated on the left side of the main road as you enter Technopark. The application is to formalise an agreement for the use of the area which is currently being used as an unofficial parking area.

The Executive Mayor in consultation with the Mayoral Committee considered the matter on 2025-03-24 and resolved that:

- (a) The lease is approved in principle;
- (b) The proposed lease be advertised for public input and the item return to Mayco after the public participation process;
- (c) The application be dealt with in terms of the parking tariffs as approved by Council for a period of 3-years with an option to extend;
- (d) The Municipal Manager be mandated to conclude the lease agreement in line with council approved tariffs and a termination clause of 3 months; and
- (e) That any capital investment be the lessee can be offset against the rental.

FURTHER INFORMATION

Further information, such as the agenda item that served before the Mayoral Committee, is available on the website of the municipality in the agenda for the meeting.

INVITATION TO SUBMIT COMMENTS / OBJECTIONS OR ALTERNATIVE PROPOSALS

The public is to submit comments/objections or alternative proposals in respect of the proposed granting of the rights referred to above.

Any such comments /inputs/objections must be in writing and must reach the Office of the Head: Contract Management by no later than close of business on 03 July 2025 at the address or e-mail listed.

Email: volande.vandenberg@stellenbosch.gov.za

Physical address: 3rd Floor, NPK Building, corner of Ryneveld and Plein Streets, Stellenbosch.

Landline: 021 808 8073

PERSONS WITH DISABILITIES

Notice is further given in accordance with Section 21 of the Local Government: Municipal Systems Act, No 32 of 2000 that anyone with disabilities or who is unable to write, but need to participate in the process, may present him/herself during office hours at the office of the Head: Contract Management, where a staff member of the Municipality will assist such person to transcribe that person's comments/inputs or alternative proposals.

GERALDINE METTLER

MUNICIPAL MANAGER: STELLENBOSCH MUNICIPALITY

APPENDIX 2

The Municipal Manager
Stellenbosch Municipality

SUPPORT FOR APPLICATION TO LEASE ±2792m² OF MUNICIPAL LAND (ERF RE/9190) FOR A SECURE PARKING AREA – TECHNOPARK, STELLENBOSCH

Herewith my strong and unreserved support for the proposed lease of a portion of Erf RE/9190 (±2792m²), situated at the corner of Techno Avenue and Elektron Road, Technopark, Stellenbosch

The proposed lease and development of a secure, access-controlled parking area on the abovementioned site is a much-needed intervention, prompted by:

- Many vehicles were stolen the last couple of years from the existing uncontrolled parking areas in Technopark. This creates not only financial and emotional stress for employees but also tarnishes the reputation of Technopark as a safe and professional business hub.
- The current state of random vehicle parking on Erf RE/9190 contributes to disorganisation, damage to municipal land, and erosion of the area's professional image. Without proper infrastructure and oversight, these issues will only worsen over time.
- The application has the full support and financial backing of four key property owners: Moore Stephens, EMSS, Cotillion Place, and Platinum Square. It is also endorsed by the TechnoStel SRA (as confirmed in a letter dated 30 November 2021). These parties have committed to fund and maintain the infrastructure required for a secure parking facility, including:
 - o Security boom access
 - o Installation of bollards and stormwater berms
 - o Ongoing maintenance, security, and operational oversight

Additionally, the proposed model allows for inclusive access: employees from other buildings in Technopark can arrange usage through agreements with the appointed

I submit this motivation as part of the official municipal public participation process and respectfully urge the Municipality to grant approval for this lease.

Kind regards

GW Bester

Bester Feed & Grain and BexGroup

29 Elektron Road

Stellenbosch

APPENDIX 3

The Municipal Manager
Stellenbosch Municipality

RE: SUPPORT FOR APPLICATION TO LEASE ±2792m² OF MUNICIPAL LAND (ERF RE/9190) FOR A SECURE PARKING AREA – TECHNOPARK, STELLENBOSCH

I hereby wish to express my strong support for the proposed lease of a portion of Erf RE/9190 (±2792m²), situated at the corner of Techno Avenue and Elektron Road in Technopark, for the purposes of secured parking.

The proposed lease and development of a secure, access-controlled parking area will reduce vehicle theft, and ameliorate the current situation of random sidewalk parking in the park (which is due to the historically inadequate parking provisions imposed on developers).

The proposed model will allow for inclusive yet secured access.

Approving this lease would enable a safer environment, formalised use of un-zoned municipal land, and enhanced investor confidence in Technopark.

I request that Stellenbosch Municipality consider this application favourably and proceed to approve the lease.

Kind regards



.....

BF (Erik) Loubser – L&S Investments (erven 9206 and 9207)

APPENDIX 4



Moore Stellenbosch Inc

Moore Stellenbosch Building,
24 Techno Avenue, Techno Park,
Stellenbosch, 7600
P O Box 12246, Die Boord
Stellenbosch, 7613

T +27 (0)21 880 1718
F +27 (0)21 880 1425
E info@moorestb.co.za

www.moore-southafrica.com

Ons verw: / Our ref: MSI/IDP/jf

17 June 2025

**The Municipal Manager
Stellenbosch Municipality**

Sir / Madam

SUPPORT FOR APPLICATION TO LEASE ±2792m² OF MUNICIPAL LAND (ERF RE/9190) FOR A SECURE PARKING AREA – TECHNOPARK, STELLENBOSCH

I, the undersigned, hereby wish to express my **strong and unreserved support** for the proposed lease of a portion of Erf RE/9190 (±2792m²), situated at the corner of Techno Avenue and Elektron Road, Technopark, Stellenbosch. I submit this motivation as part of the official municipal public participation process and respectfully urge the Municipality to grant approval for this lease.

BACKGROUND AND REASONS FOR SUPPORT

The proposed lease and development of a **secure, access-controlled parking area** on the abovementioned site is a much-needed intervention, prompted by:

- **Rampant Vehicle Theft:** From 1 January 2025, four (4) **vehicles were stolen** from the existing, uncontrolled overflow parking areas in Technopark. This creates not only financial and emotional stress for employees but also tarnishes the reputation of Technopark as a safe and professional business hub.
- **Uncontrolled and Random Parking:** The current state of random vehicle parking on Erf RE/9190 contributes to disorganisation, damage to municipal land, and erosion of the area's professional image. Without proper infrastructure and oversight, these issues will only worsen over time.
- **Collaborative Private Sector Initiative:** The application has the full support and financial backing of four key property owners: Moore Stephens, EMSS, Cotillion Place, and Platinum Square. It is also endorsed by the TechnoStel SRA (as confirmed in a letter dated 30 November 2021). These parties have committed to fund and maintain the infrastructure required for a secure parking facility, including:
 - Security boom access (preferably via the Fluss phone-in system)
 - Installation of bollards and stormwater berms
 - Ongoing maintenance, security, and operational oversight

Additionally, the proposed model allows for inclusive access: employees from other buildings in Technopark can arrange usage through agreements with the appointed company responsible for the facility.

BENEFITS TO THE BROADER TECHNOPARK COMMUNITY

By approving this lease, the Municipality would enable:

- **A safer environment** for all employees and visitors
- **Efficient and formalised use of municipal land**
- **Sustainable infrastructure management**, funded privately
- **Reduced burden on public safety resources**
- **Enhanced investor and tenant confidence** in Technopark

This is a practical, proactive and community-driven solution that will directly address a longstanding challenge in our area.

CONCLUSION

I fully support this application and am confident that the proposed lease and development will contribute meaningfully to a safer, more structured, and professional Technopark. I therefore respectfully request that Stellenbosch Municipality consider this application favourably and proceed to approve the lease of the relevant portion of Erf RE/9190 for the intended purpose.

Kind regards,



MOORE STELLENBOSCH INCORPORATED
Per IJH DU PLESSIS

APPENDIX 5

BEXCO (PTY) LTD

The Municipal Manager
Stellenbosch Municipality

RE: SUPPORT FOR APPLICATION TO LEASE $\pm 2792\text{m}^2$ OF MUNICIPAL LAND (ERF RE/9190) FOR A SECURE PARKING AREA – TECHNOPARK, STELLENBOSCH

I, the undersigned, hereby wish to express my strong and unreserved support for the proposed lease of a portion of Erf RE/9190 ($\pm 2792\text{m}^2$), situated at the corner of Techno Avenue and Elektron Road, Technopark, Stellenbosch. I submit this motivation as part of the official municipal public participation process and respectfully urge the Municipality to grant approval for this lease.

BACKGROUND AND REASONS FOR SUPPORT

The proposed lease and development of a secure, access-controlled parking area on the abovementioned site is a much-needed intervention, prompted by:

- In 2024 alone, **12 vehicles were stolen** from the existing, uncontrolled overflow parking areas in Technopark. This creates not only financial and emotional stress for employees but also tarnishes the reputation of Technopark as a safe and professional business hub.
- The current state of random vehicle parking on Erf RE/9190 contributes to disorganisation, damage to municipal land, and erosion of the area's professional image. Without proper infrastructure and oversight, these issues will only worsen over time.
- The application has the full support and financial backing of four key property owners: Moore Stephens, EMSS, Cotillion Place, and Platinum Square. It is also endorsed by the TechnoStel SRA (as confirmed in a letter dated 30 November 2021). These parties have committed to fund and maintain the infrastructure required for a secure parking facility, including:
 - o Security boom access
 - o Installation of bollards and stormwater berms
 - o Ongoing maintenance, security, and operational oversight

Additionally, the proposed model allows for inclusive access: employees from other buildings in Technopark can arrange usage through agreements with the appointed company responsible for the facility.

This is a practical, proactive and community-driven solution that will directly address a longstanding challenge in our area.

CONCLUSION

I fully support this application and am confident that the proposed lease and development will contribute meaningfully to a safer, more structured, and professional Technopark. I therefore respectfully request that Stellenbosch Municipality consider this application favourably and proceed to approve the lease of the relevant portion of Erf RE/9190 for the intended purpose.

Kind regards



18 June 2025

CG Kayser

Bexco

20 Tecno Avenue

Stellenbosch

APPENDIX 6

The Municipal Manager
Stellenbosch Municipality

RE: Endorsement for the Lease of $\pm 2792\text{m}^2$ of Municipal Land (Erf RE/9190) for Secure Parking in Technopark, Stellenbosch

I, the undersigned, hereby express my full and unequivocal support for the proposed lease of a portion of Erf RE/9190 ($\pm 2792\text{m}^2$), located at the intersection of Techno Avenue and Elektron Road in Technopark, Stellenbosch. This submission forms part of the official municipal public participation process, and I respectfully urge the Municipality to approve this lease.

Context and Motivation for Support

The establishment of a secure, access-controlled parking facility on the designated site responds to critical needs, including:

- **Escalating Vehicle Theft:** Between 2024 and 2025, a noticeable rise in vehicle theft occurred within the unsecured overflow parking areas of Technopark. This not only inflicts financial and emotional strain on affected individuals but also undermines Technopark's reputation as a secure and professional commercial district.
- **Disorderly Parking Practices:** The absence of structured parking on Erf RE/9190 has led to random vehicle placement, resulting in damage to municipal land and a decline in the area's visual and functional standards. Left unaddressed, these issues are likely to deteriorate further.
- **Private Sector Commitment:** The initiative enjoys the financial backing and collaborative support of four key property stakeholders: Moore Stephens, EMSS, Cotillion Place, and Platinum Square. Additionally, the TechnoStel SRA has endorsed the proposal, as indicated in a letter dated 30 November 2021. These parties are committed to funding and maintaining the infrastructure, which will include:
 - Security-controlled access (ideally via the Fluss phone-in system)
 - Installation of bollards and stormwater berms
 - Ongoing management, maintenance, and security oversight

Moreover, the facility will be inclusive—allowing employees from surrounding properties access through agreements with the operating entity.

Wider Community Benefits

Approval of this lease will yield several long-term benefits, including:

- A safer and more secure environment for staff and visitors

- Proper utilisation and stewardship of municipal land
- Privately funded, sustainable infrastructure improvements
- Reduced reliance on municipal safety resources
- Strengthened investor and tenant confidence in Technopark

This proposal reflects a well-considered, community-led response to persistent challenges in the area.

Conclusion

I offer my full support for this application and firmly believe that the proposed lease and development of Erf RE/9190 will greatly enhance the safety, organisation, and image of Technopark. I respectfully request that Stellenbosch Municipality evaluate this application favourably and approve the lease for its intended use.

Kind regards,

A handwritten signature in black ink, appearing to read 'Deleur Stander', with a stylized, flowing script.

Deleur Stander

Protea Hotel by Marriott Stellenbosch and Conference Centre

7.3.5	APPLICATION FOR LEASE AGREEMENT: THE FRANSCHHOEK CABLEWAY COMPANY (PTY) LTD: A PORTION OF ERF 23 FRANSCHHOEK
-------	---

Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

22 July 2025

1. SUBJECT: APPLICATION FOR LEASE AGREEMENT: THE FRANSCHHOEK CABLEWAY COMPANY (PTY) LTD: A PORTION OF ERF 23 FRANSCHHOEK

2. PURPOSE

For Council to consider an application to lease a portion of Erf 23 Franschhoek to the Franschhoek Cableway Company (Pty) Ltd.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

The Franschhoek Cableway Company (Pty) Ltd has filed an application to lease municipal land for a portion of Erf 23, Franschhoek. Should the application be successful a further servitude will also be registered over a portion of the property.

The application for lease is for the construction of a proposed cableway and associated tourist facilities to be erected between Haute Cabriere Wine Estate at the foot of the Franschhoek pass and just below Middagkrans Peak in the Mont Rochelle Local Nature Reserve. The portion below Middagkrans Peak is Municipal owned land (Erf 23 Franschhoek) and the applicant will have to lease this portion of land for the installation of the cableway as well as the tourist facilities on top of the mountain. Although it is Municipal owned the area is managed by the Mont Rochelle Advisory Board. The applicants have indicated that the intention with this portion of land is to erect an all-day restaurant with a self-serving and a serving area for patrons, a wine tasting centre, a souvenir shop, heritage and environmental information display area, an open-air adventure and paragliding launching area which could be accessed from the Mont Rochelle reserve hiking trail and connecting walkways with wind-sheltered seating areas, shade zones and viewing decks. The total area they have applied for is 4789 square meters. The expected visitors vary from 120 visitors per day in off-peak seasons and 3000 visitors per day during peak season. A full report on the application is attached to the item.

The Department suggest that should Council consider granting the lease a longer period should be considered (i.e. 30 years) due to the capital investment that will go into the project. In this instance an information statement will be brought to Council for approval and publication in order for the correct public participation process to be followed.

5. RECOMMENDATION

For consideration.

6. DISCUSSION / CONTENT**6.3 Background**

The Franschhoek Cableway Company (Pty) Ltd, in partnership with Garaventa Doppelmayer AG, the world's leading manufacturer and installer of cableways propose a world class cableway with associated tourist facilities for Franschhoek.

As far back as October 2019 the applicants and various municipal officers had engagements to discuss the possibility of the implementation of the cableway. The details of the project were broadly outlined with the main objective to identify any potential pitfalls and discuss the applicable land use planning application process and procedures.

A further meeting was held with several municipal employees, and a pre-scrutiny application was submitted to the Stellenbosch Municipality, to which the planning department has responded. A further response from the applicant in terms of the land use applications and rights is addressed by the applicant in **ANNEXURE 3**.

6.4 Discussion**6.4.1 Application for lease**

A formal application for lease of Municipal land has been received by the Franschhoek Cableway Company (Pty) Ltd which application is attached hereto as **ANNEXURE 1**. The application is a very brief summary of the intended project. Together with the application form the applicant has provided several supporting documents.

ANNEXURE 2 is a site plan, servitude plan and lease area plan which gives a clear indication of the areas intended for use for the development.

ANNEXURE 3 is titled Franschhoek Skytram Project Planning Report. Consent Use for Tourist Facilities, registration of leasehold areas and aerial servitudes over erven 1466,1467 and 23 Franschhoek. It is a more comprehensive report on the background, development proposal, design, operational model, land use application, spatial development framework, environmental impact, expected job creation, built environment and legislation. The report also addresses engineering such as noise impact assessments, engineering services availability report, geo-technical statement, electrical infrastructure services report, traffic impact assessment etc.

This report also touches on the Heritage Impact assessment.

In order to avoid an over lengthy item the content of this document will not be addressed in detail in the item itself as all information is available in the annexure.

ANNEXURE 4 is a Landscape Layout Plan and a Landscape Concept for the top station as well as the base station.

ANNEXURE 5 is copies of the architectural designs proposed for both the base station as well as the top station.

6.2.2 Locality and context

Erf 23 Franschhoek mainly consists of the mountain in Franschhoek and the area they are interested in is clearly marked on the Annexures to the application.

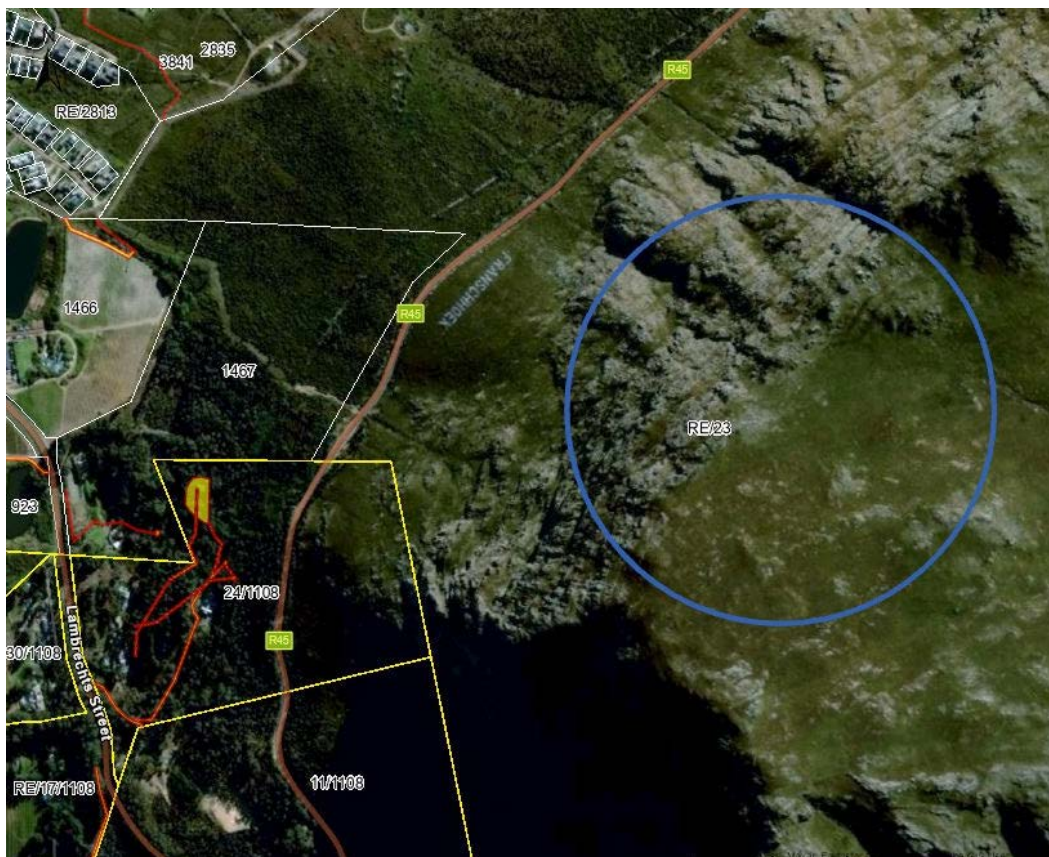


Fig 1: Location and regional context

6.2.3 Information Statement

Should Council consider the approval of the lease agreement on a longer term an information statement will have to be prepared for approval by Council before publication in order to follow the correct public participation process. Although a valuation of the property has not been obtained, taking into consideration the size of the land being applied for as well as the servitude area, the department is making an assumption that the value will be over R10 million as directed in the Regulations.

6.2.4 Legal requirements

6.2.4.1 Asset Transfer Regulations

6.2.4.1.1 Granting of rights to use, control or manage a capital asset

In terms of Regulation 34, a municipality may grant a right to use, control or manage a capital asset only after:

-
- 1)a) The accounting officer has, in terms of Regulation 35, concluded a public participation process regarding the proposed granting of the right; and
 - b) The municipal Council has approved in principle that the right may be granted.
 - 2) Sub-regulation (1)(a) must be complied with only if:
 - a) the capital asset in respect of which the proposed right is to be granted has a value in excess of R10m; and
 - b) a long-term right is proposed.
 - 3) a) Only a Municipal Council may authorise the public participation process referred to in sub-regulation (a)
 - b) a request to the Municipal Council for the authorisation of a public participation process must be accompanied by an Information Statement*, stating:
 - i) the reason for the proposal to grant a long term right to use, control or manage the relevant capital asset;
 - ii) any expected benefit to the municipality that may result from the granting of the right;
 - iii) any expected proceeds to be received by the municipality from the granting of the right; and
 - iv) any expected gain or loss that will be realised or incurred by the municipality arising from the granting of the right.

6.2.4.1.2 Public participation process for granting of long-term rights

In terms of Regulation 35, if a Municipal Council has in terms of Regulation 34(3)(a) authorised the Accounting Officer to conduct a public participation process ... the Accounting Officer must, at least 30 days before the meeting of the Municipal Council at which the decision referred to in Sub-regulation (1)(b) is to be considered (i.e. in principle decision)

- a) In accordance with Section 21A of the Municipal Systems Act:
 - i) Make public the proposal to grant the relevant right together with the Information Statement referred to in Reg 34(3)(b); and
 - ii) invite the local community and interested persons to submit to the municipality comments or representations in respect of the proposed granting of the right; and
- b) solicit the views and recommendations of National Treasury or the relevant Provincial Treasury on the matter

6.2.4.1.3 Consideration of proposals

In terms of Regulation 36, the Municipal Council must, when considering the approval of any such right, take into account:

- a) whether such asset may be required for the municipality's own use during the period for which such right is to be granted;
- b) the extent to which any compensation to be received will result in a significant economic or financial benefit to the municipality;
- c) the risks and rewards associated with such right to use; and
- d) the interest of the local community

6.2.4.1.4 Conditional approval of rights

In terms of Regulation 40, an approval in principle in terms of Regulation 34(1) (b) that a right to use, control or manage a capital asset may be granted, may be given subject to any conditions, including conditions specifying: -

- a) The type of right that may be granted, the period for which it is to be granted and the way in which it is to be granted;
- b) The minimum compensation to be paid for the right, and
- c) A framework within which direct negotiations *for the granting of the right must be conducted if applicable

6.2.4.1.5 Granting of rights to be in accordance with disposal management system

In terms of Regulation 41, if an approval in principle has been given in terms of regulation 34 (1)(b), the municipality may grant the right only in accordance with the disposal management system* of the municipality, irrespective of:-

- c) the value of the asset; or
- d) the period for which the right is granted; or
- e) whether the right is to be granted to a private sector party or organ of state.

*The Policy on the Management of Council-owned property is regarded as the Municipality's Disposal management System. (See paragraph 6.2.4.2, below).

6.2.5.2 Policy on the Management of Council owned property

6.2.4.2.1 Competitive process

In terms of paragraph 7.2.1, unless otherwise provided for in the policy, the disposal of viable immovable property shall be affected by means of a process of public competition.

In terms of paragraph 9.1.1 of the Policy, The type of a formal tender may vary, depending on the nature of the transaction:

- i) Outright tender may be appropriate where the Immoveable property ownership is not complex, and the Municipality is seeking obligations to be placed on the successful tenderer which are clear and capable of specification in advance.
- ii) Qualified tenders/call for proposals will be appropriate where the Immoveable property ownership position is complex or the development proposals for the Immoveable property are insufficiently identified or otherwise incapable of detailed specification at the pre-tender stage.

- iii) Call for proposals on a build-operate transfer (B.O.T) basis will be used if a developer is required to undertake the construction, including the financing, of a facility on Municipal-owned land, and the operation and maintenance thereof. The developer operates the facility over a fixed term during which it is allowed to charge facility users appropriate fees, rentals and charges not exceeding those proposed in its bid or as negotiated and incorporated in the contract, to enable the developer to recover its investment and operating and maintenance expenses in the project. The developer transfers the facility to the municipality at the end of the fixed term.

6.2.4.2.2 Deviation from competitive process

In terms of paragraph 9.2.2 of the Policy, the Municipal Council may dispense with the prescribed, competitive process, and may enter into a private treaty agreement through any convenient process, which may include direct negotiations, but only in specific circumstances, and only after having advertised Council's intention so to act. Should any objections be received as a consequence of such a notice, such objections first be considered before a final decision is taken to dispense with the competitive process established in this policy. However, should any objections, be received from potential, competitive bidders, then a public competitive process must be followed.

The advertisement referred to above should also be served on adjoining landowners, where the Municipal Manager is of the opinion that such transaction may have a detrimental effect on such adjoining land owner(s):

- a) Due to specific circumstances peculiar to the property under consideration, it can only be utilized by the one person/organisation wishing to enter into the Property Transaction;
- (e) in exceptional cases where the Municipal Council is of the opinion the public competition would not serve a useful purpose or that it is in the interest of the community and the Municipality. In such cases reasons for preferring such out of hand sale or lease to those by public competition must be recorded".
- l) lease contracts with existing tenants of immovable properties, not exceeding ten (10) years, may be renegotiated where the Executive Mayor is of the opinion that public competition would not serve a useful purpose or that renewal is aligned with the Municipality's strategic objectives and in the interest of the Community, subject to such renewal being advertised calling for public comment. The existing tenant shall give notice of the intention to renegotiate the lease at least six months before the date of termination.

The reasons for any such deviation from the competitive disposal process must be recorded.

From the above it is clear the Council may, under the circumstances described above, decide to dispose with a competitive (tender) process.

6.3 Financial Implications

A market related rental will have to be determined by a valuator. The Municipality will have to pay for the costs of the valuator. The full financial implications will only be clear after a valuation report has been received.

6.4 Legal Implications

The legal implications are discussed in the item as well as in Annexure 3.

6.5 Staff Implications

This report has no staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions

None.

6.7 Risk Implications

The risks are addressed in the item.

6.8 Comments from Senior Management**6.8.1 Director: Infrastructure**

1. Infrastructure Services has commented on the land use application for the operation of the cable car "Skytram" where we were raised comments from a traffic and roads perspective, which have not been addressed by the Applicant yet. We thus feel that the Lease Application is premature since the applicant does not have the rights to operate the Skytram yet.

2. Regarding water provisions and sewerage removal.

ANNEXURE 2 mentions on Page 32 that "Reticulation layout to be finalised during design development stage of project for the supply of potable water from existing boreholes on Haute Cabriere."

- ➔ The applicant still needs to apply to the Municipality to allow this private type of water provision to a very large number of people.
- ➔ Quality of the Borehole water will need to be confirmed to be safe for drinking according to SANS 241-2015 for micro (if no disinfection is done).
- ➔ A private treatment option will need to be applied for formally first.
- ➔ A Water Services WSI application was not mentioned in the document and will need to be applied for first.
- ➔ The Municipal Water supply line runs next to the erf border. The applicant is advised to apply to connect to the system for any additions to the property.

ANNEXURE 2 mentions on Page 32 that "Sewage from the Top Station to be transported down via Cable Car and disposed of in the existing sewer system."

- ➔ Approval has not been granted (or asked) for disposal of the additional sewer generated.
- ➔ No estimates/calculations on sewer volumes were submitted for consideration and thus it cannot be determined whether the lines have capacity for this.
- ➔ Details of a cable car transporting between 5 to 22tons per day down the mountain and disposal into a sewer system without preventing overload still needs to be provided.

We will require a full engineering services report for the current sewer system at the bottom, for the Water system at the bottom and a detailed options plan, incl. an option to go off-grid at the top for both water and sewer services.

6.8.2 Director: Community and Protection Services

No comments received.

6.8.3 Director: Planning and Economic Development

The Skytram Cableway development proposal is currently still in the process of obtaining their development rights. The applicant is still currently evaluating and responding to the many comments they received during the public participation stage.

Any application for the lease of municipal land and the registration of servitudes will be dependent on the details and extent of the development rights obtained and the extent of the lease agreement and servitudes will be subject to the details contained in such approval/s. To approve such a lease agreement before finalising the development rights acquisition process would be pre-empting the decision/s that has to be taken.

When the development rights are obtained, the lease agreement and servitudes will also be addressed and finalised as part of the conditions of approval. There is no reason that it must be dealt with before finalising the development application. For this reason, the DPED is of the opinion that the application should not be considered at this stage.

6.8.4 Acting Director: Corporate Services

Support that the item be returned to the Administration to do further due diligence in terms of the comments from the Infrastructure and Planning and Economic Development Directorates.

6.8.5 CFO

No comments received.

6.8.5 Municipal Manager

ANNEXURES:**Annexure 1: Application for lease of Municipal Land****Annexure 2: Site Plan****Annexure 3: Planning Report****Annexure 4: Landscape Plan****Annexure 5: Architecture Plans****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	2025/07/04

ANNEXURE 1



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

**APPLICATION FOR LEASE OF MUNICIPAL LAND
APPLICATION FORM**

A: APPLICANT'S DETAILS

Name : **The Franschhoek Cableway Company (Pty) Ltd**

Physical address: **C/O Alwyn Laubscher and Associates**
 54 Oxford Street....
 Durbanville.....
 Cape Town.....
 Postal code: 7550.....

Mailing address: **as above**

E-mail address: **alwyn@al-a.co.za**

Telephone: **021-979 4984**

Cell phone: **083 659 8111**

B: PROPERTY DETAILS OF APPLICANT

Erf/farm number : **N/A**

Suburb: **N/A**

Town: **N/A**

C: PROPERTY DETAILS OF LEASE AREA APPLYING FOR

Erf/farm number : **The Remainder of Erf 23 Franschhoek**

Suburb: **Mont Rochelle Local Nature Reserve**

Town: **Franschhoek**

Area applying for **Aerial Cableway Servitude 30m wide and Lease Area LA1 measuring approximately 1,3475 hectares in extent (Refer to Servitude Plan No 11 and Lease Area Plan No 12)**

* To be supplemented with a sketch-plan with dimension in m²

D: TYPE OF APPLICATION:

Please mark the appropriate block

For commercial purposes, other than for parking: **Yes**

For commercial parking purposes: **No**

For residential parking purposes: **No**

For non-commercial purposes: **No**

For projecting structures onto street reserves: **No**

For projecting structures onto other council-owned land: **No**

Other: please provide description:

Tourist Facility (Cableway Top Station and associated amenities)

Brief description of application:

Proposed Cableway and associated tourist facilities to be erected between Haute Cabriere Wine Estate at the foot of the Franschhoek Pass and just below Middagkrans Peak in the Mont Rochelle Local Nature Reserve

Motivation:.....

Visitors to Franschhoek will have the opportunity to enjoy this unique experience as part of their visit to Franschhoek. It presents a new tourism offering, only the second of its kind in South Africa, which will encourage existing visitors to Franschhoek to spend longer in the area while also attracting many new visitors to Franschhoek, driving positive economic

investment in the town and region. For further detail and information, please refer to the enclosed report.

E: LIST OF ATTACHEMENTS AND SUPPORTING DOCUMENTS

Please mark the appropriate box

Special Power of Attorney, where Applicant is not the owner: **N/A**

Diagram of proposed area of the lease area: **Yes**

Letters of consent (affected neighbours): **No**

Application fee (non-refundable): **awaiting confirmation of fee.**

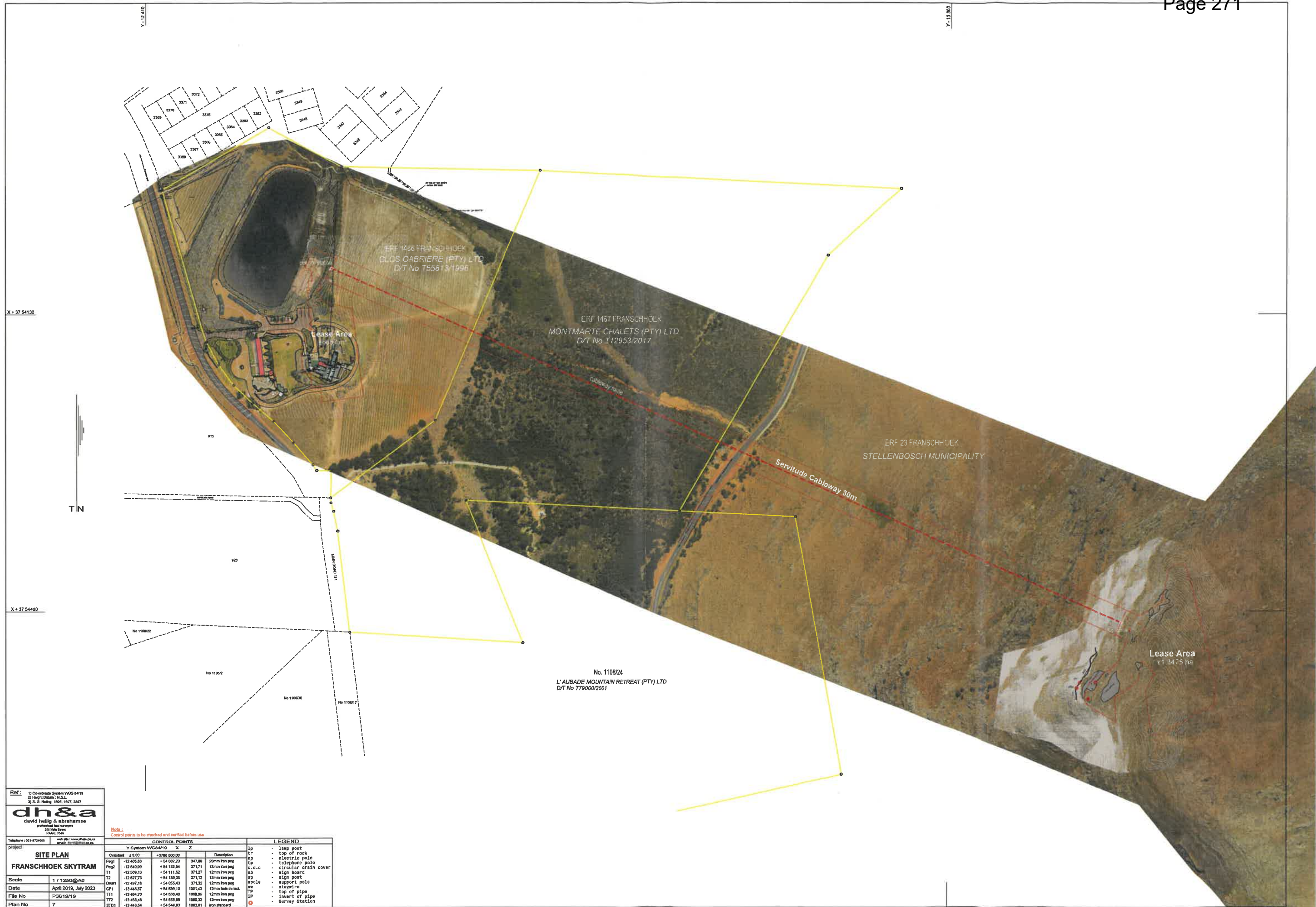
I hereby certify that the information supplied in this application form is correct and that I am properly authorized to make this application.

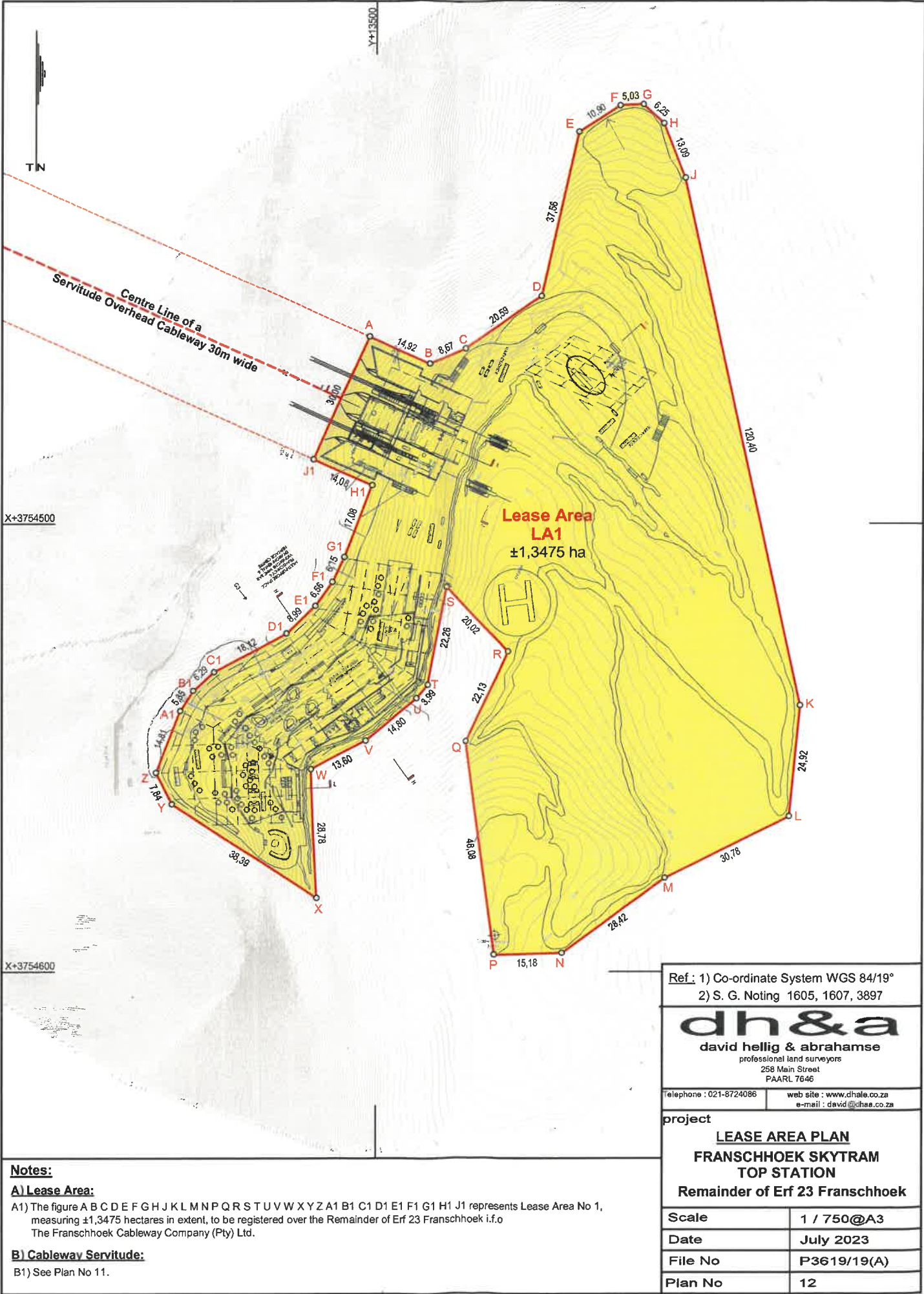
Applicant's signature

Date: **22.01.2025..**

Full name: **Alwyn Gideon Smit Laubscher**

ANNEXURE 2





ANNEXURE 3

FRANSCHHOEK SKYTRAM PROJECT

PLANNING REPORT

CONSENT USE FOR TOURIST FACILITIES,
REGISTRATION OF LEASEHOLD AREAS AND
AERIAL SERVITUDES OVER ERVEN 1466, 1467
AND 23 FRANSCHHOEK



Compiled by:
David Hellig and Abrahamse
Professional Land Surveyors
NOVEMBER 2023

1. BACKGROUND

The Franschhoek Cableway Company (Pty) Ltd ("FCC"), in partnership with Garaventa Doppelmayr AG, the world's leading manufacturer and installer of cableways propose a world class cableway with associated tourist facilities for Franschhoek in the Western Cape.

The cableway, to be known as the "**Franschhoek Skytram**", will be the second of its kind in South Africa after the globally recognised and iconic Table Mountain Cableway in Cape Town. The Franschhoek Skytram has been identified as a "Point of Interest" project by Garaventa Doppelmayr.

Haute Cabriere Wine Estate at the foot of the Franschhoek Pass has been identified as the preferred Base Station for the project, with a site location below the Middagkrans Peak in the Mont Rochelle Nature Reserve being the preferred Top Station site.

The Franschhoek Skytram will aim to position Franschhoek as the culinary, wine and adventure tourism capital of South Africa with various offerings at both the bottom and top stations.

The Franschhoek Skytram will also facilitate access to the mountain top for hikers and paragliders linking the top station with the existing Mont Rochelle hiking trails also providing the general public with an unique opportunity to enjoy the natural beauty of the nature reserve.

2. DEVELOPMENT PROPOSAL

The proposed cableway primarily consists of a lower station located on HAUTE CABRIERE and a top station located just below MIDDAGKRANS PEAK.

The development of a cableway lower station will promote the existing wine tourism offerings at Haute Cabriere and expand these offerings with new walkways around the dam, a new deli, village green, office space, ablutions and on-site parking for 172 vehicles.

The central focus of the top station will be the pristine views of the Franschhoek Valley combined with the Franschhoek Vintners' Wine Bar (which will showcase the wines of Franschhoek).

Visitors to Franschhoek will have the opportunity to enjoy this unique experience as part of their visit to Franschhoek. It presents a new tourism offering, only the second of its kind in South Africa encouraging positive economic investment in the town and the region in general.

Following recent trends, outdoor activities have become a popular past time and this project aims to embrace this lifestyle choice by showcasing Franschhoek's natural beauty and offerings whilst promoting conservation initiatives. Hiking in the Western Cape Mountain ranges is only one of these activities which will be actively promoted. A hiking trail from the parking area at Mont Rochelle (at the top of the Franschhoek Pass) to the upper cable station on Middagkrans mountain is also envisaged.

2.1 Subject Land Units

No	Land Unit	Registered Extent (ha)	Landowner	Title Deed	Proposal
1.	Erf 1466 Franschhoek (Haute Cabriere Wine Estate)	9.8306	Clos Cabriere (Pty) Ltd	T55813/1996	Base Station and Cableway
2.	Erf 1467 Franschhoek	15.6308	Montmartre Chalets (Pty) Ltd	T12953/2017	Cableway
3.	The Remainder of Erf 23 Franschhoek (Mont Rochelle Nature Reserve)	1628.3467	The Stellenbosch Municipality	D/G 4-7/1927 T104071/2001	Top Station and Cableway

2.2 Location of the proposed development

Route

The proposed route will see the cable car leave Haute Cabriere lower platform (Erf 1466 Franschhoek) following a south easterly route, moving across Monte Martre Farm (Erf 1467 – Neighbouring Property – Aerial Servitude to be registered) and the R45, arriving on the upper platform on Middagkrans (Erf 23 – Stellenbosch Municipality).



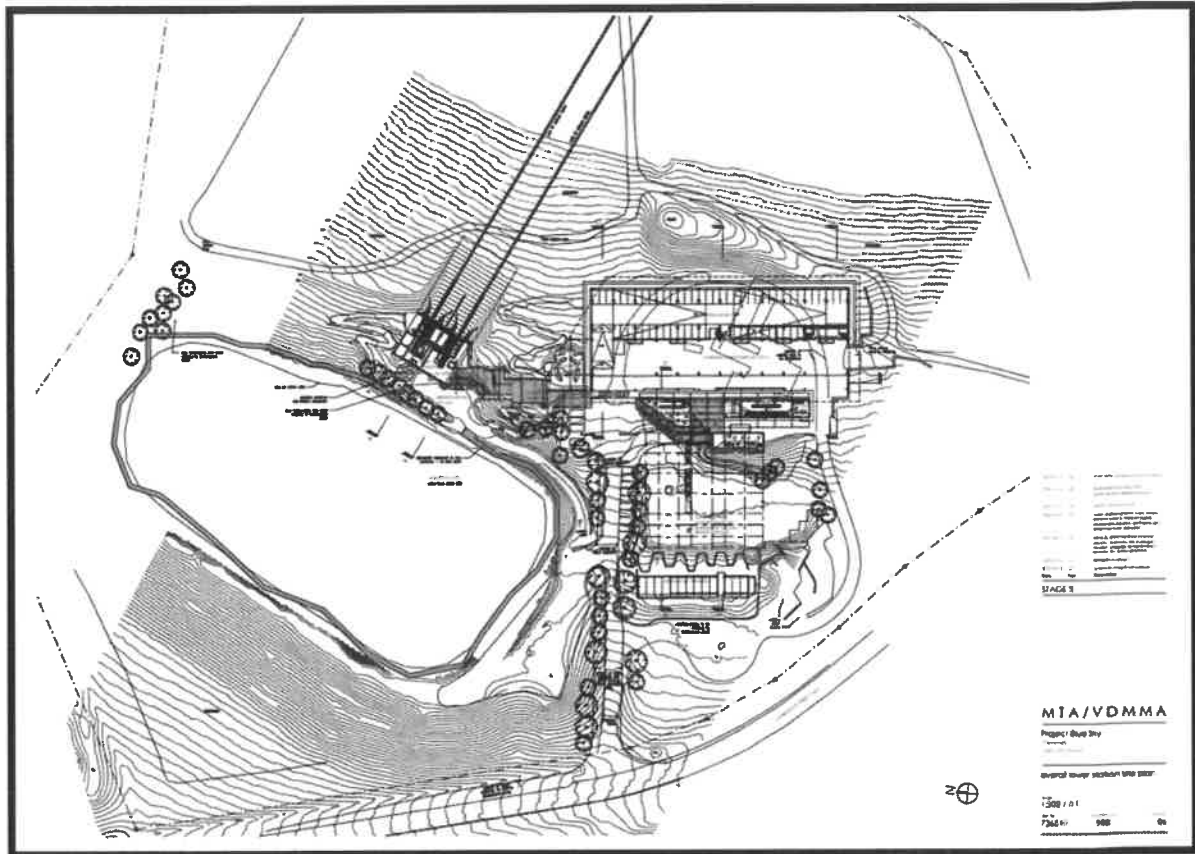
2.3 Lower Station

Haute Cabriere is owned by Clos Cabriere (Pty) Ltd. The farm, which is zoned for Agricultural and Rural use in terms of the Stellenbosch Municipal Land Use Planning By-law 2019 (with additional land uses for the wine cellar (agricultural industry) and restaurant), is situated on the R45 and is characterized by a large dam surrounded by the existing Haute Cabriere vineyards.

Existing Facilities	Footprint (m2)
Existing guard house	6
Existing Pavilion restaurant & wine tasting	236
Existing underground barrel maturation cellar and conference area	1660

Existing grape reception area

134



The lower station and amenities will aim to promote and complement the existing wine tourism offerings at Haute Cabriere and expand these offerings with:

- new walkways around the dam,
- a new deli,
- village green,
- office space for management,
- ablutions and adequate parking bays.

2.4 Top Station

Middagkrans Peak is owned by Stellenbosch Municipality and managed by the Mont Rochelle Advisory Board.

The top station will consist of:

- An All-Day restaurant with a self-serving and a serving area for patrons.
- A wine tasting centre.
- A souvenir shop.
- Heritage and Environmental information display area (educational).
- An open-air adventure and paragliding launching area which could be accessed from the Mont Rochelle Reserve hiking trail.
- Connecting walkways with wind-sheltered seating areas, shade zones and viewing decks.

The adopted design ideology is for the top station to be situated on the landscape, not in it, to mitigate the environmental impact.

In partnership with the Mont Rochelle Advisory Board the Franschhoek Skytram will allocate funding from its gross ticket revenue to assist in funding the Mont Rochelle Advisory Board's functions in terms of the Reserve's Management Plan, including the rehabilitation and management of biodiversity, fire management measures and the construction and maintenance of hiking trails and walkways in the Mont Rochelle Nature Reserve.

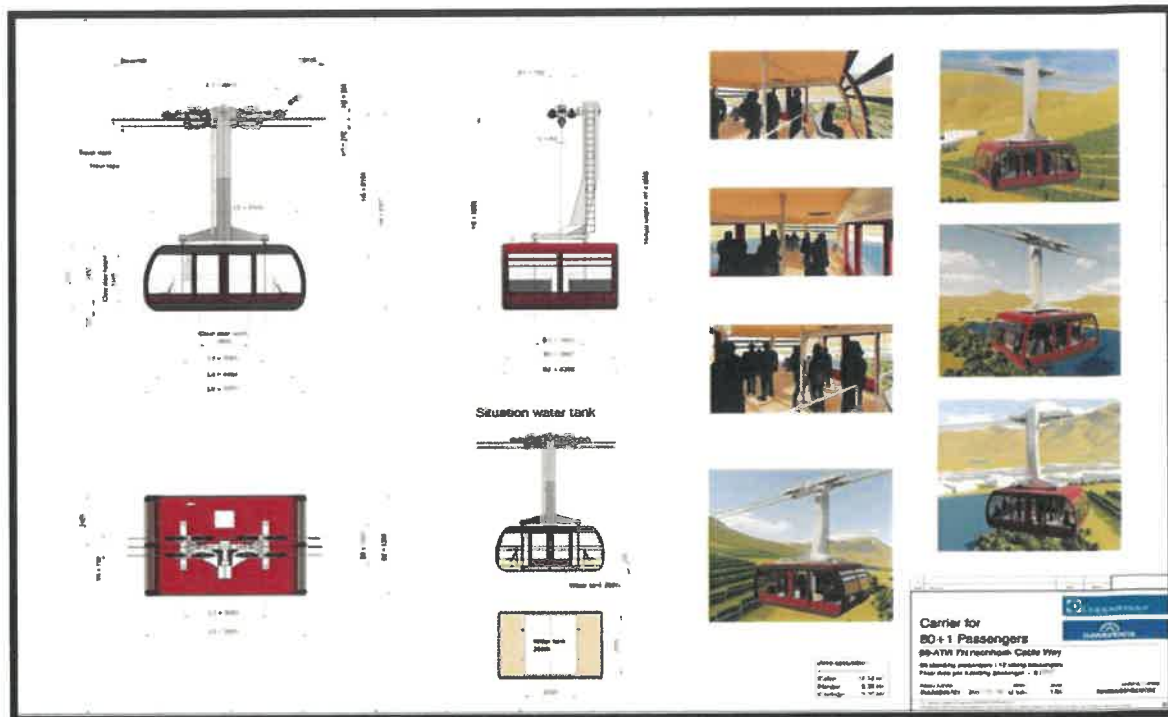
Proposed Facilities	Footprint (m2)
Top Cable Station Platform (incl. Ablution facilities & Yard Area)	569
Restaurant / Wine Bar / Café	713
Curio/souvenir shop	61
Enviro & Heritage Centre	104
Timber decking	2372
Adventure Centre	50

Pathways to beacon	920
Helipad for emergencies only	Brush-cut area



Proposed Cable Car Concept Design

The cableway will consist of two cable cars each designed for 80+1 passengers. These will be custom built in Switzerland and transported to South Africa for installation.



Visitor Numbers

Visitor numbers will increase gradually over time as the Skytram establishes itself as a premier tourist attraction.

The anticipated number of visitors for the proposed cableway facility in Franschhoek is anticipated to vary from a minimum of 120 visitors per day (during off-peak season e.g., July) to a maximum of 3 000 visitors per day over a 12-hour period during peak season (i.e., December/January/February).

The projected number of people on the top of the mountain during peak at any one time will be approximately 550 people (excluding people in transit).

3. OPERATIONAL MANAGEMENT

The operation during 8 months of the year (April-November) runs from 08h00 – 19h00. The main season (December-March) runs from 07h00-21h00 and is operated by two overlapping shifts (starting in the morning at the same time but ending operation at 21h00 followed by the cleaning and maintenance operations. The worktime for staff is 8 hrs plus 1 hour rest time – the staff is therefore on the site for a total of 9 hours.

Typical timing for the April to November period:

08h00 Shuttle bus to transport the early staff team to the bottom station, preparation work, machine controls, logistic deliveries to the top.

08h30	First trip with guests – thereafter continuous operation. In low traffic days 2-3 trips per hour only.
16h30	Last trip up with guests
17h30	Last trip down with guests
17h30	Early team end of workday
17h30	Start of maintenance work, cleaning, water/grey water transport, refuse clearing, machine maintenance.
18h30	Closing the site.

Typical timing for the December to March period:

08h00	Shuttle bus to transport the early staff team to the bottom station, preparation work, machine controls, logistic deliveries to the top.
08h30	First trip with guests – thereafter continuous operation. In low traffic days 2-3 trips per hour only.
17h30	Early team end of workday
20h00	Last trip up with guests.
21h00	Last trip down with guests.
21h00	Start of maintenance work, cleaning, water/grey water transport, refuse clearing, machine maintenance.
22h00	Closing the site.

4. LAND USE PLANNING APPLICATION

4.1

Pre-application Consultation Meeting

A formal pre-application consultation meeting was held on 09-10-2019 with various municipal officials in attendance. The details of the project were broadly outlined with the main objective to identify any potential pitfalls and discuss the applicable land use planning application process and procedures. The officials in attendance were Messrs Robert Fooy and Piet Smit on behalf of the Stellenbosch Municipality and Messrs Kim Nicolay, Justin Truter and Spencer Dreyer on behalf of the client. The officials were in principle positively responsive to the development proposal subject

to a considered and sensitive design philosophy, compliance with municipal forward planning policies and supported by specialist professional studies.

The feedback and comments received at the initial meeting are summarised below as follows :

- Consider implementing a park and ride service from the open and unutilised portion of land area situated at the Huguenot and Lambrechts Street intersection, also known as the "Circus Grounds", in close proximity to the Huguenot Monument to alleviate traffic congestion.
- Parking abutting onto Main Road No 191 should be avoided. (Scenic Route Overlay Zone)

Procurement of leasehold and aerial servitude rights over the Remainder of Erf 23 Franschhoek is subject to processes and procedures related to the disposal of municipal land. Mr Piet Smit advised that a new policy was being reviewed, which would enable an unsolicited bid option to be utilised rather than an open tender process, should unique circumstances permit. A Power Attorney had been issued in favour of the developer to explore the opportunity to proceed with the development proposal.

Based on the background information tabled at the meeting outlining the development proposal, Mr Robert Fooy confirmed that the land use application would constitute a Consent Use Application for approval of a tourist facility coupled with the registration of the proposed leasehold areas and aerial servitudes for the Cableway.

On completion of the design phase of the project a follow up pre-application consultation meeting was held on 28-09-2023 with numerous officials in attendance as documented and recorded in the minutes of the meeting, a copy of which is enclosed in this land use planning application. Similarly, the officials were in principle supportive of the proposal and raised a few technical questions which were addressed by the members of the Consultant Team in attendance.

A pre-scrutiny application was also submitted to the Stellenbosch Municipality for perusal and comment, with the following response :

"Your intended land use and / or land development application as depicted in the submission represents on face value an accurate approach to the prevailing provisions in the Stellenbosch Land Use Planning Bylaw (2015) and the Stellenbosch Zoning Scheme Bylaw (2019) and you may proceed to submit for consideration a corresponding application."

4.2 The Stellenbosch Municipal Zoning Scheme By-law, 2019

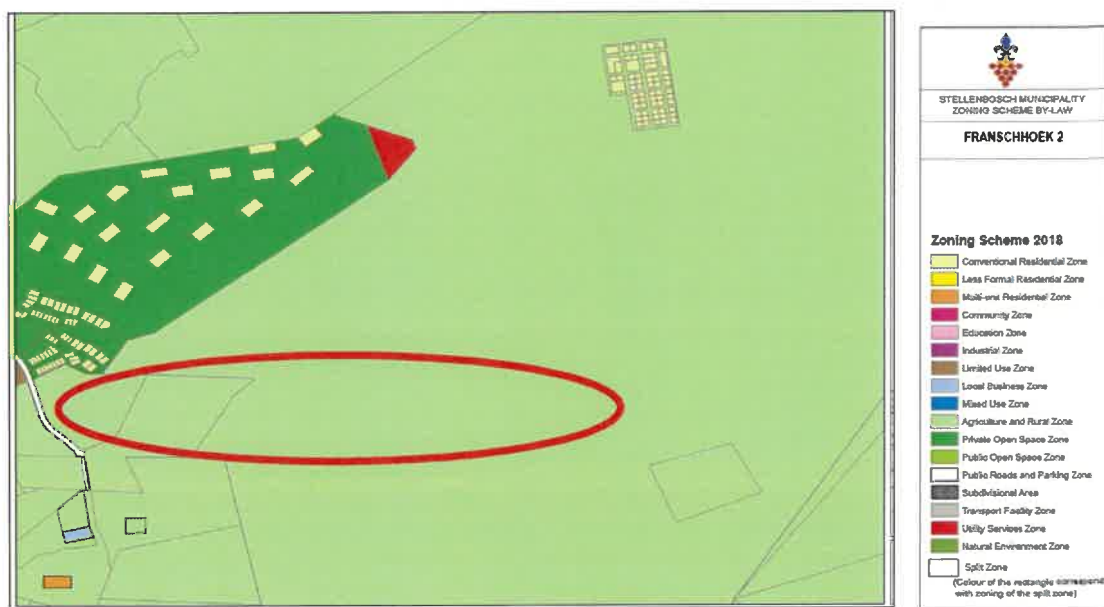


Figure 1: Extract of the Stellenbosch Municipality Zoning Map for Franschhoek

According to the Stellenbosch Municipality's Zoning Map the three subject land units are zoned for Agriculture and Rural purposes in terms of the Stellenbosch Municipal Zoning Scheme By-law, 2019

Formal Zoning Certificates were however sourced from the Stellenbosch Municipality which confirm the following viz :

Property	Zoning	Zoning Scheme	Additional Approvals	Planning
Erf 1466 FH	Agriculture	Franschhoek Zoning Scheme	Operation of a Restaurant from the existing Wine Cellar	
Erf 1467 FH	Agriculture and Rural Zone	Stellenbosch Municipal Zoning Scheme By-law, 2019		
Rem Erf 23 FH	Local	Franschhoek Zoning		

	Authority	Scheme	
--	-----------	--------	--

The Zoning Certificates issued in respect of Erven 23 and 1466 Franschhoek in terms of the then Franschhoek Zoning Scheme are dated October 2019 being prior to the implementation date of 01-11-2019 when the new Stellenbosch Municipal Zoning Scheme By-law, 2019, which supersedes and replaces the old Franschhoek Zoning Scheme, was introduced.

In terms of the transitionary provisions contained in the new Zoning Scheme By-law, 2019 and the Zoning Conversion Tables in Schedule 2 thereof an Agricultural Zoning converts to "Agriculture and Rural" whilst the Zoning of Local Authority converts to "Manual allocation based on lawful land use".

The Stellenbosch Municipality must therefore "manually" allocate or convert the zoning of Local Authority determined in terms of the then Franschhoek Zoning Scheme to an appropriate Zoning category as contemplated in the new Zoning Scheme By-law, 2019 within the context of the existing lawful land uses on the subject land unit.

It is however our opinion, that the only appropriate Zonings contained in the Zoning Scheme By-law, 2019 commensurate with the existing lawful land uses on those parts of the Remainder of Erf 23 Franschhoek being affected by the development proposal would be Agriculture and Rural (as indicated on the Stellenbosch Zoning Plan) or alternatively Natural Environment Zone, noting that both of these Zoning Categories accommodate the establishment of Tourist Facilities as a Consent Use approval and the allocation of one or the other is therefore rather academic in terms of this planning application process.

The definitions contained in the Stellenbosch Zoning Scheme By-law, 2019 describes a "tourist facility" as follows :

*""**tourist facility**" describes land uses that provide facilities, amenities and activities, aimed at tourists and visitors, such as shops, markets, restaurants and places of entertainment which may be licensed to sell alcohol), outdoor sport; conference facilities, place of assembly, wellness centres and/or open spaces, and may include ancillary uses, limited industry only related to the manufacturing of clothing, food, beverages or making of craft items and/or art, a liquor store for the sale of alcoholic beverages for off-site consumption, provided that the alcoholic beverages are produced under license on the land unit, and examples include farm stalls, farm shops, farmer's markets, farm deli's, wine sales, wine tasting facilities, 4x4 or mountain bike trails, cycle and hiking trails, picnic facilities, function venues, brew-pubs, craft gin distilleries, coffee roasteries, bakeries, charcuterie but*

excludes tourist accommodation, guest houses, bed-and-breakfast establishments and hotels;"

In respect of tourism related activities and facilities, Section 200(1)(d) of the Zoning Scheme By-law, 2019 in respect of Agriculture and Rural zonings reads as follows :

"a limited range of other ancillary uses which may take place on agricultural land units, either as additional rights or with consent of the Municipality and which provides for more intensive agricultural use, agricultural industry or tourism which has the objective of creating variety, ensuring sustainability and providing diversified income to land owners, without adversely impacting of the primary use of the land unit for agricultural purposes"

In respect of tourism related activities and facilities for land units zoned for Natural Environment purposes, Section 221(1)(c) states the following :

"the sustainable utilisation of these areas by the controlled provision of holiday accommodation and tourist facilities."

In respect of the Agriculture and Rural Zone, in terms of section 201(1) the following land uses are permitted :

Primary Uses	Additional Uses (not exceeding threshold in this chapter and subject to technical approval)	Consent Uses (Application required)
<ul style="list-style-type: none"> • Agricultural building ($\leq 2000\text{m}^2$) • Agriculture • Dwelling house • Forestry • Natural environment • Occasional use (one event/year) • Private road • Polytunnel ($\leq 2000\text{m}^2$) • Second dwelling • Employee housing (one unit) 	<ul style="list-style-type: none"> • Agricultural building ($> 2000\text{m}^2$) • Agricultural industry ($< 2000\text{m}^2$) • Bed and breakfast establishment • Employee housing (exceeding one unit) • Guest house • Home day care centre • Home occupation practice • Polytunnel ($\geq 2001\text{m}^2$ and $\leq 5000\text{m}^2$) • Rooftop base telecommunication station • Tourist dwelling units • Tourist facility (existing buildings) 	<ul style="list-style-type: none"> • Abattoir • Additional dwelling units (max 4) • Airfield • Airstrip • Agricultural industry ($\geq 2000\text{m}^2$) • Camping site • Day care centre • Freestanding base telecommunication station • Helicopter landing pad • Intensive feed farming • Kennel • Market • Occasional use ($> \text{one event/year}$) • Plant nursery • Polytunnel ($> 5000\text{m}^2$) • Renewable energy structure • Service trade • Tourist accommodation establishment • Tourist facility (new buildings or exceeding threshold) • Any additional use exceeding the threshold set out in this chapter

The following provisions contained in section 209 in respect of land units zoned for Agriculture and Rural purposes, should be noted :

- "(3) Tourist facilities in this zone may only be undertaken from a land unit where the primary use of the land is bona fide agriculture or natural environment or a combination of these uses and where the proposed activity is subservient to the primary land use on the farm"
- "(5) New buildings for tourist facilities require a consent use application in terms of Planning Law"
- "(6) The total coverage of all buildings plus any external use areas which are used for tourist facilities (excluding parking areas) as an additional use, including the area which is used for manufacturing as envisaged in subsection (8), shall not exceed 250 squares metres for the entire land unit, of which :
- (a) the total coverage of buildings plus external use areas of all shops in a tourist facility as provided for in subsection (7) may not exceed a total of 120 square metres and this is a sub-limit of the overall limit for tourist facilities;
 - (b) the coverage plus external use areas used for the making and manufacturing of products as provided for in subsection (8) may not exceed a total of 50 square metres and this is a sub-limit of the overall limit for tourist facilities. This sub-limit may not be exceeded through application for consent use, nor may it be departed from;
 - (c) the total land area for market stalls may not exceed 120 square metres and this is a sub-limit of the overall limit for tourist facilities.

Development proposals which exceed the overall coverage threshold of 250 square metres for tourist facilities will trigger the need for a Consent Use application process whilst tourist facilities proposed within existing building footprints under the coverage threshold trigger an expedited Technical Approval process. The development proposal for the Franschhoek Skytram however requires the construction of new buildings which also exceed the size limitations stated above thereby requiring a Consent Use approval.

- "(7) Shops in a tourist facility, which may include a market, farm stall, farm shop, point of sale, deli, may sell goods which are produced or grown on the farm, or goods from elsewhere, provided that at least 50% of the floor space of the shop shall be dedicated to the display and sale of goods produced or grown on the farm"
- "(8) Tourist facilities may include an area for the brewing or manufacturing of beverages, cooking or baking of food, making of arts, craft, clothing or articles, where the raw materials used in such activity is not necessarily grown

or farmed on the land unit concerned, provided the following conditions are adhered :

- a) the activity shall be undertaken or managed by the owner of the farm or one of their relatives, or a full-time employee of the farm or one of their relatives;
 - b) such goods may be sold in the tourist facility on the property, or elsewhere."
- "(7)(sic) The site development plan together with any conditions as approved by the Municipality shall constitute the development rules for the activity and any expansion, alteration or relocation will require a further application in terms of the Scheme."
- "(8)(sic) The Municipality may impose any conditions required to mitigate the potential impact."
- "(9)(sic) Tourist facilities may not have an adverse impact on surrounding properties, in respect of, but not limited to, noise, traffic, congestion, pollution, emissions or the gathering of large numbers of people, or the presence of people hindering agriculture e.g. during spraying season, nor ,may the tourist activities have an adverse impact on any bona fide agricultural activities on the farm itself or on neighbouring properties"
- "(10)(sic) The Municipality may, at any time after the commencement of the activity impose additional conditions to mitigate adverse impacts or it may instruct the owner that the activity shall cease, and the Municipality shall issue a compliance notice in accordance with the Municipal Planning By-law."
- "(11)(sic) Tourist facilities which exceed the maximum thresholds or any conditions or provisions in this section shall require a consent use application, unless specifically prohibited in this section, and the Municipality may only grant such consent if it is satisfied that the objectives of the Agriculture and Rural zone will not be undermined by such approval."

The only proviso for which departure or deviation is specifically prohibited is in respect the sub-limit restriction mentioned in section (6)(b), which must be adhered to in all cases. No goods are to be manufactured on site in terms of the Franschhoek Skytram development proposal, which is therefore in compliance with this provision.

The following land use development parameters / restrictions apply to properties zoned for Agriculture and Rural Zone purposes.

Building type	BUILDING LINES (m) Street & common boundaries (incl. ROW servitudes)	HEIGHT (Storeys)	PRIMARY USE Maximum Coverage Threshold	ADDITIONAL USE (SDP) Maximum Coverage Threshold	CONSENT USE Maximum Coverage
Accommodation and dwellings in this zone					
Dwelling house and second dwelling-house (excluding outbuildings, carport or garage)	5m	2 storeys	600m ² each		
Additional dwelling houses (excluding outbuildings, carport or garage): Max 4 dwelling units (1 unit/10ha for land units larger than 20ha)	5m	1 storey			120m ² each
Guest house, bed & breakfast & tourist dwelling units: in existing approved dwellings	In existing approved dwelling houses (as per above)			Max 7 bedrooms	As approved by Municipality
Tourist facilities					
Tourist facilities: overall max limit including outdoor areas used but excluding parking.	5m	1 storey		250m ²	As approved by Municipality
-Shop in tourist facility sub-limit				120m ²	
-Manufacture and craft workshop sub-limit				50m ²	
Other Agricultural buildings					
Employee housing unit (excluding outbuildings, carport or garage)	5m	1 storey	120m ²	As approved by Municipality	
Agricultural buildings	5m	3 storeys	No overall limit on land unit	Any one building > 2000m ²	
Agricultural industry, including outdoor parking and loading areas	5m	3 storeys	n/a	<2000m ²	≥2000m ²
Polytunnels; including shade netting	5m	1 storey	≤2000m ²	≤2001m ² to 5000m ²	>5000m ²

Business and office		
Business premises: including liquor store, funeral parlour, adult entertainment and similar	4 bays/100m ² gross leasable area	
Commercial gymnasium	6 bays/100m ² gross leasable area	
Conference facility	0,25 bay/seat	
Filling Station	4 bays/100m ² gross leasable area	
Motor showroom: Light Vehicles	3 bays/100m ² gross leasable area	
Motor showroom: Medium and Heavy Vehicles	1 bay/100m ² gross leasable area with a min of 6 bays plus 1/bay/800m ² gross leasable area for heavy vehicles (min 1 bay)	
Motor vehicle fitment centre, repair centre	4 bays per service bay plus 4 bays/100m ² gross leasable area: Min 8 bays	
Offices	4 bays/100m ² gross leasable area	
Place of entertainment -general	4 bays/100m ² gross leasable area	
Cinemas and theatres -in shopping centre	0,1 bay/seat	
-stand-alone	0,25 bay/seat	
Plant nursery	1 bay/100m ² gross leasable area (total indoor and outdoor sales area)	
Restaurant	4 bays/100m ² gross leasable area	
Service station	4 bays /service bay plus 2 bays/100m ² gross leasable area	
Shops (including supermarkets and centres): up to and including 1000m ²	4 bays/100m ² gross leasable area	
>1000m ²	6 bays/100m ² gross leasable area	

TABLE A: OFF-STREET PARKING REQUIREMENTS

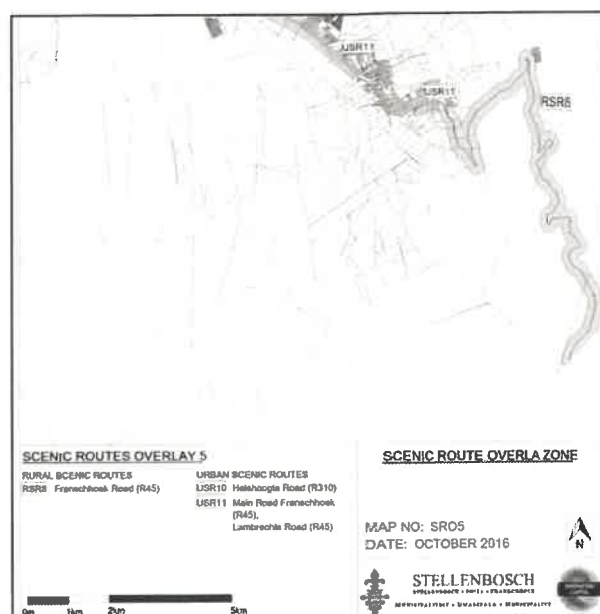
Land Use Category	Normal parking	Additional parking reserved for visitors
Tertiary educational institution colleges university	1 bay/lecture room 1 bay/lecture room	0,25 bay/student 0,4 bay /student
Place of worship Church Mosque	0,4 bay/seat or 40 bays/100m ² of seating and aisle area 25 bays/100m ² of net prayer area	
Place of assembly; indoor sport	0,25 bay/seat or 20 bays/100m ² gross leasable area	
Outdoor sport	0,25 bay/seat, player or occupant	
Public institution (e.g. library, museum)	2 bays/100m ² gross leasable area	
Welfare institution, libraries and museums	2 bays/100m ² gross leasable area	

Parking

In terms of the Scenic Route Overlay Zone, Main Road No 191 is identified as Scenic Route RSR 8 vide Map No SRO4/5.

The Scenic Route Overlay Zone prescribes measures and controls for the purpose of protecting, conserving and enhancing the unique rural visual character and aesthetics along important tourist routes and corridors.

The Overlay Zone provides an additional control measure within the Zoning Scheme By-law, 2019 for the Municipality to manage, mitigate and regulate the impact of new development proposals along these routes in a sensitive and balanced manner.



The demarcated Rural Scenic Routes area zone extends 200 metres either side of the centre line of Main Road No 191 (Franschhoek Pass).

The general parameters applicable to the Scenic Route Overlay Zone are as follows:

- The construction, alteration and addition of buildings and structures; signage; removal and felling of mature trees etc may not commence without the permission of the Stellenbosch Municipality
- A building line of 30 metres shall apply on all Rural Scenic Routes, which may be relaxed subject to approval by the Stellenbosch Municipality.
- A Site Development Plan and / or Visual Impact Assessment may be required by the Stellenbosch Municipality in respect of any development proposals within the zone.

In considering a land use planning application within the Scenic Route Overlay Zone, the Municipality must consider the following :

- The visual impact of the development proposal and the imposition of conditions to mitigate the visual impact such as screening and landscaping.
- The impact of development proposals executed in terms of existing primary land use rights.
- Land use planning applications in respect of additional or intensified land use rights can only be favourably considered if the development proposal does not result in an adverse or detrimental visual impact.
- The massing, height, design, parking layout, landscaping, lighting and treatment of buildings.

In granting an approval, the Municipality may impose conditions it deems necessary to protect and promote the visual environment and scenic quality of the area in general.

4.3 Stellenbosch Municipal Spatial Development Framework, 2023

The purpose of the Stellenbosch Municipal Spatial Development Framework (MSDF) is to guide the future growth and development of Franschhoek being within its Municipal area of jurisdiction based on an agreed vision and development principles which are aimed at addressing problems and creating opportunities for sustainable socio-economic development. The MSDF provides overarching spatial development principles which underpin the Municipality's approach to the

integrated spatial planning and management of land use and economic development for the municipal area as a whole.

The key policy imperatives for the Stellenbosch Municipality Draft Spatial Development Framework, 2023 (MSDF 2023), drawn from higher level policy directives and organised in relation to broad themes of enquiry identified in the SPLUMA guidelines, are as follows:

Biophysical Environmental

The proposed Franschhoek Skytram project utilises, supports and showcases the unique landscape and scenic assets of the area. Stringent measures and controls will be implemented through the legislative environmental, heritage and land use planning processes and in accordance with the recommendations of the various specialist reports to ensure the least possible impact on biodiversity and cultural heritage. It is envisaged that the whole experience of visiting the Franschhoek Skytram will instil a sense of conservation awareness and appreciation for the natural surrounds and cultural heritage of the area.

Socio-Economic Environment

The land use proposal contributes to the regional and municipal economic infrastructure in that it provides for influx of financial exchange and additional job opportunities, thereby boosting both the local and regional economies in general. The land use proposal adds to the accumulation of tourism opportunities within Franschhoek and provides a much needed and very unique addition to the vast array of tourism assets in Franschhoek, also serving as an important catalyst to the tourism industry being the lifeblood of the economy of Franschhoek. The MSDF encourages the expansion of entrepreneurial opportunity, which is a resultant outcome of this proposal providing additional income opportunities on the subject land unit whilst supporting and supplementing the primary agricultural activities not only on the subject land units, but the region in general since the local agricultural produce will be promoted and marketed on site.

Of particular interest are the preliminary conclusions contained in the draft Urban Econ Economic Impact study which find, inter alia, as follows:

Table 1: Total Impact on Tourism (R millions @ 2022 R-Value)

	Production	Gross Domestic Product	Jobs	Income
Direct	R212.34 million	R102.94 million	294	R57.37 million

Indirect	R137.37 million	R57.30 million	171	R26.07 million
Induced	R133.27 million	R53.85 million	177	R25.22 million
Total	R482.98 million	R215.01 million	643	R108.66 million

The foot traffic attracted to the proposed Franschhoek Skytram Project will sustain a total production in the tourism economy by R482.98 million which will result in the sustainability of the gross domestic product by R215.01 million. This will sustain 643 jobs which will result in a household income of R108.66 million. The total impact on tourism can be broken down into several sectors, mainly, trade, transport, accommodation, and community services. Importantly, the impact will not be isolated to Franschhoek, but rather captured in the broader region. For example, a tourist might hire a car in Cape Town to drive to Franschhoek, so that economic benefit will be captured in Cape Town.

Synthesis

The proposed Franschhoek Skytram Project, through its construction and operation, will make a significant contribution in terms of production, gross domestic product, employment, and household income. For the duration of the construction period, the economy (gross domestic product) will be boosted by R190.16 million while sustaining 726 jobs (of which 159 will be direct as a result of the capital expenditure), while during the operational phase the economy will be boosted by R41.07 million per annum and sustain 101 jobs (of which 37 will be direct as a result of the operational expenditure). The household income generated resulting from the jobs created through the construction and operation phase will assist in improving the employee's standard of living and well-being.

The proposed Franschhoek Skytram Project will result in the sustainability of the local tourism economy of Franschhoek; this sustainability is based on the capturing of existing domestic and international visitors that frequent the Franschhoek area. Certain sectors within the tourism industry will benefit from the proposed Franschhoek Skytram Project, namely, trade, transport, accommodation, and community services. The cumulative total impact on tourism will result in the sustainability of total production in the tourism economy by R482.98 million which will result in the sustainability of the gross domestic product by R214.09 million. This will sustain 642 jobs which will result in a household income of R108.66 million.

The above benefits will contribute to the sustainability of the local tourism economy, being the lifeblood of Franschhoek, through the provision of an attraction that could encourage existing visitors to extend their stay, at the time or on return visits

which in turn would enable additional spending within the local area. Tourists staying longer within an area implies an additional injection of money within local businesses and attractions. Overall, the provision of a new attraction would assist in diversifying the tourism product offering of the area and thus further enhancing Franschhoek as an important tourism destination.

Built environment

Sensitive and considered architectural design will ensure that the visual essence of the proposed Franschhoek Skytram complements the special and unique sense of place of the Franschhoek area to provide the opportunity for visitors to experience this first-hand, thereby promoting the spatial vision and accessibility to such facilities and opportunities. The addition of this land use on the subject land unit complements the functionality of available resources without negatively impacting on its surroundings. The below contents are extracted from the MSDF applicable to the Stellenbosch Municipality as a whole and are supported by the proposal:

- Activities that serve to diversify income on farms are encouraged.

These activities do not undermine the sustainability of agricultural production on the subject land unit, since all current agricultural infrastructure and resources situated on the subject land units are being maintained and preserved.

- The MSDF states that a hierarchy of settlements, large and small – each with distinctive characteristics and potentials.

This proposal serves as a point of interest and linkage in the landscape, contributing to its distinctive characteristics.

- The MSDF states that the unique mix of natural beauty, agriculture, rural settlements, and the routes that connect them carry strong historic and cultural values and contribute significantly to the tourism economy.

The Franschhoek Skytram Project supports, upholds, and fosters this ideal.

- The MSDF states that Franschhoek is viewed as having less livelihood potential (as confirmed by the WCG's Growth Potential of Towns study). There is opportunity, but the focus should be on improving living conditions for existing residents as opposed to significant new growth.

The Franschhoek Skytram Project does not represent significant new growth in terms of residential or business opportunities but rather the improvement of existing situations through innovative and niche new tourism opportunities and employment.

TYPE OF ACTION	SDF ELEMENT	SPATIAL PROPOSALS	RELATED NON SPATIAL PROPOSALS
Protective Actions	CBA's, ESA's, Protected areas	<ul style="list-style-type: none"> Maintain and improve the nature areas surrounding Franschhoek. Work to increasingly connect and integrate nature areas, also with the urban green areas, to form an integrated green web or framework across the municipal area. 	<ul style="list-style-type: none"> Implement management actions contained in the EMF
	Water courses	<ul style="list-style-type: none"> Improve public continuity, access, and space along the stream corridors. 	
	Agricultural land	<ul style="list-style-type: none"> Retain and improve the relationship between Franschhoek and surrounding agricultural land. 	
	Urban edge	<ul style="list-style-type: none"> As a general principle, contain the footprint of Franschhoek as far as possible within the existing urban edge. 	
	Scenic landscapes, scenic routes, special places	<ul style="list-style-type: none"> Retain the strong sense of transition between agriculture and human settlement at the entrances to the town. 	
	Historically and culturally significant precincts and places	<ul style="list-style-type: none"> Maintain the integrity of historically and culturally significant precincts and places (as indicated in completed surveys). Prioritise informal settlements for upgrading and service provision. 	<ul style="list-style-type: none"> Utilise government land assets to enable integration between informal settlements and established areas.
Change Actions	Informal settlements to be upgraded		<ul style="list-style-type: none"> Utilise government land assets to enable residential densification and infill development.
	Areas for residential densification and infill	<ul style="list-style-type: none"> Focus infill development on the largely undeveloped part within the urban edge (between the north-western and south-eastern parts of the settlement). Ensure that residential development provides for a range of housing types and income groups. Ensure that future development is woven into the urban fabric of the existing town. Focus new mixed use development as far as possible along Main Road. 	
	Areas for mixed land use and improved economic opportunity	<ul style="list-style-type: none"> Actively support pedestrianism and improved public space within the old town centre. 	<ul style="list-style-type: none"> Assist development opportunity for small/ emerging entrepreneurs. Support private sector led institutional arrangements assist with urban management in the town centre.
	Improved access and mobility	<ul style="list-style-type: none"> Pro-actively improve conditions for walking and NMT within Franschhoek. Explore improved movement linkages between the north-western and south-eastern parts of the settlement. 	<ul style="list-style-type: none"> Ensure that the design of all roads within and surrounding the town provides for appropriate NMT movement.
	Community / Institutional use	<ul style="list-style-type: none"> Cluster community facilities together with commercial, transport, informal sector and other activities so as to maximise convenience, safety and socio-economic potential. 	<ul style="list-style-type: none"> Actively support the shared use of community facilities.
	Improved landscaping and public amenity	<ul style="list-style-type: none"> As far as possible, focus investment in parks, open space, and social facilities accessible by public and NMT, in this way also increasing the surveillance of these facilities. 	<ul style="list-style-type: none"> Actively involve local communities in the development and management of public amenities.
New Development Actions	Significant new mixed use development		
	Significant new residential development		
	Significant change to access and mobility provision		

Figure : Table 22 as per the MSDF: Plan elements and proposals for Franschhoek

Although there are no specific spatial proposals specifically applicable to the subject land unit, it is clear that the proposed Franschhoek Skytram Project supports the overarching policy statements contained in the MSDF viz :

Protective Actions :

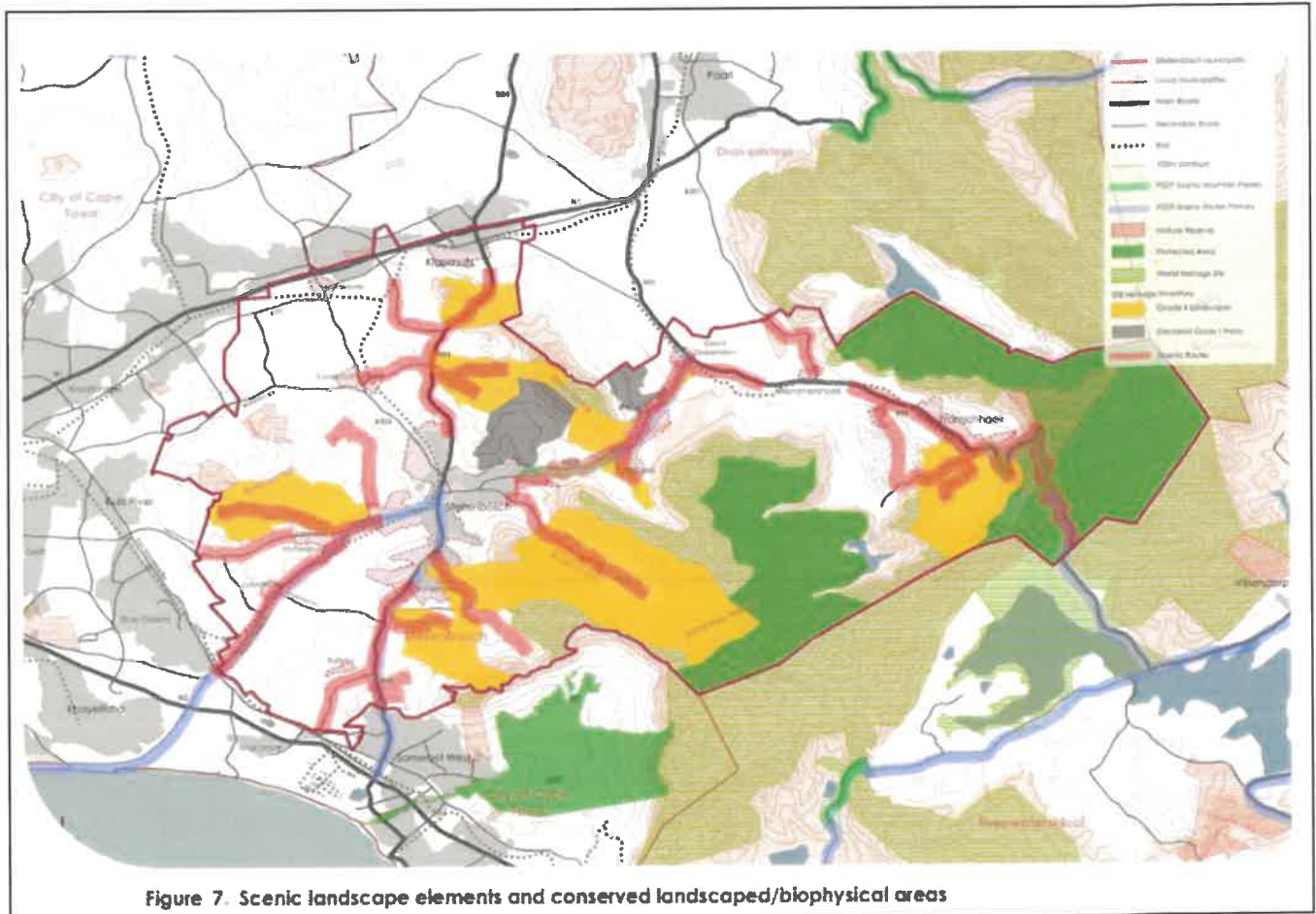
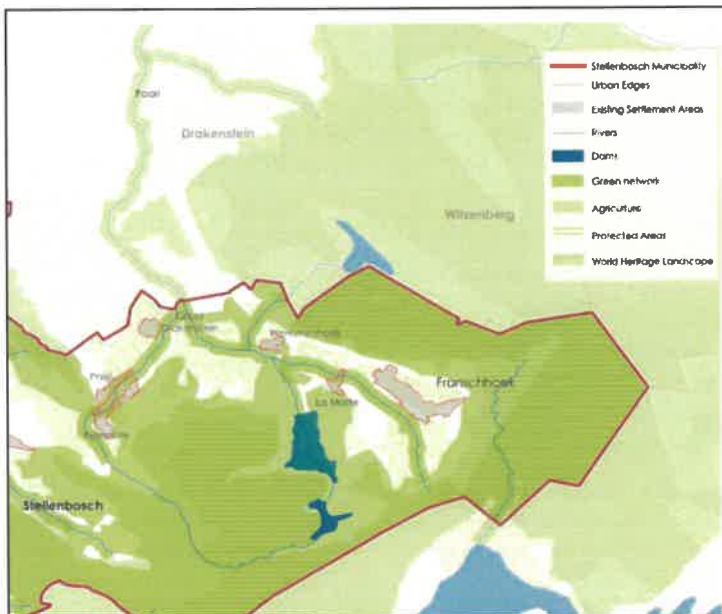
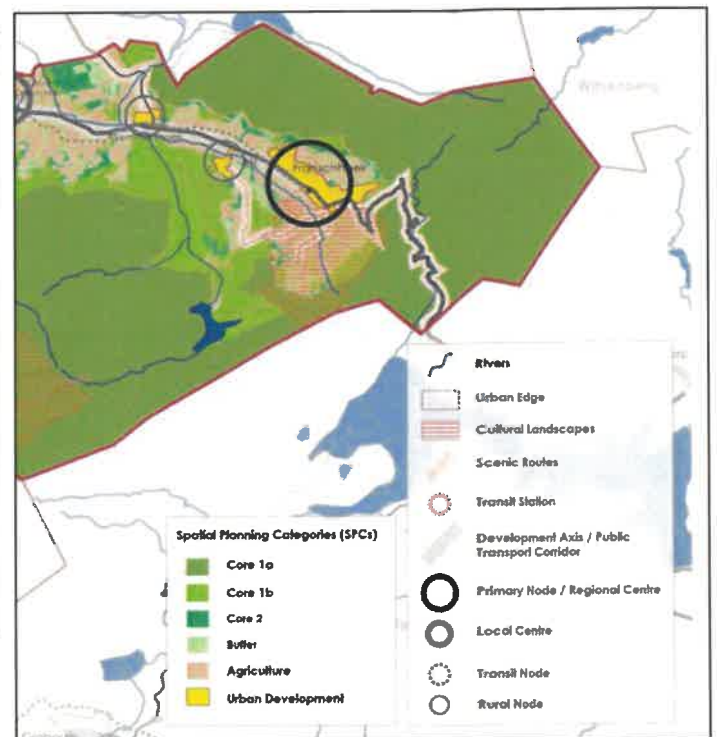
Agricultural Land : "Retain and improve the relationship between Franschhoek and surrounding agricultural land"

The development proposal accentuates and celebrates the rural, agricultural and natural characteristics of Franschhoek.

Scenic landscapes, scenic routes, special places : 'Retain the strong sense of transition between agriculture and human settlement at the entrances to the town'

The agricultural activities present on the subject land units are not being impacted upon and are only being promoted in terms of the business model of the development proposal. On the contrary, the agricultural and natural resources will be accentuated through the implementation of the development proposal.

The development proposal also addresses the points raised under "Change Actions" and "New Development Actions" in the table above.



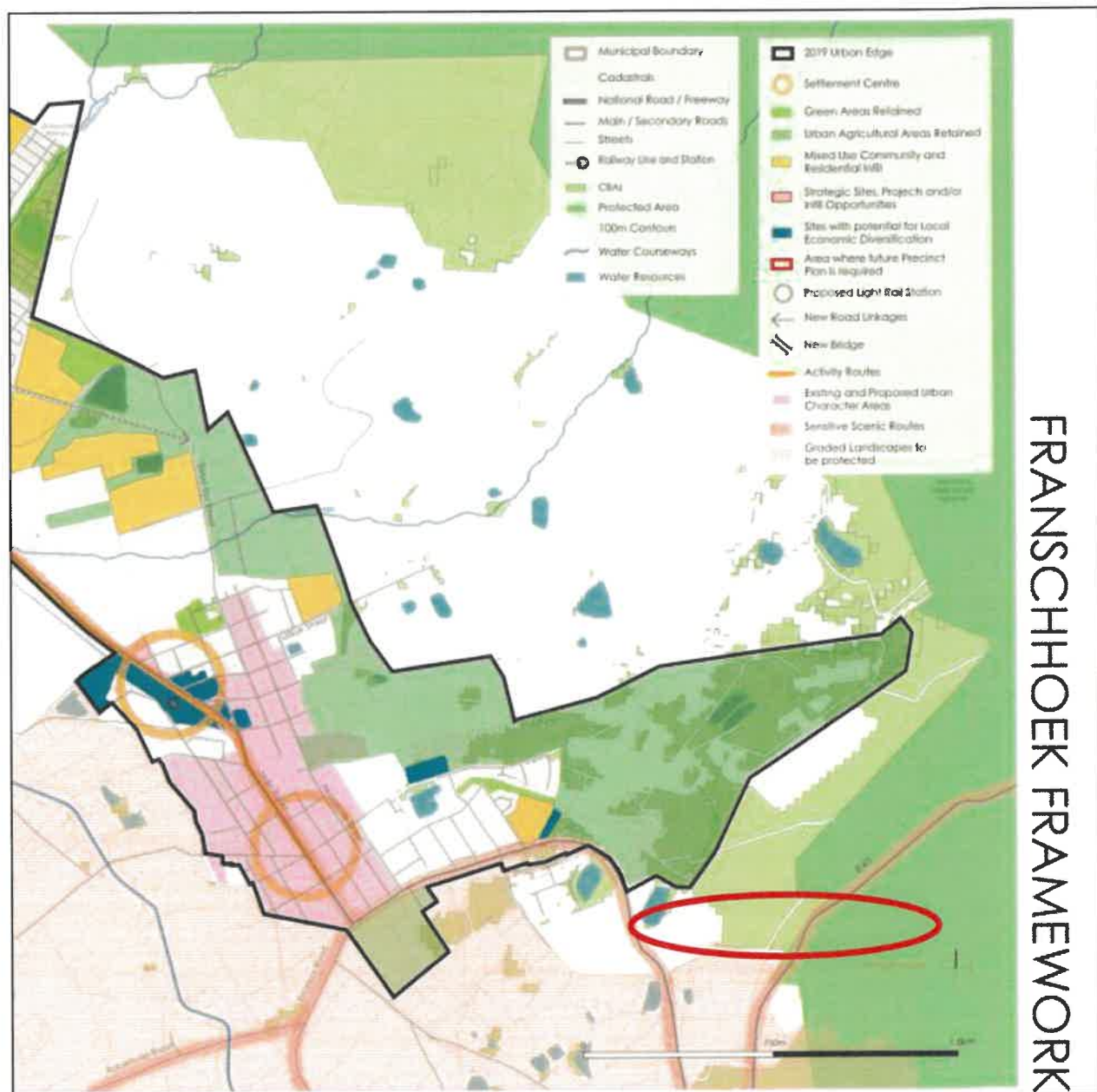


Figure : **Franschhoek Framework Plan (Stellenbosch MSDF)**

The subject land units are situated in Franschhoek, which is regarded as the second most significant settlement in the Stellenbosch Municipality as identified in the MSDF. In terms of the Franschhoek Framework Plan, the development site is situated outside the existing 'Urban edge' and identified as 'Critical Biodiversity Areas' and "Protected Areas" / "Green Areas Retained" with Main Road No 191 (Franschhoek Pass) identified as a 'Sensitive Scenic Route'.

The development proposal does not represent a change of land use since the existing land use rights are being retained but rather an approval for additional land use rights being subservient and in support of the primary land use activities being agriculture and natural environment, in compliance with the development principles as advocated in the MSDF and the Zoning Scheme By-law.

4.4 Legislation and applicable Land Use Planning Applications

4.4.1 The Subdivision of Agricultural Land Act No 70/1970

The subject land units are situated within the then Franschhoek Municipality area of jurisdiction (pre 1994) and are therefore exempt from the provisions of Act No 70/1970 in terms of section 1(a) thereof.

4.4.2 The Western Cape Land Use Planning Act No 3/2014

The development proposal does not represent the transformation of more than 5 hectares of cultivated agricultural land planted within the last 10 years and is therefore exempt from the provisions of this Act in terms of Regulation 10(1)(b) thereof.

4.4.3 Advertising on Roads and Ribbon Development Act No 21/1940

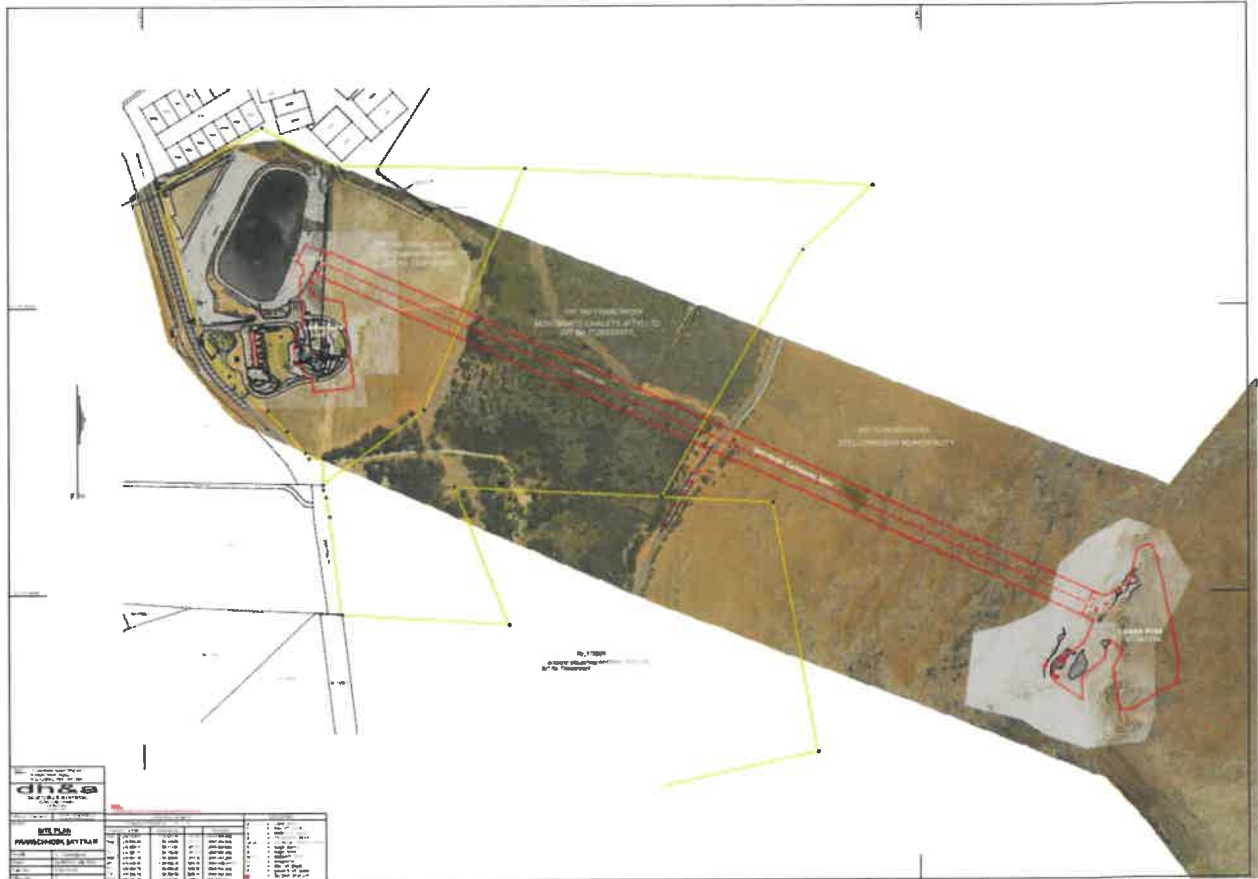
An application in terms of Act No 21/1940 will be submitted to the Department of Infrastructure, WCG for approval. No new additional access points off Main Road No 191 are required with only the existing formal entrance to Haute Cabriere off Main Road No 191 to be utilised. It should also be noted that a Wayleave from the Department of Infrastructure, WCG will also be required for the Cableway crossing Main Road No 191 and the approval for the installation thereof.

4.4.4 Stellenbosch Municipal Land Use Planning By-law, 2015

Application is hereby submitted to the Stellenbosch Municipality for approval in respect of the following :

- Section 15(2)(d) for the registration of leasehold areas and aerial servitudes over the subject land units as indicated on Plans No 7 - 12 prepared by David Hellig and Abrahamse Professional Land Surveyors.
- Section 15(2)(g) permissions required in terms of the Zoning Scheme By-law, 2019 for the manual conversion of the zoning of Local Authority in respect of the Remainder of Erf 23 Franschhoek applicable to the development site and the approval of the development proposal within the Scenic Route Overlay Zone.

- Section 15(2)(o) Consent Use approval for Tourist Facilities in respect of the Bottom and Top Stations as indicated on the Plans No 7 – 12 prepared by David Hellig and Abrahamse Professional Land Surveyors and the Site Development Plans prepared by VDMMA and Mark Thomas Architects.



4.4.5 National Environmental Management Act (NEMA)

Doug Jefferey Environmental Consultants are responsible for the submission and handling of the environmental application processes.

4.4.6 The National Heritage Resources Act No 25/1999

Mr Graham Jacobs, Heritage Consultant is responsible for the submission and handling of the heritage application processes.

5. LAND AGREEMENTS

Haute Cabriere

- 50-year lease agreement and servitudes in the process of being negotiated.

Monte Martre

- Aerial Servitude in the process of being negotiated.

Stellenbosch Municipality

- 50-year lease agreement and servitudes in the process of being negotiated.

The abovementioned landowners have all been involved in the process to date and have signed the necessary Powers of Attorney and Resolutions authorising the respective Consultants to commence the land use planning application processes as prescribed in terms of the Municipal Land Use Planning, Environmental and Heritage legislative frameworks.

6. PROJECT TEAM

Project Managers:	AL&A
Project Legal Advisors:	Werksmans Attorneys
Environmental Consultant:	Doug Jeffery Environmental
Land Use Planning and Land Surveying:	David Hellig and Abrahamse Professional Land Surveyors
Architect:	VDMMA & Mark Thomas Architects
Quantity Surveyor:	Bernard James and Partners
Structural Engineer:	Henry Fagan & Partners
Civil & Traffic Engineer:	EFG Engineers

6.1 Architectural Design and Site Development Plan

The Architectural Design Report detailing the *modus operandi* and design philosophy are enclosed herewith together with the Site Development Plan inclusive of floor layouts, perspectives, 3D renders and sections.

The design phase of the project was undertaken in a phased approach over an extended period of time with multiple presentations to the Consultant Team and other stakeholders, with due recognition and acknowledgment of the visual, heritage and environmental sensitivities of the site.

Landscaping, where appropriate, was also incorporated into the design concept as detailed in the enclosed Landscaping Report and Master Plans.

6.2 Specialist Studies

The following specialist Studies are included in the land use planning application in support of the development proposal viz :

Conveyancers Certificate prepared by Werksmans Attorneys confirming that there are no restrictive Title Deed conditions prohibiting the development proposal.

Environmental

Visual Impact Assessment prepared by Ms Antoinette de Beer which concludes the following :

"From a visual perspective the development should be endorsed for the preferred alternative on condition that the visual impact of the proposal is mitigated sufficiently, as per the detail design, construction and operational mitigation measures set out in this document"

Socio-Economic Study prepared by Urban-Econ. Refer to para 4.3 of this report for the conclusions and recommendations.

Botanical Assessment prepared by Dr David MacDonald which concludes the following :

"From a botanical perspective, despite there being a potentially High Negative impact, there are no "red flags". There are thus no botanical constraints that have been identified and the development is supported with the proviso that in the long-term operational phase, tourist management is given the highest priority to limit unwelcome impacts caused by unacceptable use of the local natural environment"

Agricultural Assessment Report prepared by Johann Lanz which concludes that the impact of the development on the agricultural productivity and resources is insignificant and recommends the development proposal for approval from an agricultural perspective.

Aquatic Compliance Statement prepared by Toni Belcher. The findings in this study conclude that the impact of the development proposal is low to negligible subject to the following mitigation measures :

"The services associated with the proposed cableway, and in particular, the sewage, water supply, solid waste and stormwater management, should be adequately addressed to minimise any potential impact on the adjacent water resources, either in terms of:

- "water contamination from sewage (sewage should be stored, evacuated to an approved treatment works, treated to an acceptable quality and responsibly disposed of);"
- "prevention of erosion from concentrated run off created as a result of the development (stormwater management should be compiled to address this)"
- "increased litter in natural areas (solid waste management measures should be in place); or"
- "stress placed on the available water supply to the property (water conservation measures should minimise the additional water requirement for the proposed development)"

Fauna and Bird Sensitivity Report prepared by Jonathan Colville, Callan Cohen and Vincent Ward which concludes the following :

The proposed Franschhoek Skytram development is unlikely to generate significant negative impacts on any of the faunal SCC flagged for this project once mitigation is followed. It is the three specialists' opinion that the proposed development will have an overall low-medium significance (small to moderate negative effects) on the faunal SCC flagged and therefore the proposed development can be approved in terms of the specific theme of this terrestrial animal species assessment: largely on the condition that all mitigation measures are implemented including an extended bird monitoring programme to be undertaken, starting at and continuing through the construction phase and extending to the operational phase for a period of three years.

Wildfire Risk Analysis and Management Plan prepared by Vulcan Wildfire Management Services.

High Risk / Low Frequency Wildfire Incidents is a category of risk for wildfires (and other types of incidents) where there is potential for loss of life, property, infrastructure, and assets. The wildfire threat can come from a small or a large wildfire, but in both instances the extreme nature of the incident and fire behaviour is the factor that will put the incident into a High Risk / Low Frequency category. Disaster can strike when factors align such as drought, high fuel loads, extreme weather, elements of topography, location of ignition, direction of fire spread, proximity of structures, stretched resources, rapid escalation of the incident.

It is vital to be *prepared to deal with the worst-case scenarios*.

It takes hard work to prepare for this threat level. Small details matter and it is the reason why certain themes and topics have been highlighted and repeated throughout this report. There is no way to eliminate risk however having an action plan and performing the necessary preparation before wildfires occur, helps to lower the risk profile.

Project Description

The project involves the design and statutory approvals of an aerial cableway in Franschhoek. Included but not limited to lower base station; top station; additional facilities and parking as required.

After this wildfire assessment, there are several concerns which need to be addressed before a definitive decision about the wildfire risks can be made.

If there are no wildfire mitigation measures undertaken, or if the mitigation measures are not particularly well planned or committed to, it would be recommended that this project is a “no-go” due to the considerable wildfire risk.

Vulcan Wildfire Management hopes that the detailed analysis and recommendations can help the client and project management team to prepare sufficient mitigation measures and put together comprehensive plans to satisfy all wildfire stakeholders that life and property safety can be adequately addressed.

Engineering

Noise Impact Assessments prepared by Mackenzie Hoy Consulting Acoustics and Wind Engineers which concludes that the noise produced from the proposed Franschhoek Skytram will be neither a “disturbing noise” nor a “noise nuisance” in terms of the Western Cape Noise Control Regulations.

Engineering Services Availability Report prepared by EFG Consulting Engineers concludes that there is sufficient capacity in terms of the current supply and provision of engineering services to accommodate the development proposal subject to the following recommendations :

- Reticulation layout to finalised during the design development stage of the project for the supply of potable water from existing boreholes on Haute Cabriere.
- Sewage from the Top Station to be transported down via Cable Car and disposed of in the existing sewer system.
- Stormwater run-off resulting from the proposed development can easily be accommodated within the existing stormwater run-off system. The author also points out that if need be the overflow level of the Dam at the Base Station could be raised slightly to accommodate the post-development stormwater run-off.

Preliminary Geo-Technical Statement prepared by Kantey & Templer Consulting Engineers.

Electrical Infrastructure Services Report prepared by CA du Toit Western Cape (Pty) Ltd concludes that from an electricity supply perspective the development proposal is feasible subject to the Stellenbosch Municipality obtaining approval from Eskom for the increase in their main intake substation to accommodate the increased demand.

Traffic Impact Assessment prepared by EFG Consulting Engineers which concluded the following :

- The 43 current available on-site parking bays are sufficient to service the current status quo land uses.
- In terms of the provisions of the Zoning Scheme By-law, 2019 the development proposal requires an additional 59 parking bays as calculated on the additional Gross Lettable Area of between 1150 – 1350 square metres in extent generated at both the Bottom and Top Stations.
- The additional parking provided within the proposed multi-storey parking facility far exceeds the requirements in terms of the Zoning Scheme By-law and will adequately sustain the development proposal during peak hours based on an estimated 3000 visitors per day, noting that a surplus of 37 bays has been provided. (Refer to Figure 8.2 in the report)
- The report also points out that the turning lane warrants in respect of the current entrance to Haute Cabriere off Main Road No 191 will not be met for the future traffic 2029 traffic scenario. The Developer will however review and consider implementing the proposed upgrades to the intersection as shown in the layout plan in Appendix D to the report.

- From a traffic impact perspective, the development proposal is supported and recommended for approval as adequate mitigation measures have been provided in the Traffic Impact Assessment.

Heritage

Heritage Impact Assessment prepared by Graham Jacobs, Heritage Consultant including both Archeological and Palaeontological Impact Assessments. The Heritage Impact Assessment stated the following findings :

- i) The No-Go Alternative is not considered to be a realistic option, especially given the substantial socio-economic benefits to be gained by allowing the development to proceed when weighed against the potential impacts to heritage resources which can be mitigated to acceptable levels. Certain impacts promise to be positive.
- ii) It is possible to establish, with a reasonably high degree of confidence, that overall impacts from the lower station can be kept within acceptable levels.
- iii) It is quite probable that visual impacts from the chosen upper station alternative can be kept within acceptable levels. However, given the high heritage significance of the surrounding cultural landscape, it is especially important that lighting and advertising be adequately controlled.
- iv) On the basis of the photomontages of the selected viewpoints addressed in this study, Alternative A for the upper station is considered to be an improvement on Alternative B in terms of visual impact, even though both alternatives will be appreciably mitigated by distance.
- v) The project has the potential to generate significant positive offsets, not only socio-economic in nature, but also relating to biophysical management and sustainability of botanical and other natural heritage resources on Middagkransberg.
- vi) The construction of the upper station in Alternative A is likely to involve less physical impact on the mountainside than its Alternative B counterpart, given the latter's location on a steeper slope requiring greater technical challenges.
- vii) Taking the aforementioned factors into account, Alternative A is endorsed as the preferred alternative.

7. MOTIVATION IN FAVOUR OF THE APPLICATION

Development Considerations

The site is situated in Franschhoek, in the heart of The Cape Winelands Biosphere Reserve. Declared a UNESCO world heritage site in 2007, this reserve forms part of the Cape Floral Region Protected Areas World Heritage Site. The project has a light environmental footprint and offers an opportunity for visitors to experience a Biosphere Reserve and UNESCO World Heritage site, which they may otherwise not

have been able to access, while promoting the sustainability and protection of these areas through funding for biodiversity management functions, promoting training, education and job creation.

Starting from the moment visitors enter the site, a landscape narrative should begin to speak of the mountain's Fynbos biome, the deep history of viticulture brought to Franschhoek from Europe, the geological wonder, and soaring views of and from the mountain, and the sustainable balancing of recreation and conservation.

The lower station is situated at the foot of the Mont Rochelle Nature Reserve while the upper station is located in the nature reserve.

At all times the environmental & visual impact of the new infrastructure / intervention must be carefully considered, and structures designed to both minimize these impacts and harmonize with the natural context. The landscape design includes the use of natural, permeable materials as far as possible. Visitors will be encouraged (by employed Rangers and through pathway design) to stay on pathways and designated viewing platforms or hiking trails whilst visiting the top station.

The Haute Cabriere cellar and restaurant facility is located on the lower slopes of Middagkrans, with panoramic views of the Franschhoek Valley to the West, giving it a truly memorable sense of place. The landscape design around the Haute Cabriere facilities integrates into the already robust and successful existing indigenous plant palette, using a mix of indigenous Fynbos species to create a juxtaposition to the vineyard landscape.

The landscape vision for the project goes beyond conservation and rehabilitation. The design generates a narrative that connects people with the indigenous landscape, communicating the landscape character through the physical, sensory interaction of visitors with the site. The Indigenous landscape on and around the site is a strategic asset and is enhanced as far as possible.

Section 59 of the Western Cape Land Use Planning Act No 3/2014

The following land use planning principles prescribed in Section 59 of the Western Cape Land Use Planning Act, being indicators of desirability which in turn is one of the criteria for decision making, are complied with as follows:

Spatial justice: Although spatial justice is not applicable to the proposal, it can be motivated that the approval of the application will result in improved access to and utilisation of land and existing infrastructure for the benefit of the general public.

Spatial sustainability: The approval of the application will not negatively impact on high potential agricultural land and will not contribute to urban sprawl. The proposal does not negatively impact on the environment or its rural character and aims to promote and improve the rural sense of place and village aesthetic of Franschhoek. The proposal constitutes effective and equitable functioning of the land due to a small portion of the land being utilised to introduce diversity on the land unit resulting in improved potential and supporting the longevity of the agricultural component of the farm by means of additional income whilst at the same time forming an important an integral driving force in the Franschhoek tourism industry. Heritage and tourism resources are not negatively affected by the proposal. To the contrary, the proposal supports desired tourism activities and the associated positive impact and spin-off on economic growth.

Efficiency: The Franschhoek Skytram project utilises important partnerships and joint ventures, particularly with Haute Cabriere and the Franschhoek Trams ensuring the optimum use of existing resources, infrastructure and facilities. The proposed integration of tourism within the agricultural context will have minimal impact on surrounding and adjacent land units.

Spatial Resilience: This principle encourages the accommodation of flexibility in land use management systems to ensure sustainable livelihoods in communities to absorb economic shock. The land use proposal contributes to economic stimulation and diversity thereby supporting this principle.

Good administration: The land use planning application will be submitted in accordance and in compliance with all the provisions of both the Municipal Land Use Planning By-law and the Zoning Scheme By-law and supported by detailed specialist reports and inputs from a professional Consultant Team.

Stellenbosch Municipality Spatial Development Framework

As more fully described above, the proposal supports the development principles as advocated in the Stellenbosch Spatial Development Frameworks as follows:

- The proposal encourages sustainable and appropriate tourism activities within the agricultural and rural area abutting the town of Franschhoek.
- The proposal introduces variety and diversity both in terms of its contribution to the local tourism sector and the agricultural enterprise on the land unit.
- The proposal supports the key policy imperatives in the MSDF (biophysical, socio-economic and built environment) drawn from higher level policy directives and broad themes of enquiry identified in the SPLUMA guidelines.

- The proposal utilises and amplifies the unique and tranquil landscape and scenic assets of the area for the benefit of society in general.
- The proposal contributes to the regional and municipal economic infrastructure in that it provides for influx of financial exchange and job creation.
- The proposal enhances the rural area and serves as a point of interest and linkage between settlements.
- The MSDF encourages and promotes the expansion of entrepreneurial opportunity, which as a result provides additional income opportunities on the subject land unit and the Franschhoek tourism industry in general.
- The proposal showcases the unique sense of place and natural scenic beauty of the Franschhoek region and provides the opportunity for visitors to experience this first hand, thereby contributing to the spatial vision of inclusivity and accessibility.
- The proposal promotes functionality of existing tourism resources on the subject land unit without negatively impacting on the surrounding environment.
- The proposed activities do not undermine the sustainability of agricultural production on the subject land unit.
- The development proposal does not represent a change of land use but rather an additional land use which is subservient and in support of the primary land use activities being agriculture and natural environment as advocated in the MSDF and the Zoning Scheme By-law.

Need and Desirability

The development will create job opportunities during both the construction and operation phase. As per section 3 synthesis of the Economic and Tourism motivation report, the proposed Franschhoek Cableway Project, through its construction and operation, will make a significant contribution in terms of production, gross domestic product, employment, and household income. For the duration of the construction period, the economy (gross domestic product) will be boosted by R190.16 million while sustaining 726 jobs (of which 159 will be direct as a result of the capital expenditure), while during the operational phase the economy will be boosted by R41.07 million per annum and sustain 101 jobs (of which 37 will be direct as a result of the operational expenditure). The household income generated

resulting from the jobs created through the construction and operation phase will assist in improving the employee's standard of living and well-being.

The proposed Franschhoek Skytram Project will result in the sustainability of the local tourism economy of Franschhoek; this sustainability is based on the capturing of existing domestic and international visitors that frequent the Franschhoek area. Certain sectors within the tourism industry will benefit from the proposed Franschhoek Skytram Project, namely, trade, transport, accommodation, and community services. The cumulative total impact on tourism will result in the sustainability of total production in the tourism economy by R482.98 million which will result in the sustainability of the gross domestic product by R214.09 million. This will sustain 642 jobs which will result in a household income of R108.66 million.

Where possible, it is recommended that the development should utilise labour from the local area. Low skilled labour will likely be sourced from the local area, while due to the speciality of skills required for the development, high skilled labour will likely be sourced from further afield (i.e., Western Cape, and South Africa if available).

The provision of employment opportunities, increase in household income, as well as its contribution to Gross Domestic Product and Production will be assisted by the development in aligning with local and national policies. The development will improve the socio-economic environment as well as create a supportive environment for growth and development of its employees and communities as it assists through social investment. 2% of annual ticket sales will be allocated for Community development in Franschhoek and beneficiary community initiatives will be identified in consultation with the Stellenbosch Municipality. The project will generate significant additional revenue for the Mont Rochelle Advisory Board through the sale of hiking permits. An annual contribution of R400 000 (linked to CPI) will be allocated to the Mont Rochelle Advisory Board to assist in funding their management functions in accordance with the Mont Rochelle Reserve's Management Plan, including in respect of wildfire management measures, walkways maintenance and biodiversity conservation. Visitors will also be encouraged to make further contributions towards conservation by donating to the Mont Rochelle Advisory Board and towards the management of heritage resources by donating to the Franschhoek Huguenot Museum.

All impacts on the natural environment have been comprehensively identified and assessed by reputable specialist consultants as part of the Environmental Impact Assessment process and their recommendations, including in respect of "no go areas" in terms of biodiversity, have been included in the draft Environmental Management Plan (and Construction and Operation Management Plans) to ensure that identified impacts can be prevented or adequately mitigated.

The proposal does not conflict with the character of the surrounding area since it complements and supports the existing agricultural uses on the subject land unit and the greater Stellenbosch Municipal Area in general, being an accepted principle to establish supporting and additional land uses on farms, as can be seen throughout the Cape Winelands Area and advocated in terms of municipal policy.

The development proposal will not adversely impact on the agricultural potential of the subject land unit as no viable agricultural land will be lost. On the contrary, the Franschhoek Skytram will ensure that the existing agricultural activities and enterprises on both the subject land unit and surrounds are maintained.

8. CONCLUSION

The intended development will adhere to all applicable planning policies and frameworks to be evaluated as appropriate and desirable.

The following key aspects will be emphasised :

The project represents a unique opportunity and is planned with due regard for the heritage and environmental qualities of the site.

The project will boost economic development and promote the tourist industry in Franschhoek and the Western Cape, in general.

The project will promote and support the agricultural sector of Franschhoek and surrounds.

The project will create jobs.



PER : S G DREYER
NOVEMBER 2023

ANNEXURE 4



RESTORED MOUNTAIN LANDSCAPE

The Landscape Strategy at the top station will consist of a rigorous vegetation rehabilitation plan, aimed at allowing the existing natural vegetation to re-colonise the site and integrate the top station elements into the mountain context.

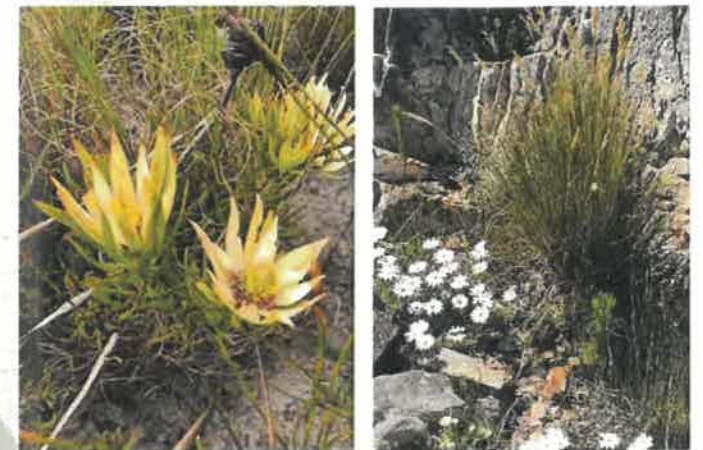
This process is to be assisted through on-site plant propagation, which would take place at a site nursery located at the base station. Botanical specialists would be consulted throughout this process. The pristine existing landscape that characterises the site is of botanical importance, providing habitat for local wildlife, and should be regarded as a key aspect of the visitor experience.



Landscape character on site



Fynbos slopes in Spring



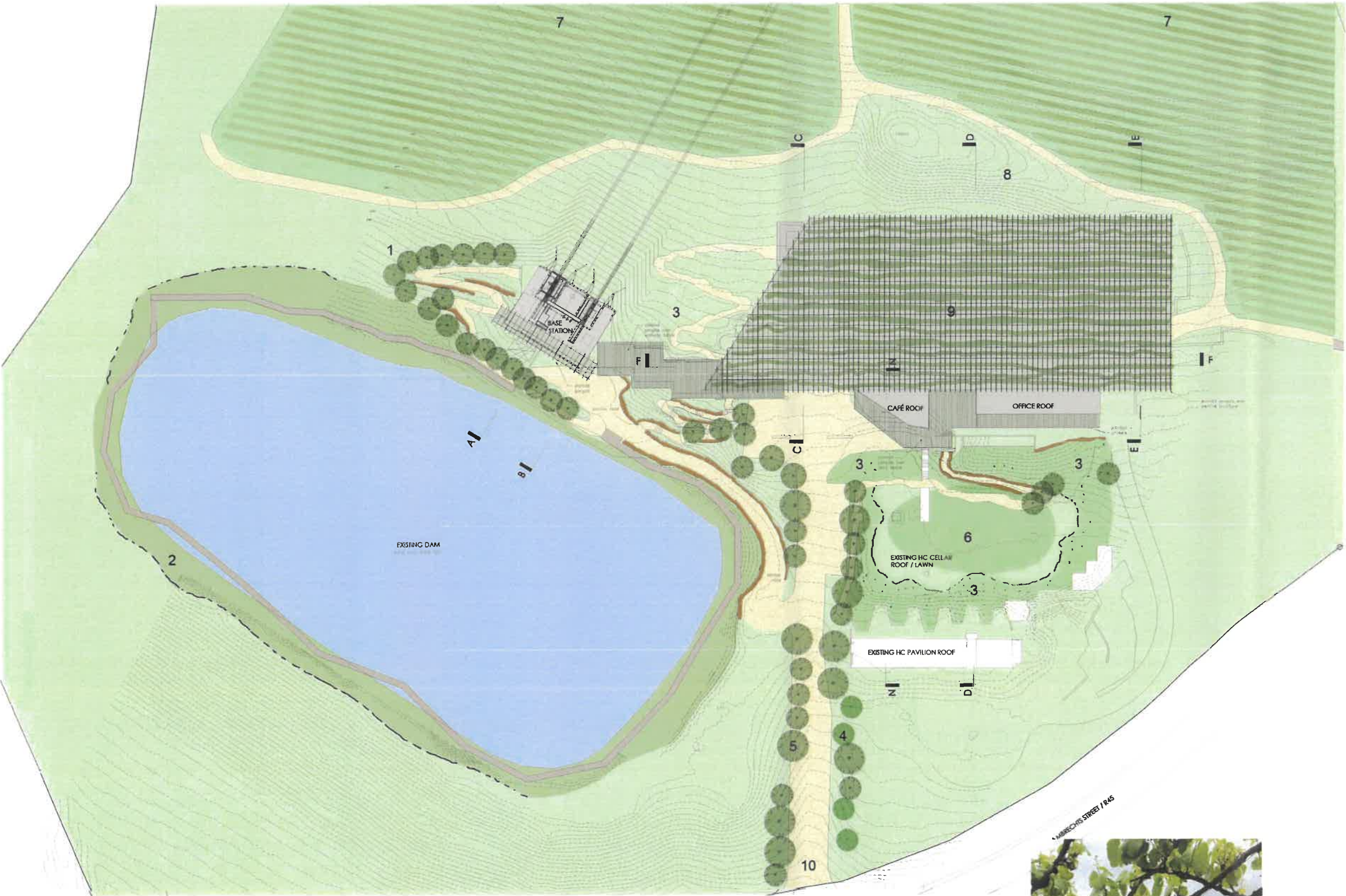
Leucadendron, Asteraceae and restio species on site



Precedent: Integration of scheme into mountain landscape

FCC - Landscape Layout Plan
Upper Station - Platform Level
1:500 @ A3

March 2023
STLA



LEGEND

- 1. Screening Trees
- 2. Riparian Planting
- 3. Fynbos Mix
- 4. Increased Tree Planting
- 5. Existing Trees
- 6. Village Green
- 7. Existing Vineyards
- 8. Restored Fynbos Slopes
- 9. New Parking Structure
- 10. Entrance

PLANT PALETTE (KEY SPECIES)

GROUNDCOVERS & PERENNIALS	
Carissa macrocarpa 'green carpet'	Natal plum
Dymondia margaritae	Carpet daisy
Gazania rigens - var. uniflora	Coastal gazania
Geranium incanum	Carpet geranium
Lampranthus spectabilis sp	Trailing ice plant
Osteospermum fruticosum	Trailing African daisy
Portulacaria afra	Rose geranium
Polargonium peltatum	Hy-leaved polargonium
Tulbaghia violacea	Wild garlic
SUCCULENTS	
Aloe arborescens	Candelabra aloe
Aloe striata	Coral aloe
Cotyledon orbiculata	Pig's ear
Cotyledon orbiculata var. oblonga	Oblong cotyledon
Lampranthus sp.	Burnt orange/white
Portulacaria afra	Elephant food
Senecio barberianicus	Succulent bush senecio
Senecio serpens	Succulent senecio (silver)
CLIMBERS	
Ficus pumila	Tickey creeper
Rhoicissus digitata	Monkey grape
Rhoicissus tomentosa	Wild grape
Senecio lamoides	Canary creeper
Trechalaspis pumiloides	Star jasmine
SHRUBS	
Colsonema calycinum	Confetti bush - white
Metastasia muricata	Blombos
Leonotis leonurus	Lion's tail
Polygala myrtifolia	September bush
Eriocaulon africanus	Wild rosemary
Elytropappus rhinocerotis	Rhinoceros bush
Athanasia crithmifolia	Klaaskoumbos
HEDGES	
Colsonema album	Confetti bush
Dodonaea viscosa var. angustifolia	Sand olive
Portulacaria afra	Spokboom
Salvia africana-lutea	Beach salvia
Searsia crenata	Dune crow-berry
TREES	
Populus simonii	Simon's poplar
Calodendrum capense	Cape Chestnut
Celtis africana	White Sinkerwood
Ekebergia capensis	Cape ash
Harpophyllum caffrum	Wild plum
Olea europaea subsp. africana	Wild olive
Sideroxylon inerme	Milkwood
Tarconanthus camphoratus	Wild camphor
LAWNS	
Cynodon dactylon	Bermuda grass

FCC - Landscape Layout Plan
Base Station - Canopy Level
1:500 @ A1

March 2023
STLA



Rhoicissus tomentosa - wild grape



Green Screen: Planted canopies integrate the scheme into the landscape



Precedent: Local use of timber and grapevines



Ornamental grapevines forming latticed canopy



Vitis vinifera



Flowering indigenous shrubs near top station site



Restios among natural rock forms



Interplay of hard materials and existing planting



Pathways integrated into the landscape

Landscape Strategy

The top station site is situated in an ecologically sensitive mountain landscape, with an established plant community showcasing a wide array of indigenous fynbos species. This floral kingdom is part of the visitor experience and should be preserved and showcased in its original condition as far as possible. An on-site propagation nursery should operate in tandem with construction, and plant rehabilitation and re-planting should be facilitated by botanical specialists.



Carpobrotus edulis on site - a spreading groundcover



Cantilevered lookout decks to heighten the visitor experience

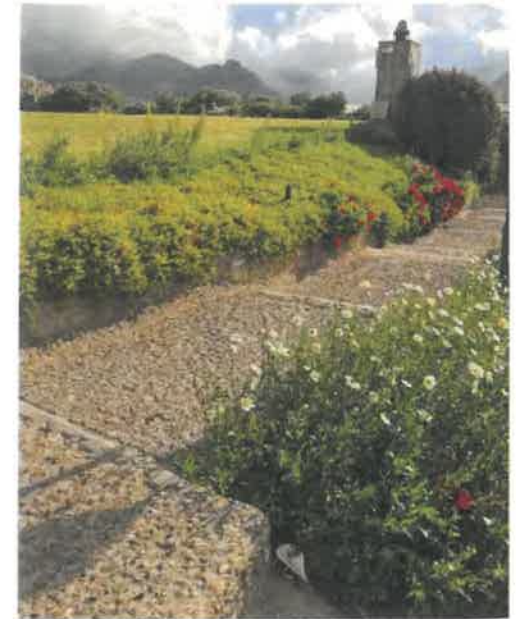
FCC - Landscape Concept - Top Station Material Palette - Landscape Strategy



View across the dam



View across lawn at new village green / fynbos garden area



Wider Landscape Planting: Indigenous Shrubs & Grasses



Aristida junciformis - Ngongoni three-awn



Melinis repens - Natal grass



Elytropappus rhinocerotis - Rhinoceros bush



Carissa macrocarpa - Natal plum



Tecoma capensis - Cape Honeysuckle

Fynbos Garden Planting: Fragrant Perennials



Coleonema album - White confetti bush



Scabiosa incisa



Buddleja salviifolia



Erica baccans



Pergolas with climbing plants



Timber slatted boardwalks



Green lattice of vines above parking area



Laterite in parking area



Corten steel planter edging



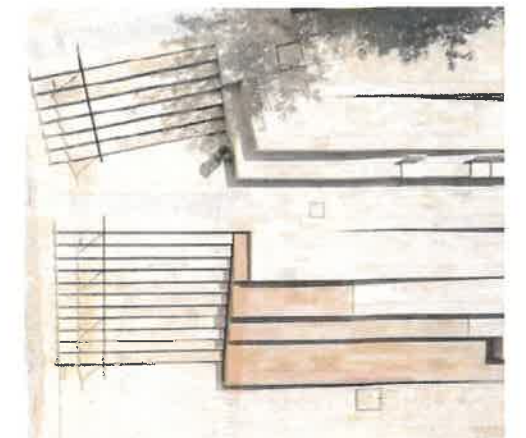
Integrated planting at walls and pathways
(*Rosmarinus officinalis*)



Low concrete walls



Exposed aggregate concrete



Outdoor steps

Canopy Greening Statement:

The large pergola structure which covers the main car park area will be planted with a combination of evergreen indigenous climbers and deciduous non-fruiting grape vines. Species have been selected for hardiness and vigorous growth, with the ability to cover large expanses. Supporting wires will be provided to specification.

At ground floor level, climbers will be planted in-ground, into a minimum of 450mm well drained, good quality topsoil. On upper levels, climbers will be planted into large concrete containers or recesses within the concrete floor slabs, to architect's detail. These planters will have a depth of minimum 450mm and a minimum width of 350mm. Soil with a lightweight aggregate will be used on upper levels to minimise the weight of planting.

Maintenance

A drip irrigation system will be installed in both ground level beds and concrete planters, to drainage specialist's specifications. An annual maintenance contract plan will be implemented to prune or replace climbing plants as necessary, as well as to remove any build-up of leaf litter or excess woody branches.

Evergreen Species:



Rhoicissus digitata (10 -15m)



Rhoicissus tomentosa (10-20m)



Senecio Tamoides (2-4m)



Ficus pumila (creeping)



Trachelospermum jasminoides (4-8m)

Deciduous Species:



Vitis 'Ornamental Grape' - Non-fruiting (4-8m)

Precedent Images - Year-round dense coverage



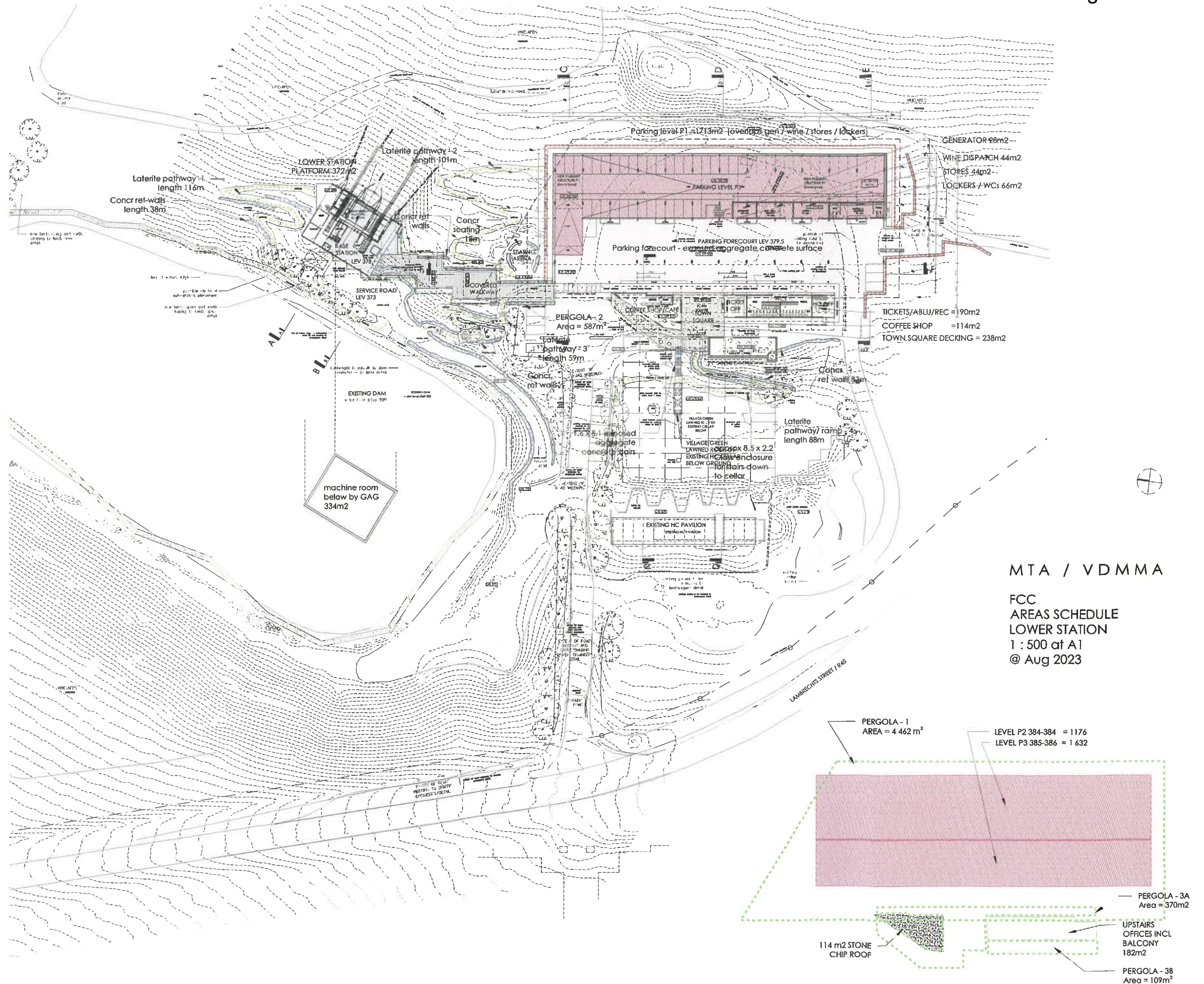
ANNEXURE 5

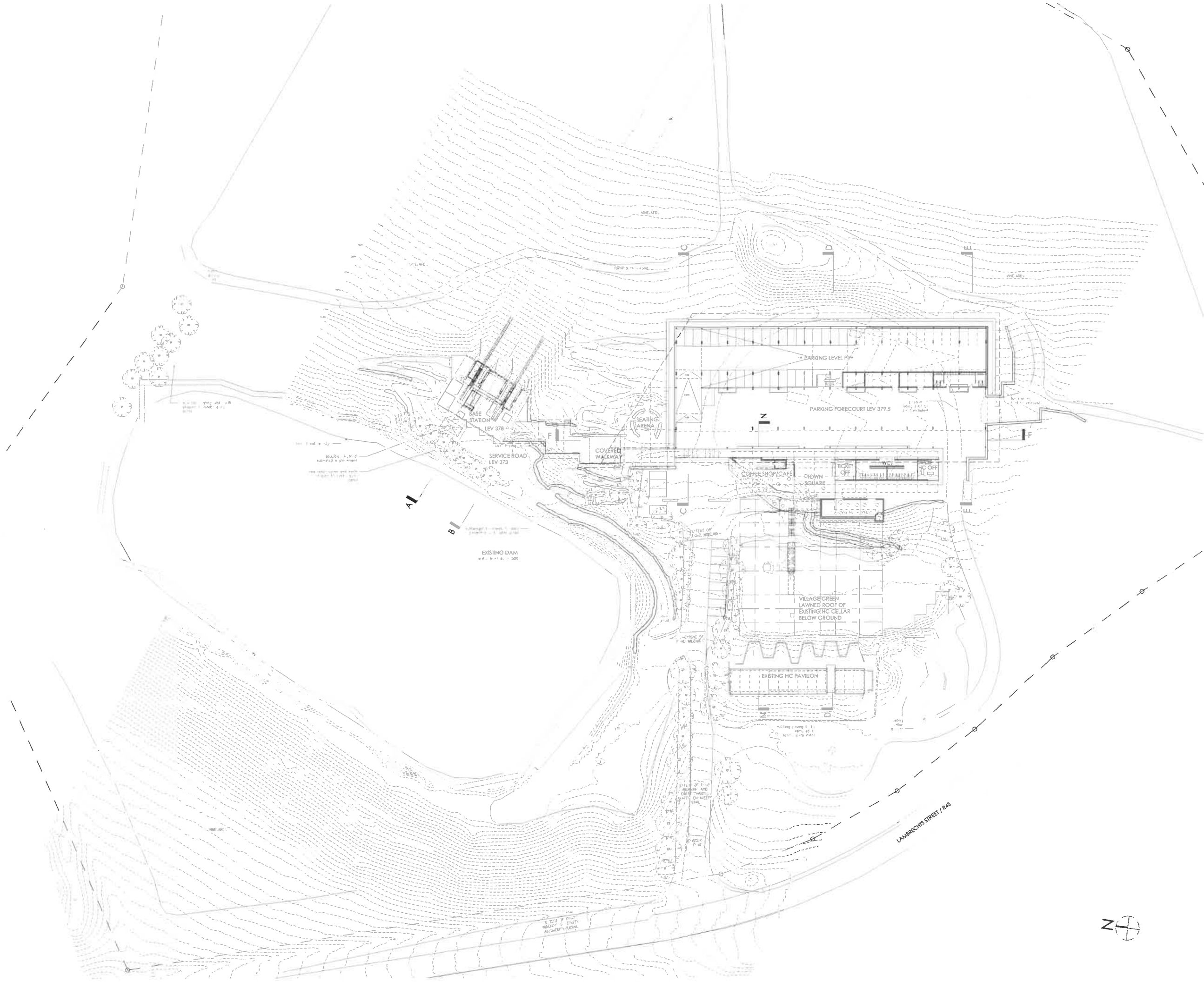
ALTERNATIVE B (PREFERRED ALTERNATIVE)

LOWER STATION



DOUG JEFFERY
ENVIRONMENTAL CONSULTANTS





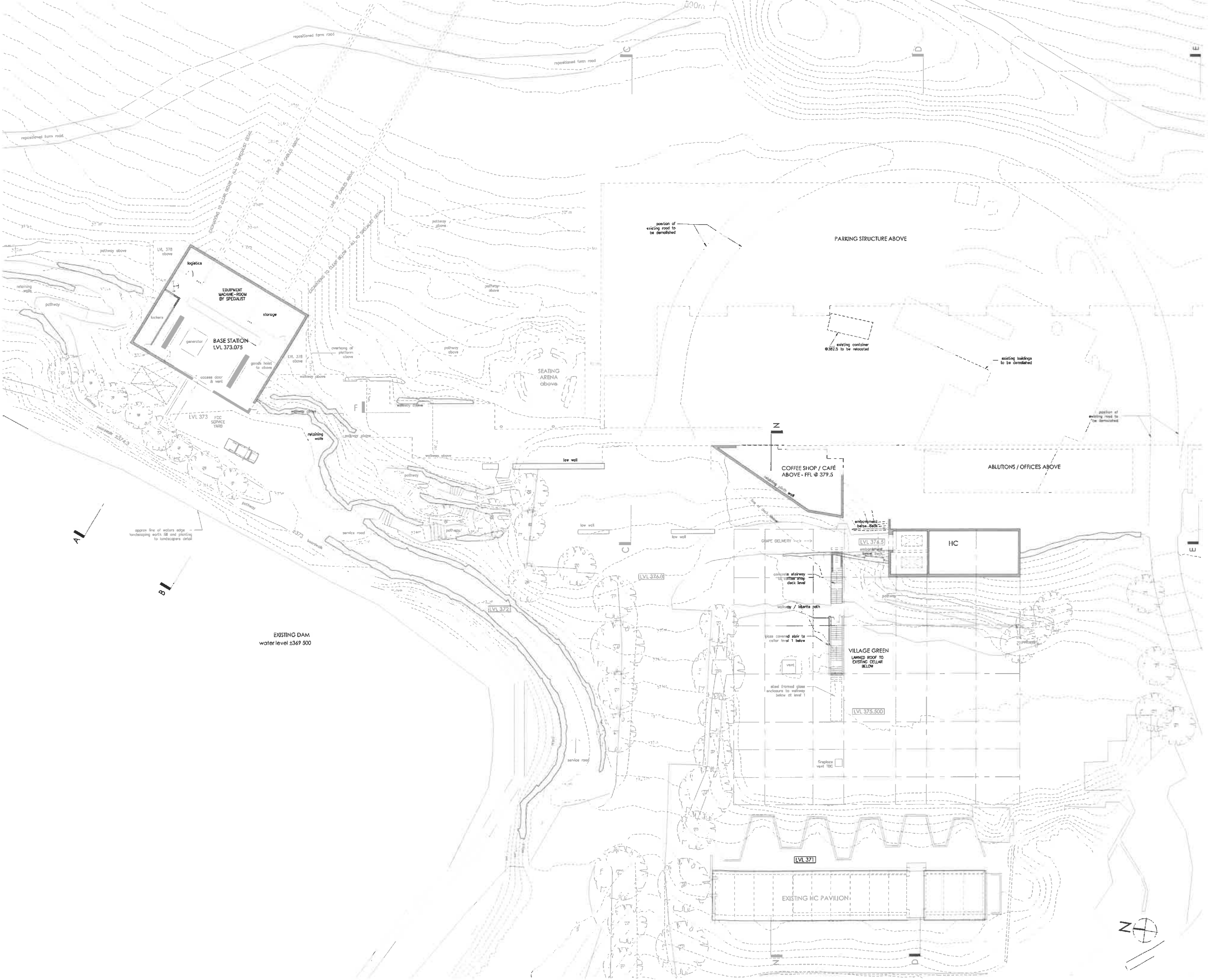
2023.01.25	06	deck and pergola at dam omitted
2022.10.14	05	RE-ISSUED FOR SIGN-OFF lower station pergola revised
2022.10.10	04	ISSUED FOR SIGN-OFF
2022.09.22	03	lower station shifted 3.3m, revised service yard & internal layout, boardwalk added, pathways and retaining walls adjusted
2022.08.16	02	steps & deck omitted at lower station, walkway link & pergola revised, pergola at lower station revised, HC press updated
2022.07.22	01	REVISED as shown
2022.03.18	00	Issued as stage3 benchmark
Date	Rev	Description

STAGE 3

MTA / VDMMA

Project Blue Sky
Franschhoek
Client : FCC (Pty) Ltd

overall lower station site plan



2023.01.25	07	deck and pergola at dam omitted
2022.10.14	06	RE-ISSUED FOR SIGN-OFF
2022.10.10	05	ISSUED FOR SIGN-OFF
2022.09.22	04	lower station shifted 3.3m, revised service yard & internal layout, boardwalk added, pathways and retaining walls adjusted
2022.08.16	03	intermediate plan added at grape delivery level, steps & deck omitted at lower station, walkway link & pergola revised, pergola at lower station revised
2022.06.22	02	REVISED as shown
2022.05.10	01	REVISED
2022.03.18	00	Issued as stage3 benchmark
Date	Rev	Description

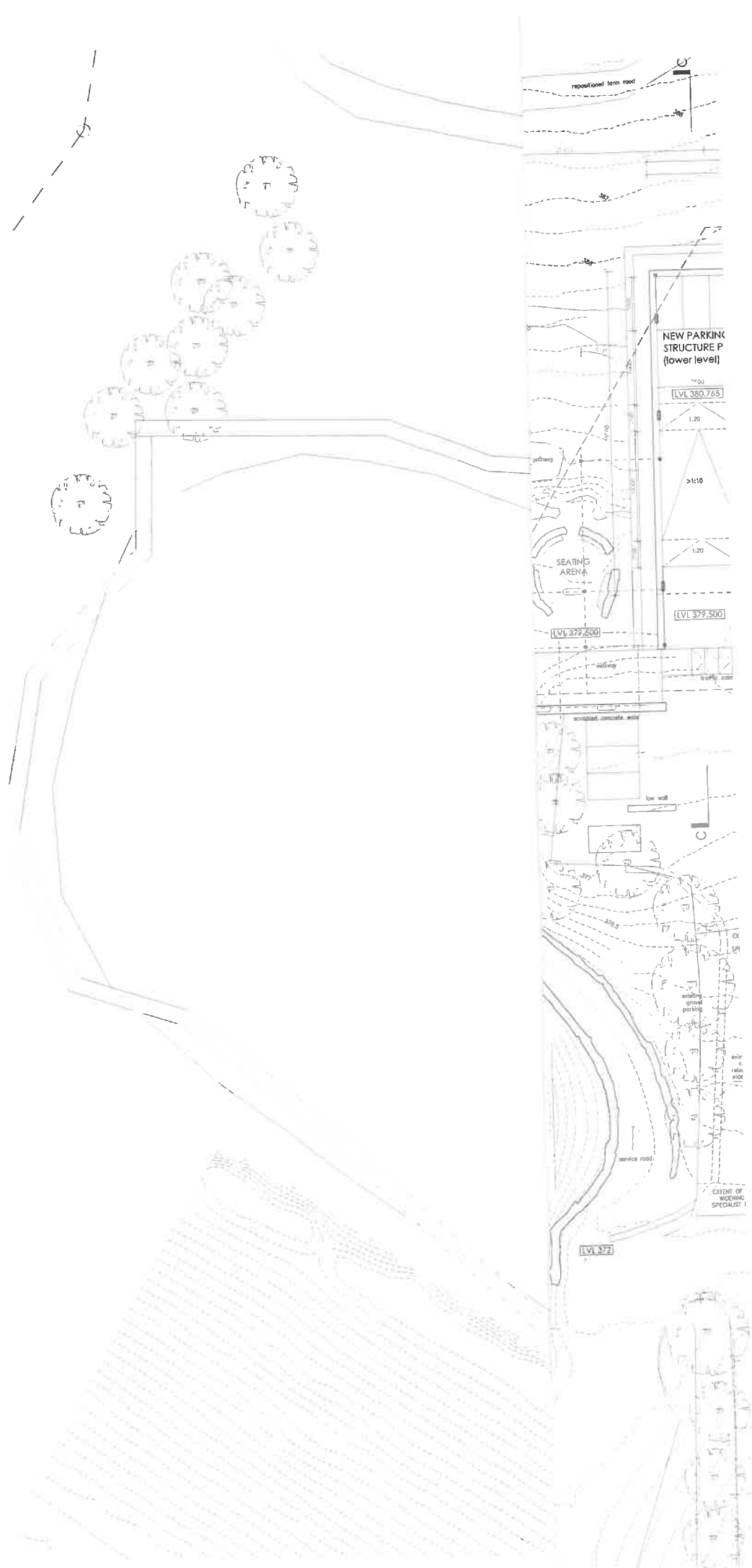
STAGE 3

MTA / V D M M A

Project Blue Sky
Franschhoek
Client : FCC (Pty) Ltd

base station - lower plan
machine room & grapes-in level

Scale
1:250 / A1
Job No.
736519
Drawing No.
101
Revision
07



2023.01.25	07	deck and pergola at dam omitted
2022.10.14	06	ISSUED FOR SIGN-OFF lower station pergola revised
2022.10.10	05	ISSUED FOR SIGN-OFF
2022.09.22	04	lower station shifted 3.3m, revised service yard & internal layout, boardwalk added, pathways and retaining walls adjusted
2022.08.16	03	refer plan at lev 376 (grape delivery) as per drawing 101 walkway link & pergola revised, pergola at lower station revised
2022.06.22	02	REVISED as shown
2022.05.10	01	REVISED
2022.03.18	00	Issued as stage3 benchmark
Date	Rev	Description

STAGE 3

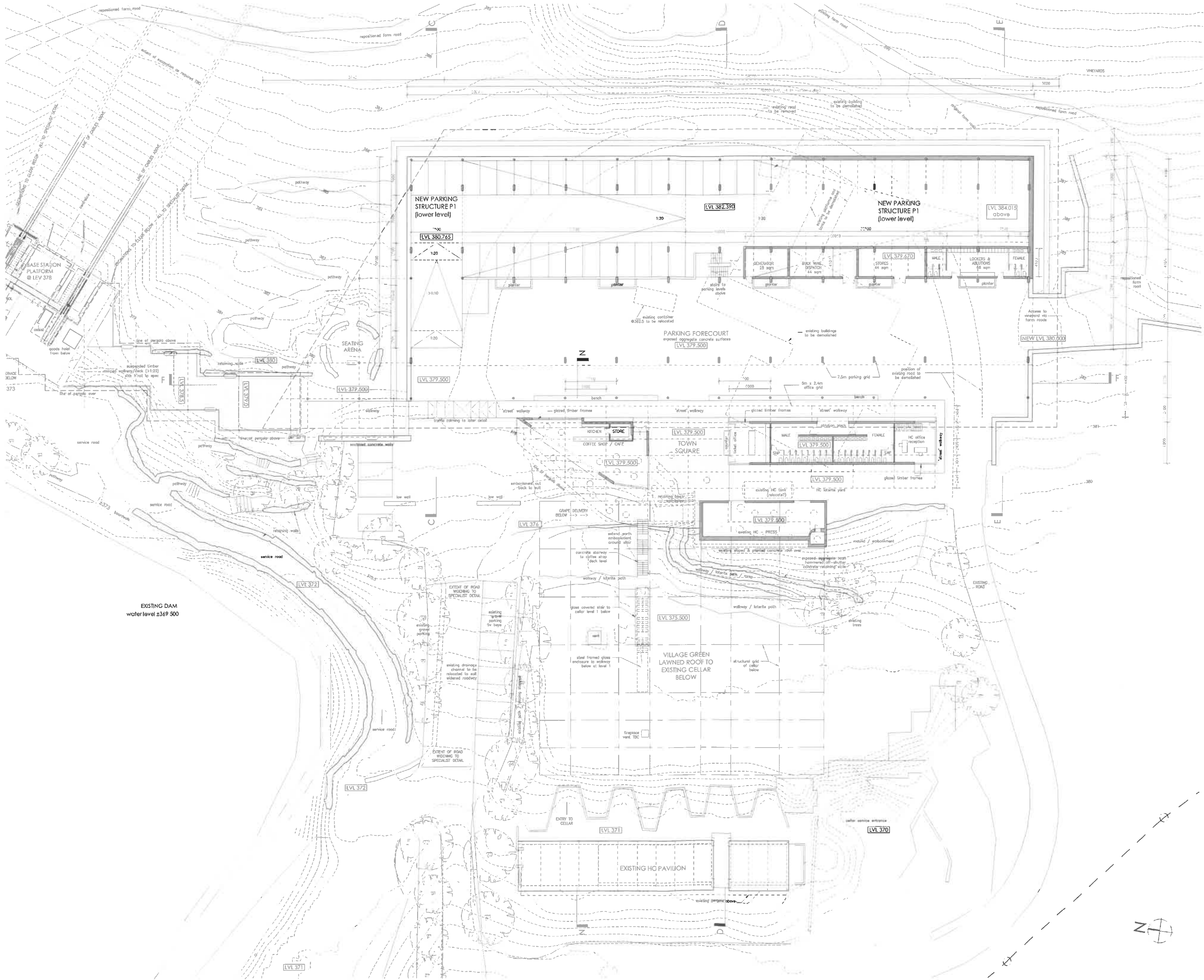
MTA / VDMMA

Project Blue Sky
Franschhoek
Client : FCC (Pty) Ltd

base station
platform level plan

Scale
1:250 / A1

Job No. 736519	Drawing No. 102	Revision 07
-------------------	--------------------	----------------



2023.01.25	07	deck and pergola at dom omitted
2022.10.14	06	RE-ISSUED FOR SIGN-OFF lower station pergola revised
2022.10.10	05	ISSUED FOR SIGN-OFF
2022.09.22	04	lower station shifted 3.3m, revised service yard & internal layout, boardwalk added, pathways and retaining walls adjusted
2022.08.16	03	refer plan at lev 376 (grape delivery) as per drawing 101 walkway link & pergola revised, pergola of lower station revised
2022.06.22	02	REVISED as shown
2022.05.10	01	REVISED
2022.03.18	00	Issued as stage3 benchmark
Date	Rev	Description

STAGE 3

MTA / VDMMA

Project Blue Sky

Franschhoek

Client : FCC (Pty) Ltd

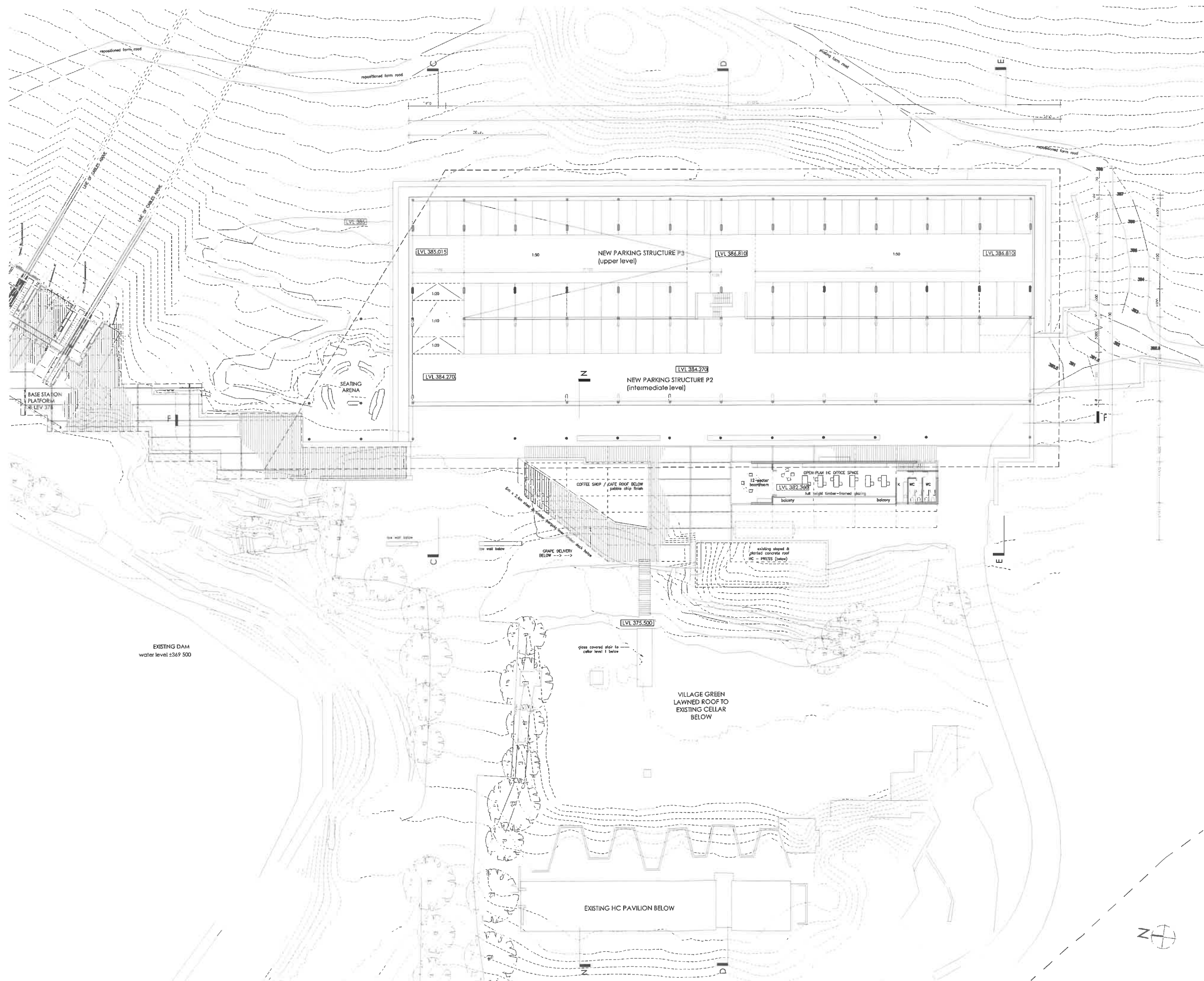
base station
lower parking & coffee shop plan

Scale
1:250 / A1

Job No.
736519

Drawing No.
103

Revision
07



2023.01.25	07	deck and pergola at dam omitted
2022.10.14	06	RE-ISSUED FOR SIGN-OFF lower station pergola revised
2022.10.10	05	ISSUED FOR SIGN-OFF
2022.09.22	04	lower station shifted 3.3m, revised service yard & internal layout, boardwalk added, pathways and raining walk adjusted
2022.08.16	03	Pergola over walkway link revised, pergola over lower station omitted, VIC press updated
2022.06.22	02	REVISED as shown
2022.05.10	01	REVISED
2022.03.18	00	Issued as stage3 benchmark
Date	Rev	Description

STAGE 3

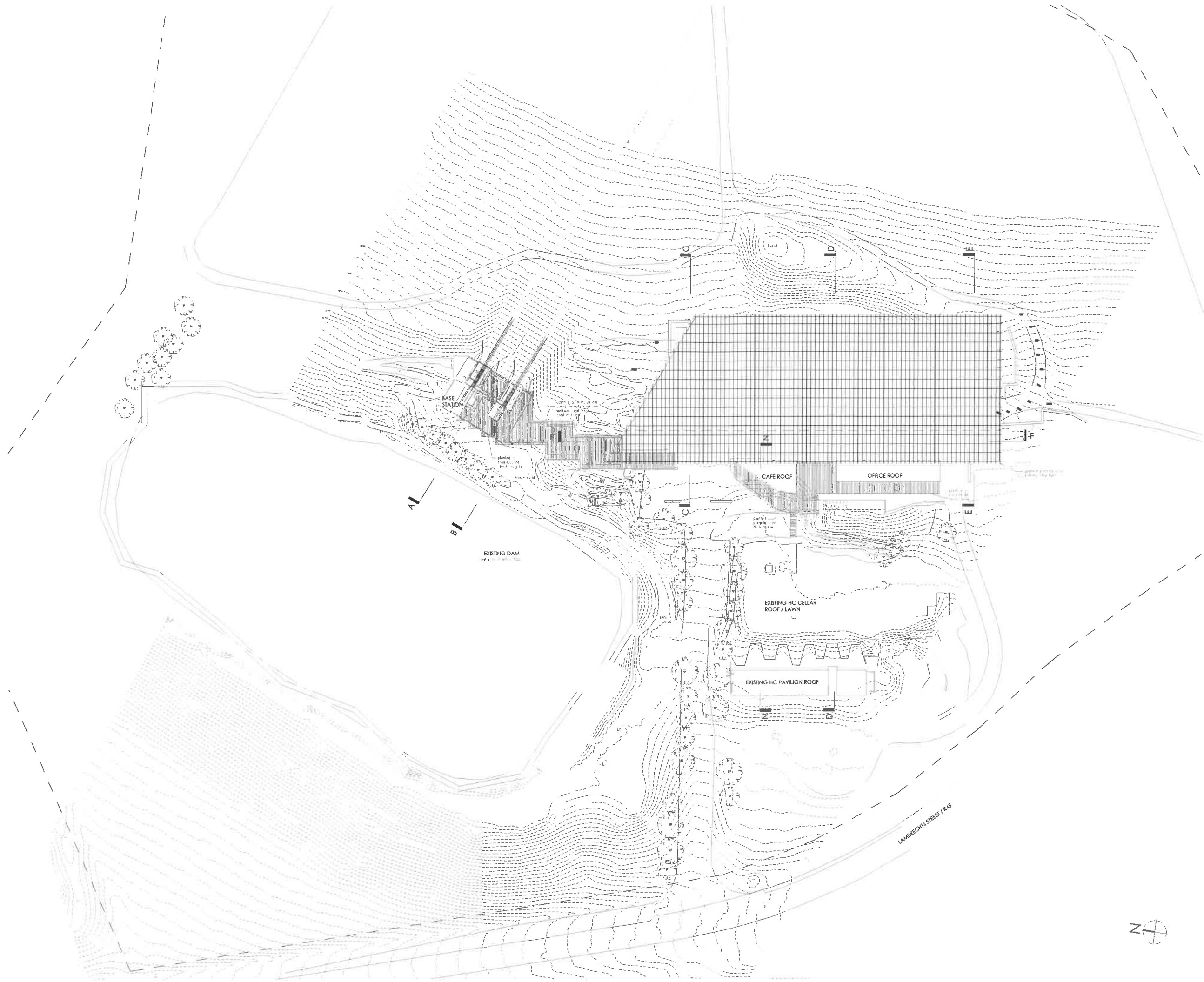
MTA / V D M M A

Project Blue Sky
Franschhoek
Client : FCC (Pty) Ltd

base station
upper parking & office plan

Scale
1:250 / A1

Job No.	Drawing No.	Revision
736519	104	07



2023.01.25	05	deck and pergola at dam omitted
2022.10.14	04	RE-ISSUED FOR SIGN-OFF
2022.10.10	03	lower station pergola revised
		ISSUED FOR SIGN-OFF
2022.09.22	02	lower station shifted 3.3m, revised service yard & internal layout, boardwalk added, pathways and retaining walls adjusted
2022.08.16	01	steps & deck omitted at lower station, walkway link & pergola revised, pergola at lower station revised
2022.07.22	00	REVISED as shown
Date	Rev	Description

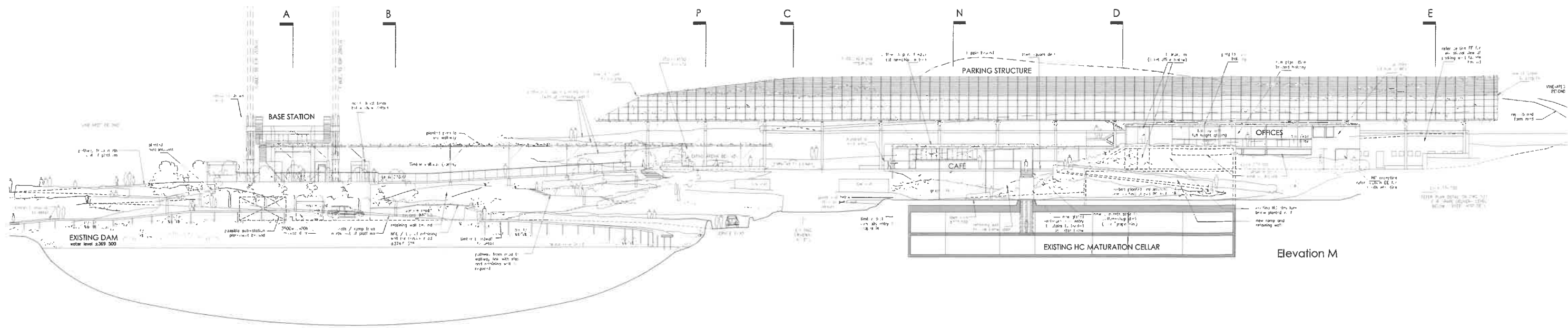
STAGE 3

MTA / V D M M A

Project Blue Sky
Franschoek
Client : FCC (Pty) Ltd

base station
overall roof plan

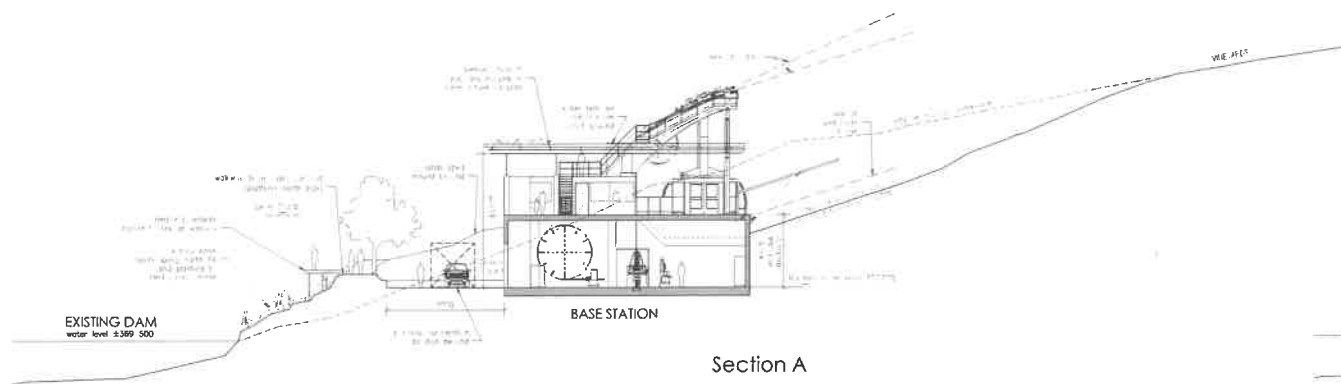
Scale
1:500 / A1
Job No.
736519
Drawing No.
105
Revision
05



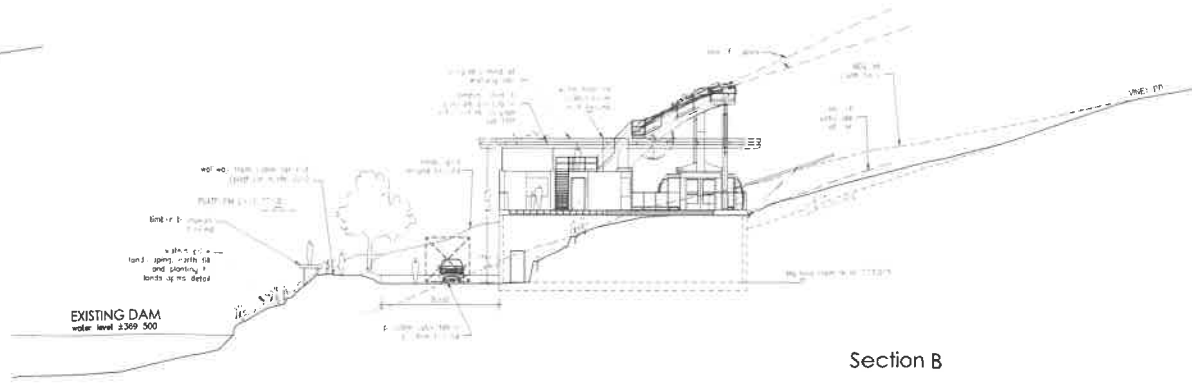
Elevation M

2022.10.14	06	RE-ISSUED FOR SIGN-OFF base station pergola revised
2022.10.10	05	ISSUED FOR SIGN-OFF
2022.09.22	04	lower station shifted 3.3m, revised service yard, internal layout, boardwalk added, pathways and retaining walls adjusted.
2022.08.18	03	steps & deck omitted at lower station, walkway link & pergola revised, pergola at lower station revised - Elev M added
2022.06.22	02	REVISED as shown
2022.05.10	01	REVISED
2022.03.18	00	Issued as stage3 benchmark
Date	Rev	Description

STAGE 3



Section A



Section B

MTA / V D M M A

Project Blue Sky

Franschhoek

Client : FCC (Pty) Ltd

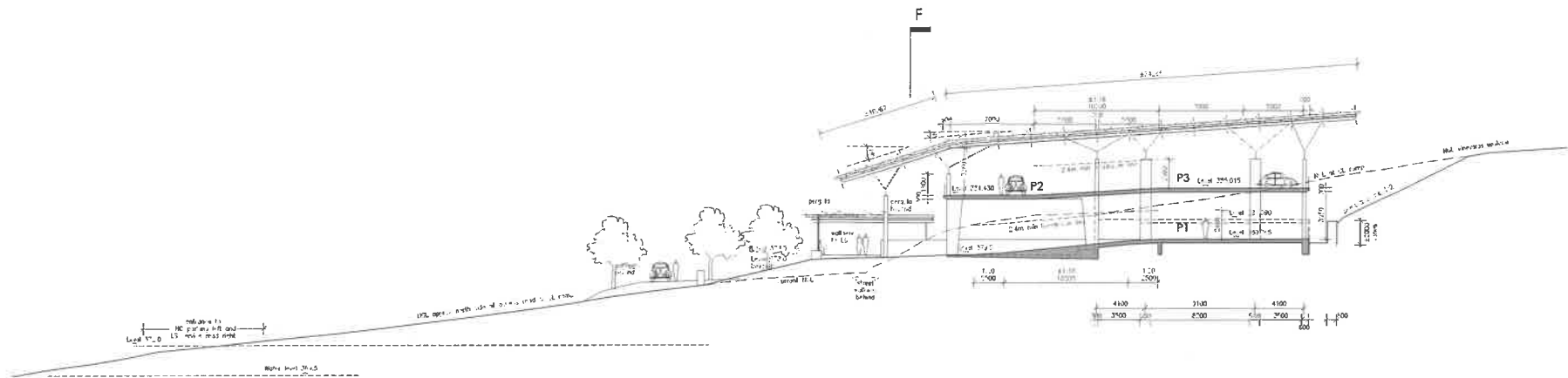
lower station Sections A & B
Elevation M

Scale
1:250 / A1

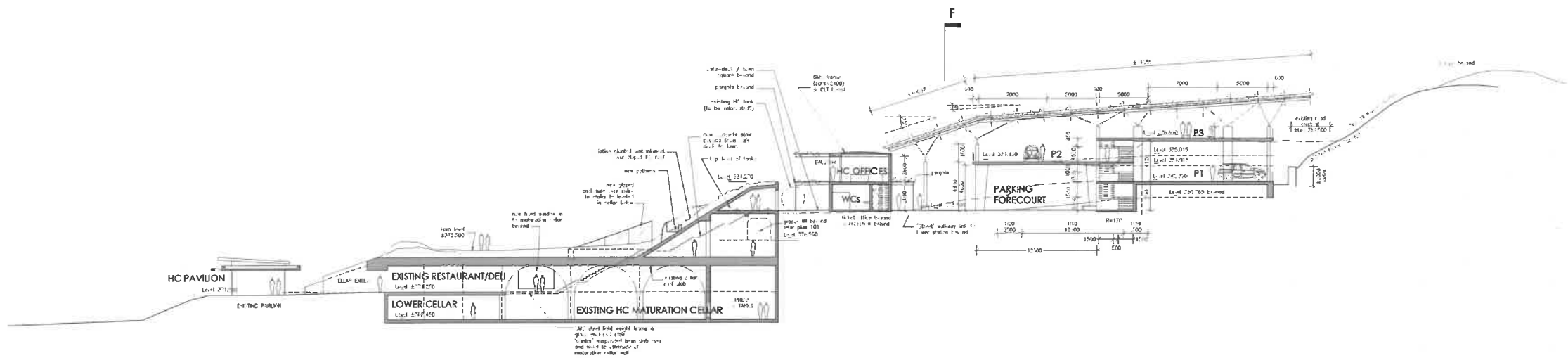
Job No.
736519

Drawing No.
200

Revision
06



Section C



Section D

2022.10.14	04	REISSUED FOR SIGN-OFF
2022.10.10	03	ISSUED FOR SIGN-OFF
2022.04.22	02	REVISED as shown
2022.05.10	01	REVISED
2022.03.18	00	Issued as stage3 benchmark
Date	Rev	Description

STAGE 3

MTA / V D M M A

Project Blue Sky

Franchisee

Client : FCC (Phy) Ltd

lower station sections - parking
Section C & Section D

Scale
1:250 / A1

Job No. 736519	Drawing No. 201	Revision 04
-------------------	--------------------	----------------

MTA / VDMA

Job No.	Drawing No.	Revision
736519	202	05

ALTERNATIVE B (PREFERRED ALTERNATIVE)

UPPER STATION

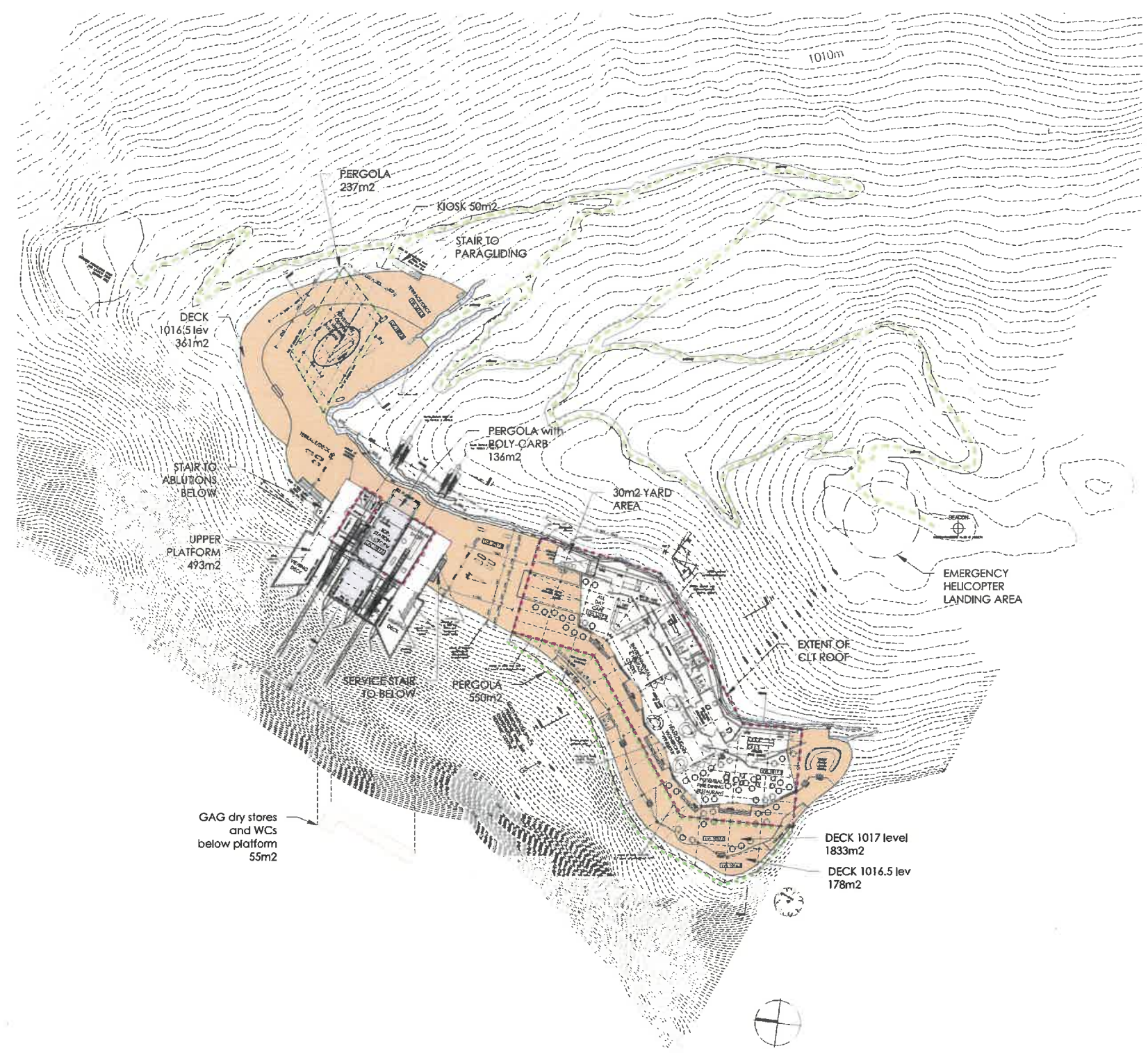


DOUG JEFFERY
ENVIRONMENTAL CONSULTANTS

- UPPER STATION PLATFORM
total area = 493 m²
- STRUCTURES:
full-height glass west facing (views)
33% glass east facing (mountain side)
- | | |
|----------------------------------|------------------|
| KIOSK | 50m ² |
| WCs & Dry store (below platform) | 55m ² |
| Disabled WC | 10m ² |
| CURIO-SHOP | 61m ² |
| CONTROL-ROOM (GAG) | 40m ² |
- CAFE / E&H-CENTRE / WINE-BAR / FINE DINING:
Cafe 108m²
Enviro & Heritage Centre 104m²
Franschhoek Vignerons Wine-bar 152m²
Fine Dining 178m²
BOH (stores, kitchen, circ) 275m²
Ablutions 46m²
863m² total
- (excludes external YARD of 30m²)
- screening walls 2.4h
15 + 6 + 5 + 14 + 11 + 12 + 10 = 73m total length
- 3No. dividing wall panels = 28m total
- solid roof over (CTL with waterproofing)
@ MAIN STRUCTURE 1 379 m²
@ PLATFORM (10 + 61 + 40) = 111 m²
total 1490m²
- skylights included
- OVERHEAD PERGOLA STRUCTURES (un-planted)
- KIOSK 237 m²
- UPPER STATION (with poly-carb) 136m²
- CAFE, E&H, WINE & FINE DINING 550 m²

total area = 923 m²
- POLY CARB SHEET
(FRAME GRID AS PER PERGOLA)
total plan area = 136 m²
- WALKWAY / PATHS
(to beacon / paragliding) = 613m
- STONE RETAINING WALLS (material on site)
- averaged 300mm thk x 1.0m height
@ 1018 CONTOUR & PATHS = 213m
- TIMBER DECKING (suspended):
@1016.5 incl ramps up = 361 + 178 m²
@1017.0 /1017.5 incl ramp & steps = 1833 m²

TOTAL : 2 372 m²
- HANDRAILS = 362m
- Excl: glass railings at platform (by GAG)
Excl: if part of stair
- 3No. Stairs 32m² (plan area)



Date	Rev	Description
2023.08.04	08	Helpod omitted
2023.01.25	07	Upper station reverted to layout as per 1017 level
2022.10.14	06	RE-ISSUED FOR SIGN-OFF water tank platform and pergola at top station revised
2022.10.10	05	ISSUED FOR SIGN-OFF
2022.09.20	04	Complete revision - platform shifted 90m and dropped 10m Alternative Helpod platform TBC
2022.08.16	03	Helpod & pergolider access added
2022.06.22	02	REVISED as shown
2022.05.10	01	REVISED
2022.03.18	00	Issued as stage3 benchmark

STAGE 3

MTA/VDMMA

Project Blue Sky

Client : FCC (Phy) Ltd

top station - lower plan
water tank / ablutions level

Scale
1:250 / A1

Job No.
736519

Drawing No.
106

Revision
08

2023.08.04	08	Helpod omitted
2023.01.25	07	Upper station reverted to 1017 level
2022.10.14	06	RE-ISSUED FOR SIGN-OFF water tank platform and pergola at top station revised
2022.10.10	05	ISSUED FOR SIGN-OFF
2022.09.20	04	Complete revision - platform shifted 20m and dropped 10m Alternative Helpod position IBC
2022.06.22	03	Helpod & paraglider access added platform viewing decks widened
2022.06.22	02	REVISED as shown
2022.05.10	01	REVISED
2022.03.18	00	Issued as stage3 benchmark
Date	Rev	Description

STAGE 3



MTA / VDMMA

Project Blue Sky
Franschoek
Client : FCC (Pty) Ltd

top station
platform level plan

Scale
1:250 / A1

Job No.
736519

Drawing No.
107

Revision
08



2023.08.04	06	Helipad omitted
2023.01.25	05	Top station reverted to 1017 level roof top terrace omitted
2022.10.14	04	RE-ISSUED FOR SIGN-OFF water tank platform and pergola at top station revised
2022.10.10	03	ISSUED FOR SIGN-OFF
2022.09.20	02	Complete revision - platform shifted 20m and dropped 10m Alternative Helipad position TBC
2022.08.16	01	Helipad & paraglider access added platform viewing decks widened
2022.06.22	00	REVISED as shown
Date	Rev	Description

STAGE 3

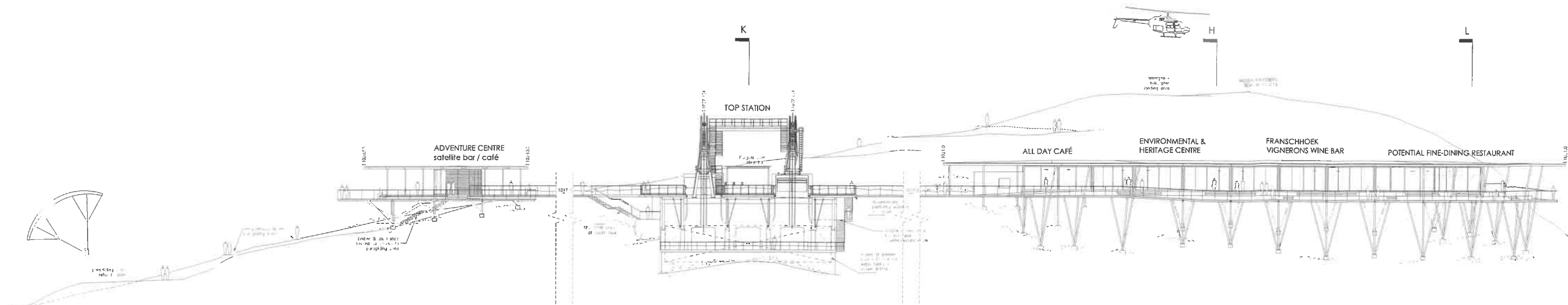
MTA/V D M M A

Project Blue Sky
Franschhoek
Client : FCC (Pty) Ltd

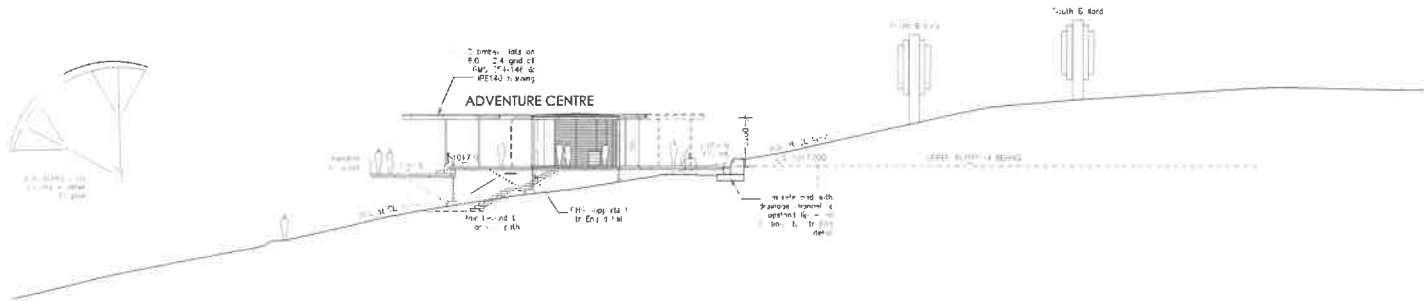
top station
roof plan

Scale
1:250 / A1

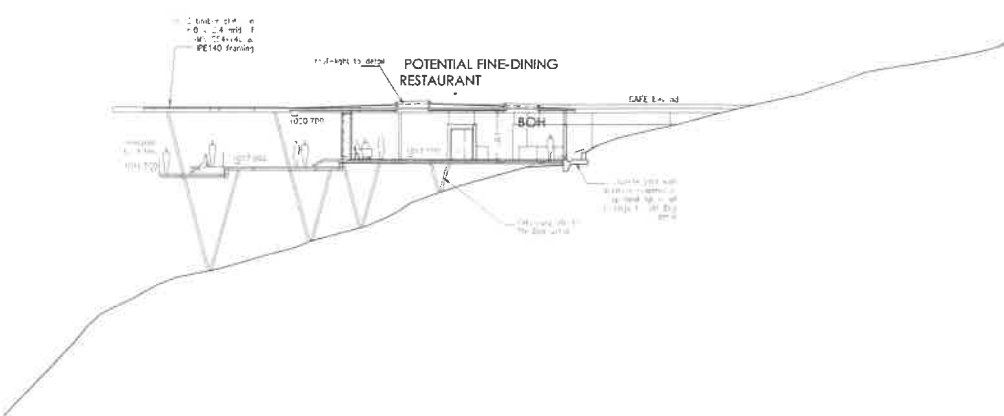
Job No.	Drawing No.	Revision
736519	108	06



Elevation G



Section J



Section L

2023.08.04	04	Helipad omitted
2023.01.25	03	Upper station reverted to 1017 level - roof deck omitted
2022.10.14	02	RE-ISSUED FOR SIGN-OFF water tank platform and pergola at top station revised
2022.10.10	01	ISSUED FOR SIGN-OFF
2022.10.03	00	additional sections / elevations
Date	Rev	Description

STAGE 3

MTA / V D M M A

Project Blue Sky
Franschhoek
Client : FCC (Pty) Ltd

upper station sections
Sections J & L / Elevation G

Scale
1:250 / A1

Job No.
736519

Drawing No.
204

Revision
04

2023.01.25	07	Upper station reverted to 1017 level - roof deck omitted
2022.10.14	06	RE-ISSUED FOR SIGN-OFF water tank platform and pergola at top station revised
2022.10.10	05	ISSUED FOR SIGN-OFF
2022.09.27	04	water tanks changed to vertical format
2022.09.20	03	Full revision - platform at LEV 1007, [upper station 20m forward & 10m lower] Sections H & K only
2022.08.16	02	Helipad added, viewing platforms widened access stair to paragliding added
2022.06.22	01	REVISED as shown
2022.03.18	00	Issued as stage3 benchmark
Date	Rev	Description

STAGE 3

MTA / V D M M A

Project Blue Sky
Franschhoek
Client : FCC (Pty) Ltd

upper station sections
Sections H & K

Scale
1:250 / A1

Job No.	Drawing No.	Revision
736519	203	07

ALTERNATIVE B (PREFERRED ALTERNATIVE)

UPPER STATION

Construction Plan



DOUG JEFFERY
ENVIRONMENTAL CONSULTANTS

2023.01.25	07	Upper station reverted to 1017 level
2022.10.14	06	RE-ISSUED FOR SIGN-OFF water tank platform and pergola at top station revised
2022.10.10	05	ISSUED FOR SIGN-OFF
2022.09.20	04	Complete revision - platform shifted 20m and dropped 10m Alternative Helipad position TBC
2022.06.22	03	Helipad & paraglider access added platform viewing decks widened
2022.06.22	02	REVISED as shown
2022.05.10	01	REVISED
2022.03.18	00	Issued as stage3 benchmark
Date	Rev	Description

STAGE 3



MTA / VDMMA

Project Blue Sky
Franschhoek
Client: FCC (Pty) Ltd

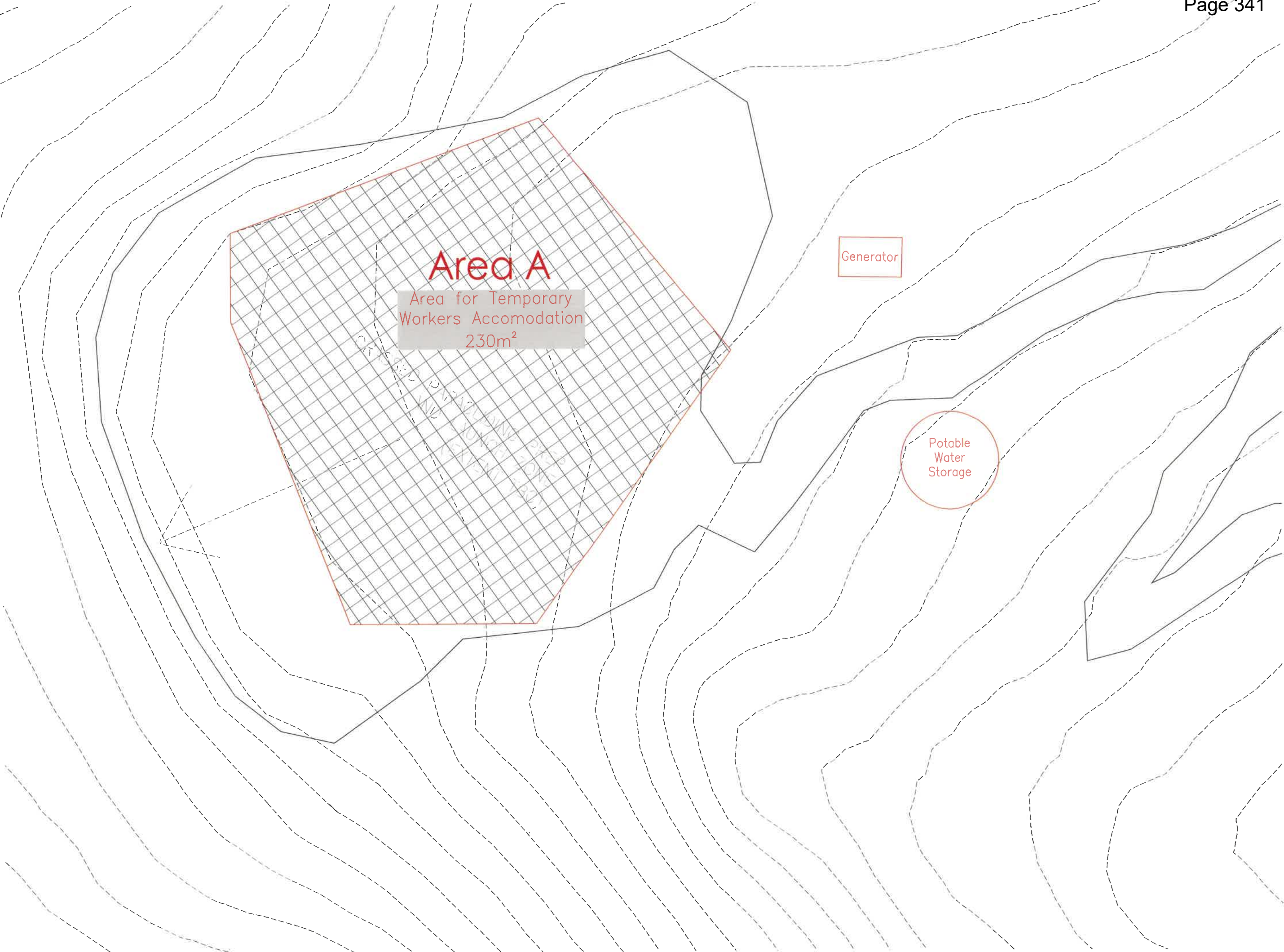
top station
platform level plan

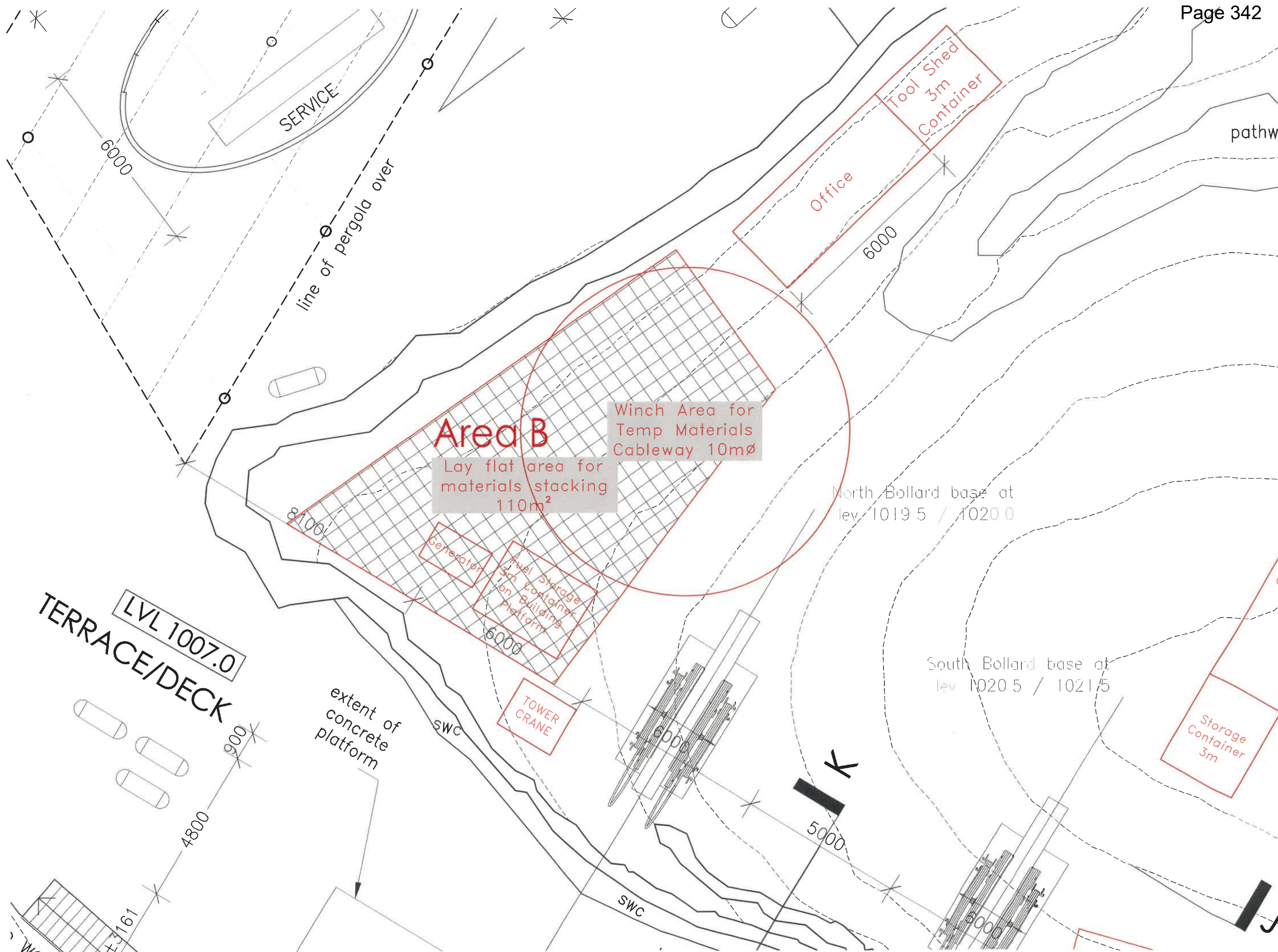
Scale
1:250 / A1

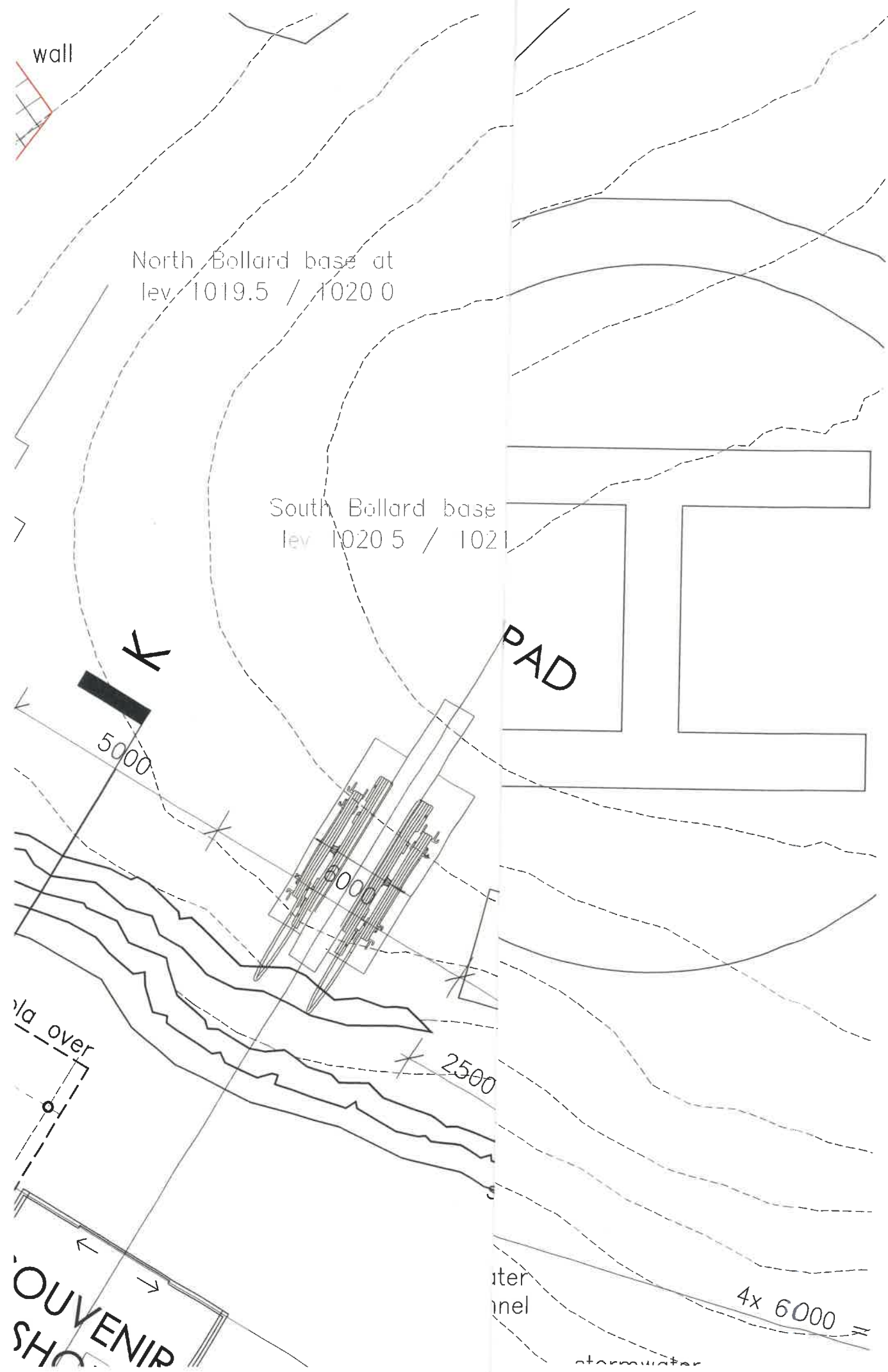
Job No.
736519

Drawing No.
107

Revision
07







7.4	FINANCIAL SERVICES: (PC: CLLR JC ANTHONY)
-----	---

NONE

7.5	HUMAN SETTLEMENTS: (PC: CLLR R DU TOIT)
-----	---

NONE

7.6	INFRASTRUCTURE SERVICES : (PC : R PHEIFFER)
-----	---

7.6.1	STELLENBOSCH MUNICIPALITY PARTNERSHIP WITH GERMAN WATER UTILITY: HAMBURGER STATDENTWASSERUNG AND HAFENCITY UNIVERSITY HAMBURG (HCU)
-------	---

Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance and Compliance

22 July 2025

1. **SUBJECT: STELLENBOSCH MUNICIPALITY PARTNERSHIP WITH GERMAN WATER UTILITY: HAMBURGER STATDENTWASSERUNG AND HAFENCITY UNIVERSITY HAMBURG (HCU)**

2. **PURPOSE**

For Council to note the names of the officials for the Study Visit hosted by *Hamburger Stadtentwässerung AoR* and *HafenCity University Hamburg* as required per the approved Subsistence and Travel Policy.

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**

Council approved in May 2025 for the Municipality to enter into a partnership with *Hamburger Stadtentwässerung AoR* and *HafenCity University Hamburg*, both based in Germany, called a "Water Operators' Partnership" within the research project "NEU-Water: Nature Engineered Urban Design for Water Recycling and Re-use" (attached as **ANNEXURE A**).

The aim of this item is:

- For Council to note the actual names of the officials to travel to Hamburg as required by Council's approved Subsistence & Travel Policy (to enable approval of the daily allowances for the officials and costs of transfers to and from the airports). The Invite Letters from the Partnership are attached as **ANNEXURE B**.
- For Council to note the updated travel itinerary in October 2025, due to Visa and passport application timeframes.

5. **RECOMMENDATIONS**

- that Council notes the names of the officials to travel to Hamburg as required by Council's approved Subsistence & Travel Policy; and
- That Council notes the updated itinerary for the officials from 3rd – 11th October 2025 (Invite letters attached as **ANNEXURE B**).

6. DISCUSSION / CONTENTS:

6.1 Background

Council approved in May 2025 for the Municipality to enter into a partnership with Hamburger Stadtentwässerung AoR and HafenCity University Hamburg, both based in Germany, called a “Water Operators’ Partnership” within the research project “NEU-Water: Nature Engineered Urban Design for Water Recycling and Re-use” (attached as **ANNEXURE A**).

6.2 Discussion

6.2.1 Stellenbosch Municipality has entered into partnership agreements with European Municipalities and entities such as Belgium and Sweden previously. According to the participants in these partnerships, the learning experience has been immense and many of the lessons learnt by both parties are being implemented.

The aim of this item is to:

- include the actual names of the officials to travel to Hamburg as required by Council's approved Subsistence & Travel Policy (to enable approval of the daily allowances for the officials and costs of transfers to and from the airports). The Invite Letters from the Partnership are attached as **ANNEXURE B**.
- inform Council of the updated travel itinerary in October 2025, due to Visa and passport application timeframes.

6.2.2 **Concept of the Study Visit to Hamburg Wasser: Germany**

Motivation and Intention of the Visit: As part of the Water Operators’ Partnership in the BMBF-funded research project NEU-Water, representatives from Stellenbosch are invited to visit the German project partner, Hamburger Stadtentwässerung (HSE) - HAMBURG WASSER. The goal of the study visit is to gain deep insights into the work processes of HAMBURG WASSER through direct peer-to-peer exchange, site visits and technical workshops. The focus is on the planning, implementation, management, and operation of water-sensitive urban development infrastructure measures.

Through the personal exchange and the participatory programme, the participants will familiarise themselves with innovative approaches in Hamburg and gather inspiration for sustainable solutions for Stellenbosch. In addition, there will be an exchange on the joint topics and activities under the NEU-Water project partnership. The visit should also provide further impetus for strengthening the partnership and sustainable project implementation.

Period: 3rd – 11th October 2025:

Participants: Four officials from Stellenbosch Municipality, who represent the following fields:

- **Water Treatment Specialist:** Manager: Water Quality: Nico-Ben Janse Van Rensburg;
- **Stormwater Management Specialist:** Senior Manager: Roads, Transport Engineering and Stormwater: Johan Fullard;

- **Project Co-ordination and Contract Management:** Director: Infrastructure Services: Shane Chandaka;
- **Strategic Management in Infrastructure Services:** Mayoral Committee Portfolio Chairperson for Infrastructure Services: Councillor Reginald Pheiffer.

6.3 Financial Implications

The only financial implications are the daily allowances, and local transport to and from airports.

6.4 Legal Implications

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

6.5 Staff Implications

There are no staff implications for the project.

6.6 Previous / Relevant Council Resolutions:

32ND COUNCIL MEETING: 2025-05-30: ITEM 10.6.2

RESOLVED (*nem con*)

- (a) *that Council approves that Stellenbosch Municipality enters into a Water Operators' Partnership with Hamburger Stadtentwässerung AoR and HafenCity University Hamburg on the topic of Nature-Engineered Urban Design for Water Recycling and Re-use;*
- (b) *that Council approves the Memorandum of Understanding attached hereto as **ANNEXURE A**;*
- (c) *that the Directorate: Infrastructure submits a progress report to Council after one year, alternatively as soon as practically possible; and*
- (d) *that Council approves the travel related costs (daily allowances and local transport to and from airport). The cost of flights and accommodation will be borne by the Hamburg Stadtwasserung AoR.*

6.7 Risk Implications

This report has no risk implications for the Municipality.

6.8 Comments from Senior Management:**6.8.1 Director: Infrastructure Services**

Author of report.

6.8.2 Director: Planning and Economic Development :

I have no further comment on the item. I support the item.

6.8.3 Director: Community and Protection Services:

No further comments.

6.8.4 Acting Director: Corporate Services:**6.8.5 Chief Financial Officer:**

Supported.

6.8.6 Municipal Manager:

Supports the Item.

Annexure A: Memorandum of Understanding**Annexure B: Invite Letters****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	17 July 2025

ANNEXURE A

Memorandum of Understanding

Water Operators` Partnership (WOP)

Within

“NEU-Water: Nature Engineered Urban Design for Water Recycling and Reuse”

This Memorandum of Understanding (“MoU”) is concluded between
the “partners”:

Stellenbosch Municipality

1st Floor, Ecclesia Building Plein Street, PO Box 17

Stellenbosch, 7599, South Africa

Represented by Garaldine Lezette Mettler

in her capacity as Municipal Manager

(called „SM“ in this MoU)

and

Hamburger Stadtentwässerung AöR

Billhorner Deich 2, 20539 Hamburg, Germany

Represented by Dr. Franziska Meinzinger

(called “HSE“ in this MoU)

and

HafenCity University Hamburg

Henning-Voscherau-Platz 1, 20457 Hamburg, Germany

Represented by Prof. Dr. Jörg Müller-Lietzkow, President

Coordinated by Prof. Dr.- Ing. Wolfgang Dickhaut,

(called “HCU“ in this MoU)



1. Preamble

The research project "NEU-Water: Nature Engineered Urban Design for Water Recycling and Reuse" ("research project") funded by the German Federal Ministry of Education and Research aims to develop solutions and processes that promote the reuse of stormwater and greywater as part of water sensitive urban design. The research project seeks to address these issues while working in the dense, low-income urban context which has limited access to water infrastructure and represents the challenges in the southern African countries. The research project consists of four work packages (WP). This MoU addresses the activities in WP 1.2.

Municipal water and wastewater companies and institutions are key players around the world for sustainable prosperity and economic development. Therefore, the WP 1.2 of the research project includes a Water Operator Partnership ("WOP") for a more sustainable adaptation and integration of water sensitive urban design. The WOP will be between SM and HSE. HCU as the coordinator in the research project will accompany the WOP administratively. The aim of the WOP is to share knowledge and expertise through peer support and work together on defined areas in order to progressively strengthen utilities' capacity and performance on aspects particularly relating to stormwater management and water sensitive urban design. Other areas of urban water management such as drinking water supply and sanitation may also be addressed. The key to the success of the WOPs is the peer-to-peer approach among the involved colleagues. The WOP activities are driven by the demand of SM and are determined jointly.

2. Scope of the MoU

The purpose of this MoU is to establish the frame conditions under which the partners shall collaborate to achieve the goal and objectives set out below for all partners through collaborative work.

3. Goal

The overall goal is to establish a sound long-lasting cooperation in partnership among the partners in terms of trust and relation. Further, to cooperate in various fields in order to enhance the performance of each partner and to promote the delivery of commercially viable stormwater and greywater management, water and sanitation services. The partners agree on:

- 1) Mutual strengthening in achieving their mandates in terms of stormwater and greywater management, water and sanitation services.
- 2) Establish a trustful cooperation between the peer experts of HSE and SM to share information and ensure knowledge transfer.
- 3) Work with and consult each other on ways and means of enhancing performance in the field of water and sanitation.

4. Areas of Cooperation and Objectives

The partners will work together on the following objectives which are in line with the “NEU-Water: Nature Engineered Urban Design for Water Recycling and Reuse” project proposal attached as Annex 1 (“research project proposal”):

- Improvement of stormwater and greywater management
- Strengthening municipal water security through strategies for WSUD and water reuse measures

The areas of cooperation must not be restricted to the above-mentioned objectives. The WOP should act in synergy with other projects and related activities. Detailed objectives and other WOP activities will be derived as part of this partnership and the research project.

The WOP methodology for collaboration is built on elements such as:

- regular professional online meetings with peer colleagues
- annual on-site activities and visits
- visit of peers from SM in Hamburg

5. General Responsibilities of the Partners

All partners explain their commitment to the WOP. They agree to fulfill the agreed goals and areas of cooperation (see under clause 3 and 4) as well as detailed in the research project proposal (Annex 1). The partners establish permanent contact persons in their utilities, through whom the coordination and communication are organised. The partners ensure the commitment of the related experts for the defined tasks and to apply the peer-to-peer approach. The partners agree to join efforts and to maintain close and transparent working relationships in order to achieve the objectives of the WOP.

The specific roles of the partners are the following:

- HSE is the lead partner within this WOP and takes over the general coordination of WOP and the coordination on German side.
- SM takes over the WOP coordination on South African side.
- The lead partner prepares meetings and initiates activities and is responsible for documentation. HSE peer experts will be provided with sufficient working time to fulfil their tasks within this WOP.
- SM ensures reliable arrangements within this WOP in terms of preparing and taking part in the dedicated activities, either online or in presence and dedicating sufficient working time of the related peer experts in order to fulfill their tasks within this WOP.
- As research project coordinator, the HCU is responsible for the overarching coordination of the WOP in the context of the research project, provides

administrative support for the WOP and coordinates any joint activities of the WOP with other work packages of the research project.

The partners shall refrain from any action that may adversely affect the interests of the other partner and shall fulfil their commitments with fullest regard for the frame conditions of this MoU and the research project proposal (Annex 1).

6. Financials

The WOP is part of the research project NEU Water funded by the German Federal Ministry of Education and Research and is a not-for-profit project. The research project includes funds up to 12000 EUR (managed by HCU) for a designated group of expert peers of SM to travel to Hamburg (Germany) to visit their peers at HSE (study visit/ job shadowing). The MoU places no further financial obligations on either of the partners.

7. Duration, Amendment and Termination

This MoU shall be effective until research project end, prospectively 30 April 2028, from the date of the last signature by the authorized representative of each partner. The partner may mutually agree to review the MoU. When failing to do so the MoU will expire on due date.

8. Secrecy/ Confidentiality

The documents, knowledge and experience given to the other partners may only be used for the purposes of this WOP in the research project unless otherwise agreed upon.

9. Disputes Resolution

The partners or their designate representatives shall amicably resolve any disputes arising from the interpretation or implementation of this MoU.

10. Annexes

Annex 1: NEU-Water: Nature Engineered Urban Design for Water Recycling and Reuse" project proposal

Stellenbosch Municipality

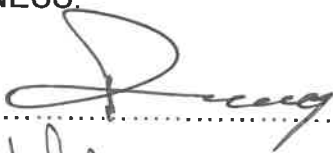
Thus done and signed at Stellenbosch on this 26 Day of March 2025



.....
GARALDINE LEZETTE METTLER
MUNICIPAL MANAGER

AS WITNESS:

1.



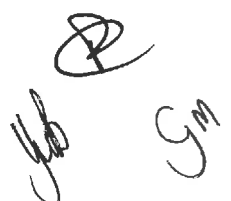
2.



Hamburger Stadtentwässerung AöR

Hamburg,

.....
Signatory, authorized representative/ function

Three handwritten signatures in black ink are located in the bottom right corner of the page. The signatures are stylized and appear to be initials or names.

HafenCity University

Hamburg,

.....
Prof. Dr. Jörg Müller-Lietzkow, President

.....
Prof. Dr.-Ing. Wolfgang Dickhaut, Project Coordinator

Handwritten signatures of Jörg Müller-Lietzkow and Wolfgang Dickhaut.

BMBF- „Wassersicherheit in Afrika “ - Vorhabenbeschreibung - NEU-Water

Vorhabenbeschreibung zur BMBF – Förderrichtlinie
Wassersicherheit in Afrika

**NEU-Water**

Nature Engineered Urban design for Water Recycling & Reuse
 Natur-Technische Stadtentwicklung für Wasserrecycling und
 Wiederverwendung

ProjektLead:

Prof. Dr.-Ing. Wolfgang Dickhaut
 HafenCity Universität Hamburg, Umweltgerechte Stadt- und Infrastrukturplanung
 Henning-Voscherau-Platz 1, 20457 Hamburg
 Telefon: +49 40 42827-2737 / e-mail:wolfgang.dickhaut@hcu-hamburg.de

geplante Laufzeit: 04-2024 – 09-2027

Thema: Wasserinfrastruktur und Wassertechnologie

Übersicht über das Konsortium

Konsortiumssprecher in Deutschland: HafenCity Universität Hamburg

Konsortiumssprecher in Africa: Future Water Institute, University of Cape Town

Konsortiumspartner	Art der Einrichtung	LAND
HafenCity Universität Hamburg, (HCU) Prof. Dr.-Ing. Wolfgang Dickhaut	Forschungseinrichtung	Deutschland
Hamburger Stadtentwässerung AöR (HSE) Dr. Franziska Meinzinger	Wasserbetreib	Deutschland
Urban Waters Consulting GmbH (UWC) Andreas Schmidt	Ingenieurbüro	Deutschland
University of Cape Town (UCT) A/Prof. Kirsty Carden A/Prof. Kevin Winter	Forschungseinrichtung	Südafrika
Stellenbosch Municipality Shane Chandaka	Kommune	Südafrika
Ardhi University (ARU) Dr. Ally Namangaya	Forschungseinrichtung	Tansania

BMBF- „Wassersicherheit in Afrika “ - Vorhabenbeschreibung - NEU-Water

Inhalt

I. Ziele	3
Gesamtziel des Vorhabens	3
Bezug des Vorhabens zu den förderpolitischen Zielen	3
Wissenschaftliche und/oder technische Arbeitsziele des Vorhabens	3
II. Stand der Wissenschaft und Technik	5
Stand der Wissenschaft und Technik	5
Bisherige Arbeiten des Antragstellers	9
III. Work Plan // Arbeitsplan	12
Strukturplan	12
Gantt Chart // Balkenplan	13
Objectives, activities, resource and milestone planning	13
IV. Verwertungsplan	28
V Arbeitsteilung/Zusammenarbeit mit Dritten	31
VI. Notwendigkeit der Zuwendung	33

I. Ziele**Gesamtziel des Vorhabens**

Der steigende Wasserbedarf und der Klimawandel erhöhen weltweit die Risiken für die Wassersicherheit. Angesichts anhaltender Dürren und zunehmender Überschwemmungen ist die Wassersicherheit in der südafrikanischen Westkap-Provinz zu einem kritischen Thema geworden. Die Wassernachfrage in der Region übersteigt bereits das verfügbare Angebot, was zu einer erhöhten Belastung der vorhandenen Wasserressourcen führt und den Bedarf an alternativen Quellen verdeutlicht. Die dezentrale Bewirtschaftung von Wasserressourcen kann der Region neue Wasserquellen erschließen und innovative Wege zur Bewältigung der Auswirkungen des Klimawandels aufzeigen. Darüber hinaus tragen dezentrale, naturbasierte Wasserwiederverwendungssysteme zur ökologischen Nachhaltigkeit bei, indem sie die direkte Einleitung von Regenwasser und unbehandeltem Abwasser minimieren. In Kapstadt ist bereits ein zentraler Ansatz für die Abwasseraufbereitung und -wiederverwendung geplant, bei dem bis 2028 das Abwasser aufbereitet und die Wasserversorgung aufgestockt wird. Ein solcher Ansatz kann die Gesamtbelastung der Wasserressourcen verringern, erfordert jedoch erhebliche Investitionen in die Abwasserbehandlung und die Wasserversorgungsnetze. Durch die Anwendung der Prinzipien der wassersensiblen Stadtentwicklung (WSUD) will das NEU-Water Projekt die Herausforderung des Wasserrecyclings in einer lokalisierten und ressourceneffizienten Weise identifizieren und angehen. Das Projekt zielt darauf ab, dies in den dicht besiedelten und einkommensschwachen Stadtgebieten von Franschhoek zu demonstrieren, in denen es derzeit an einer angemessenen Versorgung mangelt. Dies soll durch Pläne, Entwürfe und Umsetzungen erreicht werden, die auf die Menschen und den Kontext abgestimmt sind und in Zusammenarbeit mit den lokalen Stadtentwicklungsprozessen integriert werden. Solche Lösungen können ein praktikabler Ansatz sein, um die Wassersicherheit zu verbessern und eine zuverlässige Wasserversorgung für Gemeinden, Landwirtschaft und Industrie in der Provinz Westkap zu gewährleisten. Das Gesamtziel für die Hauptphase des Projekts lautet

Pilotierung, Prüfung und Integration dezentraler, naturbasierter Lösungen für die Bewirtschaftung und Wiederverwendung von Regen- und Grauwasser als Ansatz für die Einbeziehung einer wassersensiblen Stadtgestaltung in die Stadtplanung in Südafrika
 Bezug des Vorhabens zu den förderpolitischen Zielen

Die Initiative verbindet gezielte Lösungstests mit angewandter Forschung und Kapazitätsaufbau und fördert die Zusammenarbeit mit Regierungssystemen, lokaler Zivilgesellschaft und Unternehmen. Dieser kollaborative Ansatz gewährleistet die Eignung der Aktivitäten und die langfristige Nachhaltigkeit der Ergebnisse und spiegelt das Engagement für eine fundierte Entscheidungsfindung und effektive Umsetzung wider. Durch die Untersuchung des Potenzials naturbasierter Lösungen für die Wasseraufbereitung und die Integration von Konzepten der wassersensiblen Stadtentwicklung wird das Projekt einen Beitrag zum Themenbereich 2.2 Wasserinfrastruktur und -technologie leisten.

Wissenschaftliche und/oder technische Arbeitsziele des Vorhabens

In Anbetracht der Lücken bei der Bereitstellung von Dienstleistungen für die arme Bevölkerung in den Städten besteht das wissenschaftliche/technische Ziel des Projekts darin, Folgendes zu entwickeln

-



BMBF-„Wassersicherheit in Afrika“ - Vorhabenbeschreibung - NEU-Water

- a) kontextbezogene Lösungen, die die Verschmutzung von Wasserströmen, die aus Siedlungen mit hoher Bevölkerungsdichte stammen, verringern können und die sich wirksam in den städtischen Raum integrieren lassen, indem sie multifunktionale Nutzungen ermöglichen und alternative Wasserquellen schaffen.
- b) realistische Wege für die Annahme solcher Lösungen, begünstigt durch d das Monitoring der umgesetzten Lösungen, die Entwicklung von Wissensprodukten und Leitfäden sowie die Durchführung von Workshops zum Aufbau von Kapazitäten für verschiedene Interessengruppen.

Das Projekt setzt auf die Prinzipien der Dezentralisierung und angepasster Technologien, um multifunktionale, sozial integrative und nachhaltige Infrastrukturpläne und -konzepte zu erreichen.



II. Stand der Wissenschaft und Technik

Stand der Wissenschaft und Technik

In diesem Unterkapitel wird der aktuelle Stand von Wissenschaft und Technik für die Gesamtanwendung des Projekts NEU-Water kurz zusammengefasst. Der Stand der Technik ist auf alle Arbeitspakete anwendbar.

Das an der Südspitze des afrikanischen Kontinents gelegene Südafrika hat eine Bevölkerung von etwa 60 Millionen Menschen, von denen 67 % in städtischen Gebieten leben. Die Fortschritte bei der Verwirklichung des Ziels Nr. 6 für nachhaltige Entwicklung in Südafrika folgen einem globalen Trend mit kritischen Lücken im Abwassermanagement und der Wasserqualität. Laut den jüngsten Fortschrittsberichten zu SDG 6 werden nur 41 % der häuslichen Abwässer sicher behandelt und nur 52 % der Gewässer haben eine gute Wasserqualität (gemäß den Definitionen von SDG 6). In nicht kanalisierten Gebieten werden 72 % der häuslichen Abwasserströme in Südafrika durch Klärgruben und damit verbundene Fäkalschlamm-Management-Systeme (FSM) behandelt (UN Water, 2023). Während FSM den hoch konzentrierten, klein-volumigen häuslichen Abwasserstrom ("Schwarzwasser") behandelt, bleibt der gering verschmutzte, großvolumige Abwasserstrom ("Grauwasser") in nicht versorgten Gebieten unbehandelt. Etwa 80 % der kommunalen Abwasserströme aus häuslichen und institutionellen Quellen können als Grauwasser betrachtet werden. Nur dort, wo es kanalisierte Abwassersysteme gibt, wird Grauwasser gemeinsam mit Schwarzwasser behandelt und nach der Behandlung entsorgt (Oteng-Peprah, Acheampong, & deVries, 2018). In nicht kanalisierten Siedlungen wie Kleinstädten, stadtnahen Gebieten und informellen Siedlungen wird Grauwasser jedoch meist in die Umwelt oder in die Regenwasserkanäle eingeleitet. Mehrere Forschungsinitiativen haben bewiesen, dass die Trennung von Schwarz- und Grauwasser am Ort ihrer Entstehung und Multibarrieresysteme bei der Bereitstellung von behandeltem Grauwasser als alternative Ressource die Nachfrage nach bestehenden städtischen Wasserquellen erheblich reduzieren und damit den Wasserstress verringern sowie die Wassersicherheit und die Gesundheit von Mensch und Umwelt in informellen Gebieten verbessern können.

WSUD integriert das ganzheitliche Management des städtischen Wasserkreislaufs in die Planung und Gestaltung der gebauten Form einer städtischen Umgebung (Wong, 2006). Dabei werden alle Teile des städtischen Wasserkreislaufs berücksichtigt und die Funktionalität der Wasserwirtschaft mit den Grundsätzen der Stadtgestaltung kombiniert (Hoyer, Dickhaut, Kronawitter, & Weber, 2011). Mehrere Studien haben die Relevanz von WSUD als Schlüsselansatz zur Bewältigung des drohenden städtischen Wasserstress und der Wasserunsicherheit hervorgehoben. WSUD ist kein neues Konzept. In den letzten zehn Jahren, wurde es weltweit in Gebieten mit Wasserstress untersucht, umgesetzt und diskutiert, insbesondere auch in Südafrika. Zu den WSUD-Optionen gehören nachhaltige Technologien für das Wassermanagement, neue Technologien für das Recycling anthropogener Wasserströme, neue architektonische Entwürfe für die Landnutzung und neue Entwürfe für die Nutzung natürlicher Wasserströme (Payne, et al., 2015). Die Anwendung von WSUD in Südafrika erfolgte in erster Linie im Bereich des Hochwassermanagements, und es gibt einige Fallstudien im Westkap, wie z. B. im Cape Flats Aquifer zur Bewältigung von Regenwasserströmen und Infiltration (McLachlan, et al., 2023).

Herkömmliche Systeme für die Bewirtschaftung von Wasserressourcen und die Wasseraufbereitung haben in der Vergangenheit einen linearen Ansatz verfolgt: Quelle, Aufbereitung, Verteilung, Sammlung, Behandlung und Entsorgung (Armitage et al., 2013).

BMBF- „Wassersicherheit in Afrika“ - Vorhabenbeschreibung - NEU-Water

Diese Systeme sind meist zentralisiert und umfassen in der Regel große, ressourcenintensive zentrale Aufbereitungsanlagen mit teuren Wartungssystemen. Die rasante Urbanisierung in Entwicklungsländern wie Südafrika erfordert Wassersysteme, die zirkulär, dezentral, skalierbar, kosteneffizient und einfach zu warten sind (Morgan, 2019). WSUD ist ein Wassermanagementansatz, der Regenwasser, Grundwasser und Wasserversorgung sowie Abwassermanagement integriert, um die Umweltbelastung zu minimieren und die Ästhetik und den Erholungswert zu verbessern (Ahmed et al., 2022). Noch wichtiger ist, dass WSUD dazu dient, natürliche hydrologische Verhalten von Einzugsgebieten zu erhalten, die Wasserqualität von Oberflächen- und Grundwasser zu schützen und den Bedarf an Trinkwasser aus dem konventionellen Wasserversorgungssystem zu minimieren (Charlesworth et al., 2003). Naturnahe Lösungen wie Pflanzenkläranlagen, Rückhaltebecken usw. können, wenn sie dezentral angewandt werden, die Schadstoffbelastung in den natürlichen Wasserströmen verringern und als alternative Wasserquelle dienen, die den umliegenden Gemeinden zugutekommt. Das NEU-Water Projekt zielt darauf ab, Umsetzungsprozesse für diese Systeme zu entwickeln, die die Prinzipien von WSUD nutzen, Multifunktionalität fördern und natürliche Wassereinzugsgebiete erhalten, so dass sie an die Bedürfnisse und Herausforderungen der südafrikanischen Region angepasst sind.

Auch das Recycling von Regen- und Grauwasser ist kein neues Konzept. Wie von Angelakis, et al. (2018) erläutert, reicht die Praxis der Wasserrückverwendung Jahrhunderte zurück. Derzeit wird die Wiederverwendung von Wasser in der urbanisierten Welt nur selten praktiziert. Selbst im europäischen Kontext werden weniger als 5 % des gereinigten Abwassers verwendet, und die Menge macht weniger als 0,5 % der gesamten Süßwasserentnahme aus (EU, 2021). Obwohl mehrere Studien die Vorteile des Recyclings sowohl in wirtschaftlicher als auch in landwirtschaftlicher Hinsicht aufgezeigt haben, gibt es nur wenige erfolgreiche Beispiele für das Recycling und die Wiederverwendung von Grau- und Regenwasser in informellen Siedlungen und dichten städtischen Gebieten weltweit, insbesondere im südlichen Afrika. Höhere Wartungskosten, die Notwendigkeit komplexer betrieblicher Fähigkeiten, fehlende Eigenverantwortung der Gemeinschaft und mangelnde Akzeptanz wurden als mögliche Gründe genannt (Maquet, 2020). Die Aktivitäten des NEU-Water-Projekts sind darauf ausgerichtet, diese Herausforderungen anzugehen, um den Änderungsprozess zur Nachhaltigkeit zu gewährleisten.

Zu den WSUD-Optionen gehören nachhaltige Technologien in der Wasserwirtschaft, neue Technologien im Bereich des anthropogenen hydrologischen Flussrecyclings, neue architektonische Entwürfe in der Flächennutzung und neue Entwürfe in der natürlichen hydrologischen Flussernte (Payne, et al., 2015). Während die Sammlung, Speicherung und Wiederverwendung von Regenwasser in mehreren Städten als wirksamer und finanziell machbarer Schritt zur Verringerung des Abflusses und der Verschmutzung anerkannt wurde, ist die praktische Anwendung des Abwasserrecyclings auf einige wenige Fälle beschränkt. Wie in der folgenden Abbildung dargestellt, wurden weltweit mehrere Instrumente für die Bewirtschaftung von Regen- und Niederschlagswasser eingeführt.

BMBF- „Wassersicherheit in Afrika“ - Vorhabenbeschreibung - NEU-Water

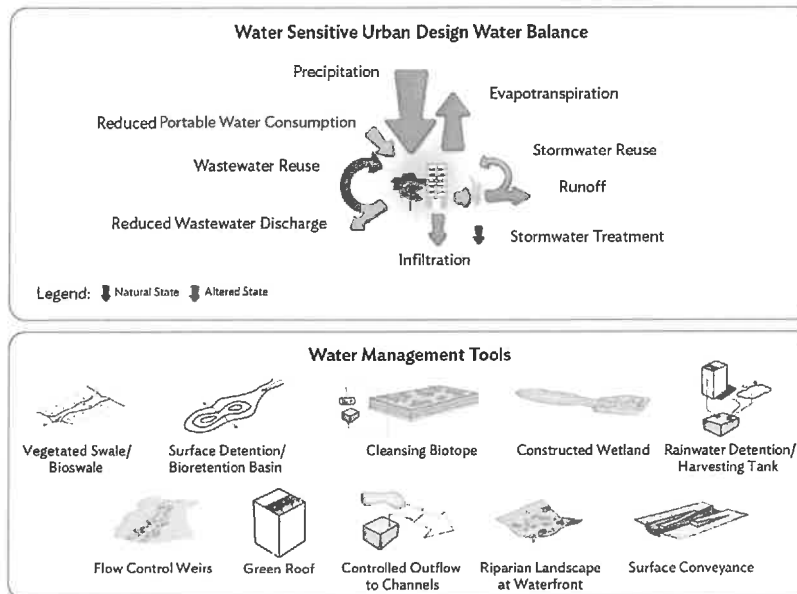


Figure 1: A. Hoban and T.H.F. Wong. 2006. WSUD Resilience to Climate Change

Sowohl Recycling als auch WSUD sind Konzepte, die derzeit in der Region Westkap breit diskutiert werden. Mit der Kapstädter Wasserstrategie "Our Shared Water Future" hat sich die Stadt verpflichtet, bis 2040 wassersensibel zu werden (City of Cape Town, 2020). Das kürzlich geplante groß angelegte Wasserrecyclingprojekt in Kapstadt und die langjährigen Erfahrungen mit dem Abwasserrecycling in Namibia zeigen die Notwendigkeit und das Engagement für Wasserrecycling in der Region. Die Erfahrungen mit nachhaltigen Stadtentwässerungssystemen (SUDS) und die vorgeschlagene Produktion von aufbereitetem Wasser dienen größtenteils Gebieten, die bereits Zugang zu wasserwirtschaftlichen Dienstleistungen haben. In informellen und dicht besiedelten Gebieten besteht jedoch eine große Lücke bei der Erbringung von Dienstleistungen, insbesondere bei der Regenwasser- und Grauwasserbewirtschaftung. Das NEU-Water-Projekt schlägt einen alternativen Ansatz vor, der den Prinzipien nachhaltiger und angemessener Lösungen folgt und speziell auf solche Siedlungen ausgerichtet ist.

Die rasche und unzureichend geplante Urbanisierung in Afrika und die jüngsten Fälle von hohem Wasserstress, wie die Wasserkrise am Day Zero 2017-18 in Kapstadt, haben die Notwendigkeit eines neuen Ansatzes für das städtische Wassermanagement verstärkt. Es wurden mehrere Studien zur Anpassung von WSUD durchgeführt, darunter auch die Arbeit von Projektpartnern (Beispiele: BMBF-gefördertes Blue Green Streets Project - HafenCity Universität und Report - Water Sensitive Urban Design (WSUD) for South Africa: Framework and guidelines developed by the University of Cape Town). Zwar gibt es bereits einige Erfahrungen mit der Regenwasserbewirtschaftung im Rahmen von WSUD, aber die Einbeziehung von Recycling und Wiederverwendung durch WSUD könnte eine weitere zu untersuchende Strategie sein, da sie das Potenzial hat, Städte vor künftigen Herausforderungen der Wassersicherheit zu schützen und den Gemeinden zahlreiche Vorteile zu bieten.

In Südafrika fallen in informellen Siedlungen erhebliche Mengen komplexer Abwässer an - typischerweise eine Mischung aus menschlichen Ausscheidungen, Grauwasser und

[Handwritten signatures]

BMBF-, Wassersicherheit in Afrika " - Vorhabenbeschreibung - NEU-Water

Regenwasser, die direkt in verschiedene Wassersysteme fließen (Muanda et al., 2020) und eine Reihe von bedenklichen Chemikalien (CEC) enthalten. Es wird geschätzt, dass in den informellen Siedlungen Südafrikas täglich durchschnittlich über 490000 m³ Grauwasser anfallen und entsorgt werden (Carden, 2006). Dieses weggeworfene Wasser bildet oft einen Strom von Oberflächenabfluss, der mit Schwarzwasser aus Nachtböden und anderen allgemeinen festen Abfällen kombiniert wird (Abia et al., 2017; Winter & Mgese, 2011; Winter et al., 2010). Diese Kombination aus dem Abfluss von Abwasser und der Einleitung von unerwünschtem Wasser lässt sich aufgrund des hohen organischen Gehalts, der in den Fluss gelangt, am besten als dunkler Geysir-Schatten beschreiben. Dies führt zu einer Mischung aus Oberflächenwasserabfluss mit erhöhten Konzentrationen von Nährstoffen und CECs wie pharmazeutischen Wirkstoffen, Medikamenten und antibiotikaresistenten Bakterien, die häufig in nahe gelegene Gewässer und Flüsse gelangen (Abia et al., 2018; Dalu et al., 2017). Frühere Studien haben gezeigt, dass Oberflächenwasser aus informellen Siedlungen in der Regel stark verschmutzt ist, mit CSB-Konzentrationen zwischen 1500 und 8500 mg/L, Öle und Fette zwischen 30 und 2000 mg/L, Leitfähigkeiten zwischen 50 und 1500 mS/m und pathogene Keime enthält, die mit denen von Rohabwasser vergleichbar sind (Carden et al., 2007; Armitage et al., 2009). Ohne eine angemessene Behandlung stellen Oberflächenwassereinleitungen aus informellen Siedlungen daher eine erhebliche Gefahr für die Qualität des verfügbaren Süßwassers dar und haben negative Auswirkungen auf die Gesundheit von Menschen und Umwelt.

Aus diesen Gründen hat sich das NEU-Water Projekt entschieden, sich auf die Vorteile und Möglichkeiten von naturbasierten Lösungen zu konzentrieren, die integraler Bestandteil effektiver WSUD- und SUD-Prinzipien und -Praktiken sind. Biofiltrationssysteme stellen eine der vielversprechendsten naturbasierten Lösungen (NBS) zur Entfernung von Umweltschadstoffen dar (Oral et al., 2020). Studien haben gezeigt, dass Biofilter Schadstoffe, einschließlich organischer und anorganischer Stoffe, Nährstoffe und Krankheitserreger, aus kontaminiertem Wasser entfernen können (Saeed und Sun, 2012), ähnlich den Prozessen, die in natürlichen Feuchtgebieten ablaufen (Roy-Poirier et al., 2010). Dazu gehören Sedimentation, Filtration, chemische Ausfällung und Adsorption, mikrobielle Interaktionen und Aufnahme durch die Vegetation (Kadlec und Wallace, 2008). Das Ausmaß, in dem diese Prozesse Schadstoffe entfernen und/oder reduzieren, hängt jedoch neben anderen Faktoren von der Art des verwendeten Biofilters, der Wassermenge und -qualität sowie den lokalen Klimabedingungen ab (Oral et al., 2020).

Die Literatur weist auf mehrere Wissenslücken in der Biofiltrationsforschung hin. Erstens: Obwohl die Forschung zeigt, dass Biofilter die Nährstoffe im Abfluss reduzieren und die Wasserqualität verbessern können, gibt es nur wenige Untersuchungen darüber, inwieweit diese Systeme in der Lage sind, die Wasserqualitätsziele unter Bedingungen zu erreichen, wie sie in informellen Siedlungen zu finden sind. Zweitens: Obwohl Studien darauf hinweisen, dass Biofilter das Potenzial haben, die Wiederverwendung von Ressourcen zu verbessern, gibt es nur wenige Untersuchungen darüber, inwieweit Biofilter die Anforderungen an die Wiederverwendung von Wasser unter Bedingungen erfüllen können, wie sie in informellen Siedlungen anzutreffen sind. Einige neue Studien haben gezeigt, dass Biofilter mit anderen technischen Lösungen wie anaeroben Prozessen integriert werden können, um die strengen Vorschriften für die Wasserwiederverwendung zu erfüllen (Kisser et al., 2020). Bisher wurde jedoch nicht versucht, das gereinigte Abwasser aus informellen Siedlungen trotz der hohen Nährstoffbelastung zurückzugewinnen und/oder wiederzuverwenden, da Bedenken bestehen,

Handwritten signatures and initials at the bottom right of the page, including a stylized 'P', 'Jub', and 'gm'.

BMBF-, Wassersicherheit in Afrika " - Vorhabenbeschreibung - NEU-Water

dass erhöhte CSB-Konzentrationen und das Vorhandensein von Krankheitserregern die menschliche Gesundheit beeinträchtigen könnten (Carden et al., 2007; Armitage et al., 2009).

Die jüngste Forschungsarbeit, die im "Water Hub" in Franschhoek, Südafrika, durchgeführt wurde, verwendet Rohwasser, das aus dem Stiebeuel-Fluss entnommen wird (weitere Erläuterungen in WP2). Das Team der UCT zeigte, dass bepflanzte und unbepflanzte Biofilterzellen aus großen Steinen die NH_3 und PO_4^{3-} -Konzentrationen im kontaminierten Wasser unter verschiedenen Wasserqualitätsbedingungen um bis zu 92 % senken. Das entnommene Wasser umfasste sowohl Regenwasser als auch Grauwasser aus der informellen Siedlung Langrug und Teilen der Wohngebiete von Groendal. Die geringen Schwankungen zwischen den Zellen lassen darauf schließen, dass die Pflanzenabsorption nur in geringem Maße für die Beseitigung von Schadstoffen verantwortlich war. Mit Ausnahme der Pfirsichkernzellen reduzierten alle anderen Zellen effektiv die N- und EC-Konzentrationen durch eine Kombination von simultaner Nitrifikations- und Denitrifikationsprozessen (SND), so dass sie schließlich die Mindestanforderungen an die Wasserqualität für Bewässerungszwecke erfüllten und den südafrikanischen Wasserqualitätsrichtlinien für aquatische Systeme zur Einleitung in Binnengewässer (Süßwasser) entsprachen. Weitere Untersuchungen zum Pflanzenwachstum wurden durchgeführt. Labornormen und Vergleiche mit lokalen Supermarktprodukten zeigen, dass die Qualität der aufeinanderfolgenden Ernten weitgehend den Erwartungen entsprach (Winter, Mgese, Nicklin, & Maraj, 2023).

Bisherige Arbeiten des Antragstellers

Hafencity Universität Hamburg (HCU) beschäftigt sich mit der Zukunft von Großstädten und verfolgt dabei einen systematischen transdisziplinären Forschungsansatz. Das Fachgebiet "Umweltgerechte Stadt- und Infrastrukturplanung" (USIP) arbeitet interdisziplinär an den Schnittstellen zwischen technischer Infrastrukturplanung (z.B. Wasserwirtschaft) und Raum-, Stadt-, Landschafts- und Freiraumplanung. Die Abteilung arbeitet daran, nachhaltige Strategien für Klimaschutz und Klimaanpassung zu entwickeln und umweltplanerisches Wissen effektiv und innovativ umzusetzen.

Das HCU-Team hat in den letzten zehn Jahren an dem Konzept der wassersensiblen Städte gearbeitet. Im Rahmen des 2011 von der EU geförderten Projekts "SWITCH - Managing Water for the City of the Future" wurde ein Handbuch zur wassersensiblen Stadtgestaltung entwickelt. Das Handbuch beschreibt die Grundsätze, Techniken und Beispiele für die Integration einer wassersensiblen Stadtgestaltung mit besonderem Schwerpunkt auf der dezentralen Regenwasserbewirtschaftung. Die Konzepte der dezentralen Regenwasserbewirtschaftung wurden im Projekt "RegenInfraStrukturAnpassung (RISA)" mit Partnern der Behörde für Stadtentwicklung und Umwelt Hamburg (BSU) und Hamburg Wasser (HW) im Rahmen der Arbeitsgruppe/Arbeitspaket "Stadt- und Landschaftsplanung" des Kooperationsprojekts weiter untersucht. Im Rahmen dieses Projektes wurde eine systematische Analyse der bestehenden Planungs- und Umsetzungsinstrumente (u.a. Stadt- und Landschaftsplanung auf verschiedenen Planungsebenen, Baugenehmigungsverfahren, Grünordnungsplanung, informelle Instrumente) für den Umgang mit Regenwasser - fördernd und hemmend - in Hamburg durchgeführt.

Derzeit leitet die Abteilung das vom BMBF geförderte Projekt BlueGreenStreets (Phase 2), in dem die Wirksamkeit von (bestehenden) Planungsinstrumenten und -regelungen zu grüner städtischer Infrastruktur, Siedlungswasserwirtschaft, Sanierungsmanagement von Straßen

BMBF-, Wassersicherheit in Afrika " - Vorhabenbeschreibung - NEU-Water

und Kanälen sowie Verkehrs- und Freiraumplanung untersucht, bewertet und weiterentwickelt werden soll. Durch innovative Konzepte wie Retentionsbegrünungen und Baumrigolen wird der multifunktionale Einsatz von WSUD-Maßnahmenarten erforscht. Die Anwendbarkeit dieser Technologien und ihre Integration in die Politik und die kommunalen Verwaltungsprozesse in Deutschland werden ebenfalls untersucht.

Mit dem Masterstudiengang Ressourceneffizienz in Architektur und Planung (REAP) bietet der Fachbereich USIP jungen Studierenden eine Lernmöglichkeit zum Thema nachhaltiges Wassermanagement. Das REAP-Programm läuft seit über 10 Jahren, und richtete sich hierbei überwiegend an internationalen Studierende. Die Kombination aus der Lehre von Technologien und der Erforschung des sozioökonomischen Kontextes, in dem städtische Dienstleistungen erbracht und verwaltet werden, ist das Alleinstellungsmerkmal dieses Programms. Die Erkenntnisse aus dem NEU-Water-Projekt werden direkt in den Lehrplan des REAP-Programms einfließen.

Hamburger Stadtentwässerung AöR (HSE) bildet zusammen mit den Hamburger Wasserwerken GmbH (HWW) den Gleichordnungskonzern HAMBURG WASSER. Die Hamburger Stadtentwässerung ist das öffentliche Wasserentsorgungsunternehmen in Hamburg, das Abwasserdienstleistungen (Kanalisation und Abwasserbehandlung) für mehr als zwei Millionen Kunden in Norddeutschland erbringt. Die HSE ist für die Niederschlagswasserentwässerung in Hamburg sowie einer Reihe von Gemeinden in der Metropolregion Hamburg zuständig. Die Gruppe Wasserwirtschaft und Quartiersentwicklung in der Stabsstelle Infrastrukturentwicklung befasst sich mit einer angepassten Bewirtschaftung von Regenwasser in städtischen Gebieten. Bereits 2007 wurde für Hamburg das Kompetenznetzwerk Regenwasser gegründet. Eine stete Ausweitung der Aktivitäten in diesem Bereich erfolgte mit dem langfristig angelegten Kooperations-Projekt Regeninfrastrukturanpassung (RISA). RISA verfolgt das Ziel, Ressourcen über Institutionen hinweg zu bündeln, innovative Ansätze für neue Herausforderungen im Regenwassermanagement zu entwickeln und diese umzusetzen. Des Weiteren unterstützt die HSE und HWW im Rahmen von Betreiberpartnerschaften die Wasserversorger in Jordanien, Tansania, Südafrika und der Ukraine bei der Verbesserung der Wasserversorgungs- und Abwasserentsorgungsprozesse. Hamburg Wasser wird das Projekt unterstützen, indem es die Zusammenarbeit mit Versorgungsunternehmen und staatlichen Institutionen leitet.

URBANWaters Consulting GmbH (UWC) berät weltweit Kommunen, Stadtverwaltungen und Ministerien im Ausbau der kommunalen Abwasser- und Sanitärversorgung und Stadthygiene sowie im Ausbau der institutionellen Kapazitäten für eine nachhaltiges Wassermanagement. Die Beratungsleistungen die Erstellung von Investitionsplänen, städtische Masterplänen, nationale Richtlinien und Guidelines, ingenieurtechnische Planung und Umsetzungsbetreuung sowie Trainingsmaßnahmen von der Ministerium- bis zur Betriebs- und Nutzerebene. Inhaltliche Schwerpunkte sind die Themen lokal angepasstes dezentrales Wasser- und Abwassermanagement mit Einsatz von naturnahen und gering technisierten Lösungen zur Behandlung und Wiederverwendung sowie deren Integration in die Stadtplanung und Bereitstellung kommunaler Daseinsvorsorge.

In den letzten 5 Jahren hat UWC zusammen mit lokalen Partnern in Länder wie Tansania, Uganda, Mali, Bangladesch, Laos, Philippines für knapp 1.0 Millionen Menschen Infrastrukturen für die Abwasser- und Fäkalschlammbehandlung geplant und umgesetzt. Für Städte wie Malindi/Kenia oder Mazar-e-sharif/Afghanistan wurden strategische Masterpläne in enger Zusammenarbeit mit den lokalen Stadtverwaltungen erstellt. In 2022 führte die UWC

BMBF- „Wassersicherheit in Afrika “ - Vorhabenbeschreibung - NEU-Water

ein mehrtägige Trainingsprogramm durch für Vertreter von Wasserver- und Entsorgungsbetrieben, Privatsektor und Zivilgesellschaft allein zum Thema Einsparung und Wiederverwendung von Wasser/Abwasser in Kommunen und Industrie.

Das Team des **Future Water Institute an der University of Cape Town (UCT)** leistete Pionierarbeit bei der Erforschung und Umsetzung von wassersensiblen Städten in der Region und hat eine Community of Practice (CoP) zu diesem Thema entwickelt und geleitet. UCT war einer der Hauptakteure bei Veröffentlichungen wie "Water Sensitive Urban Design (WSUD) for South Africa: Framework & Guidelines". Unter den verschiedenen laufenden Aktivitäten des UCT-Teams ist die Studie zur Bewertung der Leistung von Biofilterzellen wahrscheinlich diejenige, die am stärksten mit dem NEU-Water-Projektkonzept verbunden ist. Das UCT-Team hat die Forschungsaktivitäten in der alten Kläranlage in Franschhoek, die als "The Water Hub" bezeichnet wird, als Reallabor geleitet, in dem bereits einige Studien zu verschiedenen Elementen naturbasierter Lösungen durchgeführt wurden.

Stellenbosch Municipality ist die lokale Gemeinde, die die Städte Stellenbosch, Franschhoek und Pniel sowie die umliegenden ländlichen Gebiete in der Provinz Westkap in Südafrika verwaltet. Die Abteilung für Infrastruktur ist für mehrere Dienste verantwortlich, einschließlich, aber nicht beschränkt auf Wasserwirtschaft; Abfallwirtschaft; Straßen und Regenwasser.

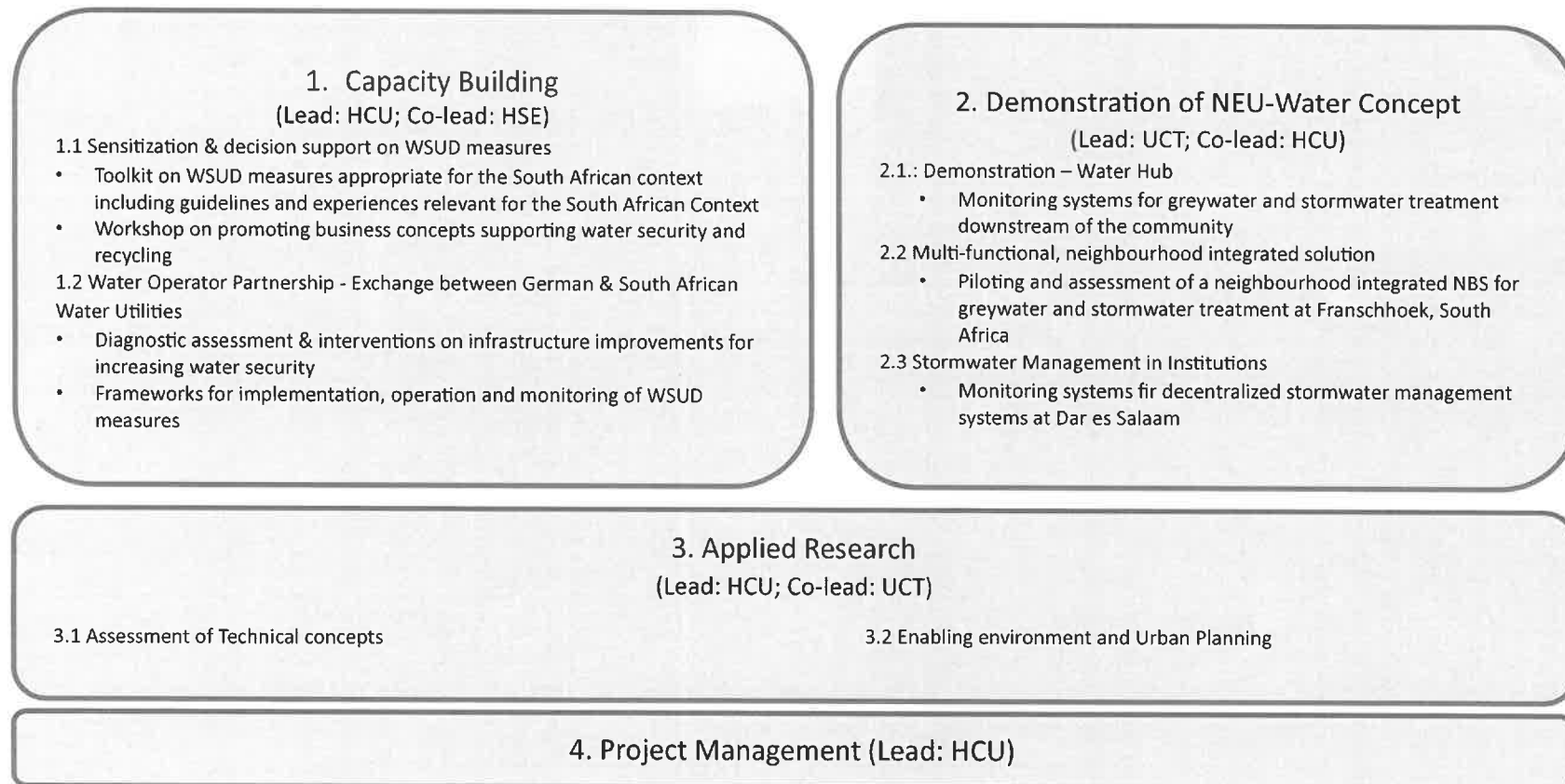
Die 2007 gegründete **Ardhi University (ARU)** entwickelte sich vom Survey Training Center (1956 – 1972) zum Ardhi Institute (1972 – 1997) und dann zum University College of Land Architectural Studies der University of Dar es Salaam (1997 – 2007), und letztendlich zu einer vollwertigen Universität. Die School of Spatial Planning and Social Science (SSPSS) ist eine der wichtigsten vier der Universität, und hat mehrere Projekte durchgeführt, die sich mit den Auswirkungen des Klimawandels, der Eindämmung und Anpassung sowie Resilienzstudien in städtischen Siedlungen in Tansania befassten. Die HCU arbeitet seit über 10 Jahren mit Ardhi zusammen, unter anderem im Bereich Regenwasserbewirtschaftung.



III. Work Plan // Arbeitsplan

(in englischer Sprache)

Strukturplan



BMBF-, Wassersicherheit in Afrika " - Vorhabenbeschreibung - NEU-Water

Gantt Chart // Balkenplan

Added as Annex 1

Objectives, activities, resource and milestone planning

The following tables show the objectives, expected results, methods/solution paths, activities/tasks/sub-tasks (separated by partners) for each work package with time periods, risks and essential prerequisites for the fulfilment of the work, milestones (in terms of content and time) and the project-related resource planning and milestone planning.

WP 1 Capacity Building

WP1.1.: Sensitization & decision support on WSUD measures

Task 1.1 builds on the existing initiatives in Cape Town and the Western Cape region, such as the WSUD Community of Practice (CoP), by developing decision support tools and collating case studies relevant to southern African. The tools are planned to be hosted and disseminated via existing knowledge management platform such as www.sswm.info. The toolkit is planned as a collection of factsheets on WSUD examples that showcase water reuse and case studies from international, southern African or comparable contexts. The tool is envisaged to be an easy-to-use online compendium. A comparable example of wastewater management can be found on the links: [NaWaTech](#) or [Sanitation Systems](#) compendium.

Learning from the tool will be developed as a training workshop targeted at private entrepreneurs (from the southern African region) who are interested in developing businesses and products relevant to urban water security and recycling. The HCU will lead the development of tools with the support of project partners especially UCT and Hamburg Wasser. Workshops, knowledge management. Consultations with local stakeholders (entrepreneurs, water experts as well as marketing of the training activities) shall be co-ordinated between HCU and UCT.

Responsible	Prof. Dr.-Ing. Wolfgang Dickhaut, Project lead HCU
Team	<ul style="list-style-type: none"> • Ajith Edathoot • NN, Researcher • NN, Researcher
Co-operation Partner NEU-Water	A/Profs Kevin Winter & Kirsty Carden, Project co-leads, Future Water Institute, UCT NN, HSE NN, Viva con Agua Andreas Schmidt, Urban Waters Consulting
Co-operation Partner External	External experts (regional and thematic) shall be identified and invited for consultations
Goals	Decision support on selection and use of WSUD measures for stormwater and greywater management and reuse in South African context
Expected results	A toolbox including technical information and case studies on applications and experiences will be disseminated among the local entrepreneurs for further application.
Methods / Solutions	<ul style="list-style-type: none"> • Systematic literature analysis using research databases. • Research of (research) project reports; interviews of stakeholders at potential case study sites and technical experts • Interactive Workshops
Activities/tasks/ subtasks	1. Literature studies and qualitative analysis by thematic focus (II-2024 and IV-2025) HCU and UCT

BMBF- „Wassersicherheit in Afrika“ - Vorhabenbeschreibung - NEU-Water

(separated by partners) with time periods	2. Interviews: Conducting and qualitatively analysing expert interviews (I-2025 – II 2025): HCU and UCT 3. Preparation of the tools: Consolidation and preparation of the technical compendium report (III-2025 – III 2026): HCU and UCT 4. Content development and delivery of workshop (II - 2026- II -2027): UCT+ all partners
Preconditions and essential requirements for the fulfilment of the work	Not specific
Milestones (in terms of content and time)	<ul style="list-style-type: none"> • Ms1.1.1: Report: Technical Compendium of WSUD measures for addressing water security risks, applicable in the project context (II-2025); • Ms1.1.2: Collection of case studies of application of NBS for addressing water security risks, applicable in the project context (IV-2026) • Ms1.1.3: Workshop on promoting business concepts supporting water security and recycling through application of NBS (I-2027)

Partner	Person months	Person known (= Name), Person unknown, not yet decided (= NNZ); Person unknown, not yet hired (= NN)
HCU	8	<ul style="list-style-type: none"> • Ajith Edathoot • NN, Researcher • NN, Researcher
UCT	6	<ul style="list-style-type: none"> • Dr. Victor Parry
HSE	3	<ul style="list-style-type: none"> • N.N., Project team
UWC	0.5	<ul style="list-style-type: none"> • Andreas Schmidt

WP1.2.: Water Operators' Partnership

Water Operators' Partnerships (WOPs) are collaborative arrangements or structured partnerships between water utilities or operators aimed at capacity building on a not-for-profit basis. The core element is the exchange of peer colleagues between the water operators in order to strengthen capacities and enhance performance. This will be beneficial for the utilities' ability to provide public services to residents. This sets off a positive cycle; when customers perceive that the quality of their services is increasing, payment morale rises, and the company will generate more revenue, thereby allowing further improvement.

In this research project, WOP is used as capacity-building tool in the field of stormwater and greywater management and includes a peer-to-peer partnership with the Stellenbosch Municipality. The partners plan to have a broader scope of action and focus on the people in the municipality.

The methodical components of the WOP are as follows:

1. Fact-Finding Mission
2. monthly professional online meetings with peer colleagues
3. at least one on-site visit per year with 2-4 people
4. job shadowing in Hamburg for partners from South Africa.

BMBF- „Wassersicherheit in Afrika“ - Vorhabenbeschreibung - NEU-Water

In the initial phase, technical and personal data will be exchanged in the working groups on Water Sensitive Urban Design (WSUD) consisting of representatives from HSE and Stellenbosch Municipality to facilitate acquaintance and develop an understanding of the process of nature-based and decentralized solutions as well as on the different issues, chances and challenges linked to this topic in Stellenbosch. To structure and enhance the information exchanges, various tools will be utilized, such as a questionnaire and stakeholder analysis. Following this initial data exchange and personal discussions, peers from the partner institutions will be identified and the draft agenda for the first on-site workshop, the Fact-Finding Mission (FFM), will be derived.

As part of the FFM, HSE plans to travel to South Africa to engage in detailed discussions with their partners regarding challenges, potential opportunities, and needs in the field of WSUD and water reuse. The FFM is intended to be kept open to respond to ongoing discussions and requirements. The focus will be on implementing nature-based and decentralized solutions, as well as addressing operational and monitoring needs.

Within peer-to-peer knowledge sharing between the Stellenbosch municipality and Hamburg, advances will be made through the co-development of improved management and adaptation to water security. Therefore, a diagnostic assessment on selected infrastructure will be conducted and the option of optimization of infrastructure analysed. If required, it is also possible to involve other stakeholders from Hamburg, such as the Hamburg Environmental Agency (BUKEA), in order to establish further contact between the peer colleagues. Together with the Stellenbosch Municipality, a framework for the implementation, operation and monitoring of WSUD and water reuse is carried out using results from WP1.1, adapting experiences from Hamburg to Stellenbosch's needs and available information. Through a needs assessment, key factors such as the demand for recycled water, the preferences of residents, and the feasibility of implementing water reuse strategies will be identified.

The HSE brings extensive experience in stormwater infrastructure management and collaboration and the involvement of stakeholders. This includes gathering information, facilitating communication among the parties involved, and defining the framework conditions.

This experience is intended to be applied within the WOP to assist partners in optimizing collaboration with stakeholders who often have limited exposure to rain-greywater management, such as school authorities and housing departments, by following participative approaches. Together with the Stellenbosch Municipality it is planned to work towards a change in residents' perception of water reuse.

HSE will host a 1-week job-shadowing workshop with specialist colleagues from the Stellenbosch municipal administration in Hamburg. They shadow the day-to-day work of the peers and gain an insight into the HSE's processes for implementing, managing and operating infrastructure measures and meetings with relevant stakeholders involved in WSUD activities in Hamburg, enabling them to understand the processes. The impact of job shadowing therefore goes far beyond a study visit. By integrating a WOP into this research project, WP 1.2. aims to build a resilient and sustainable water infrastructure in settlements through workshops, development of methods, collaboration between local partners, and the development of long-term strategies. The WOP establishes the framing of a sustainable capacity building out in WP1.2., the topics in the field of WSUD will be derived from the FFM and linked to the work done within WP1.1, WP2 and WP3. Therefore, it is planned to work

Handwritten signature and initials, possibly 'Jab' and 'gm', located at the bottom right of the page.

BMBF- „Wassersicherheit in Afrika “ - Vorhabenbeschreibung - NEU-Water

closely together with other project partners to combine innovative work on WSUD with sustainable capacity building.

Responsible	Dr. Pascale Rouault, Hamburger Stadtentwässerung AöR (HSE)
Team	1 Person: Project lead 1 Person: Engineer/Coordinator 2 Person: Engineer Specialist 1 Person: Specialist WOP Students
Co-operation Partner NEU-Water	Ajith Edathoot, Researcher, HCU A/Professor Kevin Winter and Kirsty Carden, Future Water Institute, UCT N.N. Project Staff, Viva con Agua
Co-operation Partner External	External experts (regional and thematic) shall be identified and invited for consultations
Goals	<ul style="list-style-type: none"> Utilizing Water Operators' Partnerships (WOPs) as a collaborative and structured approach for a sustainable capacity building in stormwater and greywater management Analysing the stakeholder in WSUD and water reuse infrastructure Diagnostic Assessment: Evaluating selected infrastructure to identify areas for improvement. Optimization of Infrastructure: Analysing options for optimizing existing infrastructure. Framework Development: Collaboratively developing a framework for the implementation, operation, and monitoring of WSUD and water reuse. Recommendations for knowledge transfer strategies and stakeholder collaboration Identification of adaptation strategies Combining innovative WSUD work with sustainable capacity building efforts (collaboration with other WP)
Expected results	<ul style="list-style-type: none"> Strengthened municipality in water security through strategies on WSUD and water reuse measures Adapted methods and strategy documents on WSUD and reuse
Methods / Solutions	<ul style="list-style-type: none"> Interviews of stakeholders Continuous exchange with peer-partners e.g. by monthly online meeting, FFM, on-site meetings Development of approved methods Capacity building and workshops
Activities/tasks/ subtasks (separated by partners) with time periods	<ul style="list-style-type: none"> Data exchange between partner utilities (II-2024); Preparing, conducting and qualitatively analysing interviews with partner utility and stakeholder (II-2024- III 2024): HSE and Stellenbosch Fact-Finding Mission in SA (III-2024): HSE, Stellenbosch and HCU Monthly professional online meetings with peer colleagues --> Analysing and optimizing WSUD infrastructure; optimizing collaboration with stakeholders (III-2024 –III-2026): HSE and Stellenbosch Development of strategic methods (IV-2024- IV-2026): HSE and Stellenbosch Preparation of the strategic report (IV-2026- III-2027): HSE and Stellenbosch Content development and delivery of workshop (II-2027): HSE+ all partners

BMBF- „Wassersicherheit in Afrika“ - Vorhabenbeschreibung - NEU-Water

Preconditions and essential requirements for the fulfilment of the work	<ul style="list-style-type: none"> LOI Stellenbosch Municipality and close collaboration
Milestones (in terms of content and time)	<ul style="list-style-type: none"> Ms1.2.1: FFM -workshop: challenges, potentials, and needs in the field of WSUD in the Stellenbosch Municipality are identified (II-2024); Ms1.2.2: selected infrastructure has been assessed and optimization proposed (III-2026) Ms1.2.3: Knowledge transfer on collaboration with stakeholders (IV-2025) Ms1.2.4: Report and Workshop on WSUD and reuse strategies concepts supporting water security and recycling of NBS (III-2027)

Partner	Person months	Person known (= Name), Person unknown, not yet decided (= NNZ); Person unknown, not yet hired (= NN)
HCU	<ul style="list-style-type: none"> 1 	<ul style="list-style-type: none"> Ajith Edathoot
UCT	<ul style="list-style-type: none"> 1 	<ul style="list-style-type: none"> Kevin Winter NNZ, Project Staff
HSE	<ul style="list-style-type: none"> 25 	<ul style="list-style-type: none"> Pascale Rouault with team

WP 2. Demonstration of NEU-Water Concept

Through field studies carried out during the initial phase, the project consortium has identified the following solutions which represents the principles proposed by the project and can be implemented and studied within the time and budget resources available during the main phase.

Concept	Description	Planned activity
A) Multi-functional Building/ Neighbourhood integrated solution	With this concept, developing & testing of WSUD measures for that can be applied in high-density social housing areas is planned. Decentralized management of mixed stormwater and greywater by treatment and reuse using multi-functional measures shall be demonstrated within the project. Potential reuse option: Urban gardening	WP 2.2
B) "End of the pipe" solution	Due to limitations such as land availability, in certain locations, WSUD measures can only be implemented away from the settlements. Through collection & treatment of greywater and stormwater (mixed) at a suitable downstream location with access to land and proximity to agriculture areas, remediation of pollution of surface water sources and production of water for agriculture can be achieved.	WP 2.1
C) Institutional solution	Large institutional areas such as schools, hospitals, etc. can be ideal locations for learning, demonstrating WSUD measures due to their visibility to the public. With adequate monitoring and management of measures such systems are easier to replicate while ensuring citizen participation.	WP 2.3

Relevance/ Replicability of Demonstrations: These three concepts have been chosen for implementation based as they can be used as typical references for infrastructure improvement projects in the municipality and within the wider southern African context.

BMBF- „Wassersicherheit in Afrika “ - Vorhabenbeschreibung - NEU-Water

With over 147,000 households in Cape Town and over 9000 in Stellenbosch, informal dwellings constitute a significant part of the population in most cities of Western Cape (Centre for Affordable Housing Finance in Africa, 2022). Housing projects are being developed through both public and private investments. The Groendal – Langrug area (B, Figure 2) is representative of similar locations and initiatives as it includes high density informal and low/middle income areas and proposed new housing development site. Interventions in this area can be further replicated in other areas of the province.

The location of the Water Hub – downstream from the urban settlement – is also an ideal study location as there are several informal settlements that are adjacent to water bodies in the region. For example, the dense settlements at Kayamandi (Stellenbosch) and Khayelitsha (Cape Town) have areas which are adjacent to rivers which have reported to be polluted. Nature based solutions can be integrated in the flood plain areas of such rivers for reducing the pollution load on the rivers.

Decentralized stormwater management is highly relevant especially in the context of Dar es Salaam as there are repeated localized flooding events in several parts of the city. The concept for institutional areas (in the current project: hospital and school) which includes both infrastructure and management measures can be further taken up by similar institutions in the city.

WP2.1.: Demonstration – Water Hub

The first Franschhoek wastewater treatment plant was constructed in the 1960s is non-functional since 2010 due to sewer diversion to a new treatment plant. The site, currently used for water and resource recovery research, was dubbed the ‘Water Hub’ by researchers in 2018. As illustrated in the figure below, Water Hub (D) is located the downstream to the settlements of Groendal (C) and Langrug (A). While toilets and ablution blocks are present in the settlements, significant amounts of greywater enter the stormwater drain and reaches the Stiebeuel river.

Through multiple projects (since the start of initial phase), UCT has developed the constructed wetland systems required for treatment studies at the Water Hub. The proposed activity 2.1 is aimed at developing the monitoring and treated water reuse studies using the six biofiltration cells (constructed wetlands).

Within this activity, the following modifications of the biofiltration systems are planned in order to facilitate the research activities.

- Installation of instrumentation systems in the inlet and treatment areas for online measurement of key parameters such as flow and pollutant loads
- Modifications on the treatment through civil construction works to adapt the treatment trains for optimizing reuse systems.

The studies and results from the measurements will be shared with the community upstream to the river through innovative community engagement and awareness activities.

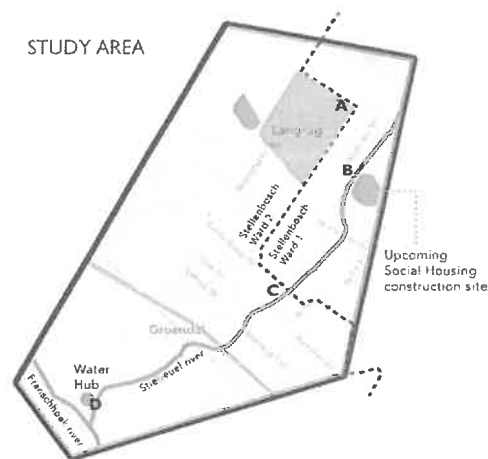


Figure 2: Study Area at Franschhoek (Source:HCU)

[Handwritten signatures]

BMF-, Wassersicherheit in Afrika " - Vorhabenbeschreibung - NEU-Water

Responsible	A/Prof Kevin Winter, University of Cape Town
Team	Ms Emily Nicklin (PhD student), Environmental Science, UCT Ms Kalpana Maraj (PhD student), Chemical Engineering, UCT Dr Victor Parry (post-doc), Future Water Institute, UCT
Co-operation Partners NEU-Water	Ajith Edathoot, (N.N), Research Staff HCU Andreas Schmidt, Engineer, UWC (N.N), Project Staff, VcA Mr Shane Chandaka, Director of Infrastructure, Stellenbosch Municipality
Co-operation Partner External	Professor Neil Armitage, Civil Engineer and SUDs specialist Langrug Community Project
Goals	Characterisation of water quality in the river and its diurnal /seasonal variation Establish a high-resolution water quality reference dataset. Use a bioremediation treatment train to treat up to 20kl of water per day being pathogen-free and capable of meeting health and safety standards for irrigation purposes and compliant with discharge standards. Building community awareness and measures for mitigating pollution at source
Expected results	A predictive model to determine the conditions and peak concentrations of contaminants in the river. Achieving water quality standards that meet South African discharge and irrigation guidelines
Methods / Solutions	Use high-resolution and continuous, near real-time deployment of multi-probes to monitor and measure water quality capturing diurnal fluctuations, rainfall events and seasonal change Analysing water quality parameters in the biofiltration beds to determine the optimal performance of the biofiltration system with improvement in the management of the detention time and discharge.
Activities/tasks/ subtasks (separated by partners) with time periods	<ol style="list-style-type: none"> 1. <i>Installation of monitoring systems in biofilters:</i> Installation of multiple monitoring probes and loggers in existing biofiltration beds to determine the optimal performance of the filtration system with improvement in the management of the detention time and discharge of high-quality treated water that is informed by decision-support system comprising data and models. (III-2024 - IV-2024); 2. <i>Calibration and verification of the data collection in biofilters:</i> Calibration and verification of the data collection from multi-probe devices and completion of real-time monitoring system for a selected range of parameters including chemicals of emerging concern such as drugs and pharmaceuticals ((IV-2024- II 2025);) 3. <i>Installation and calibration of inflow monitoring system:</i> Re-confirm monitoring points and parameters for measurement in Stiebeul River based on existing datasets. Deployment of monitoring instrumentation in the river at the Water Hub - repeat sampling throughout year (includes level sensors for flow monitoring) (IV-2024-I-2025); 4. <i>Site preparation for agricultural reuse:</i> (I 2025 – III 2025) 5. <i>Post assessment adaptation of systems:</i> Adaptation of treatment trains and natural media informed by initial data results (I- 2026-II 2026) 6. Project dissemination workshop will be organized (I 2025, I 2026 and I 2027) to discuss the outputs of the demonstration with relevant stakeholders at Franschhoek, Stellenbosch Municipality and Western Cape Government on replication of technical concepts.

BMBF- „Wassersicherheit in Afrika“ - Vorhabenbeschreibung - NEU-Water

Preconditions and essential requirements for the fulfilment of the work	Development and testing of multi-probe devices (low-cost, low maintenance locally assembled instrumentation) Confidence in reliability, calibration drift and securing deployment in the river and treatment cells. Improved techniques and familiarity with HPLC chromatography for reality soil, plant and water analysis in quantifying CECs
Milestones (in terms of content and time)	Ms2.1.1 High-resolution data and model for determining the diurnal and seasonal condition of water to inform abstraction operations and management (IV-2025) Ms 2.1.2 Completion of monitoring systems at Water Hub site (IV 2026)

Partner	Person months	Person known (= Name), Person unknown, not yet decided (= NNZ); Person unknown, not yet hired (= NN)	Timeline
HCU	• 4	• Ajith Edathoot (Researcher) • N.N. (Researcher)	
UCT	• 8.4	• Ms Emily Nicklin (PhD student), • Ms Kalpana Maraj (PhD student), • Dr Victor Parry (post-doc)	
UWC	• 1.5	• Andreas Schmidt, Engineer	

WP2.2.: Multi-functional, neighbourhood integrated solution

NBS solutions that can be integrated into building/neighbourhood design can be used as a tool not only for water management but also for generating awareness, improving urban landscapes as well as for augmenting water supply. The experience of a previous pilot project titled “Genius of Space” on greywater management in the informal settlement of Langrug was studied during the initial phase of NEU-Water. The existing service delivery gaps in wastewater and solid waste management as well as lack of continuity in expanding the project area have resulted in abandonment of most of the parts of the pilot project. During the initial phase, three potential locations were identified to plan or implement a building/neighbourhood integrated solution for decentralized, nature-based stormwater/greywater management – marked as A, B and C in Figure 2 (page 20). The demonstration of NEU Water concepts shall be limited to one location within the settlement due to the resource constraints.

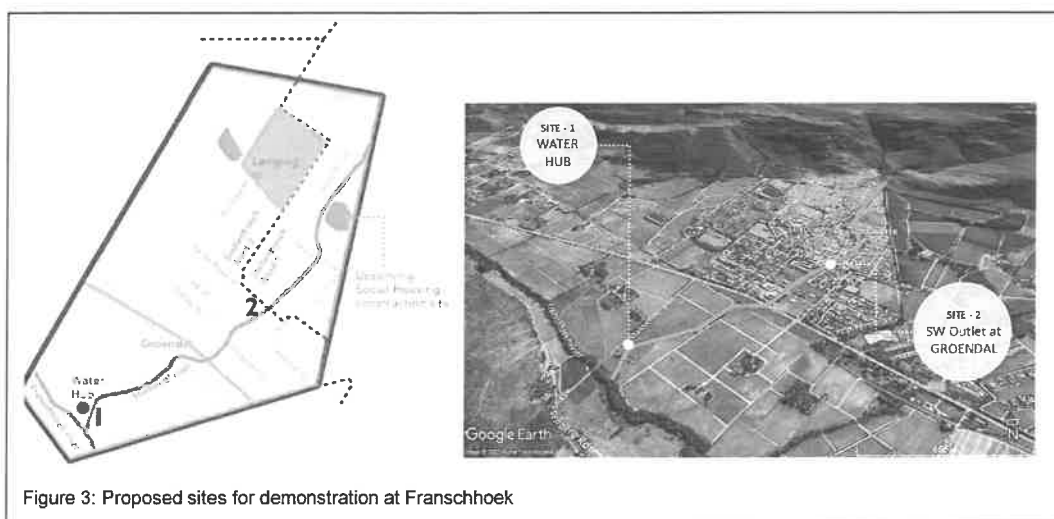


Figure 3: Proposed sites for demonstration at Franschhoek

[Handwritten signatures and initials]

BMBF- „Wassersicherheit in Afrika“ - Vorhabenbeschreibung - NEU-Water

Demonstration of treatment system within the settlement - Location 2: – The intervention is planned at the point where one of the stormwater drains enter the Steibeuel River. The stormwater drain collects rainwater and greywater from the upstream settlements and disposes to the river. Recent studies of the river water quality by UCT has indicated peaks of pollutant loads at 10am and 4pm which is directly associated to the greywater discharge . A biofilter based greywater treatment system will be implemented at this location collecting a part of the outflow to reduce the pollution and prepare treated water that is fit for landscaping. Landscaping using treated water will be studied in the space adjacent to the river and the adjacent green spaces (public parks). Within the main phase a biofilter system capable of treating a part of the mixed greywater flow (approx. 6m³) shall be implemented here. The impact of treatment on the river water quality shall be studied within WP 3.1

Prototyping of building integrated solutions: Prototyping of a resource efficient model house is planned within the project to showcase building integrated concepts for stormwater & greywater reuse aligned to the NEU Water approach. The prototyping is aimed at research and dissemination and will be located on one of the existing buildings at the Water Hub. As a practical example, and stakeholders will find it easier to engage in furthering its development and in considering designs and plans for the proposed temporary housing scheme. The model house is conceptualized with cost affective, 'green' building materials and includes water, sanitation, drainage, and cost-effective technologies that will mitigate rising temperature resulting from climate change and poor environmental conditions. This house, will be used for near-real time data collection & analysis over a year representing seasonal and diurnal conditions.

Development of Planning Concept:

The potential for integration of NEU Water concepts in the social housing projects shall be studied and a concept plan for the upcoming social housing areas shall be developed. According to the current spatial development plan of Stellenbosch Municipality, new developments are being planned at Stellenbosch, Klapmuts and at Franschhoek. The study shall assess these sites to identify WSUD measures that can be integrated in these settlements and the required institutional measures for sustainability within temporary & new housing projects shall be studied from an urban planning perspective using locations at Mooiwater, Stellenbosch and Klapmuts where planning processes as per the current spatial development plan.

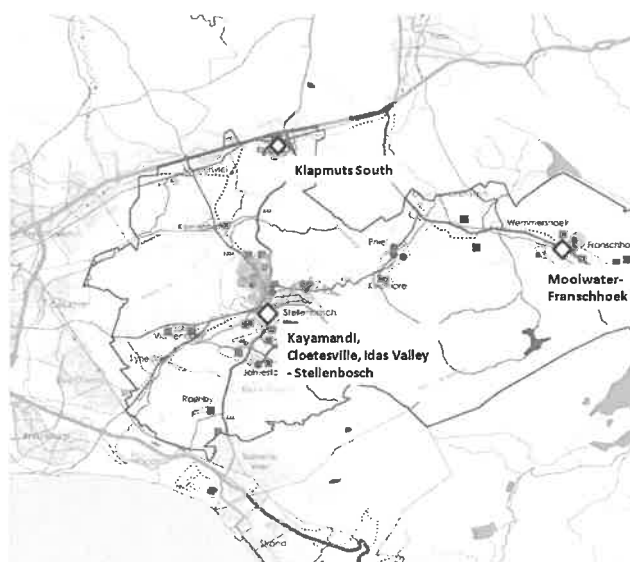


Figure 4: Potential study areas for development of WSUD concept plan mapped on Housing Backlog map of Stellenbosch (Source: Stellenbosch Municipality)

Responsible	Prof. Dr.-Ing. Wolfgang Dickhaut, Project lead HCU
Team	(N.N), Research Staff, HCU

(Handwritten signatures and initials)

BMBF- „Wassersicherheit in Afrika “ - **Vorhabenbeschreibung** - NEU-Water

Co-operation Partner NEU-Water	A/Profs Kevin Winter & Kirsty Carden, Project co-leads, Future Water Institute, UCT (N.N), Project Staff, HSE Andreas Schmidt, Engineer, UWC (N.N), Project Staff, VcA Mr Shane Chandaka, Director of Infrastructure, Stellenbosch Municipality		
Co-operation Partner External	Prof Neil Armitage, SUDs specialist and Civil Engineer Langrug Community Project External experts (regional and thematic) shall be identified and invited for consultations		
Goals	Establish a planning partnership with Stellenbosch Municipality and stakeholder in the re-development of a new chousing settlement alongside the informal settlement of Langrug Plan the layout of the new settlement to include WSUD principles. Facilitate the implementation of WSUD principles by working with community and local municipality		
Expected results	Improved working relationships between researchers, municipal officials and community stakeholders to achieve WSUD outcomes. Implementation of a demonstration of stormwater/greywater reuse system within the community space Significant benefits for residents in a new approach to housing developments that priorities water sensitivity, drainage, public health and living conditions. Improved access to water and benefits of safe reuse for multiple uses		
Methods / Solutions	Participate in a series of collaborative design workshops to co-design a WSUD temporary housing settlement. Implement cost-benefit analysis studies to <ul style="list-style-type: none">• A demonstration house: use this for education / inspiration purposes and install monitoring instruments in the dwelling to capture water-energy related data. Existing houses at the Water Hub (experimental and control shack dwelling at the site with partial monitoring e.g. fitted with real time temperature and humidity loggers) or upcoming houses at the new housing area could be used for this purpose.• A multifunctional demonstration space for treatment and reuse of mixed stormwater and greywater within the neighbourhood:		
Activities/tasks/ subtasks (separated by partners) with time periods	1 Development of concept plan for integration of WSUD measures in the social housing projects(II 2024 – IV 2025 months) , HCU, UCT, HSE 2 Demonstration of NEU Water concept at SW outlet (Location 2: Figure 3) (III 2024 – I 2026) HCU, UCT, HSE 3 Demonstration house at Water Hub (Location 1: Figure 3); (III 2025 – II 2026) HCU, UCT, HSE		
Preconditions and essential requirements for the fulfilment of the work	Establishing a working relationship between researchers, municipal officials and community stakeholders		
Milestones (in terms of content and time)	Ms2.2.1 WSUD Plan & Reuse system implemented in the neighborhood (I-2026) Ms 2.2.1 Completion of demonstration house (II 2026)		
Partner	Person months	Person known (= Name), Person unknown, not yet decided (= NNZ); Person unknown, not yet hired (= NN)	



BMBF- „Wassersicherheit in Afrika “ - Vorhabenbeschreibung - NEU-Water

HCU	• 14	• Ajith Edathoot (Researcher) • N.N. (Researcher)
UCT	• 4	• Ms Emily Nicklin (PhD student), • Dr Victor Parry (post-doc),
HSE	• 3	• Pascale Rouault with team
UWC	• 2.5	• Andreas Schmidt, Engineer

WP2.3.: Stormwater Management in Institutions (Dar es Salaam)

Stormwater management is a critical issue in coastal Tanzania due to inadequate infrastructure and the geoclimatic situations. Through the ongoing partnership between the cities of Hamburg and Dar es Salaam, HCU has been involved in the implementation of two decentralized stormwater management systems in institutional settings in Dar es Salaam. The system at Mburahati Secondary School was completed in 2022 through funding from the city partnership. A second pilot at a municipal hospital is currently being planned to be built in 2024 as a part of BLP-BMZ-Projekt "Water sensitive urban development (WSUD) in Dar es Salaam, Tanzania". Both these projects did not have significant resources for monitoring and research.

The pilots provide opportunities to incorporate water reuse and assess the impacts on water security. Within NEU-Water project, system performance and management modes for reuse will be assessed.

Responsible	Prof. Dr.-Ing. Wolfgang Dickhaut, Project lead HCU
Team	(N.N.), Research Staff, HCU
Co-operation Partner NEU-Water	Prof Ally Namangaya, Ardhi University
Co-operation Partner External	Dar es Salaam City Council through Hamburg-Dar es Salaam city partnership
Goals	Monitoring of decentralized stormwater management systems in institutional buildings Analysis of performance, maintenance, and acceptance of water reuse system
Expected results	Benefits of stormwater reuse in institutional setting quantified
Methods / Solutions	• Development of maintenance and performance data sets
Activities/tasks/ subtasks (separated by partners) with time periods	1 Adaptation of systems for optimizing water reuse (III 2025-I 2026) HCU 2 Installation of monitoring measures (III 2025-I 2026) HCU 3 O&M workshops with stakeholders (I - 2026) HCU
Preconditions and essential requirements for the fulfilment of the work	Completion of implementation under the ongoing BLP project in 2024.
Milestones (in terms of content and time)	Ms 2.3.1 – Monitoring system prepared in 2 project sites at Dar es Salaam (I - 2026) Ms 2.3.2 – O&M Workshop (I - 2026)

Partner	Person months	Person known (= Name), Person unknown, not yet decided (= NNZ); Person unknown, not yet hired (= NN)
HCU	• 10	• N.N. (Researcher)

BMBF- „Wassersicherheit in Afrika“ - Vorhabenbeschreibung - NEU-Water

ARU	<ul style="list-style-type: none"> Not funded within this project 	<ul style="list-style-type: none"> Prof. Ally Namangaya
-----	--	--

WP3 Applied Research

WP3.1.: Assessment of Technical concepts

This WP will use the analyse of quantitative data from biofiltration cells at the Water Hub and to improve the techniques and design to improve treatment of contaminated water to ensure the increasing reliability of safe reuse and discharge despite the varied quality of influent entering the treatment system. It will account for the varying conditions of flow and quality of the raw water from improved monitoring and reporting in near-real time data collection. This will result in a much-needed higher resolution dataset that will be used to characterise and model the condition of the Stiebeuel River resulting in an improved management of the influent entering the biofiltration cells. This is a critical knowledge gap in the use of NbS water treatment and is important to understand as a building block for upscaling biofiltration in a decentralised context. In addition, the technical data will include an assessment of the uptake of minerals, heavy metals, nutrients, bacteria and physical effects of different treated water sources on the soil and the quality of vegetables as observed in experimental food gardens by comparing different water sources (raw water from river; municipal water; and treated water from biofilters). Successive harvest can provide a robust indicator of the efficacy of using nature-based treated water. High quality data analysis and interpretation will inform future publications in the form of academic articles; literature that is accessible to public and of general interest; material for local news media; and a video production on the state of the catchment system, progress in the use of NbS treatment of water and voices of stakeholders participating in the co-creation of innovative solutions to social and environmental challenges.

The co-design and development of a plan for treating greywater, contaminated surface water runoff and associated collection solid waste in the upper reaches of the Stiebeuel River is one of the most serious challenges that need attention within the NEU-Water project. Addressing these issues is partly technical but mostly about new ways and means of addressing public service deprivation and new forms of agency (WP 3.2). At a technical level, research into WSUD design and implementation would be most appropriate and worthwhile if it can be applied to the new temporary housing area that is envisage by the municipality.

Responsible	A/Prof Kevin Winter, University of Cape Town
Team	Ms Emily Nicklin (PhD student), Environmental Science, UCT Ms Kalpana Maraj (PhD student), Chemical Engineering, UCT Dr Victor Parry (post-doc), Future Water Institute, UCT
Co-operation Partners NEU-Water	Ajith Edathoot, (N.N), Research Staff HCU Andreas Schmidt, Engineer, UWC
Co-operation Partner External	External experts (regional and thematic) shall be identified and invited for consultations, e.g. a panel of expertise from the universities of Cape Town, Stellenbosch and the Western Cape.
Goals	To analyse qualitative and quantitative data collection on the performance of implemented measures to treat contaminated water for its safe reuse and discharge, and to determine the level of risk and options for mitigating further risk. To analyse data and convert the results in high impact publications and publicly accessible news and information.

BMBF- „Wassersicherheit in Afrika “ - **Vorhabenbeschreibung** - NEU-Water

Expected results	Nature-based treatment of water and WSUD is established as a feasible and reliable solution for management of stormwater/greywater in dense urban/informal settlement.
Methods / Solutions	Onsite and online data collection Statistical data analysis and interpretation. Development of models to improve predictions of water quality and influence of environmental variables that affect water quality, e.g. rainfall events and hydraulic flow.
Activities/tasks/ subtasks (separated by partners) with time periods	<ol style="list-style-type: none"> 1 Development of a reporting, response and information systems (II 2025-I 2026) UCT 2 Data Analysis: Laboratory preparation of soils, plants and water samples for analysis of chemicals of emerging concern and other characteristics including physical, chemical and microbiological Coding and modelling of data on system performance (III 2025-II 2026) HCU, UCT, UWC 3 Development and validation of results using dataset of inlet monitoring (I 2026 – IV 2026) HCU, UCT, UWC, HSE 4 Research Publications (III 2026 – III 2027) HCU, UCT, UWC, HSE
Preconditions and essential requirements for the fulfilment of the work	Timely completion of WP 2
Milestones (in terms of content and time)	Ms3.1.1 Analysis of water quality during nature-based treatment processes and post-treatment quality (II-2026) Ms 3.1.2 Conference Presentation & Research Publications (II 2027)

Partner	Person months	Person known (= Name), Person unknown, not yet decided (= NNZ); Person unknown, not yet hired (= NN)
HCU	8	<ul style="list-style-type: none"> • Ajith Edathoot • N.N Researcher
UCT	11	<ul style="list-style-type: none"> • Kevin Winter (A/Prof) • Ms Emily Nicklin (PhD student), • Ms Kalpana Maraj (PhD student), • Dr Victor Parry (post-doc),
HSE	2	<ul style="list-style-type: none"> • Pascale Rouault with team
UWC	0.5	<ul style="list-style-type: none"> • Andreas Schmidt, Engineer

WP3.2.: Enabling environment and Urban Planning

The location of the communities around Stiebeuel river and the Water Hub is strategically positioned to facilitate an enabling environment and is set to advance its offerings as an urban living lab with new opportunities to demonstrate practical, sustainable solutions to ‘wicked’ problems. WP 3.2 is an essential component for the development of WSUD in the catchment and the approach, i.e. establishment of living labs, an important approach and catalyst for similar WSUD initiatives in southern African. Living laboratories are sites or arenas that have potential for advancing sustainability transitions and in finding ways to strengthen the capacity of actors and agency in responding to critical social and environmental challenges. Achieving these ideas in practice and understanding how the implementation of WSUD can be accelerated and improved is a critical goal of the NEU-Water project. Academics involved in managing the site are strategically positioned to guide the development of the Water Hub to transform thinking and practice to contribute to a more just, equitable and sustainable world.

BMBF- „Wassersicherheit in Afrika“ - Vorhabenbeschreibung - NEU-Water

To date, progress in the Water Hub and the catchment becoming a living lab has been slow and uncertain partly because the project is dependent on research-led grants and a willingness of academics to champion transformative research, but mainly because it has been difficult to sustain community and stakeholder interest. While the Water Hub has demonstrated innovative and creative ways of treating polluted water, including ways of recovering and reusing resources, little has been done to advance these activities further upstream. The ongoing challenge and success of acceptance of WSUD resides largely in being able to effectively facilitate community-based collaboration and to enable authorities to find the resources to deal with complex causal factors that are a challenge in the sustainable transition from theory-to-practice. Figure 3 shows the development and goals of the Water Hub in its quest to establish a progressive living lab centre that facilitates learning and practical actions that can advance this transition to a more desirable, sustainable outcome.

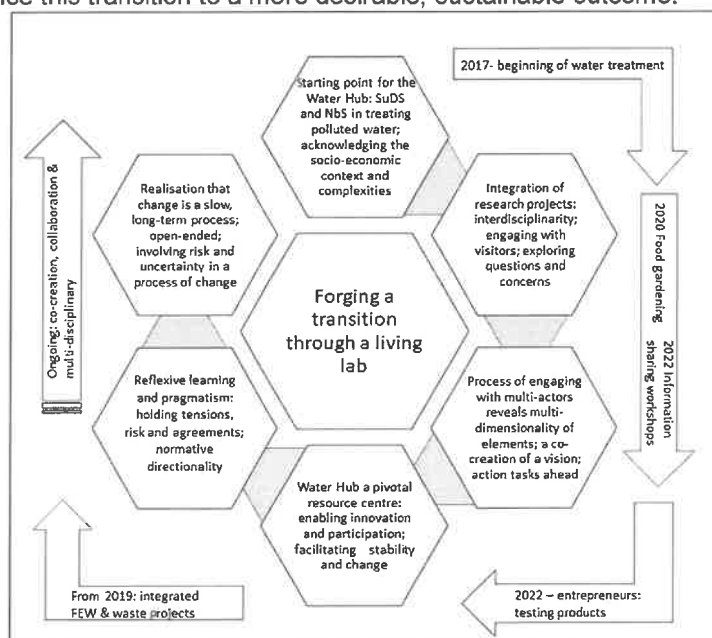


Figure 5: Pathways and elements of sustainability transitions in establishing an enabling environment through the living lab at the Water Hub

This activity will assess and validate how an enabling environment can be achieved by deliberately encouraging collaboration of multi-stakeholder groups with a clear intention of finding sustainable solutions to social and environmental challenges in the catchment. The community engagement activities organized within the project (WP 2.2), activities of other private and public institutions will be studied throughout the project to extract learnings. The study shall also be extended to the project demonstrations in the Water Hub and at Dar es Salaam to assess the challenges and impacts in WSUD thinking in diverse settings.

Responsible	Prof. Dr.-Ing. Wolfgang Dickhaut, Project lead HCU
Team	Ajith Edathoot, N.N, Researchers HCU
Co-operation Partner NEU-Water	All partners
Co-operation Partner External	External experts (regional and thematic) shall be identified and invited for consultations
Goals	To understand the obstacles and challenges of implementing WSUD in a dense peri-urban settlement.

BMBF- „Wassersicherheit in Afrika “ - Vorhabenbeschreibung - NEU-Water

	To identify the approach and support required to manage the form(s) required to sustain WSUD in an informal/ urban poor settlement. Analysis of cost-benefit of WSUD based on economic analysis and social analysis.
Expected results	Development and validation stakeholder engagement processes for integrating WSUD principles in stormwater/greywater management to address water security challenges in South Africa
Methods / Solutions	Identification of qualitative indicators of social learning, actions and support practical transfer of knowledge and capacity to address critical issues in the catchment Collection of social data and information using mixed methods: interviews, observations, group work, and recording of events.
Activities/tasks/ subtasks (separated by partners) with time periods	<ol style="list-style-type: none"> 1 Literature review of the social indicators of the uptake of WSUD concepts (II-2024 – IV 2024) HCU & UCT 2 Identification and attribution of social indicators in understanding acceptance of WSUD for governing and managing the long-term prospects in the context of the NEU-Water project in South Africa (II-2024 – II 2027) All partners 3 Analysis on how the activities in the project areas is transferring learning and uptake of knowledge and actions beyond the boundaries of site (II-2026 – II 2027) HCU & UCT
Preconditions and essential requirements for the fulfilment of the work	Timely completion of WP 2
Milestones (in terms of content and time)	Ms3.2.1 Conference Presentation & Research Publications II 2027

Partner	Person months	Person known (= Name), Person unknown, not yet decided (= NNZ); Person unknown, not yet hired (= NN)
HCU	• 12	• Ajith Edathoot, N.N, N.N., Researchers
UCT	• 5.5	• A/Prof. Kevin Winter • Dr. Victor Parry
ARU	• Not funded	• Dr. Ally Namangaya
HSE	• 1	• Pascale Rouault with team
UWC	• 0.5	• Andreas Schmidt, Engineer

WP4.: Project Management

Responsible	Prof. Dr.-Ing. Wolfgang Dickhaut, Project lead HCU
Team	Ajith Edathoot; N.N Researchers HCU
Co-operation Partner NEU-Water	All Partners
Co-operation Partner External	Not Applicable
Goals	Communication Efficient management and delivery of outputs and reports
Expected results	Timely submission of reports
Methods / Solutions	<ul style="list-style-type: none"> • Systematic literature analysis using research databases. • Research of (research) project reports; Interviews of stakeholders at potential case study sites and technical experts • Interactive Workshop

BMBF-, Wassersicherheit in Afrika " - Vorhabenbeschreibung - NEU-Water

Activities/tasks/ subtasks (separated by partners) with time periods	<ul style="list-style-type: none"> Monthly online project meetings (Throughout the project) 3 Project meetings organized in South Africa (III-2024,I-2026,II-2027)- All partners Participation in WASA meetings (II - 2024, III- 2027) All partners Communication of project activities and outputs (Throughout the project) All partners
Preconditions and essential requirements for the fulfilment of the work	Not specific
Milestones (in terms of content and time)	<ul style="list-style-type: none"> Yearly project reports

Partner	Person months	Person known (= Name), Person unknown, not yet decided (= NNZ); Person unknown, not yet hired (= NN)
HCU	<ul style="list-style-type: none"> 3.6 	<ul style="list-style-type: none"> Ajith Edathoot, Researcher N.N, Researcher
UCT	<ul style="list-style-type: none"> 1.2 	<ul style="list-style-type: none"> Kevin Winter NN Project Staff
HSE	<ul style="list-style-type: none"> 1 	<ul style="list-style-type: none"> Pascale Rouault with team
UWC	<ul style="list-style-type: none"> 0.2 	<ul style="list-style-type: none"> Andreas Schmidt, Engineer

IV. Verwertungsplan

In den folgenden Tabellen sind wirtschaftliche Erfolgsaussichten, Angaben zur wissenschaftlich-technischen Verwertung, wissenschaftlicher und wirtschaftlicher Folgeentwicklungen/-projekte und Angaben zum Wissenstransfer für jeden Partner dargestellt.

1. Hafencity Universität Hamburg (HCU)

1. Wirtschaftliche Verwertung aus Sicht der Hochschule und ggf. aus Sicht Dritter		
Lfd. Nr.	Konkrete Verwertung	Zeithorizont
	keine	
2. Wissenschaftlich-technische Verwertung aus Sicht der Hochschule und ggf. aus Sicht Dritter		
Lfd. Nr.	Konkrete Verwertung	Zeithorizont
1	Fachveröffentlichungen NEU-Water	Ab 2026
2	Vorträge auf Fachtagungen und Kongressen, national und international	Ab 2026
3. Wissenschaftliche und wirtschaftliche Folgeentwicklungen/-projekte aus Sicht der Hochschule und ggf. aus Sicht Dritter		
Lfd. Nr.	Nächste Schritte	Zeithorizont
1	Folgeanträge EU, etc.	Ab 2026
2	Netzwerkbildung zwischen Wissenschafts-, Klein- und Mittelunternehmens- (KMU), und Kommunal-Partnern, auch mit dem Ziel, die Entwicklung von über das Verbundprojekt hinausgehenden gemeinsamen (FuE-)Aktivitäten zu prüfen	Ab 2026

BMBF- „Wassersicherheit in Afrika “ - **Vorhabenbeschreibung - NEU-Water**

4. Wissenstransfer (Studien-/Semesterarbeiten, Abschlussarbeiten, kooperative Promotionen, Ausgründungen)		
Lfd. Nr.	Nächste Schritte	Zeithorizont
1	Bachelor- / Masterthesis, ca. 4	2024-2027
2	Promotion, ca. 1-2	2026-2027
3	Übernahme von Inhalten der Forschung in Lehrformate der HCU in den Studienprogrammen Bauingenieurwesen, Stadtplanung und REAP	Ab 2026

Hamburger Stadtentwässerung AöR HSE

1. Wirtschaftliche Verwertung aus Sicht der HSE		
Lfd. Nr.	Konkrete Verwertung	Zeithorizont
1	Beitrag zur Agenda2030-Erreichung der Stadt Hamburg, SDG6 und SDG17	Kurz- bis langfristig
2	Steigerung von Image und Attraktivität der HSE als Arbeitgeber	Kurz- bis langfristig
3	Personalentwicklung und Stärkung des Know-Hows	Kurzfristig
2. Wissenschaftlich-technische Verwertung aus Sicht der HSE		
Lfd. Nr.	Konkrete Verwertung	Zeithorizont
1	Planungs- und Bewertungstoolkit für informale Siedlungen in Südafrika	2-5 Jahre
2	Verknüpfung einer Betreiberpartnerschaft mit Fokus auf die wassersensible Quartiersentwicklung und Wasserwiederverwendung	Mittel- bis Langfristig
3	Publikationen internationalen Fachjournalen und nationalen Branchenzeitschriften	Kurzfristig
3. Wissenschaftliche und wirtschaftliche Folgeentwicklungen/-projekte aus Sicht der HSE		
Lfd. Nr.	Nächste Schritte	Zeithorizont
1	Ausweitung der Zusammenarbeit der HSE in Rahmen einer WOP mit südafrikanischen Betreibern	Langfristig
2	Projektergebnisse können durch HSE direkt in das Netzwerk der Betreiberpartnerschaften eingebracht werden	Langfristig
4. Wissenstransfer (Studien-/Semesterarbeiten, Abschlussarbeiten, kooperative Promotionen, Ausgründungen)		
Lfd. Nr.	Nächste Schritte	Zeithorizont
1	Studentische Abschlussarbeiten bei HSE	Kurz- bis Mittelfristig (2-5 Jahre)

Urban Waters Consulting (UWC)

1. Wirtschaftliche Verwertung aus Sicht der Hochschule und ggf. aus Sicht Dritter		
Lfd. Nr.	Konkrete Verwertung	Zeithorizont
1	Kooperationsausbau und Referenzprojekt in Südafrika	Kurz- bis langfristig
2	Profilstärkung im Bereich angewandte Forschung und Entwicklung	Kurz- bis langfristig

BMBF- „Wassersicherheit in Afrika“ - Vorhabenbeschreibung - NEU-Water

2. Wissenschaftlich-technische Verwertung aus Sicht der Hochschule und ggf. aus Sicht Dritter		
Lfd. Nr.	Konkrete Verwertung	Zeithorizont
1	Planungs- und Bewertungstoolkit für informale Siedlungen in Südafrika	2-5 Jahre
2	Wissenschaftlich-technische Fachaustausch zu angewandten technischen und nicht-technischen Lösungen	Kurz- bis mittelfristig
3. Wissenschaftliche und wirtschaftliche Folgeentwicklungen/-projekte aus Sicht der Hochschule und ggf. aus Sicht Dritter		
Lfd. Nr.	Nächste Schritte	Zeithorizont
1	Kooperationsausbau mit HafenCity Universität und Hamburg Wasser	Langfristig
4. Wissenstransfer (Studien-/Semesterarbeiten, Abschlussarbeiten, kooperative Promotionen, Ausgründungen)		
Lfd. Nr.	Nächste Schritte	Zeithorizont
1	Keine Angabe	



V Arbeitsteilung/Zusammenarbeit mit Dritten

Die Leitung des Verbundes wird durch die HCU-Hamburg, Fachgebiet umweltgerechte- Stadt- und Infrastrukturplanung, Prof.-Dr.-Ing. Wolfgang Dickhaut geleistet. Hierfür ist eine Unterstützung in der Ressourcenplanung von insgesamt ca. 3 PM in der Projektlaufzeit vorgesehen, die bei den WIMIs verankert werden.

Er verantwortet das Monitoring des gemeinsam noch zu erarbeitenden detaillierteren Projektablaufplanes sowie die daraus resultierende Meilenstein- und Projektberichtskontrolle im Verbund.

Für jedes Arbeitspaket ist ein verantwortlicher Partner des Verbundes festgelegt worden, der/die die Arbeiten des Modules koordiniert und in Abstimmung mit der HCU die Meilensteinerreichung monitort.

Als Kernelement der Zusammenarbeit werden die monatlicher Online-Jourfix und 3 Projektpartner-Workshops etabliert, die zu einem regelmäßigem Austausch und zu einer Abstimmung von Methoden und (Zwischen-) Ergebnissen beitragen werden.

Beitrag des afrikanischen Partner (UCT) seit Beginn der Initialphase. Zur Überbrückung der Lücke nach der Initialphase von NEU-Water wurde der Water Hub erweitert und für die Hauptphase vorbereitet (Januar 2023 – Januar 2024). Dies ist als Eigenanteil der Partner in Südafrika anzuerkennen und wird NEU-Water signifikant zugutekommen. Die Ausgaben beliefen sich auf insgesamt R1799132 (€89956).

Position	Cost
Personnel:	
Supervisory and management	R8000 per month. Total cost: R96 000
Ad hoc labour	3 to 4 local workers @ R300 per day. Total days: 15. Total cost: R18 000
Monitoring Equipment purchases:	
Handheld flow meter	R14 000
Dissolved Oxygen meter	R11 500
Weather Station	R3 200
Data for site	@R149 / month. Total cost: R1 788
Travel:	
Weekly site visits	4 visits each month for 11 months @ R4.20 per trip. Total cost: R32 894
Private investors: entrepreneurs	
Blue Planet SA – experiment with nano-bubbler generator. Estimated cost of travel, fittings, gas tanks and personnel cost (time)	R12500
Chrislor Environmental – partnership in investing in development of laboratory at the Water Hub and biochar production and cost	R84000
Cost of biochar purchased by UCT from vendor Mamre Compost	R30000
Support for enzyme testing to remove algal bloom – Earth Science Labs Global (Murray Jones): estimated cost of reagents, travel and personnel (time)	R4500
Western Cape government contract to restore lower Stiebeul River.	

BMBF- „Wassersicherheit in Afrika “ - Vorhabenbeschreibung - NEU-Water

Planting, irrigation and maintenance to subcontractors SME: Intaba Pty Ltd. Total cost of contact	R1 100 000
General maintenance and repair	
Fittings, pipes, irrigation valves, development of experimental gardens: estimated cost	R17 500
Repair of site from flood damage:	
Hire of caterpillar (front-end loader to regrade site):	5 days at R650 per day. Total cost: R3250
Replacement of 220m of fencing that was washed away in 24/25 September flood.	Total cost R250000.
Restoration of the river plants and irrigation system post-flood.	Est total cost including labour R120 000



Handwritten signatures and initials at the bottom right of the page.

VI. Notwendigkeit der Zuwendung

Die beantragte Zuwendung ist notwendig, keine der beteiligten Institutionen kann das Projekt ohne diese Förderung durchführen.

Die beteiligten Universitäten können die hier beantragten Forschungsarbeiten nicht aus den Haus-haltsmitteln bestreiten. Sie sind zur Durchführung auf die hier beantragte Förderung im Umfang von 100% angewiesen.



ANNEXURE B

HafenCity Universität Hamburg - REAP - Prof. Wolfgang Dickhaut
Henning-Voscherau-Platz 1, 20457 Hamburg

Univ. Prof.-Dr. Wolfgang Dickhaut
"Umweltgerechte Stadt- und Infrastrukturplanung"

Henning-Voscherau-Platz 1, 20457 Hamburg

Tel. 040-42827-5095 (d.), 040-43251037 (p.),
Fax 040-42827-5599
wolfgang.dickhaut@hcu-hamburg.de

www.hcu-hamburg.de
www.reap.hcu-hamburg.de

Hamburg, 25th June 2025

Mr Preshane Chandaka
Stellenbosch Municipality
Town House Complex
Plein Street,
Stellenbosch 7600
South Africa

NEU-Water - Nature Engineered Urban design for Water Recycling & Reuse
LETTER OF INVITATION for Preshane Vinod Kumar Chandaka (passport no. A11384523)

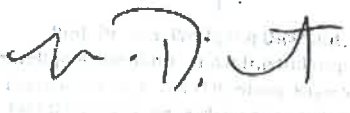
Dear Mr Chandaka

We are pleased to invite you to do a study visit in Hamburg between 5th and 12th October 2025 with focus on sustainable urban stormwater management. We highly appreciate Stellenbosch Municipality's cooperation in the NEU-Water project and the water operators' partnership (WOP) between Stellenbosch Municipality and HAMBURG WASSER, jointly implemented by the HafenCity University Hamburg (HCU), the Hamburger Stadtentwässerung AöR (HSE), the University of Cape Town (UCT), and Urban Waters Consulting GmbH (UWC), as part of the wider Water Security in Africa (WASA) research programme, funded by the German Federal Ministry of Research, Technology and Space.

We hereby confirm that all travel costs for your visit will be covered by HCU according to the German Federal Travelling Expenses Act (Bundesreisekostengesetz - BRKG). This includes air travel to and from Germany in economy class, local travel within Germany between event locations, costs of visa as well as accommodation during your stay.

We are looking forward to welcoming you in Germany.

Yours sincerely,


Prof. Dr.-Ing. Wolfgang Dickhaut



HafenCity Universität Hamburg - REAP - Prof. Wolfgang Dickhaut
Henning-Voscherau-Platz 1, 20457 Hamburg

Univ. Prof.-Dr. Wolfgang Dickhaut
"Umweltgerechte Stadt- und Infrastrukturplanung"

Henning-Voscherau-Platz 1, 20457 Hamburg

Tel. 040-42827-5095 (d.), 040-43251037 (p.),
Fax 040-42827-5599
wolfgang.dickhaut@hcu-hamburg.de

www.hcu-hamburg.de
www.reap.hcu-hamburg.de

Hamburg, 25th June 2025

Mr Nico-Ben van Rensburg
Stellenbosch Municipality
Town House Complex
Plein Street,
Stellenbosch 7600
South Africa

NEU-Water - Nature Engineered Urban design for Water Recycling & Reuse
LETTER OF INVITATION for Nico-Ben Janse van Rensburg (ID no. 8601085064084)

Dear Mr van Rensburg

We are pleased to invite you to do a study visit in Hamburg between 5th and 12th October 2025 with focus on sustainable urban stormwater management. We highly appreciate Stellenbosch Municipality's cooperation in the NEU-Water project and the water operators' partnership (WOP) between Stellenbosch Municipality and HAMBURG WASSER, jointly implemented by the HafenCity University Hamburg (HCU), the Hamburger Stadtentwässerung AöR (HSE), the University of Cape Town (UCT), and Urban Waters Consulting GmbH (UWC), as part of the wider Water Security in Africa (WASA) research programme, funded by the German Federal Ministry of Research, Technology and Space.

We hereby confirm that all travel costs for your visit will be covered by HCU according to the German Federal Travelling Expenses Act (Bundesreisekostengesetz - BRKG). This includes air travel to and from Germany in economy class, local travel within Germany between event locations, costs of visa as well as accommodation during your stay.

We are looking forward to welcoming you in Germany.

Yours sincerely,

Prof. Dr.-Ing. Wolfgang Dickhaut

HafenCity Universität Hamburg - REAP - Prof. Wolfgang Dickhaut
Henning-Voscherau-Platz 1, 20457 Hamburg

Univ. Prof.-Dr. Wolfgang Dickhaut
"Umweltgerechte Stadt- und Infrastrukturplanung"

Henning-Voscherau-Platz 1, 20457 Hamburg

Tel. 040-42827-5095 (d.), 040-43251037 (p.),
Fax 040-42827-5599
wolfgang.dickhaut@hcu-hamburg.de

www.hcu-hamburg.de
www.reap.hcu-hamburg.de

Hamburg, 25th June 2025

Mr Johan Fullard
Stellenbosch Municipality
Town House Complex
Plein Street,
Stellenbosch 7600
South Africa

NEU-Water - Nature Engineered Urban design for Water Recycling & Reuse
LETTER OF INVITATION for Johan Fullard (passport no. A06203220)

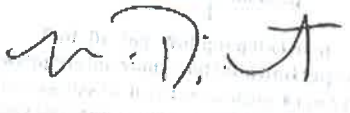
Dear Mr Fullard

We are pleased to invite you to do a study visit in Hamburg between 5th and 12th October 2025 with focus on sustainable urban stormwater management. We highly appreciate Stellenbosch Municipality's cooperation in the NEU-Water project and the water operators' partnership (WOP) between Stellenbosch Municipality and HAMBURG WASSER, jointly implemented by the HafenCity University Hamburg (HCU), the Hamburger Stadtentwässerung AöR (HSE), the University of Cape Town (UCT), and Urban Waters Consulting GmbH (UWC), as part of the wider Water Security in Africa (WASA) research programme, funded by the German Federal Ministry of Research, Technology and Space.

We hereby confirm that all travel costs for your visit will be covered by HCU according to the German Federal Travelling Expenses Act (Bundesreisekostengesetz - BRKG). This includes air travel to and from Germany in economy class, local travel within Germany between event locations, costs of visa as well as accommodation during your stay.

We are looking forward to welcoming you in Germany.

Yours sincerely,


Prof. Dr.-Ing. Wolfgang Dickhaut



HafenCity Universität Hamburg - REAP - Prof. Wolfgang Dickhaut
Henning-Voscherau-Platz 1, 20457 Hamburg

Univ. Prof.-Dr. Wolfgang Dickhaut
"Umweltgerechte Stadt- und Infrastrukturplanung"

Henning-Voscherau-Platz 1, 20457 Hamburg

Tel. 040-42827-5095 (d.), 040-43251037 (p.),
Fax 040-42827-5599
wolfgang.dickhaut@hcu-hamburg.de

www.hcu-hamburg.de
www.reap.hcu-hamburg.de

Hamburg, 25th June 2025

Mr Reginald Pheiffer
Stellenbosch Municipality
Town House Complex
Plein Street,
Stellenbosch 7600
South Africa

NEU-Water - Nature Engineered Urban design for Water Recycling & Reuse
LETTER OF INVITATION for Mr Reginald Oliver Pheiffer (ID no. 9504045093087)

Dear Mr Pheiffer

We are pleased to invite you to do a study visit in Hamburg between 5th and 12th October 2025 with focus on sustainable urban stormwater management. We highly appreciate Stellenbosch Municipality's cooperation in the NEU-Water project and the water operators' partnership (WOP) between Stellenbosch Municipality and HAMBURG WASSER, jointly implemented by the HafenCity University Hamburg (HCU), the Hamburger Stadtentwässerung AöR (HSE), the University of Cape Town (UCT), and Urban Waters Consulting GmbH (UWC), as part of the wider Water Security in Africa (WASA) research programme, funded by the German Federal Ministry of Research, Technology and Space.

We hereby confirm that all travel costs for your visit will be covered by HCU according to the German Federal Travelling Expenses Act (Bundesreisekostengesetz - BRKG). This includes air travel to and from Germany in economy class, local travel within Germany between event locations, costs of visa as well as accommodation during your stay.

We are looking forward to welcoming you in Germany.

Yours sincerely,

Prof. Dr.-Ing. Wolfgang Dickhaut

7.6.2	EXPRESSION OF INTEREST (EOI) PROCESS FOR THE EIKESTAD PARKING PUBLIC PRIVATE PARTNERSHIP PROJECT (PPP)
-------	---

Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance and Compliance

22 July 2025

1. SUBJECT: EXPRESSION OF INTEREST (EOI) PROCESS FOR THE EIKESTAD PARKING PUBLIC PRIVATE PARTNERSHIP PROJECT (PPP)

2. PURPOSE

That Council takes note of this Item and approves the Expression of Interest Phase to proceed.

3. DELEGATED AUTHORITY

Municipal Council.

4. EXECUTIVE SUMMARY:

The council had previously resolved to address severe parking shortages in Central Stellenbosch. The parking studies conducted found that the best available option is a Build-Operate-Transfer (BOT) arrangement with a private sector operator, which would amount to a Public-Private-Partnership (PPP) as defined in the Municipal PPP Regulations and Municipal Finance Management Act (MFMA).

The PPP process was embarked upon and the requirements of Section 78 of the Municipal Systems Act, and Section 120 of The Municipal Finance Management Act, were followed and complied with. In August 2024, a detailed Feasibility Report was approved by Council and it was also agreed that more detailed Traffic Impact Assessment would be undertaken for the project, during the appropriate time periods, to enable an informed decision going forward.

This Traffic Impact Assessment has now been completed and is attached as **ANNEXURE A** (Modeling Report: Eikestad Parking PPP). It was ensured that the period of assessment took into account both the peak and off-peak demand of traffic as well as to ensure that the traffic counts were not conducted during the university and school holidays so that an accurate assessment of peak demand movements was considered.

Traffic counts were carried out in April, August and September 2024, and a total of 42 intersections were counted. The traffic signal timing plans of signalised intersections were also taken into account. A Traffic Model was developed for the weekday AM and PM peak hours, which was calibrated to forecast the future traffic scenarios.

The detailed TIA showed that the existing road network, in the immediate vicinity of the planned facility, already operates at sub-optimal performance, especially in the PM Peak Hour. However, this performance is a consequence of the operation of all the strained intersections along Adam Tas Road, and the queuing that results therefrom.

It should also be noted that other roads and transport interventions are being embarked upon to address congestion on main roads leading into and out of Stellenbosch, such

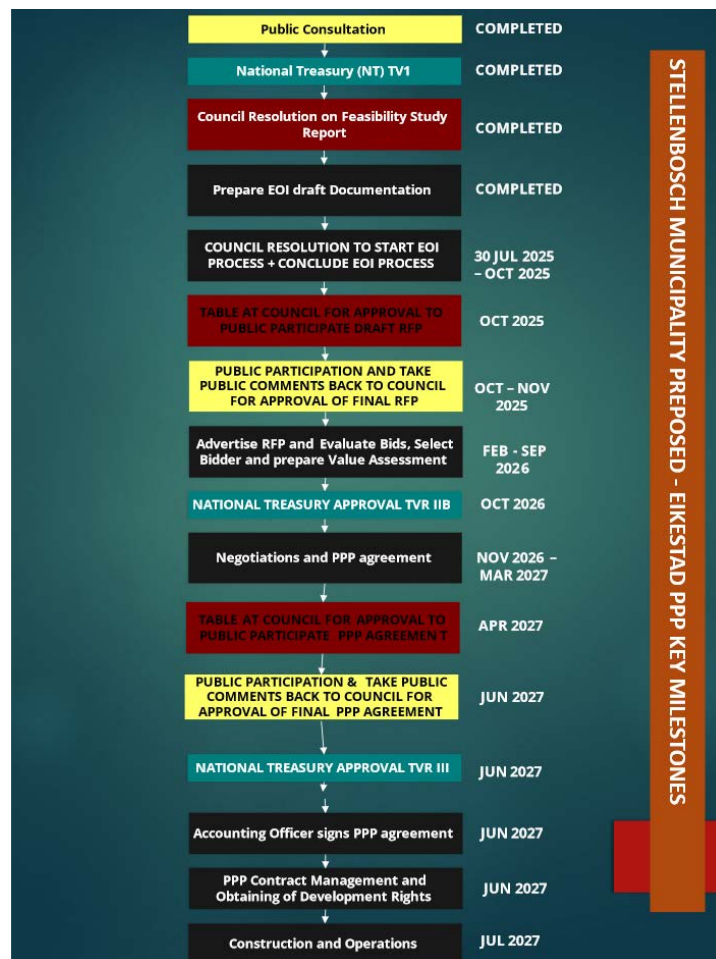
as the capacity upgrades which are separately planned for the Alexander Road, Dorp Street, and Merriman Street intersections with Adam Tas Road.

It is concluded that the proposed Eikestad PPP will only have a minor effect on the operations of the future road network.

Both the Provincial and National Treasury have provided approval for the Municipality to proceed to the Request for Proposal stage.

The project adheres strictly to legislative and municipal procurement requirements and is supported by sound technical and industry efficiencies. It was therefore decided to first undertake an Expression of Interest (EOI) process, attached as **ANNEXURE B**, before commencing the Request for Proposals (RFP) process. Once a draft RFP is prepared, this will also undergo a public participation process, and the comments of such a process will be brought to Council together with the draft RFP for Council approval.

Please find below a diagram of the Key Milestones Envisaged for the Project:



5. RECOMMENDATIONS

- (a) that Council notes the detailed Traffic Impact Assessment that was conducted, attached as **ANNEXURE A** (Modeling Report Eikestad Parking PPP); as well as the recommendations and conclusions of the Traffic Impact Assessment;
- (b) that Council notes the Expression of Interest (EOI) and its objectives, attached as **ANNEXURE B**, and approves the distribution and market engagement phase of the EOI;
- (c) that Council notes that once the Request for Proposals (RFP) has been compiled, the RFP will be tabled before Council for approval to proceed with a further Public Participation phase;
- (d) that Council notes that the Return RFP Item, which will take into account outcomes of the public participation process, will be tabled before Council for final consideration; and
- (e) that Council notes that should final Council approval in (d) above be granted, that National and Provincial Treasury approval of the RFP and Public Private Partnership Agreement is required, prior to releasing the RFP to the market and formally commencing the bidding process.

6. DISCUSSION / CONTENTS**6.1 Background**

Council had previously resolved to address parking shortages in Central Stellenbosch. Parking studies found that the best available option, is a build-operate-transfer (BOT) arrangement with a private sector operator, which would amount to Public-Private-Partnership (PPP) as defined in the Municipal PPP Regulations and Municipal Finance Management Act (MFMA).

The PPP process was embarked upon, and the requirements of Section 78 of the Municipal Systems Act and Section 120 of The Municipal Financial Act were followed and complied with. Council had approved the Feasibility Report, and Provincial and National Treasury had provided approval for the Municipality to proceed to the Request for Proposal stage.

Related studies such as an Environmental Impact Assessment (EIA) and a Traffic Impact Assessment (TIA) were also undertaken. A public participation processes highlighted concerns regarding the project and its traffic impacts, and it was subsequently agreed that a more detailed TIA would be undertaken.

The Environmental Impact Assessment (EIA) confirmed that no environmental triggers were found. A Notice of Intent to Develop (NID) was submitted to Heritage Western Cape. For the current process the submission of the NID is sufficient, where final heritage approval falls outside of the PPP cycle. Final heritage approval would be applied by the winning bidder should all further approval be attained and the PPP process be successfully concluded.

The primary objectives of the EOI are to gauge market interest, assess market capacity, test the market offering and strengthen the Request for Proposals (RFP) process, by using the industry feedback to refine the RFP and pre-emptively address any regulatory or legal risks. Interested parties will submit responses, providing company details, relevant experiences, and technical inputs as well as industry perspectives on potential challenges and innovations to inform the structuring the RFP.

6.3 **Discussion**

Traffic Impact Assessment

A detailed Traffic Impact Assessment, see attached **ANNEXURE A** (Modeling Report Eikestad Parking PPP) was undertaken, and the following objectives were set out:

- Assess the operational performance of the existing road network and adjacent road sections based on current traffic flows.
- Document the anticipated impact on traffic operations as a result of the implementation of planned parking facility.
- Identify any additional road network improvements that may be required as a result of the planned parking facility including improvements to intersections on the surrounding road network.

Traffic counts were carried out in April, August and September 2024, and a total of 42 intersections were counted. The traffic signal timing plans of signalised intersections were also taken into account. A Traffic Model was developed for the weekday AM and PM peak hours, which was calibrated to forecast the future traffic scenarios.

The detailed TIA showed that the existing road network, in the immediate vicinity of the planned facility, already operates at sub-optimal performance, especially in the PM Peak Hour. However, this performance is a consequence of the operation of all the strained intersections along Adam Tas Road, and the queuing that results therefrom. It should be noted that other interventions are being embarked upon to address congestion on main roads leading into and out of Stellenbosch.

Taking into consideration the existing road network performance, anticipated growth within the Study Area and the planned parking facility, it is concluded that the proposed parking area will only have minor effects on the operations of the future road network and capacity improvements were therefore not recommended in this project.

EOI Purpose and Process:

Every procedural step adheres strictly to legislative and municipal procurement requirements and is supported sound technical and industry efficiencies. It was therefore decided to undertake an Expression of Interest (EOI), see attached **ANNEXURE B**, process before commencing the Request for Proposals (RFP) process.

An EOI is critical in ensuring that the RFP process is competitive, legally sound, and aligned with best practices contemplated in the Municipal Finance Management Act (MFMA) and PPP regulations and the National Treasury Guidelines for PPP's.

The primary objectives of the EOI are to gauge market interest, assess market capacity, test the market offering and strengthen the Request for Proposals (RFP) process by using the industry feedback to refine the RFP and pre-emptively address any regulatory or legal risks.

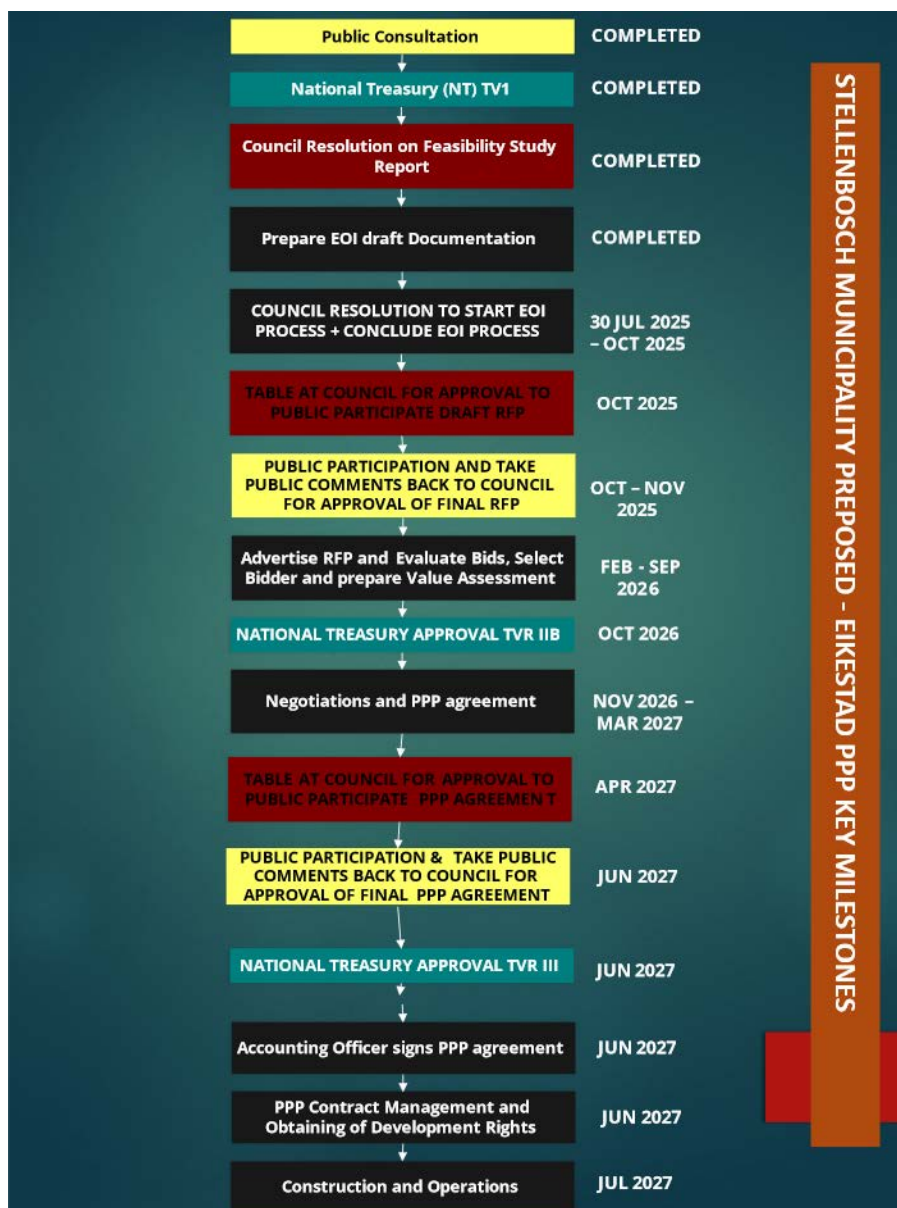
To maximize participation and transparency, the EOI will be published through public advertisements (national newspapers), the Municipality's website and via direct invitations to pre-identified industry players (subject to approval).

Interested parties will submit responses, providing Company details, relevant experience, and technical inputs as well as industry perspectives on potential challenges and innovations and suggestions on the structuring the final RFP.

Following the submission of responses, the Municipality will conduct a structured internal review of the submissions received so as to assess industry feedback on technical and financial feasibility. Risks and regulatory concerns will be identified before finalizing the RFP to ensure compliance with all MFMA and Treasury PPP regulations and other applicable legislation. Key insights will be incorporated into the draft RFP.

Procedures to Follow:

1. Finalization of EOI Document & Approval for Publication:
 - Confirm approval by Council.
2. EOI Distribution & Market Engagement Phase:
 - Open the EOI submission process for the required period.
 - Conduct industry engagement sessions to clarify expectations and encourage participation.
3. Assessment & Consolidation of EOI Responses:
 - Review submissions for market insights and capacity assessment.
 - Identify key industry feedback that may impact project structuring and feasibility.
4. Regulatory & Legal Review of EOI Findings:
 - Cross-check responses against municipal procurement policies and MFMA PPP regulations.
 - Address any potential legal risks flagged by municipal legal advisors.
5. Drafting of the Final RFP:
 - Integrate EOI insights to refine technical and financial requirements.
 - Engage selected EOI respondents to provide feedback on the RFP structure.
6. Then serve the draft RFP at Council for approval to carry out public participation.
7. Carry out the Public Participation.
8. Tabling the Return RFP Item to Council, which will take into account outcomes of the public participation process, for final consideration by Council.
9. On approval by Council, submit Final RFP and draft PPP agreement to National and Provincial Treasury to obtain TVRIIB approval.
10. Publication of RFP & Formal Bid Process Begins:
 - Officially release the RFP to the market.
 - Facilitate the bidding process in line with regulatory framework.
11. Negotiate PPP Agreement.
12. Please find below a diagram of the Key Milestones envisaged for the Project:



6.3 Financial Implications

There are no direct financial implications for the Municipality. The ultimate awarded bidder will finance, construct and operate the facility.

6.4 Legal Implications

No further Legal Implications. The PPP Framework has been adhered to, and a Section 78 process was undertaken.

6.5 Staff Implications

This report has no staff implications for the Municipality.

6.6 Previous / Relevant Council Resolutions:**12TH COUNCIL MEETING 2017-09-27: ITEM 7.6.1** (Section 78(1) Commencement)**RESOLVED (majority vote with abstentions)**

- a) that a Section 78 process be launched and that an internal parking service delivery increase be investigated through section 78 (1).
- b) that parking service delivery increase be based on the towns of:
 - o Stellenbosch
 - o Klapmuts
 - o Franshoek
- c) that a formal report be submitted to council as required by section 78(2), which will indicate the best way of rendering internal parking and any recommendations to a possible external method of rendering parking.

16TH COUNCIL MEETING: 2018-03-28: ITEM 7.6.2 (Section 78(2) and (3))**RESOLVED (nem con)**

- a) that this report be noted;
- b) that Council notes the attached report on the providing of sufficient public parking;
- c) that Council accepts that all the requirements of Section 78(1) in terms of investigating the feasibility of the provision of sufficient parking have been complied with;
- d) that Council, in terms of the Municipal Systems Act, Act 32 of 200, as amended, Section 78(2), accepts the scenario to “after having applied subsection (1), a municipality may, before it takes a decision on an appropriate mechanism, explore the possibility of providing the service through an external mechanism mentioned in section 76 (b);
- e) that Council formally proceeds to the Municipal Systems Act, Section 78(3) process of exploring the possibility of providing the municipal service of parking through an external mechanism; and
- f) that a report on the outcome of this investigation be provided to Council, upon the completion of a Section 78(3) exercise in order for Council to take a Section 78(4) decision.”

SECTION 78 (4) REPORT FOR THE PROVIDING OF SUFFICIENT PUBLIC PARKING 35TH COUNCIL MEETING: 2020-02-26: ITEM 13.3**RESOLVED**

- a) that this report be noted;

-
- b) that Council accepts that all the requirements of Section 78(3) (Annexure A) in terms of investigating the feasibility of the provision of sufficient parking, has been complied with;
 - c) that Council accepts that parking forms an integral part of the total Mobility concept within Greater Stellenbosch Area and relates to other major parts such as: Traffic Flow, Public Transport (PT), Non-Motorised Transport (NMT), Transit Oriented Development (TOD), and Movement of Disabled Persons (normally seen as a primary part of NMT);
 - d) that Council notes that in order to alleviate the parking process as a whole, matters such as PT, NMT, TOD must also be addressed in synchronisation, as this will directly affect the quantity and positioning of parking;
 - e) that Council, in terms of the Municipal Systems Act (MSA), Act 32 of 2000, as amended, Section 78(4), accepts that the method of providing parking generally be considered as follows:
 - i) Provision of open one level parking space needs, be performed on an internal mechanism;
 - ii) Provision of multi storied parking space needs, be performed on an external mechanism.
 - f) that Council approves the provision of parking as a first phase as mentioned hereunder, which must be in line with future mobility developments, as the final mobility status can by nature not be resolved at this time;
 - g) that Council proceed with the initial provision and upgrade of parking spaces as follows:
 - i) that the legislative process be commenced with to provide multiple level parking, and management thereof, utilising an External Mechanism of parking in the following areas:
 - 1) Eikestad Mall Parking area bounded by Andringa -, Victoria, and Ryneveld Streets. Portion of erf 1692, erven, 1969, 1972, 1973, 1974, 1975, 1976, 6402 and 6636; and
 - 2) Techno Park area, considering the area bounded by Tegno Road, Termo Avenue and Proton Road. Portion of erf 13171
 - ii) that the following areas, as a first phase, be upgraded and/or developed as a single layer open space parking area, utilising an internal service delivery mechanism:
 - 1) Dennesig Existing Parking Area, entrance in Hoffman Road, Part of Erf 235;
 - 2) Municipal Court Existing Parking Area, entrance from Papegaai Road, Erf 528;

- 3) Aandklas Existing Parking Area, entrance from Du Toit Road Part of Erf 235;
 - 4) New Parking Area Bounded by Borchard Road and Andringa Street to be considered as an extension of the public parking on erf 2529;
 - 5) New Parking Area Bounded by Jan Cilliers Road, Ds Botha Road and Muller Road to be considered as new parking area. Part of Erf 175/0; and
 - 6) Parking area to be upgraded at the old tennis courts, Franschhoek, Erf 1538.
- h) that Council proceeds with the setting up of a Service Delivery Agreements for the provision of Bulk Parking, as required by Section 80(1) & (2), of the MSA and in particular section 80(1)(b) (which prescribes an SDA with a Private Company) for the areas mentioned under 4.7.1;
 - i) that the Service Delivery Agreement be approved by Council as a draft SDA prior to Community Participation takes place; and
 - j) that the matter of providing a synchronised total mobility network be urgently pursued with all the role-players participating in the mobility arena which includes Public Transport, Non-Motorised Transport, Transit Oriented Development, Parking and Universal Access.

AMENDMENT OF DECISION IN REGARD TO SECTION 78(4) ON THE PROVISION OF A PARKING SERVICE TO THE PUBLIC

SPECIAL COUNCIL MEETING: 2022-02-23: ITEM 8.11.2

RESOLVED (nem con)

- (a) that the content of this report be noted;
- (b) that it is noted that a MSA section 78 (3) investigation was done to which Council took a section 78 (4) decision on 26 February 2020;
- (c) that Council now review, rescind and replace 4.5 of the 26 February 2020 decision to read as follows:
 "4.5 that Council, in terms of the MSA Act 32 of 2000 as amended, section 78 (4), accepts that the method of providing parking generally be considered as follows:
 - a. Provision of open one level off-street parking space needs, be performed on an external service delivery Mechanism except where the internal mechanism is clearly more viable and effective;
- (d) that the two requests of the management of the following parking spaces:
 - a. Checkers Complex Parking, Annexure A
 - b. Stelmark Centre Parking, Annexure B

be approved in principle as interim pilot projects for a period of not more than three years.

- (e) Council confirm that Eikestad multi-level parking will be done through a Public-Private Partnership as envisage in the Section 78 (3) report,

- (f) that given the project life cycle for PPP process the parking be leased out a short-term base until the PPP process is finalised.
- (g) that the intention to outsource the management of these areas on an interim basis be advertised for public comment; and
- (h) that after the public participation process the comments be considered by Council before a final decision is taken.

25TH COUNCIL MEETING: 2024-08-23: ITEM 10.6.2**RESOLVED** (majority vote with 1 abstention)

- (a) that Council notes that the Municipal Systems Act processes in terms of Section 78 was rigorously followed since September 2017 to date;
- (b) that Council notes that both COGTA and National Treasury was informed throughout the Section 78 process as required;
- (c) that Council takes note of the consultation sessions that have occurred during the feasibility phase as contained in **Appendix F of Annexure 1**;
- (d) that Council takes note of the required value for money analysis as contained in **Chapter 8 of Annexure 1**;
- (e) that Council notes the comments received from the Stakeholders as well as the Directorate's responses;
- (f) that Council as required in terms of Section 120(6) of the MFMA; in principle approve the Feasibility Study Report attached as **Annexure 1**;
- (g) that Council notes that the approval of the Feasibility Report, is not an approval for the development of a parking garage but merely the feasibility study;
- (h) that Council notes the above approval has to be submitted to National Treasury in terms of Section 120 (6) of the MFMA in order to proceed to the next phase;
- (i) that Council notes that should National Treasury grant its approval; a Request for Proposals need to be prepared and submitted to Council for approval;
- (j) that Council notes that a Traffic Impact Assessment (TIA) was previously carried out, and that the Request for Proposal will include the new, updated and more detailed TIA;
- (k) that Council notes that a Notice of Intent to Develop (NID) has been submitted to Heritage Western Cape, but a final heritage approval will be a requirement at detailed design stage, refer to **APPENDIX B of Annexure 1**;
- (l) that Council notes that Environmental Impact Assessment (EIA) have been undertaken and that no environmental triggers have been found, refer to **APPENDIX B of ANNEXURE 1**;
- (m) that Council notes that once all the above processes have been followed, another public participation process will be required; and

- (n) that Council notes that the outcomes of the above public participation process will be submitted to Council for final consideration.

6.8 Comments from Senior Management:

6.8.1 Director: Infrastructure Services

Supports the Item.

6.8.2 Director: Planning and Economic Development :

No Comment.

6.8.3 Director: Community and Protection Services:

No Comment.

6.8.4 Acting Director: Corporate Services:

6.8.6 Chief Financial Officer:

Supports the Item.

6.8.7 Municipal Manager:

Agree with the recommendations.

**Annexure A: Modelling Report (Traffic Impact Assessment) Eichstadt Parking PPP
(Appendix A: Traffic Count Data, and Appendix B: Traffic Signal Data
– are available on request)**

Annexure B: Expression of Interest (EIO) Eikestad Parking PPP

FOR FURTHER DETAILS CONTACT:

NAME	<i>Johan Fullard</i>
POSITION	<i>Senior Manager Roads, Transport Engineering and Stormwater</i>
DIRECTORATE	<i>Infrastructure Services</i>
CONTACT NUMBERS	<i>021 808 9912</i>
E-MAIL ADDRESS	<i>Johan.Fullard@ Stellenbosch.gov.za</i>
REPORT DATE	<i>14 July 2025</i>

7.7	PARKS AND OPEN SPACES: (PC: N OLAYI)
------------	---

NONE

ANNEXURE A

Eikestad Parking PPP Modelling Report

Prepared for: Stellenbosch Municipality
11 July 2025
Client Reference No. B/SM 13/21-TT.9



SMEC simplifies the complex. We unlock the potential of our people to look at infrastructure differently, creating better outcomes for the future.



engineering
positive
change

Document Control

Document Type	Traffic Modelling Report
Project Title	Eikestad Parking PPP Modelling Report
Project Number	C1978
File Location	P:\C1978_Eikestad Parking PPP\3_Working\3-4_DivT\Reports\Modelling Report
Revision Number	1

Revision History

Revision No.	Date	Prepared By	Reviewed By	Approved for Issue By
1	11/07/2025	M Geldenhuys	E B Jordaan, IntPE	E B Jordaan, IntPE
0	30/05/2025	M Geldenhuys	E B Jordaan, IntPE	E B Jordaan, IntPE

Issue Register

Distribution List	Date Issued	Number of Copies
Stellenbosch Municipality	11/07/2025	01 - PDF

SMEC Company Details

Approved by	Emile Jordaan
Address	65 Riebeek Street, Cape Town, 8001
Phone	+27 21 417 2900
Email	Emile.Jordaan@smec.com
Website	www.smec.com
Signature	

The information within this document is and shall remain the property of SMEC South Africa (Pty) Ltd.

Important Notice

This report is confidential and is provided solely for the purposes of a Traffic Modelling Report for Mesoscopic Model for the Eikestad Parking PPP Model. This report is provided pursuant to a Consultancy Agreement between SMEC South Africa Pty Limited (“SMEC”) and Stellenbosch Municipality, under which SMEC undertook to perform a specific and limited task for Stellenbosch Municipality. This report is strictly limited to the matters stated in it and subject to the various assumptions, qualifications, and limitations in it and does not apply by implication to other matters. SMEC makes no representation that the scope, assumptions, qualifications, and exclusions set out in this report will be suitable or sufficient for other purposes nor that the content of the report covers all matters which you may regard as material for your purposes.

This report must be read as a whole. The executive summary is not a substitute for this. Any subsequent report must be read in conjunction with this report.

The report supersedes all previous draft or interim reports, whether written or presented orally, before the date of this report. This report has not and will not be updated for events or transactions occurring after the date of the report or any other matters which might have a material effect on its contents, or which become known after the date of the report. SMEC is not obliged to inform you of any such event, transaction, or matter nor to update the report for anything that occurs, or of which SMEC becomes aware, after the date of this report.

Unless expressly agreed otherwise in writing, SMEC does not accept a duty of care or any other legal responsibility whatsoever in relation to this report, or any related enquiries, advice or other work, nor does SMEC make any representation in connection with this report, to any person other than Stellenbosch Municipality. Any other person who receives a draft or a copy of this report (or any part of it) or discusses it (or any part of it) or any related matter with SMEC, does so on the basis that he or she acknowledges and accepts that he or she may not rely on this report nor on any related information or advice given by SMEC for any purpose whatsoever.

Contents

1.	Introduction	7
1.1	Background	7
1.2	Study Area	7
1.3	Project Deliverables	8
2	Road Network	8
2.1	Existing Road Network	8
2.2	Planned Road Network	10
2.2.1	Merriman Cycle Lanes	10
2.2.2	Church Street Pedestrianization	10
2.2.3	Lower Dorp Street	11
2.2.4	R310, R44 and Alexander Street Intersection Upgrade	12
2.2.5	R310 and Merriman Interchange	12
3	Primary and Secondary Data	14
3.1	Traffic Surveys	14
3.2	Traffic Signal Timing Plans	17
4	Mesoscopic Modelling	19
4.1	Model Specifications	19
4.2	Model Area	19
4.3	Road Network	20
4.3.1	Links	20
4.3.2	Nodes	20
4.4	Zone Structure	22
4.5	Modal Split	23
4.6	Traffic Assignment	23
5	Model Calibration	24
5.1	Calibration Results	25
5.2	Correlation Analysis	26
6	Forecasting	27
7	Link Analysis Outputs	29
7.1	2024 Base Year	29
7.2	2029 Horizon Year	34
7.3	2029 Horizon Year with Planned Upgrades	38
7.4	2034 Horizon Year	43
7.5	2034 Horizon Year with Planned Upgrades	47
8	Intersection Capacity Analysis	52
8.1	Intersection Layouts	52
8.2	Intersection Operations	65
9	Conclusion and Recommendations	70

Figures

Figure 1-1: Eikestad Parking PPP Study Area (Source: OpenStreetMap)	7
Figure 2-1: Existing Road Network (Source: OpenStreetMap)	9
Figure 2-2: Merriman Cycle Lanes: Section 1 (Source: Stellenbosch Municipality)	10
Figure 2-3: Merriman Cycle Lanes: Section 2 (Source: Stellenbosch Municipality)	10
Figure 2-4: Church Street Pedestrianization Concept (Source: Stellenbosch Municipality)	11
Figure 2-5: Lower Dorp Street Dualling Concept (Source: Stellenbosch Municipality)	11
Figure 2-6: R310, R44 and Alexander Street Intersection Concept (Source: Stellenbosch Municipality)	12
Figure 2-7: R310 and Merriman Interchange Concept (Source: Stellenbosch Municipality)	13
Figure 3-1: Traffic Count Locations (Source: OpenStreetMap)	16
Figure 3-2: Intersection Signal Timing Plans Included (Source: OpenStreetMap)	18
Figure 4-1: VISUM Model Extents	19
Figure 4-2: Eikestad Parking PPP VISUM Model Intersection Control Types	21
Figure 4-3: VISUM Traffic Analysis Zones	22
Figure 5-1: 2024 Weekday AM Peak Hour Modelled Flows vs Counts (PCU) – Eikestad Parking PPP VISUM Model	26
Figure 5-2: 2024 Weekday PM Peak Hour Modelled Flows vs Counts (PCU) – Eikestad Parking PPP VISUM Model	26
Figure 6-1: Western Cape Government (WCG) Counting Station Locations	27
Figure 6-2: Total Daily Count Data for the seven counting stations	28
Figure 7-1: 2024 Base Year Weekday AM Peak Hour Modelled Flows	30
Figure 7-2: 2024 Base Year Weekday AM Peak Hour Degree of Saturation	31
Figure 7-3: 2024 Base Year Weekday PM Peak Hour Modelled Flows	32
Figure 7-4: 2024 Base Year Weekday PM Peak Hour Degree of Saturation	33
Figure 7-5: 2029 Horizon Year Weekday AM Peak Hour Modelled Flows	34
Figure 7-6: 2029 Horizon Year Weekday AM Peak Hour Degree of Saturation	35
Figure 7-7: 2029 Horizon Year Weekday PM Peak Hour Modelled Flows	36
Figure 7-8: 2029 Horizon Year Weekday PM Peak Hour Degree of Saturation	37
Figure 7-9: 2029 Horizon Year Weekday AM Peak Hour with Planned Upgrades Modelled Flows	38
Figure 7-10: 2029 Horizon Year Weekday AM Peak Hour with Planned Upgrades Degree of Saturation	39
Figure 7-11: 2029 Horizon Year Weekday PM Peak Hour with Planned Upgrades Modelled Flows	40
Figure 7-12: 2029 Horizon Year Weekday PM Peak Hour with Planned Upgrades Degree of Saturation	41
Figure 7-13: 2034 Horizon Year Weekday AM Peak Hour Modelled Flows	43
Figure 7-14: 2034 Horizon Year Weekday AM Peak Hour Degree of Saturation	44
Figure 7-15: 2034 Horizon Year Weekday PM Peak Hour Modelled Flows	45
Figure 7-16: 2034 Horizon Year Weekday PM Peak Hour Degree of Saturation	46
Figure 7-17: 2034 Horizon Year with Planned Upgrades Weekday AM Peak Hour Modelled Flows	47
Figure 7-18: 2034 Horizon Year Weekday AM Peak Hour with Planned Upgrades Degree of Saturation	48
Figure 7-19: 2034 Horizon Year Weekday PM Peak Hour with Planned Upgrades Modelled Flows	49
Figure 7-20: 2034 Horizon Year Weekday PM Peak Hour with Planned Upgrades Degree of Saturation	50
Figure 8-1: Intersection Capacity Analysis Locations (Source: OpenStreetMap)	53
Figure 8-2: Bird Street and Merriman Avenue Existing Intersection	54
Figure 8-3: Andringa Street and Merriman Avenue Existing Intersection	54
Figure 8-4: Ryneveld Street and Merriman Avenue Existing Intersection	55
Figure 8-5: Bird Street and Crozier Street Existing Intersection	55

Figure 8-6: Andringa Street and Crozier Street Existing Intersection	56
Figure 8-7: Ryneveld Street and Crozier Street Existing Intersection	56
Figure 8-8: Bird Street and Du Toit Street Existing Intersection	57
Figure 8-9: Andringa Street and Victoria Street Existing Intersection	57
Figure 8-10: Ryneveld Street and Victoria Street Existing Intersection	58
Figure 8-11: Bird Street and Alexander Street Existing Intersection	58
Figure 8-12: Bird Street and Plein Street Existing Intersection	59
Figure 8-13: Andringa Street and Plein Street Existing Intersection	59
Figure 8-14: Ryneveld Street and Plein Street Existing Intersection	60
Figure 8-15: Drostdy Road and Plein Street Existing Intersection	60
Figure 8-16: Mill Street and Church Street Existing Intersection	61
Figure 8-17: Andringa Street and Church Street Existing Intersection	61
Figure 8-18: Ryneveld Street and Church Street Existing Intersection	62
Figure 8-19: Drostdy Road and Church Street Existing Intersection	62
Figure 8-20: Mill Street and Dorp Street Existing Intersection	63
Figure 8-21: Bird Street and Dorp Street Existing Intersection	63
Figure 8-22: Ryneveld Street and Dorp Street Existing Intersection	64
Figure 8-23: Drostdy Road and Dorp Street Existing Intersection	64

Tables

Table 5-1: Correlation Criteria	24
Table 5-2: Modelled Flows Calibration Results (PCU) – 2024 Weekday AM Peak Hour	25
Table 5-3: Modelled Flows Calibration Results (PCU) – 2024 Weekday PM Peak Hour	25
Table 6-1: Eikestad Parking PPP Travel Demand Comparison	28
Table 8-1: Intersection-Based Level of Service Criteria	52
Table 8-2: VISUM Intersection LOS Summary: 2024 Base Year Weekday AM and PM Peak Hours	65
Table 8-3: VISUM Intersection LOS Summary: 2029 Horizon Year Weekday AM and PM Peak Hours	66
Table 8-4: VISUM Intersection LOS Summary: 2029 Horizon Year with Planned Upgrades Weekday AM and PM Peak Hours	67
Table 8-5: VISUM Intersection LOS Summary: 2034 Horizon Year Weekday AM and PM Peak Hours	68
Table 8-6: VISUM Intersection LOS Summary: 2034 Horizon Year with Planned Upgrades Weekday AM and PM Peak Hours	69

Appendices

[Appendix A Traffic Count Data](#)

[Appendix B Traffic Signal Timing Plans](#)

1. Introduction

1.1 Background

SMEC South Africa (Pty) Ltd was appointed in April 2023 by Stellenbosch Municipality to assist and manage the planning, procurement, and implementation of a multi-story parking facility for the CBD of Stellenbosch Municipality as a PPP Project.

Following the Feasibility Stage of Eikestad Parking PPP project, SMEC South Africa (Pty) Ltd was further appointed by Stellenbosch Municipality to complete a mesoscopic traffic model to assess the impact of the planned parking facility on the surrounding road network.

1.2 Study Area

The study area is bounded by Merriman Avenue to the north, Drostdy Road to the east, Dorp Street to the south, and Bird Street to the west. Refer to Figure 1-1.

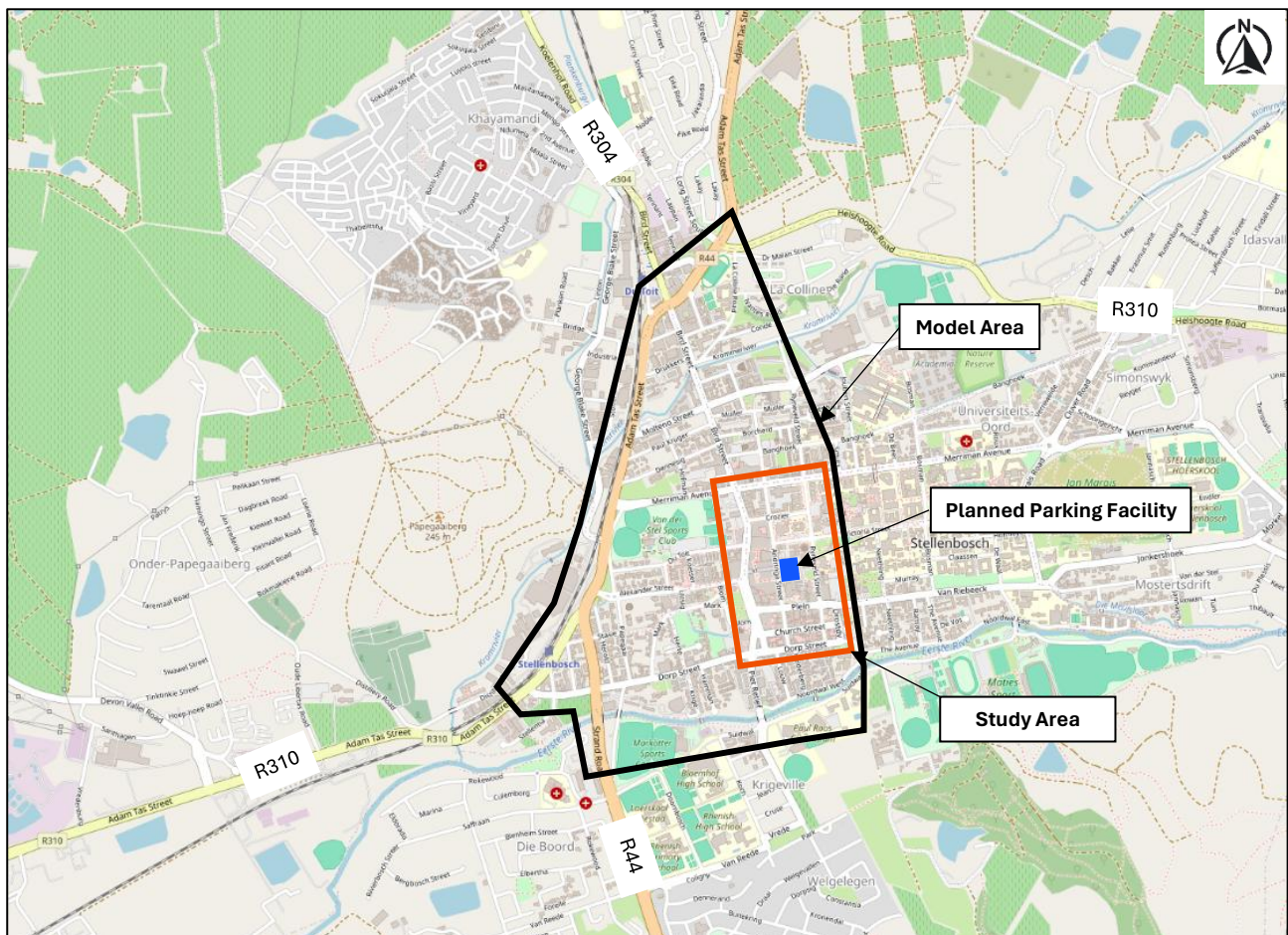


Figure 1-1: Eikestad Parking PPP Study Area (Source: OpenStreetMap)

Note should be taken that the model area extended beyond the study area to account for any rerouting that may occur.

1.3 Project Deliverables

The specific objectives of the mesoscopic modelling project assignment are as follows:

- Assess the operational performance of the existing road network and adjacent road sections based on current traffic flows.
- Document the anticipated impact on traffic operations as a result of the implementation of planned parking facility.
- Identify any additional road network improvements that may be required as a result of the planned parking facility including improvements to intersections on the surrounding road network.

2 Road Network

2.1 Existing Road Network

The existing road network within the study area, comprises of the following:

Merriman Avenue is classified as a Class 3 Minor Arterial. In the vicinity of the study area, it comprises of a single carriageway road with two lanes per direction.

Plein Street is classified as a Class 4 Collector Street. In the vicinity of the study area, it comprises of a single carriageway road with one lane per direction.

Dorp Street is classified as a Class 4 Collector Street. In the vicinity of the study area, it comprises of a single carriageway road with one lane per direction.

Bird Street is classified as a Class 4 Collector Street. In the vicinity of the study area, north of Alexander Street, it comprises of a single carriage way with one lane per direction. South of Alexander Street, it comprises of a one-way single carriageway road with two lanes Southbound.

Mill Street is classified as a Class 4 Collector Street. In the vicinity of the study area, south of Alexander Street, it comprises of a one-way single carriageway road with two lanes Northbound.

Andringa Street is classified as a Class 4 Collector Street. In the vicinity of the study area, it comprises of a one-way single carriageway road with one lane Northbound.

Ryneveld Street is classified as a Class 4 Collector Street. In the vicinity of the study area, south of Victoria Street, it comprises of a one-way single carriageway road with one lane Southbound. North of Victoria Street, it comprises of a single carriage way with one lane per direction.

Crozier Street is classified as a Class 5 Local Street. In the vicinity of the study area, it comprises of a single carriageway road with one lane per direction.

Victoria Street is classified as a Class 5 Local Street. In the vicinity of the study area, it comprises of a single carriageway road with one lane per direction.

Church Street is classified as a Class 5 Local Street. In the vicinity of the study area, it comprises of one-way single carriageway road with one lane Eastbound.

Drostdy Road is classified as a Class 5 Local Street. In the vicinity of the study area, it comprises of a single carriageway road with one lane per direction.

Refer to Figure 2-1 for the existing road network.

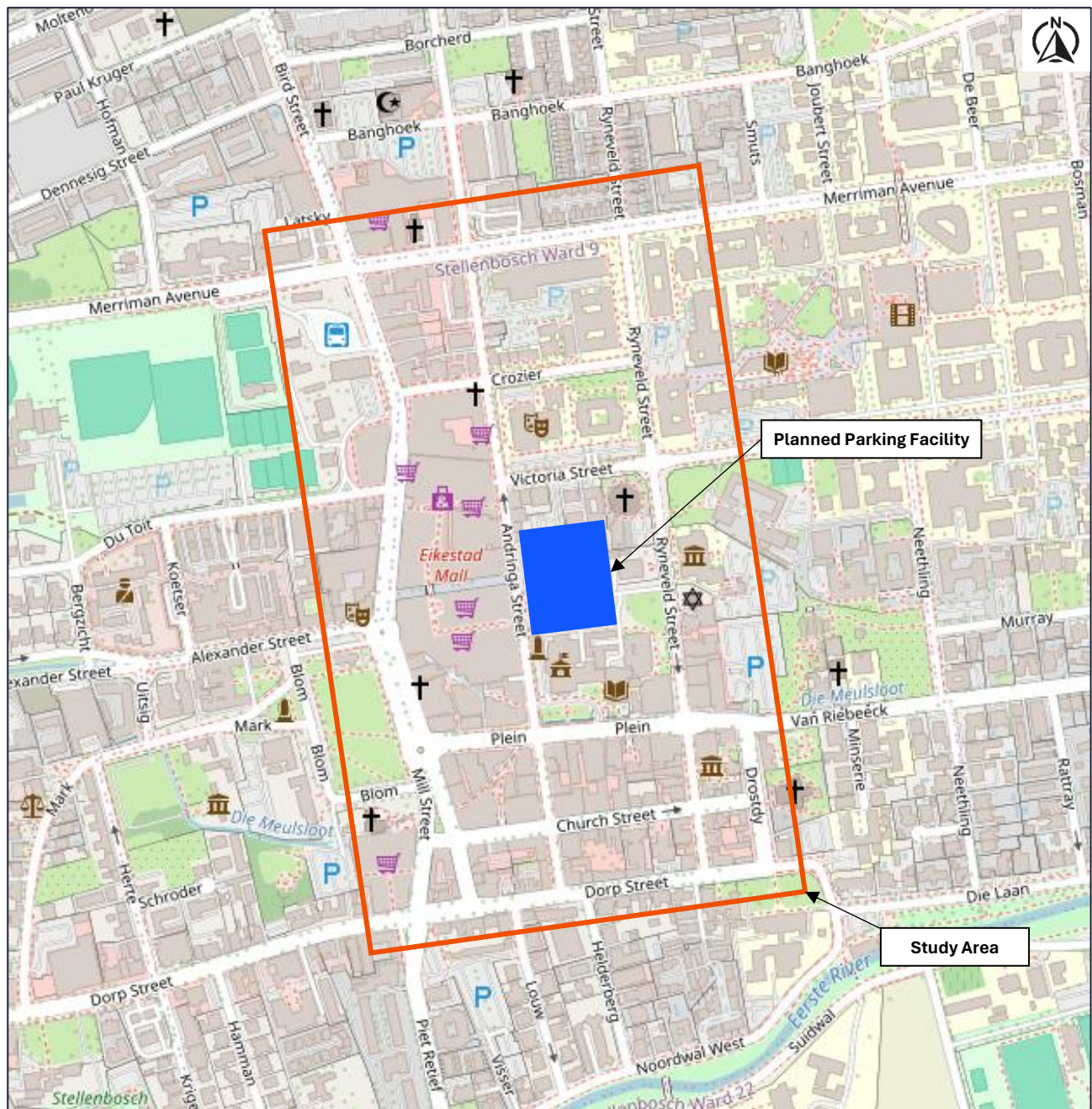


Figure 2-1: Existing Road Network (Source: OpenStreetMap)

2.2 Planned Road Network

The planned road network elements pertinent to this study are discussed in the following sub-sections.

It is however noted that the drawings received were only concept with limited detail. Consequently, assumptions had to be made where there was not enough information provided. This report can be updated once more detailed plans become available.

2.2.1 Merriman Cycle Lanes

The implementation of cycle lanes along Merriman Avenue is currently being considered by the Municipality, which may impact the capacity of Merriman Avenue. Although a final decision has not been made, the latest concept plans have been considered in the traffic model.

Layout drawings of the Merriman Cycle Lanes concepts were received from Stellenbosch Municipality and are shown in Figure 2-2 and Figure 2-3.



Figure 2-2: Merriman Cycle Lanes: Section 1 (Source: Stellenbosch Municipality)



Figure 2-3: Merriman Cycle Lanes: Section 2 (Source: Stellenbosch Municipality)

2.2.2 Church Street Pedestrianization

Stellenbosch Municipality plans to increase pedestrian priority along Church Street as well as surrounding roads. Implementation is anticipated to commence between 2027 and 2029. The pedestrianization will require roads to remain open for vehicle traffic, however pedestrians and cyclists will have priority. Some of the parking along these streets will be removed to create the space required for improved pedestrian and cyclist infrastructure. More of the sidewalk could be made available for outdoor dining and other trading activities. Street scaping such as a soft barrier (e.g. planter boxes) are proposed to separate vehicular traffic from sidewalks. Loading areas and existing accesses will remain, and selected parking areas will be designated as drop-and-go spaces.

Layout drawings of the Church Street Pedestrianization concept were received from Stellenbosch Municipality. Refer to Figure 2-4 for an illustration thereof.

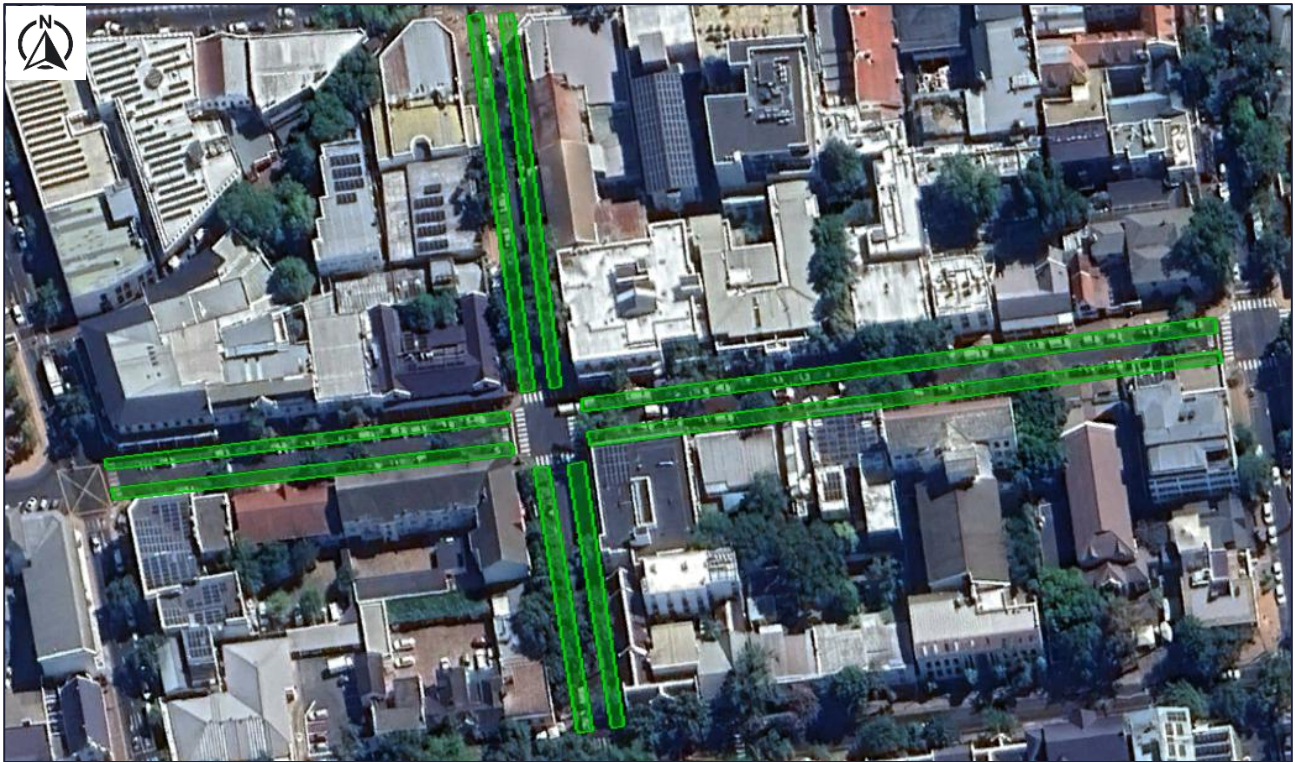


Figure 2-4: Church Street Pedestrianization Concept (Source: Stellenbosch Municipality)

2.2.3 Lower Dorp Street

The Municipality proposes the dualling of Lower Dorp Street, with construction anticipated to commence between 2026 and 2028. This upgrade will entail changing the existing single carriageway road between Adam Tas Road and Strand Road (one lane westbound and two lanes eastbound) to a dual carriageway road with two lanes in both directions. The Strand Road and Dorp Street intersection will also be upgraded with a slip lane on the southern approach.

Layout drawings of the dualling were received from Stellenbosch Municipality. Refer to Figure 2-5 for an illustration of the Lower Dorp Street Dualling concept.



Figure 2-5: Lower Dorp Street Dualling Concept (Source: Stellenbosch Municipality)

2.2.4 R310, R44 and Alexander Street Intersection Upgrade

Stellenbosch Municipality plans to consolidate the existing Adam Tas Road (R310) and Strand Road (R44) intersection with the existing Adam Tas Road (R310) and Alexander Street intersection, forming a single intersection. Slip lanes will be added to both Adam Tas Road approaches, as well as the Strand Road approach. Construction is anticipated to commence between 2026 and 2028.

Layout drawings of the intersection upgrade were received from Stellenbosch Municipality. Refer to Figure 2-6 for an illustration thereof.

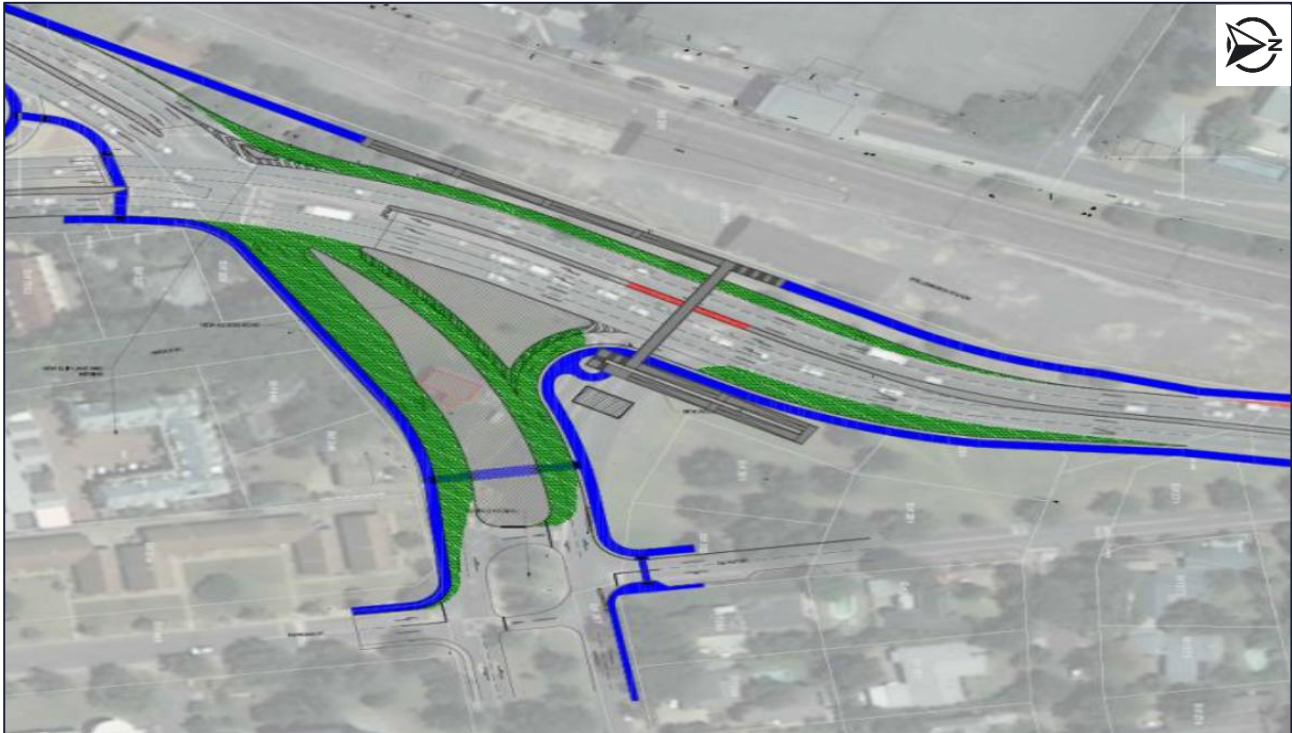


Figure 2-6: R310, R44 and Alexander Street Intersection Concept (Source: Stellenbosch Municipality)

2.2.5 R310 and Merriman Interchange

Stellenbosch Municipality had commenced designs for the upgrading of the existing Adam Tas Road (R310) and Merriman Avenue intersection to an interchange. Merriman Avenue will consequently extend over Adam Tas Road (R310) and intersect with George Blake Street at a signalised intersection. Both the western and eastern terminals on the future interchange will also be signalised. The existing Adam Tas Road (R310) and George Blake Street intersection will be closed. Construction is anticipated to commence between 2029 and 2031.

Layout drawings of the intersection upgrade were received from Stellenbosch Municipality. Refer to Figure 2-7 for an illustration of the concept.

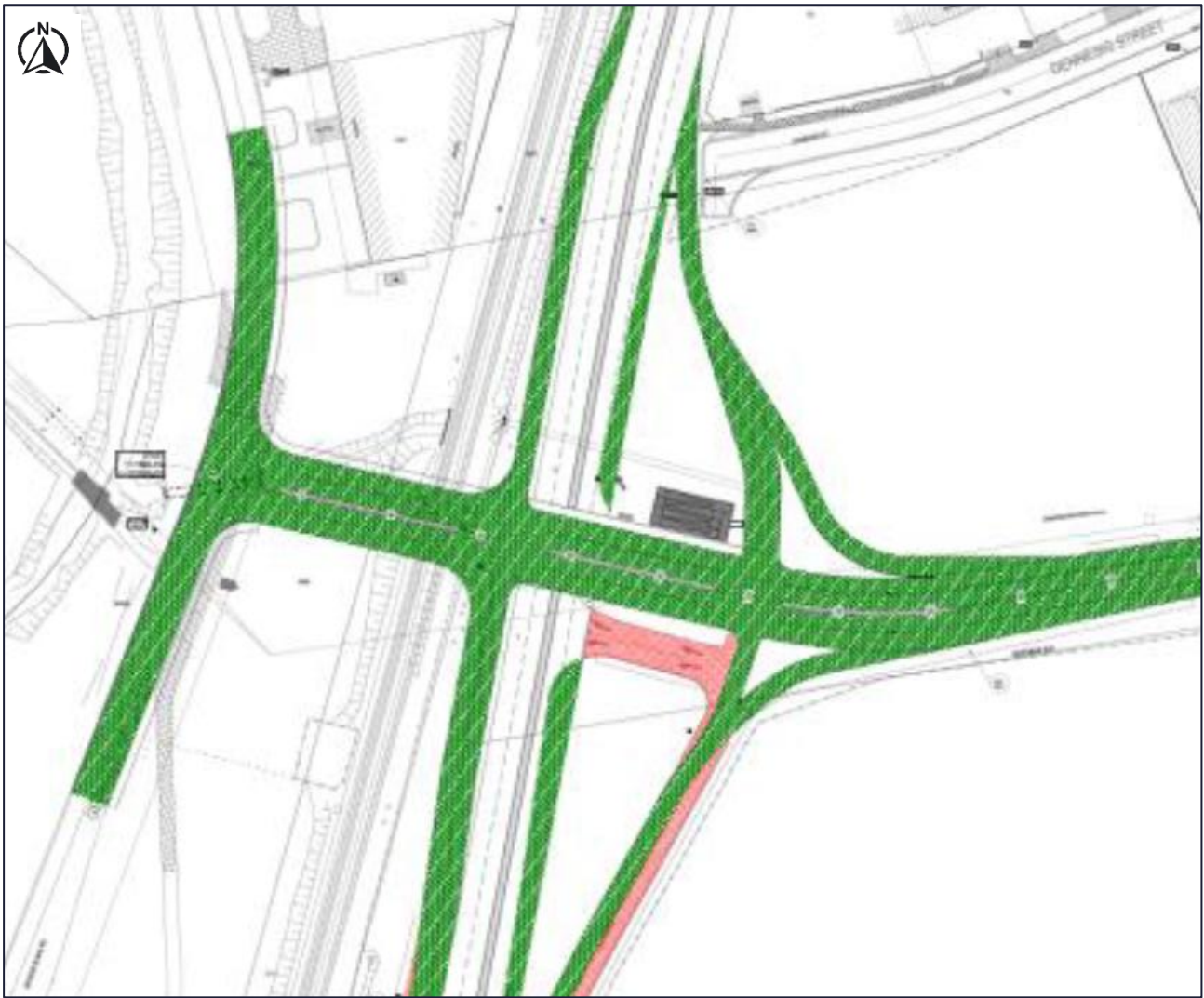


Figure 2-7: R310 and Merriman Interchange Concept (Source: Stellenbosch Municipality)

3 Primary and Secondary Data

3.1 Traffic Surveys

SMEC undertook intersection traffic surveys to obtain a detailed picture of the travel patterns within the study area. A total of 36 manual classified intersection traffic surveys were undertaken on 25 April 2024 and 26 April 2024 between 06:00 and 19:00, at the following intersections:

1. Intersection of Van Riebeeck Street and Plein Street
2. Intersection of Plein Street and Ryneveld Street
3. Intersection of Plein Street and Andringa Street
4. Intersection of Bird Street and Plein Street
5. Intersection of Bird Street and Alexander Street
6. Intersection of Bird Street and Du Toit Street
7. Intersection of Bird Street and Crozier Road
8. Intersection of Merriman Avenue and Bird Street
9. Intersection of Merriman Avenue and Andringa Street
10. Intersection of Crozier Road and Andringa Street
11. Intersection of Victoria Street and Andringa Street
12. Intersection of Ryneveld Street and Merriman Avenue
13. Intersection of Crozier Road and Ryneveld Street
14. Intersection of Victoria Street and Ryneveld Street
15. Intersection of Mill Street and Church Street
16. Intersection of Church Street and Bird Street
17. Intersection of Church Street and Andringa Street
18. Intersection of Ryneveld Street and Church Street
19. Intersection of Church Street and Drostdy Road
20. Intersection of Drostdy Road and Dorp Street
21. Intersection of Dorp Street and Ryneveld Street
22. Intersection of Dorp Street and Andringa Street
23. Intersection of Dorp Street and Bird Street
24. Intersection of Dorp Street and Mill Street
25. Intersection of Piet Retief Street and Suidwal Street
26. Intersection of Piet Retief Street and Noordwal-Wes Road
27. Intersection of Dorp Street and Mark Street
28. Intersection of Dorp Street and Strand Road
29. Intersection of Adam Tas Road and Dorp Street
30. Intersection of Adam Tas Road and Strand Road
31. Intersection of Adam Tas Road and Alexander Street
32. Intersection of Adam Tas Road and George Blake Street
33. Intersection of Adam Tas Road and Merriman Avenue
34. Intersection of Merriman Avenue and Hofman Road
35. Intersection of Adam Tas Road and Molento Road
36. Intersection of Bird Street and Jan Celliers Road

An additional six manual classified intersection traffic surveys were undertaken on 30 August 2024 and 3 September 2024 between 06:00 and 19:00, at the following intersections:

37. Intersection of Helshoogte Road and La Colline Road
38. Intersection of Helshoogte Road and Adam Tas Road
39. Intersection of Adam Tas Road and Bell Road
40. Intersection of Adam Tas Road and Bird Street
41. Intersection of Bird Street and Kromrivier Road
42. Intersection of Bird Street and Masitandane Road

Refer to Figure 3-1 for a depiction of survey locations. Detailed link and intersection traffic survey data can be found in Appendix A.

Details of the four sets of traffic surveys are as follows:

- Date Counted 25 April 2024, 26 April 2024, 30 August 2024, 3 September 2024
- Day Weekday, Friday, Friday, Weekday
- Congestion levels High during peak hours
- Enumerator Unitraf (Pty) Ltd

Common peak hours were identified for the intersections under discussion, as follows:

- Weekday AM Peak Hour 07h00 – 08h00
- Weekday PM peak Hour 16h00 – 17h00

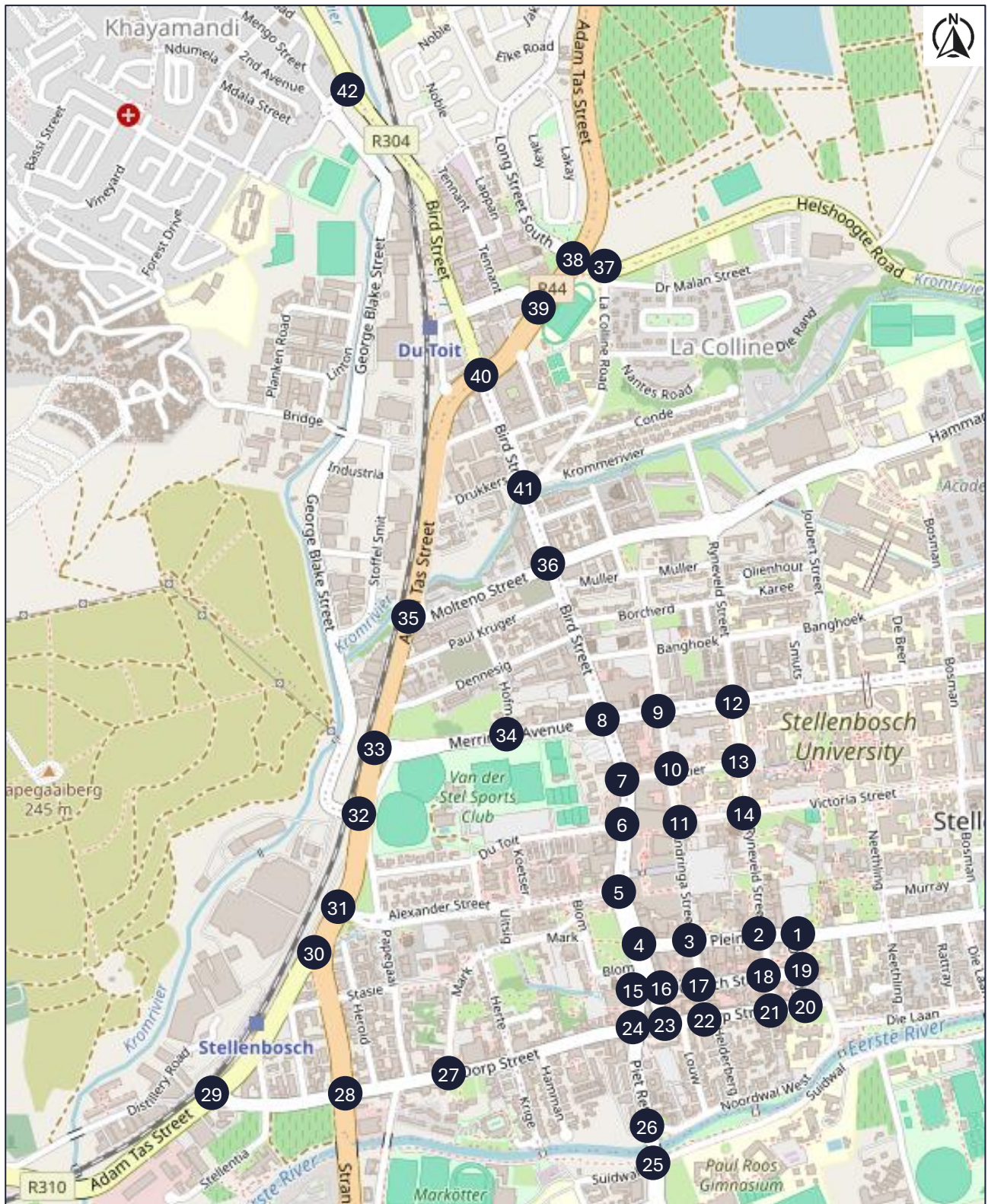


Figure 3-1: Traffic Count Locations (Source: OpenStreetMap)

3.2 Traffic Signal Timing Plans

Existing traffic signal timing plans were obtained from Stellenbosch Municipality for signalised intersections in the model area. A total of 13 traffic signal timing plans were included in the mesoscopic model at the following intersections:

1. Intersection of Adam Tas Road and Dorp Street
2. Intersection of Adam Tas Road and Strand Road
3. Intersection of Adam Tas Road and Alexander Street
4. Intersection of Adam Tas Road and George Blake Street
5. Intersection of Adam Tas Road and Merriman Avenue
6. Intersection of Adam Tas Road and Bird Street
7. Intersection of Bird Street and Jan Celliers Road
8. Intersection of Merriman Avenue and Bird Street
9. Intersection of Merriman Avenue and Andringa Street
10. Intersection of Ryneveld Street and Merriman Avenue
11. Intersection of Dorp Street and Strand Road
12. Intersection of Helshoogte Road and Adam Tas Road
13. Intersection of Bird Street and Masitandane Road

Figure 3-2 illustrates the location of the signalised intersections that form part of the Eikestad Parking PPP model network.

The traffic signal timing plans are included in Appendix B.

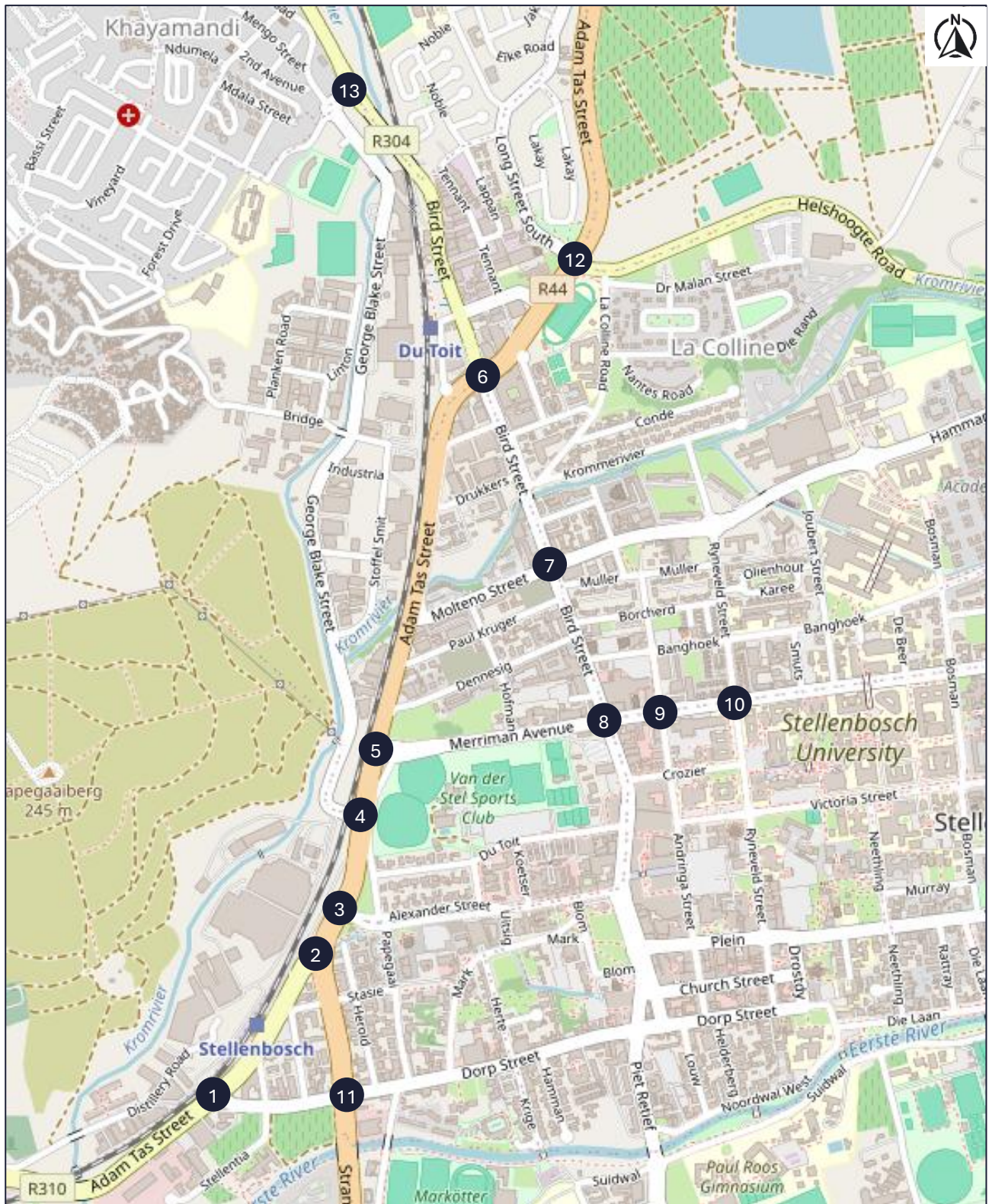


Figure 3-2: Intersection Signal Timing Plans Included (Source: OpenStreetMap)

4 Mesoscopic Modelling

4.1 Model Specifications

Upon the Clients request, a mesoscopic model of the Eikestad Parking PPP Study Area was built using PTV VISUM 2024. VISUM is primarily a multi-function traffic assignment suite with additional facilities for matrix manipulation and demand estimation from counts. It is equally applicable to strategic, regional or district wide studies as it is to detailed city models where the combination of simulation and assignment is particularly important.

4.2 Model Area

A significant level of road network detail is required in developing a mesoscopic simulation model for it to provide a realistic representation of traffic flow distribution and loading onto the network. Since a simulation model takes into consideration individual intersection performance during the assignment stage, it would be necessary for such a model to be sufficient in size to capture the anticipated rerouting of traffic with the occurrence of bottlenecks as well as the implementation of road network improvements.

The mesoscopic model area for this study is shown in Figure 4-1.

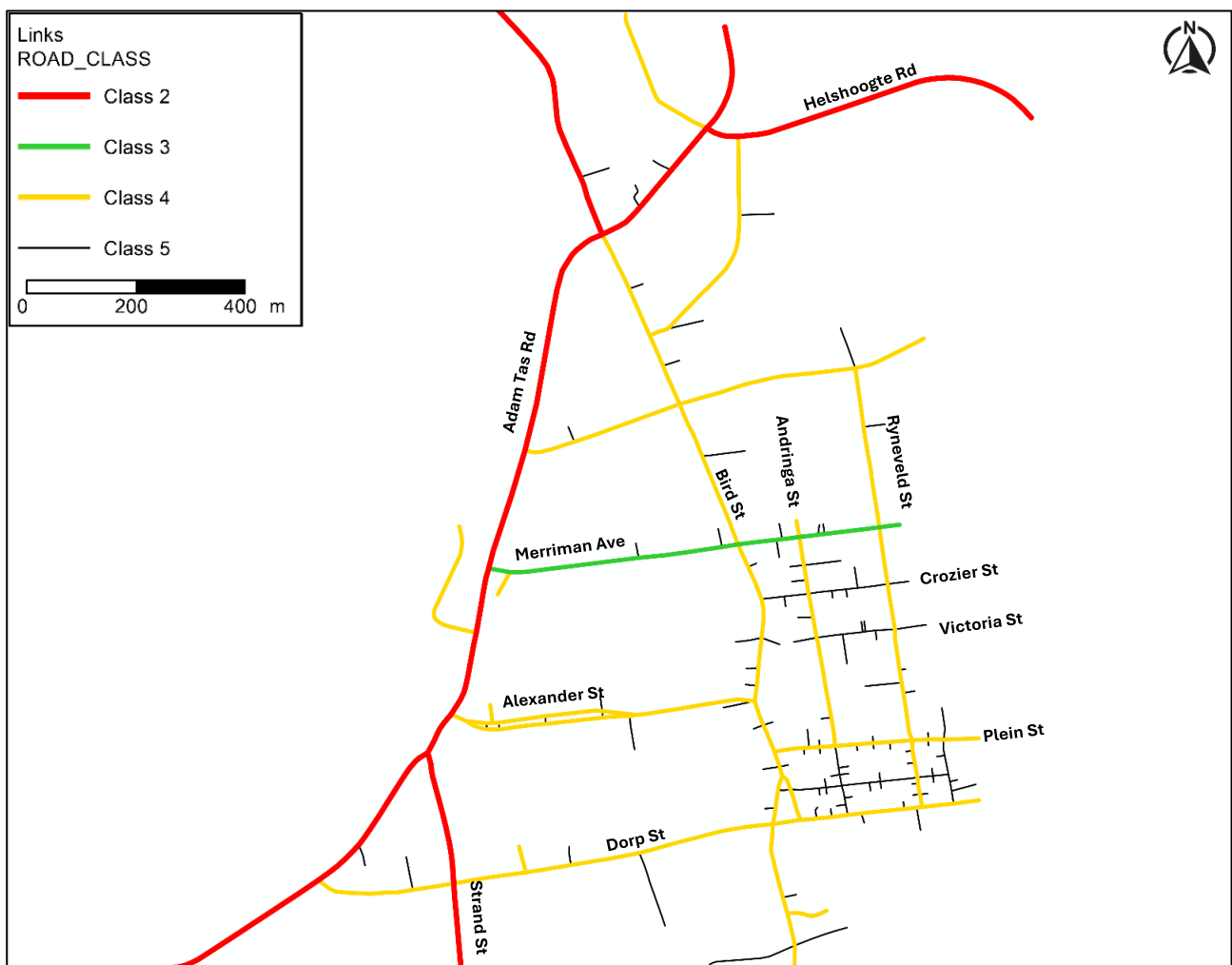


Figure 4-1: VISUM Model Extents

4.3 Road Network

The base model network was developed using OpenStreetMap (OSM) data, after which a desktop study was undertaken to validate lane configurations along links and at intersections within the mesoscopic model area. This was verified and, if necessary, updated with reference to the latest available Google Earth Aerial (2024) and Street View (2024) Imagery. In order to verify that the modelled network correctly represented the current base year situation, a number of checks were undertaken as follows:

- Correct loading of zone connectors
- Link length checks
- Routing through the network
- Network hierarchy and speed flow definition
- Capacity checks

4.3.1 Links

For the Eikestad Parking PPP VISUM Model, road type characteristics were defined such as the following:

- Link free-flow speed
- Link saturation flow
- Link capacity

4.3.2 Nodes

Intersection control was assigned based on the latest available Google Earth Aerial (2024) and Street View (2024) Imagery. Figure 4-2 depicts intersection control type for all intersections coded into the model area.

It should be noted that the existing Helshoogte Road and La Colline Road intersection is a two-way stop intersection, but due to the functionality of the intersection during peak hours, it was modelled as a signalised intersection to be representative of existing traffic flows.

The existing Plein Street and Andringa Street Intersection is a mini-circle intersection, but due to the functionality of the intersection during the PM Peak Hour, it was modelled as an all-way stop intersection to be representative of existing traffic flows.

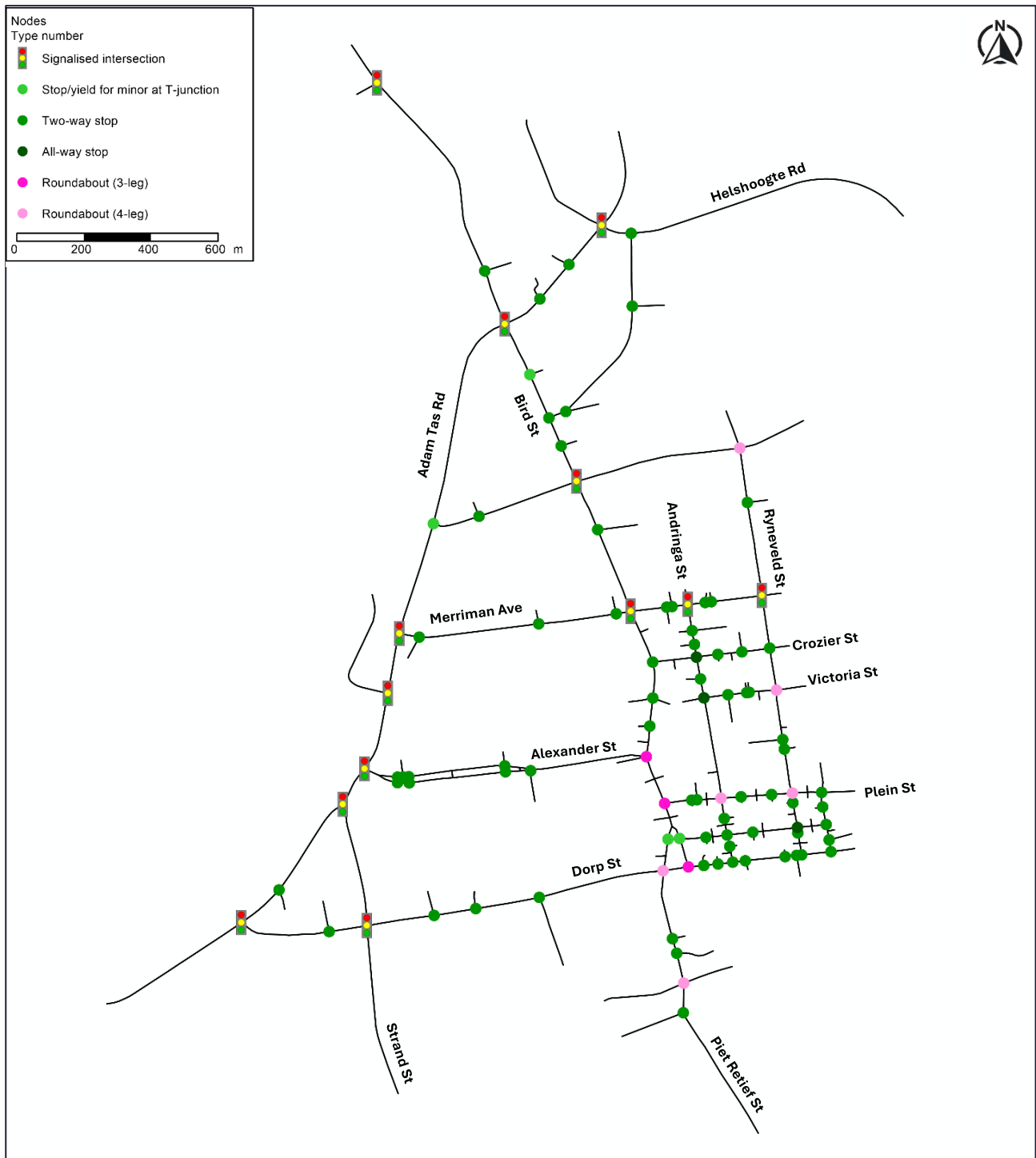


Figure 4-2: Eikestad Parking PPP VISUM Model Intersection Control Types

4.4 Zone Structure

The structure of the Traffic Analysis Zones (TAZ) was dictated by the location and extent of unique land use parcels associated with this study. In addition, several internal TAZs were allocated to existing development areas. Finally, external zones were created to allow assignment of traffic flows onto the road network. The allocation of TAZs is shown in Figure 4-3.

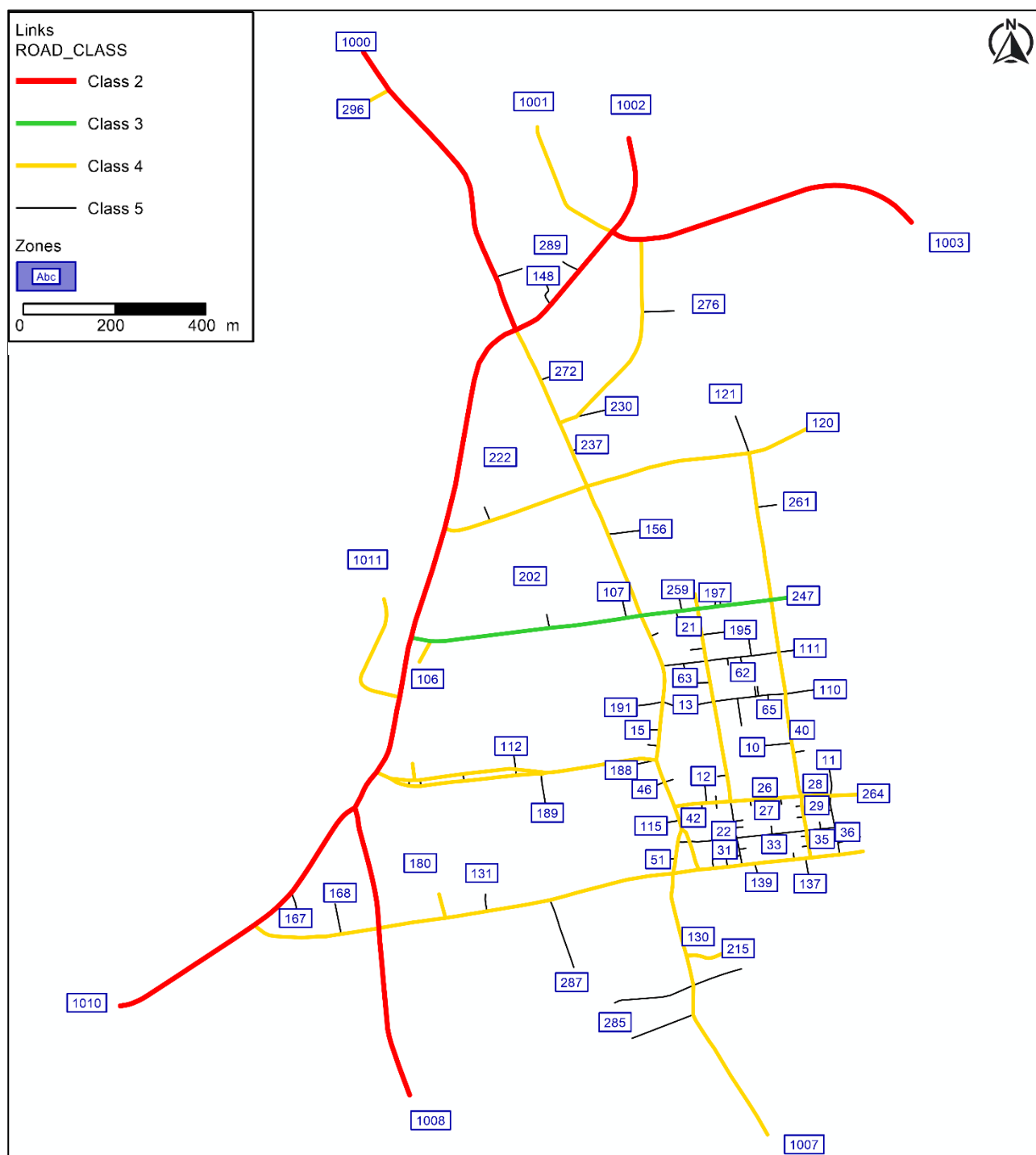


Figure 4-3: VISUM Traffic Analysis Zones

4.5 Modal Split

The trip matrices associated with the Eikestad Parking PPP VISUM Model were developed in passenger car units, thus modal split does not apply. The following factors were applied to the traffic count data:

- Private vehicle 1 Passenger Car Unit
- Minibus-Taxi 1 Passenger Car Unit
- Bus 2 Passenger Car Units
- Heavy Vehicle 3 Passenger Car Units

4.6 Traffic Assignment

The assignment of trips to the road network is based on Assignment with Intersection Capacity Analysis (ICA), which account the impedances at junctions and explicitly regards lane allocations and further details, such as the interdependencies between the individual turns at nodes. The assignment with ICA uses turn-specific volume-delay functions which are continuously re-calibrated through ICA and leads to a significantly improved convergence behaviour. The estimated O-D trip matrix was assigned on the established road network to derive link volumes and intersection turning volumes.

5 Model Calibration

Model calibration is the iterative process of adjusting the road network parameters of the model and/or travel demand so that it represents realistic traffic routings and speeds on the road network within an acceptable degree of realism. Matrix estimation was used to aid in the development of trip matrices that contain travel patterns reflecting observed traffic counts by matching the observed traffic counts with modelled flows. The results of the matrix estimation process were closely monitored to ensure stability and the creation of realistic trip matrices.

The purpose of the model validation process is to assess whether the model is robust enough to simulate the anticipated change in traffic patterns based on changes in the road network and/or zone structure. The validation process included the following activities:

- Adjustments to link speeds and capacities
- Adjustments to zone sizes and centroid connectors, etc.

It is generally accepted that traffic models should achieve 85% of links and turns with flows within the Flow Criteria, set out in Table 5-1, as well as 85% of links and turns with a GEH of less than 5. The GEH statistic is based on a comparison of observed and modelled flows and is used as an indicator of “goodness of fit”. The form of the GEH statistic is as follows:

$$GEH = \sqrt{2(M - C)^2 / (M + C)}$$

Where:

M = modelled flow; and

C = observed flow (or count).

The criteria assumed for calibration is taken from the U.K. Department for Transport, Transport Analysis Guidance (TAG) Unit M3 and is summarised in Table 5-1.

Table 5-1: Correlation Criteria

CRITERIA AND MEASURES	ACCEPTABILITY GUIDELINES
Assigned Hourly flows compared with observed flows:	
Individual flows within 15% for flows 700-2,700 vph	> 85%
Individual flows within 100 vph for flows < 700 vph	> 85%
Individual flows within 400 vph for flows > 2700 vph	> 85%
GEH statistic:	
Individual flows: GEH < 5	> 85%
Correlation analysis, modelled vs observed values	
Correlation coefficient, R	0.95
Slope of the best fit regression line	Between 0.9 and 1.1

The matrix estimation process was employed within the calibration to adjust the travel pattern to the observed traffic counts. This process adjusted trip-ends using available observed traffic counts to give the best-fit matrix. This process is dependent on several factors including the quality of the prior matrix, traffic routing and the order and consistency of the observed traffic counts.

The calibration criteria for flow and GEH statistic have been used to check whether the iterative changes made to the network and matrices have had an impact on the model's performance. Intersection turning movements were used for model calibration, comprising all survey locations previously identified.

5.1 Calibration Results

The calibration results based on the modelled flows for PCU, are set out in Table 5-2 and

Table 5-3 for the 2024 Weekday AM and PM peak hours respectively.

Table 5-2: Modelled Flows Calibration Results (PCU) – 2024 Weekday AM Peak Hour

CRITERIA AND MEASURES	RESULT			
	OK %	NUMBER OF		
Assigned Hourly flows compared with observed flows:				
Individual flows within 100 EVU's for flows < 700 EVU's per hour	100%	492	out of	493
Individual flows within 15% for flows 700-2,700 EVU's per hour	100%	74	out of	74
Individual flows within 400 EVU's for flows > 2700 EVU's per hour	N/A	0	out of	0
Compliance summed over all flow ranges	100%	566	out of	567
GEH statistic:				
Individual flows: GEH < 5	97%	547	out of	562
Correlation analysis, modelled vs observed values				
Correlation coefficient, R ²	0.99			
Slope of the best fit regression line	1.00			

Table 5-3: Modelled Flows Calibration Results (PCU) – 2024 Weekday PM Peak Hour

CRITERIA AND MEASURES	RESULT			
	OK %	NUMBER OF		
Assigned Hourly flows compared with observed flows:				
Individual flows within 100 EVU’s for flows < 700 EVU’s per hour	100%	500	out of	501
Individual flows within 15% for flows 700-2,700 EVU’s per hour	100%	66	out of	66
Individual flows within 400 EVU’s for flows > 2700 EVU’s per hour	N/A	0	out of	0
Compliance summed over all flow ranges	100%	566	out of	567
GEH statistic:				
Individual flows: GEH < 5	96%	543	out of	563
Correlation analysis, modelled vs observed values				
Correlation coefficient, R ²	0.99			
Slope of the best fit regression line	1.01			

From the above it is concluded that the calibration criteria have been met for the Eikestad Parking PPP VISUM Model for the 2024 Weekday AM and PM peak hours with regard to observed flows.

5.2 Correlation Analysis

The correlation analysis results between the assigned total modelled flows and counted data for the Eikestad Parking PPP VISUM Model are set out in Figure 5-1 and Figure 5-2 for the 2024 Weekday AM and PM Peak Hours respectively.

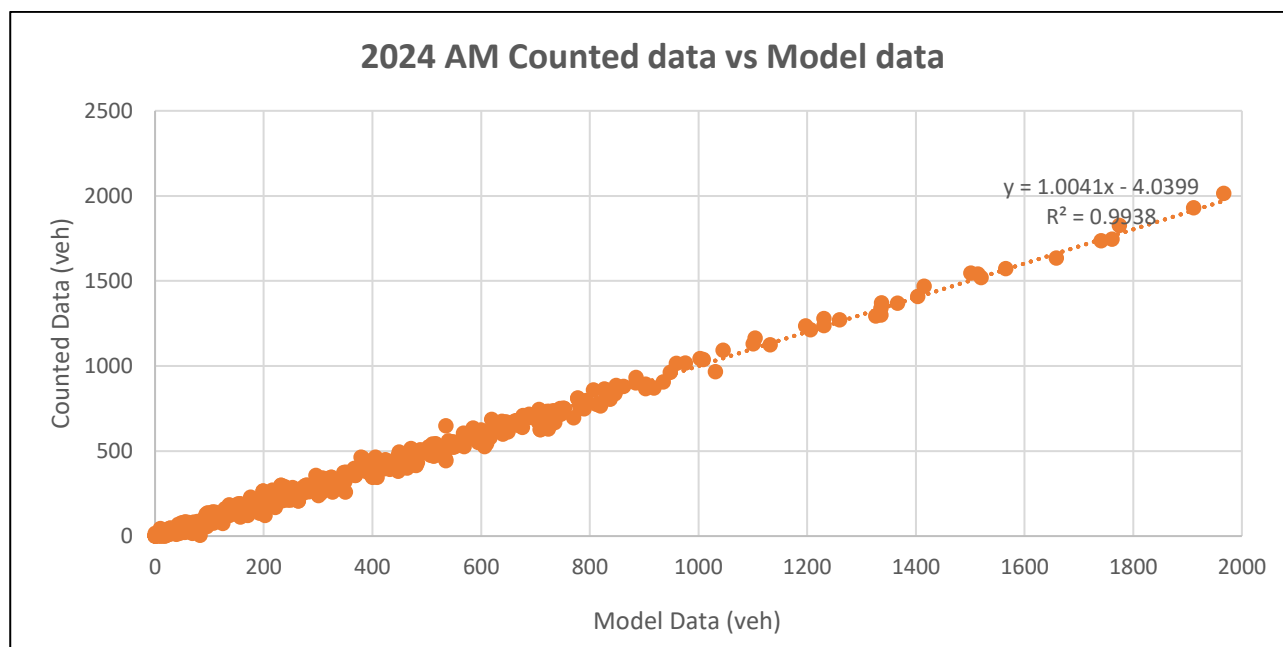


Figure 5-1: 2024 Weekday AM Peak Hour Modelled Flows vs Counts (PCU) – Eikestad Parking PPP VISUM Model

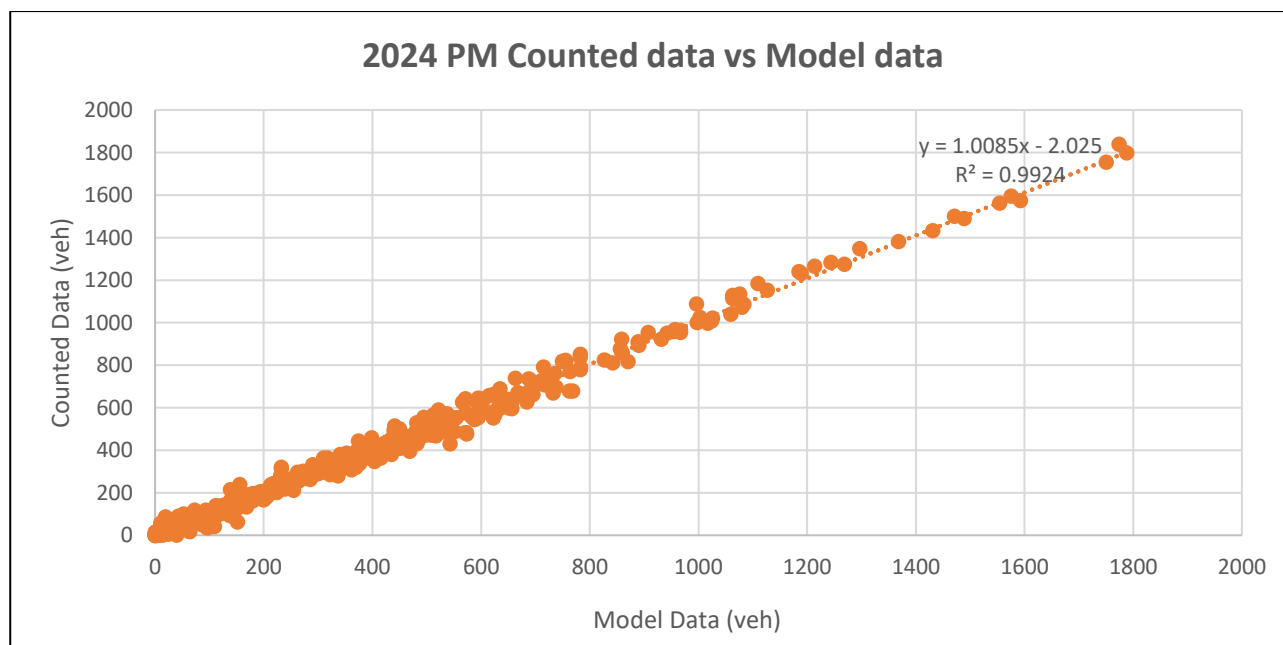


Figure 5-2: 2024 Weekday PM Peak Hour Modelled Flows vs Counts (PCU) – Eikestad Parking PPP VISUM Model

The results of the correlation analysis between the assigned total modelled flows and counted data for the Eikestad Parking PPP VISUM Model show that the 2024 Weekday AM and PM Peak Hour flows do meet the criteria by having an R-squared values of 0.99 and a slope of 1.00 and 1.01 respectively.

6 Forecasting

For the purpose of this study, the following horizon year model scenarios form part of the assignment:

- 2029 Horizon Year
- 2029 Horizon Year with Planned Upgrades
- 2034 Horizon Year
- 2034 Horizon Year with Planned Upgrades

Both the 2029 and 2034 Horizon Year scenarios with planned upgrades take into consideration the following road network improvements planned by Stellenbosch Municipality:

- Implementation of Cycle Lanes along Merriman Avenue
- Pedestrianisation of Church Street and Andringa Street
- Implementation of a consolidated intersection of the Adam Tas Road and Strand Street intersection with the Adam Tas Road and Alexander Street intersection
- Implementation of an interchange at the existing Adam Tas Road and Merriman Avenue intersection
- Dualling of Dorp Street between Adam Tas Road and Strand Street

The anticipated average traffic growth rates for all major roads entering and existing Stellenbosch were determined from historic data captured between 2007 and 2021 at seven Western Cape Government (WCG) Permanent Counting Stations. Refer to Figure 6-1 and Figure 6-2 for the WCG Counting Station Locations and Total Daily Count Data respectively.



Figure 6-1: Western Cape Government (WCG) Counting Station Locations

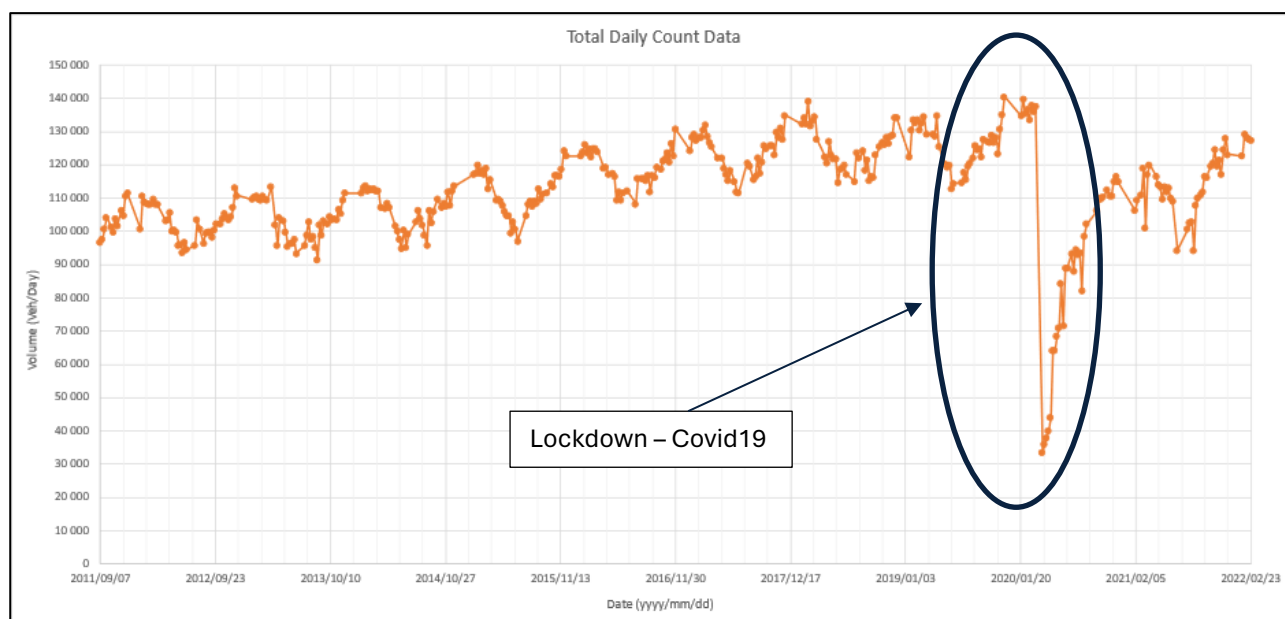


Figure 6-2: Total Daily Count Data for the seven counting stations

Due to the implications of Covid-19 Lockdown on daily traffic volumes, historic data up until 2019 was used to determine a trendline. This rendered a compounded annual growth rate of 2.6% per annum. This traffic growth rate was subsequently applied to all External-External trips in the Horizon Year Scenarios. Given that there are no known planned developments in the Stellenbosch CBD, no traffic growth was applied to any of the Internal zones.

Parking facilities are not trip generators, therefore the planned three-story parking facility, with 498 parking bays, will only be accessed by traffic volumes that are already on the road network and generated by other land uses.

The traffic demand for the planned parking facility was therefore determined using parking demand surveys during the Eikestad Parking PPP Feasibility Study. It was found that there is an anticipated demand of 264 vehicles arriving and 52 vehicles departing during the AM Peak Hour and 66 vehicles arriving and 218 departing during the PM Peak Hour.

The change in travel demand within the Eikestad Parking PPP study area is shown in Table 6-1.

Table 6-1: Eikestad Parking PPP Travel Demand Comparison

Year	Description	Peak Hour	Trip Origins	Trip Destinations	Growth (%)		
					Description	Total	Per Annum
2024	Base Year	AM	21 857	21 857	-	-	-
		PM	22 401	22 401	-	-	-
2029	5-Year Horizon Year	AM	23 044	23 044	Compared to 2024	5.4%	1.1%
		PM	23 384	23 384		4.4%	0.9%
2034	10-Year Horizon Year	AM	24 150	24 150	Compared to 2029	4.8%	0.9%
		PM	24 374	24 374		4.2%	0.8%

From the above, there is anticipated to be a low growth in travel demand in the Stellenbosch CBD, i.e. approximately 1.0% per annum.

7 Link Analysis Outputs

The operational performance of a road network is typically quantified in terms of link-based Degree of Saturation (volume/capacity ratio). A target Degree of Saturation of 85% was used to indicate the need for road capacity interventions for a specific road segment.

The following sub-sections set out the road network performance of the scenarios defined for this project assignment. For each of the scenarios, the following model outputs will be addressed:

- Modelled Flows
- Link Degree of Saturation

7.1 2024 Base Year

The 2024 Base Year Weekday AM Peak Hour model flows of the modelled road network are illustrated in Figure 7-1 and the corresponding Degree of Saturation is illustrated in Figure 7-2.

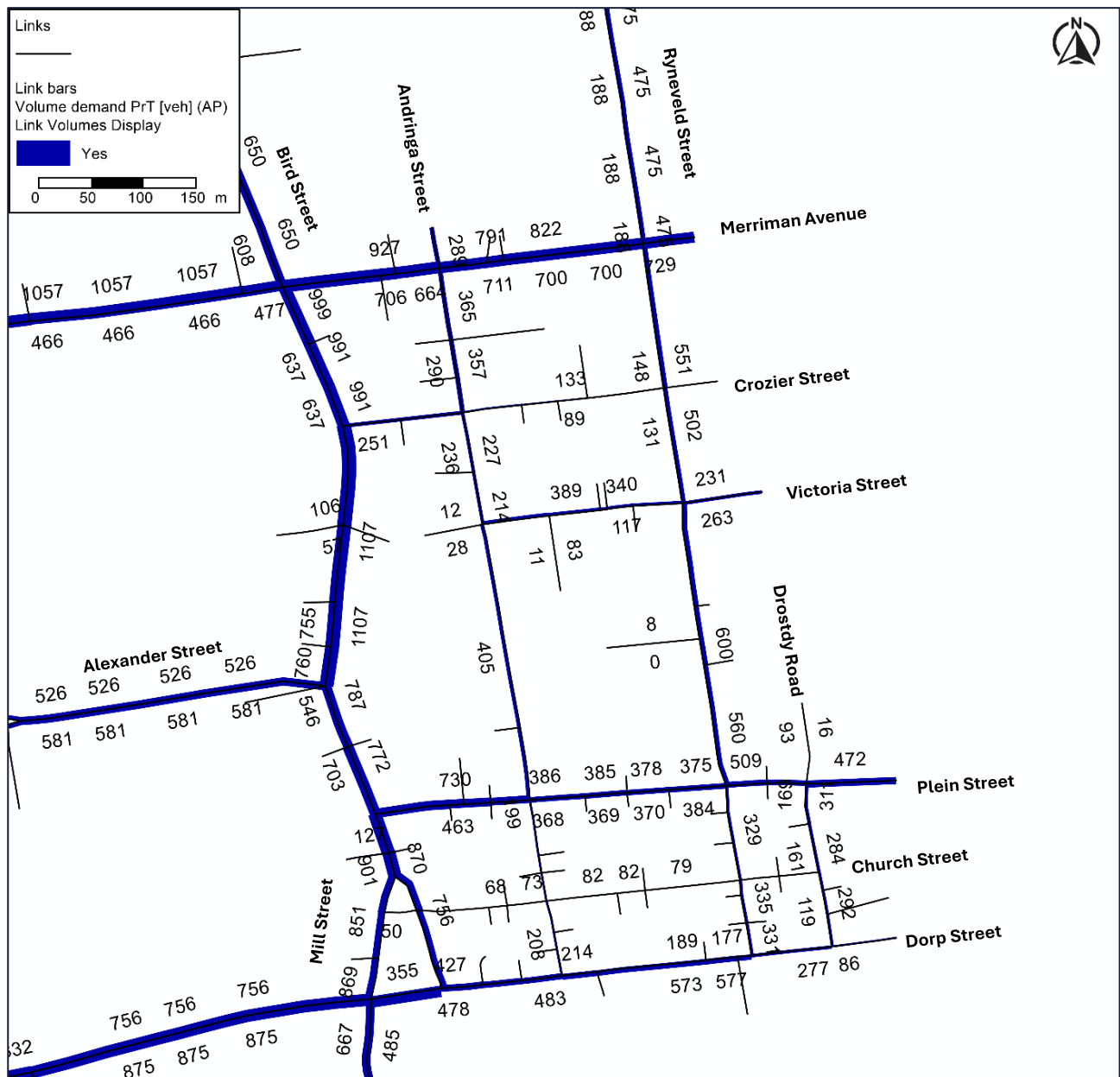


Figure 7-1: 2024 Base Year Weekday AM Peak Hour Modelled Flows

High flows are being observed along the following links during the 2024 Base Year Weekday AM Peak Hour:

- Bird Street in both directions
- Mill Street in the northbound direction
- Merriman Avenue in both directions
- Dorp Street west of Bird Street in both directions
- Plein Street west of Andringa Street in the eastbound direction
- Ryneveld Street, between Merriman Avenue and Plein Street in the southbound direction

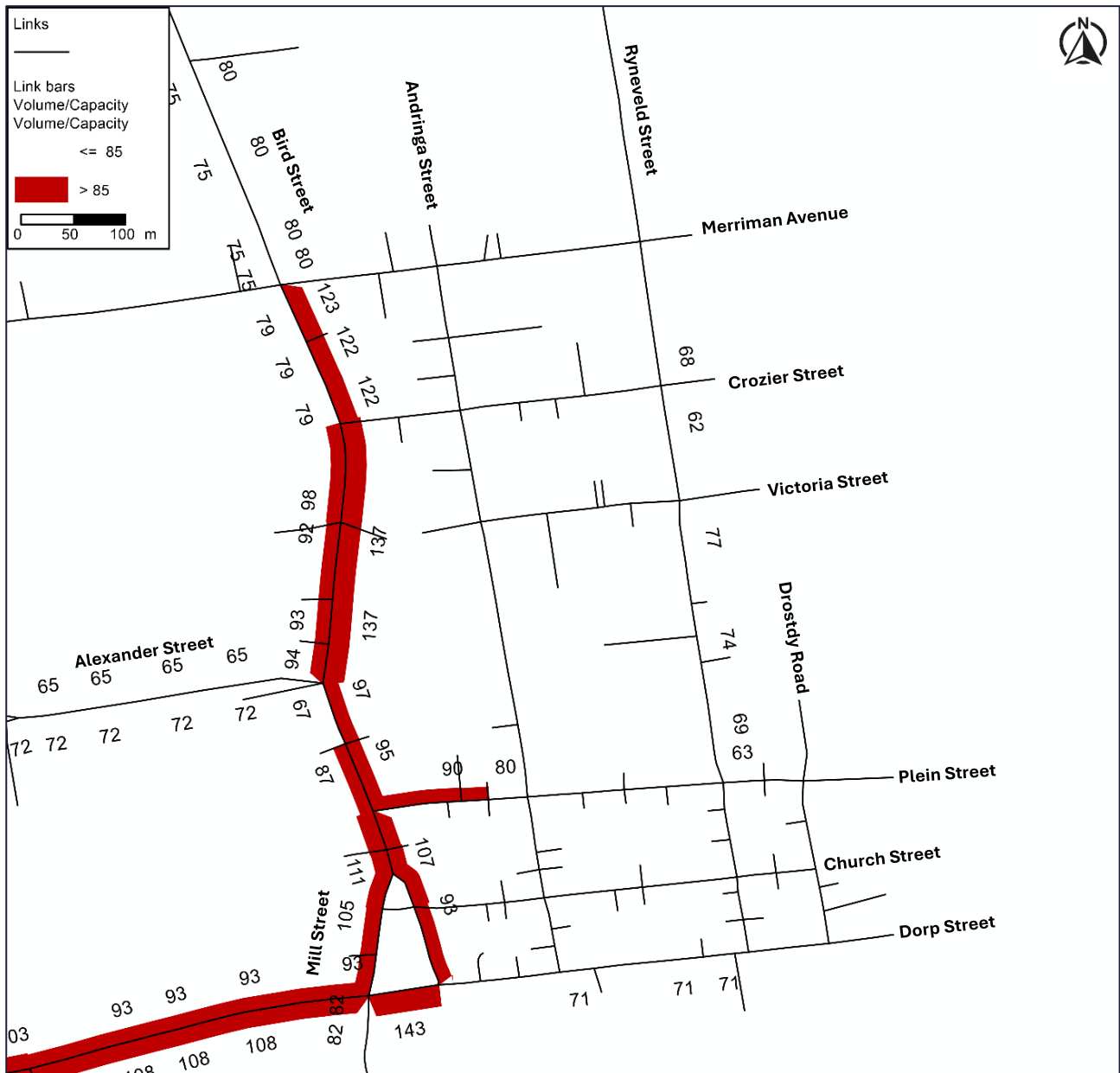


Figure 7-2: 2024 Base Year Weekday AM Peak Hour Degree of Saturation

High degrees of saturation are being observed along the following link during the 2024 Base Year Weekday AM Peak Hour:

- Bird Street between Merriman Avenue and Dorp street in the southbound direction
- Bird Street between Alexander Street and Crozier Street in the northbound direction
- Mill Street in the northbound direction
- Dorp Street west of Bird Street in both directions
- Plein Street between Bird Street and Andringa Street in the eastbound direction

The 2024 Base Year Weekday PM Peak Hour model flows of the modelled road network are illustrated in Figure 7-3 and the corresponding Degree of Saturation is illustrated in Figure 7-4.

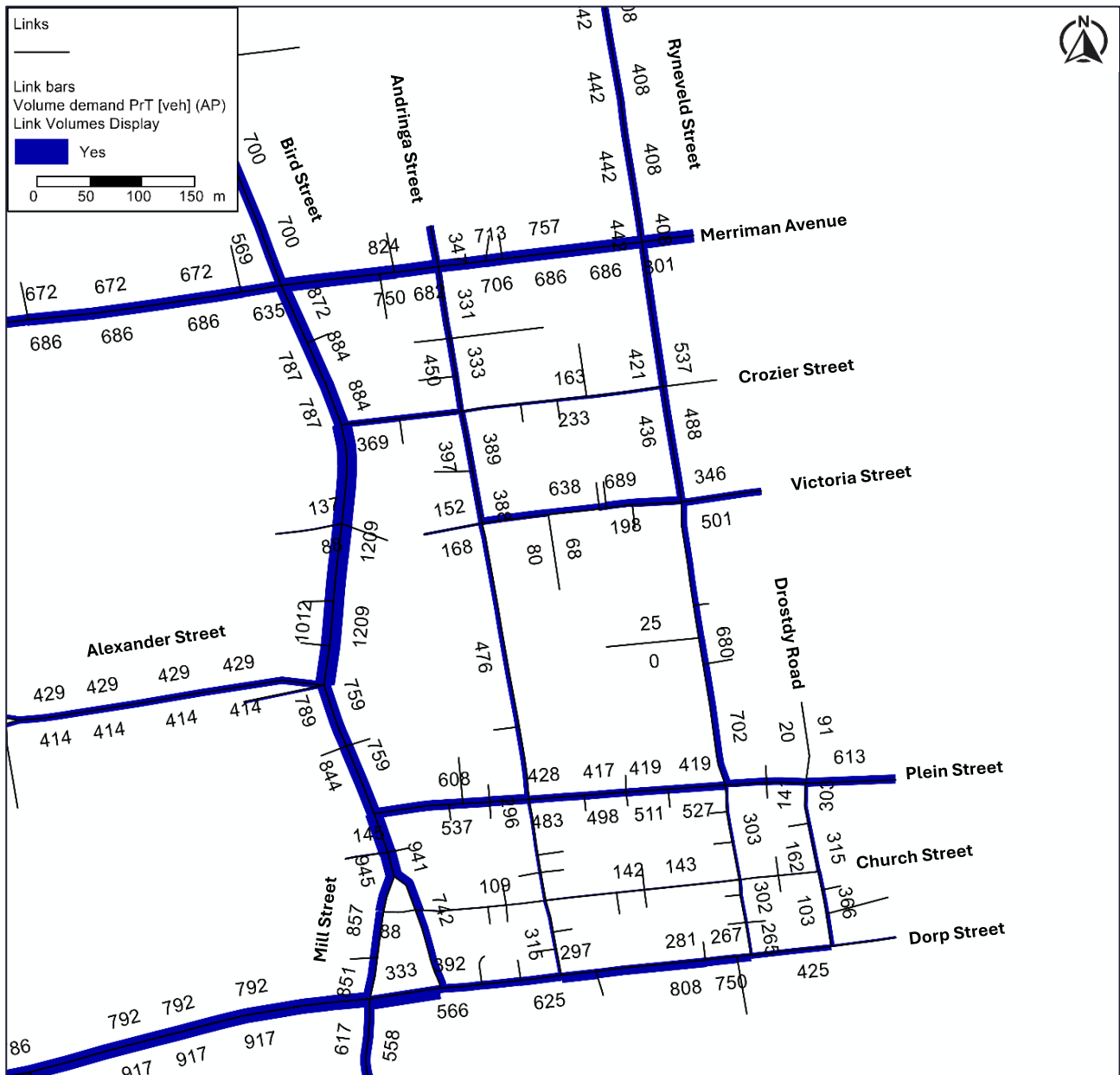


Figure 7-3: 2024 Base Year Weekday PM Peak Hour Modelled Flows

High flows are being observed along the following links during the 2024 Base Year Weekday PM Peak Hour:

- Bird Street in both directions
- Mill Street in the northbound direction
- Merriman Avenue in both directions
- Dorp Street west of Bird Street in both directions
- Dorp Street east of Bird Street in the westbound direction
- Plein Street in both directions
- Ryneveld Street, between Merriman Avenue and Plein Street in the southbound direction

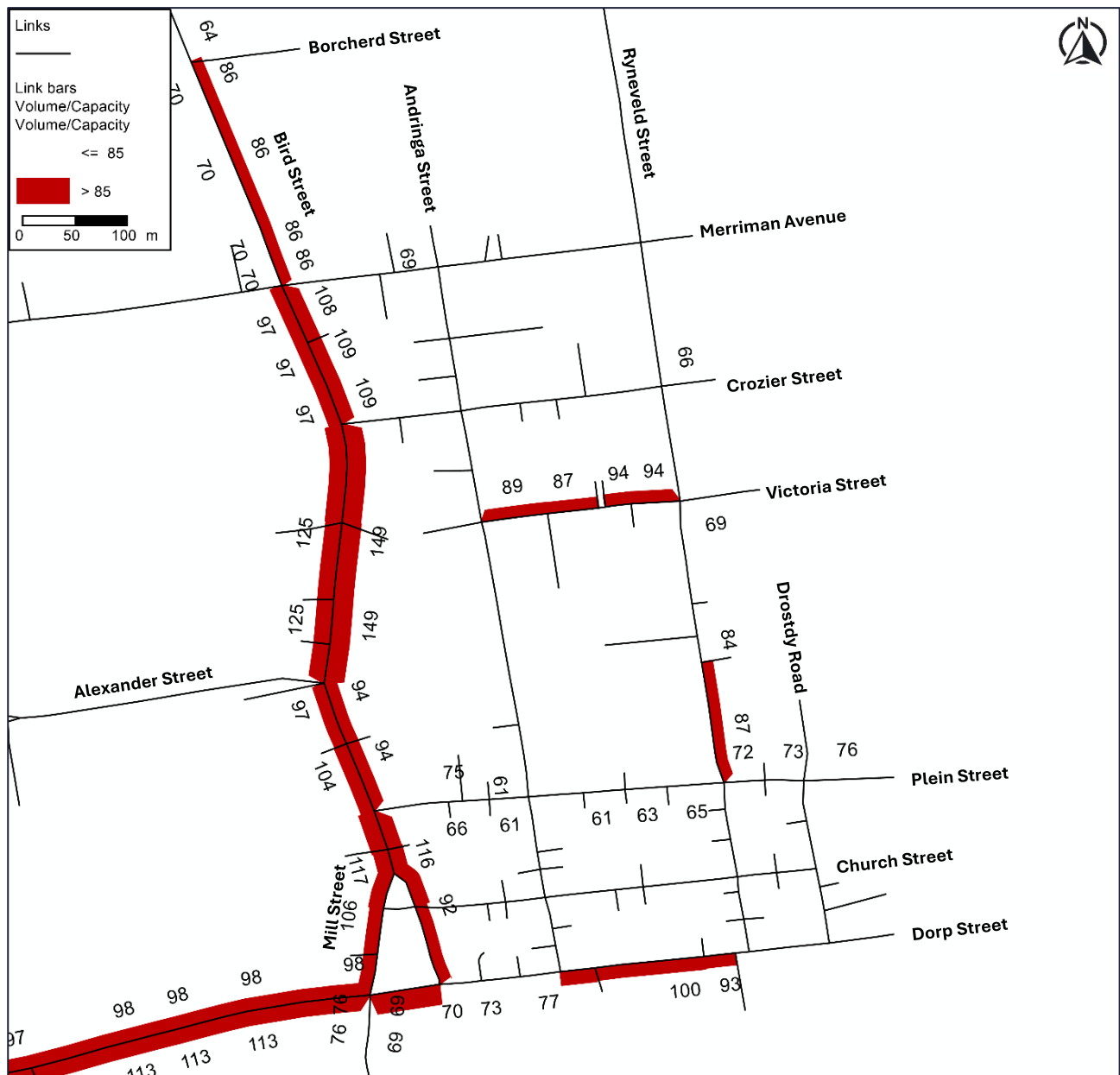


Figure 7-4: 2024 Base Year Weekday PM Peak Hour Degree of Saturation

High degrees of saturation are being observed along the following link during the 2024 Base Year Weekday PM Peak Hour:

- Bird Street between Borchard Street and Dorp Street in the southbound direction
- Bird Street between Alexander Street and Plein Street in the northbound direction
- Mill Street in the northbound direction
- Dorp Street west of Bird Street in both directions
- Dorp Street between Ryneveld Street and Andringa Street in the westbound direction
- Victoria Street between Andringa Street and Ryneveld Street in the eastbound direction
- Ryneveld Street between Victoria Street and Plein Street in the southbound direction

7.2 2029 Horizon Year

The 2029 Horizon Year Weekday AM Peak Hour model flows of the modelled road network are illustrated in Figure 7-5 and the corresponding Degree of Saturation is illustrated in Figure 7-6.

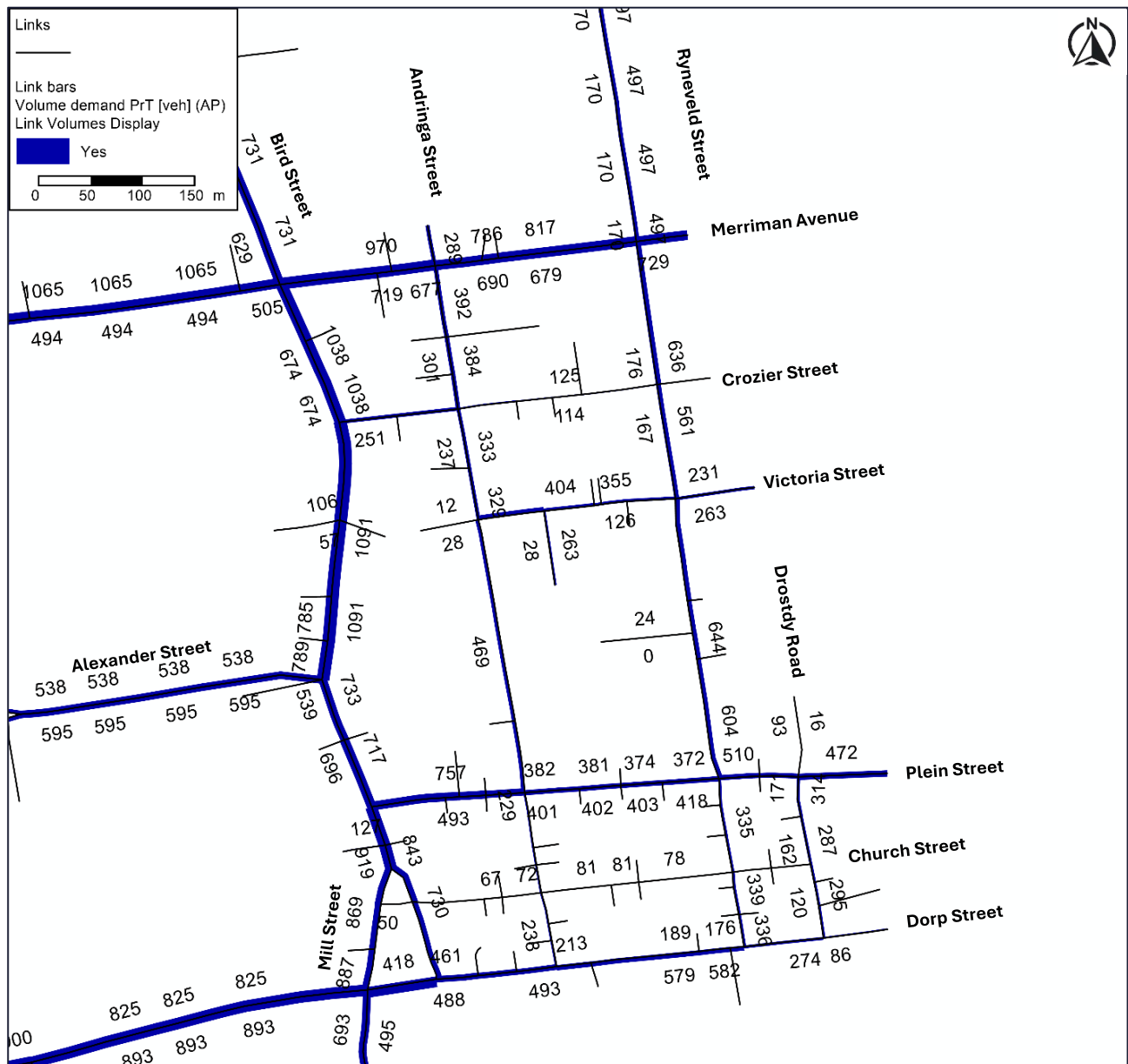


Figure 7-5: 2029 Horizon Year Weekday AM Peak Hour Modelled Flows

High flows are being anticipated along the following links during the 2029 Horizon Year Weekday AM Peak Hour:

- Bird Street in both directions
- Mill Street in the northbound direction
- Merriman Avenue in both directions
- Dorp Street west of Bird Street in both directions
- Plein Street west of Andringa Street in the eastbound direction
- Ryneveld Street, between Merriman Avenue and Plein Street in the southbound direction



- Bird Street between Borcherd Street and Dorp Street in the southbound direction
- Bird Street between Alexander Street and Crozier Street in the northbound direction
- Mill Street in the northbound direction
- Dorp Street west of Bird Street in the westbound direction
- Plein Street west of Andringa Street in the eastbound direction

High flows are being anticipated along the following links during the 2029 Horizon Year Weekday PM Peak Hour:

- Bird Street in both directions
- Mill Street in the northbound direction
- Merriman Avenue in both directions
- Dorp Street west of Bird Street in both directions
- Dorp Street east of Bird Street in the westbound direction
- Plein Street in both directions
- Ryneveld Street, between Merriman Avenue and Plein Street in the southbound direction
- Victoria Street west of Ryneveld Street in the eastbound direction

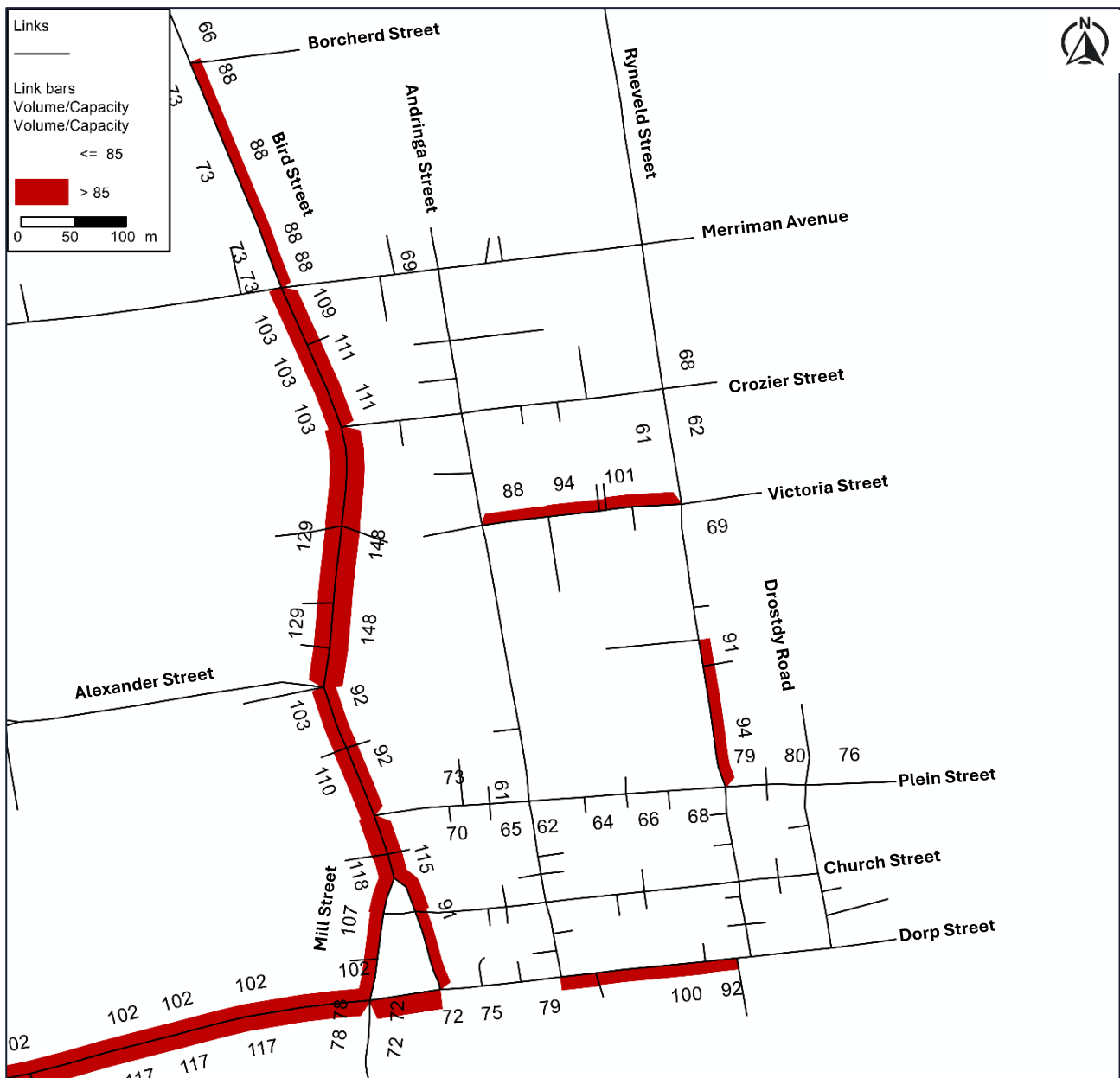


Figure 7-8: 2029 Horizon Year Weekday PM Peak Hour Degree of Saturation

High degrees of saturation are being anticipated along the following links during the 2029 Horizon Year Weekday PM Peak Hour:

- Bird Street between Borchard Street and Dorp Street in the southbound direction
- Bird Street between Alexander Street and Merriman Avenue in the northbound direction
- Mill Street in the northbound direction
- Dorp Street west of Bird Street in both directions
- Dorp Street between Ryneveld Street and Andringa Street in the westbound direction
- Victoria Street between Andringa Street and Ryneveld Street in the eastbound direction
- Ryneveld Street between Victoria Street and Plein Street in the southbound direction

7.3 2029 Horizon Year with Planned Upgrades

The 2029 Horizon Year Weekday AM Peak Hour with Planned Upgrades model flows of the modelled road network are illustrated in Figure 7-9 and the corresponding Degree of Saturation is illustrated in Figure 7-14.

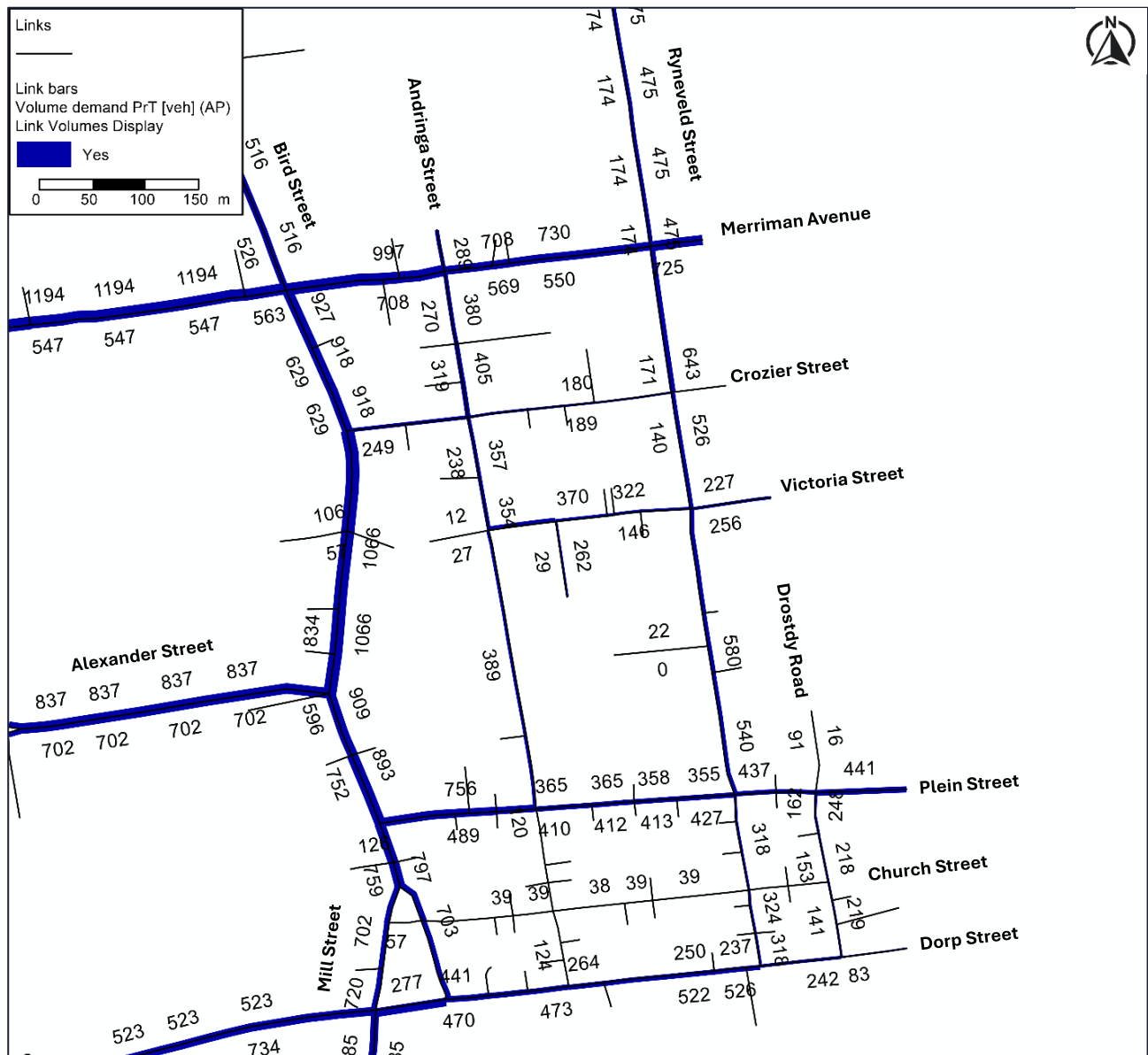


Figure 7-9: 2029 Horizon Year Weekday AM Peak Hour with Planned Upgrades Modelled Flows

High flows are being anticipated along the following links during the 2029 Horizon Year Weekday AM Peak Hour with Planned Upgrades:

- Bird Street in both directions
- Mill Street in the northbound direction
- Merriman Avenue in both directions
- Dorp Street west of Bird Street in both directions
- Plein Street west of Andringa Street in the eastbound direction
- Ryneveld Street, between Merriman Avenue and Plein Street in the southbound direction
- Alexander Street in both directions

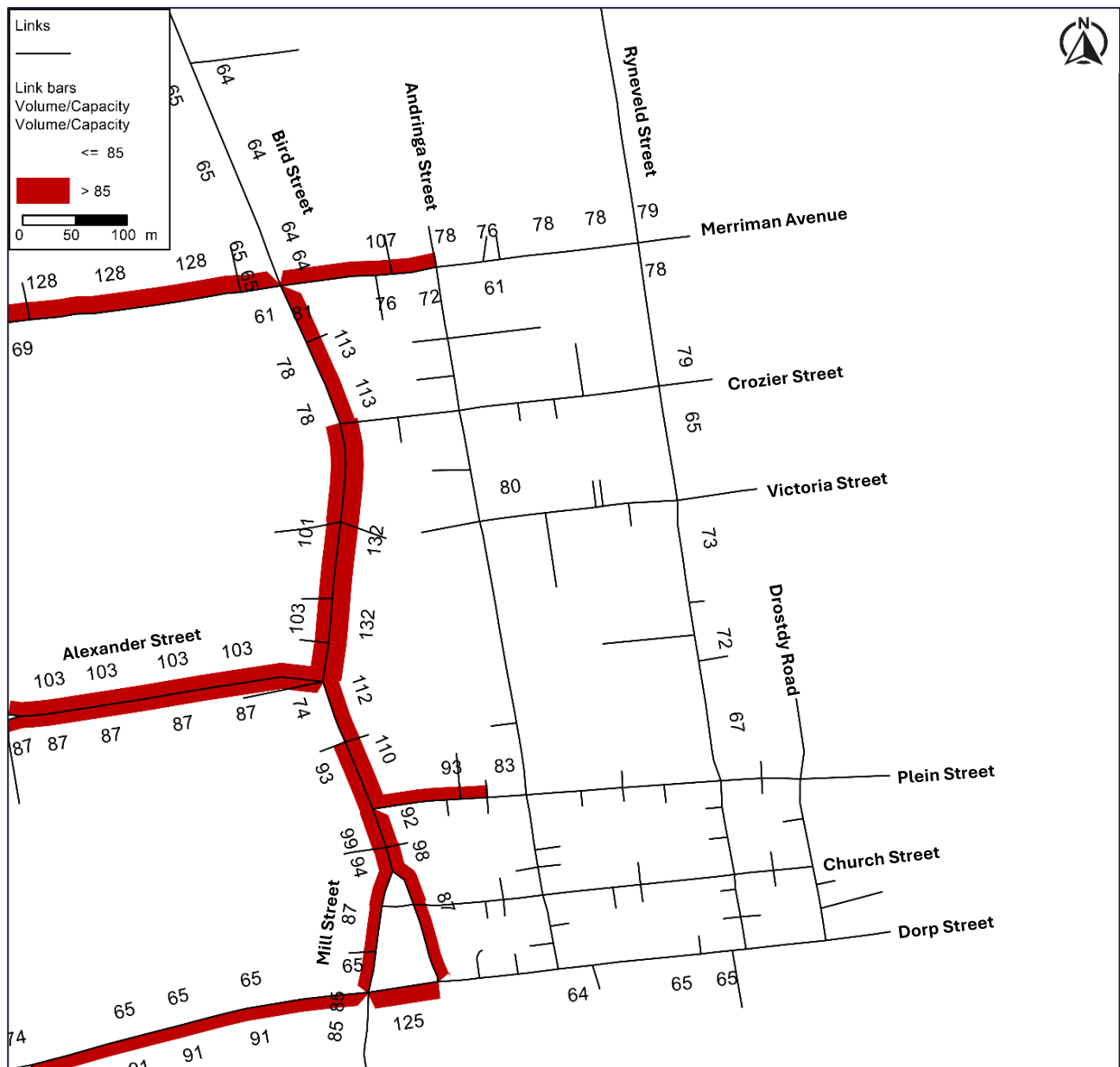


Figure 7-10: 2029 Horizon Year Weekday AM Peak Hour with Planned Upgrades Degree of Saturation

High degrees of saturation are being anticipated along the following link during the 2029 Horizon Year Weekday AM Peak Hour with Planned Upgrades:

- Bird Street between Merriman Avenue and Dorp Street in the southbound direction
- Bird Street between Alexander Street and Crozier Street in the northbound direction
- Mill Street in the northbound direction
- Dorp Street west of Bird Street in the westbound direction
- Plein Street west of Andringa Street in the eastbound direction
- Merriman Avenue west of Andringa Street in the eastbound direction
- Alexander Street in both directions

- Bird Street north of Crozier Street in both directions
- Bird Street between Crozier Street and Alexander Street in the southbound direction
- Dorp Street in both directions
- Ryneveld Street between Crozier Street and Plein Street in the southbound direction
- Victoria Street between Andringa Street and Ryneveld Street in the eastbound direction
- Mill Street in the northbound direction

Figure 7-11: 2029 Horizon Year Weekday PM Peak Hour with Planned Upgrades Modelled Flows

- Bird Street in both directions
- Mill Street in the northbound direction
- Merriman Avenue in both directions
- Dorp Street in the westbound direction
- Plein Street west of Andringa Street in the eastbound direction
- Ryneveld Street, between Merriman Avenue and Plein Street in the southbound direction
- Victoria Street west of Ryneveld Street in the eastbound direction
- Alexander Street in the eastbound direction

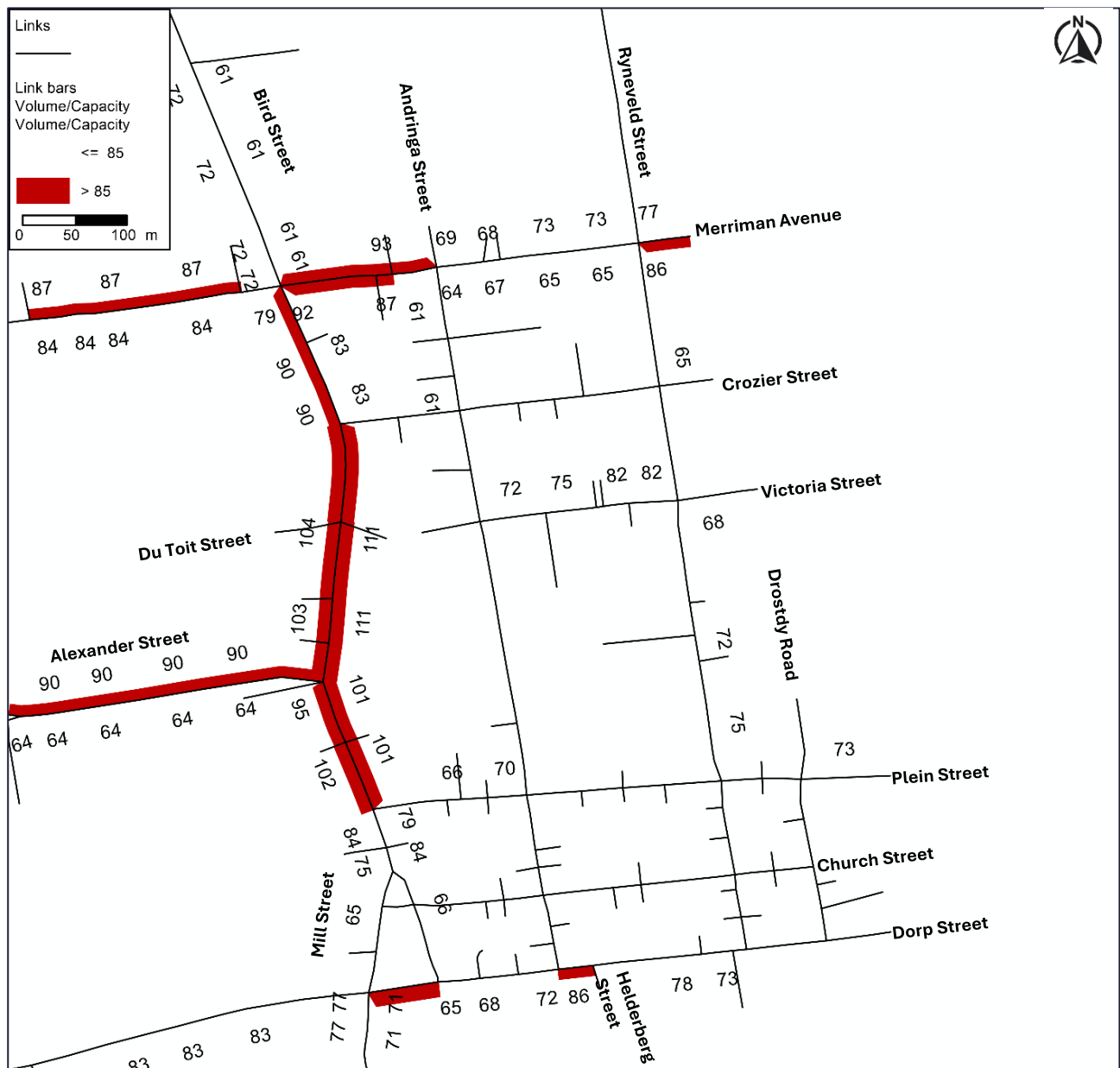


Figure 7-12: 2029 Horizon Year Weekday PM Peak Hour with Planned Upgrades Degree of Saturation

High degrees of saturation are being anticipated along the following links during the 2029 Horizon Year Weekday PM Peak Hour with Planned Upgrades:

- Bird Street between Crozier Street and Plein Street in the southbound direction
- Bird Street between Alexander Street and Merriman Avenue in the northbound direction
- Mill Street between Plein Street and Alexander Street in the northbound direction
- Dorp Street between Bird Street and Mill Street in the westbound direction
- Dorp Street between Helderberg Street and Andringa Street in the westbound direction
- Merriman Avenue east of Ryneveld Avenue in the westbound direction
- Merriman Avenue west of Bird Street in the eastbound direction
- Merriman Avenue between Bird Street and Ryneveld Street in both directions

Note should however be taken that the degree of saturation along the following links have improved compared to the 2029 Horizon Year Scenario Weekday PM Peak Hour:

- Bird Street north of Alexander Street in both directions
- Mill Street in the northbound direction
- Dorp Street in both directions
- Ryneveld Street between Merriman Avenue and Plein Street in the southbound direction
- Victoria Street between Andringa Street and Ryneveld Street in the eastbound direction
- Plein Street in both directions

7.4 2034 Horizon Year

The 2034 Horizon Year Weekday AM Peak Hour model flows of the modelled road network are illustrated in Figure 7-13 and the corresponding Degree of Saturation is illustrated in Figure 7-14.

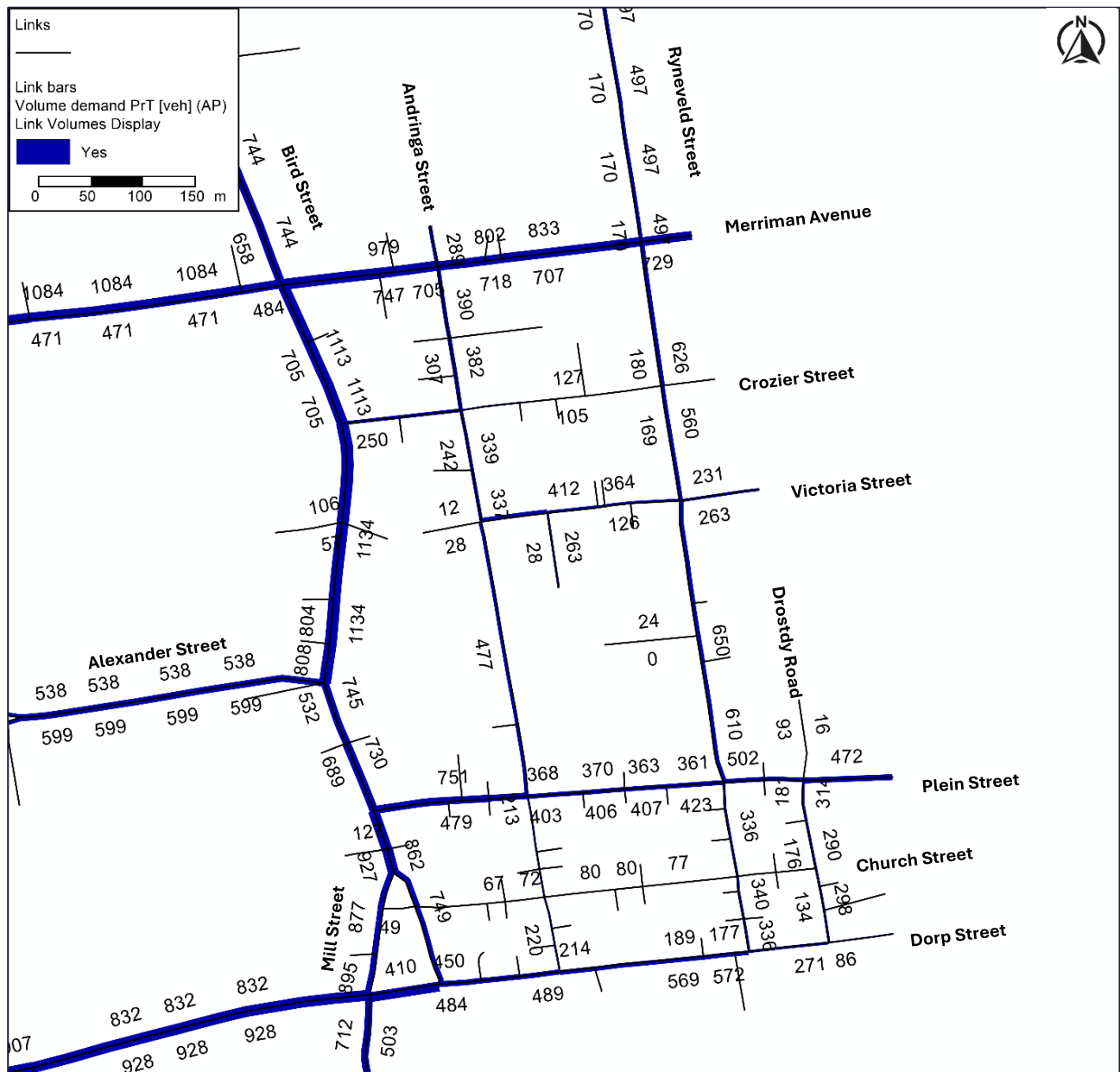


Figure 7-13: 2034 Horizon Year Weekday AM Peak Hour Modelled Flows

High flows are being anticipated along the following links during the 2034 Horizon Year Weekday AM Peak Hour:

- Bird Street in both directions
- Mill Street in the northbound direction
- Merriman Avenue in both directions
- Dorp Street west of Bird Street in both directions
- Plein Street west of Andringa Street in the eastbound direction
- Ryneveld Street, between Merriman Avenue and Plein Street in the southbound direction



- Bird Street between Borcherd Street and Dorp Street in the southbound direction
- Bird Street between Alexander Street and Merriman Avenue in the northbound direction
- Mill Street between Dorp Street and Plein Street in the northbound direction
- Dorp Street west of Bird Street in both directions
- Plein Street west of Andringa Street in the eastbound direction
- Victoria Street between Andringa Street and Ryneveld Street in the eastbound direction

The 2034 Horizon Year Weekday PM Peak Hour model flows of the modelled road network are illustrated in Figure 7-15 and the corresponding Degree of Saturation is illustrated in Figure 7-16.

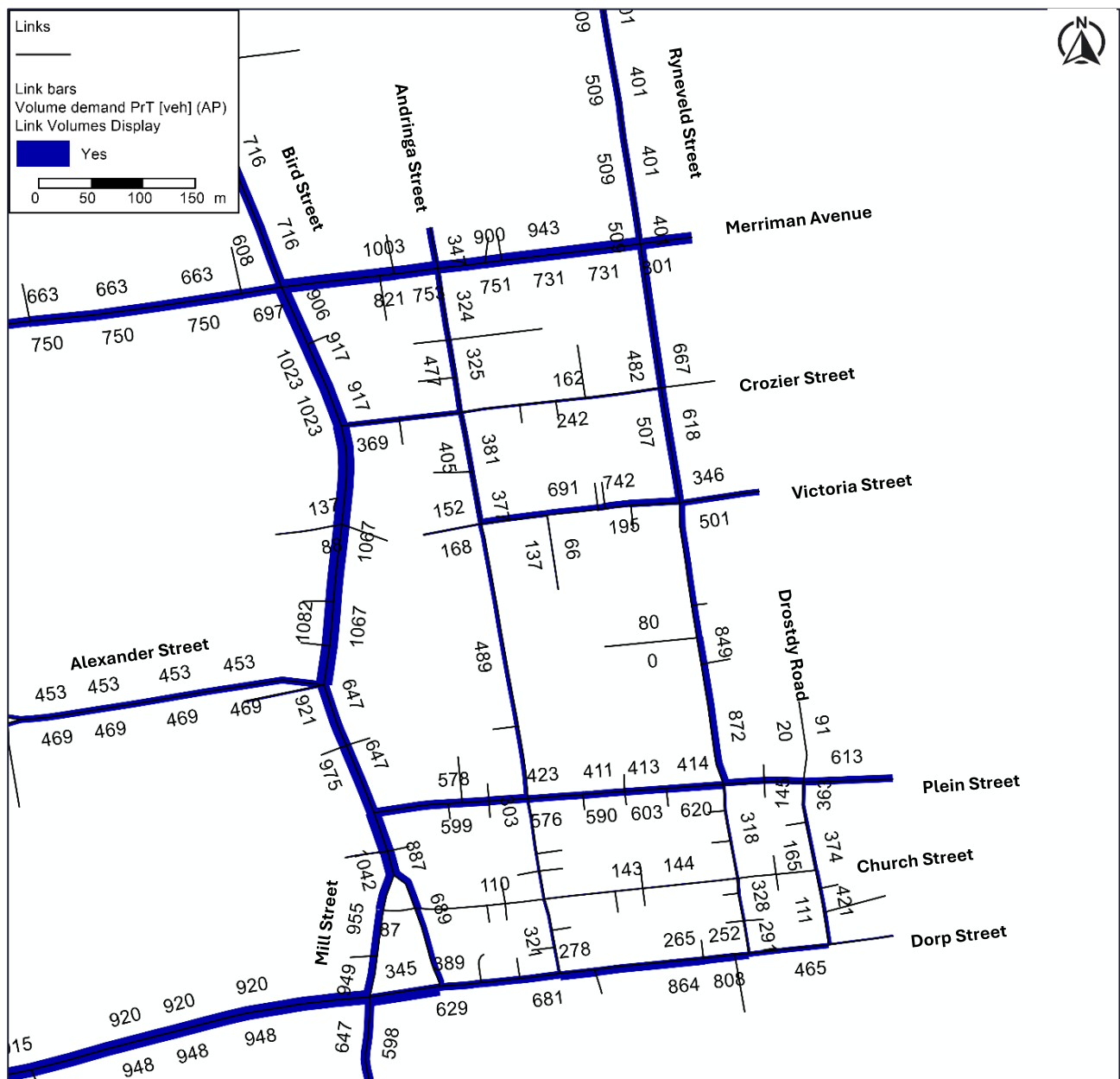


Figure 7-15: 2034 Horizon Year Weekday PM Peak Hour Modelled Flows

High flows are being anticipated along the following links during the 2034 Horizon Year Weekday PM Peak Hour:

- Bird Street in both directions
- Mill Street in the northbound direction
- Merriman Avenue in both directions
- Dorp Street west of Bird Street in both directions
- Dorp Street east of Bird Street in the westbound direction
- Plein Street in both directions
- Ryneveld Street, between Merriman Avenue and Plein Street in the southbound direction
- Victoria Street west of Ryneveld Street in the eastbound direction

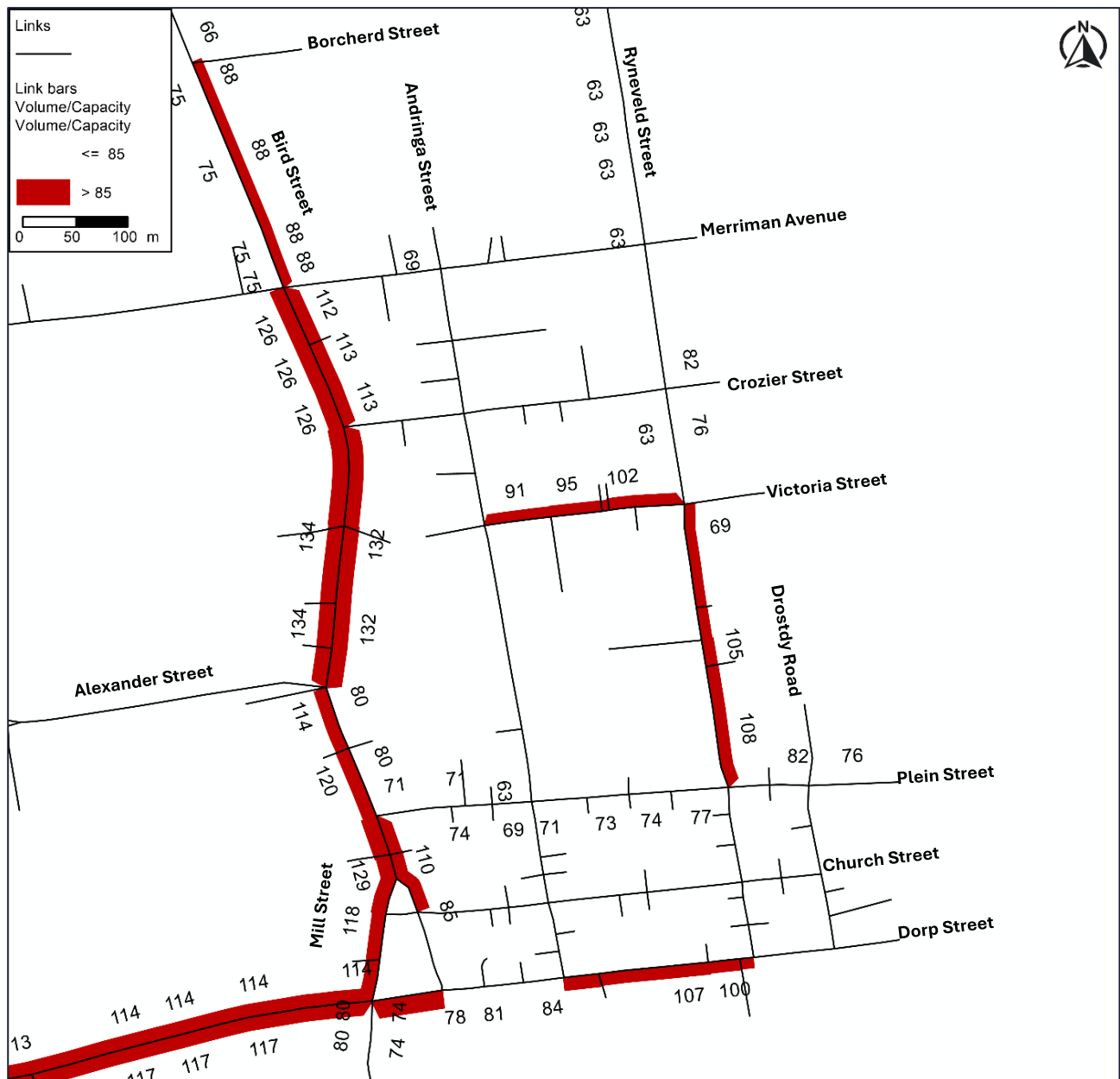
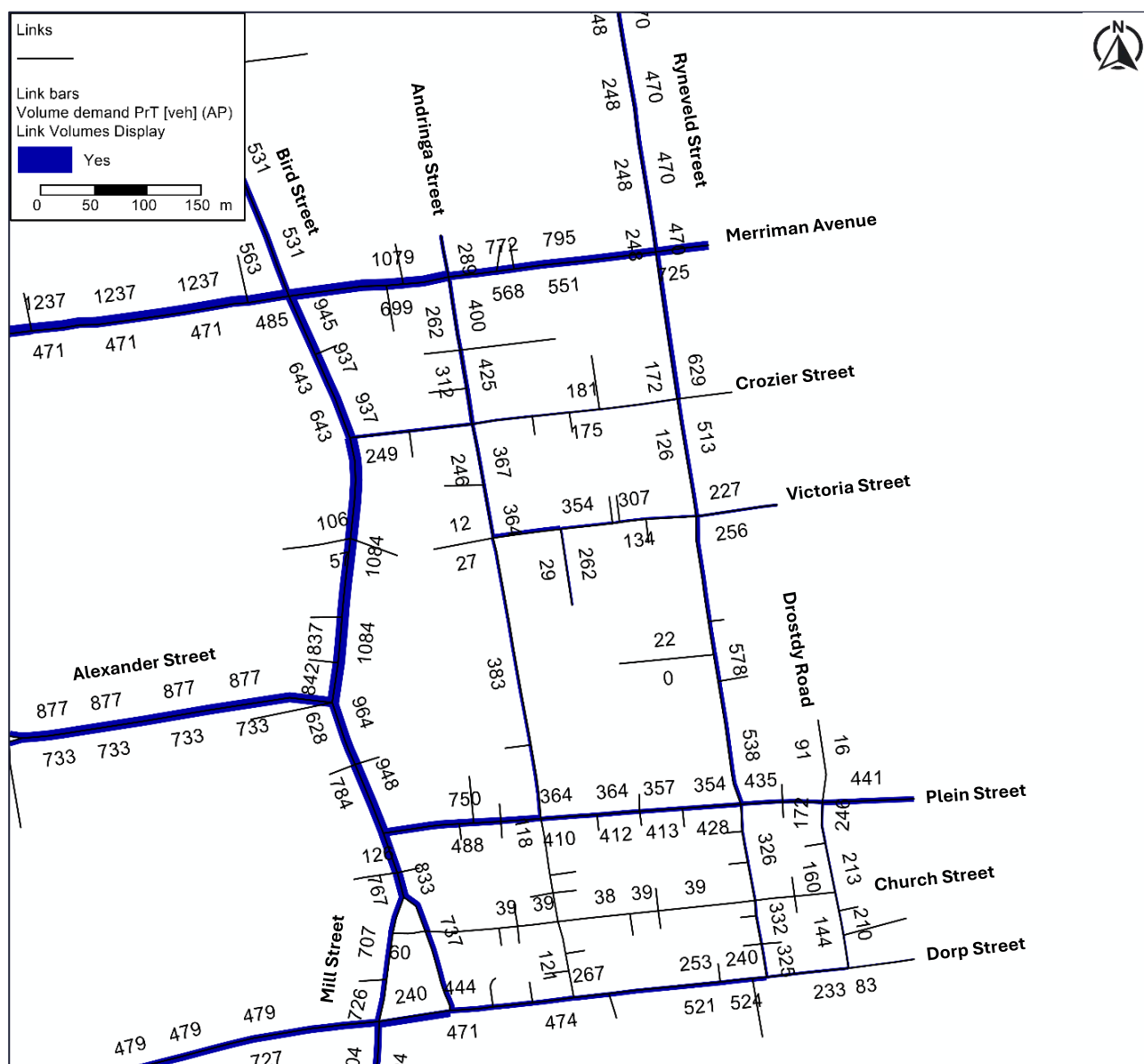


Figure 7-16: 2034 Horizon Year Weekday PM Peak Hour Degree of Saturation

High degrees of saturation are being anticipated along the following links during the 2034 Horizon Year Weekday PM Peak Hour:

- Bird Street between Borchard Street and Alexander Street in the southbound direction
- Bird Street between Plein Street and Church Street in the southbound direction
- Bird Street between Alexander Street and Merriman Avenue in the northbound direction
- Mill Street in the northbound direction
- Dorp Street west of Bird Street in both directions
- Dorp Street between Ryneveld Street and Andringa Street in the westbound direction
- Victoria Street between Andringa Street and Ryneveld Street in the eastbound direction
- Ryneveld Street between Victoria Street and Plein Street in the southbound direction

The 2034 Horizon Year Weekday AM Peak Hour with Planned Upgrades model flows of the modelled road network are illustrated in Figure 7-17 and the corresponding Degree of Saturation is illustrated in Figure 7-18.



High flows are being anticipated along the following links during the 2034 Horizon Year Weekday AM Peak Hour with Planned Upgrades:

- Bird Street in both directions
- Mill Street in the northbound direction
- Merriman Avenue in both directions
- Dorp Street west of Bird Street in both directions
- Plein Street west of Andringa Street in the eastbound direction
- Ryneveld Street, between Merriman Avenue and Plein Street in the southbound direction
- Alexander Street in both directions



- Bird Street between Merriman Avenue and Dorp Street in the southbound direction
- Bird Street between Alexander Street and Crozier Street in the northbound direction
- Mill Street in the northbound direction
- Dorp Street west of Bird Street in the westbound direction
- Plein Street west of Andringa Street in the eastbound direction
- Merriman Avenue west of Ryneveld Street in the eastbound direction
- Alexander Street in both directions

Note should however be taken that the degree of saturation along the following links have improved compared to the 2034 Horizon Year Scenario Weekday AM Peak Hour:

- Bird Street north of Crozier Street in both directions
- Bird Street between Crozier Street and Alexander Street in the southbound direction
- Dorp Street in both directions
- Ryneveld Street between Crozier Street and Plein Street in the southbound direction
- Victoria Street between Andringa Street and Ryneveld Street in the eastbound direction
- Mill Street in the northbound direction

The 2034 Horizon Year Weekday PM Peak Hour with Planned Upgrades model flows of the modelled road network are illustrated in Figure 7-19 and the corresponding Degree of Saturation is illustrated in Figure 7-20.

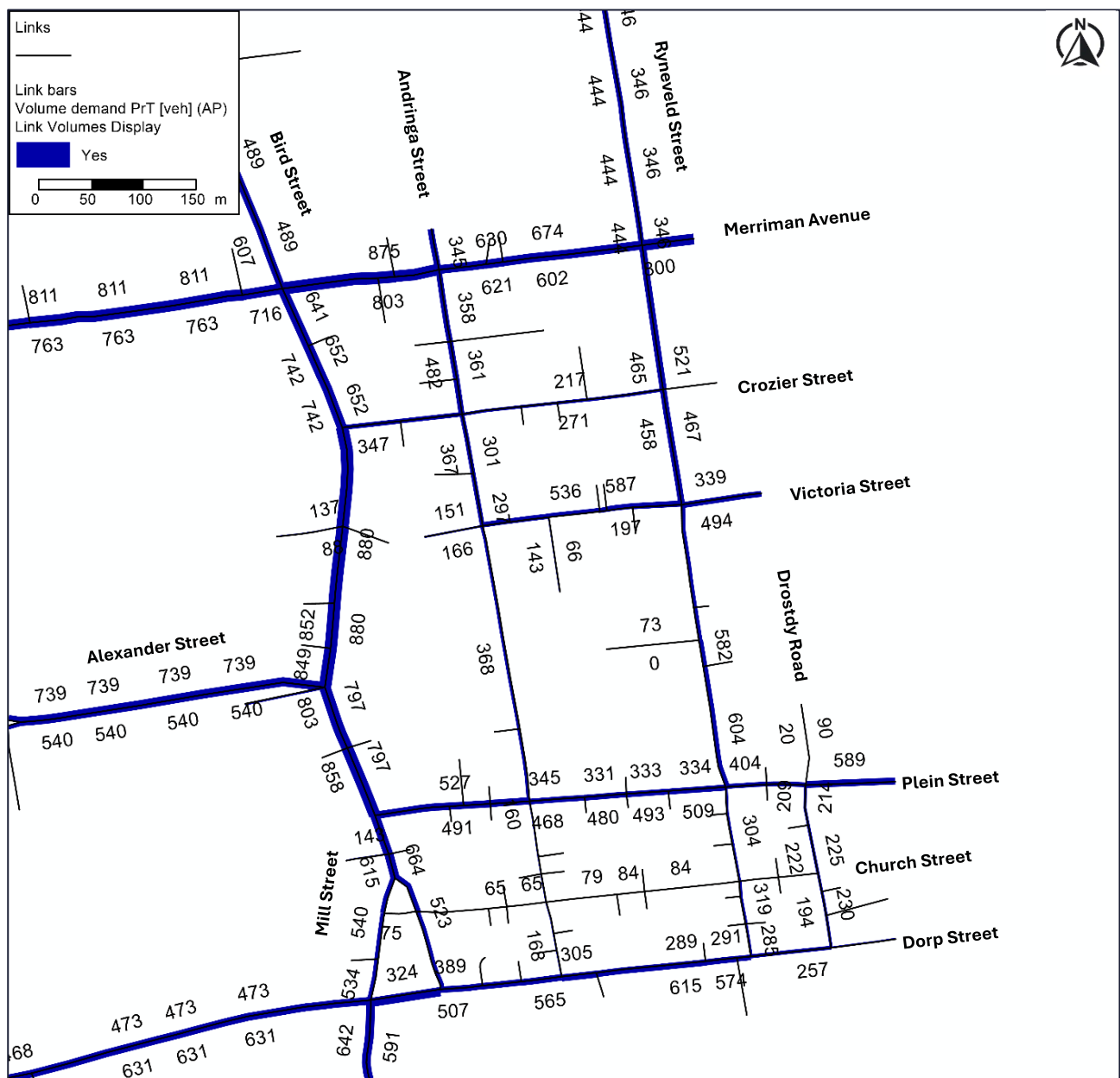


Figure 7-19: 2034 Horizon Year Weekday PM Peak Hour with Planned Upgrades Modelled Flows

High flows are being anticipated along the following links during the 2034 Horizon Year Weekday PM Peak Hour with Planned Upgrades:

- Bird Street in both directions
- Mill Street in the northbound direction
- Merriman Avenue in both directions
- Dorp Street in the westbound direction
- Plein Street west of Andringa Street in the eastbound direction
- Ryneveld Street, between Merriman Avenue and Plein Street in the southbound direction
- Victoria Street west of Ryneveld Street in the eastbound direction
- Alexander Street in the eastbound direction

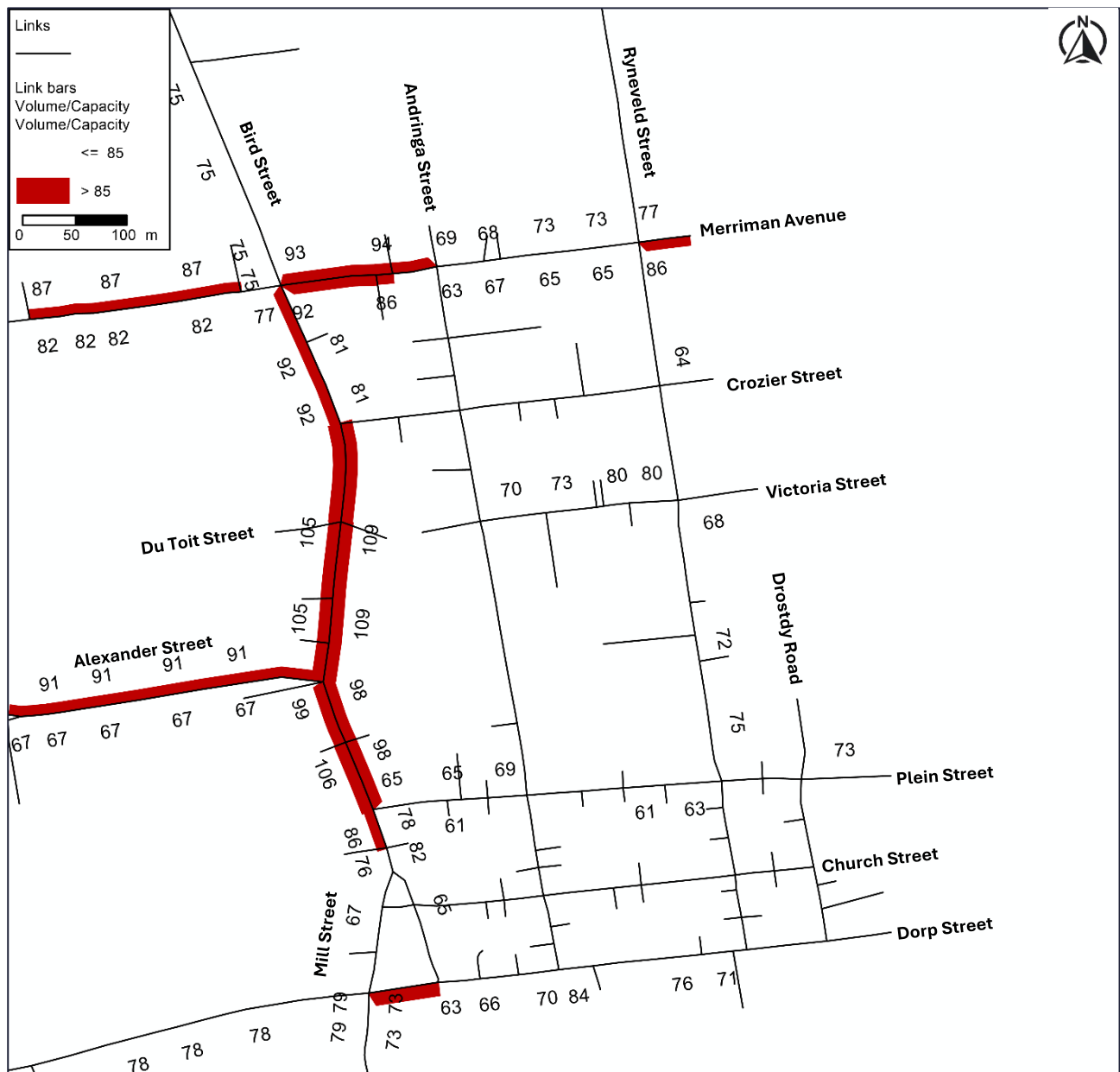


Figure 7-20: 2034 Horizon Year Weekday PM Peak Hour with Planned Upgrades Degree of Saturation

High degrees of saturation are being anticipated along the following links during the 2034 Horizon Year Weekday PM Peak Hour with Planned Upgrades:

- Bird Street between Crozier Street and Plein Street in the southbound direction
- Bird Street between Alexander Street and Merriman Avenue in the northbound direction
- Mill Street between Plein Street and Alexander Street in the northbound direction
- Dorp Street between Bird Street and Mill Street in the westbound direction
- Merriman Avenue east of Ryneveld Avenue in the westbound direction
- Merriman Avenue west of Bird Street in the eastbound direction
- Merriman Avenue between Bird Street and Ryneveld Street in both directions

Note should however be taken that the degree of saturation along the following links have improved compared to the 2034 Horizon Year Scenario Weekday PM Peak Hour:

- Bird Street north of Alexander Street in both directions
- Mill Street in the northbound direction
- Dorp Street in both directions
- Ryneveld Street between Merriman Avenue and Plein Street in the southbound direction
- Victoria Street between Andringa Street and Ryneveld Street in the eastbound direction
- Plein Street in both directions

8 Intersection Capacity Analysis

Intersection capacity analyses were undertaken in PTV VISUM to determine the anticipated operational performance of the main intersections of the existing road network for the 2024 Base Year, 2029 Horizon Year and 2034 Horizon Year Scenarios as well as the planned road network for the 2029 Horizon Year with Planned Upgrades and 2034 Horizon Year with Planned Upgrades Scenarios. The operational performance of an intersection is typically quantified in terms of Level of Service as defined by the US Highway Capacity Manual (HCM). These definitions relate average delays at intersections (for individual turning movements, for each approach and for the overall intersection) to a level of service ranging from A to F, as are shown in Table 8-1.

Table 8-1: Intersection-Based Level of Service Criteria

Level of Service	Control Delay per Vehicle in Seconds (d)			LOS for V/C Ratio
	Signals	Roundabouts	Stop Signs and Yield Signs	V/C > 1
A	$d \leq 10$	$d \leq 10$	$d \leq 10$	F
B	$10 < d \leq 20$	$10 < d \leq 20$	$10 < d \leq 15$	F
C	$20 < d \leq 35$	$20 < d \leq 35$	$15 < d \leq 25$	F
D	$35 < d \leq 55$	$35 < d \leq 50$	$25 < d \leq 35$	F
E	$55 < d \leq 80$	$50 < d \leq 70$	$35 < d \leq 50$	F
F	$80 < d$	$70 < d$	$50 < d$	F

8.1 Intersection Layouts

The intersection capacity analyses for the 2024 Base Year, the 2029 Horizon Year, the 2029 Horizon Year with Planned Upgrades, the 2034 Horizon Year and the 2034 Horizon Year with Planned Upgrades are discussed below for the following 22 intersections:

1. Intersection of Van Riebeeck Street and Plein Street
2. Intersection of Plein Street and Ryneveld Street
3. Intersection of Plein Street and Andringa Street
4. Intersection of Bird Street and Plein Street
5. Intersection of Bird Street and Alexander Street
6. Intersection of Bird Street and Du Toit Street
7. Intersection of Bird Street and Crozier Road
8. Intersection of Merriman Avenue and Bird Street
9. Intersection of Merriman Avenue and Andringa Street
10. Intersection of Crozier Road and Andringa Street
11. Intersection of Victoria Street and Andringa Street
12. Intersection of Ryneveld Street and Merriman Avenue
13. Intersection of Crozier Road and Ryneveld Street
14. Intersection of Victoria Street and Ryneveld Street
15. Intersection of Mill Street and Church Street
16. Intersection of Church Street and Andringa Street
17. Intersection of Ryneveld Street and Church Street
18. Intersection of Church Street and Drostdy Road
19. Intersection of Drostdy Road and Dorp Street
20. Intersection of Dorp Street and Ryneveld Street
21. Intersection of Dorp Street and Bird Street
22. Intersection of Dorp Street and Mill Street

The locations of the 22 intersections under investigation are provided in Figure 8-1 with the individual layouts illustrated in Figure 8-2 to Figure 8-23.

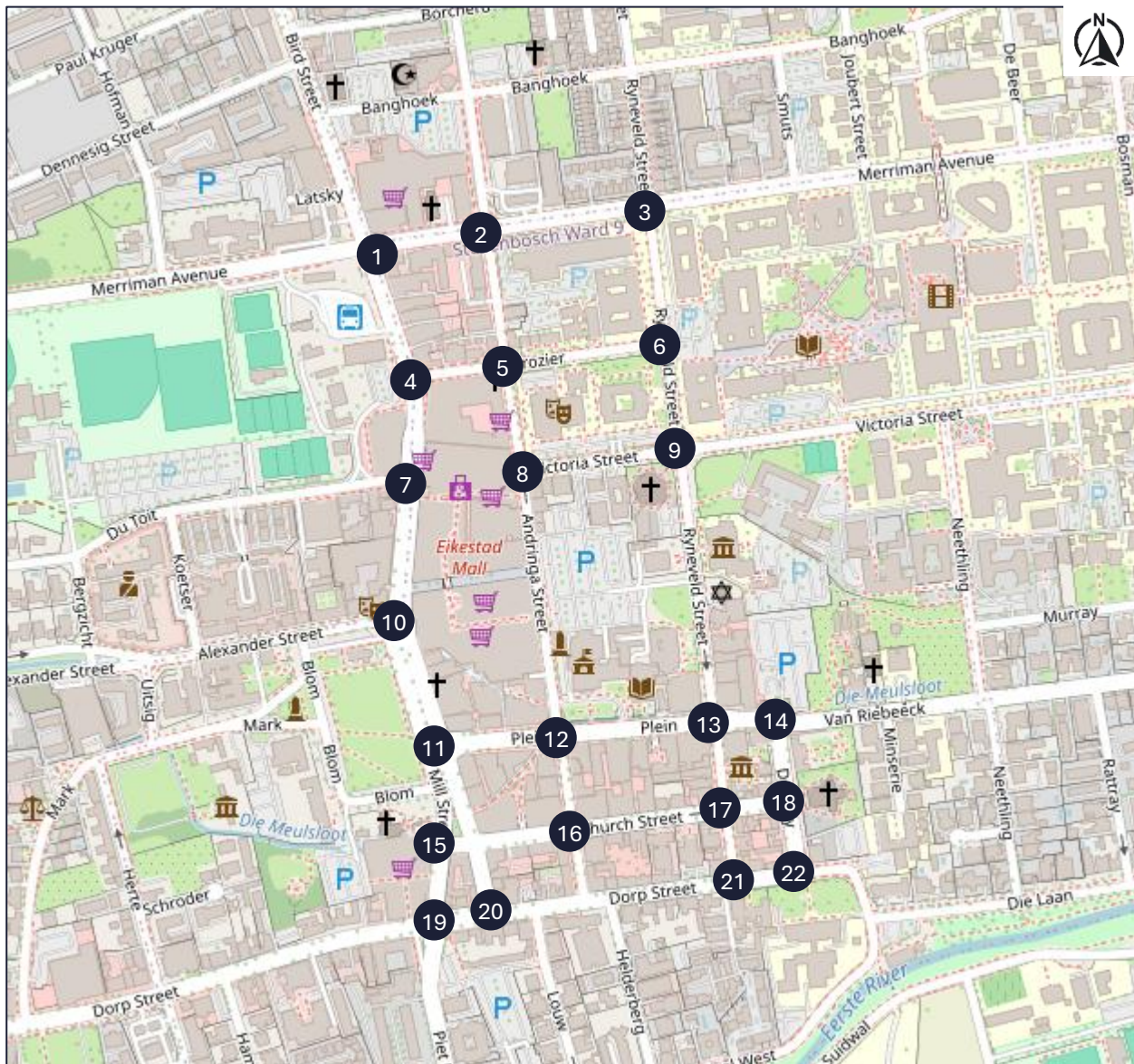


Figure 8-1: Intersection Capacity Analysis Locations (Source: OpenStreetMap)

1. Intersection of Bird Street and Merriman Avenue

The existing intersection of Bird Street and Merriman Avenue is a signal-controlled intersection. Refer to Figure 8-2 for the layout of the existing Bird Street and Merriman Avenue Intersection.

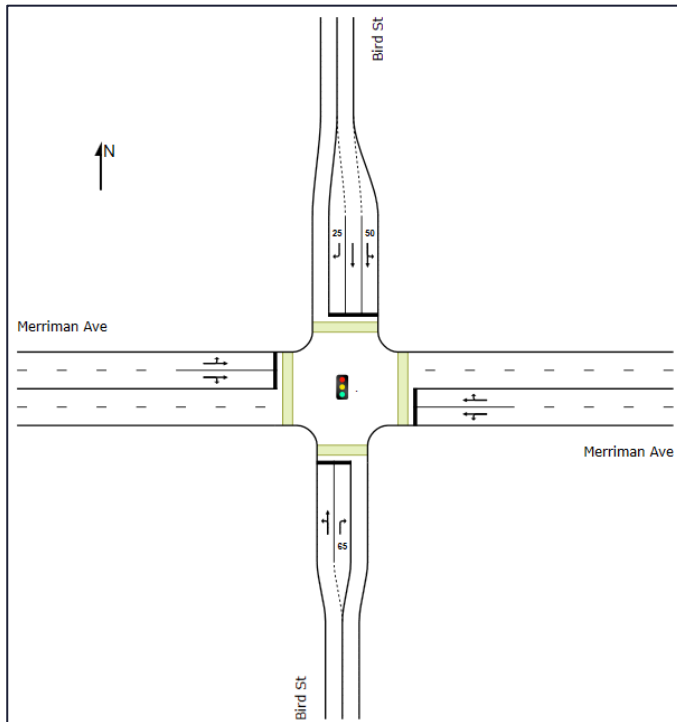


Figure 8-2: Bird Street and Merriman Avenue Existing Intersection

2. Intersection of Andringa Street and Merriman Avenue

The existing intersection of Andringa Street and Merriman Avenue is a signal-controlled intersection. Refer to Figure 8-3 for the layout of the existing Andringa Street and Merriman Avenue Intersection.

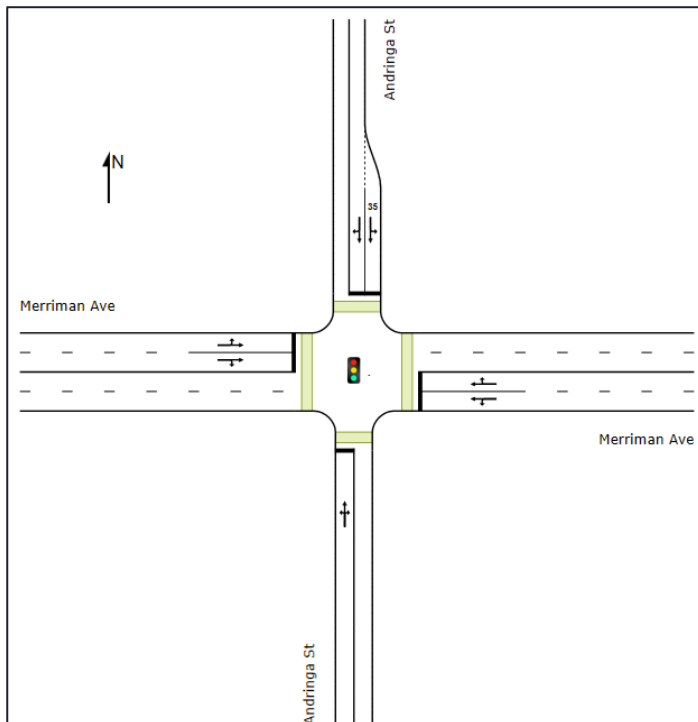


Figure 8-3: Andringa Street and Merriman Avenue Existing Intersection

3. Intersection of Ryneveld Street and Merriman Avenue

The existing intersection of Ryneveld Street and Merriman Avenue is a signal-controlled intersection. Refer to Figure 8-4 for the layout of the existing Ryneveld Street and Merriman Avenue Intersection.

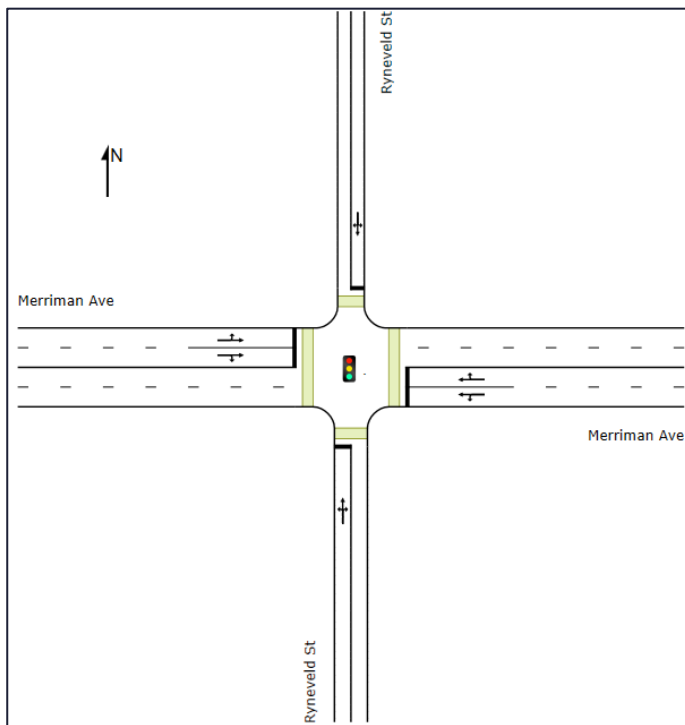


Figure 8-4: Ryneveld Street and Merriman Avenue Existing Intersection

4. Intersection of Bird Street and Crozier Street

The existing intersection of Bird Street and Crozier Street is a priority-controlled intersection. Refer to Figure 8-5 for the layout of the existing Bird Street and Crozier Street Intersection.

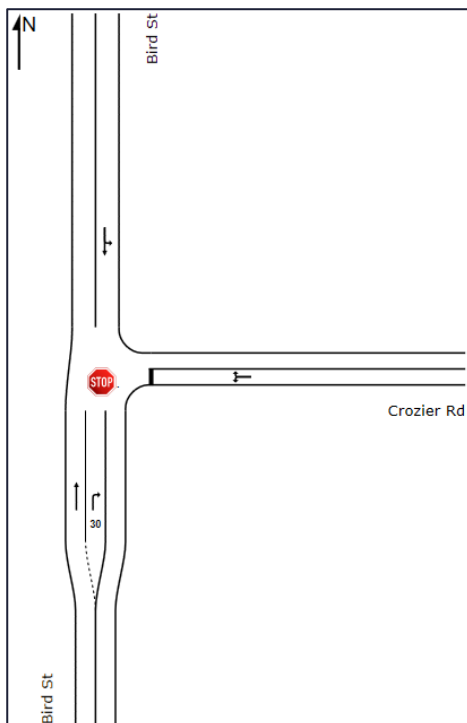


Figure 8-5: Bird Street and Crozier Street Existing Intersection

5. Intersection of Andringa Street and Crozier Street

The existing intersection of Andringa Street and Crozier Street is a priority-controlled intersection. Refer to Figure 8-6 for the layout of the existing Andringa Street and Crozier Street Intersection.

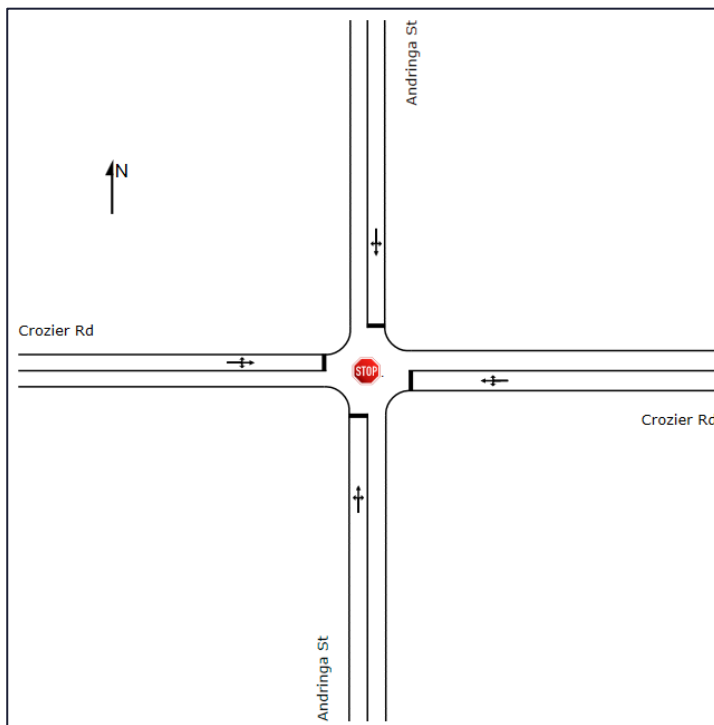


Figure 8-6: Andringa Street and Crozier Street Existing Intersection

6. Intersection of Ryneveld Street and Crozier Street

The existing intersection of Ryneveld Street and Crozier Street is a priority-controlled intersection. Refer to Figure 8-7 for the layout of the existing Ryneveld Street and Crozier Street Intersection.

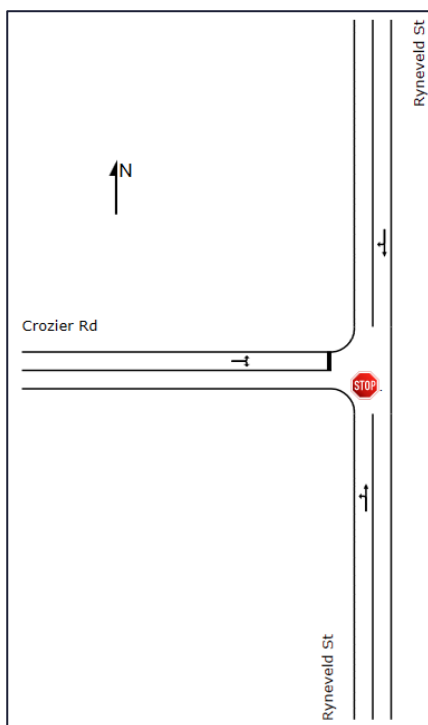


Figure 8-7: Ryneveld Street and Crozier Street Existing Intersection

7. Intersection of Bird Street and Du Toit Street

The existing intersection of Bird Street and Du Toit Street is a priority-controlled intersection. Refer to Figure 8-8 for the layout of the existing Bird Street and Du Toit Street Intersection.

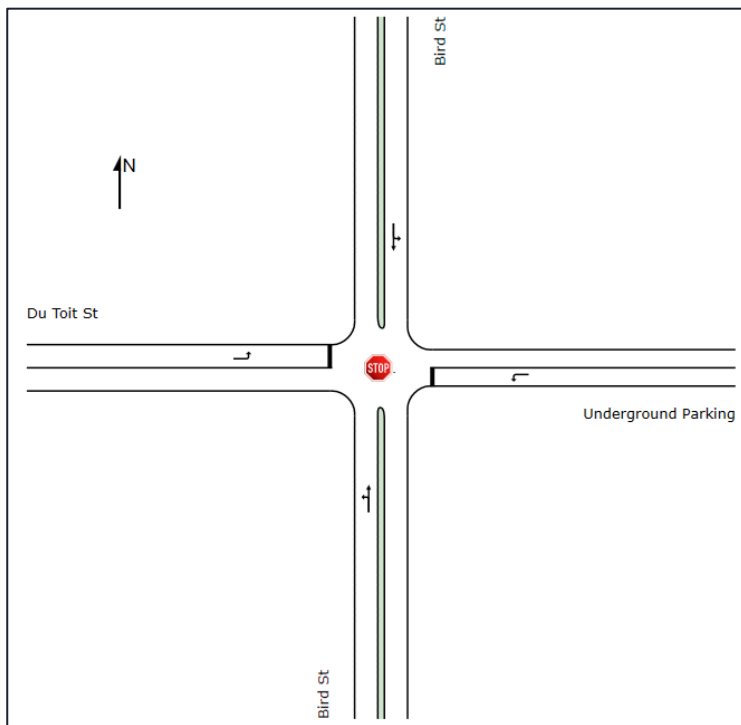


Figure 8-8: Bird Street and Du Toit Street Existing Intersection

8. Intersection of Andringa Street and Victoria Street

The existing intersection of Andringa Street and Victoria Street is a priority-controlled intersection. Refer to Figure 8-9 for the layout of the existing Andringa Street and Victoria Street Intersection.

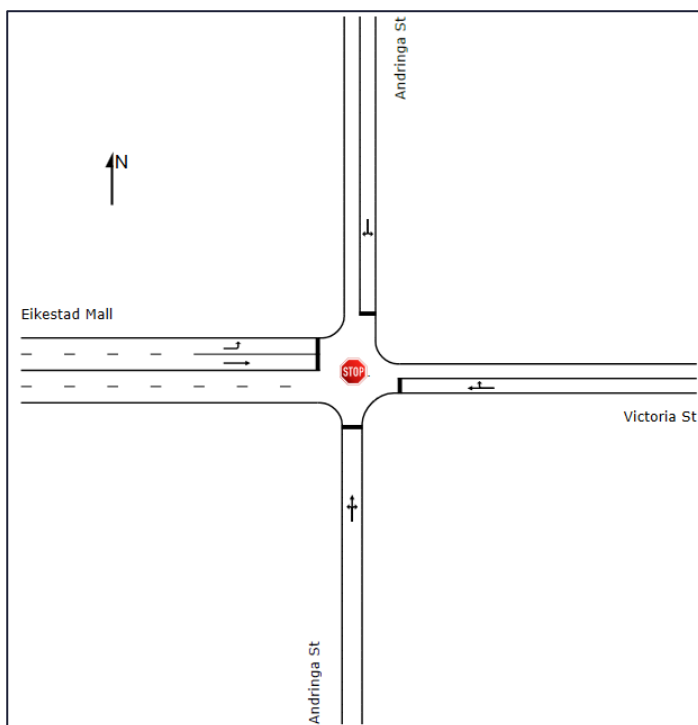


Figure 8-9: Andringa Street and Victoria Street Existing Intersection

9. Intersection of Ryneveld Street and Victoria Street

The existing intersection of Ryneveld Street and Victoria Street is a priority-controlled intersection. Refer to Figure 8-10 for the layout of the existing Ryneveld Street and Victoria Street Intersection.



Figure 8-10: Ryneveld Street and Victoria Street Existing Intersection

10. Intersection of Bird Street and Alexander Street

The existing intersection of Bird Street and Alexander Street is a priority-controlled intersection. Refer to Figure 8-11 for the layout of the existing Bird Street and Alexander Street Intersection.

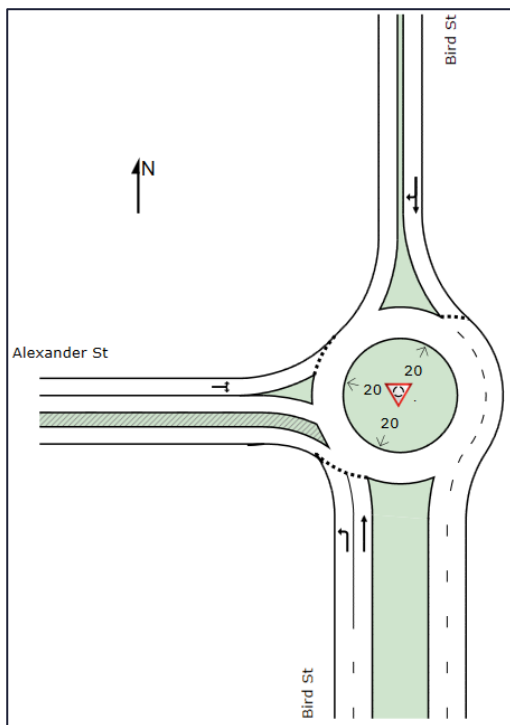


Figure 8-11: Bird Street and Alexander Street Existing Intersection

11. Intersection of Bird Street and Plein Street

The existing intersection of Bird Street and Plein Street is a priority-controlled intersection. Refer to Figure 8-12 for the layout of the existing Bird Street and Plein Street Intersection.

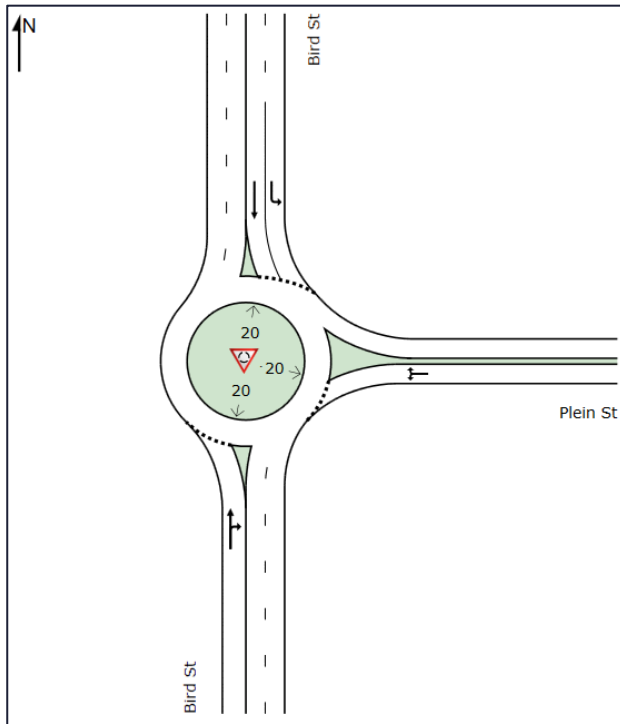


Figure 8-12: Bird Street and Plein Street Existing Intersection

12. Intersection of Andringa Street and Plein Street

The existing intersection of Andringa Street and Plein Street is a priority-controlled intersection. Refer to Figure 8-13 for the layout of the existing Andringa Street and Plein Street Intersection.

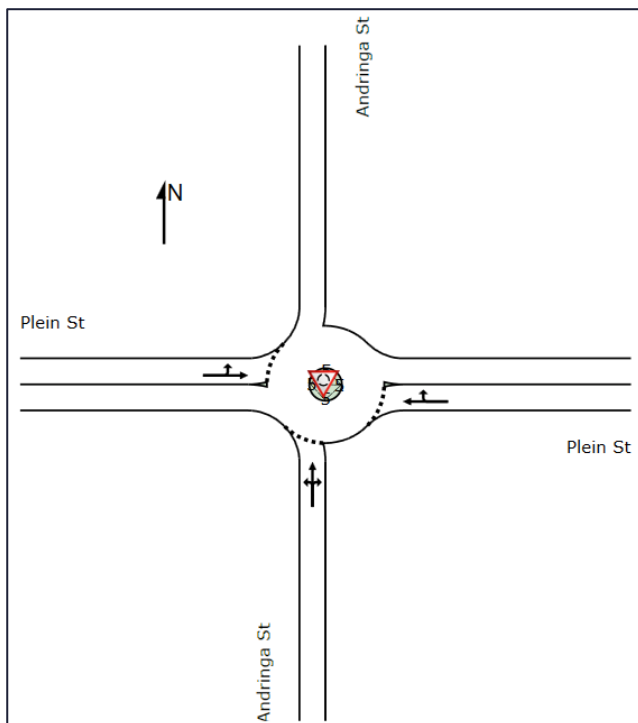


Figure 8-13: Andringa Street and Plein Street Existing Intersection

13. Intersection of Ryneveld Street and Plein Street

The existing intersection of Ryneveld Street and Plein Street is a priority-controlled intersection. Refer to Figure 8-14 for the layout of the existing Ryneveld Street and Plein Street Intersection.

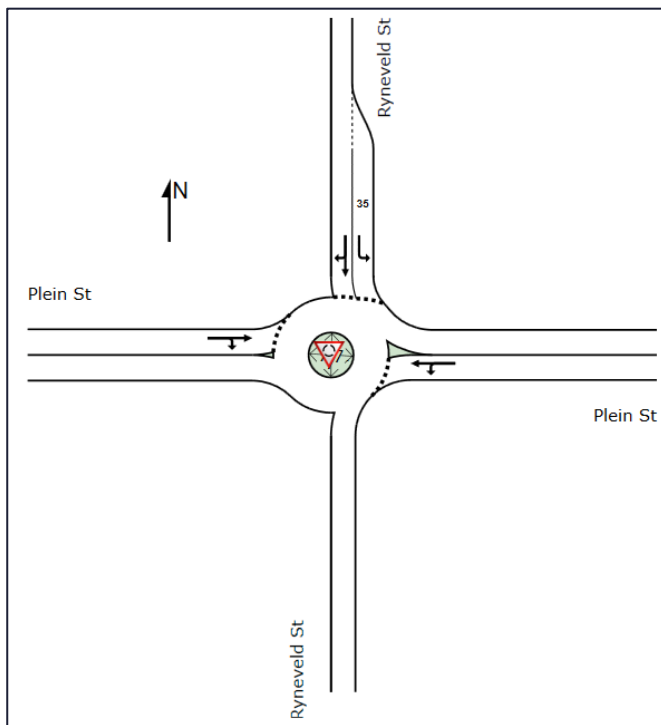


Figure 8-14: Ryneveld Street and Plein Street Existing Intersection

14. Intersection of Drostdy Road and Plein Street

The existing intersection of Drostdy Road and Plein Street is a priority-controlled intersection. Refer to Figure 8-15 for the layout of the existing Drostdy Road and Plein Street Intersection.

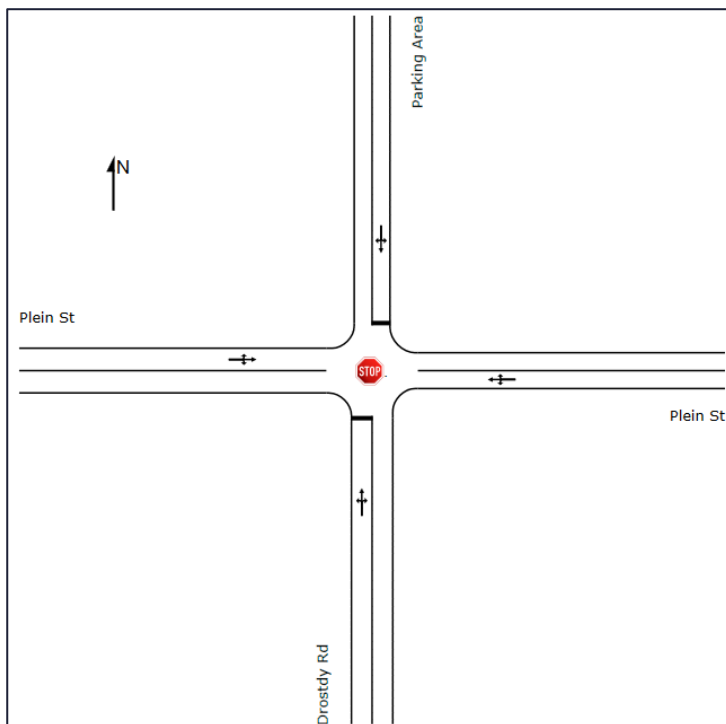


Figure 8-15: Drostdy Road and Plein Street Existing Intersection

15. Intersection of Mill Street and Church Street

The existing intersection of Mill Street and Church Street is a priority-controlled intersection. Refer to Figure 8-16 for the layout of the existing Mill Street and Church Street Intersection.

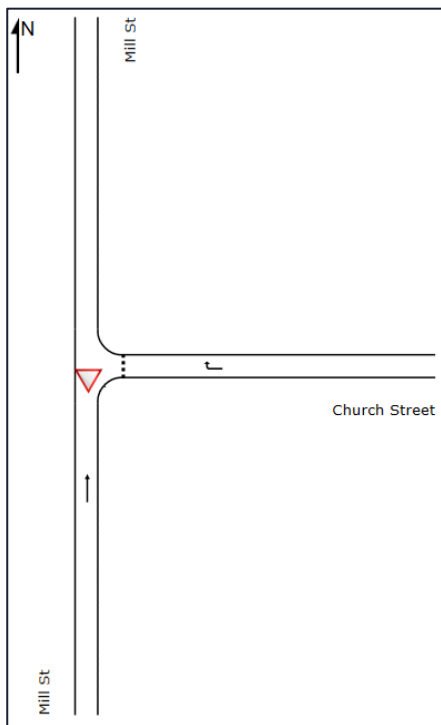


Figure 8-16: Mill Street and Church Street Existing Intersection

16. Intersection of Andringa Street and Church Street

The existing intersection of Andringa Street and Church Street is a priority-controlled intersection. Refer to Figure 8-17 for the layout of the existing Andringa Street and Church Street Intersection.

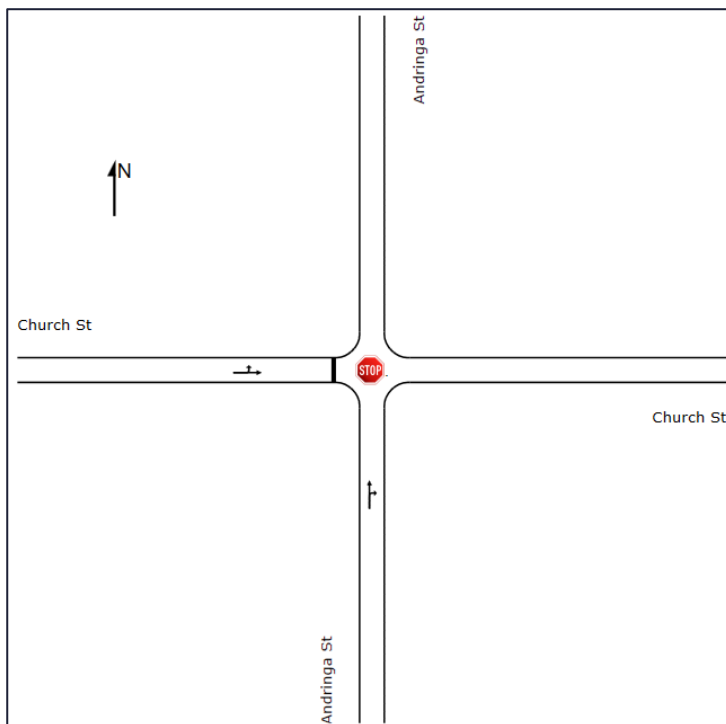


Figure 8-17: Andringa Street and Church Street Existing Intersection

17. Intersection of Ryneveld Street and Church Street

The existing intersection of Ryneveld Street and Church Street is a priority-controlled intersection. Refer to Figure 8-18 for the layout of the existing Ryneveld Street and Church Street Intersection.

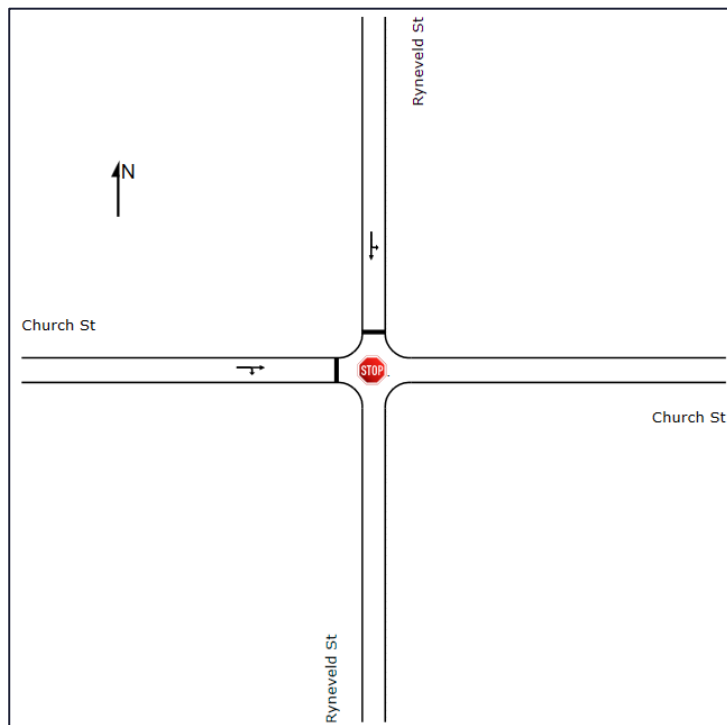


Figure 8-18: Ryneveld Street and Church Street Existing Intersection

18. Intersection of Drostdy Road and Church Street

The existing intersection of Drostdy Road and Church Street is a priority-controlled intersection. Refer to Figure 8-19 for the layout of the existing Drostdy Road and Church Street Intersection.

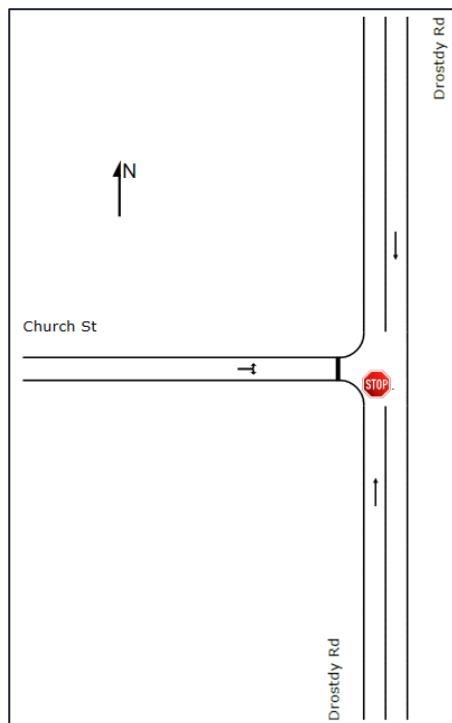


Figure 8-19: Drostdy Road and Church Street Existing Intersection

19. Intersection of Mil Street and Dorp Street

The existing intersection of Mill Street and Dorp Street is a priority-controlled intersection. Refer to Figure 8-20 for the layout of the existing Mill Street and Dorp Street Intersection.

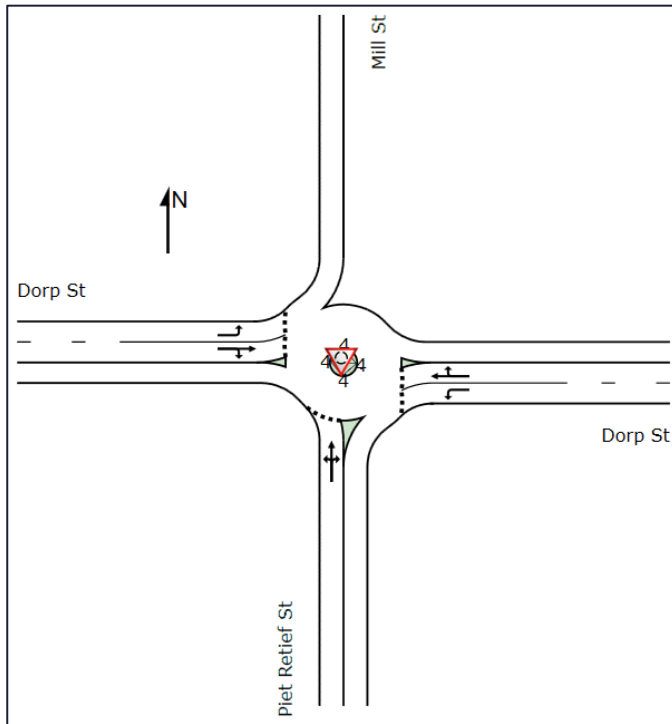


Figure 8-20: Mill Street and Dorp Street Existing Intersection

20. Intersection of Bird Street and Dorp Street

The existing intersection of Bird Street and Dorp Street is a priority-controlled intersection. Refer to Figure 8-21 for the layout of the existing Bird Street and Dorp Street Intersection.

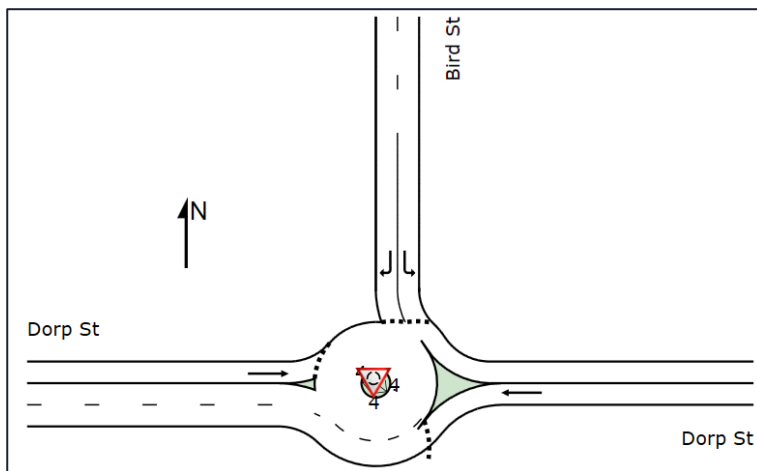


Figure 8-21: Bird Street and Dorp Street Existing Intersection

21. Intersection of Ryneveld Street and Dorp Street

The existing intersection of Ryneveld Street and Dorp Street is a priority-controlled intersection. Refer to Figure 8-22 for the layout of the existing Ryneveld Street and Dorp Street Intersection.

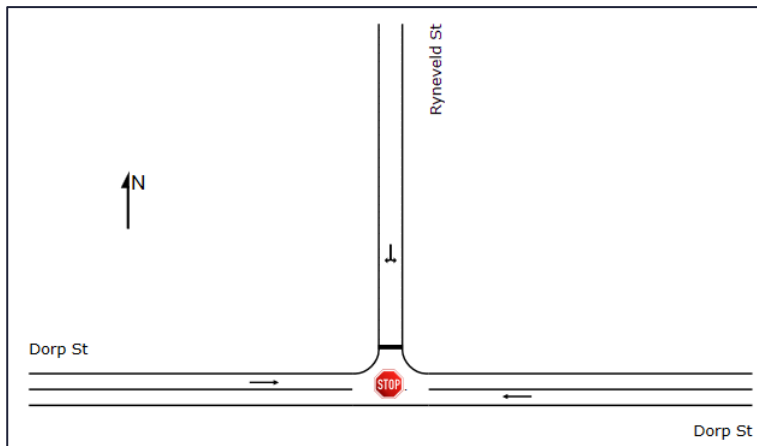


Figure 8-22: Ryneveld Street and Dorp Street Existing Intersection

22. Intersection of Drostdy Road and Dorp Street

The existing intersection of Drostdy Road and Dorp Street is a priority-controlled intersection. Refer to Figure 8-23 for the layout of the existing Drostdy Road and Dorp Street Intersection.

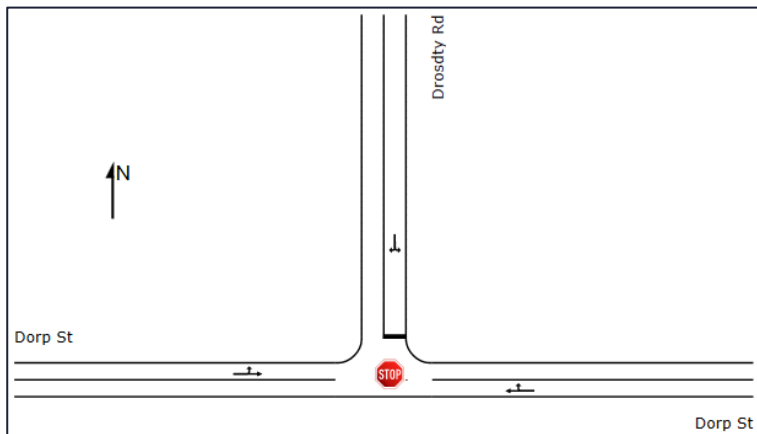


Figure 8-23: Drostdy Road and Dorp Street Existing Intersection

8.2 Intersection Operations

Intersection capacity analysis results were extracted from the Eikestad Parking PPP VISUM Model for the 2024 Base Year, 2029 Horizon Year, 2029 Horizon Year with Planned Upgrades, 2034 Horizon Year and 2034 Horizon Year with Planned Upgrades Weekday AM and PM Peak Hour scenarios. A summary of the intersection Level of Service are provided in Table 8-2, Table 8-3, Table 8-4, Table 8-5 and Table 8-6 respectively.

Table 8-2: VISUM Intersection LOS Summary: 2024 Base Year Weekday AM and PM Peak Hours

Intersection		2024 Base Year			
		Weekday AM		Weekday PM	
		Delay (s)	LOS	Delay (s)	LOS
1	Bird Street and Merriman Avenue	23.95	C	35.37	D
2	Andringa Street and Merriman Avenue	18.94	B	34.28	C
3	Ryneveld Street and Merriman Avenue	23.45	C	30.02	C
4	Bird Street and Crozier Street	1277	F	1026	F
5	Andringa Street and Crozier Street	16.53	C	59.8	F
6	Ryneveld Street and Crozier Street	17.66	C	37.4	E
7	Bird Street and Du Toit Street	20.47	C	31.93	D
8	Andringa Street and Victoria Street	12.78	B	18.26	C
9	Ryneveld Street and Victoria Street	3.76	A	4.94	A
10	Bird Street and Alexander Street	9.17	A	7.49	A
11	Bird Street and Plein Street	8.74	A	11.06	B
12	Andringa Street and Plein Street	4.33	A	20.78	C
13	Ryneveld Street and Plein Street	4.41	A	5.73	A
14	Drostdy Road and Plein Street	69.05	F	155.03	F
15	Mill Street and Church Street	14.07	B	17.3	B
16	Andringa Street and Church Street	10.7	B	12.84	B
17	Ryneveld Street and Church Street	8.72	A	8.48	A
18	Drostdy Road and Church Street	9.65	A	10.93	B
19	Mill Street and Dorp Street	11.21	B	15.14	C
20	Bird Street and Dorp Street	5.72	A	6.44	A
21	Ryneveld Street and Dorp Street	20.99	C	37.57	E
22	Drostdy Road and Dorp Street	13.42	B	17.6	C

From the above, it is concluded that majority of the intersections in the Eikestad Parking PPP Study Area are operating at an acceptable level of service for the 2024 Base Year during the Weekday AM and PM Peak Hours, except for the following intersections operating at a Level of Service E or worse:

- Bird Street and Crozier Street Intersection during both 2024 Weekday peak hours
- Andringa Street and Crozier Street Intersection during the 2024 Weekday PM peak hour
- Ryneveld Street and Crozier Street Intersection during the 2024 Weekday PM peak hour
- Drostdy Road and Plein Street Intersection during both 2024 Weekday peak hours
- Ryneveld Street and Dorp Street Intersection during the 2024 Weekday PM peak hour

The Link and Intersection Analysis outputs for the 2024 Base Year shows that the existing road network, in the immediate vicinity of the planned facility, already operates at a poor performance, especially in the PM Peak Hour. This poor performance is related to the operation of all intersections along Adam Tas Road, and the queues that results therefrom. It should be noted that the purpose of this study is not to report on improvements required along the Adam Tas corridor, but merely to report on the local impact of the planned parking facility on the surrounding road network.

No capacity improvements are recommended for the 2024 Base Year Scenario due to the limited space available for road widening. A change in junction control could however be considered as required.

Table 8-3: VISUM Intersection LOS Summary: 2029 Horizon Year Weekday AM and PM Peak Hours

Intersection		2029 Horizon Year Scenario			
		Weekday AM		Weekday PM	
		Delay (s)	LOS	Delay (s)	LOS
1	Bird Street and Merriman Avenue	30.54	C	37.25	D
2	Andringa Street and Merriman Avenue	21.67	C	34.79	C
3	Ryneveld Street and Merriman Avenue	27.02	C	34.28	C
4	Bird Street and Crozier Street	710.04	F	844.9	F
5	Andringa Street and Crozier Street	20.15	C	65	F
6	Ryneveld Street and Crozier Street	22.9	C	44.55	E
7	Bird Street and Du Toit Street	18.99	C	34.85	D
8	Andringa Street and Victoria Street	12.27	B	28.54	D
9	Ryneveld Street and Victoria Street	3.89	A	4.87	A
10	Bird Street and Alexander Street	7.56	A	8.31	A
11	Bird Street and Plein Street	8.99	A	11.35	B
12	Andringa Street and Plein Street	4.51	A	19.65	C
13	Ryneveld Street and Plein Street	4.56	A	6.04	A
14	Drostdy Road and Plein Street	66	F	99.49	F
15	Mill Street and Church Street	14.17	B	17.38	C
16	Andringa Street and Church Street	10.89	B	12.63	B
17	Ryneveld Street and Church Street	9.08	A	8.84	A
18	Drostdy Road and Church Street	9.65	A	10.94	B
19	Mill Street and Dorp Street	11.08	B	16.23	C
20	Bird Street and Dorp Street	5.62	A	6.62	A
21	Ryneveld Street and Dorp Street	21.15	C	36.77	E
22	Drostdy Road and Dorp Street	13.13	B	17.18	C

From the above, it is concluded that the majority of the intersections in the Eikestad Parking PPP Study Area are anticipated to operate at an acceptable level of service for the 2029 Horizon Year Scenario during the Weekday AM and PM Peak Hours, except for the following intersections operating at a Level of Service E or worse:

- Bird Street and Crozier Street Intersection during both 2024 Weekday peak hours
- Andringa Street and Crozier Street Intersection during the 2024 Weekday PM peak hour
- Ryneveld Street and Crozier Street Intersection during the 2024 Weekday PM peak hour
- Drostdy Road and Plein Street Intersection during both 2024 Weekday peak hours
- Ryneveld Street and Dorp Street Intersection during the 2024 Weekday PM peak hour

The Link and Intersection Analysis outputs for the 2029 Horizon Year shows that the existing road network, in the immediate vicinity of the planned facility, operates at a poor performance, especially in the PM Peak Hour. This poor performance is related to the operation of all intersections along Adam Tas Road, and the queues that results therefrom.

Therefore, taking into consideration the existing road network performance, anticipated growth within the Eikestad Parking PPP Study Area, as well as the planned parking facility, no capacity improvements are recommended for the 2029 Horizon Year Scenario due to the limited space available for road widening. A change in junction controlled could however be considered as required.

Table 8-4: VISUM Intersection LOS Summary: 2029 Horizon Year with Planned Upgrades Weekday AM and PM Peak Hours

Intersection		2029 Horizon Year Scenario with Planned Upgrades			
		Weekday AM		Weekday PM	
		Delay (s)	LOS	Delay (s)	LOS
1	Bird Street and Merriman Avenue	18.5	B	21.59	C
2	Andringa Street and Merriman Avenue	22.3	C	29.85	C
3	Ryneveld Street and Merriman Avenue	27.33	C	34.26	C
4	Bird Street and Crozier Street	417.98	F	1436	F
5	Andringa Street and Crozier Street	33.32	D	69.82	F
6	Ryneveld Street and Crozier Street	21.94	C	43.19	E
7	Bird Street and Du Toit Street	21.03	C	22.73	C
8	Andringa Street and Victoria Street	13.55	B	18.09	C
9	Ryneveld Street and Victoria Street	3.78	A	4.31	A
10	Bird Street and Alexander Street	16.79	C	9.08	A
11	Bird Street and Plein Street	8.79	A	6.41	A
12	Andringa Street and Plein Street	4.38	A	18.59	C
13	Ryneveld Street and Plein Street	4.3	A	4.53	A
14	Drostdy Road and Plein Street	35.66	E	72.74	F
15	Mill Street and Church Street	11.96	B	9.96	A
16	Andringa Street and Church Street	9.83	A	10.5	B
17	Ryneveld Street and Church Street	9.01	A	9.07	A
18	Drostdy Road and Church Street	9.15	A	9.71	A
19	Mill Street and Dorp Street	8.33	A	7.82	A
20	Bird Street and Dorp Street	5.04	A	4.95	A
21	Ryneveld Street and Dorp Street	22.34	C	27.92	D
22	Drostdy Road and Dorp Street	13.16	B	14.83	B

From the above, it is concluded that the majority of the intersections in the Eikestad Parking PPP Study Area are anticipated to operate at an acceptable level of service for the 2029 Horizon Year with Planned Upgrades Scenario during the Weekday AM and PM Peak Hours, except for the following intersections operating at a Level of Service E or worse:

- Bird Street and Crozier Street Intersection during both 2029 Weekday peak hours
- Andringa Street and Crozier Street Intersection during the 2029 Weekday PM peak hour
- Ryneveld Street and Crozier Street Intersection during the 2029 Weekday PM peak hour
- Drostdy Road and Plein Street Intersection during both 2029 Weekday peak hours

Note should however be taken that the Level of Service at the following intersections have improved compared to the 2029 Horizon Year Scenario:

- Bird Street and Du Toit Street Intersection during the 2029 Weekday PM Peak hour
- Drostdy Road and Plein Street Intersection during the 2029 Weekday AM Peak hour
- Ryneveld Street and Dorp Street Intersection during the 2029 Weekday PM Peak hour

No capacity improvements are recommended for the 2029 Horizon Year Scenario with Planned Upgrades due to the limited space available for road widening. A change in junction control could however be considered as required.

Table 8-5: VISUM Intersection LOS Summary: 2034 Horizon Year Weekday AM and PM Peak Hours

Intersection		2034 Horizon Year Scenario			
		Weekday AM		Weekday PM	
		Delay (s)	LOS	Delay (s)	LOS
1	Bird Street and Merriman Avenue	28.26	C	38.37	D
2	Andringa Street and Merriman Avenue	21.1	C	36.21	D
3	Ryneveld Street and Merriman Avenue	27.9	C	34.78	C
4	Bird Street and Crozier Street	762.73	F	743.5	F
5	Andringa Street and Crozier Street	20.21	C	43.18	E
6	Ryneveld Street and Crozier Street	21.56	C	43.81	E
7	Bird Street and Du Toit Street	19.91	C	35.43	E
8	Andringa Street and Victoria Street	15.34	C	31.53	D
9	Ryneveld Street and Victoria Street	3.85	A	4.85	A
10	Bird Street and Alexander Street	7.95	A	9.26	A
11	Bird Street and Plein Street	8.88	A	13.62	B
12	Andringa Street and Plein Street	4.38	A	19.04	C
13	Ryneveld Street and Plein Street	4.45	A	5.91	A
14	Drostdy Road and Plein Street	66.2	F	126.11	F
15	Mill Street and Church Street	13.88	B	18.81	C
16	Andringa Street and Church Street	10.69	B	12.87	B
17	Ryneveld Street and Church Street	9.08	A	8.76	A
18	Drostdy Road and Church Street	9.74	A	10.93	B
19	Mill Street and Dorp Street	12.17	B	14.87	B
20	Bird Street and Dorp Street	5.71	A	6.45	A
21	Ryneveld Street and Dorp Street	21.26	C	36.31	E
22	Drostdy Road and Dorp Street	13.08	B	17.05	C

From the above, it is concluded that the majority of the intersections in the Eikestad Parking PPP Study Area are anticipated to operate at an acceptable level of service for the 2034 Horizon Year Scenario during the Weekday AM and PM Peak Hours, except for the following intersections operating at a Level of Service E or worse:

- Bird Street and Crozier Street Intersection during both 2024 Weekday peak hours
- Andringa Street and Crozier Street Intersection during the 2024 Weekday PM peak hour
- Ryneveld Street and Crozier Street Intersection during the 2024 Weekday PM peak hour
- Bird Street and Du Toit Street Intersection during the 2024 Weekday PM peak hour
- Drostdy Road and Plein Street Intersection during both 2024 Weekday peak hours
- Ryneveld Street and Dorp Street Intersection during the 2024 Weekday PM peak hour

The Link and Intersection Analysis outputs for the 2034 Horizon Year shows that the existing road network, in the immediate vicinity of the planned facility, operates at a poor performance, especially in the PM Peak Hour. This poor performance is related to the operation of all intersections along Adam Tas Road, and the queues that results therefrom.

Therefore, taking into consideration the existing road network performance, anticipated growth within the Eikestad Parking PPP Study Area, as well as the planned parking facility, no capacity improvements are recommended for the 2034 Horizon Year Scenario due to the limited space available for road widening. A change in junction controlled could however be considered as required.

Table 8-6: VISUM Intersection LOS Summary: 2034 Horizon Year with Planned Upgrades Weekday AM and PM Peak Hours

Intersection		2034 Horizon Year with Planned Upgrades Scenario			
		Weekday AM		Weekday PM	
		Delay (s)	LOS	Delay (s)	LOS
1	Bird Street and Merriman Avenue	17.41	B	21.16	C
2	Andringa Street and Merriman Avenue	22.64	C	29.42	C
3	Ryneveld Street and Merriman Avenue	27.56	C	33.7	C
4	Bird Street and Crozier Street	368.65	E	1409.74	F
5	Andringa Street and Crozier Street	32.97	C	64.31	F
6	Ryneveld Street and Crozier Street	21.22	C	40.51	E
7	Bird Street and Du Toit Street	20.73	C	23.28	C
8	Andringa Street and Victoria Street	13.3	B	17.6	C
9	Ryneveld Street and Victoria Street	3.73	A	4.28	A
10	Bird Street and Alexander Street	16.93	C	8.17	A
11	Bird Street and Plein Street	8.86	A	6.44	A
12	Andringa Street and Plein Street	4.3	A	18.19	C
13	Ryneveld Street and Plein Street	4.29	A	4.5	A
14	Drostdy Road and Plein Street	35.25	E	75.18	F
15	Mill Street and Church Street	12.1	B	10.07	B
16	Andringa Street and Church Street	9.83	A	10.53	B
17	Ryneveld Street and Church Street	9.1	A	8.86	A
18	Drostdy Road and Church Street	9.19	A	9.67	A
19	Mill Street and Dorp Street	8.59	A	7	A
20	Bird Street and Dorp Street	4.95	A	4.66	A
21	Ryneveld Street and Dorp Street	22.19	C	24.51	C
22	Drostdy Road and Dorp Street	12.92	B	14.61	B

From the above, it is concluded that the majority of the intersections in the Eikestad Parking PPP Study Area are anticipated to operate at an acceptable level of service for the 2034 Horizon Year with Planned Upgrades Scenario during the Weekday AM and PM Peak Hours, except for the following intersections operating at a Level of Service E or worse:

- Bird Street and Crozier Street Intersection during both 2024 Weekday peak hours
- Andringa Street and Crozier Street Intersection during the 2024 Weekday PM peak hour
- Ryneveld Street and Crozier Street Intersection during the 2024 Weekday PM peak hour
- Drostdy Road and Plein Street Intersection during both 2024 Weekday peak hours

Note should however be taken that the Level of Service at the following intersections have improved compared to the 2029 Horizon Year Scenario:

- Bird Street and Crozier Street Intersection during the 2029 Weekday AM Peak hour
- Bird Street and Du Toit Street Intersection during the 2029 Weekday PM Peak hour
- Drostdy Road and Plein Street Intersection during both 2029 Weekday AM Peak hour
- Ryneveld Street and Dorp Street Intersection during the 2029 Weekday PM Peak hour

No capacity improvements are recommended for the 2034 Horizon Year Scenario with Planned Upgrades due to the limited space available for road widening. A change in junction control could however be considered as required.

9 Conclusion and Recommendations

SMEC South Africa (Pty) Ltd was appointed in April 2023 by Stellenbosch Municipality to assist and manage the planning, procurement, and implementation of a multi-story parking facility for the CBD of Stellenbosch Municipality as a PPP Project.

Following the Feasibility Stage of Eikestad Parking PPP project, SMEC South Africa (Pty) Ltd was further appointed by Stellenbosch Municipality to complete a mesoscopic traffic model to assess the impact of the planned parking facility on the surrounding road network.

For the purpose of this study, the following horizon year model scenarios forms part of the assignment:

- 2029 Horizon Year
- 2029 Horizon Year with Planned Upgrades
- 2034 Horizon Year
- 2034 Horizon Year with Planned Upgrades

Both the 2029 and 2034 Horizon Year scenarios with Planned upgrades will take into consideration the following road network improvements received from Stellenbosch Municipality:

- Implementation of Cycle Lanes along Merriman Avenue.
- Pedestrianisation of Church Street and Andringa Street.
- Implementation of a consolidated intersection of the Adam Tas Road and Strand Street intersection with the Adam Tas Road and Alexander Street intersection.
- Implementation of an interchange at the existing Adam Tas Road and Merriman Avenue intersection.
- Dualling of Dorp Street between Adam Tas Road and Strand Street.

The Link and Intersection Analysis outputs shows that the existing road network, in the immediate vicinity of the planned facility, already operates at a poor performance, especially in the PM Peak Hour. This poor performance is related to the operation of all intersections along Adam Tas Road, and the queues that results therefrom. It should be noted that the purpose of this study is not to report on improvements required along the Adam Tas corridor, but merely to report on the local impact of the planned parking facility on the surrounding road network.

Therefore, taking into consideration the existing road network performance, anticipated growth within the Eikestad Parking PPP Study Area, as well as the planned parking facility, no capacity improvements are recommended for either the 2029 or 2034 Horizon Year Scenarios due to the limited space available for road widening. A change in junction control could however be considered as required.

The Municipality had embarked on various initiatives to address the current performance of the road network, some of these initiatives are listed below:

- A review of its public transport plan, to improve public transport systems.
- Exploratory studies on park and ride systems linking parking areas located on the outskirts of the urban area and the city centre with a public transport system.
- Actively promoting non-motorised transport by improve walkability and cycling within the CBD and continuously expanding the non-motorised transport networks.
- Transport studies along the Adam Tas corridor which are aimed at assessing the traffic impacts of developments along the corridor and proposing interventions that would address congestion.
- Various road construction and intersection upgrade projects.

The Municipality is confident that interventions such as these listed above would improve the general flow of traffic through Stellenbosch, traffic flow within the central area and along the Adam Tas Corridor.

It is concluded that the planned parking facility will have minor effects on the operations of the future road network, given the performance of the existing road network as well as the impact of the growth in background traffic.

Appendix A Traffic Count Data

Appendix B Traffic Signal Timing Plans



SMEC South Africa

65 Riebeek Street
Cape Town, Western Cape, 8001

Phone: +27 21 417 2900

Email: capetown@smec.com

engineering positive change

SMEC simplifies the complex. We unlock the potential of our people to look at infrastructure differently, creating better outcomes for the future.

www.smec.com

ANNEXURE B



EOI NO.: STMPPEOI002

**REQUEST FOR EXPRESSION OF INTEREST (EOI) – TO ENGAGE IN A PUBLIC
PRIVATE PARTNERSHIP FOR THE DESIGN, DEVELOPMENT, FINANCING,
OPERATION, AND MAINTENANCE OF THE EIKESTAD PARKING FACILITY IN
STELLENBOSCH**

EXPRESSION OF INTEREST DOCUMENT

NAME OF TENDERER:			
EOI NUMBER:			
DATE:			
BBBEE LEVEL			
CLAIM POINTS FOR	LOCALITY	YES	NO

DATE: Add Date.

PREPARED AND ISSUED BY:

Directorate: Infrastructure Services
Stellenbosch Municipality,
PO Box 17, Stellenbosch, 7599

**CONTACT FOR ENQUIRIES
REGARDING SPECIFICATIONS:**

Johan Fullard
Senior Manager: Roads
Transport & Stormwater
Tel. Number: 021 808 8207



1. DISCLAIMER

- 1.1. This Expression of Interest (EOI) request is issued by the Stellenbosch Municipality (the Municipality) to solicit information and interest in respect of the Municipality's intent to issue a Request for Proposals (RFP) to engage in a public private partnership (PPP) for the design, development, financing, construction, operation, and maintenance of the Eikestad parking facility in Stellenbosch.
- 1.2. The EOI is an open, non-compulsory process and does not preclude parties that have not responded to the EOI request from participating in the PPP, or any other similar project that the Municipality may launch in future.
- 1.3. The Municipality reserves the right to postpone, withdraw, amend, modify, or cancel the EOI request at any time without prior notice and without liability to compensate or reimburse any person pursuant to such postponement, withdrawal, amendment, modification, or cancellation.
- 1.4. The Municipality does not accept any liability or responsibility for the completeness, accuracy or adequacy of any of the information or opinions stated in this EOI request. It will be incumbent upon interested parties to independently determine, verify and/or confirm such accuracy or adequacy of the information; and the interested party further indemnifies the Municipality in this regard.
- 1.5. The Municipality intends to use the information provided in response to this EOI request, to inform key aspects of the Eikestad parking facility development process.
- 1.6. The Municipality, in its sole discretion, may issue clarification requests to interested parties, in relation to information included by them in their responses to this EOI request.
- 1.7. No act or omission by the Municipality relating to this EOI process shall create or be deemed or interpreted to create any expectation of future business dealings concerning the subject-matter of this EOI request.
- 1.8. This EOI request does not constitute a solicitation of bids.

The Municipality hereby invites interested parties who have the relevant competencies, capacity, and experience to develop and implement Parking Facility projects, to submit an expression of interest (EOI) to enable the Municipality to consider the responses and, to the extent appropriate, to use those responses to assist the Municipality in developing a Request for Proposals (RFP) for the proposed Eikestad Parking Facility.

2. INTRODUCTION

2.1. Project Background

Stellenbosch Municipality is facing increasing demand for parking, coupled with rising traffic congestion in the Central Business District (CBD). As part of a broader mobility strategy to enhance traffic flow, encourage non-motorized transport, and improve public transportation, the Municipality has initiated the development of the Eikestad Parking Facility. This facility aims to alleviate congestion, improve parking availability, and support economic activity in the area.

The facility, designed to meet modern parking demands, will reduce the circulation of vehicles searching for parking and enhance the overall flow of traffic in Stellenbosch's CBD. The Eikestad Parking Facility is a key component in achieving long-term urban mobility and economic sustainability.

3. CONTEXT

- Stellenbosch Municipality has initiated the development of the Eikestad Parking Facility. This facility aims to alleviate congestion, improve parking availability, and support economic activity in the area.
- Stellenbosch experiences major congestion coupled with a high demand for parking in the CBD and other parts of the Municipality. In addition, the Comprehensive Integrated Transport Plan indicates a need for sustainable transport that amongst other factors requires a reduction in traffic congestion and an increase in mode shifts, such as public transport and/or non-motorised transport as well as parking initiatives to resolve the parking issues.

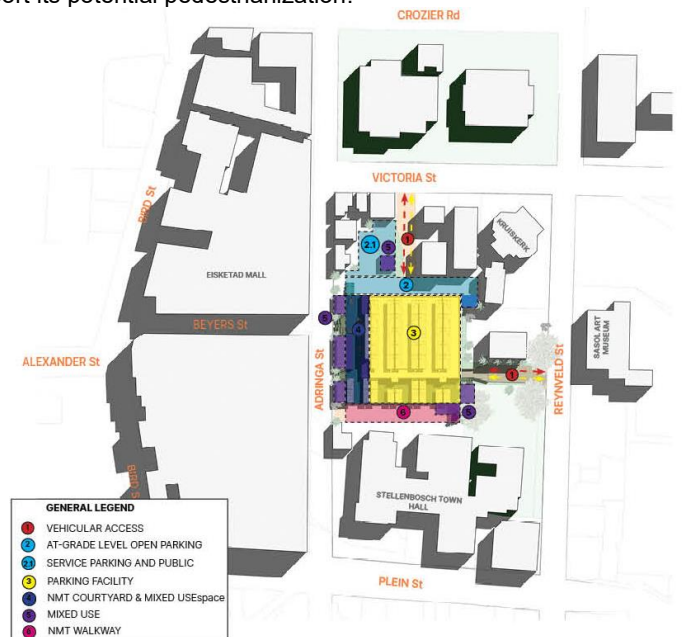


- The Municipality has now completed a feasibility study. As a result, the more favourable concession period was deemed to be a 25-year period. As a result, it is recommended that the Eikestad Parking Garage be considered as a viable option as a Public-Private Partnership (PPP) contract.
- The responses to this EOI request will help to inform the Municipality on some aspects of the design of the procurement programme.

3.1. Architectural Project Aims summary.

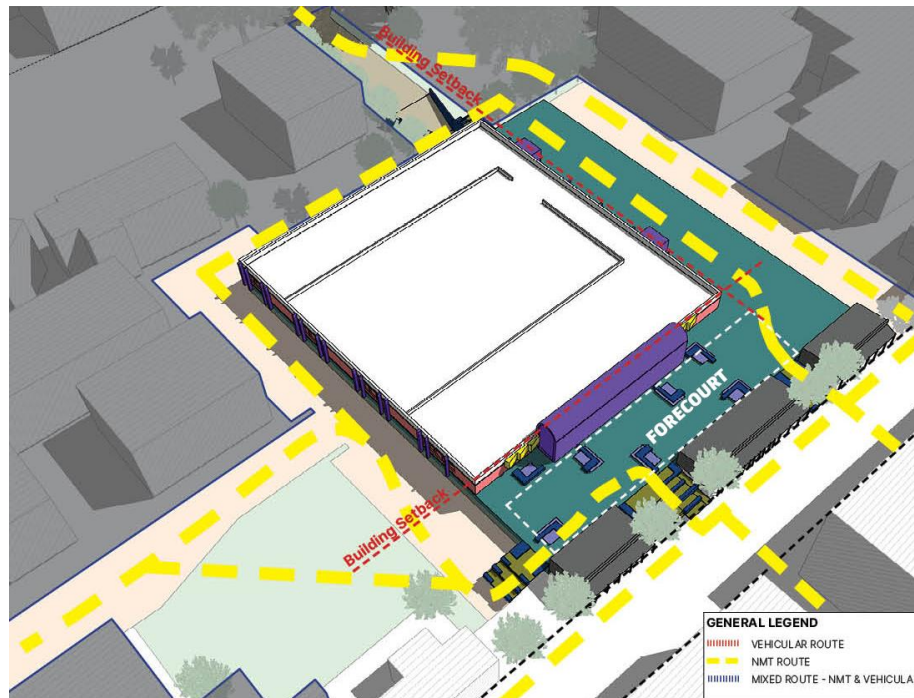
I. Access & Connectivity:

- Provide direct access from Victoria & Ryneveld Streets, with no entry from Andringa Street to support its potential pedestrianization.



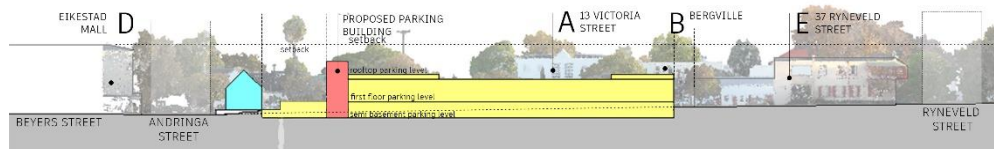
- Ensure pedestrian access from The Eikestad Mall, Ryneveld Street, and Victoria Street.





II. Parking & Forecourt Design:

- Develop a parking structure on top of a semi basement, with a recessed structure that elevates 2 additional storeys.
- Integrate a landscaped, pedestrian-friendly forecourt that will connect the different parking areas and serving as the main pedestrian access to the parking structure.



III. Heritage Integration & Site Planning:

- Position the building mass towards the back and centre of the site to respect the rich heritage context.
- Maintain a lower-level street façade along Andringa Street to complement historically significant neighbouring buildings.
- Design a service zone on the southern side to provide access to adjacent heritage buildings while creating a buffer between them and the parking structure.

IV. Guiding Principles

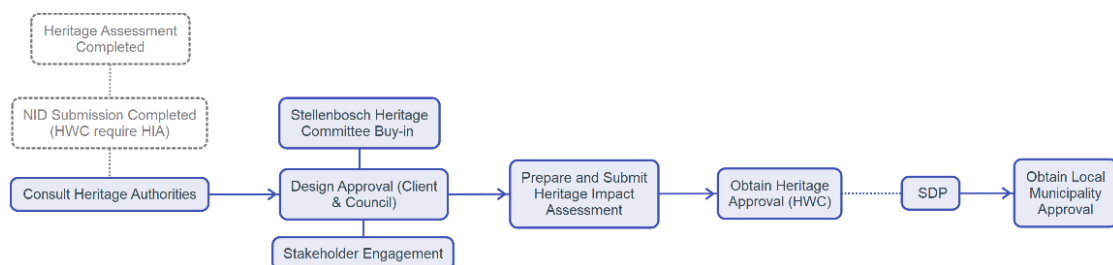
1. Building form
2. Building platform
3. Scale
4. Urban courtyard
5. External envelope treatment: Wall opening and closure.
6. External finish: Walls and balustrade typology.
7. Linking elements: Visual, physical, pedestrian, symbolic links, walls, and gateways.



- A: 13 Victoria Street
- B: Bergville
- C: Stellenbosch Town Hall
- D: Eikestad Mall
- E: 37 Ryneveld Street
- F: Stellenbosch Municipality Main Building

V. Architectural Approval Process.

The diagram provided below outlines the process the concessionaire is required to follow in order to obtain the necessary approval.



4. KEY FEATURES OF EIKESTAD PARKING FACILITY

4.1. Project Overview

The Eikestad Parking Facility will be developed through a Public-Private Partnership (PPP) under a Build-Own-Operate-Transfer (BOOT) model. The private partner will be responsible for the design, finance,



construction, operation, and maintenance of the parking facility over the concession period, before transferring ownership back to the Municipality at no cost. The Project will be conducted as per the Municipal Finance Management Act, Section 120 as well as the associated Regulations on Public private Partnerships. (PPP)

4.2. Technical Specifications of the Eikestad Parking Project

The Eikestad Parking Facility will be a multi-story parking garage designed to accommodate the growing demand for parking in Stellenbosch's CBD. The following is a detailed breakdown of the project's technical specifications based on the feasibility study.

4.3. Facility Capacity and Design

Capacity: The parking structure will be designed to accommodate (Check parking count 500) 486 parking bays in a 3-story building. The feasibility study identifies an optimal number of approximately 498 bays for this location. Future expansion is considered, with the foundation and substructure allowing for the addition of a further level should demand increase.

Design Layout: The building will feature street-level parking for easy access, with both vehicle and non-motorized transport (NMT) accessibility integrated into the design. The location allows direct access to surrounding streets and pedestrian access points.

Height and Levels: The structure will consist of a semi basement level, one additional-levels, and a roof-level parking area. The semi basement approach minimizes the visual impact of the structure while maximizing the parking space available.

Sustainability: The design incorporates natural ventilation for the basement level, which will reduce the facility's energy consumption for heating, ventilation, and air conditioning (HVAC) systems. Additionally, the high groundwater table in the area may require pumping during winter. Systems to harvest this water will be positively considered, promoting sustainable water use.

High-tech sustainability initiatives will also be explored, including solar PV systems, electric vehicle charging stations, and building strategies aimed at reducing reliance on full external electricity supply. These initiatives will cater to evening and late-night restaurant and Town Hall activities, ensuring a resilient and energy-efficient facility.

4.4. Structural Integrity and Materials

Foundation and Structure: The parking facility will be constructed using reinforced concrete to ensure long-term durability. The SANS 10100 code for the structural use of concrete will govern all aspects of the construction.

Design Considerations: To withstand environmental loads such as wind and seismic activity, the structure must adhere to SANS 10160 (South African loading code) and other relevant civil engineering standards.

Geotechnical Surveys: Comprehensive geotechnical investigations have been conducted to ensure that the foundation of the building will be stable under varying environmental conditions.

4.5. Environmental and Regulatory Compliance

Environmental Impact: The project is subject to an Environmental Impact Assessment (EIA), ensuring compliance with South African environmental regulations. The parking facility will integrate sustainable



design features to minimize its carbon footprint, such as rainwater harvesting, energy-efficient lighting (e.g., LED), and electric vehicle (EV) charging stations.

Compliance with Heritage legislation: Due to the location's proximity to heritage sites, the facility must align with Stellenbosch's heritage preservation requirements. The building's design must respect the historical context of the area by employing appropriate materials and scaling to fit within the existing streetscape.

The property consists of a number of erven owned by the Municipality which will have to be consolidated. Depending on the design of the facility and possible use for retail and related opportunities, the property or portions thereof may need to be subjected to a rezoning process (the erven are currently zoned for parking purposes).

4.6. Accessibility and Safety Features

Pedestrian Safety: The facility will provide clearly defined pedestrian walkways, safety barriers, and accessible routes for persons with disabilities and other special categories of users. Compliance with SANS 10400 will ensure that disabled parking bays and pathways meet the required standards for ease of access.

Traffic Flow: The design must be optimized for smooth traffic flow, both within the facility and at entry and exit points. The parking levels are connected by ramps designed to minimize congestion and allow for efficient movement between floors.

Security Systems: The facility will be equipped with CCTV, fire suppression systems, and emergency lighting, ensuring safety for all users.

4.7. Electrical and Mechanical Systems

Lighting: The interior and exterior lighting will adhere to the SANS 10142-1 and SANS 10389 standards, ensuring that all areas of the facility are well-lit for safety. Emergency lighting systems will also be installed, complying with SANS 10114-2.

Electrical Installations: All electrical installations will comply with low-voltage wiring codes under SANS 10142-1, ensuring energy efficiency and safety. Additionally, EV charging stations will be installed to cater to the growing demand for electric vehicles.

Fire Detection: The building will include a fire detection and alarm system, following the requirements outlined in SANS 10139 for buildings.

Renewable Energy and Backup Systems: The facility may incorporate solar PV systems, battery banks, and new electrical distribution systems to enhance energy resilience. These systems will aim to reduce dependence on the external electricity supply, ensuring continued operation during evening and late-night activities at restaurants and the Town Hall. The feasibility of integrating solar PV energy storage and optimized power management will be considered to enhance efficiency and sustainability.

4.8. Future-Proofing and Expansion

Flexibility for Expansion: The design allows for future expansion, with provisions made in the foundation to support an additional floor if parking demand grows. This future-proofing must ensure that the facility remains relevant and capable of scaling with the needs of the Stellenbosch community.



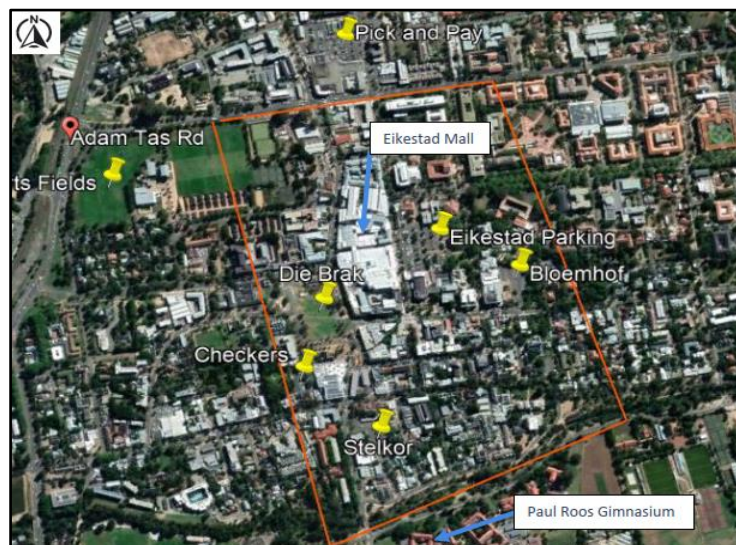
This detailed technical overview will be included in the RFP document and outlines the structural, environmental, and safety considerations for the Eikestad Parking Facility, ensuring alignment with modern standards and providing a sustainable, efficient solution to Stellenbosch's parking challenges.

4.9. Location

The Eikestad Parking Facility will be strategically positioned within the Central Business District (CBD) of Stellenbosch, located behind the popular Eikestad Mall. This central location is pivotal for several reasons:

- **Geographical Context:** The facility is situated at the intersection of major access routes, making it highly accessible to both local residents and visitors. The CBD is characterized by a mix of commercial, retail, and cultural establishments, all contributing to the area's vibrant economic activity.
- **Proximity to Key Landmarks:** The site is within walking distance of several important landmarks, including the **Stellenbosch University**, which draws a significant number of students, staff, and visitors to the area. Nearby attractions such as the **Stellenbosch Village Museum** and various art galleries and restaurants also contribute to pedestrian traffic, ensuring high usage of the parking facility.
- **Traffic Flow Considerations:** The design and layout of the parking facility will take into account existing traffic patterns in the CBD. Access points will be strategically placed to minimize disruption to the flow of vehicular and pedestrian traffic. The facility is expected to alleviate congestion on surrounding streets by providing a centralized parking solution.
- **Public Transport Connectivity:** The location is well-served by existing public transport options, including bus routes and shuttle services, enhancing connectivity to the surrounding regions. The facility will encourage the use of public transport by providing secure parking for commuters who wish to transition to public transit for their journeys.
- **Pedestrian Accessibility:** A key design feature of the parking facility will be its accessibility for pedestrians. Safe walkways, crosswalks, and clear signage will facilitate movement between the parking facility and adjacent commercial areas, ensuring a seamless experience for users.
- **Environmental Considerations:** The site has been assessed for its environmental impact, and the development will comply with all local regulations to protect the surrounding natural and urban environment. The facility will be designed to blend with the existing architecture of the CBD, maintaining the aesthetic integrity of Stellenbosch's historical character.

In summary, the Eikestad Parking Facility will be strategically located in the heart of Stellenbosch's CBD, maximizing accessibility, enhancing traffic management, and supporting the area's economic vitality. The facility is poised to become a crucial infrastructure component, addressing the parking demands of a growing urban center while promoting sustainable transport options.





4.10. **Key Project Deliverables**

The bidder selected after the RFP process will be responsible for:

- Designing the parking facility to accommodate 498 parking bays, ensuring scalability for future expansions.
- Financing the entire project through private capital, without requiring municipal funding.
- Constructing the facility within 24 months, with the first phase (minimum of 300 bays) completed within 12 months.
- Operating and maintaining the facility for the duration of the concession period, ensuring high service standards.
- Transferring ownership of the facility to Stellenbosch Municipality at the end of the concession.

4.11. **PPP Structure**

The project will follow the Build-Own-Operate-Transfer (BOOT) model, which involves:

- Build: The private partner will design and construct the parking facility.
- Own and Operate: The private partner will own and operate the facility during the concession period, generating revenue from parking fees and other services.
- Transfer: At the end of the concession period, ownership will be transferred back to Stellenbosch Municipality in good condition, free of charge.

4.12. **Revenue Model**

The facility will generate revenue through:

- Parking fees from daily users.
- Long-term leases for reserved parking bays.
- Retail opportunities, if applicable, such as commercial spaces within the facility.
- Electric vehicle (EV) charging stations for additional revenue.

Bidders will be required to provide a detailed revenue model when responding to the RfP, outlining:

- Parking fee structures for short-term and long-term users.
- Financial projections over the concession period, including anticipated income and profit margins.
- Opportunities for additional revenue such as retail spaces and EV charging.

4.13. **Project Scope**

Site Design and Layout

- The parking structure must provide a minimum of 498 bays while optimizing the available space for vehicle circulation and future scalability.
- Design should consider peak hour demands, ensuring efficient ingress and egress.
- The facility will accommodate a diverse range of users, including office worker vehicles, shopping vehicles, Town Hall vehicles, student vehicles, and restaurant vehicles, ensuring that parking allocation and access cater to various needs throughout the day and night.

Technical Specifications

- Capacity: Minimum of 498 parking bays, with scalability options.
- Structural Integrity: The facility must be designed to withstand local environmental conditions, including wind and seismic factors (if applicable).



- Sustainability: Incorporate energy-saving features such as LED lighting, EV charging stations, and rainwater harvesting systems.
- Accessibility: Ensure compliance with accessibility standards, including parking bays for disabled users and appropriate pedestrian walkways.

Environmental and Regulatory Compliance

- Adherence to environmental regulations and heritage preservation laws is required due to the facility's location in proximity to Stellenbosch's historical areas. As indicated above rezoning of the property or portions thereof may be required.

Safety and Security

- The facility must incorporate CCTV, fire suppression systems, emergency lighting, and clear signage for safety.
- Pedestrian safety should be prioritized through designated walkways and crossings.

5. BIDDER REQUIREMENTS

With the RFP stage following the EOI, bidders will need to meet the following criteria during the RFP process.:

5.1. Technical Capability

- Bidders must have relevant experience in similar large-scale infrastructure projects, specifically in designing, building, and operating parking facilities.
- Proof of previous successful PPP projects must be provided, including references and qualifications of key personnel.
- Proof of latest technology advances, such as Solar, BESS, EV Charging, water harvesting etc

5.2. Financial Standing

- Bidders must demonstrate financial stability, providing audited financial statements from the past three years.
- A clear financing plan must be submitted, proving access to capital or secured financing for the project.

5.3. Compliance with BBBEE and Local Employment

- Broad-Based Black Economic Empowerment (BBBEE) compliance is mandatory, with a focus on local job creation as per the approved Municipal BBBEE policy.
- Bidders must present a plan outlining their commitment to local employment during both construction and operations.

6. PRICING INSTRUCTIONS

With the RFP stage following the EOI, bidders must meet the following criteria during the RFP process and provide a comprehensive breakdown of their pricing proposal.:

6.1. Construction Costs

- Itemized costs for all construction phases, including:
 - Site preparation and foundation work.
 - Structural materials (concrete, steel).



- Electrical and mechanical systems (lighting, ventilation, safety systems).
- Cost Escalation Provisions: Bidders must include strategies to handle potential cost increases during the construction period.

6.2. Operational Costs

A detailed breakdown of costs for operating the facility, including:

- Staffing and security.
- Routine maintenance and cleaning.
- Utility costs (water, electricity, etc.).

6.3. Revenue Projections

- Projections of revenue from parking fees, leasing reserved bays, and additional services.
- Pricing structure for daily parking, reserved bays, and ancillary services (e.g., EV charging stations).

6.4. Risk Allocation and Contingency

- Proposals must outline strategies for mitigating construction and operational risks, including potential cost overruns or delays.
- Include a contingency plan with provisions for unexpected expenses.

6.5. Evaluation Of Pricing Proposals

Pricing proposals will be evaluated based on:

- Cost realism: Proposals must align with industry standards and avoid inflated or underestimated costs.
- Value for money: Consideration will be given to proposals that offer the best value in terms of construction and operational costs over the concession period.
- Risk and contingency management: Proposals that demonstrate strong risk mitigation and include adequate contingencies will be rated higher.
- Financial stability: Bidders must demonstrate their ability to finance the project, providing proof of funding or access to capital.

7. APPLICABLE STANDARDS AND SPECIFICATIONS

The design, construction, and operation of the Eikestad Parking Facility must comply with all associated SANS standards but especially the following standards (the list is not necessarily exhaustive):

- SANS 10400: South African National Standards for building regulations, covering safety, structural integrity, and accessibility.
- SANS 1169: Guidelines for parking layout, ensuring smooth vehicle circulation and accessibility.
- SANS 1200: Standards for civil engineering construction, ensuring high-quality materials and workmanship.
- ISO 9001: Quality management standards to ensure the facility is maintained to international best practices.
- OHSA: Compliance with the Occupational Health and Safety Act (OHSA) is required for worker safety during construction and ongoing operations.
- Municipal Zoning Regulations: The facility must adhere to Stellenbosch's zoning regulations and land use requirements.
- Heritage Regulations: Compliance with local heritage laws is essential due to the historical significance of the surrounding areas.



8. KEY DATES

- EOI Closing date:
- RFP Release Date: To be confirmed.
- Bid Submission Deadline: Expected 90 days from RFP release date.
- Bid Validity: Bids must remain valid for 180 days from the submission date.
- Clarification Requests Deadline: 10 days before the bid submission deadline.
- Design Period: Design must be completed within 6 months from the date of contract signing.
- Construction Period: The parking facility must be fully constructed within 24 months of contract signing, with the first phase of 300 bays completed within 12 months.
- Concession Period: The private partner will operate the facility for 20 to 25 years, after which the facility will be transferred to the Municipality.

9. PROPOSED EVALUATION CRITERIA

With the RFP stage following the EOI. The EOI will be used to provide a more site and need specific RFP Bidders will need to meet the following criteria during the RFP process plus accepted proposals from the EOI:

9.1. Technical Proposal

- Compliance with the Design Specifications and Technical Requirements: Bidders must meet or exceed the design specifications and technical requirements outlined in the RFP. This aligns with Stage 2 - Technical Competence from the evaluation structure and focuses on the bidder's ability to adhere to SANS 10400 standards and the environmental, sustainability, and technical requirements of the project.
- Ability to Future-Proof the Facility: Proposals will be assessed on how well they incorporate scalability and long-term functionality in design, considering future developments and growth. This is part of the Technical Competence score under "compliance with parking layout and future-proofing."

9.2. Financial Proposal

- Realistic and Well-Structured Financial Models: Financial proposals will be reviewed for realistic and well-structured models that support the project's financial feasibility. This ties directly to the Financial Feasibility and Funding Model section of Stage 2.
- Value for Money: Proposals will be evaluated for cost efficiency, both in terms of initial construction costs and long-term operational expenses. This will be incorporated into the Stage 3 - Price Evaluation under value for money and affordability.

9.3. Socio-Economic Impact

- Adherence to BBBEE and Local Employment Creation: Bidders will be evaluated on compliance with BBBEE standards and their potential to create local jobs. This directly reflects Stage 3 - BBBEE Compliance in the evaluation structure.
- Skills Transfer and Job Creation: Plans to transfer skills to the local workforce and promote long-term job creation will be considered. This ties into the technical competency and socio-economic development sections.

9.4. Risk Allocation

- Risk Distribution: The distribution of risks between the municipality and the bidder, such as financial, construction delays, and operational risks, will be evaluated under Stage 2 - Risk Management.
- Risk Mitigation Strategies: Proposals must include comprehensive and clear risk mitigation strategies to handle potential delays, cost overruns, and other risks.



10. PROPOSED BID EVALUATION PROCEDURE FOR RFP

10.1. Overview Of Bid Evaluation

The BID Evaluation Process for the RFP will consist of three stages:

- **Stage 1: Legal Compliance Evaluation** (Pre-qualification)
- **Stage 2: Financial and Technical Evaluation**
- **Stage 3: Price and BBBEE Evaluation** (Preferential Points System)

Each of these stages plays a crucial role in determining the bidder's overall capacity to undertake and complete the project while meeting the necessary legal, technical, and financial requirements. The following explains each stage in detail.

10.2. Stage 1: Legal Compliance Evaluation (Pre-Qualification)

This stage ensures that all bidders meet the basic legal and regulatory requirements necessary to undertake a public-private partnership project. The key goal is to verify the bidder's legal standing, ensuring compliance with South African laws and municipal regulations.

Criteria For Legal Evaluation:

I. Company Registration and Legal Status:

- The bidder must submit a valid CIPC registration certificate, which proves that the entity is legally registered to operate in South Africa.

II. Tax Compliance:

- A valid Tax Clearance Certificate or Tax Compliance Status (TCS) Pin must be provided to confirm that the bidder is in good standing with SARS.

III. COIDA Compliance:

- Proof of compliance with the Compensation for Occupational Injuries and Diseases Act (COIDA) must be provided to demonstrate that the bidder has adequate cover for workers' compensation.

IV. BBBEE Compliance:

- The bidder must submit a valid BBBEE certificate or a sworn affidavit (for EMEs and QSEs) to verify their compliance with South Africa's Broad-Based Black Economic Empowerment policies.

Outcome: Bidders must pass this stage by submitting all necessary documentation. Failure to comply will result in disqualification, and the bidder will not proceed to the next stages of evaluation.

10.3. Stage 2: Financial And Technical Evaluation

This stage evaluates the financial stability and technical capabilities of the bidder. This is a crucial stage as it examines the bidder's ability to finance, execute, and manage the project based on the project's unique requirements.



I. Financial Evaluation

The financial evaluation assesses the bidder's ability to finance the project and ensure that the proposed financial model is feasible for the BOOT (Build-Own-Operate-Transfer) structure.

Criteria for Financial Evaluation:

a) Proof of Financial Standing:

- Bidders must submit audited financial statements to demonstrate their financial health and ability to raise or access funding for the project.

b) Financial Feasibility:

- The financial proposal should include projected costs, a funding model, and expected revenue streams (e.g., parking fees, long-term leasing). The proposal must be aligned with the project's estimated cost of R75 million and the 12,000 m² size.

c) Risk Management and Contingencies:

- Bidders must outline their strategy for managing financial risks (e.g., cost overruns, delays, and interest rate fluctuations). A well-structured risk management plan demonstrates the bidder's ability to handle potential financial challenges during the project.

Outcome: Only bidders that can demonstrate financial stability and provide a feasible financial model will progress to the next stage. A minimum threshold score must be met to advance to the technical evaluation.

II. Technical Evaluation

This part of the evaluation assesses whether the bidder has the technical expertise and capability to design, construct, and operate the parking facility in compliance with the project's specifications and standards.

Criteria for Technical Evaluation:

a) Experience with Similar Projects:

- The bidder must provide evidence of experience in similar PPP infrastructure projects, especially those involving parking facilities or transportation infrastructure. This includes previous projects completed under a BOOT model.
- The proposed bidder must demonstrate experience in successfully completing and undertaking projects of a similar nature and value across the following categories:
 - Heritage Projects – Experience in the preservation, restoration, or construction of heritage sites or buildings. Would need five or more full Heritage Impact Assessments experience for full points.
 - Construction Projects – Proven capability in executing construction projects of comparable scale and complexity. Would need five or more completed of similar buildings experience for full points.
 - Architectural Projects – Demonstrated expertise in architectural design, planning, and implementation. Would need five or more completed projects and experience for full points.
 - Environmental Projects – Experience in environmentally sustainable developments or projects requiring environmental compliance. Would need five or more full environmental impact and assessment experience projects completed for full points.



b) Key personnel and Experience:

- Project Manager – 20 to 15 Years relevant experience and Pr. Eng registered.
- Design Engineer – 15 to 10 Years relevant experience and Pr. Eng or Pr. Tech registered.
- Structural Engineer – 15 to 10 Years relevant experience and Pr. Eng or Pr. Tech registered.
- Architect – Must have 15 to 10 years relevant experience and be registered as a Pr Arch with SACAP. The Concessionaire shall be responsible for their professional team throughout the approval process.
- Environmentalist – 15 to 10 years of relevant experience and registered with EAPASA
- Heritage specialist – 15 to 10 years of relevant experience Must be endorsed by the heritage authority, registered and registered the South African Heritage Resources Agency (SAHRA), and provide proof of relevant experience.
- Construction Manager – 15 to 10 Years relevant experience and Pr. Eng or Pr. Tech registered.
- Safety Consultant. - Must have 15 to 10 years of relevant experience in construction health and safety management and be registered as a Certified Occupational Health and Safety Professional (COHSP) with SACPCMP from the South African Institute of Occupational Safety and Health (SAIOSH). have the relevant safety qualifications The Concessionaire shall be responsible for their professional team throughout the approval process.

c) Design Compliance:

- The bidder's proposed design must comply with South African National Standards (SANS 10400 for parking layout and SANS 1169 for traffic flow). The design should include 498 parking bays with room for future expansion.

d) Sustainability and Environmental Standards:

- The design should incorporate ISO 14001 environmental management standards and other green building practices (e.g., energy-efficient lighting, electric vehicle charging stations).

e) Project Timeline and Phasing:

- The bidder must present a clear construction timeline that adheres to the 24-month project completion target, with the first phase of 300 parking bays completed within the first 12 months.

f) Risk and Contingency Planning:

- A comprehensive plan outlining how the bidder will mitigate technical risks (e.g., construction delays, technical failures) must be included.

Outcome: Bidders who demonstrate strong technical expertise and submit a compliant design will proceed to the next stage. Bidders must score at least 70% in this stage to qualify.

10.4. STAGE 3: PRICE AND BBBEE EVALUATION

This stage evaluates the bidder's pricing proposal, BBBEE status, and the locality of the supplier using the 90/10 Preferential Points System. It includes points for price competitiveness, BBBEE compliance, and proximity to the project location.



I. Price Evaluation (90 Points)

The pricing proposal will be evaluated based on the following formula:

$$P_s = 90 \times \left(1 - \frac{P_t - P_{\min}}{P_t - P_{\min}} \right)$$

$$P_s = 90 \times (1 - P_t - P_{\min})$$

Where:

- P_s = Points awarded for price.
- P_t = Price of the bid under consideration.
- $P_{\min}$ = Lowest acceptable bid price.

The bid that offers the lowest price will receive the maximum points, and other bids will be scored relative to the lowest price.

II. BBBEE Evaluation (10 Points)

Points for BBBEE status will be allocated according to the table below:

BBBEE STATUS LEVEL	POINTS (OUT OF 10)
Level 1	10
Level 2	9
Level 3	6
Level 4	5
Level 5	4
Level 6	3
Level 7	2
Level 8	1
Non-compliant	0

III. Locality Of Supplier – Additional Points (50% Of BBBEE Points)

According to Section 1(a)(1)(ii), a maximum of 50% of the BBBEE points (10 points) will be allocated to promote the locality of the supplier. This is done to encourage participation from local suppliers.

LOCALITY OF SUPPLIER	POINTS FOR 80/20 SYSTEM	POINTS FOR 90/10 SYSTEM
Within the boundaries of the municipality	10	5
Outside the boundaries of the municipality	0	0

Proportional Adjustment: If a different percentage is applied, the points will be adjusted accordingly. For example, if 40% of the BBBEE points are allocated for locality:

- 90/10 system: 4 points for local suppliers.
- 80/20 system: 8 points for local suppliers.



11. ATTACHMENTS

No attachments will be included in this EOI. However, the Feasibility Study: C1978 Eikestad Parking PPP, which provides full project details, cost estimates, and technical specifications, will be attached to the RFP document during the next stage.

12. BIDDERS SHOULD NOTE:

- This project is a PPP with the responsibility for financing and operating falling on the private partner.
- All environmental and legal clearances must be obtained by the bidder as part of the proposal.
- Clear technical, financial, and operational plans must be provided to demonstrate the feasibility of the bidder's proposal.
- The RFP is expected to include drafts of the following project agreements, which are intended to be non-negotiable:
 - The PPA will outline the key risk allocation principles.
 - The risk allocation will be balanced based on established bankability principles in the South African PPA market.
- The RFP will include clear compliance criteria and legal, technical and financial functionality criteria against which bid responses will be evaluated for compliance.
- Bidders that pass the compliance and functional evaluation will be competitively evaluated based on a bidder's price and specific goals pertaining to economic development, as contemplated in the Preferential Procurement Policy Framework Act read together with the Preferential Procurement Regulations, 2022 or any new procurement legislation that may be promulgated.
- The table below outlines the indicative timeline for the Eikestad Parking Facility.

Key activity	Indicative date
Issue of RFP	November 2025
Bid Submission	April 2026
Announcement of preferred bidder	July 2026
Commercial and financial close	Six to eight months post preferred bidder announcement ^(a)
Scheduled commercial operation date	12-24 months post commercial close

Dependent on date of approvals required by the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003).

The above information is by no means exhaustive or final.

13. OBJECTIVE OF THE EOI

The current facility has about 250 parking spaces at at-grade level, which means the land is not used optimally. By developing the land into a multi-storey facility, the number of parking spaces will be increased substantially. The new structure is to provide better access to, and egress from, the parking facility taking cognizance of the 24-hour traffic flow patterns. The design should be practical but fit into the surrounding historical, commercial, and other buildings, but keeping to the current historical, academic, governance use thereof.



14. RESPONDING TO THIS EOI

To participate in this EOI process, an interested party is required to submit a response which complies with the instructions and requirements included in this document.

Interested parties are requested to submit the following returnable document electronically to the email address stated in section 15, by the specified closing date and time:

Annexure A - Excel template labelled: [Eikestad Parking Facility Technical Information] which includes the following worksheets:

- TI_1 - Interested Party's Details
- TI_2 - Technical Information Required (From Section 10.2 and 10.3(II))

Interested parties may submit more than one (1) EOI response.

Interested parties are encouraged to respond to this EOI request and should not be deterred if certain information indicated in TI_2 – Technical Information Required is not yet known or available. Bidders will have the opportunity to provide all the necessary Legal Compliance Evaluation and Technical Evaluation information, along with supporting evidence as listed in Sections 10.2 and 10.3 (II).

15. SUBMISSION DETAILS

Interested party EOI responses must be submitted electronically as further detailed below:

E-mail subject	Response to STMPPEOI002
Email address	engineering.services@stellenbosch.gov.za
Closing date and time	12h00 on Add Date

16. QUERIES/CLARIFICATIONS

All queries/clarifications relating to this EOI request must be submitted electronically to the e-mail address as indicated below:

E-mail subject	Clarification Request - STMPPEOI002
Email address	engineering.services@stellenbosch.gov.za
Last day for clarification requests	24h00 at Add Date

Queries and clarifications will not be responded to if delivered elsewhere.

17. CONFIDENTIALITY

The Municipality shall use its reasonable endeavors to keep all data and details submitted by interested parties confidential, save to the extent that the Municipality is required to disclose such data and/or details by applicable law or order of a court of competent jurisdiction or a recognised stock exchange or a Government department or agency.

Should it be deemed necessary to discuss any matter relating to the EOI response of any interested party with third parties (other than the Municipality's transaction advisors), permission will be sought from the interested party(ies) concerned.



Notwithstanding the above, the Municipality -

- shall by virtue of the submission of an EOI response by any interested party, be entitled to use the information submitted in a general manner for purposes of designing the Eikestad Parking Facility and, in particular, in determining the criteria which will be applied to test viability and readiness of projects which are bid into the Eikestad Parking Facility; and
- shall not be liable for any loss incurred or damage suffered as a result of any disclosure of any information (confidential or otherwise) submitted by the interested party in its EOI response, and such interested party and any person whose information was included in the EOI response shall not have, and hereby waives, any claim against the Municipality, its officers, employees, servants, agents or advisors (including the Western Cape Government or Municipality's transaction advisors) arising out of the disclosure of any such information, confidential or otherwise.

SIGNATURE (Bidder)		FOR OFFICE USE ONLY:	
CAPACITY		Evaluated by	
NAME OF FIRM		Signature:	
NAME (PRINT)		Designation:	
DATE		Date:	



TI_1 - INTERESTED PARTY'S DETAILS

To participate in this EOI process, an interested party must submit a response that complies with the instructions and requirements outlined in this document.

Interested parties are requested to complete and submit the following form electronically to the email address stated in Section 15, by the specified closing date and time.

1. GENERAL INFORMATION

- **COMPANY NAME:** _____
- **REGISTERED BUSINESS ADDRESS:** _____
- **COMPANY REGISTRATION NUMBER:** _____
- **VAT NUMBER (IF APPLICABLE):** _____
- **CONTACT PERSON:** _____
- **DESIGNATION:** _____
- **TELEPHONE NUMBER:** _____
- **EMAIL ADDRESS:** _____
- **WEBSITE (IF APPLICABLE):** _____

2. COMPANY PROFILE & EXPERIENCE

- **BRIEF DESCRIPTION OF THE COMPANY AND ITS CORE BUSINESS:**

- **NUMBER OF YEARS IN OPERATION:** _____
- **RELEVANT EXPERIENCE RELATED TO THIS EOI:**



3. LEGAL & COMPLIANCE INFORMATION

- **B-BBEE LEVEL (IF APPLICABLE):** _____
- **CIDB GRADING (IF APPLICABLE):** _____
- **TAX COMPLIANCE STATUS:** ☐ Compliant ☐ Non-Compliant
- **ANY PENDING LEGAL DISPUTES OR CLAIMS?** ☐ Yes ☐ No
 - If yes, provide details:

4. DECLARATION & SIGNATURE

I, the undersigned, confirm that the information provided in this form is accurate and complete to the best of my knowledge.

- **NAME:** _____
- **DESIGNATION:** _____
- **SIGNATURE:** _____
- **DATE:** _____



TI_2 - TECHNICAL INFORMATION REQUIRED

Interested parties are encouraged to respond to this EOI request and should not be deterred if certain information indicated in this form is not yet known or available. Bidders will have the opportunity to provide all necessary **Legal Compliance Evaluation** and **Technical Evaluation information**, along with supporting evidence, as listed in **Sections 10.2 and 10.3(II)** of the EOI during the RFP stage.

1. COMPANY & PROJECT EXPERIENCE

Provide details of completed projects relevant to the scope of work:

PROJECT NAME	CATEGORY (Heritage, Construction, Architectural, Environmental)	PROJECT VALUE	CLIENT NAME	COMPLETION YEAR	BRIEF DESCRIPTION
[Example]	Heritage	ZAR XX million	[Client Name]	2022	[Brief details]

*(Attach additional rows if needed.)

2. COMPLIANCE & CERTIFICATIONS

Provide details of applicable certifications and compliance documents:

REQUIREMENT	DOCUMENT PROVIDED (Yes/No)	COMMENTS / EXPIRY DATE
Valid Tax Compliance Certificate	☐ Yes ☐ No	
Company Registration Documents	☐ Yes ☐ No	
Relevant Industry Accreditations	☐ Yes ☐ No	
CIDB Grading	☐ Yes ☐ No	
B-BBEE Certification	☐ Yes ☐ No	
Health & Safety Compliance	☐ Yes ☐ No	
Environmental Compliance	☐ Yes ☐ No	
Professional Registrations (ECSA, SACAP, etc.)	☐ Yes ☐ No	



3 . KEY PERSONNEL & EXPERTISE

Provide details of key personnel relevant to this project:

NAME	POSITIO N	YEARS OF EXPERIENCE	RELEVANT QUALIFICATIONS / CERTIFICATIONS

*(Attach additional rows if needed.)

4 . ADDITIONAL TECHNICAL CAPABILITIES

- Provide a summary of any additional technical expertise or innovative approaches relevant to this EOI:

*(Attach additional rows if needed.)

5 . DECLARATION & SUBMISSION

I, the undersigned, confirm that the information provided in this form is accurate and complete to the best of my knowledge.

- **NAME:** _____
- **DESIGNATION:** _____
- **SIGNATURE:** _____
- **DATE:** _____

7.8	PLANNING AND LOCAL ECONOMIC DEVELOPMENT AND TOURISM :(PC: DEPUTY MAYOR M SLABBERT)
-----	---

7.8.1	REPORT ON PUBLIC PARTICIPATION PROCESS AND INPUTS - STELLENBOSCH MUNICIPALITY: DRAFT ZONING SCHEME BYLAW 2024 AND PROPOSED DRAFT ZONING SCHEME BYLAW 2025
-------	--

Collaborator No: 789609
 IDP KPA Ref No: Good Governance and Compliance
 Meeting Date: 22 July 2025

1. SUBJECT: REPORT ON PUBLIC PARTICIPATION PROCESS AND INPUTS - STELLENBOSCH MUNICIPALITY: DRAFT ZONING SCHEME BYLAW 2024 AND PROPOSED DRAFT ZONING SCHEME BYLAW 2025

2. PURPOSE

The purpose of this report is to present to Council for consideration:

- Report on the public participation process for the Stellenbosch Municipality: Draft Zoning Scheme Bylaw 2024 with the public inputs, responding comments and recommendations for the updating and amendment of the By-Law.
- Updated and amended Stellenbosch Municipality: Draft Zoning Scheme Bylaw 2025 that is based on the recommendations of the Public Participation Report.
- The adoption of the Stellenbosch Municipality: Proposed Draft Zoning Scheme Bylaw 2025 (SDZSB) for the purpose of a final public participation process.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

Following the internal review of the Stellenbosch Municipality: Zoning Scheme Bylaw 2019 and a report submitted on same; Council vide **Item 11.8.1 on 26 April 2023** authorised the development of a revised and updated zoning scheme bylaw.

The proposed draft amended zoning scheme bylaw was submitted to Council who sanctioned its adoption vide **Item 10.8.1 on 23 August 2024** for the purpose of a public participation process.

Following an initial consultation process with targeted key stakeholder groups, the draft amended zoning scheme bylaw was advertised to the general public over the period December 2024 to January 2025. All the inputs that were received on the public participation process was considered and the draft amended zoning scheme bylaw has been updated and amended in accordance with the recommendations contained in the subject report on the public participation process.

The resulting updated and amended Stellenbosch Municipality: Proposed Draft Zoning Scheme Bylaw 2025 is now being presented to Council for consideration to be adopted as a draft for the purpose of a final public participation process.

Following the final public participation process and any amendments that may result from such process, the final draft zoning scheme bylaw will be submitted to Council for consideration of approval and implementation.

5. RECOMMENDATIONS

1. that the Report on the public participation process for the Stellenbosch Municipality: Draft Zoning Scheme Bylaw 2024, attached as **ANNEXURE "A"**, **BE NOTED**;
2. that the updated and amended Stellenbosch Municipality: Draft Zoning Scheme Bylaw 2025, attached as **ANNEXURE "B"**, **BE NOTED**; and
3. that the Stellenbosch Municipality: Proposed Draft Zoning Scheme Bylaw 2025 **BE ADOPTED** for the purpose of a final public participation process.

6. DISCUSSION / CONTENTS

6.1 Background

A comprehensive overview of the review process of the current Stellenbosch Municipality Zoning Scheme Bylaw (2019) was provided in the previous Item on the matter to Council vide **Item 11.8.1 on 26 April 2023**.

Following the public participation process which included a targeted consultation process as well as advertisement to the general public and stakeholder groups, all the inputs with responding comments and recommendation are recorded in the report being the subject of this item and attached as **ANNEXURE "A"**

The Draft Zoning Scheme By-Law 2024 was duly updated and amended in accordance with the recommendations in the report on the public participation process. The updated and amended Proposed Draft Zoning Scheme By-Law 2025 under consideration is attached as **ANNEXURE "B"**.

To provide insight to Council on these changes or additions in the updated and amended Stellenbosch Municipality: Proposed Draft Zoning Scheme Bylaw 2025, the subject text in the subject By-Law indicates these amendments in red coloured underlined text and any omissions are indicated with red coloured strikethrough text.

6.2 Financial Implications

The development of the subject bylaw was undertaken in-house by the Department of Development Management with no cost to Council. The public participation process will result in the cost associated with required publishing of the proposed draft bylaw.

6.3 Legal Implications

The amendment of Bylaw is governed in terms of the provisions of Section 12 of the Municipal Systems Act, 2000 (Act 32 of 2000) which needs to be satisfied. The proposed public participation process is an inherent requirement for adopting a new bylaw.

6.4 Staff Implications

The public participation process will be managed in-house by the Department of Development Management.

6.5 Previous / Relevant Council Resolutions

Council sanctioned vide **Item 11.8.1 on 26 April 2023** that a new Stellenbosch Municipality Zoning Scheme Bylaw be developed.

Council adopted vide **Item 10.8.1 on 23 August 2024** the Draft Zoning Scheme Bylaw 2024 for the purpose to release same for stakeholder consultation and public participation.

6.6 Risk Implications

There are no risks associated with the envisaged public participation process in finalising the Stellenbosch Municipality: Proposed Draft Zoning Scheme Bylaw 2025.

6.7 Comments from Senior Management**6.7.1 Director: Infrastructure Services**

Comments were solicited from Infrastructure Services during the drafting of the Draft Zoning Scheme on relevant matters, inclusive of development contributions and parking requirements.

6.7.2 Director: Planning and Economic Development

Report and recommendations are supported.

6.7.3 Director: Community and Protection Services

Comments were solicited from Social Services during the drafting of the Draft Zoning Scheme on matters related to the provision of early childhood development requirements and related facilities.

6.7.4 Director: Strategic and Corporate Services

No comments solicited for this report.

6.7.5 Chief Financial Officer

No comments solicited for this report.

6.7.6 Municipal Manager

Report and recommendations are supported.

ANNEXURES

ANNEXURE "A": Report on Public Participation Process: Stellenbosch Municipality: Draft Zoning Scheme Bylaw 2024

ANNEXURE "B": Stellenbosch Municipality: Proposed Draft Zoning Scheme Bylaw 2025

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	23 June 2025

ANNEXURE A

STELLENBOSCH MUNICIPALITY
Proposed Draft Zoning Scheme Bylaw 2025

To regulate and control municipal zoning.

PREAMBLE

WHEREAS section 156(1) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) confers on municipalities the executive authority and right to administer local government matters set out in Part B of Schedule 4 and Part B of Schedule 5 to the Constitution;

WHEREAS Part B of Schedule 4 to the Constitution lists municipal planning as a local government matter;

WHEREAS section 156(2) of the Constitution empowers municipalities to make and administer laws for the effective administration of matters that it has the right to administer;

WHEREAS Parliament has enacted the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013) and the Western Cape Provincial Legislature has enacted the Land Use Planning Act (Act 3 of 2014), which among other things set out development principles which apply to all organs of state responsible for the implementation of legislation regulating the use and development of land;

NOW THEREFORE Stellenbosch Municipality has adopted this By-law.

ARRANGEMENT OF SECTIONS AND SCHEDULES

CHAPTER 1 INTERPRETATION

Sections

1. Definitions
2. Rules of Interpretation

CHAPTER 2 ZONING SCHEME, USE ZONES AND USES

3. Application of zoning scheme
4. Purpose of zoning scheme
5. Components of zoning scheme
6. Use zones
7. Zoning scheme map
8. Transition to new use zones and savings
9. Rectification of errors on zoning scheme map
10. Zoning scheme register
11. Primary uses
12. Consent uses
13. Temporary departures for specific occasions
14. Non-conforming uses
15. Deemed zoning of closed public places
16. Split Zonings and Spot Zonings
17. Status of a Zoning Certificate

CHAPTER 3 OVERLAY ZONES

18. Purpose and status of overlay zones
19. Procedures for establishing, reviewing or amending overlay zones

CHAPTER 4 DISTANCES, LEVELS AND BOUNDARIES

20. Measuring distances and levels
21. Determination of natural ground level
22. Determining boundaries of use zones

CHAPTER 5 ENFORCEMENT

23. Offences, penalties and enforcement of By-law

CHAPTER 6 LAND USE RIGHTS

This part contains provisions on the interpretation and application of land use rights.

24. Development parameters applicable to use rights
25. Architectural design guidelines and development parameters
26. Change in zoning and the continuation of land use rights.
27. Rezoning of existing building structure
28. Evasion of intent of the scheme

CHAPTER 7 DEVELOPMENT OF LAND

This part contains provisions on requirements that may apply to applications for the development of land.

29. Land development plans
30. Site development plans
31. Construction environmental management plans
32. Visual impact assessments
33. Traffic studies
34. Development charges in terms of this scheme
35. Decommissioning of various installations and land uses

CHAPTER 8 GENERAL PROVISIONS

This part contains general provisions and parameters that apply to all zones or to specific zones as may be provided for.

36. Encroachment of building lines
37. Panhandle properties
38. Linear infrastructure
39. Street centreline setback
40. Steep slopes and ridgelines
41. Earth banks and retaining structures
42. Boundary walls and fences
43. Door and window openings and roof eaves
44. Equipment on top building or affixed to roofs or attached to building
45. Parapet walls
46. Chimneys
47. Screening

48. Shipping containers, wendy houses and tented structures
49. Rooftop base telecommunication stations and satellite dish antenna systems
50. Parking of vehicles in residential zones
51. Mobile homes and caravans
52. Leasing of dwelling units
53. Maintenance of property
54. Utilisation of outbuildings
55. Hobbies in single and general residential zones
56. Animals kept for commercial purposes
57. Hazardous substances

CHAPTER 9 PARKING AND LOADING

58. Off-street parking requirements
59. Alternative parking supply
60. Combined parking requirements
61. Parking: Visitors
62. Site access and exits
63. Parking layout requirements
64. Parking for physically disabled
65. Motorcycle and bicycle parking spaces
66. Loading requirements

CHAPTER 10 REFUSE ROOMS AND SERVICE YARDS

67. Refuse rooms
68. Service yards

SCHEDULE 1

USE ZONES TABLE

SCHEDULE 2

LAND USE DESCRIPTIONS AND DEVELOPMENT PARAMETERS

SCHEDULE 3

OVERLAY ZONES APPROVED IN TERMS OF SECTION 16

1. Subdivisional area overlay zone
2. Special planning area overlay zone
3. Urban and Rural Conservation Overlay Zone
4. Scenic Overlay Zone
5. Local Area Overlay Zone: Technopark
6. Local Area Overlay Zone: Adam Tas Corridor

SCHEDULE 4

ZONING TRANSITION TABLE

SCHEDULE 5

GENERAL

CHAPTER 1 INTERPRETATION

Definitions

1. In this By-law, unless the context indicates otherwise, any word or expression to which a meaning has been assigned in the Western Cape Land Use Planning Act, 2014 (Act 3 of 2014) has the meaning assigned to it in that Act and—

“ancillary” means a land use, purpose, building, structure or activity which is directly related to, and subservient to, the lawful dominant use of the property;

“antenna” means any system of wires, poles, rods, reflective surfaces or similar devices, used to transmit or receive electronic communication signals or electro-magnetic waves;

“alteration” means any action changing or amending the structure, appearance or physical properties of a building or ~~land place~~, whether by way of structural or other works, or a change of the use of that land ~~or place~~;

“applicant” means a person who makes application in terms of the Planning By-law;

“atrium” means a covered courtyard that—

- (a) comprises a void within a building that extends for one or more floors in height that contains a floor and roof or ceiling; and
- (b) does not contain floors that penetrate into the void;

“balcony” means a floor projecting outside a building at a level higher than that of the ground floor, enclosed only by low walls or railings or by containing walls of rooms abutting the projecting floor, and may include a roof over the projecting floor and pillars supporting the roof;

“bar” refer to definition of pub;

“base zone” means the zone that determines the lawful land use and development parameters for a land unit in terms of this zoning scheme, before the application of any overlay zone;

“basement” means that portion of a building with a ceiling level which does not protrude more than one metre at any point above natural ground level excluding excavations required for access purposes and may not include any habitable space, in which case it will ~~not~~ be regarded as a ~~basement storey~~;

“boundary” in relation to a land unit means one or more of the cadastral lines separating the land unit from another land unit or from a road reserve;

“boundary wall” means any wall, fence or enclosing structure erected on or directly next to a cadastral property boundary, including entrance gates and doors;

“building” without in any way limiting its ordinary meaning, includes—

- (a) any structure, whether roofed or not, of a temporary or permanent nature and irrespective of the materials used in the erection thereof;

- (b) an external stair, step or landing of a building and any gallery, canopy, balcony, stoep, verandah, terrace, porch or similar feature of a building;
- (c) a wall or railing enclosing any feature referred to in paragraph (b);
- (d) any swimming pool, reservoir, bridge or subsurface structure or any other structure connected therewith; and
- (e) any other portion of a building;

“building line” means an imaginary line on a land unit, which defines a distance from a specified boundary, within which the erection of buildings or structures are completely or partially prohibited;

“cadastral line” means a line representing the official boundary of a land unit as recorded on a diagram or general plan approved by the Surveyor-General and registered in the Deeds Office;

“canopy” means a cantilevered or suspended roof, slab or covering projecting from the wall of a building, excluding the floor of a balcony;

“caravan” means a vehicle that has been equipped or converted for living and sleeping purposes and that can readily be moved;

“carport” means a structure for the storage of one or more vehicles that is covered by a roof, provided that not more than two sides may be permanently enclosed;

“carriageway crossing”, in relation to a motor vehicle carriageway crossing, means an entrance or exit way, or a combined entrance and exit way, from a land unit to a road;

“clubhouse” means a building or portion of a building in relation to a sports and recreation centre for the specific use of people who are members of an organized activity, sport or any association to meet with the intention of socialising and may also include a lounge, restrooms, change rooms, ablution facilities, hall, restaurant which serves members, and may include a pub and a subservient shop which is associated with and limited to the particular sport, ~~or a pub with the permission of the Municipality;~~

“commercial”, in relation to a use right, means a use right for the express purpose of making a profit with no or limited social or charitable objectives;

“common boundary”, in relation to a property, means a boundary common with the adjoining property other than a street boundary;

“Council” means the municipal council of the Municipality;

“coverage” means the total area of a land unit that is covered by roofed buildings, expressed as either a percentage of the total erf area of the land unit, or as the footprint of the total size of roofed buildings in square meters, and includes—

- (a) stairs, steps, landings, except entrance landings and steps, galleries, passages and similar features, whether internal or external; and
- (b) canopies, verandas, porches, balconies, terraces and similar features provided that the following portions of buildings must be disregarded in the calculation of coverage, namely—
 - (i) stoeps less than 0,5m above natural ground level, entrance steps and landings;

- (ii) cornices, chimney breasts, pergolas, flower boxes, water pipes, drain pipes and minor decorative features not projecting more than 500 millimetres from the wall of the building;
- (iii) eaves not projecting more than 1,0 metres from the wall of the building; and
- (iv) a basement, provided that the basement ceiling does not project above the ground level;

“deemed zoning” means the zoning of a land unit which the Municipality deems it to have in circumstances where no formal zoning determination or rezoning was previously done;

“dominant use” means the predominant or major lawful use of a property, and may consist of primary uses, consent uses or other lawful uses permitted on the property;

“dwelling unit” means a self-contained, inter-leading group of rooms —

- (a) with not more than one kitchen, used for the living accommodation and housing of one family, together with such outbuildings as are ordinarily used with a dwelling unit;
- (b) with adequately scaled communal areas that are normally associated with the living accommodation of a functional family;
- (c) does not include a cluster of predominantly sleeping rooms with limited communal areas normally associated with accommodation for communal or hostel living;
- (d) does not include tourist accommodation or accommodation used as part of a hotel.

“eave” means a portion of a roof projecting beyond the face of a building, including any gutters;

“earth bank” means land that is shaped to hold back earth or loose rock;

“ecosystem” means a self-sustaining and self-regulating community of organisms and the interaction between the organisms with one another and with their environment;

“encroachment agreement” means an agreement between an owner and the Municipality relating to the projection of portions of a building or structure from the owner's property onto or over the Municipality's property;

“entrance steps and landings” means steps and landings to a building, including any low walls and railings, if the steps and landings are not within the main containing walls of the building;

“environmental management plan” means a plan that documents the management of site preparation, construction or operations affecting an environmental resource or an environmentally significant place, its environmental values or management requirements, or both;

“erection” in relation to a building or structure includes—

- (a) the construction of a new building or structure;
- (b) the alteration or conversion of, or addition to, a building or structure;
- (c) the re-construction of a building or structure which has completely or partially been demolished; and

- (d) includes any site clearing, site preparation, site levelling, excavations and any other preparatory work in connection with the erection of a building or structure.

“family” means—

- (a) one or more individuals occupying a dwelling who are related through marriage or common law, blood relationship, legal adoption, or legal guardianship and no more than 2 unrelated people; or
- (b) a group of not more than 2 unrelated persons, including domestic workers, students or lodgers;

“floor” means the inner, lower surface of a room, garage or basement, and includes a terrace or atrium to which the occupants of a building have access;

“floor factor” means the factor, expressed as a proportion of 1, which is prescribed for the calculation of the maximum floor space of a building or buildings permissible on a land unit; being the maximum floor space as a proportion of the total erf area, and which is also referred to as the same meaning as “bulk”;

“floor space”, in relation to any building, means the total area of all any floors which are is covered by a slab, roof or projection; provided that—

- (a) any area, including a basement, which is reserved solely for parking or loading of vehicles is excluded;
- (b) external entrance steps and landings, a canopy, a stoep and an area required for external fire escapes are excluded;
- (c) a projection, including a projection of eaves, and a projection which acts as a sunscreen or an architectural feature, which projection does not exceed 1 metre beyond the exterior wall or similar support, is excluded;
- (d) any uncovered internal courtyard, light well or other uncovered shaft which has an area in excess of 10 m² is excluded;
- (e) any covered paved area outside and immediately adjoining a building at or below the ground floor level, where such paved area is part of a forecourt, yard, external courtyard, pedestrian walkway, parking area or vehicular access, and which is permanently open to the elements on at least the front or long side, is excluded;
- (f) any covered balcony, verandah or terrace which, apart from protective railings, is permanently open to the elements on at least the front or long side, and which does not exceed 2,5 metres in width, is excluded;
- (g) subject to paragraph (h), any stairs, stairwells and atriums that are covered by a roof are included;
- (h) in the case of multi-level buildings, any stairwells, lift wells, light wells or other wells, and any atrium, are only counted once; and provided further that—
- (i) floor space is measured from the outer face of the exterior walls or similar supports of the multi-level building; and
- (ii) the total floor space is the sum of the floor space of all the levels of the multi-level building, including that of any basement;

“gate house” means a roofed structure located at the entrance to a property used for the purpose to control access to the property;

“garage” means a building for the storage of one or more motor vehicles, but does not include a motor repair garage or service station;

“GLA” means gross leasable area being the total floor space designed for, or capable of, occupancy or control by tenants, measured from the centre line of the joint partitions to the inside finished surface of the outside walls, but excludes public toilets, internal walkways, lift shafts, service ducts, interior parking and loading bays;

“greenhouse” means a structure with the sides primarily made of a transparent material such as glass, perspex or plastic for the purpose of growing of plants or hastening growth of plants under controlled environmental conditions;

“gross density” means a measure of the number of dwelling units in a specified area, and is calculated as follows:

$$\text{Gross dwelling density (units per hectare)} = \frac{\text{Total number of dwelling units in a specified area}}{\text{Extent of specified area in hectares;}}$$

“group housing site” means one or more land units on which a group housing scheme or retirement resort may be erected;

“hazardous substance” has the same meaning as “grouped hazardous substance” as defined in section 1 of the Hazardous Substances Act, 1973 (Act 15 of 1973);

“height” of a structure means a vertical dimension of the structure from the natural ground level to the wall plate or, in the case of a pitched roof, the ridge of the roof or the highest point of a building, measured in metres, provided that—

- (a) the height of a structure does not include chimneys, flues, masts or antennae;
- (b) elevator motor rooms, satellite dishes, ventilation shafts, water tanks, air conditioning plant and equipment on top of a building are included when determining the height of a structure; and
- (c) the general provisions regarding these aspects in this By-law also apply;

“kitchen” means a room or part of a room equipped for preparing and cooking meals and excludes any food and drink preparation area or facilities in a recreation room or entertainment area;

“land development plan” means a dimensional plan drawn to scale that spatially illustrates the physical characteristics of the subject land and the proposed location, site layout, nature and scale of the use rights and associated development parameters of the proposed land use and land development application that is being pursued.

“Land Use Planning Act” means the Western Cape Land Use Planning Act, 2014 (Act 3 of 2014);

“landscaping” means the placement of plants, contoured features, water features, paving, street furniture and other soft and hard elements for the purposes of enhancing the aesthetic appeal, environmental management, amenity and value of a property;

“loading bay” means an area which is clearly demarcated for the loading and off-loading of goods from commercial vehicles, and which has vehicular access to a public street to the satisfaction of the Municipality;

“lodger” means a person receiving furnished or unfurnished bedroom accommodation against payment of a charge or a fee on a month-to-month basis or for periods exceeding 30 days. and

- (a) "lodging" as an activity has a similar meaning, ~~and~~
- (b) "lodger accommodation" refers to all accommodation types used by lodgers;
and
- (c) a lodger is not a student.

"maximum floor space" means the total floor space that is allowed for a building or buildings on a land unit, and is calculated by multiplying the floor factor by the area of the land unit or that portion of the land unit that is situated within a particular zone; provided that, where the land unit is situated within two or more zones to which different floor factors apply, the maximum floor space for the whole land unit is the total of the maximum floor space for each zoned portion of the land unit;

"micro residential unit" means a self-contained interleading group of rooms or a single room, including sanitary and cooking facilities, that is for rental only and used for affordable living accommodation.

"mineral" means a substance, whether in solid, liquid or gaseous form, occurring naturally in or on the earth or under water and which was formed by or subjected to a geological process, and includes sand, stone, rock, gravel, clay, soil and any material occurring in residue stockpiles or in residue deposits, but excludes—

- (a) water, other than water taken from land or sea for the extraction of any mineral from such water;
- (b) petroleum; and
- (c) peat;

"motor vehicle" means a wheeled vehicle designed or used for propulsion by means of an internal combustion or electrical engine, and includes a motor cycle, trailer or caravan, but excludes a vehicle moving exclusively on rails;

"Municipality" means the Municipality of Stellenbosch established by Establishment Notice No. 479 in Provincial Gazette of 22 December 2000 issued in terms of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998), and where the context so requires, includes—

- (a) the Council;
- (b) another political structure or a political office bearer of the Municipality, authorised or delegated to perform a function or exercise a power in terms of this By-law;
- (c) the Municipal Planning Tribunal, authorised or delegated to perform a function or exercise a power in terms of this By-law;
- (d) the Municipal Manager; and
- (e) any employee of the Municipality acting in terms of delegated or sub-delegated authority of the Municipality;

"National Building Regulations" means the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977);

"natural ground level" means—

- (a) the level of the land in its unmodified state; or
- (b) when altered with the municipality's approval for the purpose of development, the municipality may approve such altered ground level as the natural ground level, subject to Section 21;

“non-conforming use” means an existing land use that was lawful in terms of a previous zoning scheme but that does not comply with this zoning scheme;

“occupant” means any person who occupies a land unit;

“occupational health and safety law” means the Occupational Health and Safety Act, 1993 (Act 85 of 1993), or municipal by-laws governing occupational health and safety, whichever is applicable;

“outbuilding” means a structure, whether attached or separate from the main building that is normally ancillary and subservient to the main building on a land unit, and includes a building designed to be used for the garaging of motor vehicles or the storage of goods, and any other normal activities in so far as these are usually and reasonably required in the connection with the main building, but does not include a second dwelling, a recreation room or any other habitable space.

“overlay zone” means a category of zoning that applies to land or land units in addition to the base zoning and that—

- (a) stipulates development parameters or use rights that may be more or less restrictive; and
- (b) may include provisions and development parameters relating to—
 - (i) primary or consent uses;
 - (ii) subdivision and subdivisonal areas;
 - (iii) development incentives;
 - (iv) density limitations;
 - (v) urban form or urban renewal;
 - (vi) heritage and environmental protection;
 - (vii) management of urban growth;
 - (viii) scenic routes;
 - (ix) any other purpose as set out in this zoning scheme;

“package of plans” means the hierarchy of plans specified in terms of this By-law;

“parapet” means a low projection, wall or moulding that finishes the uppermost edge of a building with a flat or low pitched roof;

“parking bay” means an area clearly outlined and demarcated for the parking of one motor vehicle and may be provided in the form of a garage or carport that is accessible for easy and safe vehicle movement;

“pergola” means any unroofed horizontal or approximately horizontal grille or framework and associated vertical support structure and of which the area in the horizontal projection of its solid portions does not exceed 25% of the total area thereof;

“Planning By-law” means the Land Use Planning By-law adopted and enforced by the Municipality.

“planning law” means the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013), Land Use Planning Act, Land Use Planning Ordinance, 1985 (Ordinance 15 of 1985), the Planning By-law or succeeding legislation governing land use planning in the Western Cape, whichever is applicable;

“plaza” means an urban open space or square, primarily designed for outdoor use by pedestrians;

“policy plan” means a policy adopted by the Municipality, structure plan, spatial development framework or other policy plan approved in terms of planning law;

“porch” means a roof (not being the floor of a balcony) projecting from the outside of a building above a doorway, and forming a covered entrance to the building, and includes any paved area underneath the roof, and any low walls or railings enclosing that paved area, and any pillars supporting the roof;

“porte cochères” means a covered entrance large enough for vehicles to pass through, typically opening into a courtyard or a porch where vehicles stop for passengers to get out of the vehicle;

“precinct plan” means a plan, approved by the Municipality, as envisaged in this By-law as a component of a package of plans;

“previous zoning scheme” means a zoning scheme or town planning scheme referred to in section 33(1) or (2) of the Land Use Planning Act;

“primary use” in relation to property means any land use specified in this By-law as a primary use, being a use that is permitted within a zoning without the need to obtain the Municipality's approval;

“property” means land together with any improvements or buildings on the land;

“provincial road” means a road that is under the jurisdiction of the provincial roads authority;

“pub” means an establishment for the sale of predominantly alcoholic beverages, and sometimes also food, to be consumed on the premises and is also known as a tavern or bar; but excludes a night club;

“public nuisance” means any act, omission or condition that is offensive in the opinion of the Municipality, injurious or dangerous to health, materially interferes with the ordinary comfort, convenience, peace or quiet of the public, or that adversely affects the safety of the public, having regard to the reasonableness of the activities in question in the area concerned, and the impacts that result from these activities;

“recreational activities” means physical or passive leisure or adventure activities that is not regulated and undertaken by individuals or groups for personal enjoyment and satisfaction, relaxation, or amusement, and includes any ancillary and associated facilities required for the purpose of recreational activities, including paths and trails, waterbodies, outdoor courses and parks and changing rooms, but does not include an activity associated with either an indoor or outdoor sporting facility, inclusive of any exercise or training equipment, restaurants, club houses, and shops.

“recreation room” means a room that is part of or separate from the main dwelling and is ancillary and subservient to the main building, but is not an outbuilding, and is used

primarily for recreation purposes like a playroom, games room, indoor swimming pool, hobby room or a home gym, or for entertainment purposes like a braai room and where food and drinks may be prepared, but excludes a kitchen or any sleeping accommodation;

“refuse room” means a defined screened refuse receptacle from where refuse is collected, usually on a weekly basis;

“registered land surveyor” means a professional land surveyor, registered in terms of the Geomatics Profession Act, 2013 (Act 19 of 2013);

“retaining structure” means a wall or structure constructed to hold back earth or loose rock;

“road” includes a public street or a private road;

“road reserve” means the designated area of land that contains a public street or private road (including the road and associated verge) and that may be defined by cadastral boundaries;

“satellite dish antenna” means apparatus fixed to a structure or mounted permanently on the ground and that is capable of receiving or transmitting communications from a satellite;

“scenic routes” means a public street designated as a scenic drive by the Municipality in recognition of the high visual amenity alongside that public street, including background vistas of a mountain, open country, ~~a coastline~~ or a town;

“service yard” means a defined screened area providing utility services including washing line facilities for, amongst others, general residential developments;

“shipping or transport container” means a large, weatherproof container used for the transport of goods by sea, rail or road and that is usually stored in the open when not in use;

“sign” means:

- (a) any visible or audible representation of a sign, symbol, sign-writing, mural, graphic design, signboard, billboard, screen, blind, boarding or other device by means of which an advertisement or notice is physically displayed; and
- (b) which is visible or audible from any public place and which is intended to promote any news headlines, business, product, service, brand, person, function, meeting, election or candidate in an election, event or activity, and “advertising” shall have a similar meaning, and
- (c) includes any advertisement, object, structure or device that is in itself an advertisement or is used to display an advertisement.

“site development plan” means a dimensional plan drawn to scale to spatially illustrate the implementation of the existing or approved use rights attached to the subject land, compliance to any associated development parameters, as well as conditions of approval attached to a land use and land development approval.

“spatial development framework” refers to a provincial spatial development framework, a provincial regional spatial development framework, or a municipal spatial development framework or municipal local spatial development framework;

“sporting activities” means physical activities which are normally regulated and competitive in nature and requires professional facilities and/ or equipment as well as skills levels with detailed training and intensive exercise and is usually undertaken in an indoor or outdoor sporting facility.

“stoep” means an uncovered paved area or projecting floor outside and immediately adjoining a building, at or below the level of the ground floor of the building, and includes any low walls or railings enclosing the paved areas or floors;

“storm water” means water resulting from natural processes, the precipitation or accumulation of the water, and includes groundwater and spring water ordinarily conveyed by the storm water system, as well as sea water within estuaries, but excludes water in a drinking-water or waste-water reticulation system;

“storm water system” means constructed and natural facilities, including pipes, culverts and water courses, used or required for the management, collection, conveyance, temporary storage, control, monitoring, treatment, use or disposal of storm water;

“street boundary” means the boundary between a land unit and a public street or private road;

“street centreline setback” means the line delimiting the area measured from the centre line of a particular public street, within which no building or other structure, including a boundary fence, may be erected;

“structure” without in any way limiting its ordinary meaning, includes any building, shelter, wall, fence, pillar, post, tower, pergola, steps, landing, terrace, sign, ornamental architectural feature, swimming pool, fuel pump or underground tank, any building ancillary to service infrastructure provision, and any portion of a structure and irrespective of the material of such structure;

“student” means a person who is enrolled in pursuing an education programme and receiving full time tuition and who is formally engaged in studying at a university, technicon, college, or other tertiary institution or place of higher education and who are not formally and/ or permanently engaged in gainful employment, and **“student accommodation”** refers to all accommodation types used by students.

“tavern” refer definition of pub

“temporary structure” means a non-permanent structure constructed purely on a temporary basis for a specific period and purpose, which shall require building plan approval where applicable and which shall be demolished after the period and/ or purpose for which it was erected, has ended.

“terrace” means an area to which occupants of a building have access, created on a flat roof over a portion of the building, resulting from the setting back of part of the building above that portion;

“top of the roof”, for the purpose of height control, means the top of the roof ridge in the case of a pitched roof, or the top of the parapet where the parapet extends above the roof;

“total floor space” of a building means the sum of the floor space of all the levels of a particular building, including basements;

“tourist” means a person who travels to and visit a destination for holiday, leisure, business, recreation, exploration, adventure, sightseeing, sport or such other related purposes, and

- (a) “tourism” as an activity has a similar meaning, and
- (b) “tourist accommodation” refers to all accommodation types used by transient guest for tourism.

“transient guest” means a tourist receiving accommodation against payment of a charge or a fee for a bed, a furnished bedroom, suite or dwelling unit on a day-to-day or short term rental basis for less than 30 days.

“used” in addition to its ordinary meaning, includes “designated or intended to be used”;

“verandah” means a covered area (not being an area that is part of a yard or parking area) or projecting floor outside and immediately adjoining a building at or below the level of the ground floor of the building, and includes both the covered area or floor and the roof or other feature covering it, as well as any low walls or railings enclosing the covered area or floor;

“wall plate” means the lowest point of a longitudinal member, bar, rafter, beam, truss, bracket, pillar, post, structure or any other similar device that supports a roof, as determined by the Municipality;

“youth hostel” means a place providing affordable accommodation, aimed mainly at young tourists;

“zoning” includes base zoning and overlay zoning;

“zoning scheme” means a land use scheme as defined in section 1 of the Spatial Planning and Land Use Management Act and includes the components referred to in section 4 of this By-Law.

Rules of Interpretation

- 2.(1) After the commencement of this Scheme, any words in this Scheme, annotations used on the zoning map and register, words or expressions used in planning reports or any conditions of approval imposed after the commencement date shall have the meanings assigned to them in accordance with the definitions contained in section 1 of the Scheme except where a different meaning is clear from the context.
- (2) In conditions of approval imposed prior to the commencement of this Scheme, terms describing land use, shall, for the purposes of interpretation, retain their meaning as was effective under the previous legislation, unless the interpretation in this Scheme does not materially change the meaning. For all other aspects, the meaning of this Scheme shall prevail.
- (3) The interpretation of words not defined in this Scheme will have the meanings assigned to them in the "new Shorter Oxford English Dictionary" published by Oxford University Press, except where a different meaning in the Municipality's opinion is clear from the context.
- (4) Headings only serve to clarify the purpose of a section and may not be used to interpret the meaning of any provision contained therein.
- (5) The masculine gender includes the feminine and agender, and vice versa, the singular includes the plural, unless otherwise indicated by the context.
- (6) If there is any conflict between the English version and any other translation, the English version will prevail.
- (7) Whenever reference is made to a law, ordinance, by-law or regulation, the reference applies to all substitutions, amendments, and additions of the said law, ordinance, by-law or regulation.
- (8) Whenever reference is made to the use of a building, the reference applies also to the erection of a building, to the use of part of the building and to the use of the land unit or part thereof, whether a building is erected or not.
- (9) The terms "must" and "shall" are mandatory, and the term "may" is discretionary.
- (10) Where this scheme prescribes use rights which are different from other legislation, inclusive of any restrictive condition registered against the title deed of land, the most restrictive parameters shall be complied with.
- (11) The competent authority's interpretation of any provision or wording shall prevail unless the contrary is proven.

CHAPTER 2 ZONING SCHEME, USE ZONES AND USES

Application of zoning scheme

3. (1) The zoning scheme applies to the entire Stellenbosch municipal area (WC24).
- (2) This by-law binds every owner, and every user of land including the state.
- (3) All land within the Municipal area is zoned in accordance with this Scheme, and at least one of the use zones set out in this Scheme applies to a land unit, for the purposes of controlling land use and buildings on the land.

Purpose of zoning scheme

4. The purpose of the zoning scheme is to—
 - (a) give effect to the municipal spatial development framework;
 - (b) make provision for orderly development and the welfare of the community; and
 - (c) determine use rights and development parameters, with due consideration of the principles referred to in the Land Use Planning Act.

Components of zoning scheme

5. The zoning scheme consists of the following components:
 - (a) this By-law;
 - (b) the zoning scheme map; and
 - (c) the register.

Use zones

- 6.(1) The municipal area is divided into the use zones referred to in column 1 of the table set out in Schedule 1.
- (2) The purpose objective of each use zone is set out in column 1 of the table set out in Schedule 1 and serves the purpose to contextualise the type of use zone and not to regulate its application.
- (3) The description of the primary and consent uses applicable to each use zone is set out in Schedule 2.
- (4) The location, boundaries and extent of each use zone is depicted on the zoning scheme map.
- (5) The primary and consent uses applicable to each use zone are subject to the development parameters specified for the land use applicable to each use zone as set out in Schedule 2.

Zoning scheme map

- 7.(1) The zoning scheme map depicts—
 - (a) the zoning of land in accordance with the use zone in which the land is located; and
 - (b) overlay zones, if applicable to the land.
- (2) The official version of the zoning scheme map must be kept on record at the Municipality and is available for inspection during normal office hours.
- (3) The official version of the zoning scheme map as approved together with this By-law must be certified by the Municipal Manager.
- (4) The official version of the zoning scheme map depicts the status of the current zoning classification of land in the Municipality and may only be amended as provided for in this By-law and the Planning By-law.
- (5) The official version of the zoning scheme map is incorporated in and made part of this By-law and publication of this By-law in the *Provincial Gazette* constitutes notice of the approval of the zoning scheme map.
- (6) The Municipality must update the zoning scheme map within a reasonable time after use rights have been granted or have lapsed.
- (7) The Municipality may keep the zoning scheme map in an electronic format.
- (8) The Municipality may provide an extract of the zoning scheme map to members of the public on payment of a fee determined by the Municipality in terms of the Municipality's tariff policy.

Transition to new use zones and savings

8. (1) Upon the date of commencement of this By-law, land that is zoned in terms of the previous zoning scheme is translated or reclassified to one of the use zones referred to in Schedule 4.
- (2) Table 1 in Schedule 4, Zoning Transition Table, summarises the translation or reclassification of the use zones used in the previous zoning scheme to the use zones used in this By-law.
- (3) Despite the translation or reclassification of the use zones used in the previous zoning scheme to the use zones used in this By-law—
 - (a) any condition of approval or validity period that is applicable to a land unit in terms of the previous zoning scheme applicable immediately before the coming into effect of this By-law, remains applicable and in so far as it determines development parameters that are different from the development parameters applicable in terms of this By-law, it is not to be considered an offence but a lawful non-conforming use;
 - (b) the Municipality must record any condition of approval referred to in paragraph (a) in the register together with any applicable validity period applicable to the zoning in terms of the previous zoning scheme;

- (c) a zoning approved in terms of the previous zoning scheme that has been exercised within its validity period, cannot lapse, and is translated or reclassified as determined in this By-law;
- (d) a zoning approved in terms of the previous zoning scheme that has not been exercised, lapses after the expiry of the validity period applicable to that zoning in terms of the previous zoning schemes;
- (e) in the event of the lapsing of a zoning as contemplated in paragraph (d), the land unit reverts back to the use zone applicable to it in terms of the previous zoning scheme, before it was rezoned and is translated or reclassified as determined in Schedule 4.
- (f) a building plan application that was formally submitted and accepted –
 - (i) immediately before the coming into effect of this By-law and which is still being processed; or
 - (ii) on or after the date of coming into effect of this By-law with the purpose to act on an approval in terms of a previous planning law,
 must be assessed in accordance with that approval provided that such building plan application is submitted within 24 months after commencement of this zoning scheme, or within the validity period of said application, whichever is the later date.
- (g) any rezoning or consent use application which was submitted prior to the date of coming into effect of this By-law, must be finalized in terms of the previous zoning scheme, and thereafter is translated or reclassified as determined in Schedule 4 and subject to subsection (3), or as determined by the municipality.
- (h) The transition or reclassification of the use zones used in the previous zoning scheme to the use zones used in this By-law, will be limited to the extent that such development rights associated with the use zone were exercised and vested in accordance with an approved site development plan and/ or building plan, and no development rights of the former use zone which were not so exercised, inclusive of development rights permitted as associated development parameters, will continue to prevail over the new use zone as former latent development rights.
- (i) The transition from the previous zoning scheme and land use rights so obtained may not be interpreted in conjunction with the provisions of this By-law to result therein that additional unjustified land use rights accrue to the subject property.

Rectification of errors on zoning scheme map

- 9.(1) If the zoning of a land unit is incorrectly indicated on the zoning scheme map, the owner of an affected land unit may submit an application to the Municipality to correct the error.
- (2) An owner contemplated in subsection (1) must apply to the Municipality in the form determined by the Municipality and must—
 - (a) submit written proof of the lawful land use rights; and
 - (b) indicate the correct zoning that should be allocated.
- (3) The onus of proving that the zoning is incorrectly indicated on the zoning scheme map is on the owner.
- (4) The owner is exempted from paying application fees.

- (5) If the zoning of a land unit is incorrectly indicated on the zoning scheme map, the Municipality must amend the zoning scheme map to reflect the correct zoning.
- (6) If the correct zoning of a land unit cannot be ascertained from the information submitted to the Municipality or the records of the Municipality, the zoning must be determined in terms of the Planning By-law and the zoning as determined must be recorded on the zoning scheme map.
- (7) In the event that any person identifies an error on the zoning map; the Municipality must—
 - (a) inform the owner of the affected land unit of the error;
 - (b) investigate and indicate the correct zoning that should be allocated;
 - (c) follow a public participation process;
 - (d) submit an amended zoning scheme map to Council for adoption; and
 - (e) amend the zoning register and map accordingly.

Zoning scheme register

10. The Municipality—
 - (a) must record all departures, consent uses or other permissions granted and non-conforming uses in the register;
 - (b) may keep the register from the date of commencement of the zoning scheme in an electronic format; and
 - (c) must make the register available to members of the public for viewing.

Primary uses

- 11.(1) Primary uses of land permitted in each use zone, are listed in the corresponding part of column 2 of the table set out in Schedule 1.
- (2) Primary uses may be implemented without the Municipality's consent, but subject to any legal requirement to submit and obtain prior approval for a site development plan and/ or building plan for the buildings or structures associated with the primary uses,

Consent uses

- 12.(1) Consent uses of land permitted in each use zone, are listed in the corresponding part of column 3 of the table set out in Schedule 1.
- (2) A consent use may only be implemented with the Municipality's prior consent in terms of the Planning By-law and is also, where applicable, subject to any legal requirement to submit and obtain prior approval for a site development plan and/ or building plan for the buildings or structures associated with the consent use.

Temporary departures for specific occasions

- 13.(1) The Municipality must record the relevant information relating to a temporary departure for occasional uses applicable to a land unit in the register.

- (2) Approval of a use right as a temporary departure for an occasional use in terms of the Planning By-law must at least be subject to the development parameters applicable to the use right as stipulated in this By-law.

Non-conforming uses

14.(1) A non-conforming use does not constitute an offence in terms of this By-law.

- (2) A non-conforming use may continue as long as it remains otherwise lawful.
- (3) No additions or extensions to a non-conforming use is permitted.

Deemed zoning of closed public places

- 15.** The zoning of land that was previously a public street or public open space, vested in or owned by the Municipality and that is closed, is determined as follows:
- (a) if the land is transferred to an abutting land owner, that portion of the land falls in the same zone as that of the abutting land belonging to the abutting owner; or
 - (b) the Municipality must determine which zoning applies to the land if—
 - (i) the land is transferred to an abutting land owner and that owner owns abutting properties falling into more than one zone; or
 - (ii) in any other case not provided for in this section.

Split Zonings and Spot Zonings

- 16.** (1) If more than one base zone applies to a ~~property~~ land unit, the zoning shall be represented either as:
- (a) a split zoning along a demarcated ~~boundary~~ line on the ~~property~~ land unit; or
 - (b) a spot zoning in accordance with a demarcated area of the ~~property~~ land unit.
- (2) In the event that a surveyor diagram indicating the extent of the split or spot zone is not available in the Municipality's records, the extent to which the split or spot zoning applies to a ~~property~~ land unit shall be determined by the Municipality, taking into account the original application for the split or spot zoning, and/or the legal utilisation of the land, whichever is appropriate.

Status of a Zoning Certificates

17. (1) The purpose of a zoning certificate is to portray the administrative record of the ~~approved~~ land use rights attached to a property.
- (2) A zoning certificate is not a ~~legal~~ mechanism to change the legitimate land use rights and any error contained in a zoning certificate will not vest any illegitimate land uses.

CHAPTER 3 OVERLAY ZONES

Purpose and status of overlay zones

- 18.(1) The Municipality may adopt, review or amend overlay zones for specific areas in the Municipality in accordance with section 19 to—
 - (a) give expression, in a planning context, to the local needs and values of the communities concerned; and
 - (b) promote particular types of development, urban form, landscape character, environmental features or heritage values.
- (2) The Municipality must determine use rights and /or development parameters for each area of an overlay zone.
- (3) The use rights and/ or development parameters of an overlay zone may be more restrictive or more permissive than the use rights and/ or development parameters applicable to the underlying base zoning of the land concerned.
- (4) If the development parameters of the base zone are replaced with alternative development parameter in the overlay zone, and –
 - (a) the overlay zone specifies more restrictive development parameters; the more restrictive development parameters of the overlay zone prevail.
 - (b) the overlay zone specifies more permissive development parameters; the more permissive development parameters of the overlay zone apply in accordance with the provisions or with any other mechanism determined in the overlay zone and which may include satisfying any related performance criteria.
- (5) An overlay zone does not change the base zone of the properties to which it relates, but an overlay zone may establish an additional layer of inherent use rights to facilitate development, and which use rights may be exercised in accordance with the approval of a site development plan and/ or a building plan, or in accordance with any other mechanism determined in the overlay zone and subject to satisfying any related performance criteria like development parameters, infrastructure requirements and the payment of development charges.
- (6) If an overlay zone establishes an additional layer of inherent use rights to facilitate development, the use rights of the base zone will remain applicable and in force up until the use rights of the overlay zone is exercised.

Procedures for establishing, reviewing or amending overlay zones

19. An overlay zone is adopted, reviewed or amended by the Municipality as an amendment of this By-law in accordance with sections 12 and 13 of the Municipal Systems Act and section 25 of the Land Use Planning Act.

CHAPTER 4 DISTANCES, LEVELS AND BOUNDARIES

Measuring distances and levels

20. The following provisions apply with regard to the method of measuring distances and levels:
- (a) when reference is made or implied to the distance between boundaries or between a building and a boundary, this distance must be measured in the following manner:
 - (i) the boundary or boundaries and all points of the building must be projected onto a horizontal plane, and all measurements must be made in the plane; and
 - (ii) the distance between a point on a building and a boundary must be measured at right angles to the erf boundary;
 - (b) when reference is made to a portion of a boundary opposite a building, that portion must be defined by drawing lines in a manner described in paragraph (a) from points on the building, at right angles to the boundary;
 - (c) when reference is made to natural ground level or of a roof wall plate, parapet or other things, the level must be calculated in accordance with recognised geometric principles; and
 - (d) when the levels involved are so irregular that calculation in accordance with the principles in paragraphs (a) to (c) is impractical or leads to a result that is not in accordance with the intent of the zoning scheme, the Municipality must determine the level.
 - (e) If the verification of information is necessary to determine compliance with distances or levels in terms of this scheme, the Municipality may at any time require an applicant or owner to appoint a registered land surveyor, at the owner/applicant's cost, to provide the subject information.

Determination of natural ground level

- 21.(1) The Municipality may request the submission of a registered land surveyor's certificate to determine the natural ground level before any construction activities may commence.
- (2) Where the level of the land has been altered with the approval of the municipality—
 - (a) any grading for the purpose of development must connect evenly with the existing levels of abutting land units; and
 - (b) the municipality may approve the altered ground level to be the natural ground level.
 - (3) Where it is not possible to determine the natural ground level due to irregularities or disturbances of the land, the Municipality may—

- (a) determine the natural ground level from measurements supplied on a building plan;
 - (b) deem a level to be the natural ground level based on measurements interpolated from a contour plan, local height benchmark or other information held by the Municipality; or
 - (c) require the owner or applicant to commission a registered surveyor at the cost of the owner or applicant to measure levels of the ground or interpolate levels, in order to provide the Municipality with sufficient information to determine the natural ground level for the purpose of administering this By-law.
- (4) Where a building site is elevated, filled or extended with excavated or any other material, the natural ground level is not altered unless approved by the Municipality in which case the Municipality must define a ground level for the purposes of administering the height restriction of the building.
- (5) Where the natural ground level of a building site is lowered due to excavations, the excavated ground level will serve as the natural ground level for the purpose of administering the height restriction of the building, unless approved by the Municipality in which case the Municipality must define a ground level for the purposes of administering the height restriction of the building.

Determining boundaries of use zones

22. If uncertainty exists as to the boundaries of use zones, the following parameters apply in the order listed:
- (a) boundaries shown as following or approximately following any public street or road must be construed as following the street cadastral boundary;
 - (b) boundaries shown as following or approximately following any land unit boundary must be construed as following that boundary;
 - (c) boundaries shown as following or approximately following natural features must be construed as following those features; and
 - (d) in the event of further uncertainty as to the boundaries of a use zone, the Municipality must make a determination.

CHAPTER 5 ENFORCEMENT

Offences, penalties and enforcement of By-law

- 23.(1) Subject to section 14, no person may erect any building or structure or any part thereof—
- (a) except for a purpose permitted by this By-law and only in accordance with the applicable development parameters; or
 - (b) without first obtaining approval from the Municipality in terms of the Planning By-law.
- (2) A use not reflected as a primary or consent use for a particular use zone is not permitted in the use zone concerned, unless approved in terms of the Planning By-Law.

- (3) A person who contravenes this section and sections 24 to 69 is guilty of an offence and liable upon conviction to a fine or imprisonment not exceeding a period of 20 years or to both a fine and such imprisonment.
- (4) A Municipality must enforce the zoning scheme through the measures for enforcement provided for in the Planning By-law.
- (5) If the unauthorised utilisation of land arises from a land use and land development application which was approved as a result of the misrepresentation of the application or which application was pursued in bad faith to obtain unwarranted approvals to pursue the development of land for the purpose to conduct any unlawful land use activities, the Municipality may—
 - (a) apply to the court for an order—
 - (i) restraining that person from continuing the unlawful utilisation of the land;
 - (ii) directing that person to, without the payment of compensation—
 - (aa) demolish, remove or alter any building, structure or work erected or constructed to pursue the unlawful land use activities fully erected or constructed; or
 - (bb) rehabilitate the land concerned;

CHAPTER 6 LAND USE RIGHTS

This part contains provisions on the interpretation and application of land use rights.

Development parameters applicable to use rights

- 24.(1) The land use descriptions and development parameters applicable to each primary and consent use right depicted in the table in Schedule 1 are described in Schedule 2.
- (2) Development parameters are applicable to use rights only and, notwithstanding the zoning of an erf, a specific use right has the development parameters as listed in Schedule 2, provided that the Municipality may grant a departure from the development parameters in terms of the Planning By-law.
- (3) The land use descriptions in Schedule 2 defines the explicit nature of types of land use activities that are permitted and may not be interpreted to include any implicit types of land use activities, nor should the omission of reference to any type of land use activity be interpreted as to being permitted.
- (4) All land uses and buildings shall comply with the prescribed development parameters set for the particular land use as well as the definitions and general development parameters set out in this Scheme; unless an approval where permitted, or a departure from the development parameters, has been granted.
- (5) Consent uses listed in Column 3 of Schedule 1 is subject to the following conditions:
 - (a) when a consent use is granted by the Municipality in a particular zone, the applicable land use must either be supplementary to the primary use right allowed under the particular zone or, in the sole discretion of the municipality, be closely

associated with the primary use of the property and insofar as it does not impact materially on the character of the primary use.; and

- (b) when land is intended to be utilised exclusively for a consent use in a particular zone and the consent use is a primary right in another zone, application must be made for rezoning to the zone where the applicable land use is a primary right.
- (6) No departure from the land use descriptions or definitions may be granted by the Municipality.
- (7) Despite subsections (1) and (2) and the scope of development rights attached to a land use description and the associated prescribed development parameters, the Municipality may qualify any approval granted for land use and land development to restrict the nature of any land use or limit the extent of any development.
- (8) Despite subsections (1) and (2), the Municipality may determine any additional condition of approval in respect of a use right for a specific property as may be required in terms of any other applicable legislation.
- (9) Where this scheme prescribes development parameters which are different from other legislation, inclusive of any restrictive condition registered against the title deed of land, the most restrictive parameters shall be complied with.
- (10) When a property is subject to an additional building line restrictions in terms of a prevailing overlay zone, the most restrictive parameters shall be complied with.

Architectural design guidelines and development parameters

- 25.(1) Development parameters contained in any architectural design guidelines or similar, must comply with the development parameters prescribed in the zoning scheme or as may have been approved in terms of due process in an associated land use and land development application.
- (2) If the development parameters of architectural design guidelines are less restrictive than the development parameters of the zoning scheme, the development parameters of the zoning scheme will prevail.
- (3) If the development parameters of architectural design guidelines were purposefully approved in terms of a land use and land development decision prior to the adoption of this zoning scheme, and to serve as the development parameters in lieu of the development parameters of the zoning scheme, the development parameters of the architectural design guidelines will prevail.
- (4) Where purpose made development parameters, which differs from the applicable development parameters of the zoning scheme, is adopted as part of the approval of a new development, those development parameters will substitute the prescribed development parameters of this zoning scheme and any deviation from such adopted purpose made development parameters will constitute an application for a permanent departure.

Change in zoning and the continuation of land use rights.

- 26.** (1) When a decision is taken in accordance with the Planning By-law and this bylaw to rezone land to a new zoning, the following provisions will apply to the associated use rights:
- (a) Where it is justifiable and desirable under the circumstances, the decision to rezone the property may include a condition to determine that the former zoning and associated land use rights must cease to continue within a stipulated period.
 - (b) If a rezoning decision does not explicitly restrain the continuation of the former zoning and associated land use rights, the former land use rights will remain valid for the duration of the period until the new land use rights has been vested, or alternatively for the duration of the period for which the rezoning remains valid, whichever occurs first.
 - (c) The continuation of the former zoning and associated land use rights may only continue insofar as it is accommodated in existing structures and infrastructure, and no new structures and / or associated infrastructure may be erected, added, or upgraded to facilitate the exercise of the former zoning and associated land use rights.
 - (d) When the rezoning does not vest and has accordingly lapsed, the zoning of the land will revert to the former land use rights if the former land use was not restrained by a condition of approval and the subject land use rights continue to be exercised after the rezoning, unless as determined by the municipality.
 - (e) If a condition attached to a decision to rezone the property restrained the continued use of the subject land in accordance with its former zoning, and the rezoning does not vest, the zoning of the land will not automatically revert to the former zoning and will forthwith be zoned Undetermined and will be subject to a new land use and land development application to determine its zoning.

Rezoning of existing building structure

- 27.**(1) If a property with an existing authorised building structure is rezoned to another zoning, a new building plan must be submitted to indicate the new uses of the subject building structure in accordance with the new zoning and uses, irrespective if any internal structural changes will be required or not.
- (2) Building plan approval must be obtained prior to any structural changes to the existing building structure and prior to the vesting of the new land uses.

Evasion of intent of the scheme

- 28.** The Municipality may refuse to accept and process any land use and land development application in terms of the Planning By-law or the Zoning Scheme By-law if in its opinion the subject application constitutes an evasion of the intent of the zoning scheme or any of its provisions through:
- (a) the misrepresentation of the supporting information or the nature of the land use and land development application that is being pursued and/ or
 - (b) the facilitation of succeeding unwarranted land use rights through an incremental approach to land use and land development applications, and/ or.

- (c) any ensuing unwarranted land use and land development application that arises from a material misrepresentation of any preceding land use and land development application that was approved.

CHAPTER 7 DEVELOPMENT OF LAND

This part contains provisions on requirements that may apply to applications for the development of land.

Land development plans

- 29.** (1) When a land use and land development application is submitted for consideration, the application must include an appropriately scaled land development plan.
- (2) A land development plan serves in the purpose to spatially illustrate the physical characteristics of the subject land and the proposed location, site layout, nature and scale of the use rights and associated development parameters of the proposed land use and land development application that is being pursued.
 - (3) When an application is submitted to rezone land or obtain any additional use rights, the land development plan may also be proposed to serve in the purpose to be adopted as a site development plan for the implementation of the approved use rights insofar it is adequate to satisfactorily address the implementation of the subject use rights being pursued.
 - (4) The Municipality may require the following information to be depicted on a land development plan:
 - (a) existing bio-physical characteristics of the property;
 - (b) existing and proposed cadastral boundaries;
 - (c) the layout of the property, indicating the use of different portions of the property;
 - (d) the massing, position, use and extent of buildings;
 - (e) sketch plans and elevations of proposed structures, including information about their external appearance;
 - (f) cross-sections of the site and buildings on site;
 - (g) the alignment and general specification of vehicle access, roads, parking areas, loading areas, pedestrian flow and footpaths;
 - (h) measures of access control to parking areas and reservation of parking areas;
 - (i) the position and extent of private, public and communal space;
 - (j) typical details of fencing or walls around the perimeter of the land unit and within the property;
 - (k) electricity supply and external lighting proposals;
 - (l) provisions for the supply of water, management of storm water, and disposal of sewage and refuse;
 - (m) external signage details;
 - (n) general landscaping proposals, including vegetation to be preserved, removed or to be planted, external paving, and measures for stabilising outdoor areas where applicable;
 - (o) the phasing of a development;

- (p) the proposed development in relation to existing and finished ground levels, including excavation, cut and fill;
 - (q) statistical information about the extent of the proposed development, floor area allocations and parking supply;
 - (r) relationship of the proposed development to the quality, safety and amenity of the surrounding public environment;
 - (s) relationship of the proposed development to adjacent sites, especially with respect to access, overshadowing and scale;
 - (t) illustrations in a three-dimensional form depicting visual impacts of the proposed development on the site and in relation to surrounding buildings;
 - (u) any other details as may reasonably be required by the Municipality.
- (5) The Municipality may require that the area covered by a land development plan must extend beyond the land under consideration if, in its opinion, the proposed development will have a wider impact.
- (6) The Municipality may determine the extent of the area covered by a land development plan.
- (7) The Municipality may require amendments of detail to the land development plan to address reasonable concerns relating to access, parking, architectural form, urban form, landscaping, environmental management, engineering services or similar concerns.
- (8) The following provisions apply with regard to land development plans:
- (a) the property must be developed generally in accordance with an approved land development plan and any site development plan must be generally in accordance with any approved land development plan;
 - (b) if the Municipality considers it necessary, a transport or traffic impact statement or assessment may be required in conjunction with a land development plan, the extent of which must be determined by the Municipality, depending on the size of the development;
 - (c) if the Municipality considers it necessary, a storm water impact assessment or storm water management plan or both may be required in conjunction with a land development plan, the extent of which must be determined by the Municipality, depending on the size of the development;
 - (d) if the Municipality considers it necessary, a visual impact assessment, which may include a landscape character analysis, may be required in conjunction with a land development plan, the extent of which must be determined by the Municipality, depending on the size of the development.

Site development plans

- 30.** (1) An applicant must submit a site development plan to the Municipality if it is required in terms of this zoning scheme and must be approved before any site preparation or development on the relevant land unit may commence.
- (2) The purpose of a site development plan is to spatially illustrate the implementation of the existing or approved use rights attached to the subject land, compliance to any associated development parameters, as well as conditions of approval attached to a land use and land development approval.

- (3) A site development plan does not confer any use rights in addition to the existing or approved use rights attached to the subject land.
- (4) If land use rights have not been approved in terms of due process, any error of a reference or representation of such land use activity or development parameter on an approved site development plan does not equate to any approval to permit such land use activity or departure from the development parameter.
- (5) When a site development plan is a requirement to develop land, it must be submitted, and approval must be obtained prior to commencement of any site preparation or the approval of any building plan application in pursuance of the development of the subject land.
- (6) When an application is submitted to rezone land or obtain any additional use rights, the site development plan may be submitted together with the land use and land development application insofar as it is adequate to satisfactorily address the implementation of the subject use rights being pursued.
- (7) When an application is considered to rezone land or to obtain any additional use rights, a land development plan that is submitted as part of the application may be approved as the site development plan for the implementation of the approved use rights insofar as it is adequate to satisfactorily address the implementation of the subject use rights being granted.
- (8) In addition to the zones that specifically require a site development plan, the Municipality may require a site development plan for any development and specifically in respect of the following development types:
 - (a) shopping centres or shopping complexes;
 - (b) business or office park developments;
 - (c) industrial park developments;
 - (d) developments in conservation areas;
 - (e) developments that will be sectionalised;
 - (f) incremental residential developments; and
 - (g) major developments where there are concerns relating to urban form, heritage, traffic, the environment or planning.
- (9) The Municipality may require any of the information required in the land development plan in 29(4), and which must include any qualifications or conditions attached to a land use and land development approval, to be depicted on a site development plan.
- (10) The Municipality may require that the area covered by a site development plan must extend beyond the site under consideration if, in its opinion, the development will have a wider impact.
- (11) The Municipality may determine the extent of the area covered by a site development plan.
- (12) The Municipality may require amendments of detail to the site development plan to address reasonable concerns relating to access, parking, architectural form, urban form, landscaping, environmental management, engineering services or similar concerns.
- (13) The following provisions apply with regard to site development plans:

- (a) the property must be developed generally in accordance with an approved site development plan;
- (e) if the Municipality considers it necessary, a transport or traffic impact statement or assessment may be required in conjunction with a site development plan, the extent of which must be determined by the Municipality, depending on the size of the development;
- (f) if the Municipality considers it necessary, a storm water impact assessment or storm water management plan or both may be required in conjunction with a site development plan, the extent of which must be determined by the Municipality, depending on the size of the development;
- (g) if the Municipality considers it necessary, a visual impact assessment, which may include a landscape character analysis, may be required in conjunction with a site development plan, the extent of which must be determined by the Municipality, depending on the size of the development; and
- (h) a site development plan may serve to determine any additional development parameters which are more restrictive than the prevailing development parameters applicable to the land use base zone by means of conditions of such approval, and any application for amendment must comply with the Municipality's requirements for the amendments.

Construction environmental management plans

31. (1) A construction environmental management plan:

- (a) may be required by the Municipality together with a building plan for its approval in the event that construction activities may, in the opinion of the Municipality, have an impact on,;
 - (i) the natural and/or built environment or neighbours;
 - (ii) on-site or adjacent trees or vegetation requiring protection during the site preparation or construction phase;
 - (iii) heritage resources which require protection during the site preparation or construction phase;
 - (iv) natural freshwater resources such as rivers, streams or wetlands;
 - (v) or any other related matter which require management during the site preparation or construction phase and which is not adequately dealt with by means of the provisions of the National Building Regulations. (0)
 - (b) may be imposed as a condition when the Municipality considers an application in terms of the Planning by-law.
- (2) The Municipality may adopt a policy to direct when a construction environmental management plan may be requested.
 - (3) The construction environmental management plan and building plan may be submitted simultaneously for the Municipality's consideration and may be approved simultaneously.
 - (4) The Municipality may specify requirements in relation to the qualifications of the specialist who will prepare, implement and oversee the construction environmental management plan.
 - (5) The Municipality may approve the construction environmental management plan with or without conditions.

- (6) It is an offence for any person to develop, construct or use land without an approved construction environmental management plan, where one is required, or develop, construct or use land contrary to an approved construction environmental management plan.

Aesthetics and Visual impact assessments

- 32.(1)** A visual impact assessment may be required by the Municipality when an application is submitted in terms of the Planning by-law or the development of land is pursued in accordance with the prevailing use rights by means of a building plan application.
- (2) A visual impact assessment shall be undertaken by a suitably qualified specialist to the Municipality's satisfaction and shall contain sufficient information to enable the Municipality to make a decision and impose appropriate conditions to mitigate the impact of the proposed development.
- (3) A visual impact assessment shall address all relevant aspects of the proposed development, including, but not limited to building height, bulk and the siting of the building and/or structure, proposed design, façade and composition, material, colour, texture, architectural treatment and appearance of the outer elements as well as any element of such building or structure visible to the public, such as parking, outdoor lighting, landscaping, signage and grading.
- (4) The Municipality may determine what information is relevant to a particular visual impact assessment and may request any of the following information:
- (a) description of the affected environment;
 - (b) identification and response to issues;
 - (c) identification of alternatives;
 - (d) identification of opportunities and constraints;
 - (e) prediction of and assessing of impacts;
 - (f) recommendation of mitigatory measures.
- (5) Any franchise or formula businesses, restaurants or fast food outlets are not entitled to standardised building designs, signage and colour schemes which are foreign and will be detrimental to the aesthetics of the receiving environment and may only be applied insofar as may be prescribed and approved by the municipality.

Traffic studies

- 33. (1)** The Municipality may require that a traffic study be undertaken for a land use and land development application in terms of the Planning By-law or this zoning scheme.

Development charges in terms of this scheme

- 34.(1)** The calculation of development charges and whether or not a development charge is payable, shall be subject to the municipality's policy adopted in this regard.
- (2) Where the full extent of the primary development rights attached to a property has not been taken up, and the full development charge imposed by the municipality has not

~~been paid, the outstanding imposed development charges additional development charges~~ will be applicable when the remainder of such extent of permissible development rights is exercised, and any credit for development charges will only amount to the ~~charges already paid or the~~ extent of the legal historic development of the property in terms of which the service demand has already been accounted for in the bulk service networks, ~~whichever is applicable~~. The onus of proof for the payment of any development charge in the past is on the developer.

- (3) ~~Where the provisions in a particular zone identifies that a development charge is payable for intensified primary development rights which came into operation as a result of this scheme, and where the owner intends to develop according to such intensified rights, such development charge shall be calculated when the building plan is submitted, and shall be paid prior to the approval of said building plan which takes up such additional rights or part thereof.~~

If the provisions in this zoning scheme provides for intensified or additional primary development rights, a development charge is payable if such intensified or additional primary development rights are implemented, which development charge shall be calculated to the extent that the intensified or additional primary rights are being taken up when the building plan is submitted and shall be paid prior to the approval of said building plan which takes up such additional rights or part thereof.

- (4) Where an application is made in terms of planning law, or where application is made for additional use rights or permissions in terms of the scheme, the municipality may impose a condition related to development charges payable where said approval leads to the intensification of land use beyond the primary rights which was originally approved on the property.
- (5) Unless alternative agreement is reached in writing between the owner and the Municipality, no building plan shall be approved for any property where an outstanding development charge is payable.

Decommissioning of various installations and land uses

- 35.(1) The owners of facilities such as a greenhouse, renewable energy infrastructure, telecommunication antennae, masts and other kinds of infrastructure, and owners of land where noxious industry and mining was undertaken, shall be responsible for the rehabilitation, decommissioning and any potential damage to the environment.
- (2) The Municipality may impose conditions relating to rehabilitation, decommissioning and repair of any environmental damage and may require that the owner makes financial provision, to the satisfaction of the competent authority, prior to construction commencing.
- (3) In all instances, whether financial provisions were put in place or not, the owner remains financially responsible for any rehabilitation, decommissioning and repair to the environment, should the costs of rehabilitation or decommissioning exceed the financial provision made.
- (4) If the facility is abandoned or, if the owner fails to rehabilitate and decommission the facility as contemplated above, or to restore damage to the environment, the

competent authority may, after written notice to the owner, use all or part of the financial provision to rehabilitate, decommission, or manage the negative environmental impact in question or to remove the facility and may recover such or any related additional costs from the owner.

CHAPTER 8 GENERAL PROVISIONS

This part contains general provisions and parameters that apply to all zones or to specific zones as may be provided for.

Encroachment of building lines

- 36.(1)** Despite the building line requirements set out in Section 24, the following structures or portions of structures may be erected within the prescribed building lines, provided they do not extend beyond the boundaries of a land unit:
- (a) boundary walls, screen walls, fences and gates; subject to applicable height restrictions, excluding where any such wall will result in infilling higher than 0,5 metres above natural ground level;
 - (b) open and uncovered stoeps that are less than 500 millimetres in height from the natural level of the ground;
 - (c) entrance steps, landings and entrance porches, excluding *porte cochères*;
 - (d) a covered entrance or gatehouse that has a roofed area not exceeding 5 m² and a roof height not exceeding 3 metres from the floor to the highest point;
 - (e) eaves and awnings projecting no more than 1 metre from the wall of a building;
 - (f) cornices, chimney breasts, flower boxes, water pipes, drain pipes and minor decorative features not projecting more than 500 millimetres from the wall of a building;
 - (g) swimming pools not closer than 1 metre from any boundary;
 - (h) a basement, provided that no part of such a basement projects above natural ground level;
 - (i) a refuse room required by the Municipality in terms of this By-law;
 - (j) water storage tanks not exceeding the height of the boundary wall.
- (3) No fireplace, including an enclosed fireplace, excluding the back of a chimney breast not encroaching more than 500 millimetres, may encroach on any side or rear building line, excluding where the neighbouring property is zoned for public open space.
- (2) For the purposes of determining street boundaries, a street centreline setback and site access requirements, the boundary of a pedestrian way or service lane that cannot or will never be used by motor vehicles may be regarded as a common boundary.
- (3) When the Municipality grants an approval for subdivision of a property containing one or more existing approved buildings or structures, the Municipality's approval is deemed to have been granted for any departure which may arise out of the subdivision, provided that all such structures are accurately shown on a plan and any new structures or buildings constructed after the confirmation of said subdivision, shall comply with the parameters of the scheme.

Panhandle properties

- 37.(1)** No buildings shall be constructed on the panhandle portion of a property, except with the permission of the Municipality, taking into consideration that the panhandle shall provide vehicular and/or pedestrian access to a property.
- (2) Common boundary building lines apply to the portion of the property which does not form part of the panhandle.
- (3) The panhandle portion of a panhandle property shall be:
- (a) not less than 4 meters wide for its entire length;
 - (b) disregarded for the purposes of calculating coverage;
 - (c) disregarded for the purpose of calculating minimum erf size requirements for subdivision.

Linear infrastructure

- 38.(1)** Engineering services of a linear nature such as telecommunication, electrical transmission lines and pipelines or canals for the transportation of liquids and gasses may be permitted by the Municipality or an organ of state to traverse a land unit, as may be reasonably required by the Municipality or an organ of state in accordance with and subject to expropriation laws, other applicable laws and the registration of the necessary servitudes.
- (2) Associated in-line facilities such as pump stations, and electrical substations, not exceeding an area of 4 meters x 5 meters may also be permitted in any use zone.
- (3) All other buildings, installations, facilities, processing or generating plants, substations, pump stations or any other structures required for the provision of engineering services, shall require to be zoned Utility Services Zone or as permitted by the scheme.
- (4) No buildings, except buildings associated with the particular service, may be constructed over municipal engineering services unless the Municipality has granted permission.

Street centreline setback

- 39.(1)** The portion of a land unit falling within a street centreline setback area is excluded for the purpose of determining coverage and maximum floor space, unless the owner transfers the portion concerned to the Municipality free of charge.
- (2) In such case, the portion must be included for the purpose of determining coverage or maximum floor space on a land unit.

Steep slopes and ridgelines

- 40.(1)** Unless the permission of the Municipality has been obtained:
- (a) no new buildings or structures outside the urban edge are permitted on slopes steeper than 1:4;
 - (b) no new buildings are permitted on or protruding above those ridgelines as identified in the Municipality's Spatial Development Framework as ridgelines where construction is to be limited.

- (2) The Municipality may grant permission in terms of subsection (1) only after due consideration of the visual impact of the proposed building or structure, together with any infrastructure which serves the development or gives access to it, and the Municipality may impose conditions to mitigate adverse impacts.

Earth banks and retaining structures

- 41.** Unless the prior approval of the Municipality has been obtained—
- (a) no earth bank, retaining structure, column, suspended floor, other device or series of such devices may be constructed that enables the ground floor of a building to be raised more than 0,5 metres above natural ground level, provided that where the raising takes place, the height must still be measured from natural ground level, excluding infill for a driveway;
 - (b) no earth bank or retaining structure used for holding back earth or loose rock, whether associated with a building or not, may be constructed to a height of more than 2 metres above natural ground level; and
 - (c) no series of earth banks or retaining structures may be constructed to a cumulative height of more than 2,5 metres above natural ground level, unless an approximately level area of at least 2 metres wide is incorporated between successive embankments or retaining structures for every 2 metres of cumulative height.

Boundary walls and fences

- 42.(1)** In the absence of an approved site development plan, architectural guidelines or relevant policy, the following development parameters apply to boundary walls and fences:

(a) Height

- (i) The maximum height on a street boundary will be 1,8m.
- (ii) The maximum height on a common boundary will be 2,1 metres.
- (iii) The maximum height for industrial properties will be 3 metres.
- (iv) The maximum height for boundary walls on agricultural zoned properties will be 1,2 metres with walls with an entrance gate of 1,8 metres.
- (v) Any part of an internal privacy wall that is not a boundary wall, will be subject to the same height restrictions of a boundary wall insofar as the portion of that wall falls within the applicable building line restriction.

(b) Permeability

- (i) 50% of a residential street boundary wall must be permeable; and
- (ii) 80% of a street boundary wall in other areas, excluding industrial areas, must be permeable.

- (2) No person shall erect a boundary wall or fence on any boundary of any erf without applying and obtaining prior building plan approval, which building plan must clearly indicate the position, dimensions and materials of the proposed boundary wall or fence.
- (3) The height of boundary walls and boundary fences shall be measured from the level of the pavement and in the absence of a pavement, from the natural level of the ground outside the property immediately adjacent to such wall or fence.

- (4) Additional security precautions such as spikes, electrical fencing/wiring, and such like, are not included in the total height measurement provided such features shall remain visually permeable in nature and shall not exceed 0,5m in height.
- (5) The exterior finish of a boundary wall shall be adequately maintained and shall be in keeping with surrounding buildings and structures including walls facing adjacent properties and neighbours, to the Municipality's satisfaction.
- (6) No vibracrete or face-brick shall be permitted along a street boundary without the permission of the Municipality.
- (7) The Municipality may instruct an owner to repair a wall which has fallen in disrepair, or which has not been adequately finished to their satisfaction.
- (8) Should an owner be denied access to a neighbour's property on the other side to finish off a boundary wall, or do any repair work or maintenance, the Municipality may compel the neighbour by serving a compliance notice for him/her to grant such reasonable access as may be required for the owner to comply.
- (9) Two owners may agree to erect a shared boundary wall along a common boundary, in which case the wall may straddle a common boundary and both owners will share the ownership, cost and maintenance thereof. If an existing boundary wall straddles a common boundary, it will be deemed that both owners implicitly agreed to shared ownership and cost of maintenance of said wall. When a new boundary wall is to be erected, and in the absence of such agreement, the wall shall be erected inside a common boundary, and shall belong to the owner on whose land it is erected.
- (10) The Municipality may grant a waiver to any of the provisions of this section if in its opinion the specific site's conditions are such that the granting of a waiver will not result in the erection of a wall or fence that will materially detract from the character of the area. In granting such a waiver, the Municipality shall have due regard to the built form that may result if abutting neighbours request similar waivers as well as the impact such waiver may have on traffic safety (both pedestrian and vehicular).
- (11) In the event that an erf is a corner property, or is abutted by more than one street, the Municipality may, for the purposes of applying this section, deem one or more street boundaries to be common boundaries to ensure that a property can be walled sufficiently to provide for privacy, provided that at least one boundary shall remain subject to the visual permeability requirements for a street boundary.

Door and window openings and roof eaves

- 43.(1)** No door, or no window which opens, is permitted in a wall facing a common boundary where such wall is erected closer than 1 meter to the common boundary.
- (2) No eave or gutter may protrude over a common boundary.

Equipment on top building or affixed to roofs or attached to building

- 44.(1) Any external geysers and associated equipment or solar panels or similar infrastructure affixed to the roof of a building may not at any point be more than 1,5 metres above the roof surface, measured perpendicularly from that surface, and may not protrude the ridge of the roof with more than 0,5 meters;
- (2) No elevator motor rooms, satellite dishes, ventilation shafts, water tanks, air conditioning plants or other equipment on top of a flat roofed building may, subject to the definition of "height", exceed a height of 2 metres above the wall plate. All such features will where possible be set back from the edge of the roof so as not to be visible from the street and/or shall be screened to the satisfaction of the Municipality.

Parapet walls

45. Parapet walls are restricted to 500 millimetres in height above the finished roof level immediately contiguous to the parapet.

Chimneys

46. Chimneys may not extend higher than 1 metre above the highest point of the roof of a dwelling house or dwelling unit.

Screening

47. The Municipality may require screening in accordance with the following provisions:
- (a) any part of a land unit that is used for the storage or loading of goods must be enclosed with a suitable wall or landscape screening or both; and
 - (b) any external utility service or equipment that is required for a building must be appropriately screened from view from a public street, and the screening must be integrated with the building in respect of materials, colour, shape and size.
 - (c) any building, structure or wall may require to be screened by means of landscaping, planting or other screening measures to soften the visual impact of the structure.
 - (d) where business or industrial zoned properties abut residential, community, open space, or any other use zone and has an adverse impact on the adjacent property.

Shipping containers, wendy houses and tented structures

- 48.(1) The use of shipping containers, wendy houses, tented and other similar informal structures for permanent habitation or storage is not permitted in a position where the said structure is visible from a public road or public open space unless permission of the Municipality has been obtained in writing.
- (2) All such structures, whether temporary or permanent, when used for habitation or storage, are regarded as buildings in terms of this Scheme and shall be compliant with the development rules of the particular zone and subject to the approval of building plans.

Rooftop base telecommunication stations and satellite dish antenna systems

- 49.**(1) A rooftop base telecommunication station may not extend more than 3 metres in height above the building that it is attached to without the prior approval of the Municipality.
- (2) No rooftop base telecommunication station or transmission tower granted as a consent use in terms of this By-law may be modified or have its radio-frequency emissions altered without prior written approval from the Municipality.
- (3) The following provisions apply with regard to decommissioned antennae or rooftop base telecommunication stations:
- (a) the owner or operator must remove all decommissioned infrastructure;
 - (b) if the site has been disturbed, the owner or operator must rehabilitate the site to its original state or to a state acceptable to the Municipality; and
 - (c) if the owner or operator fails to comply with paragraphs (a) or (b), the Municipality may remove that infrastructure, and rehabilitate the site at the expense of the owner or operator.
- (4) Any satellite dish antenna with a diameter in excess of 1,5 metres must be placed in a position that minimises the visual impact on the surrounding area, to the satisfaction of the Municipality.
- (5) Satellite dish antennas of 1,5 metres in diameter and smaller, and used solely for the purposes of television reception or telecommunication, do not require the Municipality's approval and are excluded from height restrictions.

Parking of vehicles in residential zones

- 50.**(1) A motor vehicle of an occupant of a dwelling unit and used for commercial activities conducted away from the dwelling unit may be parked on the property where the occupant resides, provided that—
- (a) there is adequate space on the property concerned;
 - (b) no more than one commercial vehicle per dwelling unit may be parked on the property;
 - (c) the gross weight of any such commercial vehicle may not exceed 3 500 kg;
 - (d) no goods or passengers may be loaded or offloaded at the residential property
- (2) No area visible from a public street shall be used for the outdoor storage of inoperable vehicles.

Mobile homes and caravans

- 51.**(1) A recreation vehicle, including a mobile home or caravan, may not be used for permanent habitation without the approval of the Municipality, unless the zoning lawfully allows the permanent habitation.
- (2) The following additional development parameters apply with regard to mobile homes approved to be placed on a land unit zoned for residential purposes:

- (a) the mobile home or caravan must be sited on a foundation slab and properly anchored;
- (b) solid perimeter skirting, of material and colour complementary to the mobile home or caravan, must be provided from the bottom of the mobile home to the ground surface;
- (c) the roof and exterior siding of the mobile home or caravan must be of a non-reflective material; and
- (d) any structural additions must be of materials which, in the opinion of the Municipality, are compatible with the mobile home or caravan.

Leasing of dwelling units

- 52.**(1) Nothing in this scheme shall be construed as prohibiting the leasing of a dwelling unit to a family, as defined, with the purpose of that family becoming permanent residents.
- (2) Nothing in this scheme prohibits a permanent occupant, during their absence on a short-term basis, to lease their entire dwelling unit to transient guests for a total period of not exceeding 30 days per annum and a maximum of three different occasions in each calendar year.
- (3) In the event that the period or occasions in (2) are exceeded, a relevant permission for tourist accommodation must be obtained.

Maintenance of property

- 53.** Property must be properly maintained by the owner or occupier and may not—
- (a) be left in a neglected or offensive state, as may be determined by the Municipality;
 - (b) contain an unsightly accumulation of papers, cartons, garden refuse, rubble or other waste material, as may be determined by the Municipality;
 - (c) contain an accumulation of motor wrecks or unroadworthy vehicles or used motor parts, unless these are permitted in terms of the primary or consent use applicable in terms of this zoning scheme; and
 - (d) contain outdoor storage of building material, appliances or similar items unless these—
 - (i) are permitted in terms of the primary or consent use in terms of this zoning scheme;
 - (ii) are temporarily being stored for the purpose of construction in accordance with a valid building plan approval; or
 - (iii) are being stored in conjunction with the holding of a yard or garage sale with a duration of not more than two consecutive days.

Utilisation of outbuildings

- 54.**(1) Outbuildings may only be used for purposes as defined and the specific purpose of any outbuilding must be indicated on the building plan application submitted for approval.
- (2) No outbuilding may be utilised for any purpose other than the intended purpose submitted in the building plans and approved by the Municipality, and an outbuilding may not be utilised until the main buildings are completed or occupied, unless approved by the Municipality.

Hobbies in single and general residential zones

- 55.** When exercising a hobby in all single and general residential zones, the dominant use of the dwelling house or dwelling unit must be for the living accommodation of a single family, provided that—
- (a) no portion of the dwelling, may be used for the purposes of a noxious trade, risk activity or sale of alcoholic beverages;
 - (b) in addition to paragraph (a), the following uses are not classified as hobbies:
 - (i) activities conforming to the definition of a shop;
 - (ii) animal care centres;
 - (iii) butcheries;
 - (iv) coal and wood merchants;
 - (v) escort agencies or adult entertainment;
 - (vi) fishmongers;
 - (vii) hospitals or clinics;
 - (viii) house shops;
 - (ix) taverns;
 - (x) manufacturing of concrete products;
 - (xi) motor vehicle repairs;
 - (xii) panel beating or spray painting;
 - (xiii) parcel delivery services;
 - (xiv) places of entertainment;
 - (xv) places of instruction
 - (xvi) shooting ranges or shooting instructions;
 - (xvii) taxi businesses;
 - (xviii) tow-in services;
 - (xix) transport contractors;
 - (xx) undertakers;
 - (xxi) vehicle rental agencies; and
 - (xxii) any other activity that in the opinion of the Municipality does not fit in the particular environment or is of a nature that it must be located on a suitably zoned premises;
 - (c) no goods may publicly be displayed and no external evidence of the hobby may be visible from the street;
 - (d) no advertising may be displayed;
 - (e) any public exhibition of hobby items or activities on the residential property must:
 - (i) be preceded by a written consent from the Municipality; and
 - (ii) during the public exhibition, temporary parking must be provided on the land unit in accordance with the parking requirements of this By-law and appropriate traffic regulating measures must be put in place;
 - (f) an activity associated with a hobby may not occupy more than 25% of the total floor area of the dwelling on the property or 60 m², whichever is more restrictive, including storage;
 - (g) the Municipality may restrict the operating hours relating to the hobby, if the activity proves to be a nuisance to residents in the area; and
 - (h) any new structure, or alteration to the existing dwelling or outbuilding, must conform to the residential character of the area concerned.

Animals kept for commercial purposes

56. Animals may be kept for commercial purposes only on a land unit zoned Agricultural Zone I and Agricultural Zone II, except in the case of a Pet Shop where permitted.

Hazardous substances

- 57.(1) Any use or ancillary activity that involves the storage or keeping of hazardous substances that may result in an installation being declared a major hazardous installation in terms of occupational health and safety law is not permitted, unless the owner has submitted a risk management and prevention plan and the Municipality has approved the plan.
- (2) The Municipality's approval in terms of subsection (1) above does not exempt the owner from applying for permission in terms of other applicable legislation.

CHAPTER 9 PARKING AND LOADING

Off-street parking requirements

- 58.(1) If parking requirements are not stipulated for a particular use, or in terms of a specific condition imposed by the Municipality, parking must be provided at a minimum ratio in accordance with the table entitled "Minimum off-street parking requirements".
- (2) The Municipality must determine off-street parking requirements for land uses not stipulated in the table "Minimum off-street parking requirements".
- (3) The column in the table titled "Minimum off-street parking requirements" and with heading "Normal Areas" refers to standard requirements that apply to areas where public transport is not being specifically promoted.
- (4) The column with heading "PT1 Areas" refers to areas where the use of public transport is to be promoted, but where the Municipality considers the provision of public transport to be inadequate.
- (5) The column with heading "PT2 Areas" refers to areas where the use of public transport is to be promoted and the Municipality considers the provision of public transport sufficient enough to justify the reduced parking requirements .
- (6) Areas initially determined to be PT1 Areas may be changed to PT2 Areas once the Municipality is satisfied that the provision of public transport is adequate.
- (7) If an area has not been specifically identified by the Municipality as a PT1 or PT2 area, then the parking requirements for Normal areas apply.
- (8) Off-street parking space must be provided—
- (a) on the property for which parking is required;
 - (b) subject to the Municipality's approval, in public parking facilities available in the vicinity; or
 - (c) in accordance with the table below;

- (9) Areas designated as “PT1” or “PT2” areas must be indicated on the zoning scheme map or as part of an overlay zone for such purpose.
- (10) Additional PT areas with alternative parking provisions may be created and implemented by means of an overlay zone.

Minimum off-street parking requirements

Land Use		Normal Areas	PT1 Areas	PT2 Areas
Dwelling house		2 bays per dwelling Erven <350m²: 1 bay per dwelling Erven < 100m²: Nil per dwelling	1 bay per dwelling	1 bay per dwelling
Group housing/Town Housing		2 bays per dwelling unit 0.25 bays/unit for visitors	1 bay per dwelling unit 0.25 bays/unit for visitors	1 bay per dwelling unit 0.25 bays/unit for visitors
Retirement resort	Dwelling unit	2 bays per dwelling 0.25 bays/unit for visitors	1 bay per dwelling 0.25 bays/unit for visitors	1 bay per dwelling 0.25 bays/unit for visitors
	Home for the aged	0,5 bays per bedroom	0,3 bays per bedroom	0,2 bays per bedroom
	Frail Care	0,5 bays per bed	0,3 bays per bed	0,2 bays per bed
Orphanage		0,5 bays per bedroom	0,3 bays per bedroom	0,2 bays per bedroom
Flats	Up to 1-bedroom Units	1 bay per dwelling 0.25 bays/unit for visitors	0.75 bays per dwelling 0.25 bays/unit for visitors	0.5 bays per dwelling 0.25 bays/unit for visitors
	2 Bedroom Units	1.25 bays per dwelling 0.25 bays/unit for visitors	1 bay per dwelling 0.25 bays/unit for visitors	0.75 bays per dwelling 0.25 bays/unit for visitors
	3 Bedroom Units	1.5 bays per dwelling 0.5 bays/unit for visitors	1.25 bay per dwelling 0.25 bays/unit for visitors	1 bay per dwelling 0.25 bays/unit for visitors
	4 and more bedroom Units	1.75 bays per dwelling 0.5 bays/unit for visitors	1.5 bays per dwelling 0.25 bays/unit for visitors	1.25 bay per dwelling 0.25 bays/unit for visitors
Second dwelling		1 additional bay	1 additional bay	Nil
Commune, student home, Home Lodging, Boarding house/ Guest House/ Guest Lodge/ Bed and Breakfast Establishment, Boarding Hostel.		1 bay per bedroom 2 bays per owner's home / manager's flat (where applicable) 1 bay for visitors/ employees	0,75 bay per bedroom	0,5 bay per bedroom
Home care facility		1 bay / 2 beds or part thereof (e.g. 2 bays per 3 beds)	1 bay / 2 beds or part thereof (e.g. 2 bays per 3 beds)	1 bay / 2 beds or part thereof (e.g. 2 bays per 3 beds)
Backpackers Lodge		1 bay / 3 beds 2 bays / owner's home / manager's flat 1 bay /visitors/ employees	1 bay per 3 beds	0,5 bay per 3 beds
Hotel (excluding other facilities, specific ratios apply to each use)		1.25 bays/bedroom	1 bay per bedroom	0.75 bays per bedroom

Land Use		Normal Areas	PT1 Areas	PT2 Areas
Hospital (general and private)		1 bay per bed 3 bays per consulting room	1 bay per bed 2 bays per consulting room	1 bay per bed 1 bay / consulting room
Frail care facility		1 bay per bed	1 bay per bed	0,5 bay per bed
Clinic/Medical consulting rooms		4 bays per consulting room	3 bays per consulting room	2 bays per consulting room
Funeral parlour		1 bay per 4 seats 4 bays per 100 m ² office GLA	0,75 bay per 4 seats 2 bays / 100 m ² office GLA	0,5 bays per 4 seats 1 bay / 100 m ² office GLA
Shops / Liquor store / Restaurant / Supermarket	Neighbourhood shop	4 bays per 100 m ² GLA	2 bays per 100 m ² GLA	1 bay per 100 m ² GLA
	High intensity area e.g.: CBD, corridors, supermarket,	6 bays per 100 m ² GLA	4 bays per 100 m ² GLA	2 bays per 100 m ² GLA
Big box retail / Shopping centres		6/100m ² as determined by Council	5/100m ² as determined by Council	4/100m ² as determined by Council
Offices		4 bays per 100 m ² GLA	3 bays per 100 m ² GLA	2 bay per 100 m ² GLA
Home occupation		2 bays per 60 m ² GLA	2 bays per 60 m ² GLA	2 bays per 60 m ² GLA
House shop / tavern/bar		1 bay per 25 m ² GLA	1 bay per 25 m ² GLA	1 bay per 25 m ² GLA
Industry / Light industry / Warehouse / Scrap yard/ Builder's yard / Noxious trade / Risk activity		2 bays per 100 m ² GLA	1.5 bays per 100 m ² GLA	1 bay per 100 m ² GLA
Industrial hive / Service trade		4 bays per 100 m ² GLA	3 bays per 100 m ² GLA	1.5 bays per 100 m ² GLA
Storage facility		1 bay per 100m ² GLA	1 bay per 100m ² GLA	1 bay per 100m ² GLA
Service station/ Motor repair garage/ Motor vehicle sales or Vehicle hire premises		4 per repair bay Minimum of 8 bays Plus 4 bays per 100 m ² GLA	3 per repair bay Minimum of 6 bays Plus 3 bays per 100 m ² GLA	2 per repair bay Minimum of 4 bays Plus 2 bays per 100 m ² GLA
Open air motor vehicle sales		4 bays per 100 m ² GLA	3 bays per 100 m ² GLA	2 bays per 100 m ² GLA
Place of assembly/Place of worship/ Place of Entertainment/ Place of leisure/Gambling place		1 bay per 8 seats	1 bay per 8 seats	1 bay per 15 seats
Motor fitment centre		2 bays per service bay	2 bays per service bay	1 bay per service bay
Sport stadium		1 bay per 4 seats or persons	0.75 bays per 4 seats or persons	0,5 bays per 4 seats or persons
Gymnasium, health club (not part of a shopping centre)		10 bays per 100m ² GLA	8 bays per 100m ² GLA	6 bays per 100m ² GLA
Schools		1.5 bay per classroom/office plus stop & drop facility	1.25 bays per classroom/office plus stop & drop facility	1 bay per classroom/office plus stop & drop facility
Crèche		1 bay per 10 children plus 1 stop & drop facility	1 bay per 10 children plus 1 stop & drop facility	1 bay per 10 children plus 1 stop & drop facility
Library, Museum		2 bays per 100m ² GLA	1,5 bays per 100m ² GLA	1,25 bays per 100m ² GLA
Place of instruction (other than schools/day care centre/ crèche)		1.5 bay per classroom/office plus 1 per 6 students	1.25 bay / classroom/office 1 per 10 students	1 bay classroom/office per 20 students
Conference facility		8 bays per 10 seats	6 bays per 10 seats	4 bays per 10 seats

Land Use	Normal Areas	PT1 Areas	PT2 Areas
Indoor and Outdoor Sport Facility & Sport and Recreation Centre	As determined and approved in SDP	As determined and approved in SDP	As determined and approved in SDP

Alternative parking supply

- 59.(1) As an alternative to compliance with the off-street parking requirements in terms of this zoning scheme, an owner may, with the approval of the Municipality—
- (a) acquire an area of land sufficient for the permanent parking requirements elsewhere, in a location approved by the Municipality; or
 - (b) acquire permanent rights to a parking facility or portion of a parking facility elsewhere, in a location approved by the Municipality, and must register a notarial tie or servitude against that land or parking facility to link the properties concerned for the purpose of parking, and the owner must cause the parking concerned to be constructed and maintained in accordance with the Municipality's requirements and approval.
- (2) The cost of registration of the notarial tie or servitude referred to in paragraph (1)(b) must be borne by the owner.

Combined parking requirements

60. If two or more uses combine to share a common parking area, the Municipality may approve parking requirements that provide less than the quantum of the parking required for individual uses provided that—
- (a) the Municipality is satisfied that the utilisation of the same parking area by the different use types or activities in the zones will not result in a concurrent use of the parking area; and
 - (b) bays intended for combined uses may not subsequently be reallocated to other uses without the approval of the Municipality.

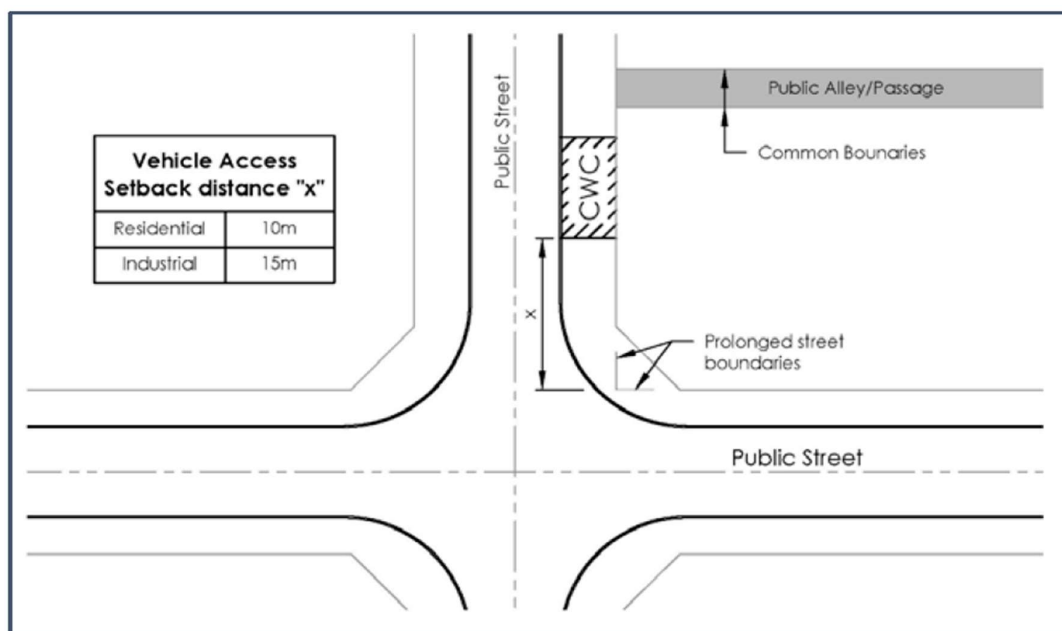
Parking: Visitors

- 61.(1) The following parameters shall apply to visitors' parking required in terms of this Scheme:
- (a) visitors' parking as required by this Scheme shall be clearly demarcated, readily visible, and accessible to visitors with suitable signage to direct visitors to such parking;
 - (b) visitors' parking shall not be alienated for exclusive use nor shall it be leased or allocated for the exclusive use of particular persons, other than visitors.

Site access and exits

- 62.(1) The Municipality may require compliance with standard municipal or provincial access spacing guidelines.

- (2) No access may be closer than 10 metres from an intersection as defined by the prolongation of street boundaries, except for industrial-zoned properties, where the distance must be 15 metres.



- (3) The Municipality may restrict or prohibit access if a pedestrian or traffic hazard is created or is likely to be created.
- (4) Vehicle entrances and exit ways to and from a property must conform to the following requirements:
- motor vehicle carriageway crossings must be limited to one per site per public street or road abutting the site;
 - despite paragraph (a), where the total length of any street boundary of a site exceeds 30 metres in length, one additional carriageway crossing may be permitted, provided that no two carriageway crossings are closer than 12 metres to each other;
 - the minimum and maximum widths of motor vehicle carriageway crossings must be in accordance with the table, titled "Width of motor vehicle carriageway crossings"; and
 - the minimum width of a panhandle access may not be less than 4 metres wide.

Width of motor vehicle carriageway crossings

Type of carriageway crossing	Minimum width	Maximum width
Single entrance or exit way	2,7 metres	4,0 metres
Combined entrance and exit way	5,0 metres	8,0 metres

Parking layout requirements

63.(1) The following parking layout requirements apply unless otherwise stated in this zoning scheme:

- (a) parking layout configurations, minimum dimensions and ramps to a parking area must be in accordance with this zoning scheme or an approved site development plan;
- (b) the layout of any parking area, except for parking in Single Residential Zone I and Single Residential Zone II, must ensure that vehicles can readily leave the site without reversing across the sidewalk, unless otherwise approved by the Municipality;
- (c) a tandem bay accommodating two motor vehicles is regarded as one bay for the purposes of this zoning scheme, except for single residential zones, where a tandem bay is regarded as two bays;
- (d) visitor parking bays must be clearly demarcated, readily visible and accessible to visitors, and preferably grouped together;
- (e) parking areas must be used for the parking of vehicles which are lawfully allowed on them, and any activity which causes an obstruction for vehicular traffic or pedestrian use of the sidewalk is prohibited;
- (f) parking areas must be constructed and maintained in a state suitable for the parking and movement of vehicles;
- (g) control of access to and reservation of parking bays or areas is not permitted unless written approval has been obtained from the Municipality, either through an approved site development plan or other written approval; and
- (h) despite paragraphs (a) to (g), the Municipality may lay down more restrictive requirements related to parking, site access or motor vehicle carriageway crossing, if it considers this to be necessary from a pedestrian or traffic safety point of view.

- (2) The Municipality may require an applicant to submit a parking layout plan indicating—
 - (a) the way in which it is proposed that motor vehicles park;
 - (b) the means of entrance and exit from parking areas;
 - (c) landscaping proposals; and
 - (d) construction details.

Parking for physically disabled

64.(1) The Municipality may require parking suitable for use by persons with physical disabilities to be provided on any land unit in order to ensure easy and convenient access for such persons to services and facilities generally open to the public and to residential uses.

- (2) In any parking facility serving the public, parking for persons with physical disabilities must be provided in accordance with the table entitled “Physically disabled accessible parking”.

Physically disabled accessible parking

Total no of parking bays	Required number of bays accessible to the physically disabled
1–50	1
51–100	2
101–150	3
151–200	4
For every additional 100 bays	1 additional parking bay

- (3) Parking for the physically disabled must comply with the following requirements:
- (a) parking bays must be a minimum of 3,7 metres in width and 5 metres in length;
 - (b) parking and access aisles must be level;
 - (c) parking bays must be located as near as possible to accessible building or site entrances, and must be located to provide convenient access to kerb ramps;
 - (d) each parking bay reserved for physically disabled persons must be marked on the parking surface with the international symbol for disabled accessibility;
 - (e) additional signage indicating the parking bay as reserved for exclusive use by persons with physical disabilities may be required by the Municipality; and
 - (f) if five or fewer parking bays are provided, at least one bay must be 4 metres wide and marked to provide a parking bay of 2,5 metres with an access aisle of 1,5 metres, but the bay need not be reserved exclusively for persons with physical disabilities.
- (4) Parking for persons with physical disabilities must count towards fulfilling off-street parking requirements.

Motorcycle and bicycle parking spaces

- 65.(1) The Municipality may require that parking be provided for motorcycles and bicycles.
- (2) For every 4 motorcycle and 6 bicycle parking spaces provided, a credit of 1 parking bay may be given towards applicable parking requirements, provided that—
- (a) the total credit may not exceed 10% of the parking bays required;
 - (b) the minimum dimension for a motorcycle space is 2,2 metres in length and 1 metre in width; and
 - (c) the minimum dimension for a bicycle space is 2 metres in length and 0,6 metres in width.
- (3) Signage, bollards and racks or other devices for storing bicycles and enabling motorcyclists to make use of the motorcycle and bicycle parking spaces must be installed.

Loading requirements

- 66.(1) Unless the Municipality grants approval to waive this requirement, loading bays must be provided in accordance with the table entitled "Minimum off-street loading bay requirements".

- (2) The Municipality may determine off-street loading requirements for uses not stipulated in the table.
- (3) The following minimum requirements apply to loading bays:
- (a) a loading bay must measure not less than 4,5 metres x 10 metres for perpendicular loading, and 2,5 metres x 12 metres for parallel loading;
 - (b) no carriageway crossing to be accessed by loading vehicles may be less than 3 metres in width, and no combined entrance and exit way may be less than 6 metres in width; and
 - (c) covered loading areas must have a minimum headroom of 3,7 metres.

Minimum off-street loading bay requirements

Land use	Floor area (m ²)	Number of loading bays
Offices	0–5 000	0
	5 001–15 000	1
	15 001–30 000	2
	Every additional 30 000 or part thereof	1 additional bay
Business premises other than offices, supermarket, industry	0–1 000	0
	1 001–2 500	1
	2 501–5 000	2
	5 001–10 000	3
	Every additional 10 000 or part thereof	1 additional bay
Supermarket	0–500	1
	501–1 000	2
	1 001 and greater	3 x requirements for business premises other than offices, supermarket, industry

**CHAPTER 10
REFUSE ROOMS AND SERVICE YARDS**

Refuse rooms

67. The Municipality may, for the purposes of collecting refuse, require the owner to install a refuse receptacle on a property and require the refuse receptacle to—
- (a) be of sufficient size to accommodate the refuse generated from the property for a period as may be specified;
 - (b) be located adjacent to a public street, or in a position which will provide acceptable access to a refuse collection vehicle;
 - (c) be designed in a manner that is architecturally compatible with the other structures on the property and will screen refuse bins from public view; and
 - (d) to comply with any other conditions or standard requirements that the Municipality may impose relating to access, health, pollution control, recycling, safety or aesthetics.

Service yards

- 68.**(1) The Municipality may require the owner to install a screened area providing utility services, including washing lines, for residential developments.
- (2) The utility services must—
- (a) be designed in a manner that is architecturally compatible with the other structures on the property and in the case of refuse bins must be screened from public view; and
 - (b) comply with any other conditions or standard requirements that the Municipality may impose relating to access, health, pollution control, safety or aesthetics.

SCHEDULE 1

USE ZONES TABLE

1	2	3
Zoning	Primary use	Consent use
AGRICULTURAL ZONES		
Agricultural Zone I (AZI)		
<p><i>The objective of this zone is to promote and protect agriculture on farms as an important economic, environmental and cultural resource. Limited provision is made for non-agricultural uses to provide rural communities with the opportunity to increase the economic potential of their properties, provided these uses do not present a significant negative impact on the primary agricultural resource.</i></p>	<p>Primary use</p> <ul style="list-style-type: none"> • Agriculture 	<p>Consent uses</p> <ul style="list-style-type: none"> • Abattoir • Additional dwelling units • Agricultural building > 2000m² or cumulative floor space of individual buildings >2000m² • Agricultural industry (>2000m²) • Airfield • Animal care centre • Aqua-culture • Camping site • Crèche • Farm shop • Farm grave yard • Freestanding base telecommunication station • Function venue • Guest house • Helicopter landing pad • Home care facility • Home lodging • Intensive Animal Farming • Market • Off-road trail • Plant nursery • Quarry • Renewable energy infrastructure on dedicated structure or carport • <u>Self-catering use of Agricultural Worker Accommodation</u> • Shooting range • Tourist facilities • Utility service

1	2	3
Zoning	Primary use	Consent use
Agricultural Zone II (AZII)		
<p>The objective of this zone is to accommodate larger residential properties, which may be used for limited agriculture, but primarily serve as places of residence for people who seek a rural lifestyle. Such properties are often found close to towns and villages, and new smallholding areas should only be permitted within an acknowledged, demarcated smallholding area.</p>	<p>Primary use</p> <ul style="list-style-type: none"> • Smallholding 	<p>Consent uses</p> <ul style="list-style-type: none"> • Animal care centre • Aqua-culture • Commune • Farm shop • Freestanding base telecommunication station • Guest house • Home care facility • Home lodging • Intensive animal farming • Intensive horticulture • Plant nursery • Quarry • Renewable energy infrastructure on dedicated structure or carport. • Rooftop base telecommunication station • Second dwelling (>60m²) • <u>Self-catering use of Agricultural Worker Accommodation</u> • Tourist facilities • Utility service
Agricultural Zone III (AZIII)		
<p>The purpose of this zone is to support the government's rural land development programme and provide for the establishment of worker accommodation outside conventional towns.</p>	<p>Primary use</p> <ul style="list-style-type: none"> • Agri-village 	<p>Consent uses</p> <ul style="list-style-type: none"> • Commune • Freestanding base telecommunication station • Renewable energy infrastructure on dedicated structure or carport • Rooftop base telecommunication station

1	2	3
Zoning	Primary use	Consent use
SINGLE RESIDENTIAL ZONES		
Single Residential Zone I (SRZI)		
<p>The objective of this zone is to provide for residential development where the predominant type of accommodation is a dwelling house for a single family, where each dwelling has its own land unit, and adequate outdoor space. Limited employment and additional accommodation opportunities are possible as primary or consent uses, provided that the dominant use of the property remains residential, and impacts of employment and additional accommodation uses do not adversely affect the quality and character of the surrounding residential environment.</p>	<p>Primary use</p> <ul style="list-style-type: none"> • Dwelling house 	<p>Consent uses</p> <ul style="list-style-type: none"> • Commune • Crèche • Guest house • Halfway house • Home care facility • Home lodging • House shop • Renewable energy infrastructure on dedicated structure or carport • Second dwelling (>60m²) • <u>Self-catering use of the dwelling house.</u> • Self-catering use of a second dwelling unit • <u>Student home use of a dwelling unit</u>

1	2	3
Zoning	Primary use	Consent use
Single Residential Zone II (SRZII)		
<p>The objective of this zone is to provide for upgrading and incremental housing from informal settlements to formal settlements and also to allow formal as well as informal housing types on a single erf. In recognition of the realities of poor and marginalised communities, development management provisions are not restrictive and local employment generation is encouraged within this zone.</p>	<p>Primary uses</p> <ul style="list-style-type: none"> • Dwelling house • Shelter 	<p>Consent uses</p> <ul style="list-style-type: none"> • Commune • Halfway house • Home care facility • Home lodging • House shop • Transitional relocation area • Small scale rental apartments • Renewable energy infrastructure on dedicated structure or carport • Second dwelling unit (>60m²) • <u>Self-catering use of the dwelling house.</u> • Self-catering use of a second dwelling unit • <u>Student home use of a dwelling unit</u>
GENERAL RESIDENTIAL ZONES		
General Residential Zone I (GRZI)		
<p>The objective of this zone is to encourage residential development of a medium density, with a coordinated design, and to accommodate group housing where special attention is given to aesthetics, architectural form and the inter-relationship between components of the group housing scheme. Group housing may be located in single residential areas in places where an increased density is desirable, including along main roads, near local shopping centres and other activity nodes, and also preferably near to public open spaces.</p>	<p>Primary use</p> <ul style="list-style-type: none"> • Group housing 	<p>Consent uses</p> <ul style="list-style-type: none"> • Commune • Flats • Home lodging • Renewable energy infrastructure on dedicated structure or carport • Retirement resort • <u>Self-catering use of a dwelling unit.</u> • <u>Student home use of a dwelling unit</u>

1	2	3
Zoning	Primary use	Consent use
General Residential Zone II (GRZII)		
<p>The objective of this zone is to encourage residential development of a greater density than for General Residential Zone I, while retaining the emphasis on design coordination and a modest scale in terms of height. This zone has particular location requirements, including proximity to transport and amenities, and should not be randomly located without due consideration of the availability of open space and community facilities. Town housing may be located in and around central business areas, near high density nodes and along activity axis including railway lines and main traffic routes, where flats are often found.</p>	<p>Primary use</p> <ul style="list-style-type: none"> • Town housing 	<p>Consent uses</p> <ul style="list-style-type: none"> • Commune • Flats • Renewable energy infrastructure on dedicated structure or carport • Retirement resort • <u>Self-catering use of a dwelling unit.</u> • <u>Student home use of a dwelling unit</u>
General Residential Zone III (GRZIII)		
<p>The objective of this zone is to promote higher density residential development. The dominant use within this zone must be residential, but limited mixed-use development is possible with the Municipality's consent. This zone has particular location requirements, including proximity to transport and amenities, and should not be randomly located without due consideration of the availability of open space and community facilities.</p>	<p>Primary use</p> <ul style="list-style-type: none"> • Flats 	<p>Consent uses</p> <ul style="list-style-type: none"> • Backpackers' lodge • Boarding house • Commune • Convenience shop • Renewable energy infrastructure on dedicated structure or carport • Retirement resort • Rooftop base telecommunication station • <u>Self-catering use of a dwelling unit.</u> • <u>Student home use of a dwelling unit.</u>

1	2	3
Zoning	Primary use	Consent use
General Residential Zone IV (GRZIV)		
<i>The objective of this zone is to provide a temporary residence for transient guests in an appropriately scaled establishment that may include a small conference/ training facility that also caters for business meetings and where lodging and meals are provided.</i>	Primary use <ul style="list-style-type: none"> • Guest lodge 	Consent uses <ul style="list-style-type: none"> • Backpackers' lodge • Camping site • Renewable energy infrastructure on dedicated structure or carport • Restaurant • Tourist facilities • Wellness centre
General Residential Zone V (GRZV)		
<i>The objective of this zone is to provide a temporary residence for transient guests, where lodging and meals are provided, and may include a restaurant and conference facilities. Outside towns it should only be considered in identified tourism areas or within resorts.</i>	Primary use <ul style="list-style-type: none"> • Hotel 	Consent uses <ul style="list-style-type: none"> • Backpackers' lodge • Gambling place • Renewable energy infrastructure on dedicated structure or carport. • Rooftop base telecommunication station • Shop
General Residential Zone VI (GRZVI)		
<i>The objective of this zone is to provide for residence that is dedicated for student lodging with communal facilities and limited ancillary uses.</i>	Primary use <ul style="list-style-type: none"> • Boarding Hostel 	Consent uses <ul style="list-style-type: none"> • Renewable energy infrastructure on dedicated structure or carport. • Rooftop base telecommunication station

1	2	3
Zoning	Primary use	Consent use
BUSINESS ZONES		
Business Zone I (BZI)		
<p><i>The objective of this zone is to provide for intensive business and mixed-use development with relatively few restrictions in order to promote urban vitality and economic growth.</i></p>	<p>Primary use</p> <ul style="list-style-type: none"> • Business premises 	<p>Consent uses</p> <ul style="list-style-type: none"> • Adult entertainment • Adult services • Adult shop • <u>Data centre</u> • Flats (on ground floor) • Freestanding base telecommunication station • Gambling place • Helicopter landing pad • Indoor sport facility • Motor repair garage • Open air motor vehicle display • Outdoor sport facility • Place of entertainment • Place of instruction • Place of worship • Renewable energy infrastructure on dedicated structure or carport • <u>Self-catering use of a flat.</u> • <u>Student home use of a flat.</u> • Transport use • Warehouse

1	2	3
Zoning	Primary use	Consent use
Business Zone II (BZII)		
<p><i>The objective of this zone is to provide for the retail sale of goods and services to the public.</i></p>	<p>Primary use</p> <ul style="list-style-type: none"> • Shop 	<p>Consent uses</p> <ul style="list-style-type: none"> • Adult shop • Animal hospital • Conference facility • Dwelling house • Flats (on ground floor) • Freestanding base telecommunication station • Liquor store • Open air motor vehicle display • Place of assembly • Place of instruction • Place of leisure • Place of worship • Renewable energy infrastructure on dedicated structure or carport • Restaurant • Rooftop base telecommunication station • <u>Self-catering use of a flat.</u> • <u>Student home use of a flat.</u> • Service station • Supermarket

1	2	3
Zoning	Primary use	Consent use
Business Zone III (BZIII)		
<p>The objective of this zone is to provide for low intensity commercial and mixed-use development that serves local neighbourhood needs for convenience goods and personal services. The development should be limited in scale and nature and capable of integration into the adjacent residential neighbourhood, without adversely affecting the amenity of the residential neighbourhood. While mixed use development is encouraged, care must be taken not to compromise business operations.</p>	<p>Primary use</p> <ul style="list-style-type: none"> • Neighbourhood shop 	<p>Consent uses</p> <ul style="list-style-type: none"> • Animal hospital • Dwelling house • Liquor store • Renewable energy infrastructure on dedicated structure or carport • Restaurant • Self-catering use of a flat. • Student home use of a flat. • Service trade • Supermarket
Business Zone IV (BZIV)		
<p>The objective of this zone is to provide an intermediate zone that may, if required, act as a buffer or interface between high- and medium-intensity business zones, and residential zones. Retail activities are limited to those which are ancillary to the dominant permitted uses, namely offices. In order to protect the amenity of adjacent residential areas, appropriate levels of landscaping and environmental management are required.</p>	<p>Primary use</p> <ul style="list-style-type: none"> • Offices 	<p>Consent uses</p> <ul style="list-style-type: none"> • Dwelling house • Flats • Institution • Place of assembly • Place of instruction • Place of leisure • Renewable energy infrastructure on dedicated structure or carport • Restaurant • Rooftop base telecommunication station • Shop • Supermarket

1	2	3
Zoning	Primary use	Consent use
Business Zone V (BZV)		
<p>The objective of this zone is to provide for large-scale regional retail facilities that exceed the floor area of shops and supermarkets aimed at the local market in general. These facilities may offer a diverse range of products under one roof and supply products to individuals as well as wholesale trade. These facilities may be developed as a power centre. Specific consideration should be given to the locality and placement of these facilities with consideration of their regional significance and accessibility as well as possible impact on existing nodal areas.</p>	<p>Primary use</p> <ul style="list-style-type: none"> • Big box retail 	<p>Consent uses</p> <ul style="list-style-type: none"> • Indoor sport facility • Outdoor sport facility • Place of entertainment • Place of leisure • Place of worship • Renewable energy infrastructure on dedicated structure or carport • Rooftop base telecommunication station • Shop • Warehouse
Business Zone VI (BZVI)		
<p>The objective of this zone is to provide opportunities in urban areas for service stations, motor repair garages and associated facilities that have specific vehicle access requirements and potential negative impacts on adjoining areas.</p>	<p>Primary use</p> <ul style="list-style-type: none"> • Service station 	<p>Consent uses</p> <ul style="list-style-type: none"> • Motor repair garage • Open air vehicle display • Renewable energy infrastructure on dedicated structure or carport • Shop • Truck stop • Truck stop accommodation

1	2	3
Zoning	Primary use	Consent use
INDUSTRIAL ZONES		
Industrial Zone 1 (IZI)		
<p><i>The objective of this zone is to accommodate industry uses and service trades that may be carried out without nuisance to other properties or the general public. These uses may be located next to business uses and in close proximity to residential areas, and do not present a potential negative impact on the character or amenity of such areas.</i></p>	<p>Primary use</p> <ul style="list-style-type: none"> • Light industry 	<p>Consent uses</p> <ul style="list-style-type: none"> • Adult entertainment • Adult services • Adult shop • Aqua-culture • Caretaker's quarters • Convenience shop • <u>Freestanding base telecommunication station</u> • Liquor store • Office • Place of entertainment • Place of leisure • Place of worship • Renewable energy infrastructure on dedicated structure or carport • Rooftop base telecommunication station • Truck stop • Truck stop accommodation

1	2	3
Zoning	Primary use	Consent use
Industrial Zone II (IZII)		
<p>The objective of this zone is to accommodate all forms of industry, except noxious trade and risk activity, in order to promote the manufacturing sector of the economy. Some allowance is made for non-industrial activities, but these should not compromise the general use of the area zoned for industry. It is accepted that the intensive nature of the industrial activity or the scale of the operation could generate some negative impact on adjacent properties.</p>	<p>Primary use</p> <ul style="list-style-type: none"> • Industry 	<p>Consent uses</p> <ul style="list-style-type: none"> • Abattoir • Adult entertainment • Adult services • Aqua-culture • Container site • Convenience shop • Crematorium • Helicopter landing pad • Indoor sport facility • Liquor store • Office • Place of entertainment • Place of leisure • Place of worship • Renewable energy infrastructure on dedicated structure or carport • Restaurant • Scrap yard • Truck stop • Truck stop accommodation
Industrial Zone III (IZIII)		
<p>The objective of this zone is to provide for industries that are noxious in respect of smell, product, waste or other objectionable consequence of their operation, or carry a high risk in the event of fire or accident. While other uses are permitted with consent, the Municipality must ensure there is sufficient capacity for noxious trade in the limited areas suitable for this zone. A noxious trade should not be located close to residential areas.</p>	<p>Primary use</p> <ul style="list-style-type: none"> • Noxious trade 	<p>Consent uses</p> <ul style="list-style-type: none"> • Container site • Convenience shop • Helicopter landing pad • Industry • Liquor store • Motor repair garage • Renewable energy infrastructure on dedicated structure or carport • Scrap yard • Service station • Transport use

1	2	3
Zoning	Primary use	Consent use
Industrial Zone IV (IZIV)		
The objective of this zone is to provide for the use of land for the extraction of minerals and raw materials and, to a limited extent, associated business operations. This zone is intended for operations of a more permanent nature as opposed to temporary, short-term mining or prospecting activities.	Primary use <ul style="list-style-type: none"> • Mine 	Consent uses <ul style="list-style-type: none"> • Industry • Renewable energy infrastructure on dedicated structure or carport
COMMUNITY ZONES		
Community Zone I (CZI)		
The objective of this zone is to provide for educational facilities of all kinds, but controlled provision is made for other compatible community uses.	Primary use <ul style="list-style-type: none"> • Place of instruction 	Consent uses <ul style="list-style-type: none"> • Conference facility • Freestanding base telecommunication station • Institution • Place of assembly • External use of any facilities for recreational or commercial purposes (pre-school or school) • Renewable energy infrastructure on dedicated structure or carport • Rooftop base telecommunication station
Community Zone II (CZII)		
The objective of this zone is to provide for places where communities can congregate and worship according to the custom of their specific faith or religion.	Primary use <ul style="list-style-type: none"> • Place of worship 	Consent uses <ul style="list-style-type: none"> • Cemetery • Institution • Place of instruction • Renewable energy infrastructure on dedicated structure or carport • Rooftop base telecommunication station • Wall of remembrance

1	2	3
Zoning	Primary use	Consent use
Community Zone III (CZIII)		
<i>The objective of this zone is to provide for a wide range of health facilities.</i>	Primary use <ul style="list-style-type: none"> • Institution 	Consent uses <ul style="list-style-type: none"> • Correctional facility • Renewable energy infrastructure on dedicated structure or carport • Rooftop base telecommunication station
RESORT ZONE		
Resort Zone (RZ)		
<i>The objective of this zone is to promote tourist and holiday facilities in areas with special environmental or recreational attributes, and to encourage general public access to these facilities. At the same time, care should be exercised to minimise potential negative impacts of development on fragile environments. The guiding principle should be that a resort must not detract from the amenity that attracted the holiday facilities in the first place, nor should it cause a public nuisance for other people living and working in the vicinity. This zone should only be used in exceptional cases and is normally applicable to tourist developments outside established, built-up areas.</i>	Primary use <ul style="list-style-type: none"> • Tourist accommodation establishment 	Consent uses <ul style="list-style-type: none"> • Conference facility • Freestanding base telecommunication station • Function venue • Gambling place • Hotel • Indoor sport facility • Off-road trail • Outdoor sport facility • Place of leisure • Renewable energy infrastructure on dedicated structure or carport • Rooftop base telecommunication station • Tourist facilities • Wellness centre

1	2	3
Zoning	Primary use	Consent use
OPEN SPACE ZONES		
OPEN SPACE ZONE I (OSZI)		
<p>The objective of this zone is to provide for active and passive recreational areas on public land, in order to promote recreation, and enhance the aesthetic appearance of an area.</p>	<p>Primary use</p> <ul style="list-style-type: none"> Public open space 	<p>Consent uses</p> <ul style="list-style-type: none"> Air and underground rights Cemetery Environmental facilities Informal trading Market Renewable energy infrastructure on dedicated structure or carport Tourist facilities Urban agriculture Utility service
OPEN SPACE ZONE II (OSZII)		
<p>The objective of this zone is to provide for private active and passive recreational areas, in order to promote recreation and enhance the aesthetic appearance of an area.</p>	<p>Primary use</p> <ul style="list-style-type: none"> Private open space 	<p>Consent uses</p> <ul style="list-style-type: none"> Cemetery Tuck shop Environmental facilities Function venue Informal trading Plant nursery Renewable energy infrastructure on dedicated structure or carport Restaurant Sports and recreation centre Tourist facilities Urban agriculture Utility service Wellness centre

1	2	3
Zoning	Primary use	Consent use
OPEN SPACE ZONE III (OSZIII)		
<p>The objective of this zone is to provide for the conservation of natural resources in areas that have not been proclaimed as nature areas (non-statutory conservation), in order to sustain flora and fauna and protect areas of undeveloped landscape including woodlands, ridges, wetlands and the coastline. A range of consent uses is provided to supplement and support the main objective of this zone.</p>	<p>Primary use</p> <ul style="list-style-type: none"> • Nature conservation area 	<p>Consent uses</p> <ul style="list-style-type: none"> • Conference facilities • Environmental facilities • Freestanding base telecommunication station • Function venue • Harvesting of natural resources • <u>Off-road trail</u> • Renewable energy infrastructure on dedicated structure or carport • Rooftop base telecommunication station • Tourist accommodation establishment • Tourist facilities • Tuck shop • Utility service • Wellness centre
OPEN SPACE ZONE IV (OSZIV)		
<p>The objective of this zone is to provide for the conservation of natural resources in areas that have been proclaimed as nature areas (statutory conservation), in order to sustain flora and fauna and protect areas of undeveloped landscape including woodlands, ridges, wetlands and the coastline. A range of consent uses is provided to supplement and support the main objective of this zone.</p>	<p>Primary use</p> <ul style="list-style-type: none"> • Nature reserve 	<p>Consent uses</p> <ul style="list-style-type: none"> • Conference facility • Freestanding base telecommunication station • Function venue • <u>Off-road trail</u> • Renewable energy infrastructure on dedicated structure or carport • Rooftop base telecommunication station • Tourist accommodation establishment • Tourist facilities • Tuck shop • Utility service • Wellness centre

1	2	3
Zoning	Primary use	Consent use
TRANSPORT ZONES		
TRANSPORT ZONE I (TZI)		
<p>The objective of this zone is to reserve land for transportation systems, excluding public streets, but including all other transport undertakings.</p>	<p>Primary use</p> <ul style="list-style-type: none"> • Transport use 	<p>Consent uses</p> <ul style="list-style-type: none"> • Air and underground rights • Airfield • Airport • Business premises • Conference facility • Container site • Freestanding base telecommunication station • Helicopter landing pad • Hotel • Industry • Informal trading • Market • Motor repair garage • Outdoor trading and dining • Renewable energy infrastructure on dedicated structure or carport • Service station • Warehouse
TRANSPORT ZONE II (TZII)		
<p>The objective of this zone is to provide for public streets, whether constructed or still to be constructed, as well as infrastructure associated with public streets. Provision is also made for the temporary use of the land unit for other purposes as may be approved by the Municipality.</p>	<p>Primary use</p> <ul style="list-style-type: none"> • Public street 	<p>Consent uses</p> <ul style="list-style-type: none"> • Air and underground rights • Market • Multiple parking garage • Outdoor trading and dining • Renewable energy infrastructure on dedicated structure or carport

1	2	3
Zoning	Primary use	Consent use
TRANSPORT ZONE III (TZIII)		
<i>The objective of this zone is to provide private roads that is privately owned and does not vest in the Municipality or any other organ of state, for the passage or parking of motor vehicles.</i>	Primary use <ul style="list-style-type: none"> Private road 	Consent uses <ul style="list-style-type: none"> Outdoor trading and dining Renewable energy infrastructure on dedicated structure or carport
UTILITY ZONE		
UTILITY ZONE (UZ)		
<i>The objective of this zone is to reserve land for uses that do not fall into another zoning category and that is normally undertaken by national, provincial and municipal government agencies including utility services and substations. Some flexibility for the use of land and development parameters is provided.</i>	Primary use <ul style="list-style-type: none"> Utility service 	Consent uses <ul style="list-style-type: none"> Renewable energy infrastructure on dedicated structure or carport

1	2	3
Zoning	Primary use	Consent use
AUTHORITY ZONE		
AUTHORITY ZONE (AZ)		
	Primary use <ul style="list-style-type: none"> Authority use 	Consent uses <ul style="list-style-type: none"> Renewable energy infrastructure on dedicated structure or carport
UNDETERMINED ZONE		
UNDETERMINED ZONE (UNZ)		
<p>The objective of this zone is to enable the Municipality to defer a decision regarding a specific land use and development management provisions until the circumstances affecting the land unit have been properly investigated; or until the owner of the land makes an application for rezoning; or a zoning determination is made by the Municipality. The objective of this zone is furthermore to create a zone to which land could revert back to when rights under current zonings, other than Single Residential Zone I, were not exercised, especially in cases where changes in the planning context occurred since the current zoning was granted.</p>	Primary use <ul style="list-style-type: none"> None 	Consent uses <ul style="list-style-type: none"> None

RECORD OF AMENDMENTS

PAGE DESCRIPTION OR NUMBER	DATE OF LATEST ISSUE

SCHEDULE 2

LAND USE DESCRIPTIONS AND DEVELOPMENT PARAMETERS

“abattoir”

Land use description: “*abattoir*” is a place where animals are commercially slaughtered and prepared for distribution to butchery shops and food markets but does not include the processing of any animal products.

Development parameters:

The development parameters applicable to “industry” apply, as well as those applicable to “agricultural industry” when an abattoir is located on a farm.

“additional dwelling unit”

Land use description: “*additional dwelling unit*” is a dwelling unit that may be erected on an agricultural land unit with the approval of a consent use by the Municipality, in addition to a primary dwelling house or agricultural worker accommodation for *bona fide* agricultural workers, or both, provided that—

- (a) additional dwelling units can be allowed at a ratio of one additional dwelling unit per 10 ha, calculated on the basis of all additional dwelling units on the agricultural land unit, up to a maximum of five (5) additional dwelling units per agricultural land unit; with the exception of one additional unit that can be allowed in all cases as a consent use, irrespective of the size of the agricultural land unit; and
- (b) no alienation of additional dwelling units will be permitted whether by cadastral subdivision or sectional title.
- (c) an additional dwelling unit may be used as a self-catering unit for tourist accommodation;
- (d) Any reference to an alternative structure such as, but not limited to, chalets, eco-pods, eco-domes, or permanent tented structures will be regarded as additional dwelling units.

Development parameters:

The development parameters applicable to “agriculture” apply, together with the following additional development parameters for “additional dwelling units”. Additional dwelling units may be erected with the consent of Municipality provided that—

- (a) the total floor space of an additional dwelling unit including the floor space in all ancillary buildings to the additional dwelling, may not exceed 175 m²;
- (b) an additional dwelling unit must be constructed in a style that is similar to the architecture of the main dwelling house, unless otherwise permitted by the Municipality;
- (c) an additional dwelling unit that is a separate structure to a dwelling house may not exceed a height of 6,5 metres to the top of the roof;
- (d) an additional dwelling unit that is contained within the same building as a dwelling house must be designed so that the building appears to be a single dwelling house; provided that both units may have a ground floor, or one unit may be on the ground floor and the other unit above and;
- (e) the development of new additional dwelling units may not result in any adverse impact on viable agricultural land, resources or activities and should be located and clustered together with existing compound of agricultural buildings.

“adult entertainment”**Land use description:** “adult entertainment”—

- (a) means the use of property for adult film theatres or strip clubs where sexually explicit, live or recorded shows are displayed; and
- (b) does not include adult services or an adult shop.

Development parameters:

The development parameters applicable to “business premises” apply.

“adult services”**Land use description:** “adult services”—

- (a) means the use of property for massage parlours or escort agencies where sexually orientated personal services are provided, unless the services form part of a medical or therapeutic service provided by a registered medical practitioner or similar registered professional person; and
- (b) does not include adult entertainment or an adult shop.

Development parameters:

The development parameters applicable to “business premises” apply.

“adult shop”**Land use description:** “adult shop”—

- (a) means the use of property exclusively for the retail sale of pornographic, sexually explicit or erotic material, whether or not the material is displayed for sale, unless the material forms part of a medical or therapeutic service provided by a registered medical practitioner or similar registered professional person; and
- (b) does not include adult entertainment or adult services.

Development parameters:

The development parameters applicable to “business premises” apply.

“agricultural building”**Land use description:** “agricultural building” means any building or structures normally erected and/or used in direct connection with and ancillary to the reasonable and normal farming operations on a farm, and:

- (a) includes amongst others packing sheds, implement stores, produce storage, farm office, staff facilities, and/or cold stores;
- (b) excludes abattoirs, agricultural industry buildings, and agricultural worker accommodation,
- (c) an agricultural building may not be subdivided, alienated via a registered lease, or sectionalised.

Development parameters:

The development parameters applicable to “agriculture” apply with the following additional development parameters:

- (i) Agricultural buildings may, subject to prior approval of an associated site development plan, be erected on a property provided that where the coverage of any single building exceeds 2000m² a consent use approval shall be required.
- (ii) If the development of separate agricultural buildings is simultaneously pursued and which agricultural buildings will result in a cumulative coverage that exceeds 2000 m² a consent use application shall be required.

- (iii) The Municipality may require information related to the need for the agricultural buildings to confirm the scale of the agricultural buildings is commensurate with the farming activities on the land unit concerned.
- (iv) Should agricultural buildings on one land unit serve a farm which consists of more than one land unit, the Municipality may, in their sole opinion, require that land units be notarially tied to prevent the separate sale thereof, before approving the building plan on a specific land unit.
- (v) An agricultural building may not be converted to any non-agricultural use such as tourist facilities within 5 years following its completed erection and the issuing of the associated certificate of occupancy.
- (vi) When the need arise for an agricultural building following the conversion of an existing agricultural building to a non-agricultural use such as tourist facilities, a new agricultural building may not be erected to replace such former agricultural building within 5 years from date of the approved building plan and the issuing of the associated certificate of occupancy for such conversion, and the former agricultural building must be converted back to its original use to prioritized the agricultural use.

“agricultural industry”

Land use description: “*agricultural industry*”—

- (a) means an enterprise for the processing of agricultural products of which the majority of the products is sourced from that land unit and if not produced on that land unit, then from the land units farmed by the owners of the enterprise with a minority of the products sourced from the surrounding or nearby farms;
- (b) includes a dairy, distillery, micro- brewery, the bottling of water from a natural source on the farming unit, a saw mill and a winery;
- (c) may include ancillary uses such as storage, staff facilities, and/ or administrative offices;
- (d) does not include an abattoir; and
- (e) may not be subdivided, alienated via a registered lease, or sectionalised.

Development parameters:

Development parameters applicable to “agriculture” apply with the following additional development parameters:

- (i) Agricultural industry buildings may, subject to prior approval of an associated site development plan, be erected on a property provided that the coverage of the agricultural industry building, inclusive of all roofed structures associated with the agricultural industry, does not exceed 2000m².
- (ii) Agricultural industry buildings where coverage exceeds 2000 m² shall require a consent use approval.
- (iii) The Municipality may require information about produce, yields and production capacity and any other relevant information to confirm the scale of the proposed building is commensurate with the farming activities on the land unit concerned.
- (iv) The agricultural industry shall remain subservient to the agricultural activities on the farm or farm enterprise.
- (v) Other farm owners in the surrounding area may also supply produce to the agricultural industry provided that the land use description is generally complied with.
- (vi) Any agricultural industry that is not situated on the same agricultural unit(s) where the products are grown/produced, may require that such agricultural unit(s) be notarially tied to the land unit where the products are sourced.

- (vii) An agricultural industry may not be subdivided, alienated via a registered lease, or sectionalised.
- (viii) A building erected for the purpose of an agricultural industry may not be converted to any non-agricultural use such as tourist facilities within 5 years following its completed erection and the issuing of the associated certificate of occupancy.

“agricultural worker accommodation”

Land use description: “*agricultural worker accommodation*” means –

- (a) accommodation provided for *bona fide* agricultural workers;
- (b) includes accommodation for labourers and farm managers, as determined by the Municipality based on the extent of the *bona fide* agricultural activities on the land unit; and
- (c) may not be subdivided, alienated via a registered lease, or sectionalised.

Development parameters:

The development parameters applicable to “agriculture” apply with the following additional development parameters:

- (a) Agricultural worker accommodation may only be provided as approved in terms of a site development plan.
- (b) the number of units must be reasonably connected to the *bona fide* agricultural activities on the land unit; and
- (c) the units must be clustered relative to the farming activities and other agricultural buildings.
- (d) Where associated with an agricultural worker accommodation unit, agricultural worker accommodation may only be used for the accommodation of one family as defined.
- (e) One of the occupants of each of the agricultural worker accommodation units shall be permanently employed in connection with the farming activities on the land unit concerned.
- (f) Each agricultural worker accommodation unit may not exceed a total floor area of 120 m², including all outbuildings.
- (g) If agricultural worker accommodation units are required which exceed a total floor area of 120 m², including all outbuildings, the provision of additional dwelling units will apply.
- (h) Existing agricultural worker accommodation which have been built prior to the commencement of this zoning scheme bylaw, and are no longer required for its intended purpose and are still fit for occupancy and not dilapidated, may, with the consent of the Municipality as provided, be used as a self-catering unit.
- (i) Agricultural worker accommodation which have been permitted to be used as a self-catering unit may not be enlarged, relocated or altered in any way which would not permit it to be reverted to its original use as agricultural worker accommodation.
- ~~(j) Agricultural working accommodation may not be converted to any non-agricultural use such as tourist accommodation within 5 years following its completed erection and the issuing of the associated certificate of occupancy.~~
- ~~(j) A consent use to permit that agricultural working accommodation be used as a self-catering unit may not be granted within 5 years following the completed erection and the issuing of the associated certificate of occupancy for the subject agricultural worker accommodation unit.~~
~~If a consent use permitted any former agricultural worker accommodation were converted to other land uses in the past, no new agricultural worker~~

~~accommodation units will be permitted, and the former agricultural worker accommodation must be reverted for such use.~~

- (k) Where former agricultural worker accommodation was permitted to be used as a self-catering unit in accordance with a consent use, no new agricultural worker accommodation units will be permitted, and if required, the consent use for the self-catering unit will be withdrawn and the subject dwelling units must revert for such use as agricultural worker accommodation.

“agriculture”

Land use description: “agriculture” means the cultivation of land for raising crops and other plants, including plantations, fungi and algae, the keeping and breeding of animals, birds or bees, game farming, or natural veld, and—

- (a) includes—
- (i) the harvesting, cooling, storing, sorting, packing and packaging of agricultural produce grown on that land unit and surrounding or nearby farms;
 - (ii) harvesting of natural resources limited to living organisms for delivery to the market;
 - (iii) agricultural buildings or infrastructure that are reasonably connected with the main farming activities, including one dwelling house, bona fide agricultural worker accommodation and rooftop base telecommunication stations;
 - (iv) linear infrastructure;
 - (vi) agricultural industry <2000m²;
 - (vii) intensive horticulture; and
- (b) does not include aquaculture; an abattoir, a farm shop, intensive animal farming, an animal care centre, any mining activity, utility services and renewable energy infrastructure for commercial purposes.
- (c) Portions of buildings or land in this zone may not be alienated via a registered lease, or sectionalised.

Development parameters:

The following development parameters apply:

(a) Building lines

- (i) 10 metres from any boundary in respect of properties smaller than 2 hectares;
- (ii) 20 metres from any boundary in respect of properties smaller than 4 hectares; and
- (iii) 30 metres from any boundary in respect of properties larger than 4 hectares.

(b) Height

- (i) The height of a dwelling house may not exceed 6 metres to the wall plate in all cases and 8,5 metres to the ridge of the roof in the case of a pitched roof.
- (ii) Agricultural buildings and agricultural industry buildings other than dwelling houses may not exceed a height of 15 metres to the top of the roof.

- (iii) Earth banks and retaining structures that are in the opinion of Municipality associated with *bona fide* agricultural activities are exempt from the general provisions in this regard in this By-law.
- (c) **Site development plan**
 - (i) For any development in this zone, as well as any part of the land not zoned Agriculture, a site development plan must be submitted to the Municipality for its approval.
 - (ii) After the commencement of this scheme, and prior to the erection of any new buildings or alterations to existing buildings or the conversion of any existing buildings to a new land use, a site development plan shall be submitted for a farm or farm enterprise.
- (d) **Farm shop, resort shop**
Where a farm shop and a resort shop are operated from the same property the combined floor area of the farm shop and resort shop may not exceed 100m².
- (e) **Agricultural Industry**
In addition to the above parameters the following apply:
 - (i) the agricultural industry does not exceed a coverage and/ or total floor area of 2 000m²; and
 - (ii) the parking requirements for "industry" apply.
- (f) **Non-Agricultural uses**
 - (i) The cumulative coverage and/ or total floor space of all non-agricultural uses such as uses associated with tourism, but excluding additional dwelling units, may not exceed the lesser limit of 5% or to a maximum of 2000m² of the size of the farm unit.
 - (ii) Any non-agricultural uses must remain subservient to the agricultural use and be associated with and complementary to the existing nature and scale of the present farming activities.

"agri-village"

Land use description: "agri-village" means a private settlement of restricted size, established and managed by a legal institution that is situated within an agricultural area and where residence is restricted to bona fide agricultural workers and their dependents of the farms involved in the development. Security of tenure does not include right of ownership but can include a Trust or Communal Property Association ~~or Sectional Title~~. The development of agri-villages represents a partnership between farmer, agricultural worker and state.

Development parameters:

- (a) The Municipality must require a site development plan for an agri-village.
- (b) The site development plan as approved by the Municipality constitutes the development parameters.
- (c) The provisions for a site development plan in this By-law apply.

"air and underground rights"

Land use description: "air and underground rights" means any use right that may be approved by the Municipality for the development of a defined space above or below a public street, open space, railway line or any other land utilised for transport purposes.

Development parameters:

- (a) The Municipality must require a site development plan for air and underground rights.
- (b) The site development plan as approved by the Municipality constitutes the development parameters.
- (c) The provisions for a site development plan in this By-law apply.
- (d) The Municipality may approve a consent use for air or underground rights if—
 - (i) the consent use does not compromise the intended primary use of the land;
 - (ii) an agreement defining the extent of rights, time period, compensation, ownership and maintenance obligations relating to the property is concluded between the parties concerned and is approved by the Municipality;
 - (iii) a servitude in respect of the air or underground rights is registered over the land concerned; and
 - (iv) the Municipality is satisfied that structural components, clearance and operational characteristics are sufficient to ensure safe and efficient operation of the street, road or parking.

“airfield”

Land use description: “*airfield*” means runways and associated buildings for the take-off and landing of light aircraft.

Development parameters:

- (a) The Municipality must require a site development plan for an airfield.
- (b) The site development plan as approved by the Municipality constitutes the development parameters.
- (c) The provisions for a site development plan in this By-law apply.

“airport”

Land use description: “*airport*” means a complex comprising aircraft runways and associated buildings for the take-off and landing of civilian aircraft and facilities for the handling and storage of air freight and includes land uses ancillary to airports, and includes—

- (a) a restaurant;
- (b) a clubhouse

Development parameters:

The development parameters applicable to “transport use” and “business premises” apply, provided that a site development plan must be submitted to the Municipality for its approval.

“animal care centre”

Land use description: “*animal care centre*” means a place for the care of pets and animals, operated on either a commercial or a welfare basis, and includes—

- (a) boarding kennels;
- (b) animal clinic and
- (c) pet training centres.

Development parameters:

The development parameters applicable to “agriculture” apply.

“animal clinic”

Land use description: “*animal clinic*” means land and buildings used for the treatment, care and operations on animals and may include the sale of veterinary medicines and specialised animal food and ancillary animal products but does not include overnight facilities.

Development parameters:

Development parameters applicable to primary land use applies.

“animal hospital”

Land use description: “*animal hospital*” means land and buildings used for the treatment, care and operations on animals and may include the sale of veterinary medicines and specialised animal food and ancillary animal products with overnight facilities for animals.

Development parameters:

Development parameters applicable to the primary land use applies.

“aqua-culture”

Land use description: “*aqua-culture*” means the breeding, for commercial purposes, of water flora or fauna in artificially constructed dams or holding tanks, or suspended from floating supports in natural water bodies.

Development parameters:

The development parameters applicable to “agriculture” apply.

“authority use”

Land use description: “*authority use*” means a use which is practised by or on behalf of an organ of state and that cannot be classified or defined under other uses in this zoning scheme, and includes a use practised by—

- (a) the national government, including a military centre or installation, police station or correctional facility;
- (b) the provincial government, including a road station or road camp;
- (c) the Municipality, including a fire service or a municipal depot with related uses, including limited accommodation for staff who are required to be on standby for emergencies; and
- (d) a foreign government including an embassy or consulate, but does not include a dwelling house when the dominant use is for living accommodation of foreign diplomatic personnel.

Development parameters:

The development parameters and additional provisions as approved by the Municipality according to the site development plan apply to every site, use and type of building.

“backpackers’ lodge”

Land use description: “*backpackers’ lodge*” means a building where affordable accommodation is provided for backpacker tourist per bed and not per bedroom, and includes the services ordinarily related to such accommodation, including the provision of meals or the use of communal facilities, and includes a youth hostel.

Development parameters:

The development parameters applicable to “guest lodge” apply.

“bed and breakfast establishment”

Land use description: “*bed and breakfast establishment*” means a dwelling house, second dwelling or additional dwelling unit—

- (a) in which the owner or occupant of the dwelling supplies accommodation and meals for compensation to transient guests who have permanent residence elsewhere; and
- (b) provided that the dominant use, structure and design of the dwelling house concerned remains for the living accommodation of a single family.

Development parameters:

The development parameters applicable to “dwelling house”, “second dwelling” and “additional dwelling unit” apply.

The following further parameters apply:

- (a) no more than two rooms per land unit may be used for bedroom accommodation for paying guest, and no more than four paying guest per land unit may be supplied with accommodation or meals at any time;
- (b) the requirement in paragraph (a) is also applicable where a land unit contains both a bed and breakfast establishment and rooms that are available for letting to lodgers;
- (c) the owner of a bed and breakfast establishment must live on the property and inform the Municipality in writing before the establishment opens for business;
- (d) a register of guests must be kept, and completed when rooms are let;
- (e) any new structure or alteration to the property related to its use as a “bed and breakfast establishment” must be compatible with the residential character of the area, particularly with regard to the streetscape or rural character on a farm, and must be capable of reverting to use as part of the dwelling house, second dwelling, additional dwelling unit or outbuilding concerned;
- (f) no more than three employees may be employed in activities related to the bed and breakfast establishment;
- (g) no alcoholic beverages may be served except to resident guests for consumption on the premises;
- (h) guest rooms may not be converted to, or used as, separate self-catering dwelling units;
- (i) meals may only be supplied to guests who are accommodated on the property, employees, and the family residing in the dwelling;
- (j) in the absence of a Municipal policy or by-law on outdoor advertising and signage, no advertising sign may be displayed other than a single un-illuminated sign or notice not projecting over a public street and not exceeding 1 m² in area;
- (k) no weddings, receptions, conferences, training or similar activities are permitted in a bed and breakfast establishment;
- (l) no activities that constitute, or are likely to constitute, a source of public nuisance may be carried out; and
- (m) on-site parking must be provided in accordance with the provisions of this By-law; provided that the Municipality may at any stage require additional on-site parking if, in the opinion of the Municipality, the bed and breakfast establishment does not have enough parking.

“big box retail”

Land use description: “big box retail” means large buildings with footprints larger than 2 000 m² per enterprise, where the nature of the retail business is typified by attracting customers with low prices or large selections or both low prices and large selections, with large floor space and high volume sales, and may include a restaurant that is ancillary to the main use.

Development parameters:**(a) Coverage**

Coverage must be in accordance with the site development plan approved by the Municipality.

(b) Floor factor

The maximum floor factor is 2.

(c) Height

- (i) The highest point of a building may not exceed 10 metres to the top of the roof.
- (ii) The general provisions regarding earth banks and retaining structures in this By-law apply.

(d) Building lines

- (i) The street building line is at least 10 metres.
- (ii) Side and rear building lines are 0 metres or at least 10 metres if the site abuts any single residential zone or general residential zone.
- (iii) The general building line encroachments in this By-law apply.

(e) Parking, access and loading space

Parking, access and loading space must be provided on the land unit in accordance with this By-law.

(f) Refuse room

A refuse room must be provided on the land unit in accordance with this By-law.

“boarding hostel”

Land use description: “boarding hostel” means a place which provides accommodation in rooms or dormitories for students attending a place of instruction and is managed by or on behalf of the particular educational institution with which it is associated, or by a private institution for such purpose, and includes communal facilities directly associated with the main use.

Development parameters:

Development parameters applicable to “place of instruction” apply, or as may be determined by the Municipality if developed privately.

“boarding house”

Land use description: “boarding house” means a building where lodging is provided by a resident owner or manager, and includes ancillary communal cooking, dining and other communal facilities for the use of lodgers, together with outbuildings that are normally used in connection with a boarding house and—

- (a) includes a building in which rooms are rented for residential purposes, and
- (b) does not include a hotel, guest house of guest lodge, dwelling house, second dwelling, home for the aged, a residential facility for handicapped persons or orphans, backpackers' lodge or group house.

Development parameters:**(a) Coverage**

The maximum coverage is 60%.

(b) Floor factor

The floor factor may not exceed 1.

(c) Height

(i) The highest point of a building may not exceed 15 metres to the top of the roof.

(ii) The general provisions regarding earth banks and retaining structures in this By-law apply.

(d) Building lines

(i) The street building line is at least 5 metres.

(ii) Side and rear building lines are at least 4,5 metres.

(iii) The general building line encroachments in this By-law apply.

(e) Parking and access

Parking and access must be provided in accordance with this By-law.

(f) Screening

The Municipality may require screening in accordance with this By-law.

(g) Site development plan

The Municipality may require a site development plan to be submitted for its approval.

(h) Open space

(i) Every boarding house must have access on the land unit to an outdoor living area that may include private or communal open space, but excludes roads, service yards and parking areas.

(ii) An outdoor living area of at least 10% of the total erf area must be provided.

(iii) The outdoor living area(s) must be of reasonable proportions and location, to the satisfaction of the Municipality, to allow for leisure or recreational use by residents, and may include open courtyards within the complex.

(i) Service yard

A service yard must be provided on the land unit in accordance with this By-law.

(j) Refuse room

A refuse room must be provided on the land unit in accordance with this By-law.

“builder’s yard”

Land use description: “*builder’s yard*” means a property used for the storage of material and equipment that—

(a) is required for or is normally used for construction work;

(b) was obtained from demolitions of structures or excavations of ground; or

(c) is necessary for, or is normally used for land development, including storage of material used for building roads, installing essential services, or for any other construction work, whether for public or private purposes.

Development parameters:

The development parameters applicable to “industry” apply.

“business premises”

Land use description: “business premises” means a property from which business is conducted and—

- (a) includes a shop, big box retail, supermarket, restaurant, liquor store, plant nursery, office, funeral parlour, financial institution and building for similar uses, place of assembly, place of leisure, institution, hotel, hospital, animal hospital, conference facility, rooftop base telecommunication station, and multiple parking garage;
- (b) includes also the following land uses above ground floor:
 - (i) flats;
 - (ii) caretaker's quarters;
 - (iii) backpackers' lodge;
 - (iv) youth hostel;
 - (v) boarding houses; and
- (c) does not include a place of entertainment, gambling place, motor repair garage, industry, noxious trade, risk activity, adult entertainment.

Development parameters:

The following development parameters apply:

- (a) **Coverage**
The maximum coverage for all buildings on a land unit is 100%.
- (b) **Street centre line setback**
The Municipality may require a street centre line setback, in which case all buildings or structures on a land unit must be set back at least 8 metres from the centre line of the abutting public street or streets.
- (c) **Floor factor**
The maximum floor factor on the land unit is 3, but may be departed from if item (h) of these development parameters is complied with.
- (d) **Height**
 - (i) The highest point of a building may not exceed 15 metres to the top of the roof.
 - (ii) The general provisions regarding earth banks and retaining structures in this By-law apply.
- (e) **Building line**
 - (i) The street building line is 0 metres.
 - (ii) Side and rear building lines are 0 metres, provided that the Municipality may lay down common building lines in the interest of public health and safety or in order to enforce any other law or right.
 - (iii) Minor architectural and sunscreen features may project beyond the street boundary building line, provided that such features do not project more than 250 millimetres beyond the street boundary.
- (f) **Hotel floor space concession**
Where it is proposed to erect a hotel of at least 30 bedrooms in terms of this use right, the development parameters applicable to “hotel” apply.
- (g) **Canopy or balcony projection**
The Municipality may require, and may approve, a canopy or balcony projection over the street boundary in accordance with the following conditions:
 - (i) the canopy or balcony may not project closer than 500 millimetres to a vertical plane through the kerb line or proposed kerb line;
 - (ii) no portion of a canopy or balcony projection may be less than 2,8 metres above the pavement;
 - (iii) the Municipality may lay down more restrictive requirements relating to the dimensions, design and materials of the canopy or balcony; and

- (iv) the owner must enter into an encroachment agreement with the Municipality.
- (h) **Public pedestrian footway along street boundary**
 If the owner provides on the land unit a public pedestrian footway that is accessible to the public at all times of at least 3 metres wide, next to a building situated alongside the street boundary, with a pavement that ties in with the street pavement, then, in recognition of the urban design contribution to the street environment, the floor factor of the building may be increased by twice the area of the public pedestrian footway. Canopies for the pavement may be permitted subject to the required building plan approval.
- (i) **Street corners**
 The Municipality may require the owner of a building to be situated at a public street corner, and where the Municipality considers the street corner to be significant, to incorporate in the building architectural features that focus visual interest on the corner and emphasise the importance of pedestrian movement around the corner. The architectural features may include building cut-offs, walkthrough covered arcades, plazas or other elements.
- (j) **Parking and access**
 - (i) Parking and access must be provided on a land unit in accordance with this By-law, except in a case where the Municipality has approved alternative parking supply under section 59(1).
 - (ii) Except with the approval of the Municipality, no parking bays at ground floor level on a land unit, either outside or within a building, may be located closer than 10 metres to a street boundary in order to enhance amenity at street level.
- (k) **Loading**
 Loading bays must be provided on the land unit in accordance with this By-law.
- (l) **Screening**
 The Municipality may require screening in accordance with this By-law.
- (m) **Refuse room**
 A refuse room must be provided on the land unit in accordance with this By-law.

“camping site”

Land use description: “*camping site*” means land set aside for camping where tents may be erected or caravans or motorhomes may be parked and are used for short term accommodation by transient guests for holiday or recreational purposes and may include ancillary facilities for use by guests including facilities for outdoor food preparation, resort shop, road access for vehicles, picnic facilities, raised platforms on which to set up tents or caravans, ablution facilities, communal scullery and laundry facilities and waste disposal facilities, and does not include permanent tents or caravans.

Development parameters:

The development parameters applicable to “tourist accommodation establishment” apply, provided that a site development plan must be submitted to the Municipality for its approval.

“caretaker’s quarters”

Land use description: “*caretaker’s quarters*” means a building or part of a building of not more than 60 m² in total floor area, including sanitary and cooking facilities used for the accommodation of a caretaker employed at an industrial site or business premises where the operation requires that somebody is on the land unit at all hours.

Development parameters:

As determined by the Municipality.

"cemetery"

Land use description: "cemetery" means a place for the burial of human or domestic animal remains, and—

- (a) includes—
 - (i) ancillary buildings including an office and chapel;
 - (ii) a "garden of remembrance" or a "wall of remembrance"; and
- (b) does not include a crematorium.

Development parameters:

The development parameters applicable to "public open space" apply in the case of publicly owned land, and the parameters applicable to "private open space" apply in the case of land in private ownership.

"clinic"

Land use description: "clinic" means a place that has limited facilities and an emphasis on outpatients for the diagnosis and treatment of human illness or the improvement of human health provided that—

- (a) a clinic may contain live-in facilities for no more than 20 persons, including patients and staff; and
- (b) a clinic may include medical consulting rooms, operating theatres, an outpatients centre, and a wellness centre with ancillary uses.

Development parameters:

The development parameters applicable to "place of instruction" apply.

"commune"

Land use description: "commune" means that the entire dwelling unit is rented out for the accommodation of lodgers and where the owner does not reside on the property, and -

- (a) the scale of any dwelling unit so used shall not exceed that of a normal dwelling unit which would ordinarily accommodate one family;
- (b) no dwelling unit may be developed or altered purposefully to serve as a commune, in which case the establishment will be regarded as a "boarding house" or "boarding hostel";
- (c) at least one communal bathroom, kitchen and lounge/eating area shall be provided for lodgers on each property;
- (d) separate kitchen facilities may not be installed in any rooms in contravention of the permitted number of dwelling units in the zone.

Development parameters:

In addition to the development parameters associated with the applicable dwelling unit, parking must be provided on a ratio of 1 parking bay per bedroom.

"conference facility"

Land use description: "conference facility" means a place where information is presented and ideas or information exchanged among groups of people or delegates, and includes the supply of meals to delegates.

Development parameters:

The development parameters applicable to “business premises”.

“container site”

Land use description: “*container site*” means property used for the storage of shipping or transport containers.

Development parameters:

The development parameters applicable to “industry” apply.

“convenience shop”

Land use description: “*convenience shop*” means a small retail concern that is open long hours and that typically stocks a range of everyday items including groceries, snack foods, candy, toiletries, soft drinks, tobacco products, newspapers and magazines.

Development parameters:

- (a) The development parameters applicable to “service station” apply.
- (b) When approved as a consent use in another zone, the development parameters applicable to “shop” apply.

“correctional facility”

Land use description: “*correctional facility*” means a place where persons are housed and trained on instruction of a court of law and includes a reformatory, place of detention; industrial school and prison.

Development parameters:

Development parameters applicable to “authority use” apply.

“crèche”

Land use description: “*crèche*” means the use of a portion of a dwelling house, second dwelling unit or additional dwelling unit by the occupant to provide day care, pre-school, play group or after-school care services for children.

Development parameters:

- (a) The services provided must primarily be day care and educational, and not medical services.
- (b) The services may not operate outside the hours 6:00 to 18:00.
- (c) The dominant use of the dwelling house must remain for the living accommodation of a single family.
- (d) Not more than 20 children may be registered at a time, or on the property at any time.
- (e) In the absence of a Municipal policy or by-law on outdoor advertising and signage, no advertising sign may be displayed other than a single un-illuminated sign or notice not projecting over a public street and not exceeding 1 m² in area;
- (f) Parking and access must be provided in accordance with this By-law.
- (g) A Crèche provided on a property zoned for Agriculture Zone 1 may only enrol children residing on that farm and the immediate surrounding farms.

“crematorium”

Land use description: “*crematorium*” means a place for incinerating corpses in a furnace, and includes—

- (a) ancillary facilities such as a chapel and offices; and

- (b) a “garden of remembrance” or a “wall of remembrance”.

Development parameters:

Development parameters applicable to “industry” apply.

“data centre”

Land use description: “data centre” means a building, a dedicated space within a building, or a group of buildings used to house a large group of networked computer servers, computer systems, storage devices and associated components, and is used by organizations for their information technology operations related to the remote storage, processing, or distribution of large amounts of electronic data and applications.

Development parameters:

Development parameters applicable to the associated land use apply or as determined by the Municipality.

“dwelling house”

Land use description: “dwelling house” means a building containing only one dwelling unit, together with such outbuildings as are ordinarily used with a dwelling house, including:

- (a) a storeroom and garaging;
- (b) a second dwelling or additional dwelling, as may be permitted by the associated land use, with a floor area which does not exceed 60 m²; provided that application for consent use must be submitted if the second dwelling or additional dwelling is larger than 60m²;
- (c) a recreation room;
- (d) renewable energy infrastructure for household purposes, irrespective of whether it feeds into any electricity grid, and insofar such structure/s is accommodated on the roof of existing permitted building structures, excluding car ports.
- (e) home occupation, which may also be conducted from an approved second dwelling unit;
- (f) letting to a maximum of two lodgers;
- (g) a bed and breakfast establishment; and
- (h) home child care.
- (i) Domestic worker accommodation, which may not constitute a separate self-contained dwelling unit, in which case it will be deemed as the second dwelling unit.

Development parameters:

(a) **Height**

- (i) The height of a dwelling house may not exceed 6 metres to the wall plate in all cases, and 8,5 metres to the ridge of the roof in the case of a pitched roof.
- (ii) The general provisions regarding earth banks and retaining structures in this By-law apply.

(b) **Coverage and building lines**

- (i) Building lines are at least the distance indicated in the table entitled "Coverage and building lines" from the relevant erf boundary:

Coverage and building lines

Erf size	Coverage	Building lines		
		Street	Side	Rear
Less than or equal to 250 m ²	75%	1 metre	1 metre	1,5 metres
Greater than 250 m ² , but not exceeding 500 m ²	65%	3 metres	1,5 metres	1,5 metres
Greater than 500 m ² , but not exceeding 1 000 m ²	50%	4 metres	2 metres	2 metres
Greater than 1 000 m ²	500 m ² or 40%, whichever is greater	5 metres	3 metres	3 metres

- (ii) The general building line encroachments in this By-law apply.
- (iii) In the event that the Municipality permit a relaxation of the lateral and/or rear building lines in the case of a dwelling house in Single Residential Zone I, an adequate means of access, at least 1 metre wide, is provided from a street to every un-built open portion of the property.

(c) **Single Residential Zone II**

In the case of a "dwelling house" in Single Residential Zone II, the development parameters pertaining to coverage, height and building lines of "shelter" apply.

(d) **Window and door placement**

Any portion of a building that contains an external window or door facing onto a common boundary must—

- (i) be set back at least 1,5 metres from the boundary; and
- (ii) the portion of building to be set back from the boundary must include the door or window, together with the additional length of wall that is required to make up a total minimum length of 3 metres.

(e) **Garages, carports and outbuildings**

- (i) A garage, carport and outbuildings are permitted within the common boundary building line provided that the garage, ~~and~~ carport or outbuilding do not—
- (aa) extend higher than 3,5 metres to the top of the roof;
- (bb) contain more than a double garage façade; and
- (cc) exceed a length and width of 6,5 metres.
- (ii) For land units of 650 m² and less, a garage or carport is permitted up to 1,5 metres from the street boundary provided the garage or carport—
- (aa) is not higher than 3,5 metres to the top of the roof;
- (bb) does not contain more than a double garage façade; and
- (cc) does not exceed a length and width of 6,5 metres.
- (iii) For land units exceeding 650 m², a garage or carport may not be closer than 5 metres from the street boundary, notwithstanding the street building line.
- (iv) Despite subparagraphs (ii) and (iii), a garage or carport may be erected within the street boundary building line if, in the opinion of the Municipality, compliance with the street boundary building line is not practical due to steep slopes of the ground between the road and the

property concerned. The Municipality must determine the street boundary building line in such a case.

(f) **Parking and access**

- (i) Parking and access must be provided on the land unit in accordance with this By-law.
- (ii) Where a dwelling unit is occupied by unrelated persons as defined in paragraph (b) of the definition of “family” in section 1, provision must be made for parking in accordance with the parking requirements for a boarding house.

(g) **Garaging**

Garaging for up to four vehicles is permitted.

“environmental facilities”

Land use description: “*environmental facilities*” means facilities for the management, study, interpretation, education, and public appreciation of a predominantly natural area or heritage site and may include hiking trails, but does not include tourist facilities or tourist accommodation.

Development parameters:

The Municipality must determine the land use restrictions and the development parameters for the property based on the objectives of this zoning and the specific circumstances including adherence with an approved environmental management plan, where applicable.

“events”

Land use description: “events” means sporting, entertainment, recreational, educational, religious, cultural, exhibition or similar activity, that is accessible to the general public and is hosted either at a specific place or along a specified route, and which is of a temporary nature, and which can occur on a specific day or on consecutive days for a limited period, but excludes activities associated with a function venue, a market, outdoor trading, tourist facilities, and does not include any activities under “occasional use.”

Development parameters

- (a) A maximum of 12 events per calendar year can be hosted on an individual property, irrespective of the event being a linear event or place-bound event, unless otherwise stipulated, subject to the following requirements:
 - (i) obtaining an event permit from the Municipality prior to the event;
 - (ii) adherence to the conditions attached to an event permit;
 - (iii) compliance to the applicable provisions for linear events or place bound events in (b) and (c);
 - (iv) The development parameters set out in the applicable base zone remain applicable to any land unit subject to any variation through permissions as provided for by this land use activity.
 - (v) Purpose-built tracks, buildings, and infrastructure to be used for events requires land use approval for the facility or amenity as contemplated in Section 15 of the Stellenbosch Municipal Land Use Planning By-law.
 - (vi) Any event occurring on a property that takes direct access from a proclaimed road shall provide effective traffic control for safe access off such road to the on-site parking area, to the satisfaction of the Municipality.
 - (vii) Any event may involve the construction of temporary structures to facilitate the hosting of such event, which temporary structures shall require building

- plan approval and shall be demolished on completion of the event for which it was erected.
- (viii) Commercial services at the same venue that are not directly associated with the event, and which is not an event-related activity shall require prior land use approval for such activity.
 - (ix) Any event that involves amplified sound, whether it be for music, entertainment, public announcements or otherwise, shall be subject to compliance with the Western Cape Noise Control Regulations and the Policy on Noise Control.
- (b) **Linear events** means an event along a route taken from a starting point to a destination during which the event takes the form of either a recreational activity or a procession, and which may traverse a single property or a number of properties, and includes marathon, trail running, cycling and mountain biking (including E-bikes) events, but excludes the use of motorized vehicles, and are permitted as follows:
- (i) An unlimited number of linear events shall be permitted in the following zones:
 - (aa) Community zone ~~I, II & III~~;
 - (bb) Transport ~~Facilities~~ zone;
 - (cc) ~~Public Road and Parking zone~~ Transport zone II; and
 - (dd) ~~Public~~ Open Space zone I.
 - (ii) An unlimited number of linear events shall be permitted in the following zones, provided that the total number of people involved in the event, including any support staff or spectators are limited to the capacity of the venue or do not exceed 1000 people, whichever is the lesser:
 - (aa) ~~Education~~ Community zone I;
 - (bb) ~~Private~~ Open Space zone II;
 - (cc) Agriculture Zone I; and
 - (dd) ~~Natural Environment~~ Open Space zone III & IV.
 - (iii) For a linear event involving more than 1000 people, including any support staff or spectators associated with such event, a maximum number of 12 events per calendar year shall be permitted on a property with a zoning stipulated in subsection (ii).
 - (iv) A linear event occurring on a property with a zoning stipulated in subsection (ii) may not exceed:
 - (aa) a maximum of 3 consecutive days; and
 - (bb) a cumulative number of 12 days in a calendar year.
 - (v) A linear event occurring on a property with a zoning stipulated in subsections (ii)(cc) and (ii)(dd):
 - (aa) must make use of existing routes, farm tracks and infrastructure;
 - (bb) must include the provision of sufficient on-site parking for all vehicles associated with the event, or to the satisfaction of the Municipality; and
 - (cc) may not involve any motorized vehicles.
 - (ix) A linear event occurring on a property with a zoning stipulated in subsection (ii)(aa) does not include ancillary events typically associated with the primary uses thereon such as any school related functions.
- (c) A **Place-bound event** means an event that takes place at a specific venue, or on a specific property, and are permitted as follows:
- (i) An unlimited number of place-bound events shall be permitted in the following zones:

- (aa) Community zone I;
 - (bb) Transport ~~Facilities~~ zone;
 - (cc) ~~Public Road and Parking~~ Transport zone II zone; and
 - (dd) ~~Public~~ Open Space zone I.
- (ii) A maximum of 12 place-bound events per calendar year shall be permitted on a property in the following zones:
 - (aa) ~~Education~~ Community zone I;
 - (bb) ~~Private~~ Open Space zone II; and
 - (cc) Agriculture zone I.
- (iii) A place-bound event occurring on a property with a zoning stipulated in subsection (ii) may not exceed:
 - (aa) a maximum of 3 consecutive days; and
 - (bb) a cumulative number of 12 days in a calendar year.
- (iv) Notwithstanding subsection (ii), a place-bound event occurring on a property with a zoning stipulated in subsection (ii)(cc) that involves any amplified music such as an outdoor music concert, rave or festival, shall not be permitted to extend beyond 18h00.
- (v) A place-bound event occurring on a property with a zoning stipulated in subsections (ii)(bb) and (ii)(cc):
 - (aa) must make use of existing facilities, amenities, and infrastructure; and
 - (bb) must include the provision of sufficient on-site parking for all vehicles associated with the event, or to the satisfaction of the Municipality.
- (vi) A place-bound event occurring on a property with a zoning stipulated in subsection (ii)(aa) does not include ancillary events typically associated with the primary uses thereon such as any school related functions.
- (vii) All place bound events, regardless of the base zoning of the property on which such event takes place, shall not continue past 22h00 without prior written permission as part of the event permit.
- (d) The Municipality may order that an event be ceased if, in the sole opinion of the Municipality, the event:
 - (i) is not compliant with the provisions stipulated in this chapter; or
 - (ii) causes a public nuisance; or
 - (iii) impacts on the health, welfare, or safety of other properties in the surrounding area particularly regarding noise or traffic; or
 - (iv) causes damage or poses a potential risk to existing environmental, agricultural or heritage resources.
- (e) No event can be both a "linear event" and a "place-bound event", and the Municipality has the sole discretion to determine the specific type of an event as contemplated in this chapter.

"factory"

Land use description: "factory" means property containing an industrial assembly plant used for the manufacture of goods.

Development parameters:

The development parameters applicable to "industry" apply.

"factory shop"

Land use description: "factory shop" means property used for the retail sale of goods that are completely or predominantly manufactured in a factory on the property concerned and may include a shop.

Development parameters:

The development parameters applicable to "industry" apply.

The occupant of an industry may operate a factory shop provided that—

- (a) the total floor space devoted to the sale of goods may not exceed 10% of the total floor space of all the buildings on the land unit; and
- (b) any goods that are offered for sale but have not been manufactured on the property, must be directly connected with the goods that are manufactured on the property.

"farm graveyard"

Land use description: "farm graveyard" means a place for the burial of human or domestic animal remains situated on a property zoned "Agricultural Zone I", which is managed by the land owner where only the land owner's family members and farm workers formerly employed by the land owner may be buried, and- includes

- (a) A garden of remembrance; and
- (b) does not include a crematorium.

Development parameters:

A site development plan must be submitted to the Municipality for its approval. The site development plan as approved constitutes the development parameters for such farm graveyard.

"farm shop"

Land use description: "farm shop" means a building or structure not exceeding 100 m² in floor space located on a farm and from where the farmer sells predominantly produce grown on the farm and may include other goods to the general public, including storage facilities for the shop.

Development parameters:

The development parameters applicable to "agriculture" apply.

"flats"

Land use description: "flats" means a building containing three or more dwelling units of which at least one does not have a ground floor, together with such outbuildings, open space and private roads as are ordinarily associated with flats.

Development parameters:

- (a) **Coverage**
The maximum coverage is 60%.
- (b) **Floor factor**
The floor factor may not exceed 1.
- (c) **Height**
 - (i) The highest point of a building may not exceed 15 metres to the top of the roof.
 - (ii) The general provisions regarding earth banks and retaining structures in this By-law apply.
- (d) **Building lines**
 - (i) The street building line is at least 5 metres.
 - (ii) Side and rear building lines are at least 4,5 metres.
 - (iii) The general building line encroachments in this By-law apply.

(e) Parking and access

Parking and access must be provided in accordance with this By-law.

(f) Screening

The Municipality may require screening in accordance with this By-law.

(g) Site development plan

The Municipality may require a site development plan to be submitted for its approval.

(h) Institution, place of instruction and place of assembly

The development parameters that apply to "institution", "place of instruction" and "place of assembly" apply to this use; provided that where the institution, place of instruction or place of assembly is situated within a building which is also used for flats or a boarding house, then the coverage, height and building line requirements for the flats or boarding house apply.

(i) Open space

(i) Every block of flats must have access on the land unit to an outdoor living area, including private or communal open space, but excludes roads, service yards and parking areas.

(ii) A functional outdoor living area of at least 10% of the total erf area must be provided and the outdoor living area(s) must be of reasonable proportions and location to allow for leisure or recreational use by residents, and may include open courtyards within the complex.

(j) Service yard

A service yard must be provided on the land unit in accordance with this By-law.

(k) Refuse room

A refuse room must be provided on the land unit in accordance with this By-law.

(l) Flats as a consent use in a group housing scheme

The following conditions apply to flats as a consent use right in this zone:

- (i) the flats must form an integrated part of a group housing site and must comply with the development parameters for "group housing";
- (ii) the total floor space of flats may not exceed 40% of the total floor space of all buildings on the group housing site; and
- (iii) the open space requirement for dwelling units in a group housing site applies.

"freestanding base telecommunication station"

Land use description: "freestanding base telecommunication station" means a freestanding support structure on land or anchored to land and used for telecommunication infrastructure to transmit or receive electronic communication signals, and may include access roads to the structure.

Development parameters:

- (i) The development parameters applicable to "utility service" apply.
- (ii) Any applicable Municipal policy and / or guidelines that includes provisions on freestanding base telecommunication stations must be addressed and considered in any associated land use application.

"function venue"

Land use description: "function venue" means a building or structure used for private celebratory functions such as weddings, birthdays, office parties, school farewell or similar occasions on what is mainly a rural property.

Development parameters:

- (i) Development parameters applicable to “agriculture” apply on a rural property, together with the limitation that any function venue in a rural area, including all components of the venue, including outside entertainment areas, but excluding parking, may not exceed a total floor space of 500 m².
- (ii) The parking requirements applicable to Shops in Section 58 must be applied as a guideline for the provision of parking and as approved in accordance with the site development plan.

“funeral parlour”

Land use description: “*funeral parlour*” means property where the dead are prepared for burial or cremation and—

- (a) includes facilities for ancillary administrative and religious functions; and
- (b) does not include a crematorium.

Development parameters:

The development parameters applicable to “shop” and “industry” apply.

“gambling place”

Land use description: “*gambling place*” means a place where betting and gambling may be undertaken in accordance with a license issued under the relevant Act, and includes premises for totalisators, electronic payout devices and limited payout gambling machines.

Development parameters:

The following development parameters apply:

- (a) The development parameters applicable to “business premises” apply.
- (b) The Municipality may require a site development plan to be submitted for its approval in accordance with this By-law.

“garden of remembrance”

Land use description: “*garden of remembrance*” is a section of a cemetery or crematorium set aside for the erection of memorial plaques or structures, placing or scattering of ashes.

Development parameters:

The development parameters applicable to “cemetery” and “crematorium” apply.

“group housing”

Land use description: “*group housing*” and “*group housing scheme*” means a group of separate or linked dwelling units where—

- (a) every dwelling unit has a ground floor;
- (b) the units may be cadastrally subdivided;
- (c) the units are planned, designed and built as a harmonious architectural entity in an ordered way; and
- (d) the units are integrated with communal private open spaces, private roads and parking.

Development parameters:**(a) Design principles**

All buildings and structures must be planned, designed and built as a harmonious architectural entity and special attention must be given to aesthetics, architectural coordination, urban design and landscaping.

(b) Density

The maximum gross density on a group housing site is 35 dwelling units per hectare.

(c) Height

(i) The height of dwelling units may not exceed 6 metres to the wall plate in all cases, and 8,5 metres to the ridge of the roof in the case of a pitched roof.

(ii) The general provisions regarding earth banks and retaining structures in this By-law apply.

(d) Open space

Within a group housing site, outdoor space of at least 50 m² per dwelling unit must be provided and the outdoor space may include private or communal open space or any functional outdoor space that is inaccessible to motor vehicles, but excludes roads, service yards and parking areas.

(e) Coverage and building lines

(i) Building lines, in the case of any present cadastral boundaries, are at least the distance indicated in the table entitled "Coverage and building lines" from the relevant erf boundary:

Coverage and building lines

Erf size	Coverage	Building lines		
		Street	Side	Rear
Less than or equal to 250 m ²	75%	1 metre	1 metre	1,5 metres
Greater than 250 m ² , but not exceeding 500 m ²	65%	3 metres	1,5 metres	1,5 metres
Greater than 500 m ² , but not exceeding 1 000 m ²	50%	4 metres	2 metres	2 metres
Greater than 1 000 m ²	500 m ² or 40%, whichever is greater	5 metres	3 metres	3 metres

(ii) Irrespective of erf size, a street boundary building line of 3 metres applies where the group housing site abuts an external public street;

(ii) Irrespective of erf size, side and rear boundary building lines are 1,5 metres along the perimeter of the group housing site;

(iii) The general building line encroachments in this By-law apply; and

(iv) In the event that the Municipality may permit a relaxation of the lateral and/or rear building lines, an adequate means of access, at least 1 metre wide, must be provided from a street to every un-built open portion of the property.

(e) Window and door placement

Any portion of a building that contains an external window or door facing onto a common boundary must—

(i) be set back at least 1,5 metres from the boundary; and

(ii) the portion of building to be set back from the boundary must include the door or window, together with the additional length of wall that is required to make up a total minimum length of 3 metres.

(f) Garages, carports and outbuildings

- (i) A garage, carport and outbuildings are permitted within the common boundary building line provided that the garage and carport do not—
 - (aa) extend higher than 3,5 metres to the top of the roof;
 - (bb) contain more than a double garage façade; and
 - (cc) exceed a length and width of 6,5 metres.
- (ii) A garage may not be closer than 5 metres from the street boundary, notwithstanding the street building line.
- (iii) A carport is permitted within the street boundary building line, provided the carport —
 - (aa) is not higher than 3,5 metres to the top of the roof;
 - (bb) does not contain more than a double carport façade; and
 - (cc) does not exceed a length and width of 6,5 metres.
- (iv) Despite subparagraphs (ii) and (iii), a garage or carport may be erected within the street boundary building line if, in the opinion of the Municipality, compliance with the street boundary building line is not practical due to steep slopes of the ground between the road and the property concerned. The Municipality must determine the street boundary building line in such a case.

(g) Parking and access

Parking and access must be provided in accordance with the requirements of this By-law.

(h) Site development plan

A site development plan of the proposed group housing scheme must be submitted to the Municipality for its approval, and, if approved, the development of the group housing site must be in accordance with the approved site development plan.

(f) Service yard

Service yard(s) must be provided on the land unit in accordance with this By-law.

(g) Refuse room

A refuse room must be provided on the land unit in accordance with this By-law.

“guest house”

Land use description: “guest house” means a dwelling house, second dwelling or additional dwelling unit that is used for the purpose of supplying accommodation and meals to transient guests for compensation, in an establishment that exceeds the restrictions of a bed and breakfast establishment (more than 2 guest rooms or 4 guests), and—

- (a) includes business meetings or training sessions by and for guests on the property for up to 12 persons; and
- (b) does not include agricultural workers' accommodation.

Development parameters:

The development parameters applicable to “dwelling house”, “second dwelling” and “additional dwelling unit” apply.

The following further parameters apply:

- (a) the Municipality may require a site development plan to be submitted for a proposed guest house and the guest house may not open for business until the plan is approved;

- (b) the owner or manager of a proposed guest house establishment must live on the property and must have consent use approval from the Municipality before the guest house establishment may open for business;
- (c) a register of guests must be kept and completed when rooms are let;
- (d) any new structure or alteration to the property related to its use as a guest house must be compatible with the residential or rural character of the area, particularly with regard to the streetscape, and must be capable of reverting to use as part of the dwelling house, second dwelling, additional dwelling unit concerned;
- (e) no more than 6 rooms per land unit may be used for bedroom accommodation for paying guests or lodgers, and no more than 12 paying guests may be supplied with accommodation or meals at any time;
- (f) no alcoholic beverages may be served except to resident guests for consumption on the premises;
- (g) guest rooms may not be converted to, or used as, separate self-catering dwelling units;
- (h) meals may only be supplied to guests who have accommodation on the property, employees, and the family residing in the dwelling;
- (i) in the absence of a Municipal policy or by-law on outdoor advertising and signage, no advertising sign may be displayed other than a single un-illuminated sign or notice not projecting over a public street and not exceeding 1 m² in area;
- (j) no weddings, receptions, conferences, training or any similar activities are permitted in a guest house;
- (k) no activities that constitute, or are likely to constitute, a source of public nuisance may be carried out; and
- (l) on-site parking must be provided in accordance with the provisions of this By-law, provided that the Municipality may at any stage require additional on-site parking if, in the opinion of the Municipality, the guest house does not have enough parking.

“guest lodge”

Land use description: “guest lodge” means an appropriately scaled establishment that provides temporary residence and meals for transient guests and—

- (a) includes a small conference or training facility and also caters for business meetings,
- (b) Includes indoor and outdoor sport facilities for the exclusive use of guest; and
- (b) does not include a restaurant or backpackers' lodge.

Development parameters:

- (a) **Coverage**
The maximum coverage is 60%.
- (b) **Floor factor**
The floor factor may not exceed 1.
- (c) **Height**
 - (i) The highest point of a building may not exceed 8,5 metres from natural ground level to the top of the roof.
 - (ii) The general provisions regarding earth banks and retaining structures in this By-law apply.
- (d) **Building lines**
 - (i) The street building line is at least 5 metres.
 - (ii) Side and rear building lines are at least 4,5 metres.
 - (iii) The general building line encroachments in this By-law apply.

(e) Parking and access

Parking and access must be provided in accordance with this By-law.

(f) Screening

The Municipality may require screening in accordance with this By-law.

(g) Site development plan

The Municipality may require a site development plan to be submitted for its approval.

(h) Open space

- (i) Every guest lodge must have access to an outdoor living area on the land unit, and the outdoor living area may include private or communal open space, but excludes roads, service yards and parking areas.
- (ii) An outdoor living area of at least 10% of the total erf area must be provided; the outdoor living area(s) must be of reasonable proportions and location to allow for leisure or recreational use by guests, and may include open courtyards within the complex.

(i) Service yard

A service yard must be provided on the land unit in accordance with this By-law.

(j) Refuse room

A refuse room must be provided on the land unit in accordance with this By-law.

(k) A register of guests must be kept, and completed when rooms are let.

(l) No more than 20 rooms per land unit may be used for bedroom accommodation for paying guests, and no more than 40 paying guests may be supplied with accommodation or meals at any time.

(m) No alcoholic beverages may be served except to resident guests for consumption on the premises.

(n) Guest rooms may not be converted to, or used as, separate self-catering dwelling units.

(o) Meals may only be supplied to guests who have accommodation on the property, employees, and the family residing in the guest lodge.

(p) In the absence of a Municipal policy or by-law on outdoor advertising and signage, no advertising sign may be displayed other than a single un-illuminated sign or notice not projecting over a public street and not exceeding 1 m² in area.

“halfway house”

Land use description: “halfway house” means a facility that provides temporary accommodation for persons who have completed a formal treatment programme for substance abuse, or have been released from a correctional facility, but does not include inpatient treatment or similar facilities.

Development parameters:

The development parameters applicable to “dwelling house” apply.

“harvesting of natural resources”

Land use description: “harvesting of natural resources” means the gathering of flora or fauna or fungi (living organisms) within a conservation-worthy area, for sale or use by a person or agency other than a recognised environmental agency, provided that the harvesting—

- (a) is sustainable;
- (b) does not deplete the resources below acceptable levels;
- (c) is not detrimental to the ecosystem; and
- (d) is in accordance with any applicable law.

Development parameters:

The development parameters applicable to “agriculture” apply.

“helicopter landing pad”

Land use description: “*helicopter landing pad*” means any portion of land, building, structure or part thereof demarcated for the purposes of landing or take-off of helicopters or vertical lift-off aircraft.

Development parameters:

As determined by the Municipality.

“home care facility”

Land use description: “*home care facility*” means the use of a dwelling house, second dwelling, additional dwelling or a portion thereof to provide permanent or temporary accommodation and care for children in cluster foster care, children or adults in temporary respite care, the retired, or elderly persons in need of frail care, or people in need of health care to recuperate from a medical condition or procedure, provided that —

- (a) the scale of the dwelling house or second dwelling shall not exceed that of a normal dwelling unit which would ordinarily accommodate one family;
- (b) the primary use of the property shall remain a residence for the operator;
- (c) no more than 6 persons and three bedrooms be used for such facility; and
- (d) the operator of the enterprise shall permanently reside on the property.

Development parameters:

- (a) The development parameters applicable to the primary use apply.
- (b) The Municipality must require a site development plan for a home care facility.
- (c) In the absence of a Municipal policy or by-law on outdoor advertising and signage, no advertising sign may be displayed other than a single un-illuminated sign or notice not projecting over a public street and not exceeding 0,2m² in area.

“home child care”

Land use description: “*home child care*” means the use of a portion of a dwelling house, second dwelling or additional dwelling by the occupant to provide day care, after school care or instruction for a limited number of infants or children.

Development parameters:

- (a) The dominant use of the property must be for accommodation of a single family.
- (b) The owner of the home child care activity must live on the property.
- (c) Any new structure or alteration to the property to accommodate an additional use right must be compatible with the residential character of the area, particularly with regard to the streetscape, and must be capable of reverting to use as part of the dwelling house, second dwelling, outbuilding, or shelter concerned.
- (d) No more than 3 employees may be engaged by the owner for the home child care activity.
- (e) No more than 6 children may be enrolled at the home child care facility at a time.
- (f) The home child care services must primarily be day care or educational, not medical.
- (g) The home child care services may not operate outside the hours 6:00 to 18:00 from Monday to Friday, and from 8:00 to 13:00 on Saturday. No home child care services are permitted on public holidays or Sundays.

- (h) Areas for indoor play space and outdoor play space must be provided in accordance with any health requirement or a policy plan as might be approved by the Municipality from time to time, and outdoor play space must be fenced off from any public street or neighbouring property by a 1,8 metre-high fence or wall.
- (i) In the absence of a Municipal policy or by-law on outdoor advertising and signage, no advertising sign may be displayed other than a single un-illuminated sign or notice not projecting over a public street and not exceeding 0,2m² in area.
- (j) At least one off-street parking bay must be provided, plus one additional parking bay which is suitable for drop off and collection of children. The Municipality may at any stage require additional on-site parking where, in the opinion of the Municipality, the home child care service does not have enough parking for its operations.

“home for the aged”

Land use description: “home for the aged” means a building where permanent lodging is provided, with or without meals, to persons who are 50 years of age or older and–

- (a) includes–
 - (i) outbuildings as are normally used therewith; and
 - (ii) a frail care facility; and
- (b) does not include –
 - (i) a dwelling house;
 - (ii) a hotel;
 - (iii) a bed and breakfast establishment; or
 - (iv) flats.

Development parameters:

The development parameters applicable to “boarding house”, apply.

“home lodging”

Land use description: “home lodging” means the provision of leased furnished or unfurnished bedroom accommodation for lodgers in a dwelling house, second dwelling unit or additional dwelling unit, and –

- (a) the scale of any dwelling unit so used shall not exceed that of a normal dwelling unit which would ordinarily accommodate one family;
- (b) the primary use of the land unit shall remain the permanent residence of the owner of the establishment;
- (c) includes the services ordinarily related to such accommodation, including the provision of meals or the use of communal facilities;
- (d) no dwelling unit may be developed or altered purposefully to serve in the purpose to provide home lodging and may not exceed the normal scale associated with the subject dwelling unit and must be able to revert for the use of a family;
- (e) at least one communal bathroom and lounge/eating area shall be provided for lodgers on each property; and
- (f) no separate kitchen facilities may be installed in any rooms in contravention of the permitted number of dwelling units in the zone.

Development parameters:

In addition to the development parameters associated with the applicable dwelling unit, the following additional development parameter applies:

- (a) Apart from the normal parking requirements, additional parking must be provided on a ratio of 1 parking bay per bedroom.

“home occupation”

Land use description: “home occupation” means the practising of an occupation or the conducting of an enterprise by one or more occupants who reside on the property, provided that the dominant use of the property concerned must remain for the living accommodation of the occupants and home occupation does not include a house shop.

Development parameters

- (a) The dominant use of the property must be for accommodation of a single family.
- (b) The proprietor of the home occupation concerned must live on the property.
- (c) Any new structure or alteration to the property to accommodate a home occupation must be compatible with the residential character of the area, particularly with regard to the streetscape, and must be capable of reverting to use as part of the dwelling house, second dwelling or outbuilding concerned.
- (d) Not more than three employees may be engaged by the occupant in the home occupation concerned.
- (e) No home occupation may include a noxious trade, risk activity, adult entertainment, adult services, adult shop, sale of alcoholic beverages (excluding online sales), motor repair garage, funeral parlour or activities that are likely to generate a public nuisance, including but not limited to panel beating and spray painting, auto electrician, builder's yard, welding works or joinery.
- (f) No goods for sale may be publicly displayed and no external evidence of the home occupation may be visible from a public street, except for an advertising sign in accordance with paragraph (g).
- (g) In the absence of an approval for an outdoor advertising sign in terms of the provisions of any approved Municipal policy or by-law on outdoor advertising and signage, no advertising sign may be displayed other than a single un-illuminated sign or notice not projecting over a public street and not exceeding 0,2 m² in area.
- (h) A “place of instruction” may be operated as a home occupation, provided that no more than six students may be accommodated at any given time.
- (i) No activities that constitute or are likely to constitute a source of public nuisance, or generate waste material that may be harmful to the area or requires special waste removal processes, may be carried out.
- (j) Off-street parking must be provided at a ratio of 1 parking bay per 25 m² area used for home occupation. The Municipality may at any stage require additional on-site parking where, in the opinion of the Municipality, there is not enough parking for the home occupation concerned.
- (k) The total area used for all home occupation activity on a land unit, including storage, may not consist of more than 25% of the total floor area of the dwelling units on the land unit or 60 m², whichever is smaller.
- (l) The storage of all goods and equipment connected with the home occupation concerned must be inside a building or screened from neighbours and the public street.
- (m) Not more than two vehicles may be used in connection with a home occupation, and no one vehicle may exceed 3 500 kg in gross weight.
- (n) The hours of operation of a home occupation may not extend beyond 8:00 to 18:00 from Monday to Friday, and 8:00 to 13:00 on Saturday. No home occupation operations are permitted on public holidays or Sundays.
- (o) The Municipality may, at any stage, call for a cessation of the home occupation activity or impose conditions in order to minimise any potential nuisance to surrounding neighbours or the general public.

- (p) When “home occupation” is approved as a consent use right in any zone, the development parameters of “home occupation” apply over and above the development parameters of the relevant land use allowed as a primary right in the zone.
- (q) In order to exercise the consent use right under paragraph (p), the owner must obtain the written consent, where applicable, of the relevant owners’ association or Body Corporate, or all the owners within a housing scheme if the owners’ association or Body Corporate is not functioning.

“hospital”

Land use description: “hospital” means a place for the diagnosis and treatment of human illness, with integrated facilities including operating theatres and live-in accommodation for patients and may include—

- (a) a clinic;
- (b) medical consulting rooms;
- (c) a pharmacy;
- (d) a subservient restaurant; and
- (e) a shop.

Development parameters:

The development parameters applicable to “place of instruction” apply.

“hotel”

Land use description: “hotel” means a property used as a temporary residence for transient guests, where accommodation and meals are provided, and—

- (a) includes—
 - (i) restaurants;
 - (ii) conference and entertainment facilities and a chapel that are subservient and ancillary to the dominant use of the property as a hotel;
 - (iii) premises that are licensed to sell alcoholic beverages for consumption on the property;
 - ~~(iv) flats;~~
 - (v) a wellness centre; and
 - (vi) a boarding house;
 - (vii) a tuck shop;
- (viii) ancillary services for the exclusive use of hotel residents, like barber shops, hairdressing salons, flower shops, indoor and outdoor sport facilities; and
- (b) does not include—
 - (i) a liquor store;
 - (ii) a backpackers’ lodge;
 - (iii) a dwelling house, and
 - (iv) a dwelling unit.

Development parameters:

The development parameters applicable to “business premises” apply with the following concession:

- (a) Where it is proposed to erect a hotel of at least 30 bedrooms within this zone, the following portions of the hotel must be disregarded when calculating the total floor space of the building:
 - (i) rooms that are used by residents and visitors as dining rooms, banqueting rooms, bars, restaurants, ballrooms, rooms for games and

- sports, lounges, sitting rooms, reading rooms, writing rooms and conference rooms;
 - (ii) public foyers and areas comprising public or communal stoeps, verandahs, balconies, terraces or sun decks used by hotel residents or visitors;
 - (iii) barber shops, hairdressing salons, florists and similar enterprises within the hotel for the exclusive use of hotel residents;
 - (iv) offices forming part of the hotel premises, used solely for the administration and management of the hotel;
 - (v) kitchens, sculleries, laundries and similar service facilities forming part of the hotel premises;
 - (vi) storerooms appurtenant to the hotel; and
 - (vii) staff quarters appurtenant to the hotel, including corridors, stairs and other means of access within such staff quarters, including all kitchens, dining rooms, recreation rooms, laundries and other similar rooms for the exclusive use of staff.
- (b) If, in the opinion of the Municipality, a room is primarily for the use of persons other than hotel residents, staff or visitors, the room must be included in the floor space calculation of the building notwithstanding that it may be referred to in paragraph (a) (i) to (vii), and any rooms that are not specifically referred to in paragraph (a) (i) to (vii) must also be included in the floor space calculation of the building.

“house shop”

Land use description: “house shop” means the conducting of a retail trade from a dwelling house, second dwelling, or shelter by one or more occupants who must also be the owner(s) and operator of the house shop and who must also reside on the property, provided that the dominant use of the property must remain for the living accommodation of the occupants.

Development parameters:

- (a) Development parameters applicable to “dwelling house”, “second dwelling” and “shelter” apply.
- (b) On-site parking must be provided in accordance with the provisions of this By-law.
- (c) Any new structure or alteration to the property to accommodate the “house shop” must be reconcilable with the residential character of the area, particularly with regard to the streetscape, and must be capable of reverting to use as part of the “dwelling house”, “second dwelling” or “shelter”.
- (d) In the absence of a Municipal policy or by-law on house shops, the total area used for a house shop must be indicated on a site development plan and shall not exceed 25 m² or 50% of the total floor space of the dwelling units on the land unit, whichever is smaller.
- (e) In the absence of a Municipal policy or by-law on house shops, and in the absence of any conditions of approval regarding operating hours, the operating hours of any house shop is restricted from 6h00 up to 20h00.

“indoor sport facility”

Land use description: “indoor sport facility” means any roofed facility, structure or building for the purpose of active sporting activities or physical exercise, whether organised or on an individual basis, and that takes place indoors and includes ancillary facilities required for such activities such as sport courts, exercise or training equipment, and change rooms, and may include a tuck shop, but does not include stadiums, restaurants, club houses, and shops.

Development parameters:

- (a) The Municipality must require a site development plan for an indoor sports facility.
- (b) The site development plan as approved by the Municipality constitutes the development parameters.
- (c) The provisions for a site development plan in this By-law apply.

“industrial hive”

Land use description: “*industrial hive*” means a complex of uniformly designed buildings, containing a mix of retail and manufacturing activities arranged in an orderly manner around common spaces including—

- (a) common parking and access;
- (b) light industry;
- (c) service trade;
- (d) storage facilities;
- (e) service station;
- (f) restaurant; and
- (g) open air motor vehicle display.

Development parameters

The development parameters applicable to “light industry” apply.

“industry”

Land use description: “*industry*” means a property used as a factory and in which an article or part of the article is made, manufactured, produced, built, assembled, compiled, printed, ornamented, processed, treated, adapted, repaired, renovated, rebuilt, altered, painted (including spray painting), polished, finished, cleaned, dyed, washed, broken up, disassembled, sorted, packed, chilled, frozen or stored in cold storage; including offices, caretaker's quarters, factory shop or other uses that are subservient and ancillary to the use of the property as a factory; and—

- (a) includes—
 - (i) an industrial hive;
 - (ii) builder's yard;
 - (iii) brick making
 - (iv) data centre
 - (v) freestanding base telecommunication station
 - (vi) funeral parlour;
 - (v) service station;
 - (vi) transport usage;
 - (vii) rooftop base telecommunication station; and
 - (ix) warehouse and agricultural industry; and
- (b) does not include a noxious trade, scrap yard or risk activity.

Development parameters:**(a) Floor factor and coverage**

- (i) The floor factor may not exceed 1,5.
- (ii) The maximum coverage is 75%.

(b) Height

- (i) The highest point of a building may not exceed 18 metres to the top of the roof.

- (ii) The highest point of a stack of shipping or transport containers stored outside a building may not exceed 15 metres above average ground level.
- (iii) The general provisions regarding earth banks and retaining structures in this By-law apply.
- (c) **Street boundary building line**
The street boundary building line is 5 metres, with a street centreline setback of at least 8 metres.
- (d) **Side and rear boundary building lines**
Side and rear boundary building lines are 0 metres, provided that the Municipality may impose down side and rear building lines of up to 3 metres in the interest of public health and/or safety.
- (e) **Boundary walls**
Where a land unit has a common boundary with another land unit that is not zoned Industrial Zone II or Industrial Zone III, the Municipality may require a 3 metre-high wall to be erected, to the satisfaction of the Municipality, along the common boundary.
- (f) **Parking and access**
Parking and access must be provided on the land unit in accordance with this By-law.
- (g) **Loading**
Loading bays must be provided on the land unit in accordance with this By-law.
- (h) **Screening**
The Municipality may require screening in accordance with this By-law.
- (i) **Hazardous substances**
Despite the fact that an activity constitutes a primary use right in terms of this zone, no activity or use that includes the on-site storage of hazardous substances may be permitted unless a risk management and prevention plan has been submitted to the Municipality for its approval. The risk management and prevention plan must include guidelines approved by the Municipality to prevent or minimise danger to the environment or humans from a particular activity or series of activities, and to deal with the consequences of any dangerous event involving the hazardous substances.
- (j) **Industrial hive**
The same development management provisions that apply to an industrial hive under "light industry" apply to an industrial hive in this zone.
- (k) **Site development plan**
The Municipality may require a site development plan to be submitted for its approval in accordance with this By-law.
- (l) **Refuse room**
A refuse room must be provided on the land unit in accordance with this By-law.

"informal trading"

Land use description: "informal trading" means the legal selling of products in areas demarcated by the Municipality specifically for these purposes, including markets and other areas demarcated in accordance with the Municipality's informal trading Policy or By-law.

Development parameters:

As determined by the Municipality.

“institution”**Land use description:** “institution”—

- (a) means a property used as a facility that renders services to the community including—
 - (i) hospital;
 - (ii) clinic;
 - (iii) home for the aged, retired, indigent or handicapped, frail care facility;
 - (iv) a social facility including a counselling centre, orphanage and rehabilitation centre;
 - (v) ancillary accommodation, administrative, tuck shop, health care, training and support services and facilities; and
- (b) does not include a correctional facility.

Development parameters:

Development parameters applicable to “place of instruction” apply.

“intensive animal farming”**Land use description:** “intensive animal farming”—

- (a) means the breeding, feeding and keeping, on an intensive basis, of animals or poultry mainly confined to buildings, or structures;
- (b) Includes feeding lots, stud farming and a riding school, and
- (c) does not include the breeding, feeding and keeping of wildlife.

Development parameters:

Development parameters applicable to “agriculture” apply.

“intensive horticulture”**Land use description:** “intensive horticulture” means the cultivation of plants and fungi on an intensive scale, including—

- (a) the cultivation of plants and fungi under a roof or in greenhouses, which structures may include any structure constructed of wood, metal or plastic frames and covered with roof sheeting, polyethylene, shade netting, or other similar material and is used to protect crops or enhance the climate for agricultural crops, which may include plants, vegetables, fruit and flowers; mushrooms and seedlings; and
- (b) the sale of self-produced plants on a property.

Development parameters:

The development parameters applicable to “agriculture” apply with the following additional development parameters:

- (i) roofed structures associated with intensive horticulture are permitted provided that it is indicated and approved by the Municipality on an overall site development plan;
- (ii) roofed structures associated with intensive horticulture, irrespective of its extent, may require mitigation measures such as repositioning, screening and any other measures to address concerns of adverse impacts on visual, cultural and heritage amenity.

“light industry”**Land use description:** “light industry”—

- (a) means an industry, not being a hazardous or offensive industry or involving use of hazardous or offensive storage establishment, and where the processes carried on, the transportation involved or the machinery or materials used do not interfere with the amenity of the neighbourhood by reason of noise, vibration, smell, fumes,

- smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil, or otherwise;
- (b) involves manufacturing that is less capital-intensive and requires less machinery than other types of manufacturing; and
 - (c) includes—
 - (i) the manufacturing of consumer products, including electronics and clothing;
 - (ii) warehousing;
 - (iii) industrial hive;
 - (iv) service trade;
 - (v) service station;
 - (vi) restaurant;
 - (vii) tuck shop; and
 - (viii) open air motor vehicle display.

Development parameters

- (a) **Floor factor**
The maximum floor factor on the land unit is 1,5.
- (b) **Coverage**
The maximum coverage for all buildings on a land unit is 75%.
- (c) **Height**
 - (i) No building may exceed a height of sixteen metres.
 - (ii) The general provisions regarding earth banks and retaining structures in this By-law apply.
- (d) **Street building line**
The street building line is at least 5 metres.
- (e) **Side building line**
The side building line is at least 3 metres when the property abuts a property with a different zoning.
- (f) **Rear building line**
The rear building line is at least 3 metres when the property abuts a property with a different zoning.
- (g) **Boundary walls**
Where a land unit has a common boundary with another land unit that is not zoned for industrial purposes, the Municipality may require a 3 metre-high wall to be erected to the satisfaction of the Municipality, along the common boundary.
- (h) **Parking and access**
Parking and access must be provided in accordance with this By-law.
- (i) **Loading bays**
Loading bays must be provided in accordance with this By-law.
- (j) **Screening**
The Municipality may require screening in accordance with this By-law.
- (k) **Refuse room**
A refuse room must be provided on the land unit in accordance with this By-law.
- (l) **Hazardous substances**
No activity which includes storage of on-site hazardous substances may be permitted unless a risk management and prevention plan has been submitted to the Municipality for its approval. The risk management and prevention plan must include guidelines approved by the Municipality to prevent or minimise danger to the environment or humans from a particular activity or series of activities, and to deal with the consequences of any dangerous event involving the hazardous substances.

(m) Site development plan

A site development plan must be submitted to the Municipality for its approval.

(n) Industrial hive

The following additional development parameters apply for an industrial hive, namely:

- (i) the design principles which are reflected in the definition of “industrial hive” must be closely followed and implemented;
- (ii) special attention must be given to aesthetics, architectural coordination, urban design and landscaping; and
- (iii) the Municipality may impose conditions specifying limits on the mix of retail and manufacturing activities, and the industrial hive may not allocate more than 50% of the total floor space to retail activities, shops or associated uses.

“liquor store”

Land use description: “*liquor store*” means an establishment where the dominant use is the retail sale of alcoholic beverages, for consumption off the property.

Development parameters:

The development parameters applicable to “shop” apply.

“market”

Land use Description: “*market*” means a place in a suitable environment where a variety of goods such as locally produced handmade arts and crafts, clothing, plants, household goods and/or second-hand goods, and/ or fresh produce, prepared speciality food, and beverages, are sold from temporary or permanent booths, tables and/or stands in an outdoors and/or indoors setting on a daily basis, or during specific days or at regular intervals, and may include outdoor dining and seating, outdoor recreational activities, family entertainment like live performances and a children's play area.

Development parameters:

The development parameters applicable to the [land uses of the](#) base zone applies, together with the following additional parameters:

- (a) a market activity must be compliant with any provisions of any related approved Municipal By-law.
- (b) a market activity must be applied for and considered in accordance with the provisions of any related approved Municipal Policy.
- (b) the Municipality may qualify the extent in size and nature of the market in terms of what may be sold or not sold, and what activities may take place or not, and the frequency and hours of the market.
- (c) the Municipality may stipulate conditions with regard to the layout, building design, open space, landscaping, parking, access and environmental management; and
- (d) the development must occur in accordance with an approved site development plan.

“medical consulting rooms”

Land use description: “*medical consulting rooms*” means an office or offices and ancillary rooms used by a registered medical professional for human medical or medical-related consultation, where the office is not attached to a hospital or clinic.

Development parameters:

The development parameters applicable to “office” apply.

“mine”

Land use description: “*mine*” means mine as defined in the Mineral and Petroleum Resources Development Act, 2002 (Act 28 of 2002) and includes extracting gas for market production purposes.

Development parameters:

The following development management provisions apply:

- (a) the owner must comply with national and provincial statutory requirements applicable to mining;
- (b) any application to rezone land to Industrial Zone IV must contain an explanation of the measures that will be implemented to address safety and environmental concerns that may be imposed as conditions of approval by the Municipality, including—
 - (i) control of drainage, sedimentation and erosion;
 - (ii) preservation of surface and substance water;
 - (iii) preservation of topsoil;
 - (iv) provision for restoration and the re-use of the site;
 - (v) provision for noise and visual buffering;
 - (vi) accommodation of heavy traffic and vehicles on roadways; and
 - (vii) a phased programme for rehabilitation; and
- (c) a site development plan must be submitted to the Municipality for its approval.

“mobile home”

Land use description: “*mobile home*” means a transportable structure that is designed so that it can be used as a permanent dwelling and that has the necessary service connections for a permanent dwelling.

Development parameters:

As determined by the Municipality.

“motor repair garage”

Land use description: “*motor repair garage*” means a commercial enterprise where motor vehicles are provided with fuel or major services including engine overhauling, spray-painting, panel beating, black-smithery, exhaust fitment, shock absorber fitment or body work, and includes a service station.

Development parameters:

The development parameters applicable to “shop” apply. The following additional development parameters apply:

- (a) a site development plan must be submitted to the Municipality for its approval;
- (b) any part of the property of a motor repair garage that is used for the repair of motor vehicles, the storage of inoperable motor vehicles or parts of motor vehicles, empty containers including oil drums and packing cases, or any other scrap, must be enclosed with a solid screen wall at least 2 metres high, or contained in a building; and
- (c) any motor repair garage that supplies fuel must comply with the following access requirements:
 - (i) the width of motor vehicle carriageway crossings over the street boundary, whether one-way or two-way, may not exceed 8 metres;

- (ii) a wall, at least 100 millimetres thick and 350 millimetres high, must be erected on the street boundary between different motor vehicle carriageway crossings, and the wall must continue along the boundary unless the property is otherwise enclosed;
- (iii) the motor vehicle carriageway crossings must be limited to two per site unless the total length of a street boundary exceeds 30 metres, in which case one additional motor vehicle carriageway crossing may be permitted;
- (iv) at the point where it crosses the street boundary, a motor vehicle carriageway crossing may not be closer than:
 - (aa) 30 metres to the intersection of a provincial road and with any other road of a similar status;
 - (bb) 30 metres to the nearest point of an intersection where traffic is controlled, or is proposed to be controlled, by a traffic signal or traffic island;
 - (cc) 10 metres from the corner of an intersection not described in items (aa) and (bb), if the intersection is not splayed, or 5 metres from the point where the splay meets the road boundary if the intersection is splayed; and
 - (dd) 1,5 metres from a side boundary; and
- (v) no fuel pump may be erected so that the base or island on which the pump stands is less than 3,5 metres from the nearest street boundary.

“multiple parking garage”

Land use description: “multiple parking garage” means a place, excluding a road, street and on-site parking associated with a primary or consent use, that is used for parking of motor vehicles by the public, with or without a fee, and may include parking within a building.

Development parameters

Development parameters applicable to “business premises” apply.

“nature conservation area”

Land use description: “nature conservation area” means the use and management of land with the objective of preserving the natural biophysical characteristics of that land, including the fauna and flora, but does not include tourist facilities, tourist accommodation or agriculture.

Development parameters:

- (a) The Municipality may require an environmental conservation plan to be submitted for its approval.
- (b) The Municipality must determine the land use restrictions and the development parameters for the property based on the objectives of this zoning, the particular circumstances of the property and, where applicable, in accordance with an approved environmental management plan.
- (c) One dwelling house is allowed if no dwelling house exists on another portion of the land unit zoned for agriculture purposes or if the full extent of the land unit is zoned Open Space III.
- (d) When a consent use to provide tourist facilities in a “nature conservation area” is approved, it is subject to conditions imposed by the Municipality with regard to layout, landscaping and building design.

- (e) A site development plan must be submitted to the Municipality for its approval, clearly indicating the position of all structures, services and internal roads.

“nature reserve”

Land use description: “*nature reserve*” means a national park or some other nature area that is owned by an organ of state or remains in private ownership and has been declared as a nature reserve or has a similar status in terms of legislation; it consists of an area that is utilised as a game park or reserve for fauna and flora in their natural habitat and—

- (a) includes environmental facilities and worker accommodation; and
- (b) does not include accommodation facilities for tourists.

Development parameters:

- (a) An environmental management plan must be submitted to the Municipality, SANParks or CapeNature for their approval or to all of them for approval.
- (b) SANParks or CapeNature or both must, in consultation with the Municipality, determine the land use restrictions and the development parameters for the property based on the objectives of this zoning, the particular circumstances of the property, and in accordance with an approved environmental management plan.
- (c) When consent is used to provide tourist facilities or tourist accommodation in a “nature reserve” are approved, conditions must be imposed with regard to density, layout, landscaping, and building design.
- (d) A site development plan must be submitted to the Municipality for its approval, clearly indicating the position of all structures, stands, services and internal roads.

“neighbourhood shop”

Land use description: “*neighbourhood shop*” means a property used for the retail sale, principally, of convenience goods and the ancillary sale of alcoholic beverages to the public and providing service almost exclusively to the inhabitants of a specific neighbourhood and its surrounding area, and—

- (a) includes laundrette, hair salon, flats above ground floor, medical practitioner consulting room, clinic, animal clinic; and
- (b) does not include a liquor store; shop, supermarket; service trade; or office.

Development parameters

The development parameters applicable to “shop” apply.

Despite the zero side and rear building lines, a 3 metre side or rear building line applies where a land unit zoned Business Zone III abuts on a residential zone.

“noxious trade”

Land use description: “*noxious trade*” means an industry that is offensive, poisonous or a potentially harmful use or activity that, because of the fumes, emissions, smell, vibration, noise, waste products, nature of material used, processes employed, or other cause, is considered by the Municipality to be a potential source of danger, nuisance or offence to the general public or persons in the surrounding area and includes—

- (a) an abattoir;
- (b) a crematorium;
- (c) rooftop base telecommunication station; and
- (d) freestanding base telecommunication station.

Development parameters

The following development parameters apply:

- (a) **Floor factor**
The maximum floor factor on the land unit is 2.
- (b) **Coverage**
The maximum coverage for all buildings on the land unit is 75%.
- (c) **Height**
 - (i) No height restriction applies to buildings used for a noxious trade, risk activity or manufacturing in this zone.
 - (ii) Buildings not used for noxious trade, risk activity or manufacturing purposes may not exceed a height of 18 metres to the top of the roof.
 - (iii) The general provisions regarding earth banks and retaining structures in this By-law apply.
 - (iv) The highest point of shipping or transport containers, when stored or stacked outside a building connected with a noxious trade, may not exceed 15 metres above average ground level.
- (d) **Building lines**
 - (i) The street boundary building line is at least 5 metres.
 - (ii) The side and rear boundary building lines are at least 5 metres.
- (e) **Parking and access**
Parking and access must be provided on the land unit in accordance with this By-law.
- (f) **Loading**
Loading bays must be provided on the land unit in accordance with this By-law.
- (g) **Screening**
The Municipality may require screening on the land unit in accordance with this By-law.
- (h) **Boundary walls**
Where a land unit has a common boundary with another land unit that is not zoned Industrial Zone II or Industrial Zone III, the Municipality may require a 3 metre-high wall, of the quality and with finishings to the satisfaction of the Municipality, to be erected along the common boundary..
- (i) **Hazardous substances**
Despite the fact that an activity constitutes a primary use right in terms of this zone, no activity or use that includes the on-site storage of hazardous substances is permitted unless a risk management and prevention plan has been submitted to the Municipality for its approval. The risk management and prevention plan must include guidelines approved by the Municipality to prevent or minimise danger to the environment or humans from a particular activity or series of activities, and to deal with the consequences of any dangerous event involving the hazardous substances.
- (j) **Refuse room**
A refuse room must be provided on the land unit in accordance with this By-law.
- (k) **Site development plan**
The Municipality may require a site development plan to be submitted for its approval.

“occasional use”

Land use description: “occasional use” means a temporary departure granted by the Municipality for a specific occasion including—

- (a) craft markets and outdoor trading;
- (b) film shoots;

- (c) builder's yards;
- (d) construction camp, plant and material yard;
- (e) seasonal camping sites; and
- (f) other outdoor occasions.

Development parameters:

The following development parameters apply:

- (a) the applicant must provide parking and toilet facilities to the satisfaction of the Municipality.
- (b) the temporary activities may not extend for a continuous period of more than 30 days;
- (c) despite paragraph (b), the Municipality may determine a longer period for a builder's yard, construction camp, plant and material yard; and
- (d) the Municipality may withdraw the approval by written notice to the applicant if any condition of approval is not complied with or if, in the opinion of the Municipality, the occasional use concerned creates a public nuisance.
- (e) An application for occasional use shall be accompanied by the necessary information, including a site development plan, and as may be prescribed, and the municipality may request any relevant information, studies and management plans to enable them to decide on the matter.
- (f) Recurring occasional uses will be regarded as a full-time activity and an appropriate land use application should then be pursued to allow the subject use on a permanent basis.
- (g) An occasional use does not exempt any owner or event organiser from compliance with any other law.

“office”

Land use description: “office” means property used for the conducting of an enterprise primarily concerned with administrative, clerical, financial or professional duties, and includes—

- (a) medical consulting rooms;
- (b) a clinic; and
- (c) a tuck shop.

Development parameters

The following development parameters apply:

- (a) **Floor factor**
The floor factor may not exceed 1.
- (b) **Coverage**
Coverage may not exceed 60%
- (c) **Street centre line setback**
The municipality may require that all buildings or structures on the land unit are set back at least 6,5 metres from the centre line of the abutting street or streets.
- (d) **Height**
 - (i) The highest point of a building may not exceed 11 metres from average ground level to the top of the roof.
 - (ii) The general provisions regarding earth banks and retaining structures in this By-law apply.
- (e) **Building lines**
 - (i) The street building line is at least 5 metres.
 - (ii) The side and rear building lines are at least 3 metres.

- (iii) Despite subparagraph (ii), the side building lines for properties smaller than 650 m² must be 0 metres for the first 12 metres measured perpendicular from street boundary; 0 metres for 60% of total remaining linear distance along all side and rear boundaries around the land unit; and 3 metres for the remainder.
- (iv) The general building line encroachments in this By-law apply.
- (f) **Garages and carports**
 - (i) A garage or carport is permitted within the common boundary building line provided the garage or carport—
 - (aa) does not exceed 3,5 metres to the top of the roof; and
 - (bb) does not contain more than a double garage façade with a maximum width of 6,5 metres.
 - (ii) For land units exceeding 650 m², a garage or carport may not be closer than 5 metres from the street boundary, notwithstanding the street building line.
- (g) **Parking and access**
Parking and access must be provided on the land unit in accordance with this By-law, except in a case where the Municipality has approved alternative parking supply under section 43.(1).
- (h) **Loading**
Loading bays must be provided on the land unit in accordance with this By-law.
- (i) **Screening**
The Municipality may require screening in accordance with this By-law.
- (j) **Canopy or balcony projection**
Canopy and balcony projections for “business premises” apply.
- (k) **Refuse room**
The Municipality may require a refuse room to be provided on the land unit in accordance with this By-law.

“off-road trail”

Land use description: “off-road trail” means a series of roads, tracks and routes designed for recreational use and—

- (a) includes buildings and facilities normally required for the administration and maintenance of the trail; and
- (b) does not include tourist accommodation or tourist facilities.

Development parameters:

The development parameters applicable to “agriculture” apply.

“open air motor vehicle display”

Land use description: “open air motor vehicle display” means the display of motor vehicles for the purpose of trading under open air where the open air area does not form part of a covered showroom and where shade cloth may not be construed as a permanent method of covering.

Development parameters:

The development parameters of “shop”, apply.

“outdoor advertising”

Land use description: “outdoor advertising” means the act or process of using any sign for notifying, warning, informing, making known or any other act of transferring information in a visible or audible manner and that takes place out of doors, whether

such outdoor advertising sign is attached to an existing authorised structure or any other purpose built or dedicated structure for such purpose.

Development parameters: In the absence of an approval for an outdoor advertising sign in terms of the provisions of any approved Municipal policy or by-law on outdoor advertising and signage, no outdoor advertising sign may be displayed in any zone other than a single un-illuminated sign or notice not projecting over a public street and not exceeding 0,2m² in area.

“outdoor dining”

Land use description: “outdoor dining” means dining outdoors on sidewalks or a portion of public street with tables, chairs, and other furnishings for the purpose of selling, offering for sale, and serving food and beverages in an area set up directly outside the confines of a property with any use rights associated with outdoor dining.

Development parameters

Outdoor dining shall be permitted as a primary use right on a property zoned public street, subject to the following conditions:

- (a) The outdoor dining area must be compliant with any provisions of any approved Municipal By-law on Outdoor Dining.
- (b) An outdoor dining activity must be applied for and considered in accordance with the provisions of any related approved Municipal Policy.
- (c) The location of the outdoor dining area must be directly abutting the confines of a property with use rights associated with outdoor dining.
- (d) The provision of an unobstructed walkway of at least 1,5m for pedestrian use and in the event that the 1.5m is not adjacent to the street, a further area of at least 0.8m must be provided adjacent to the street verge that would permit the unobstructed opening of car doors.
- (e) That no permanent or temporary structures, inclusive of any awnings, any enclosures or screening, decking, railing, trellis, or roofing be erected without the prior written consent of council, which permission must also be supported with the subsequent approval of a site development plan, and where required, a building plan for the subject structures, and inclusive of the approval from the Heritage Advisory Committee where applicable.
- (f) No signs may be displayed on the sidewalk or against the building if not indicated and approved on the site development plan.
- (g) All umbrellas used in the lease area must permit a head clearance height of at least 2.2m and any such ambarellas must be neutral in colour with no bright colours being permitted and may not contain any signage or branding, either in text or symbols.
- (h) The owner of the property that wants to conduct outdoor dining must make an application and obtain approval with a written lease agreement with the Municipality for the street area to be used for outdoor dining.
- (i) An application for a lease agreement to conduct outdoor dining must be accompanied with a site development plan and be approved prior to the operationalisation of the outdoor dining activity, which site development plan must address, but which are not necessarily limited to, the following requirements:
 - (i) Compliance to all specified provisions in the development parameters.

- (ii) Demarcation of the lease area relative to its abutting context with the street, the applicant's property, and neighbouring properties.
- (ii) The accurate location of all existing infrastructure, landscaping features and street furniture.
- (iv) The layout of all furniture and features that will be used for the outdoor dining activity.
- (j) In the event that the outdoor dining activity is in contravention with the development parameters or any other permission or does not comply with the terms of the lease agreement, the lease agreement may be cancelled, and the land use activity must be ceased.

“outdoor sport facility”

Land use description: “*outdoor sport facility*” means any formalised facility or open air structures for the purpose of active sporting activities or physical exercise, whether organised or on an individual basis, and that takes place outdoors and includes ancillary facilities required for such activities such as sports fields, - courses and - courts, skate board parks, bicycle parks and pump tracks, outdoor equipment for sport, exercise or training, and change rooms, and may include a tuck shop, but does not include stadiums, restaurants, club houses, shops.

Development parameters:

- (a) The Municipality must require a site development plan for an outdoor sports facility.
- (b) The site development plan as approved by the Municipality constitutes the development parameters.
- (c) The provisions for a site development plan in this By-law apply.

“place of assembly”

Land use description: “*place of assembly*”—

- (a) means a place that has a civic function to serve the social and community needs of an area, may attract people in relatively large numbers and is not used predominantly for a commercial enterprise;
- (b) includes a civic hall, and
- (c) does not include a place of entertainment, place of leisure, or conference facility.

Development parameters:

Development parameters applicable to “place of instruction” apply.

“place of entertainment”

Land use description: “*place of entertainment*” means a place used predominantly for commercial entertainment and may include a bar, stage for live music, one or more dance floor areas, a DJ booth, and which may attract relatively large numbers of people, operate outside normal business hours or generate noise from music or revelry on a regular basis, including—

- (a) a nightclub;
- (b) disco;
- (c) dance club;
- (d) club; and
- (e) a place of leisure
- (f) amusement park/ centre;

Development parameters:

The following development parameters apply:

- (a) As determined by the Municipality.
- (b) The Municipality may require a site development plan to be submitted for its approval in accordance with this By-law.

“place of instruction”:

Land use description: “*place of instruction*”—

- (a) means a place for education or training at pre-school, school or post-school levels;
- (b) includes a crèche, nursery school, primary school, secondary school, college, tertiary institutions, university or research institute;
- (c) includes facilities for ancillary uses including—
 - (i) a boarding hostel,
 - (ii) a tuck shop
 - (iii) sports and recreation facilities and centre,
 - (iv) a civic facility for the promotion of knowledge to the community including—
 - (aa) place of worship,
 - (bb) place of instruction in sport where the main objective is instruction rather than participation of the public as competitors, spectators or for recreational use;
- (c) The external use of any facilities associated with a pre-school or school, may only be used by bodies or the public for recreational and/ or for commercial purposes if permitted as a consent use.
- (d) does not include a reformatory or a conference facility.

Development parameters:

- (a) **Floor factor**
The maximum floor factor is 1,2.
- (b) **Coverage**
The maximum coverage is 60%.
- (c) **Height**
 - (i) The highest point of a building to the top of the roof may not exceed 12 metres, provided that there is no height limit for a bell tower, steeple, minaret or similar architectural feature designed to accentuate the significance of a building.
 - (ii) The general provisions regarding earth banks and retaining structures in this By-law apply.
- (d) **Building lines**
 - (i) The street building line is at least 5 metres.
 - (ii) Side and rear building lines are at least 5 metres.
 - (iii) The general building line encroachments in this By-law apply.
- (e) **Parking and access**
Parking and access must be provided on the land unit in accordance with this By-law.
- (f) **Loading bays**
Loading bays must be provided on the land unit in accordance with this By-law.
- (g) **Screening**
The Municipality may require screening in accordance with this By-law.
- (h) **Noise mitigation**
The Municipality may require the owner to install noise mitigation measures if excessive noise is created or likely to be created.

(i) Refuse room

A refuse room must be provided on the land unit in accordance with this By-law.

“place of leisure”

Land use description: “*place of leisure*” means a place used predominantly for commercial leisure activities that may attract relatively large numbers of people, but does not generate excessive noise, including—

- (a) a cinema;
- (b) theatre;
- (c) gymnasium;
- (d) pool room;
- (e) pub; and
- (f) a sports and recreation centre.

Development parameters:

The following development parameters apply:

- (a) As determined by the Municipality.
- (b) The Municipality may require a site development plan to be submitted for its approval in accordance with this By-law.

“place of worship”

Land use description: “*place of worship*”—

- (a) means a church, synagogue, mosque, temple, chapel or other place for practising a faith or religion, provided that a dwelling where the occupants engage in worship does not constitute a place of worship;
- (b) includes ancillary uses such as a religious leader’s and/ or caretakers dwelling, office, crèche, function hall, or place for religious instruction;
- (c) may include a subservient coffee shop; and
- (d) does not include a funeral parlour, cemetery or crematorium,

Development parameters:

Development parameters applicable to “place of instruction” apply.

“plant nursery”

Land use description: “*plant nursery*” means a property used for one or more of the following uses as a commercial enterprise:

- (a) cultivation of plants;
- (b) sale or hiring of plants;
- (c) sale or hiring of gardening products and gardening equipment,
- (d) provision of landscaping services; and
- (d) may include a subservient coffee shop.

Development parameters:

Development parameters applicable to “agriculture” apply.

“private open space”

Land use description: “*private open space*”—

- (a) means land not designated as public open space and that is used primarily as a private site for active or passive sport and recreational activities and amenities, or as a park or garden to create a desired landscape;
- (a) includes indoor and outdoor sport facilities, ancillary buildings, infrastructure, and public land that is or will be leased on a long term basis; and

- (b) does not include shops, restaurants and gymnasiums.

Development parameters:

The following development parameters apply:

- (a) the Municipality must require a site development plan to be submitted for its approval; and
- (b) the site development plan as approved by the Municipality constitutes the development parameters for a primary use and, if applicable, a consent use.

“private parking”

Land use description: “*private parking*” means property reserved exclusively for parking purposes and that is not normally accessible to the general public.

Development parameters:

A site development plan must be submitted to the Municipality for its approval. The site development plan as approved constitutes the development parameters for such private parking.

“private road”

Land use description: “*private road*”—

- (a) means privately owned land designated as a private road that provides vehicle access to a separate cadastral property or properties;
- (b) includes ~~utility~~ services and ancillary access control infrastructure, including a gatehouse, guardhouse, refuse room and utility room;
- (c) may include areas for private parking and
- (d) does not include a driveway on a property, or a servitude right of way over a property as these do not constitute private roads for the purpose of this zoning scheme.

Development parameters:

As determined by the Municipality.

“prospecting”

Land use description: “*prospecting*” means the first stage of physical search for minerals, fossils, precious metals or mineral specimens and may be granted as a temporary departure from this By-law by the Municipality since it does not constitute a primary, consent or occasional use right in terms of this By-law.

Development parameters:

As determined by the Municipality.

“public open space”

Land use description: “*public open space*”—

- (a) means land, with or without access control —
 - (i) owned by the Municipality or other organ of state;
 - (ii) not leased out by the Municipality or that other authority on a long-term basis,
 - (iii) set aside for the public as an open space for recreation or outdoor sport and designated as public open space; and
- (b) includes a park, playground, public or urban square, picnic area; public garden, nature area and ancillary buildings and infrastructure.

Development parameters:

The following development parameters apply:

- (a) the Municipality must require a site development plan to be submitted for its approval; and
- (b) the site development plan as approved by the Municipality constitutes the development parameters for a primary use, if applicable, and a consent use.

“public parking”

Land use description: “*public parking*” means property that is accessible to the general public for parking purposes with or without a fee and/or access control.

Development parameters:

A site development plan must be submitted to the Municipality for its approval. The site development plan as approved constitutes the development parameters for the public parking.

“public street”

Land use description: “*public street*” means any land, owned by or vesting in the Municipality, indicated on an approved plan, diagram or map as having been set aside as a public thorough way for vehicles and pedestrians and includes—

- (a) open public parking areas;
- (b) sidewalks;
- (c) those parts of a public place that are travelled parts;
- (d) informal trading; and
- (e) appropriate and necessary street furniture and infrastructure, including reticulation networks that does not present any threat to the safety or obstruct or inhibit free movement of pedestrians.

Development parameters:

A site development plan must be submitted to the Municipality for its approval. The site development plan as approved constitutes the development parameters for the public street.

“quarry”

Land use description: “*quarry*” means a place from which dimension stone, rock, construction aggregate, riprap, sand, gravel or slate is excavated from the ground. A quarry is a type of open-pit mine that produces building materials and dimension stone.

Development parameters:

- (a) Development parameters applicable to “agriculture” together with additional parameters determined by the Municipality apply.
- (b) If a quarry is approved as a consent use in Agricultural Zone I, the consent may only be granted for the number of years equal to the expected lifetime of the quarry concerned.
- (c) The owner must comply with national and provincial statutory requirements applicable to mining.
- (d) Any application to rezone land to Industrial Zone IV must set out the measures that will be implemented to address safety and environmental concerns including—
 - (i) control of drainage, sedimentation and erosion;
 - (ii) preservation of surface and substance water;
 - (iii) preservation of topsoil;
 - (iv) provision for restoration and the re-use of the site;

- (v) provision for noise and visual buffering;
- (vi) accommodation of heavy traffic and vehicles on roadways; and
- (vii) a phased programme for rehabilitation.
- (e) The Municipality may impose the measures to address safety and environmental concerns as conditions of approval.
- (f) A site development plan must be submitted to the Municipality for its approval.

“rehabilitation centre”

Land use description: “*rehabilitation centre*” means a facility providing treatment for substance abuse.

Development parameters:

Development parameters applicable to “place of instruction” apply.

“renewable energy infrastructure”

Land use description: “*renewable energy infrastructure*”—

- (a) means any wind turbine, solar energy generating apparatus, including solar photo-voltaic and concentrated solar thermal, hydro turbines or bio mass facility or any grouping thereof, that captures and converts wind, solar radiation or bio mass into energy for commercial use and/ or gain irrespective of whether it feeds into any electrical grid or not; and
- (b) includes any appurtenant structure necessary for, or directly associated with, generation of renewable energy, or any test facility or structure that may lead to the generation of energy on a commercial basis, excluding electrical grid connections; and
- (c) which, when restricted to photo-voltaic systems:
 - (i) are permitted on all properties zoned for residential use and primarily for the purpose of household consumption, but which may include excess generation to feed into any electricity grid, and insofar such structure/s is accommodated on the roof of existing permitted building structures, excluding car ports;
 - (ii) are permitted on all properties not zoned for residential purposes and to serve primarily in the energy needs of the authorised land uses, irrespective if it is for the purpose of commercial use, but which may also include excess generation to feed into any electricity grid for commercial gain, insofar as such structure/s is accommodated on the roofs of existing approved building structures which are directly related to the bona fide permitted uses of the subject property, excluding any carports;
 - (iii) are not permitted on any purpose build structure, inclusive of any carport, without a consent use approval as provided for and subject to the impact of such photo-voltaic system and associated structures on the productive, heritage, and scenic landscape.

Development parameters:

The development parameters applicable to the base zone applies in all instances, together with the following additional parameters:

- (a) **Height**
 - (i) The maximum height of a renewable energy infrastructure is technology dependent.
 - (ii) The height of buildings may not exceed 8,5 metres from natural ground level to the top of the roof.

(b) Setback

In the case of a wind turbine the setback is—

- (i) a distance equal to 1,5 times the overall blade tip height of the turbine, measured from the nearest residential, commercial or critical agricultural structures including animal housing, outbuildings, store rooms, excluding structures such as water troughs, feed dispensers, and windmills;
- (ii) a distance of 100m from the cadastral boundary of the land unit, unless the renewable energy infrastructure straddles two or more cadastral boundaries, in which case no setback applies;
- (iii) a distance of 100m from any public road or private or public right of way, unless it provides access to the turbine;
- (iv) a distance of 100m from any electrical infrastructure; and
- (v) a distance of 1000m from towns, settlements or urban areas.

(c) Site development plan

- (i) A site development plan must be submitted to the Municipality for its approval.
- (ii) The site must be surveyed and the exact delineation of the construction footprint must be shown in the site development plan.
- (iii) To the extent necessary, any relevant measures contained in these regulations must be incorporated into the site development plan submitted to the Municipality for approval.

(d) Land clearing, soil erosion and habitat impact

- (i) The clearing of natural vegetation is limited to that which is necessary for the construction, operation and maintenance of the renewable energy infrastructure as regulated by applicable environmental legislation.
- (ii) Wind turbines, solar structures, access roads and other infrastructure must be located to minimise damage to natural vegetation, water courses and wetlands.
- (iii) All land cleared that does not form part of the footprint of a renewable energy infrastructure must be rehabilitated according to a rehabilitation plan for the land concerned, approved by the Municipality.
- (iv) Constructing or operating the renewable energy infrastructure may not cause soil erosion, and any high-risk erosion areas must be rehabilitated by the operator, to the satisfaction of the Municipality.
- (v) The applicant must prove, to the satisfaction of the Municipality, that planning for the renewable energy infrastructure concerned has taken into account and mitigated the risk of all impacts on, and necessary distances that should be maintained from, wetlands, water bodies, threatened ecosystems, mountains, ridges, hills, coastal buffers, settlements, telecommunication towers, transmission towers and power lines.
- (vi) The applicant must provide exact coordinates relevant to land clearing, soil erosion and habitat impact to assist the Municipality to evaluate the risk of possible negative environmental impacts of the renewable energy infrastructure concerned.

(e) Noise, air quality and nuisance

The renewable energy infrastructure may not exceed a noise limit of 45 dB(A) during the night and 55 dB(A) during the day at the nearest dwelling.

(f) Finishing, colour and design

- (i) A wind turbine structure must be treated with a neutral, non-reflective exterior colour and designed to blend in with the surrounding natural environment, to the satisfaction of the Municipality.
- (ii) A solar structure must minimise any adverse effects related to its reflective surfaces and must be designed and built in a way that mitigates this impact, as required by the Municipality.

(g) Appurtenant structures

- (i) All appurtenant structures to a renewable energy infrastructure prescribed by the Municipality concerning bulk, height, yard sizes, building lines, open space, parking and building coverage requirements are subject to applicable by-laws.
- (ii) Appurtenant structures, including equipment shelters, storage facilities, transformers and sub-stations must be architecturally compatible with the receiving environment as required by the Municipality, and contained within a renewable energy infrastructure site development plan submitted for approval by the Municipality.
- (iii) Appurtenant structures may only be used for the storage of equipment or other uses directly related to the operation of the particular facility that they are associated with.
- (iv) Appurtenant structures must be screened from view by indigenous vegetation or be joined and clustered to minimise adverse visual impacts.

(h) Lighting

- (i) A renewable energy infrastructure or any part of such a structure may only be lit for safety and operational purposes and the lighting must be appropriately screened from abutting land units.
- (ii) A renewable energy infrastructure must comply with the lighting air safety requirements of the South African Civil Aviation Authority in terms of the Civil Aviation Act, 2009 (Act 13 of 2009).

(i) Signage and advertising

Signs on renewable energy infrastructures must comply with the laws regulating signage and be limited to signage necessary to—

- (i) identify the operator;
- (ii) provide 24-hour emergency contact numbers; and
- (iii) provide warning of any dangers associated with the structure.

No commercial advertising, including advertising for the provider or operator, may be displayed on any renewable energy infrastructure.

(j) Maintenance

The owner is responsible for maintaining a renewable energy infrastructure in good condition, including any access road, unless deemed a public way, and for paying the cost of repairing any damage resulting from construction or operation.

Maintenance includes—

- (i) painting;
- (ii) structural repairs;
- (iii) rehabilitation measures; and
- (iv) the upkeep of security and safety measures.

(k) Modification

Any modification to a renewable energy infrastructure, excluding inconsequential *in situ* technical improvements, made after approval and that is not in accordance with the approval and conditions of approval, requires authorisation from the Municipality within the parameters of these regulations by means of—

- (i) the amendment of approved conditions;
- (ii) a new consent use approval;
- (iii) amendment of the approved site development plan; or
- (iv) amendment of the approved building plan.

(l) **Decommissioning**

- (i) Any renewable energy structure and associated infrastructure that has reached the end of its productive life or has been abandoned, including buildings, cables and roads, must be removed by the owner.
- (ii) A renewable energy structure is considered abandoned when the structure fails to continuously operate for more than two years.
- (iii) When a renewable energy structure is scheduled to be decommissioned or operations have been discontinued or it has been abandoned, the land owner must notify the Municipality within 30 days after the operation ceased, and of plans for removal of the structure and infrastructure referred to in subparagraph (i).
- (iv) The owner is responsible for the removal of the structure in all its parts, within 150 days after the date of discontinued operation, or as agreed upon by the Municipality after submission of a plan for decommissioning. The Municipality may grant an extension of the deadline for removing the structure and its parts. The land must then be rehabilitated by the owner, to the satisfaction of the Municipality, to the condition prescribed in the approved environmental management plan and the approved decommissioning plan.
- (v) Decommissioning must include—
 - (aa) the removal of all renewable energy structures and appurtenant structures, including equipment, bases, foundations, security barriers and transmission lines directly related to the renewable energy;
 - (bb) disposal of all solid and hazardous waste in accordance with provincial and local waste disposal regulations; and
 - (cc) the stabilisation and re-vegetation of the site with indigenous vegetation to minimise erosion.
- (vi) The Municipality may, in order to minimise erosion and disruption to natural vegetation and habitats, grant permission to the owner to depart from the decommissioning plan in respect of removing landscaping, underground foundations or other underground components, provided these do not cause any pollution.
- (vii) Before the construction of the renewable energy structure commences, the owner must make financial provision or an alternative reasonable arrangement, to the satisfaction of the Municipality, for protection against failure by the owner to comply with the obligations in terms of this By-law and in the event of the owner being unable to fulfil the necessary financial obligations for the rehabilitation or management of the negative environmental impact of decommissioning or of abandonment.
- (viii) If the owner fails to remove the structure or its parts in accordance with the requirements of these regulations within 150 days of abandonment or the date of decommissioning or an approved extension date, the Municipality may enter the property and remove the structure and its parts, and recover all removal costs incurred from the owner.
- (ix) If the owner fails to meet the requirements of subitem (i), the Municipality may, after written notice to the owner, use all or part of the

financial provision or other provision referred to in subitem (vii) to rehabilitate or manage the negative environmental impact concerned, or to remove the facility.

“resort shop”

Land use description: “*resort shop*” means a shop that provides for the daily needs of transient guest of a holiday resort or camping site.

Development parameters:

The floor space of a resort shop may not exceed 100 m².

“restaurant”

Land use description: “*restaurant*” means a commercial establishment where meals and liquid refreshments are prepared or served or prepared and served to paying customers primarily for consumption on the property, and may include licensed provision of alcoholic beverages for consumption on the property, and the option for customers to purchase food for consumption off the property.

Development parameters:

Development parameters applicable to “business premises” apply.

“retirement resort”

Land use description: “*retirement resort*” means flats, group housing or town housing that conforms to the following additional conditions:

- (a) each dwelling unit must be occupied by a retiree or pensioner or by a family of which at least one member is a retiree or pensioner; and
- (b) a full spectrum of frail care and other facilities reasonably associated with a retirement resort may be provided at a retirement resort.

Development parameters:

Development parameters applicable to the primary use apply.

“riding school”

Land use description: “*riding school*” means a place or undertaking for the leasing of horses and riding instructions against payment, and includes the care and stabling of the horses.

Development parameters:

Development parameters as applicable to “agriculture” apply.

“risk activity”

Land use description: “*risk activity*” means an undertaking where the material handled or the process carried out is liable to cause extremely rapid combustion, give rise to poisonous fumes, or cause explosion, and includes major hazardous installations and activities involving dangerous and hazardous substances that are controlled in terms of national legislation.

Development parameters:

Development parameters applicable to “agriculture” apply.

“rooftop base telecommunication station”

Land use description: “*rooftop base telecommunication station*” means a support structure attached to the roof, side or any part of a building and used to accommodate telecommunication infrastructure for the transmitting or receiving of electronic communication signals.

Development parameters:

The general provisions of section 49 of this By-law apply.

“scrap yard”

Land use description: “*scrap yard*” means a property that is utilised for one or more of the following purposes:

- (a) storing, depositing or collecting of junk, scrap material or articles that have value depending mainly or entirely on the material used during their manufacture;
- (b) the dismantling of second-hand vehicles or machines to recover components or material; and
- (c) the storage or sale of second-hand parts, poles, steel, wire, lumber yards, tyres, bricks, containers or other articles suited to being left in the open.

Development parameters:

Development parameters applicable to “industry” apply.

“second dwelling”

Land use description: “*second dwelling*” means another dwelling that may, in terms of this By-law, be erected on a land unit where a dwelling house is also permitted; and the second dwelling may be a separate structure or attached to an outbuilding or may be contained in the same structure as the dwelling house; provided that–

- (a) a second dwelling may only be erected in a use zone where provision has been made in column 2 of the table set out in Schedule 1 for a second dwelling as a consent use; and
- (b) the second dwelling must remain on the same land unit as the dwelling house and not be alienated separately;
- (c) a second dwelling unit may be used as a self-catering unit for tourist accommodation.

Development parameters:

The development parameters applicable to “dwelling house” apply, together with the following additional parameters:

- (a) the total floor space of a second dwelling may not exceed 150 m² including the floor space of all ancillary buildings;
- (b) a second dwelling must be constructed in a style that is similar to the architecture of the main dwelling house;
- (c) a second dwelling that is a separate structure to a dwelling house may not exceed a height of 6,5 metres to the top of the roof;
- (d) a second dwelling that is contained within the same building as a dwelling house must be designed so that the building appears to be a single dwelling house; both units may have a ground floor, or one unit may be on the ground floor and the other unit above;
- (e) the existence of a second dwelling may not in itself be sufficient reason for the Municipality to grant an application in terms of planning law to subdivide the land unit containing the dwelling units; and

- (f) the construction of a second dwelling is subject to the Municipality's municipal services department certifying that adequate services network capacity is available to serve the needs of the second dwelling.

“self-catering unit”

Land use description: “self-catering unit” means a furnished second dwelling unit, ~~or~~ additional dwelling unit or any other dwelling unit where permitted as a consent use as may be provided, that is rented out to transient guest for short term accommodation on a self-catering basis and where the owner or occupier of the property reside on the property and rooms are not rented out separately.

Development parameters:

In addition to the prevailing development parameters, the following further parameters apply:

- (a) the Municipality may require that a site development plan be submitted;
- (b) a register of transient guest of the self-catering unit must be kept;
- (c) any new structure or alteration to the property related to its use as a self-catering unit must be compatible with the residential character of the area, particularly with regards to the streetscape, and must be capable of reverting to its use as a dwelling unit.
- (d) in the absence of a Municipal policy or by-law on outdoor advertising and signage, no advertising sign may be displayed other than a single un-illuminated sign or notice not projecting over a public street and not exceeding 1 m² in area;
- (e) no weddings, receptions, conferences, training or any similar activities are permitted in a self-catering unit;
- (f) no activities that constitute, or are likely to constitute, a source of public nuisance may be carried out;
- (g) on-site parking must be provided in accordance with the provisions of this By-law.
- (h) the number of self-catering units on any land unit as a single enterprise may not constitute a scale associated with a “tourist accommodation establishment”, in which instance the appropriate use right must be obtained;
- (i) A consent use approval for the self-catering use of any dwelling unit other than for Agricultural Worker Accommodation, will lapse after 5 years from the date of approval, which consent may on application be extended for further consecutive terms of 5 years.
- (j) A consent use for the self-catering use of any dwelling unit other than for Agricultural Worker Accommodation, will only be attached to the owner or occupant of the dwelling unit at the time of approval and will lapse upon transfer of ownership or occupation of the dwelling unit.
- (k) If a dwelling unit is located within a housing scheme which is subject to an owner's association or body corporate, the constitution of the subject housing scheme must specifically permit that dwelling units in the housing scheme may be used for self-catering use, and the written permission from the subject owner's association or body corporate must be obtained and submitted with an application for such consent use. If the owners' association or body corporate is not functioning, the written permission of all the owners within the housing scheme must be obtained.

“service station”

Land use description: “service station” means property for the retail supply of fuel, and—

- (a) may include uses including washing of vehicles, a convenience shop and a restaurant; and
- (b) does not include spray-painting, panel beating, motor repair garage, open air motor vehicle display or truck stop.

Development parameters:

The development parameters applicable to “shop” apply. The following additional development parameters apply:

- (a) A site development plan must be submitted to the Municipality for its approval. The site development plan must at least address matters pertaining to vehicle access, risk management of fuel pumps and fuel storage areas, screening and minimising any visual intrusion or operational disturbance with adjoining properties.
- (b) Any part of the property of a service station that is used for the repair of motor vehicles, the storage of inoperable motor vehicles or parts of motor vehicles, empty containers including oil drums and packing cases, or any other scrap, must be enclosed by a solid screen wall at least 2 metres high, or contained within a building.
- (c) Any service station must comply with the following access requirements:
 - (i) the width of motor vehicle carriageway crossings over the street boundary, whether one-way or two-way, may not exceed 8 metres;
 - (ii) a wall, at least 100 millimetres thick and 350 millimetres high, must be erected on the street boundary between different motor vehicle carriageway crossings, and the wall must continue along the boundary unless the property is otherwise enclosed;
 - (iii) the motor vehicle carriageway crossings must be limited to two per site unless the total length of a street boundary exceeds 30 metres, in which case one additional motor vehicle carriageway crossing may be permitted; and
 - (iv) at the point where it crosses the street boundary, a motor vehicle carriageway crossing may not be closer than—
 - (aa) 30 metres to the intersection of a provincial road and with any other road of a similar status;
 - (bb) 30 metres to the nearest point of an intersection where traffic is controlled, or is proposed to be controlled, by a traffic signal or traffic island;
 - (cc) 10 metres from the corner of an intersection not referred to in subitems (aa) or (bb) if such intersection is not splayed, or 5 metres from the point where the splay meets the road boundary if such intersection is splayed; and
 - (dd) 1,5 metres from a side boundary.
- (d) No fuel pump may be erected so that the base or island on which the pump stands is less than 3,5 metres from the nearest street boundary.

“service trade”

Land use description: “service trade” means an enterprise—

- (a) primarily involved in the rendering of a service for the local community including the repair of household appliances or the supply of household services;
- (b) not likely to be a source of disturbance to surrounding properties;
- (c) that employs at most 10 people;

- (d) not likely, in the event of fire, to cause extremely rapid combustion, give rise to poisonous fumes or cause explosions;
- (e) that includes laundry, bakery, dairy depot, and similar types of uses; and
- (f) that does not include an abattoir, brick-making site, builder's yard, sewage works, service station, open air motor vehicle display or motor repair garage, or storage or warehousing.

Development parameters

The development parameters applicable to "shop" apply.

"shelter"

Land use description: "shelter" means a unit of accommodation, intended for human occupation with outbuildings as are ordinarily used with a dwelling unit, constructed of any material whatsoever, even though the material may not comply with the standards of durability intended by the National Building Regulations, and includes—

- (a) renewable energy infrastructure for household purposes, irrespective of whether it feeds into any electricity grid, and insofar such structure/s is accommodated on the roof of existing permitted building structures, excluding car ports;
- (f) home occupation;
- (g) a bed and breakfast establishment; and
- (h) home child care.

Development parameters:

- (a) It is the sole responsibility of the occupant or owner of the shelter to ensure the structural, habitability, fire resistance or other standards of a shelter.
- (b) The Municipality may instruct any occupant or owner of a shelter to take action to remedy a public safety, health or fire risk.
- (c) The dominant use of the unit must remain residential.
- (d) No noxious trade, risk activity, adult entertainment, adult services or adult shop is permitted in a shelter.
- (e) No activities may be carried out in a shelter that constitute or are likely to constitute a source of nuisance, including the use of equipment that generates excessive noise, or any activity that results in the generation of dust, fumes, smoke, or waste material that could be detrimental to health, or requires special waste removal processes.
- (f) The Municipality may, at any stage, call for a cessation of the land use or activity, or impose conditions in order to minimise any potential nuisance to surrounding neighbours or the general public.
- (g) **Coverage**
There is no restriction on coverage insofar as the building lines are complied with.
- (h) **Height**
A shelter structure may not exceed a height of 6 meters.
- (i) **Building lines**
 - (i) Side building lines are at least 1 metre on one side or 1,5 metres in the case where the shelter has windows or doors.
 - (ii) If a midblock sewage system is present, a rear building line of up to 2 metres may be required by the Municipality.
 - (iii) The street building line is 1 metre, if required by the Municipality.

"shooting range"

Land use description: "shooting range" means an enclosed indoor facility or demarcated outdoor area designed, built or constructed and utilised by a person as a firing range

with targets for the usual, regular, and primary activity of controlled firearm practice, shooting competitions, or firearm training on a commercial basis, and—

- (a) may be restricted to certain types of arms, handguns or rifles, or can specialize in certain shooting sports;
- (b) must be constructed or designed in such a way, or where the improvements, size, geography, and vegetation of the area are such that any misdirected shot, that can reasonably be expected to be fired towards the targets, would not reasonably be expected to leave the range or otherwise pose a threat to live or property; and
- (c) may include ancillary activities, buildings and structures.

Development parameters:

- (a) The Municipality must require a site development plan for a shooting range.
- (b) The site development plan as approved by the Municipality constitutes the development parameters.
- (c) The provisions for a site development plan in this By-law apply.

“shop”

Land use description: “shop” means property used for the retail sale of goods and services to the public, and—

- (a) includes a retail concern where goods that are sold in the concern are manufactured or repaired, a funeral parlour, ancillary sale of alcoholic beverages, flats above ground floor, service trade, clinic, animal clinic and the sale of motor vehicles; and
- (b) does not include a hotel, industry, supermarket, motor repair garage, open air motor vehicle display, service station, restaurant, adult entertainment, adult services, adult shop or a liquor store.

Development parameters:

The following development parameters apply:

- (a) **Floor factor**
The maximum floor factor on the land unit is 1.
- (b) **Coverage**
The maximum coverage of all buildings on a land unit is 75%.
- (c) **Height**
 - (i) The maximum height of a building is 12 metres to the top of the roof.
 - (ii) The general provisions regarding earth banks and retaining structures in this By-law apply.
- (d) **Street centreline setback**
The Municipality may require a street centreline setback, in which case all buildings or structures on the land unit must be set back 8 metres from the centre line of the abutting public street or streets.
- (e) **Street boundary building line**
The street boundary building line is 0 metres, subject to the following conditions:
 - (i) the street centreline setback restriction in subparagraph (d);
 - (ii) minor architectural and sunscreen features may project beyond the street boundary building line provided that such features do not project more than 250 millimetres beyond the street boundary; and
 - (iii) for service stations, the street boundary building line is 5 metres subject to the general building line encroachments in this By-law.

(f) Side and rear boundary building lines

The side and rear boundary building lines are 0 metres.

(g) Canopy projection

The Municipality may approve a canopy projection over the street boundary in accordance with the following conditions:

- (i) the canopy may not project nearer than 500 millimetres to a vertical plane through the kerb line or proposed kerb line;
- (ii) no portion of a canopy projection may be less than 2,8 metres above the pavement;
- (iii) the Municipality may lay down more restrictive requirements relating to the dimensions, design and materials of the canopy; and
- (iv) the owner must enter into an encroachment agreement with the Municipality in the case of a canopy projection.

(h) Street corners

- (i) The Municipality may require the owner of a building to be situated at a public street corner, and where the Municipality considers the street corner to be significant, to incorporate in the building, architectural features that focus visual interest on the corner and emphasise the importance of pedestrian movement around the corner. The architectural features may include building cut-offs, walk-through covered arcades, plazas or other elements.

(j) Parking and access

Parking and access must be provided on the land unit in accordance with this By-law, except in a case where the Municipality has approved alternative parking supply under subsection 42.(1).

(k) Loading

Loading bays must be provided on the land unit in accordance with this By-law.

(l) Screening

The Municipality may require screening in accordance with this By-law.

(m) Repair or manufacturing concern in a shop

The floor space relating to any manufacturing or repair concern in a shop may not comprise more than 40% of the floor space of the shop.

(n) Refuse room

The Municipality may require a refuse room to be provided on the land unit in accordance with this By-law.

- (o) When a shop is approved as a consent use in Business Zone V, the total floor space of the shop or shops may not exceed 5% of the floor space of the building.

“smallholding”

Land use description: “*smallholding*” means an extensive landholding, including a dwelling house that is primarily a place of residence on which small scale agricultural activities may take place.

Development parameters:

Development parameters applicable to “agriculture” apply, except that the following building lines apply:

(a) Building Lines

- (i) 10 metres from any boundary in respect of properties smaller than 2 hectares;
- (ii) 20 metres from any boundary in respect of properties smaller than 4 hectares; and
- (iii) 30 metres from any boundary in respect of properties larger than 4 hectares.

(b) Coverage

- (i) The floor area of the dwelling house may not exceed 500m²;
- (ii) The cumulative coverage and/ or total floor area of all building structures, excluding the dwelling house and second dwelling unit, may not exceed the limit of 5% of the size of the land unit or to a maximum of 2000m², whichever is the lesser amount.

“Small scale rental apartments”

Land use description: “small scale rental apartments” means a building containing two or more purpose built micro residential units that may not be sectionalised to provide in the need of affordable rental units and improve living conditions, and:

- (a) with the exclusion of one dwelling house, may only be permitted where no second dwelling or shelters has been developed;
- (b) includes renewable energy infrastructure for household purposes, irrespective of whether it feeds into any electricity grid, and insofar such structure/s is accommodated on the roof of existing permitted building structures.
- (c) includes home occupation;

Development parameters:

- (a) Small scale rental apartments can be permitted as provided for as a consent use or in spatially targeted areas depicted in an associated overlay zone.
- (b) Small scale rental apartments can only be permitted where sufficient service infrastructure capacity is available.
- (c) Despite the prevailing development parameters, a small scale rental apartment development must comply with the building and fire safety regulations.
- (d) The dominant use of the property must remain residential.
- (e) No noxious trade, risk activity, adult entertainment, adult services or adult shop is permitted in any micro unit.
- (f) No activities may be carried out in any unit that constitute or are likely to constitute a source of nuisance, including the use of equipment that generates excessive noise, or any activity that results in the generation of dust, fumes, smoke, or waste material that could be detrimental to health, or requires special waste removal processes.

(g) Height

- (i) The height of a small scale rental housing building may not exceed 6 metres to the wall plate in all cases, and 8,5 metres to the ridge of the roof in the case of a pitched roof.

(h) Coverage

- (i) The maximum coverage of all buildings on a land unit is 80%.

(i) Building lines

- (i) Side building lines are 1 metre on each side.
- (ii) Rear building line is 1,5 metres, but if a midblock sewage system is present, a rear building line of up to 2 metres may be required by the Municipality.
- (iii) The street building line is 1 metre.

(j) Parking and access

- (i) Parking and access must be provided on the land unit as may be required and in accordance with an approved site development plan.

"sports and recreation centre"

Land use description: "sports and recreation centre" means an outdoor and/ or indoor sports and recreation facility which may be public or privately owned and which may include sports grounds and fields, golf courses, a sports stadium, as well as ancillary and subservient facilities and amenities like a clubhouse ~~with a restaurant and shop~~, gymnasium, ablution facilities, training facilities, stores, and related administrative buildings.

Development parameters:

- (a) The Municipality must require a site development plan for a sports and recreation centre.
- (b) The site development plan as approved by the Municipality constitutes the development parameters.
- (c) The provisions for a site development plan in this By-law apply.

"student home"

Land use description: "student home" means that the entire dwelling unit is rented out for the accommodation of students and where the owner or a manager does not reside on the property, and -

- (a) the scale of any dwelling unit so used shall not exceed that of a normal dwelling unit which would ordinarily accommodate one family;
- (b) no dwelling unit may be developed or altered purposefully to serve as student accommodation, in which case the establishment will be regarded as a "boarding hostel";
- (c) at least one communal bathroom, kitchen and lounge/eating area shall be provided for students on each property;
- (d) separate kitchen facilities may not be installed in any rooms in contravention of the permitted number of dwelling units in the zone.

Development parameters:

- (i) In addition to the development parameters associated with the applicable dwelling unit, parking must be provided on a ratio of 1 parking bay per bedroom.
- (ii) A consent use approval for a student home will be subject to a period for 5 years, which may on application, be extended for further consecutive terms of 5 years.
- (iii) A consent use for a student home of any dwelling unit will only be attached to the owner or occupant of the dwelling unit and will lapse upon transfer to any new owner or new occupant of the dwelling unit.
- (iv) If a dwelling unit is located within a housing scheme which is subject to an owner's association or body corporate, the constitution of the subject housing scheme must specifically permit that dwelling units in the housing scheme may be used as a student home, and the written permission from the subject owner's association or body corporate must be obtained and submitted with an application for such consent use. If the owners' association or body corporate is not functioning, the written permission of all the owners within the housing scheme must be obtained.

"supermarket"

Land use description: "supermarket" means a shop having a total floor space in excess of 400 m², where a range of goods, including foodstuff and household goods, is offered for sale on a predominantly self-service basis.

Development parameters:

Development parameters applicable to "shop" apply.

"telecommunication infrastructure"

Land use description: *"telecommunication infrastructure"*—

- (a) means any part of the infrastructure of a telecommunication network for radio or wireless communication;
- (b) includes voice, data and video telecommunications, including antennae, any support structure, equipment room, radio equipment or optical communications equipment (laser or infra-red);
- (c) includes ancillary structures needed for the operation of telecommunication infrastructure; and
- (d) does not include fibre optic installations and point-to-point copper (cable) installation and rooftop base telecommunication stations.

Development parameters:

As determined by the Municipality.

"tourist accommodation establishment"

Land use description: *"tourist accommodation establishment"* means a harmoniously designed and built tourist development, used by transient guest for tourism purposes, whether in private or public ownership, that—

- (a) consists of a single enterprise that provides overnight accommodation by means of short-term rental or time sharing only;
- (b) may include the provision of a camping site, caravan park, chalets or mobile home park, resort shop, private or public roads;
- (c) does not include a hotel or wellness centre; and
- (d) no building or part of a building of a tourist accommodation establishment may be subdivided, alienated via a registered lease, or sectionalised.

Development parameters:

- (a) When land is rezoned to Resort Zone, the Municipality must impose conditions with regard to density, layout, landscaping, and building design.
- (b) A site development plan must be submitted to the Municipality for its approval, clearly indicating the position of all structures, stands, services and internal roads.
- (c) Provided that if a hotel or wellness centre is approved as a consent use within Resort Zone the following additional conditions apply:
 - (i) rooms may not be alienated by means of sectional title;
 - (ii) the hotel may not accommodate more than 50% of the number of accommodation units;
 - (iii) the architectural design of the hotel or wellness centre must conform to that of the rest of the resort; and
 - (iv) the maximum height for the hotel or wellness centre is 6 metres to the wall plate in all cases and 8,5 metres to the top of the roof in the case of a pitched roof.

"tourist facilities"

Land use Description: *"tourist facilities"* means the provision of a variety of facilities, amenities and activities which are associated with the attributes and attractions of the primary use rights and locational context of the hosting property and is aimed at tourists and visitors and -

- (a) Includes, wine/ beer/ liquor tasting and sales, markets, restaurants, coffee shop and bakery, lecture rooms, conference facilities, mountain bike trails, cycle and hiking trails, picnic and recreational activities and facilities, coffee roastery, charcuterie; restrooms;
- (b) does not include any sport activities and facilities, shops, an off-road trail, a function venue, place of entertainment, hotel, wellness centre, or tourist accommodation;
- (c) the tourist facility that is permitted on a land unit will be limited to the qualified type of tourist facility and the scope thereof in accordance with the associated approval; and
- (d) no building or part of a building of a tourist facility may be subdivided, alienated via a registered lease, or sectionalised.

Development parameters:

- (i) Development parameters applicable to the land use rights base-zone apply, together with the site development plan and any conditions of approval by the Municipality shall constitute the development rules for the tourist facilities and activities and any expansion, alteration or relocation will require a fresh land use and land development application.
- (ii) The total floor area of all buildings which are used as tourist facilities shall not exceed 250m² for the entire land unit, and the total designated outdoor area not covered by any roof which are used together with the buildings for the tourist facilities, shall not exceed 100m², which excludes all types of trails or unroofed and expansive outdoor recreational activities.
- (iii) Tourist facilities on properties zoned for agricultural use may only be undertaken from a farm where the primary use of the property is *bona fide* agriculture and where the proposed activity is subservient to the primary agricultural land use on the farm.
- (iv) Tourist facilities on properties zoned for agricultural use which require buildings to operate from, must be undertaken from existing approved buildings on the property which are no longer utilised for their original purpose, provided that the Municipality may consider new buildings if they do not adversely impact on the viability of the farm or the rural character.
- (v) The parking requirements applicable to place of assembly in Section 58 must be applied as a guideline for the provision of parking and as approved in accordance with the site development plan.
- (vi) Parking areas associated with any tourist facilities may not be covered by any carports or similar structures.

“town housing”

Land use description: “town housing” means a row or group of linked or attached dwelling units, planned, designed and built as a harmonious architectural entity where every dwelling unit has a ground floor and dwelling units may be cadastrally subdivided.

Development parameters:

The development parameters of “group housing” apply, provided that:

- (a) **Density**
The maximum gross density on a town housing site is 60 dwelling units/hectare.
- (b) **Open space**
The open space requirements for group housing do not apply to town housing.
- (c) **Coverage**
The maximum coverage for all buildings on a land unit is 60%.

(d) Height

The height of dwelling units may not exceed 6 metres to the wall plate in all cases, and 8,5 metres to the ridge of the roof in the case of a pitched roof.

“transitional relocation area”

Land use description: “*transitional relocation area*” means a designated property or area provided on a proactive or reactive basis to relocate and accommodate persons affected by emergencies or in need in temporary shelters with communal basic services on a temporary basis –

- (a) to return to their original place of residence once the emergency has subsided, or
- (b) as an interim measure to relocate to formal housing opportunities when available, or
- (c) for the eventual in-situ upgrading to more formal dwelling units.

Development parameters:

- (a) The Municipality may require a site development plan to be submitted for its approval, indicating the position of stands or shelters, structures, services, access and internal roads.
- (b) Development parameters as determined by the Municipality.

“transport use”

Land use description: “*transport use*” means the use of land, a building or structure for the operation of a service for the transportation of goods (including liquids and gases) or passengers by means of rail, road, sea or pipeline and—

- (a) includes the use of that land, building or structure for the purpose of a harbour, railway station, bus depot or taxi interchange, and a transport undertaking;
- (b) includes a public-private undertaking including a railway station, bus depot, multiple parking garage, taxi rank, public transport interchange, rooftop base telecommunication station, harbour and ancillary purposes; and
- (c) does not include an airport, airfield; or helicopter landing pad.

Development parameters:

Development parameters applicable to “business premises” apply.

“truck stop”

Land use description: “*truck stop*” means a facility with direct access from a freeway, inner city road or major transport route that—

- (a) provides a range of rest, service and fuelling facilities for heavy duty, long haul vehicles and trucks; and
- (b) does not include accommodation.

Development parameters:

Development parameters are determined by the Municipality by means of conditions of approval for a truck stop as a consent use, provided that—

- (a) the Municipality must require a site development plan to be submitted for its approval; and
- (b) the site development plan must at least address matters pertaining to vehicle access, placement of overnight parking and ablution facilities or rest rooms, screening and minimising any visual intrusion or operational disturbance to adjoining properties.

“truck stop accommodation”

Land use description: “*truck stop accommodation*” means overnight accommodation by means of short term rental that specifically caters for the needs of truck drivers and may include rooms, ablution facilities, basic food preparation facilities and communal areas for relaxation and is ancillary to a truck stop.

Development parameters:

- (a) The Municipality must require a site development plan to be submitted for its approval.
- (b) The height of the accommodation facility may not exceed 6,5 metres to the top of the roof.

“tuck shop”

Land use description: “*tuck shop*” means a small retail concern that stocks a range of snacks, food, candy, soft drinks, and warm beverages and serves the needs of the public who frequent the premises or the persons associated with a specific business, institution, premises or activity.

Development parameters:

- (a) A tuck shop may not exceed 25m².
- (b) May include an external seating area not exceeding 25m².
- (c) The Municipality may require a site development plan to be submitted for its approval.

“urban agriculture”

Land use description: “*urban agriculture*” means the cultivation of crops, on relatively small areas within the urban area or edge, for own consumption or sale in neighbouring markets; provided that cultivation of a garden by an occupant is not regarded as urban agriculture for the purpose of this By-law.

Development parameters:

- (a) The extent and nature of the activity will remain compatible with the primary land uses.
- (b) The use of pesticides, fertilisers, equipment, machinery and trucks must not cause a nuisance or health risk, in which instance the Municipality may require the activity to cease.
- (c) All other development parameters as determined by the Municipality.

“utility service”

Land use description: “*utility service*” means a use or infrastructure that is required to provide engineering and associated services for the proper functioning of urban development and—

- (a) includes a water reservoir and purification works, electricity substation, storm water retention facilities, and a waste-water pump station and treatment works, rooftop base telecommunication station and freestanding base telecommunication station, [data centre](#); and
- (b) does not include renewable energy infrastructure or transport use; and
- (c) provided that a road is not regarded as a utility service.

Development parameters:

As determined by the Municipality.

“wall of remembrance”

Land use description: “*wall of remembrance*” is a wall in a cemetery or crematorium provided for the placement of inscribed tablets commemorating deceased persons.

Development parameters:

Development parameters applicable to “cemetery” and “crematorium” apply.

“warehouse”

Land use description: “*warehouse*” means a building used primarily for the storage of goods, except for goods that are offensive or dangerous and—

- (a) includes property used for business of a predominantly wholesale nature, and
- (b) does not include property used for business of a predominantly retail nature.

Development parameters:

Development parameters applicable to “industry” apply.

“wellness centre”

Land use description: “*wellness centre*” means a business that provides a variety of services for the purpose of improving health, beauty and relaxation through personal care treatments including massages, rehabilitation, exercise programmes, diet, instruction on wellness, life coaching, and facials and includes—

- (a) facilities like saunas, pools, steam rooms, gymnasiums, treatment rooms, relaxation areas and whirlpools; and
- (b) the provision of meals to guests.

Development parameters:

Development parameters applicable to “tourist accommodation establishment” apply.

“winery”

Land use description: “*winery*” means a place where wine is made, and may include a distillery, but excludes a selling point to the general public and wine-tasting area.

Development parameters:

Development parameters applicable to “agriculture” apply.

SCHEDULE 3

OVERLAY ZONES APPROVED IN TERMS OF SECTION 16

1. SUBDIVISIONAL AREA OVERLAY ZONE

1.1. General purpose of Subdivisional Area Overlay Zone

The subdivisional area overlay (SAO) zoning designates land for future subdivision with development rights by providing development directives through specific conditions as approved in terms of this By-law. The SAO zoning confirms the principle of development and acceptance of future subdivision of land; but not the detailed layout that will be determined when an actual application for subdivision is approved.

1.2. Use of the property

- 1.2.1 Land zoned as a subdivisional area may be subdivided as contemplated in the Planning By-law.

1.3. Development parameters

- 1.3.1 When the municipality approves a subdivisional area overlay zone, it must impose conditions making provision for at least—
- (a) density requirements;
 - (b) main land uses and the extent of the uses; and
 - (c) a detailed phasing plan or a framework including—
 - (i) main transport routes;
 - (ii) main land uses;
 - (iii) bulk infrastructure;
 - (iv) requirements of organs of state;
 - (v) public open space requirements; and
 - (vi) physical development constraints.

2. SPECIAL PLANNING AREA OVERLAY ZONE

2.1. General purpose of special planning area overlay zone

The general purpose of the special planning overlay zone is to provide for a package of plans mechanism to plan and manage the development of large or strategic urban development areas with a greater degree of flexibility. The package of plans mechanism is a phased process of negotiation, planning and approvals, where appropriate levels of planning detail are approved together with conditions for those approvals.

A special planning area overlay zone is generally created in respect of an application that involves a mixed use development proposal or where the development does not generally comply with the development parameters of the applicable land uses of this zoning scheme.

2.2. Use of the property

- 2.2.1 Primary uses are as stipulated in the conditions of approval imposed in terms of the Planning By-Law.
- 2.2.2 Consent uses are as stipulated in the conditions of approval imposed in terms of the Planning By-Law.

2.3. Development parameters

- 2.3.1 The Municipality must require a package of plans as set out in section 2.3.4 of Schedule 3 to be submitted for areas zoned as special planning area overlay zones.
- 2.3.2 The applicant must, during pre-application discussions with the Municipality, ascertain whether a package of plans procedure has to be followed.
- 2.3.3 The development parameters of the lowest order package of plans as contemplated in section 2.3.2 of Schedule 3 and as approved by the Municipality are the development parameters of the special planning overlay zone applicable to the property concerned.
- 2.3.4 The package of plans consists of all of the following components that are listed in a hierarchy from higher-order to lower-order plans, and the lower-order plans must be in compliance with the higher-order plan:

(a) Contextual framework

- (i) The contextual framework lays down broad land use policy for the development and the surrounding area.
- (ii) It may include principles or heads of agreement summarising the general obligations of the Municipality and the developer in relation to the development.
- (iii) The contextual framework may be prepared by the Municipality, or by a land owner or development agency under supervision of the Municipality, and may not be in conflict with a spatial development framework or structure plan approved by the Municipality.

(b) Development framework

- (i) The development framework must identify overall policy, broad goals, and principles for development within the development.
- (ii) The development framework must identify the range of uses, general spatial distribution of uses, major transport and pedestrian linkages, infrastructure and any limits to development within the development, including but not limited to density and floor space.

(c) Precinct plans

- (i) Precinct plans apply to specific areas within the development framework that have common features, functional relationships or phasing requirements.
- (ii) There may be several precinct plans that make up a development area.
- (iii) A precinct plan must describe in more detail the development objectives and intentions for a specific area in the development, as well as principles for urban form, land use, pedestrian links, traffic movement, floor space and environmental management.

(d) Subdivision plans

- (i) Subdivision plans, if required, must be processed in terms of planning law to establish new cadastral boundaries and to facilitate the transfer of land units.

- (ii) Subdivision plans may be approved at any stage after the development framework has been approved, and the provisions of section 16.2 apply to such plans.
 - (e) **Site development plans**
 - (i) Site development plans depict more detailed design and development provisions for one or more land units within a development.
 - (ii) These provisions may include details relating to land use, floor space, building lines, height, parking requirements, municipal services and landscaping, as well as details relating to the position and appearance of buildings, open space, pedestrian links and traffic movement.
 - (iii) A site development plan may be required before or after a subdivision plan, and must provide for the information as required for a site development plan in terms of this By-law.
 - (f) **Building plans**
 - (i) Building plans contain detailed specifications as required by the National Building Regulations.
 - (ii) Building work may only commence once building plans have been approved by the Municipality.
- 2.3.5 The Municipality may require all or only some of the components of the package of plans to be applied in respect of a particular development.
- 2.3.6 The Municipality may require that the area covered by a contextual framework must extend beyond the land under consideration if, in its opinion, the proposed development will have a wider impact, and the Municipality may determine the extent of that area.
- 2.3.7 In approving a special planning area overlay zone, the Municipality must determine the total floor space or density permitted within the development as a condition of approval.
- 2.3.8 The allocation of floor space must take into account the carrying capacity of internal and external infrastructure including roads and utility services, and any urban design principles approved by the Municipality as part of a rezoning or contextual framework.
- 2.3.9 The approved floor space may remain as "floating floor space" assigned to the overall development for later allocation, or may be assigned to particular precincts when a precinct plan is approved; and in either case must be allocated to individual subdivisions or site development plans.
- 2.3.10 When a special planning area overlay zone and a package of plans is required in terms of this By-law, the relevant components must be submitted to the Municipality for its approval before any development on a land unit can commence, provided that—
- (a) the development may not be refused if it is consistent with the development parameters of a base zone, overlay zone, or condition of approval; and
 - (b) the Municipality may require amendments to the detail of the site development plan to address reasonable concerns relating to access, parking, architectural form, urban form, landscaping, environmental management, engineering services or similar concerns.
- 2.3.11 The general provisions contained in this By-law apply with regard to site development plans.

3. URBAN AND RURAL CONSERVATION OVERLAY ZONE

3.1 General purpose of Urban and Rural Conservation Overlay Zone

- 3.1.1 The Urban and Rural Conservation Overlay Zone may be referred to by the code (HAO) and shall be indicated on the zoning map in a unique colour outline for each area with fine horizontal hatching in the same colour.
- 3.1.2 The purpose of the Urban and Rural Conservation Overlay Zone is to guide development in order to protect and enhance the character of an area, which has special historical, heritage, cultural, environmental, amenity or architectural value.
- 3.1.3 The aim of this zone is to provide an additional mechanism through which the Municipality can manage sensitive areas, regardless of the base zone, where new development can be undertaken in a manner which is sensitive to the receiving environment, and also balanced, given the municipality's developmental objectives.
- 3.1.4 The overlay zone gives the Municipality a mechanism whereby additional measures and conditions can be imposed with which to mitigate the potential adverse impact of development on the receiving environment.
- 3.1.5 Other than when specific limitations are imposed by virtue of a provision contained in an overlay zone which reduces the development envelope, the objective of this zone is not to reduce existing development rights or to hinder development within existing development parameters unless such development has a severe and proven adverse impact on listed heritage resources or specific environmental resources.

3.2 Areas designated as Urban and Rural Conservation Overlay Zones

- 3.2.1 The council of the Stellenbosch Municipality may designate an area as Urban or Rural Conservation Overlay Zone. The area shall be depicted on a map and the area shall be recorded in Table A.

TABLE A: URBAN AND RURAL CONSERVATION OVERLAY ZONES			
Number and Reference	Map	Description of Area	Colour on map
URCO1		Stellenbosch Urban Conservation Area	
URCO2		Franschhoek Urban Conservation Area	
URCO3		Jonkershoek Valley Rural Conservation Area	
URCO4		Dwars River Valley Rural Conservation Area	
URCO5		Ida's Vallei Rural Conservation Area	

- 3.2.2 An area may be designated as an Urban or Rural Conservation Overlay Zone based on its exceptional historic interest, architectural significance, environmental or other conservation worthy aesthetic or landscape, after the completion of a suitable study to identify the extent and boundaries based on appropriate criteria.
- 3.2.3 The Municipality may demarcate new areas or amend existing areas by amending the Scheme in terms of Planning Law, but land cannot be rezoned by an owner for incorporation into or exclusion from this overlay zone.

3.3 Applications in Urban and Rural Conservation Overlay Zones

3.3.1 In an Urban Conservation Area, the under-mentioned activities may not commence without the Municipality's permission in terms of this scheme :

- (a) addition of any new building or structure, including a boundary wall, gate posts, entrance gate, security or refuse structure;
- (b) external demolition or alteration or renovation to an existing building or structure which may, in the municipality's opinion alter the character of the area, including, but not limited to, boundary walls, fences, stoeps, windows, roof details, existing chimneys;
- (c) removal, felling, lopping, topping or otherwise damaging of any mature tree (other than removal of dangerous branches or bona fide pruning) which is visible from a public road in the area;
- (d) alteration or removal of any significant landscape feature which contributes to the character of the area, including mature hedges and rows of mature plantings which are visible from a public road in the area;
- (e) the removal of any garden space for paving or parking, where such space is visible from a public road;
- (f) alteration, removal or addition to historical hard landscape features such as (but not limited to) street furniture, signage, water furrows, carriageway/furrow crossings, bridges, cobble streets, lamp posts which are in or adjacent to a public road in the area;
- (g) the erection of any signage which may be visible from any public road or public open space;
- (h) the addition of washing-lines, rain catchment tanks, television aerials and satellite dishes, telecommunication masts, chimneys, solar panels, solar geysers, electrical substations, refuse rooms, air conditioners, generators or any other service component or a similar feature which is visible from a public road or public open space. .

3.3.2 In a Rural Conservation Area, the under-mentioned activities may not commence without the Municipality's permission in terms of this scheme :

- (a) addition of any new building or structure, including any boundary wall, gate posts, security or refuse structure which is visible from a public road;
- (b) external demolition or alteration to an existing building or structure which is visible from a public road;
- (c) removal, felling, lopping, topping or otherwise damaging of any mature tree (other than removal of dangerous branches or bona fide pruning) which is visible from a public road in the area;
- (d) alteration or removal of any significant landscape feature which contributes to the character of the area, including mature hedges and rows of mature plantings which are visible from a public road in the area;
- (e) the removal of any garden space for paving or parking, where such space is visible from a public road;
- (f) installation of general area lighting against buildings or on masts which is visible from a public road or from a distance, and which is regarded by the municipality to be potentially obtrusive.

3.3.3 The following activities are exempt from applying for permission:

- (a) internal alteration to buildings or structures;
- (b) external maintenance that does not involve removal of original fabric or change to the original appearance of a building or structure;

- (c) repainting of existing painted surfaces of a building or structure, provided the colour is compliant with colour guidelines where such guidelines exist;
- (d) re-plastering of existing plastered surfaces provided the appearance is identical to the original historical finish;
- (e) re-cladding or re-thatching of roofs provided that the material is similar in appearance to the original historical material;
- (f) the addition of washing-lines, water catchment tanks, television aerials and satellite dishes, solar panels, solar geysers which are not visible from a public road.
- (g) alien vegetation clearing in accordance with an alien clearing plan submitted by the owner of the land to the Municipality for information purposes;
- (h) pruning and felling of trees in bona fide orchards in the Agricultural and Rural Zone.

3.3.4 Applications for permission in terms of sections 00(a) and (b) shall be submitted only by a registered architect or town planner as the case may be, together with all information and plans the Municipal Manager may deem necessary to inform the decision.

3.3.5 Where a proposal is either adjacent to or on a property which is listed in the Municipality's heritage register, the Municipal Manager may require that the application be accompanied by a report prepared by a heritage practitioner registered with Heritage Western Cape which evaluates the possible impact of the proposal on the heritage asset.

3.4 Land uses and development parameters in Urban and Rural Conservation Overlay Zones

3.4.1 The base zone applicable to a property will continue to apply to properties within this overlay zone.

3.4.2 The primary, additional and consent land uses set out in the applicable base zone remain applicable, unless varied in the area-specific provisions listed under each Urban or Rural Conservation Overlay Zone.

3.4.3 All the development parameters included in the base zone remain applicable, unless a specific parameter is varied in the area-specific provisions listed under each Urban or Rural Conservation Overlay Zone.

3.5 Area specific parameters and decision making criteria

3.5.1 The Municipality may prepare and adopt, after following due process, area-specific development parameters and rules for a particular Urban or Rural Conservation Overlay Zone which shall be contained in this Scheme and which may only be deviated from, with the permission of the Municipality.

3.5.2 The Municipality may adopt a Conservation Overlay Policy, in which the character forming elements and decision making criteria for each area is set out, and these will guide decision making on an application in terms of this chapter.

3.5.3 Where a designated area is not included in the Conservation Overlay Policy, the Municipality shall assess the application against the general purpose of this overlay zone.

3.6 Advisory committee

3.6.1 The Municipality shall establish a Conservation Advisory Committee, which may consist of various sub-committees for different overlay zone areas, to make recommendations on the planning application in Urban and Rural Conservation Overlay Zones.

- 3.6.2 The Municipality shall by ordinary resolution prescribe rules and procedures for such committee.
- 3.6.3 Upon receipt of an application for permission in terms of this chapter, the Municipal Manger will refer the application to the committee for a recommendation.
- 3.6.4 The committee shall consider the application and submit their recommendation within the period prescribed by Planning By-law.
- 3.6.5 The committee may forward recommendations which may include conditions to be imposed or recommendations on how the proposal should be amended to improve the compliance with the Conservation Overlay Policy.
- 3.6.6 The Municipality may, through its adopted rules and procedures, determine that certain types of applications need not be commented on by the committee, in which case the designated decision-maker within the Municipality may decide on the application as per the appropriate delegations.

3.7 Consideration of applications in terms of this chapter

- 3.7.1 When considering an application for permission in terms of this chapter, the Municipality shall only grant its approval for the activity if it is satisfied that the activity will not be detrimental to the character of the area, or the streetscape;
- 3.7.2 The Municipality shall also take into consideration the recommendations by the Advisory Committee and shall be bound by the decisions by national and/or provincial heritage or environmental authorities, if applicable.
- 3.7.3 When granting its permission, the Municipality may do so subject to conditions it deems necessary to protect and promote the, which may include (but are not limited to):
 - (a) requiring an alternative position of the building on the property which has less impact on the receiving environment;
 - (b) setting a maximum development envelope (including the height) for a portion of the site or the whole site, which may be more or less restrictive than the building envelope permitted in the base zone. in cases where such a restrictive envelope is justified to protect important conservation worthy resources;
 - (c) prescribing details such as building platforms, stoeps, balconies, boundary walls, fences and landscaping;
 - (d) prescribing materials, colours and finishes;
 - (e) prescribing the proportion of wall space to windows and doors, including the dimensions, proportions and positions of all windows, doors and openings;
 - (f) prescribing an alternative building line to what is prescribed in this Scheme or a 'street build-to' line, having regard to the protection of trees both on the property or within the street reserve and also the position of historical buildings in the street. This alternative building line or 'street build-to line' may be more or less restrictive than what is prescribed in the base zone and any departure from the base zone which may be required will be deemed to have been granted and does not require public notification;
 - (g) prescribing the extent and position of parking, access and egress to the site, including screening of parking and the maximum number of parking bays which may be provided.

3.8 Site development plan

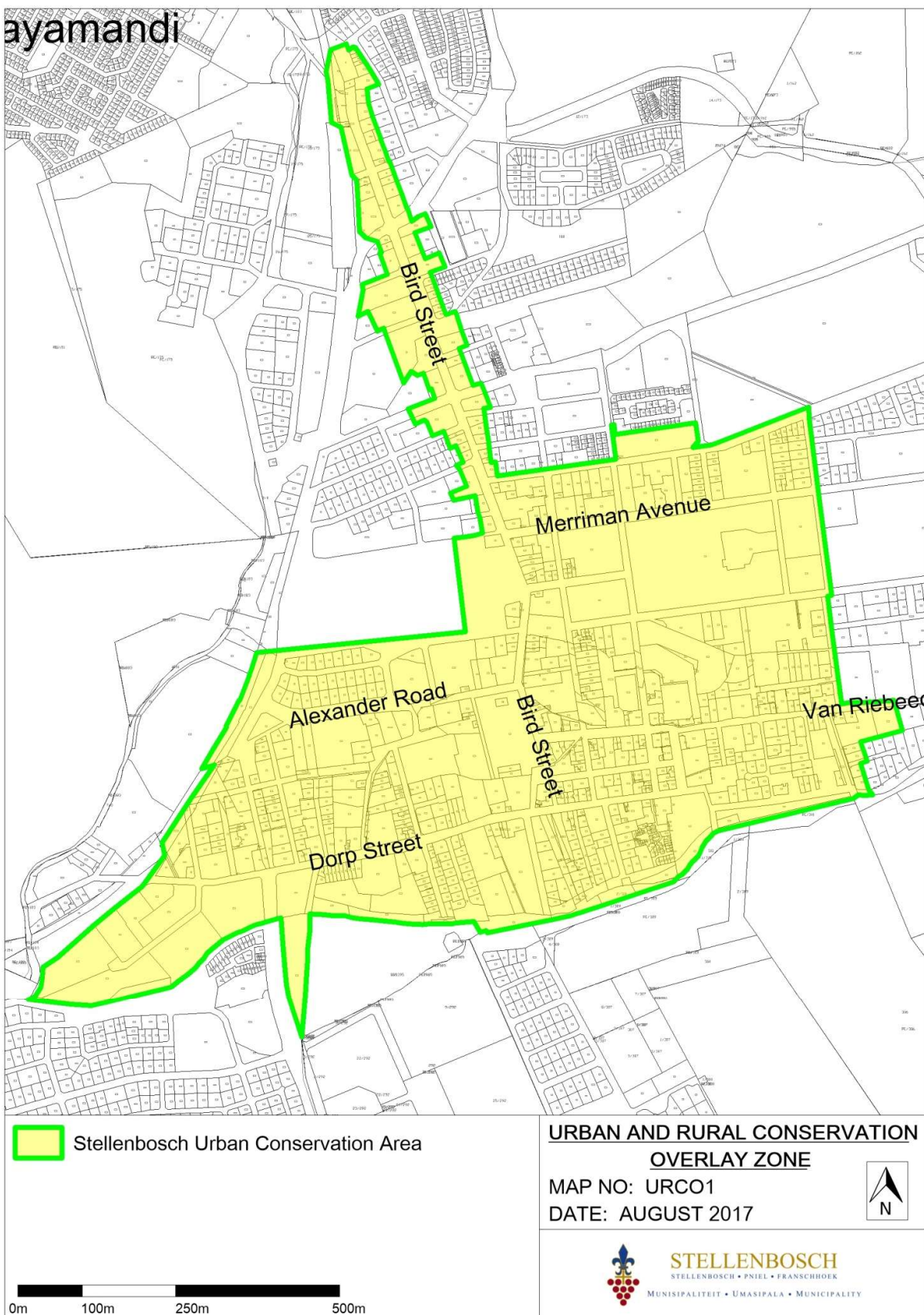
- 3.8.1 A site development plan may be required by the Municipality for any development in this zone.

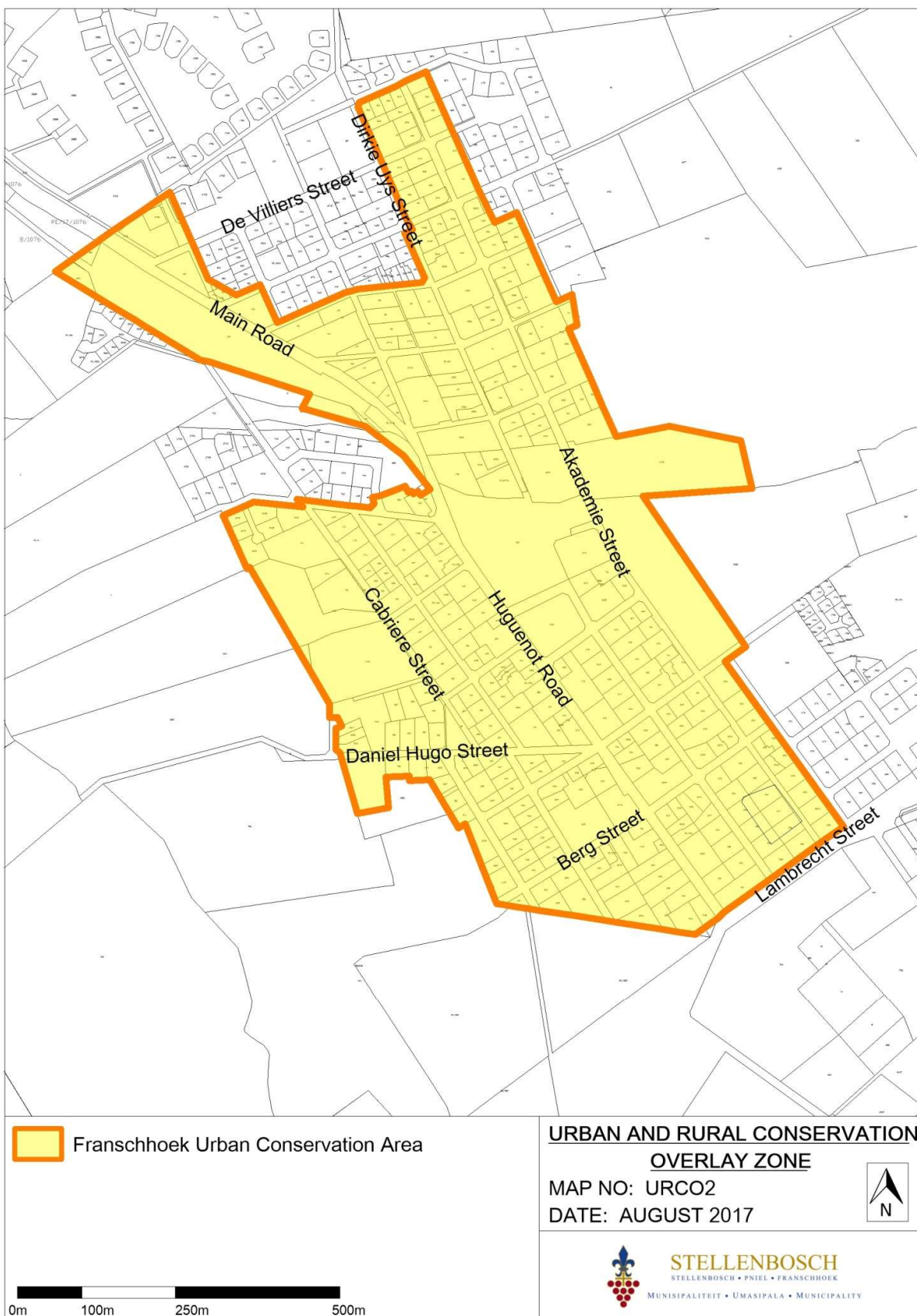
3.9 Provisions applicable to specific Urban and Rural Conservation Overlay Zones

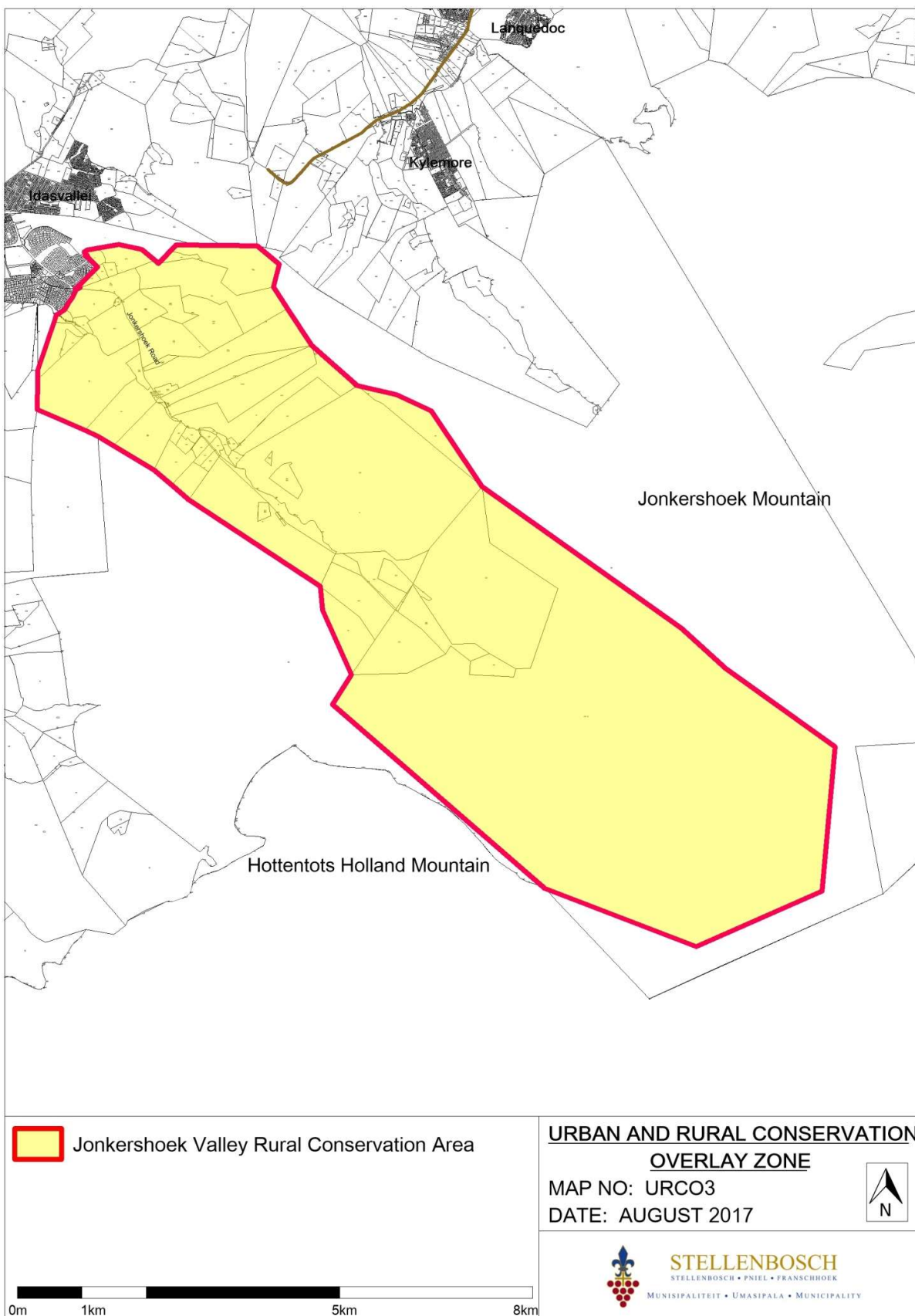
- 3.9.1 The provisions of this subsection shall apply to the Stellenbosch Urban Conservation Area, as defined on Map No. URCO1:
- (a) buildings may not exceed a height of 10 meters (measured from existing ground level to top of roof or top of parapet), which limit is applicable only to the first 15 meters measured from a public road;
 - (b) the Municipality may withhold its permission in the event that any increase in height of a structure would, in the opinion of the Municipality, interfere with the growth of any mature tree within the street reserve, or if it would necessitate the undesirable pruning or removal of that tree or its branches;
 - (c) the Municipality may enforce a street building line for a basement set back from the street boundary if, in the opinion of the Municipality, the structure will interfere with the root system and growth of any mature trees within the abutting public road;
 - (d) face brick may not be visible from the public road;
 - (e) no pre-cast concrete walls of any kind, no barbed wire fencing or flat pressed industrial steel fences may be used which are visible from a public road;
 - (f) water tanks, solar panels, antennae and such similar attachments may not be visible from a public road;
 - (g) the Municipality may waive or reduce the parking and/or loading requirements as set out in the zoning scheme if it is of the opinion that the provision of parking will be detrimental to the character of the area;
 - (h) the following colours shall be used unless otherwise approved by the Municipality:
 - (i) plastered walls shall be white or off-white;
 - (ii) outside woodwork, if painted, shall be green, brown or black;
 - (iii) piping and guttering shall be painted the same colour as the background;
 - (iv) roofing, if visible shall be black or thatch colour.
 - (i) notwithstanding the permitted land uses in the base zone, the following land uses shall be a consent use application and may only be refused if in the opinion of the Municipality it will have a detrimental impact on the character of the street or area:
 - (i) motor showrooms, public parking areas and parking garages;
 - (ii) plant nurseries
 - (iii) supermarkets, shopping centres.
 - (j) The Municipality may also impose conditions on how buildings and land use activities should be positioned in relation to the public road or a public open space to mitigate negative impact.
 - (k) Notwithstanding the requirements related to parking ratios, the Municipality may impose reduced parking ratio on a property in this overlay zone, may waive the requirement to provide parking altogether or may impose a requirement for the provision of non-motorised transport provision in lieu of the provision of parking. Such alternative requirements shall be agreed to in writing and shall be deemed to be alternative development parameters applicable to the property.

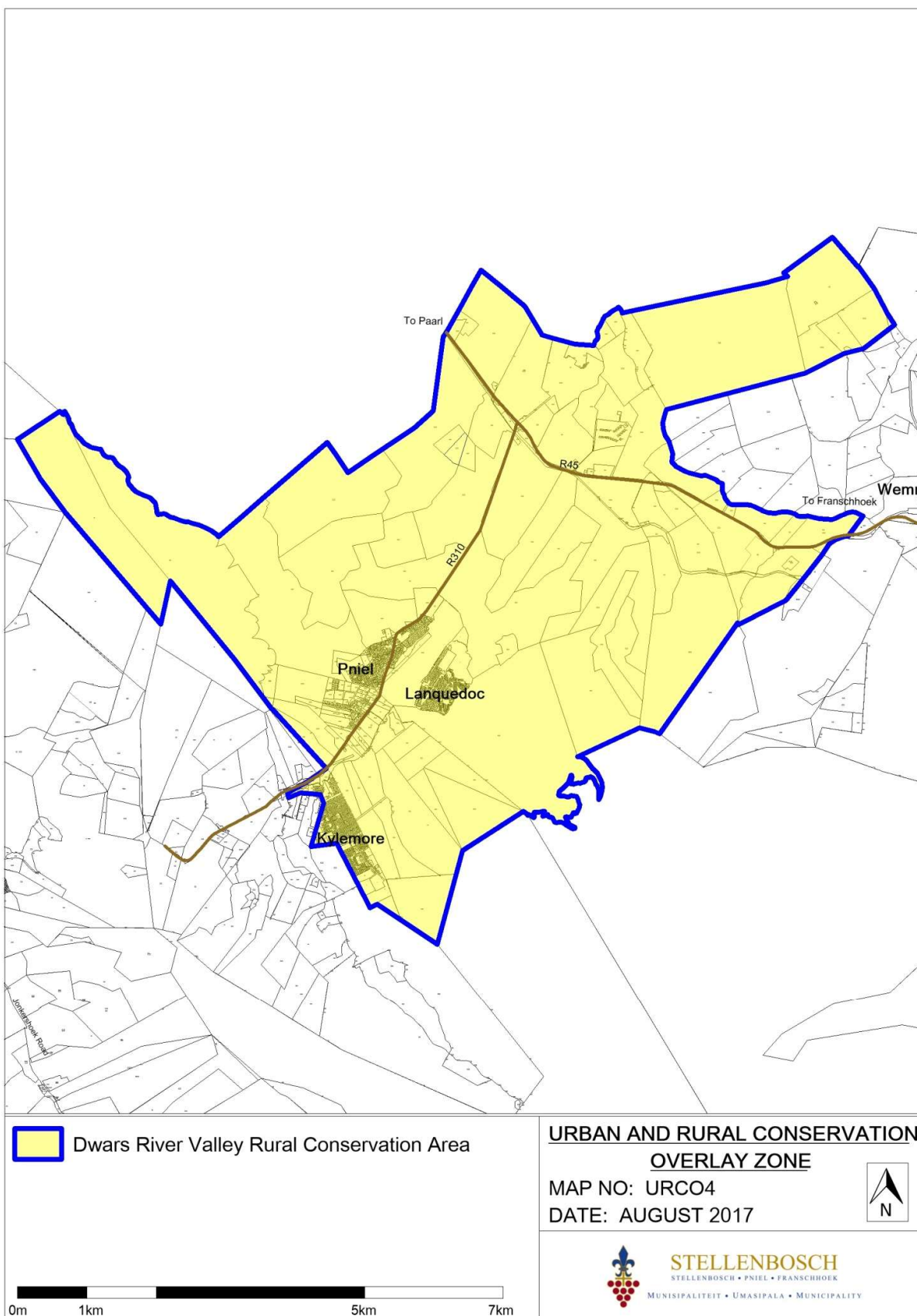
3.9.2 The provisions of this subsection shall apply to the Franschhoek Urban Conservation Area, as defined on Map No. URCO2:

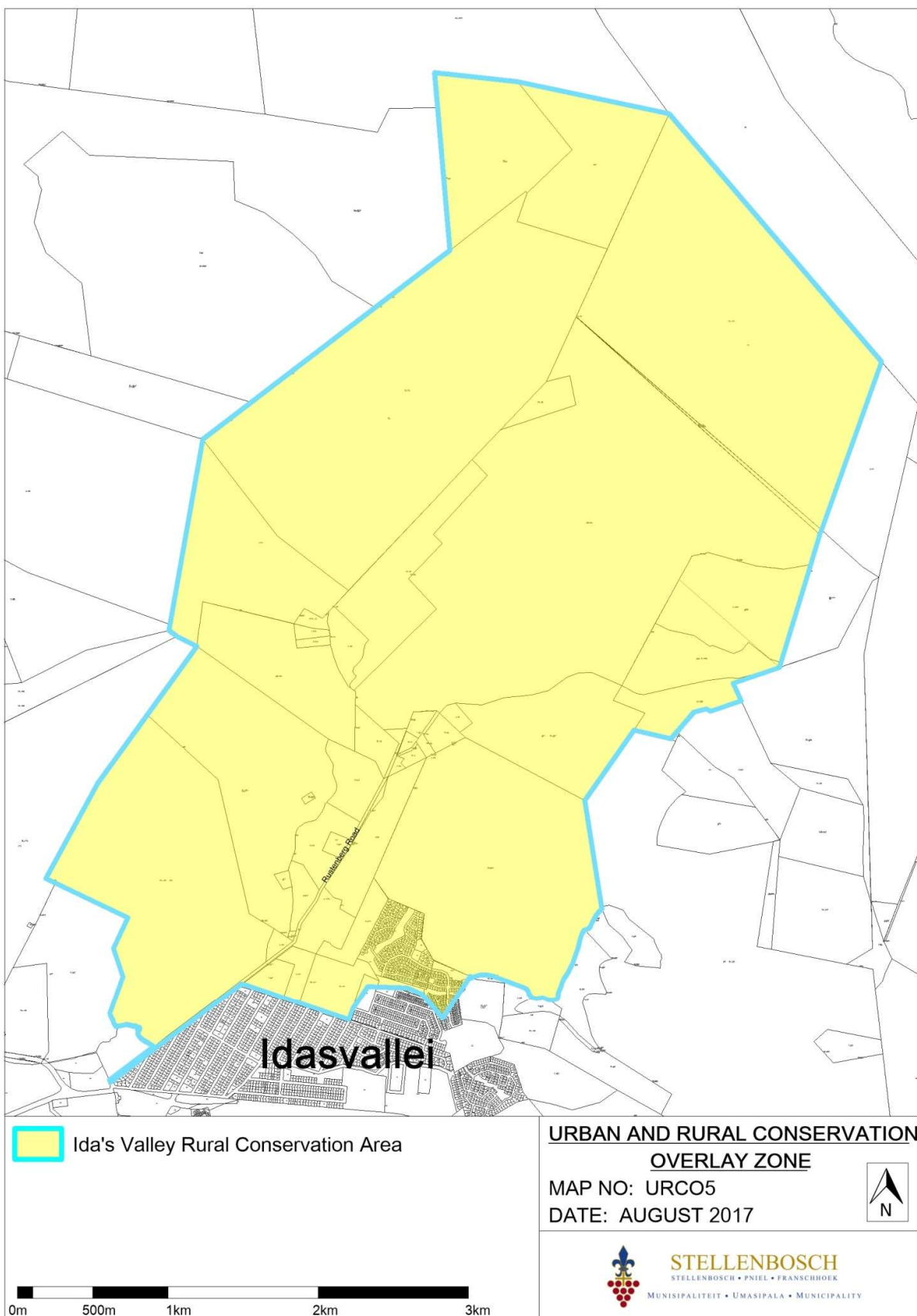
- (a) buildings may not exceed 8,5 meters in height (measured from existing ground level to top of roof or top of parapet) except with the Municipality's permission;
- (b) none of the materials listed below may be used, unless otherwise approved by the Municipality:
 - (i) decorative thatching;
 - (ii) cement tiles;
 - (iii) fibre cement or Inverted Box Rib (IBR) roof sheeting;
 - (iv) face brick of any kind or un-plastered cement blocks;
 - (v) gum poles;
 - (vi) natural or artificial stone of any kind (except possibly as a base in plinths); slate;
 - (vii) steel or aluminium windows or doors on any elevation visible from the street;
 - (viii) unpainted wooden windows;
 - (ix) pre-cast concrete fences;
 - (x) exposed concrete of any kind.
- (c) no boundary wall may exceed 1 meter.
- (d) no roof pitch to any part of a building except a lean-to section attached to the main building shall have a roof pitch of less than 30 degrees;
- (e) the Municipality may waive or reduce the parking and/or loading requirements as set out in the zoning scheme if it is of the opinion that the provision of parking will be detrimental to the character of the area;
- (f) the following colours shall be used unless otherwise approved by the Municipality:
 - (i) plastered walls shall be white or off-white;
 - (ii) outside woodwork, if painted, shall be green, blue, brown, grey or white;
 - (iii) piping and guttering shall be painted the same colour as the background;
 - (iv) roofing shall be red oxide, black or various shades of grey. Steep roofs may be painted in red and white or green and white stripes (one colour per corrugated sheet).
- (g) notwithstanding the permitted land uses in the base zone, the following land uses shall require the Municipality's further consent and may be only refused if in the opinion of the Municipality it may have a detrimental impact on the conservation character of the area.
 - (i) motor showrooms, public parking areas and parking garages;
 - (ii) plant nurseries,
 - (iii) supermarkets, shopping centre.
- (h) The Municipality may also impose conditions on how buildings should be positioned in relation to the public road and open space to mitigate negative impact.











4. SCENIC ROUTES OVERLAY ZONE

4.1 Zone name and designation on map

- 4.1.1 The Scenic Routes Overlay Zone shall be depicted on one of three maps numbers SRO. Rural Scenic routes will be identified by a code preceding with RSR and shall be indicated on the zoning map with an individual transparent colour band adjacent and on the side of the road to which it applies. Urban Scenic Routes shall be referred to by the code (USR) and shall be indicated on the zoning map in dark yellow and light yellow lines.

4.2 Purpose of the zone

- 4.2.1 The purpose of this overlay zone is to protect, conserve and enhance the visual environment and scenic resources adjacent to important tourist and transport routes which provide the unique sense of place for residents and visitors.
- 4.2.2 To this end, control will be exercised over buildings and structures, including fences, gates and gatehouses, berms, access roads, parking, poly-tunnels, signage and telecommunication structures immediately abutting these roads.
- 4.2.3 The rural scenic routes aim to preserve the unique rural visual character and qualities of the area whilst balancing this with the needs of working farms.
- 4.2.4 The urban scenic routes aim to provide a mechanism to mitigate the impact of new developments on the architectural aesthetic of the particular settlement, with particular reference of how development interacts and interface with the road.
- 4.2.5 A balance must be sought to allow agricultural activities to proceed unencumbered to ensure agricultural economic viability.
- 4.2.6 The aim of this zone is to provide an additional mechanism through which the Municipality can manage and mitigate new development in a sensitive and balanced manner and whereby the Municipality may impose measures and conditions with which to mitigate the adverse impact on scenic resources.
- 4.2.7 The objective of this zone is not to reduce existing development rights or to hinder development within existing development parameters unless such development has a severe and proven adverse impact on defined scenic resources.

4.3 Areas designated as scenic routes

- 4.3.1 The Municipality has designated Rural Scenic Routes or Urban Scenic Routes in accordance with this Scheme.
- 4.3.2 All routes are depicted on SRO1 as well as more detailed on SRO2, SRO3, or SRO4 and are recorded in Table C.
- 4.3.3 Rural Scenic Routes fall outside the urban edge and Urban Scenic Routes are located inside the urban edge.
- 4.3.4 Upon adjustment of the urban edge when a new Spatial Development Framework is adopted by the council of the Municipality of Stellenbosch, the designation of Rural or Urban Scenic Routes shall be amended and the maps shall be updated accordingly.
- 4.3.5 Unless otherwise stated or indicated on the plans, the demarcated Rural Scenic Routes area of control consist of 200 meters either side of the road, measured from the centre line of the tarred road surface. The maps clearly indicate where a Rural Scenic Route area of control applies to one side of the road only.
- 4.3.6 Unless otherwise stated or indicated on the plans, the demarcated Urban Scenic Route shall apply to the erven directly adjacent to and on both sides of the roads indicated in

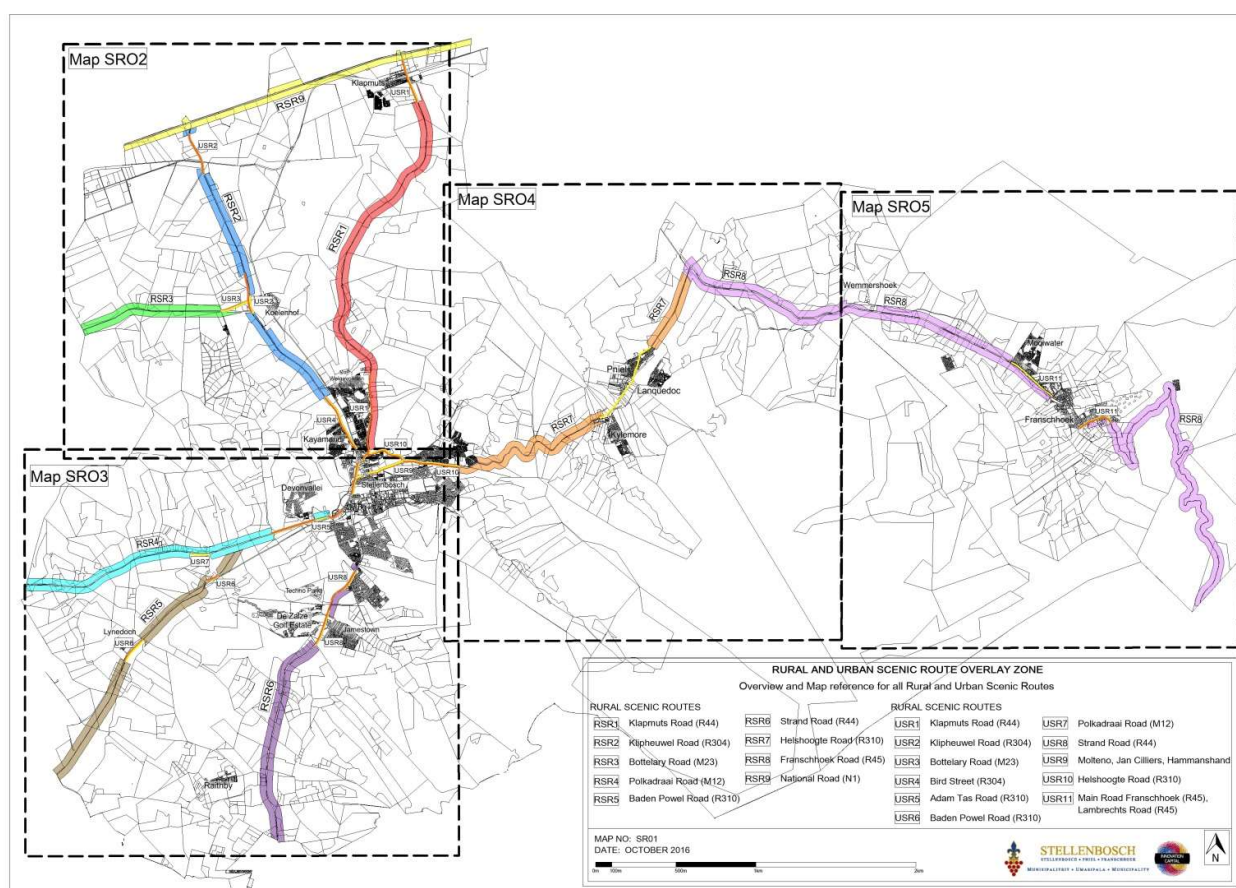
- Table C where these routes are inside the urban edge. The maps clearly indicate where an Urban Scenic Route area of control applies to one side of the road only.
- 4.3.7 Should there be any dispute about the extent of the applicability of Rural or Urban Scenic Routes area of control, the Municipality will determine the final extent and its determination is final.

TABLE C: SCENIC ROUTE OVERLAY ZONES				
Rural Scenic Route No	Route Name and description	Detail Map no	Colour on map	
RSR1	Klapmuts Road (R44)	Map SRO2		
RSR2	Klipheuwel Road (R304)	Map SRO2		
RSR3	Bottelary Road (M23)	Map SRO2		
RSR4	Polkadraai Road (M12)	Map SRO3		
RSR5	Baden Powell Road (R310)	Map SRO3		
RSR6	Strand Road (R44)	Map SRO3		
RSR7	Helshoogte Road (R310)	Map SRO4		
RSR8	Franschhoek Road, Lambrechts Road (R45)	Map SRO4		
RSR9	National Road N1	Map SRO2		
Urban Scenic Route No	Route Name and description	Map no	Colour on map	
USR1	Klapmuts Road (R44)	Map SRO2		
USR2	Klipheuwel Road (R304)	Map SRO2		
USR3	Bottelary Road (M23)	Map SRO2		
USR4	Bird Street (R304)	Map SRO2		
USR5	Adam Tas Road (R310)	Map SRO3		
USR6	Baden Powel Road (R310)	Map SRO3		
USR7	Polkadraai Road (M12)	Map SRO3		
USR8	Strand Road (R44)	Map SRO3		
USR9	Molteno, Jan Cilliers, Hammandshand Rds	Map SRO3		
USR10	Helshoogte Road (R310)	Map SRO2/3/4		
USR11	Main Road, Franschhoek (R45), Lambrechts Road (R45)	Map SRO4		

4.4 General parameters applicable to all scenic routes

4.4.1 The Municipality's permission will be required for any new building and/or structure to be constructed within the demarcated Scenic Routes area which may include, but are not limited to, the following:

- (a) all buildings and structures;
- (b) greenhouse or poly-tunnels;
- (c) refuse rooms;
- (d) masonry boundary walls, gatehouses or berms;
- (e) parking lots and access roads;
- (f) telecommunication structures;
- (g) signage;
- (h) removal, felling, lopping, topping or otherwise damaging any mature tree (other than removal of dangerous branches, or bona fide agricultural pruning or orchards);
- (i) alteration or removal of any historical landscape features including mature hedges and avenues of mature trees.



4.5 Development parameters

4.5.1 A building line of 30m shall apply on all Rural Scenic Routes, which may be relaxed by the municipality if they are satisfied that purpose of the scenic route is adhered to. ()

4.6 Site development plan

- 4.6.1 A site development plan may be required by the Municipality for any development in this zone.

4.7 Visual impact assessment

- 4.7.1 A visual impact assessment may be required by the Municipality for any development in this zone.

4.8 Consideration of applications in terms of this chapter

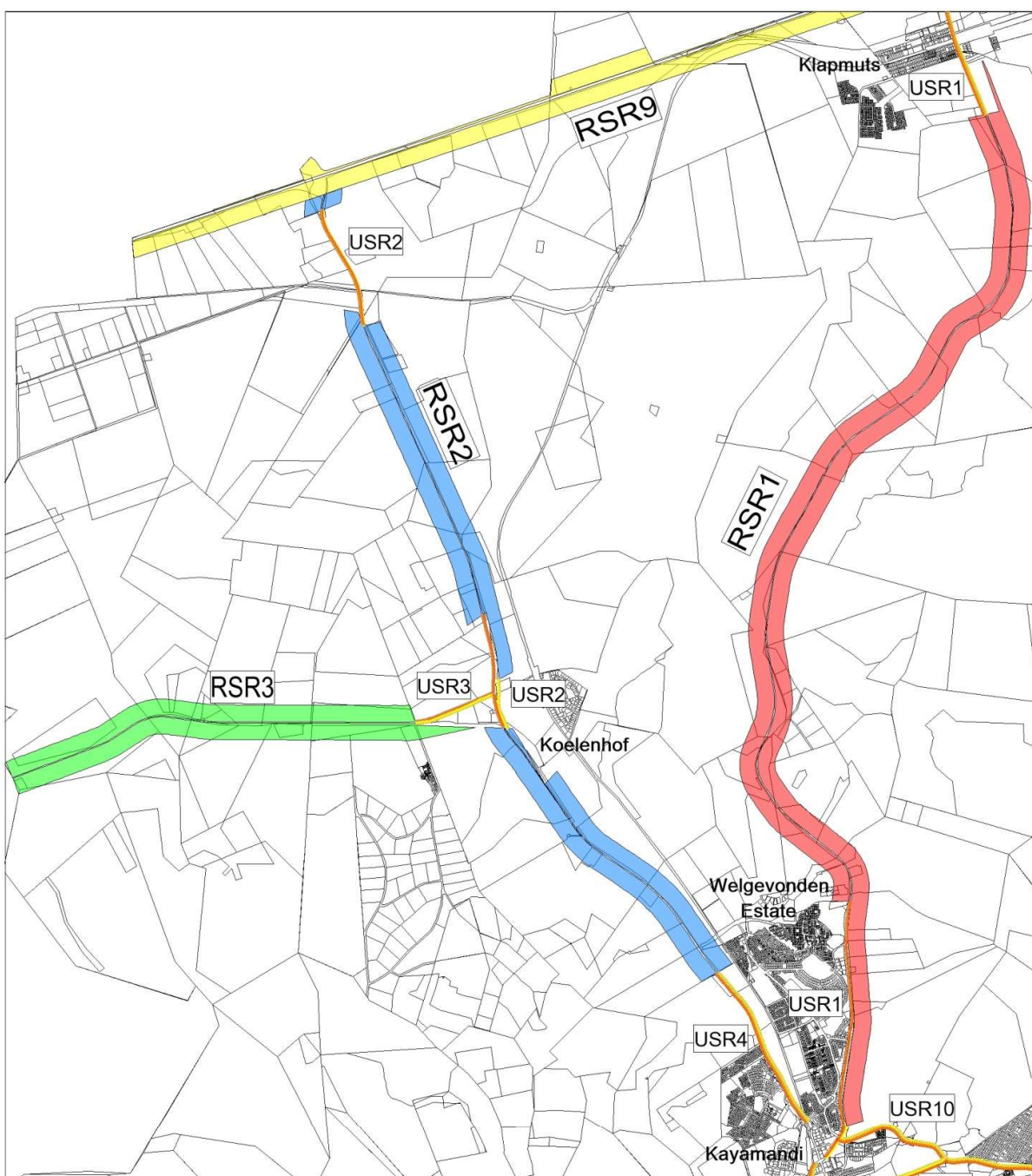
- 4.8.1 When considering an application for permission in terms of this chapter, the Municipality shall consider the visual impact of the development proposal and shall impose conditions which mitigate the visual impact, including positioning, landscaping and screening of the building.
- 4.8.2 Where an application is to develop in accordance with existing development rights, the Municipality shall endeavour to permit such development in accordance with existing rights with or without sufficient mitigatory measures to address the visual impact of the proposed development.
- 4.8.3 Where an application is made for new or additional development rights or departures from this Scheme, the Municipality shall only grant its approval if it is satisfied that the proposal will not have a negative visual impact and will not be detrimental to the protection of the visual environment.
- 4.8.4 In considering applications in terms of this chapter, the Municipality may consider any or all of the following:
- (a) building height, mass and positioning of the building and/or structure;
 - (b) design, façade and composition;
 - (c) parking;
 - (d) material, colour, texture, architectural treatment and appearance of the outer elements as well as any element of such building or structure visible to the public;
 - (e) outdoor lighting;
 - (f) landscaping and grading.
- 4.8.5 When granting its permission the Municipality may do so subject to conditions it deems necessary to mitigate impact or to protect and promote the visual environment and scenic quality of the area in general.
- 4.8.6 The Municipality may adopt by ordinary resolution, rules or more detailed policy guidelines to provide a more detailed guide for decision-making in terms of this Overlay Zone.

4.9 Signage

- 4.9.1 All signs or billboards shall comply with the approved Stellenbosch Municipality Advertising Signage Policy or by-law if adopted and in considering an application for signage the Municipality will also consider the impact on the visual environment and scenic quality of the area.

4.10 Activities exempted

- 4.10.1 The following activities and structures are exempt from applying for permission in terms of this section:
- (a) general maintenance of existing buildings and structures;
 - (b) replacement of an existing fence with a new fence which is visually permeable painted wire or steel palisade;
 - (c) new fencing which does not contain solid piers or solid sections;
 - (d) agricultural shade netting provided the fabric is visually permeable.
- 4.10.2 The Council may approve additional activities which are exempt from applying in terms of this section, and once approved, will be deemed to form part of this section of the scheme.



SCENIC ROUTES OVERLAY 2

RURAL SCENIC ROUTES

- RSR1 Klapmuts Road (R44)
- RSR2 Klipheuvel Road (R304)
- RSR3 Bottelary Road (M23)
- RSR9 National Road (N1)

URBAN SCENIC ROUTES

- USR1 Klapmuts Road (R44)
- USR2 Klipheuvel Road (R304)
- USR3 Bottelary Road (M23)
- USR4 Bird Street (R304)
- USR10 Helshoogte Road (R310)

SCENIC ROUTE OVERLAY ZONE

MAP NO: SRO2
DATE: OCTOBER 2016



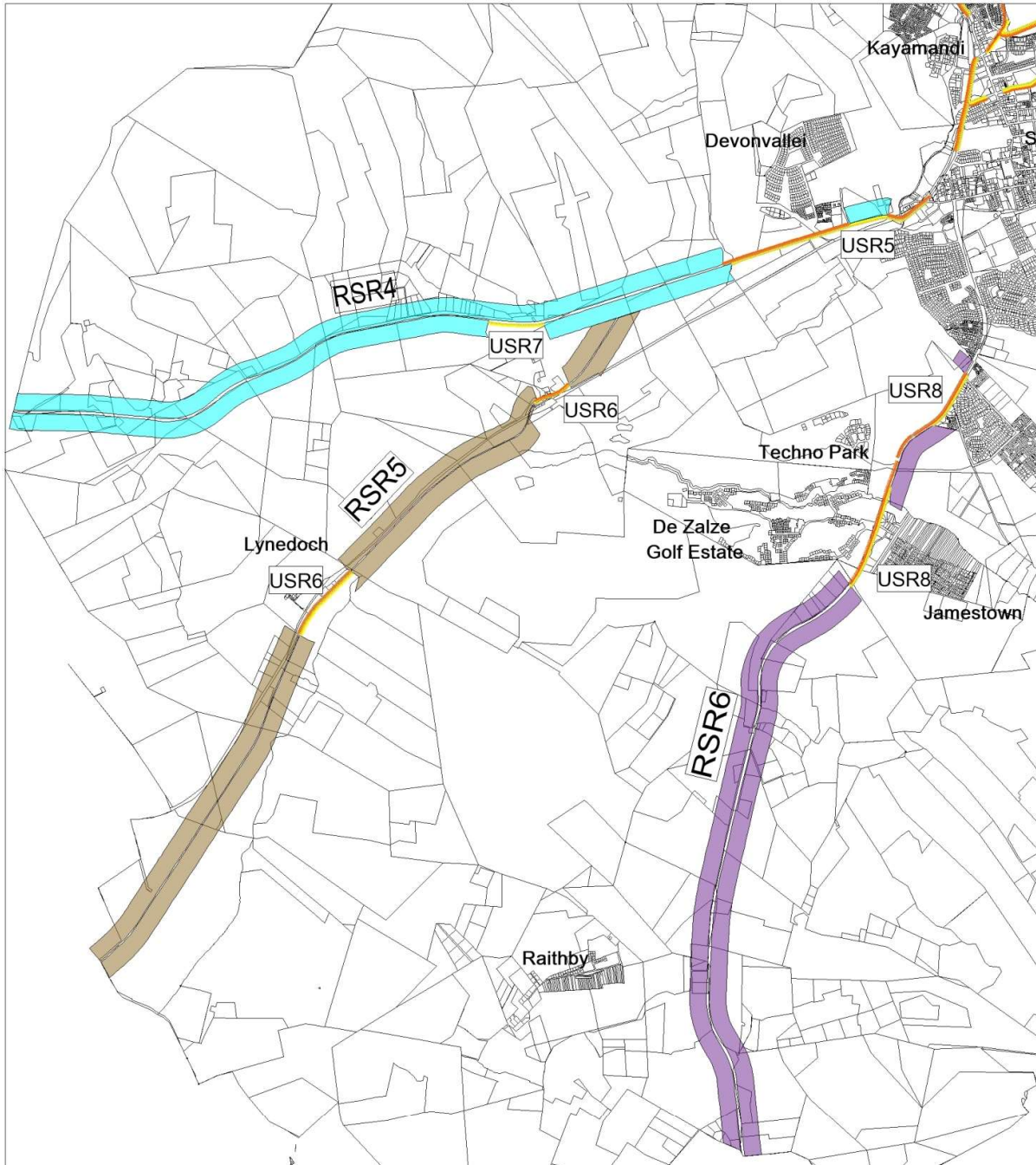
0m 1km 2km 5km



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY





SCENIC ROUTES OVERLAY 3

RURAL SCENIC ROUTES

- RSR4 Polkadraai (M12)
- RSR5 Baden Powel Road (R310)
- RSR6 Strand Road (R44)

URBAN SCENIC ROUTES

- USR5 Adam Tas Road (R310)
- USR6 Baden Powel Road (R310)
- USR7 Polkadraai Road (M12)
- USR8 Strand Road (R44)
- USR9 Molteno, Jan Cilliers, Hammanshand
- USR10 Helshoogte Road (R310)



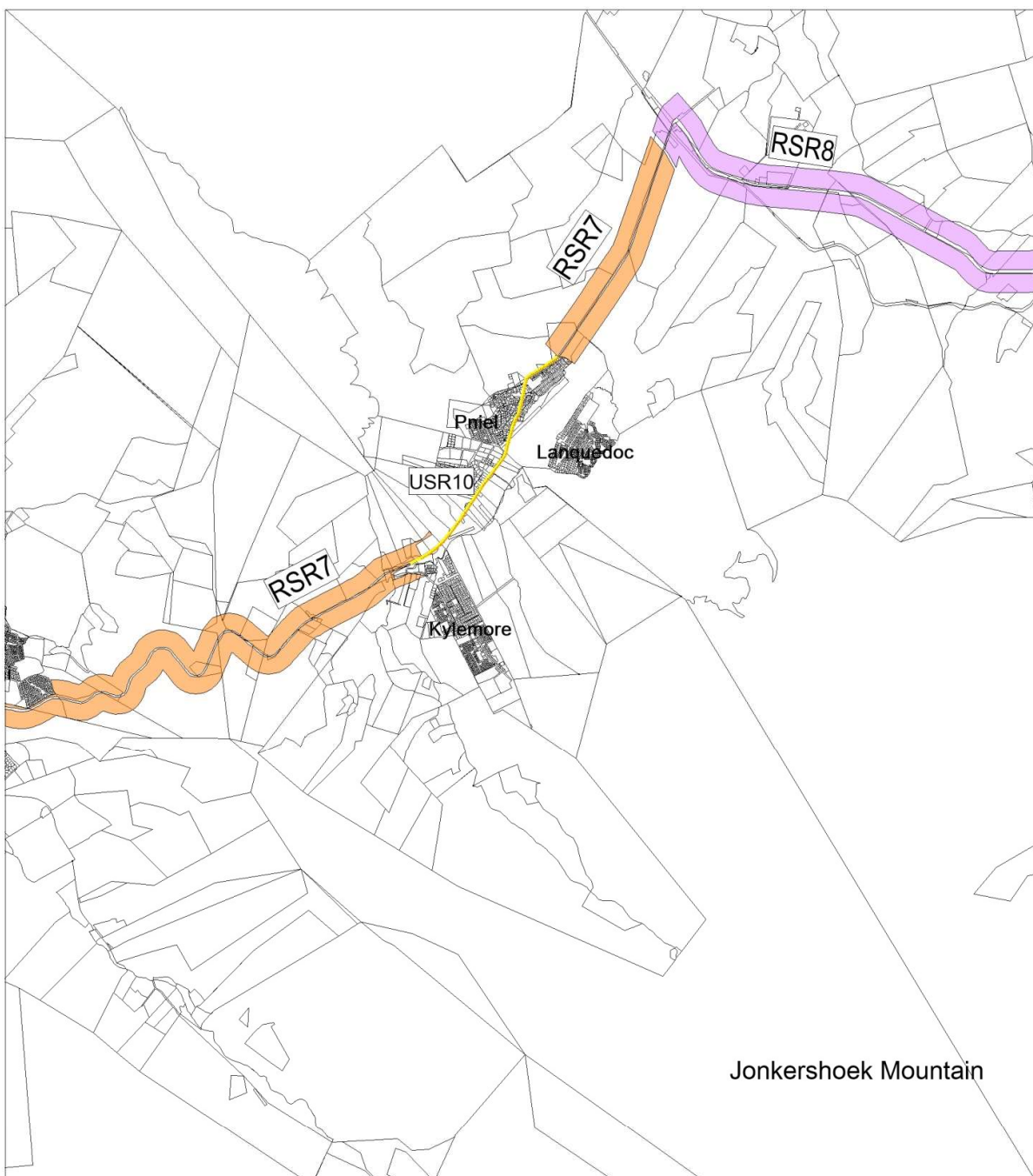
SCENIC ROUTE OVERLAY ZONE

MAP NO: SRO3
DATE: OCTOBER 2016



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNISIPALITEIT • UMASIPALA • MUNICIPALITY





SCENIC ROUTES OVERLAY 4

RURAL SCENIC ROUTES

RSR7 Helshoogte Road (R310)

RSR8 Franschoek Road (R45)

URBAN SCENIC ROUTES

USR10 Helshoogte Road (R310)

SCENIC ROUTE OVERLAY ZONE

MAP NO: SRO4

DATE: OCTOBER 2016



0m 1km 2km 5km



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY





SCENIC ROUTES OVERLAY 5

RURAL SCENIC ROUTES

RSR8 Franschhoek Road (R45)

URBAN SCENIC ROUTES

USR10 Helshoogte Road (R310)

USR11 Main Road Franschhoek (R45),
Lambrechts Road (R45)

0m 1km 2km 5km

SCENIC ROUTE OVERLA ZONE

MAP NO: SRO5
DATE: OCTOBER 2016



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY



5. LOCAL AREA OVERLAY ZONE: TECHNOPARK

5.1 Zone name and designation on map

- 5.1.1 The Local Area Overlay Zone shall be depicted on a map and shall be referred to by the code (LAO1) followed by a number designating the particular zone. The area to which the Local Area Overlay Zone applies shall be indicated by a unique coloured dotted outline with a transparent fill in the same colour.



5.2 Purpose of the zone

- 5.2.1 The purpose of the local area overlay zones is to provide more detailed development parameters for a specified local area.

5.3 Areas designated as local area overlay zones

The Municipality has designated the areas listed in Table D as Local Area Overlay Zones.

TABLE D: LOCAL AREA OVERLAY ZONES		
Number and Map Reference	Description of Area	Colour on map
LAO1	Techno Park Local Area Overlay Zone	

5.4 Areas declared as local overlay zone areas and specific provisions

- 5.4.1 The Techno Park Local Area Overlay Area is indicated on Map No. LAO1 and the parameters in this subsection will apply as indicated.
- 5.4.2 The purpose of the Techno Park Local Overlay Zone is to retain the development parameters applicable to this area, as they appeared in the Stellenbosch Zoning Scheme.
- 5.4.3 The development parameters set out in this overlay zone replace all the development rules set out in the base zone and shall apply to all the properties or portion of properties falling within the boundaries of the Techno Park Local Area Overlay Zone as depicted on Map No. LAO1.
- 5.4.4 The following land uses are allowed in this zone:

Primary Uses	Additional Uses	Consent (application required) Uses
i. Laboratories, offices and other facilities for research, development, design, testing and consultation by any individual, corporation, partnership, business association or any other type of organization, whether public or private. ii. Production and assembly of prototype products but only on a scale necessary	i. Professional and related business services directly associated with and primarily geared towards activities referred to in paragraphs (i) and (iii) of the primary uses, for example, banking facilities, personal services, post office, day-care centre, sports and health facilities, food	i. Any other usage, which is incidental to the aforementioned character of the Techno Park

for the completion of research in connection with the product.	services and training centres.	
iii. Pilot plants, in which planned processes or products are investigated, tested and assembled with a view to production elsewhere.	ii. Conference centres and administrative offices needed for the running of the Techno Park. iii. Facilities for light manufacturing and/or the assembly of products that require a high level of skills in the high-technology sector result in regular liaison with the research and design personnel and require mainly highly skilled personnel. iv. Incidental operations required for the maintenance of the facilities referred to in paragraphs (i) to (iii) of the primary or additional uses, such as maintenance workshops, power plants and effluent treatment.	

- (a) The following development parameters apply to all buildings in this zone unless otherwise indicated:

Building type	Street building lines (m)	Common boundary building lines (m)	Coverage	Height
All buildings	none	none	Max Erf coverage: 75% Max Building coverage : Erven >3000m ² =30% Erven < 3000m ² = 40%	2 Storeys With consent: 3 storeys

- (b) Coverage which includes building coverage plus all other built upon areas including all improvements such as parking areas, vehicular circulation and buildings may not exceed 75% of the area of the land unit.
- (c) Permission in terms of the scheme may be granted by the Municipality for additional height or storeys after being applied for by the owner.
- (d) Parking shall be provided at four bays per 100m² Gross Leasable Area of the building;
- (e) The Municipality shall retain the right to lay down directives pertaining to the aesthetic appearance of buildings and the use of materials, textures and colours for the exterior finishing which factors may affect the appearance of the Techno Park;
- (f) The following restrictions apply to address issues of nuisance and safety:

- (i) no building shall be used for the manufacture, storage, distribution, or sale of any product or item, which increases the fire hazard to any other improvement or erf in the environment;
- (ii) no business shall be allowed which constitutes a nuisance by the emission of smoke, gases and effluvia, which could reasonably be expected to be injurious to products or persons in the Techno Park;
- (iii) the storage of material or the use of equipment or research processes, which may cause vibrations beyond the boundaries of the erf upon which such equipment or processes occur, shall not be allowed;
- (iv) Except with the permission of the Municipality, the storage of explosives shall not be allowed in the Techno Park;
- (g) These rules of development shall be supplemented by a development plan with development guidelines specifically prepared for the Techno Park, which shall be binding on all developers in the discretion of the Municipality.

6. LOCAL AREA OVERLAY ZONE: ADAM TAS CORRIDOR

6.1 Zone name and designation on map

- 6.1.1 The Local Area Overlay zone shall be depicted on a map and shall be referred to by the code (LAO2) followed by a number designating the zone. The area to which the Local Area Overlay zone applies shall be indicated on the zoning map by a green unique coloured dotted outline with a transparent fill in the same colour.

6.2 Purpose of the zone and incorporation of land

- 6.2.1 The purpose of the local area overlay zones is to provide more detailed development parameters for a specified local area.
- 6.2.2 The Municipality may demarcate new Local Area Overlay areas or amend existing areas by amending the Scheme in terms of Planning Law, but land cannot be rezoned by an owner for incorporation into or exclusion from this overlay zone.

6.3 Areas designated as local area overlay zones

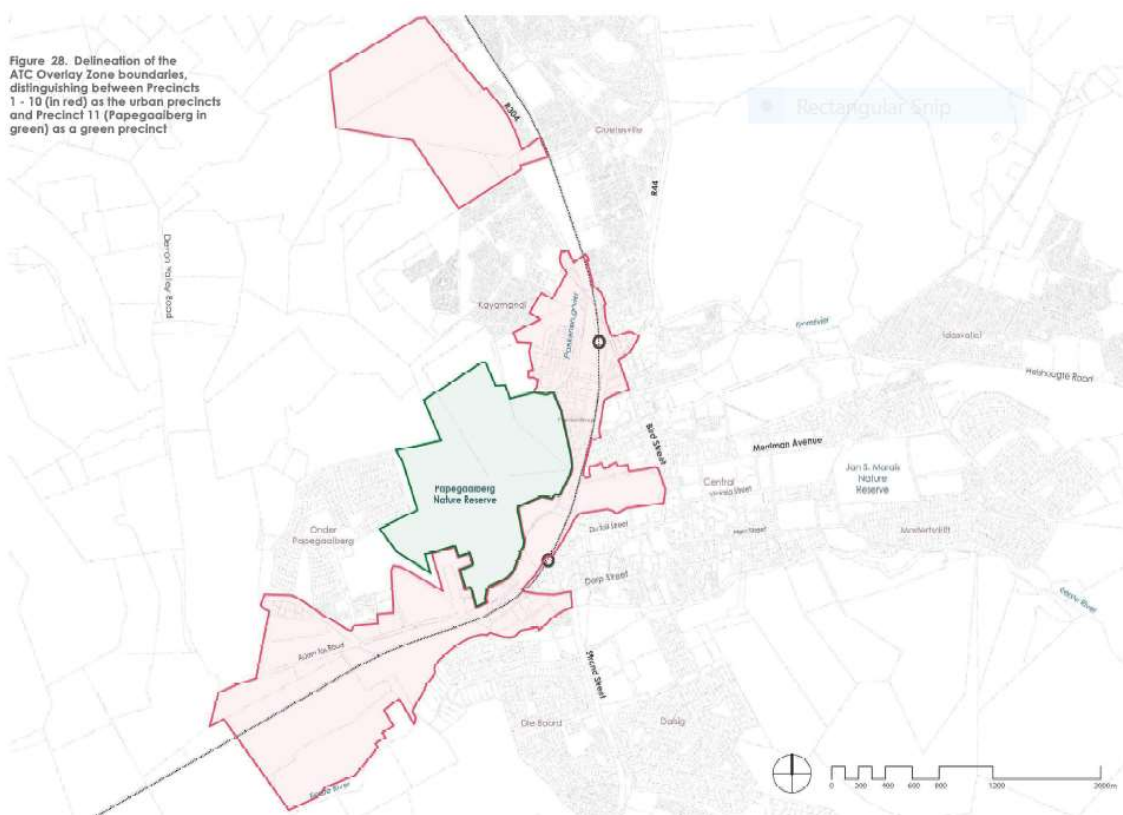
- 6.3.1 Municipality has designated the areas listed in Table A as Local Area Overlay zones.

TABLE A: LOCAL AREA OVERLAY ZONES		
Number and Map Reference	Description of Area	Colour on map
LAO2	Adam Tas Corridor Local Area Overlay Zone	TBC

6.4 Areas declared as local overlay zone areas and specific provisions

Sub-sections 1-4 deals with the Techno Park Local Area Overlay Area.

- 6.4.1 The Adam Tas Corridor Local Overlay Area is indicated on Map LAO2 and the parameters in this subsection will apply as indicated.
- 6.4.2 The purpose of the Adam Tas Corridor Overlay zone is to enable development of the area in a manner which provides for:
- A vibrant, compact, and efficient urban district as part of Stellenbosch town, respectful of the environment and history.
 - Increased access to livelihood opportunity for ordinary citizens and different income groups.
 - Inclusionary Housing.
 - Seamless spatial and socio-economic integration with surrounding areas.
 - Financial sustainability.
 - Pro-active partnership, shared responsibility, and a clear differentiation of roles between landowners, government, and other stakeholders.
 - A clear development process with speedy decision-making.



- 6.4.3 Unless otherwise indicated, the development parameters set out in this Chapter replace all the development rules set out in the various use zones applicable to the area and shall apply to all the properties or portion of properties falling within the boundaries of the Adam Tas Corridor Local Area Overlay zone as depicted on map LAO2.
- 6.4.4 The Municipality's overall intent for the Adam Tas Corridor Overlay Area is stated in the Adam Tas Corridor Local Spatial Development Framework, prepared in terms of the legislative framework, settlement development and management objectives, principles, and policy set out in the Spatial Planning and Land Use Management Act

16 of 2013, Western Cape Land Use Planning Act 3 of 2014, approved Stellenbosch Municipal Spatial Development Framework, and related legislation and policy.

6.4.5 Core components of the Adam Tas Corridor Local Spatial Development Framework which informs the development parameters in this Chapter, its extent and distribution across the area, take-up, phasing, and form, are the:

- (a) Development Principles.
- (b) Policy framework.
- (c) Area-wide Development Framework, including the identification of precincts, mix of uses (including the compulsory provision of inclusionary housing), and development yields permitted.
- (d) Area-wide Services Framework, including the progressive extent of development permitted with respect to bulk infrastructure provision/investment triggered by such development.
- (e) Area-wide Development Guidelines.
The hierarchical process of plan preparation and approval - the "package of plans" - required for precincts and parts of precincts following below the Development Framework and the focus and format of each.

6.4.6 The indicative land area allocated to different uses as permissible in the Adam Tas Corridor Overlay Area and precincts shall be as set out in the table below:

Area	Residential	Mixed use residential	Mixed use commercial/retail	Light industry	Sporting facilities	Public facilities
Overall Area	259 730	487 111	379 398	220 661	57 026	198 025
Precinct #1 Droë Dyke	173 125	194 766	-	-	21 641	43 281
Precinct #2 Sawmill	-	49 063	56 072	28 036	-	7009
Precinct #3 Oude Libertas	-	17 804	17 804	-	-	23 738
Precinct #4 Adam Tas	-	56 986	56 986	14 247	-	14 247
Precinct #5 Remgro	-	12 360	24 719	12 360	-	12 360
Precinct #6 Bosman's Crossing	-	16 586	14 513	8 293	-	2 073
Precinct #7 Bergkelder	-	-	50 971	16 990	-	16 990
Precinct #8 Van der Stel	-	24 073	30 951	-	6 878	6 878
Precinct #9 Plankenbrug	-	-	98 514	140 735	14 073	28 147
Precinct #10 Northern Extension	86 605	115 473	28 868	-	14 434	43 302
Precinct #11 Papegaalberg	-	-	-	-	-	-

6.4.7 The overall extent of floor area permitted in the Adam Tas Corridor Local Area Overlay area and its distribution between precincts and uses shall be as set out in the table below.

Area	Residential		Mixed use residential		Mixed use commercial/retail		Light industry		Sporting facilities		Public facilities		TOTAL	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
Overall Area	372 971	528 793	884 948	1 250 285	908 685	1 227 516	500 076	669 315	104 551	143 809	375 427	526 881	3 146 659	4 346 599
Precinct #1 Droë Dyke	234 758	328 902	264 103	370 014	-	-	-	-	29 345	41 113	58 690	82 225	586 895	822 254
Precinct #2 Sawmill	-	-	107 624	172 830	122 998	197 520	61 499	98 760	-	-	15 375	24 690	307 496	493 799
Precinct #3 Oude Libertas	-	-	24 947	42 371	42 371	42 371	-	-	-	-	33 263	56 495	100 581	141 238
Precinct #4 Adam Tas	-	-	158 305	204 295	158 305	204 295	39 576	51 074	-	-	39 576	51 074	395 762	510 737
Precinct #5 Remgro	-	-	24 857	33 185	49 714	66 370	24 857	33 185	-	-	24 857	33 185	124 285	165 925
Precinct #6 Bosman's Crossing	-	-	45 114	56 392	39 474	49 343	22 557	28 196	-	-	5 639	7 049	112 784	140 980
Precinct #7 Bergkelder	-	-	-	-	138 641	190 085	46 214	63 362	-	-	46 214	63 362	231 068	316 809
Precinct #8 Van der Stel	-	-	75 716	104 677	97 349	134 584	-	-	21 633	29 908	21 633	29 908	216 331	299 076
Precinct #9 Plankenbrug	-	-	-	-	213 761	276 317	305 373	394 739	30 537	39 474	61 075	78 948	610 747	789 478
Precinct #10 Northern Extension	138 213	199 891	184 283	266 522	46 071	66 630	-	-	23 035	33 315	69 106	99 946	460 709	666 304
Precinct #11 Papegaaiberg	-	-	-	-	-	-	-	-	-	-	-	-		

6.4.8 At the discretion of the Municipality, and subject to meeting the overall intent for the Adam Tas Corridor Overlay Area, floor area associated with the preservation of historic buildings, historic structures, and inclusionary housing, may be excluded from overall floor area permitted.

6.4.9 With cognisance to the general purpose of a specific building or structure, it's specific location and built environment context - including the general townscape, historic features, view lines, and the amenity of adjoining development - no building or structure in the Adam Tas Corridor Overlay Area shall exceed a height of six (6) storeys.

~~6.4.10 The following land uses are permitted in the Adam Tas Corridor Local Area Overlay zone:~~

PRIMARY USES		CONSENT USES	
Ancillary uses	Rooftop base telecommunication station		
Adult entertainment business	Employee housing		
Apartment/flat	Shopping centre		
Builder's yard	Escort agency	Natural environment/Nature area	Public and private open space
Authority use	Transport purposes (goods)	Occasional use	Public parking area
Filling station/service station	Extramural facility	Office	Public place
Backpacker establishment	Warehouse	Outdoor sport	Public road
Freestanding base of telecommunication station	Function venue/place of entertainment/tourist facilities	Parking bay/parking garage	Railway use
Business premises	Parking garage	Place of assembly	Restaurant
Funeral parlour	Heritage resource	Place of education	Service trade
Church/place of worship	Hostel	Place of entertainment	Shop
Gambling place	Hotel	Plant nursery	Tertiary educational institution
Clinic	Indoor sport	Postal agency	Training centre
Helicopter landing pad	-	Private outdoor space	Transport purposes (passengers)
Clubhouse	Industry	Private road	Utility installation
Hospital	Liquor store	Proclaimed road	Wellness centre
Commercial gymnasium	Loading bay	Professional service	Welfare institution
	Market	Public institution	-

Motor vehicle fitment centre Commercial services Motor vehicle repair centre Community residential building Motor showroom Commune Old age home Conference facility Renewable energy installation Day care centre	Medical consulting rooms Museum		
--	---------------------------------------	--	--

6.4.10 The approved precinct plan for each designated precinct will determine the permitted land uses and extent of such development rights and any qualifications thereof in terms of development parameters, which development rights will be established and may be implemented by means of any required subdivisions and the approval of site development plans for the respective land units, which site development plan must be aligned and in compliance with the approved precinct plan. All pursuant building plan applications must be aligned with and in compliance with the associated approved site development plan.

6.4.11 The Municipality will follow a package of plans approach as the basis for approvals in respect of the Adam Tas Corridor Overlay Zone.

6.4.12 The package of plans consists of the following components, listed in a hierarchy from higher - order to lower-order plans:

- a) Contextual Framework.
- b) Development Framework.
- c) Precinct Plan.
- d) Subdivision Plans.
- e) Site Development Plans.
- f) Building Plans.

6.4.13 The Municipality will issue detailed specifications related to the focus, subject matter, and format of components of the package of plans for the Adam Tas Corridor Overlay Area from time to time.

6.4.14 General provisions of the package of plans are that:

- a) Lower-order plans must follow higher-order plans.
- b) The Municipality may deem the description of the Adam Tas Corridor Overlay Area contained in the approved Municipal Spatial Development Framework as the Contextual Framework for the area.
- c) The Municipality may deem the description and associated development parameters of the Adam Tas Corridor Overlay Area contained in the approved Adam Tas Local Corridor Local Spatial Development Framework as the area-wide Development Framework for the area.
- d) Bulk allocated to a Precinct Plan area remains "floating" across the precinct - within the overall over-all intent for the Adam Tas Corridor Overlay Area as stated in the Adam Tas Corridor Local Spatial Development Framework and area-wide Development Framework - and shall be allocated to a specific development area through the mechanism of a Site Development Plan.

- e) Unless otherwise stated in this Chapter, no development may commence on site unless the necessary hierarchy of plans have been submitted and approved by the Municipality.
 - f) A specific plan - at any level in the hierarchy - shall only lapsed if replaced by a new approved plan.
 - g) The Municipality is the approving authority of any level of plan and may require amendments of plans under preparation to address reasonable concerns related to the overall vision, strategic goals, and planning of the area.
- 6.4.15 Upon approval of a Precinct Plan for each of the precincts constituting the Adam Tas Corridor Overlay Area, and with cognisance to the development guidelines contained in the Adam Tas Corridor Local Spatial Development and the area-wide Development Framework for the area, the Municipality shall impose conditions of approval which will specify additional development parameters for the precinct, including, but not limited to:
- a) Site coverage, height, and massing of buildings.
 - b) The relationship between buildings, streets, and spaces.
 - c) The management of environmental resources.
 - d) The provision of Inclusionary Housing.
 - e) The general response to, incorporation, and management of aspects of heritage and culture.
 - f) Parking, and access.
 - g) Engineering services provision.
- 6.4.16 The application and calculation of Development Charges (DCs) for the enhanced rights as per 266(6) for these developments, will be subject to the Stellenbosch Municipality's DC Policy and DC Tariffs, as approved annually by Council.
- 6.4.17 Road reserve widths for public roads that includes non-motorized transport, pedestrian walkways, cycle routes and public transport routes within the Adam Tas Corridor will be a minimum of 16m wide. The development of traffic impact assessments and the Adam Tas transport study will propose and inform on road reserve widths.
- 6.4.18 Final Road Reserve widths will be determined by the Municipality's Infrastructure Services in collaboration with the Planning Department.
- 6.4.19 Non-motorized transport and public transport in the overlay zone must be promoted.
- 6.4.20 The Adam Tas Transport Study currently underway will inform and provide guidance to the Municipality on all transport related aspects which must be taken into account in the preparation of all precinct plans.
- 6.4.21 The new residential or mixed-use development which include 20 dwelling units or more, must contain a minimum of 30% of the total units to be targeted at affordable housing on-site (also referred to as inclusionary housing units), falling within the affordability thresholds for rental or ownership.
- 6.4.22 These inclusionary housing units must be provided on-site as part of the market-related development i.e., in the same building or on the same land parcel and should be spread throughout the development as indicated on the approved precinct site development plan.
- 6.4.23 Residents of the inclusionary housing units must have indiscriminate access to all entrances and amenities of the development; and -
- (a) The inclusionary housing units are not intended for community residential buildings, communes, hostels, and less formal residential. The inclusionary housing units should only be used for permanent residence and excludes any of the land uses associated with transient guest (i.e., home lodging, bed and

- breakfast, hotel, tourist accommodation establishment, tourist dwelling units, etc.)
- (b) The target market for beneficiation should benefit employed households (excl. students) earning stable incomes that fall within the affordability threshold as defined above.
- 6.4.24 The inclusionary housing units will be reserved for qualifying recipients with a total combined annual gross monthly household income from R3 500 to R27 200 (Financial Services Charter Measure, 2022 rates (updated yearly)).
- (a) Monthly rent or repayments may not be more than 30% of the total monthly household income for renters and 30-35% for homeowners;
 - (b) The sale price or rental amount may not escalate annually beyond inflation, based on the Consumer Price Index (CPIX) as published by Stats SA.
- 6.4.25 The conditions of affordable housing which relates to the inclusionary housing units must be in place for not less than 30 years using a suitable management mechanism, to the satisfaction of the Director: Planning and Economic Development, or until repealed by a Council resolution.
- (a) Prior to the approval of any building plan, the developer shall submit to the Director: Planning and Economic Development for approval, a mechanism to ensure the abovementioned condition, as well as the affordability criteria of the qualifying recipients. The approval mechanism shall be implemented to the satisfaction of the Director prior to the occupation of any building on the relevant portion.
 - (b) If rented, the qualifying household income criteria and rent may not escalate annually beyond inflation (based on the CPIX). Lease agreements need to ensure that the tenants are subject to annual income certification and the units as allocated remains available to the intended income group; or
 - (c) If sold, a restrictive condition must be included in the deed of sale capping the sale price to comply with the definition of affordability and must only be sold to pre-approved buyers that meet the affordability criteria.
 - (d) Approval on resale prices of units needs to be sought from the Director: Planning and Economic Development before such a transaction take place.
- 6.4.26 The developer or managing agent (HOA or Body Corporate) must provide the Director: Planning and Economic Development with the list of registered inclusionary housing units, annually. The entities should also ensure that the affordability preservation and any other requirements as agreed in the inclusionary housing agreements as part of the planning permission are stipulated in the constitution of these bodies.
- 6.4.27 If in due course, the Stellenbosch Municipal policy on Inclusionary Zoning is adopted and the provisions and requirements thereof are preferred to the above conditions, the developer/owner has the option (but no obligation) to adopt and adhere to the policy requirements instead.
- 6.4.28 In addressing parking, landowners should consider:
- a) The intent expressed in the Adam Tas Corridor Local Development Framework and area-wide Development Framework to pursue and environment prioritising public and non-motorised transport.
 - b) The reality of having to accommodate parking – serving Stellenbosch town and the Adam Tas Corridor Overlay Area – while expecting to progress towards lower private motor vehicle dependence and use over time; this, in turn, requiring innovative transitory arrangements, including the provision of parking in a form enabling ready conversion in future to other uses.

- c) Centralised parking facilities, delinking the provision of parking from the specific entity served.
- 6.4.29 With cognisance to the intent expressed in the development guidelines contained in the Adam Tas Corridor Local Spatial Development Framework, its core components, and the development parameters contained in this Chapter, it is anticipated that the Municipality, landowners, and other stakeholders will enter into formal agreements from time to time to further inform the manner in which the overall development intent for the Adam Tas Corridor Overlay Area is to be achieved and to affirm the varied commitments and responsibilities of landowners and stakeholders. These agreements may include inter alia:
- (a) Shared responsibility related to the provision of infrastructure services and the phasing of infrastructure, including the extent and use of development contributions.
 - (b) Incentives offered to landowners (including the cost of public land to be made available for development and conditions associated with its development).
 - (c) Shared responsibility related to the formation and operation of institutional arrangements established in support of the Adam Tas Corridor Overlay Area.
 - (d) Landowner and shared responsibility related to the provision of inclusionary housing.
 - (e) Shared responsibility related to undertaking environmental remediation work.
 - (f) Shared responsibility related to the provision and operation of public facilities.
- 6.4.30 To enable the coordination demanded to achieve the stated overall intent for the Adam Tas Corridor Overlay Area between landowners, the Municipality, and other stakeholders, the Municipality and landowners will establish and maintain dedicated institutional arrangements to support the Municipality in exercising its responsibility in managing the uptake and implementation of development parameters envisaged in the Adam Tas Corridor Local Spatial Development Framework and contained in this Chapter.
- 6.4.31 The Institutional mechanism referred to 6.4.29 above will be established within three (3) months after the proclamation of the Adam Tas Overlay Zone and according to a structure with Terms of Reference as approved by Council. The institutional mechanism will include the establishment of a Project Management Unit ("PMU") who will assist the Municipality with the implementation of the ATC.
- 6.4.32 The purpose, composition and functioning of the Institutional Mechanism will be described in the Terms of Reference as approved by Council and as may be amended from time to time.
- 6.4.33 Public participation related to the Adam Tas Corridor Overlay Area as contemplated in the Stellenbosch Municipality Land Use Planning By-law, 2023 shall occur:
- (a) Prior to the adoption of the Adam Tas Corridor Local Spatial Development Framework and establishment of the Adam Tas Corridor Local Area Overlay zone.
 - (b) At the review of the Adam Tas Corridor Local Spatial Development Framework (and resultant- if demanded through the review- amendment of the Overlay zone).
 - (c) When a departure from the provisions of the Adam Tas Corridor Local Area Overlay zone is applied for.
- 6.4.34 As part of the dedicated institutional arrangements contemplated above, detailed arrangements will be agreed to related to addressing possible disputes between landowners, their agents, and proponents of individual development projects in the Adam Tas Corridor Overlay Area.

- 6.4.35 The Municipality may consider lead projects to commence development of the Adam Tas Corridor Overlay Area - prior to completion and adoption of Precinct Plans - if it is considered that the specific project will contribute to the overall development objectives for the area, do not impede future opportunity, and assist in learning about and enabling future roll-out of development in the area.
- 6.4.36 Lead projects - taken together- should encompass a balanced package of interventions and reflect the future of the area as a vibrant, mixed use living and working environment serving a range of interests and income groups.
- 6.4.37 No application for building plan approval in terms of the National Building Act for a lead project shall be granted by the Municipality unless a Site Development Plan has first been approved.
- 6.4.38 As it is expected that development of the Adam Tas Corridor Overlay Area will take place over a lengthy period, the Municipality may consider interim uses for parts of the area, ensuring fruitful use of existing land and building resources, meeting community needs, and assisting in project learning.
- 6.4.39 In considering interim uses other than that permitted in terms of the base zoning of the Adam Tas Corridor Overlay Area, the Municipality may require submission of a Site Development Plan for approval.
- 6.4.40 To address issues of nuisance and safety the following restrictions apply to the Adam Tas Corridor Overlay Area:
- (a) No building shall be used for the manufacture, storage, distribution, or sale of any product or item which increases the fire hazard to any other improvement or property in the environment.
 - (b) No business shall be permitted which constitutes a nuisance by the emission of smoke, gases, and effluvia, which could reasonably be expected to be injurious to products or persons in the Adam Tas Corridor Overlay Area.
 - (c) The storage of material or the use of equipment or research processes, which may cause vibrations beyond the boundaries of the land unit upon which such equipment or processes occur, shall not be permitted.
 - (d) The storage of explosives shall not be permitted in the Adam Tas Corridor Overlay Area.

SCHEDULE 4

ZONING TRANSITION TABLE

STELLENBOSCH ZONING SCHEME BY-LAW, 2019			STELLENBOSCH DRAFT ZONING SCHEME BY-LAW, 2025		
Zoning	Primary uses	Additional uses	Zoning	Primary uses	Accommodation of existing additional uses
CONVENTIONAL RESIDENTIAL ZONE	<ul style="list-style-type: none"> Dwelling house 	<ul style="list-style-type: none"> Bed & Breakfast Home day care Home occupation Home lodging Second dwelling 	SINGLE RESIDENTIAL ZONE I	Dwelling House	<u>Primary uses:</u> <ul style="list-style-type: none"> Bed & Breakfast Home child care Home occupation Second dwelling ($\leq 60m^2$) <u>Consent uses:</u> <ul style="list-style-type: none"> Second dwelling (exceeding $>60m^2$) Home lodging
LESS FORMAL RESIDENTIAL ZONE	<ul style="list-style-type: none"> Dwelling house Shelter Second dwelling Group housing Bed & breakfast Home day care centre Home occupation House shop Home lodging Other social, educational, religious, occupational or business purposes 		SINGLE RESIDENTIAL ZONE II	Dwelling house Shelter	<u>Primary uses:</u> <ul style="list-style-type: none"> Bed & Breakfast Home child care Home occupation Second dwelling ($\leq 60m^2$) <u>Consent uses:</u> <ul style="list-style-type: none"> Second dwelling (exceeding $>60m^2$) Home lodging House shop
			COMMUNITY ZONE I	Place of instruction	
			COMMUNITY ZONE II	Place of worship	
			COMMUNITY ZONE III	Institution	
MULTI-UNIT RESIDENTIAL ZONE	<ul style="list-style-type: none"> Dwelling house Flats Group housing Guest house Hostel Retirement village Second dwelling house Tourist dwelling unit Commune 	<ul style="list-style-type: none"> Bed and Breakfast Home day care Home occupation Home lodging 	SINGLE RESIDENTIAL ZONE I	Dwelling House	<u>Primary uses:</u> <ul style="list-style-type: none"> Bed & Breakfast Home child care Home occupation Second dwelling ($\leq 60m^2$) <u>Consent uses:</u> <ul style="list-style-type: none"> Second dwelling (exceeding $>60m^2$) Home lodging Guest house Self-catering unit Commune
			GENERAL RESIDENTIAL ZONE I	Group housing	<u>Consent uses:</u> <ul style="list-style-type: none"> Commune Home occupation Retirement resort

			GENERAL RESIDENTIAL ZONE III	Flats	<u>Consent uses:</u> • Commune • Home occupation • Retirement resort
			GENERAL RESIDENTIAL ZONE V	Boarding Hostel	
LOCAL BUSINESS ZONE	<ul style="list-style-type: none"> • Business premises (including a shop, market, restaurant, office) • Clinic • Flats • Medical consulting rooms 	<ul style="list-style-type: none"> • Tourist dwelling unit (in flat) • Commune (in flat) 	BUSINESS ZONE I	Business premises	<u>Primary uses:</u> • Shop • Supermarket • Flats • Restaurant • Office • Medical consulting rooms <u>Consent uses:</u> • Commune (flats)
			BUSINESS ZONE II	Shop	<u>Primary uses:</u> • Flats <u>Consent uses:</u> • Restaurant • Commune (flats) • Supermarket
			BUSINESS ZONE III	Neighbourhood shop	<u>Primary uses:</u> • Flats • Medical consulting rooms <u>Consent uses:</u> • Restaurant • Supermarket
MIXED-USE ZONE	<ul style="list-style-type: none"> • Business premises (including a shop, market, restaurant, office) • Commune • Clinic • Community residential building • Extramural facility • Flats • Guest house • Hostel • Hotel • Plant nursery • Public institution • Tourist dwelling unit • Tourist accommodation establishment • Welfare institution 		BUSINESS ZONE I	Business premises	<u>Primary uses:</u> • Shop • Supermarket • Flats • Restaurant • Office • Medical consulting rooms <u>Consent uses:</u> • Commune (flats)
			BUSINESS ZONE II	Shop	<u>Primary uses:</u> • Flats <u>Consent uses:</u> • Restaurant • Commune (flats) • Self-catering unit (flats) • Supermarket
			BUSINESS ZONE III	Neighbourhood shop	<u>Primary uses:</u> • Flats • Medical consulting rooms <u>Consent uses:</u> • Restaurant • Supermarket • Commune (flats)
			COMMUNITY ZONE I	Place of instruction	
			COMMUNITY ZONE III	Institution	

			GENERAL RESIDENTIAL ZONE III	Flats	<u>Consent uses:</u> • Commune
			GENERAL RESIDENTIAL ZONE V	Hotel	
			GENERAL RESIDENTIAL ZONE IV	Guest lodge	
			INDUSTRIAL ZONE I	Light industry	<u>Primary uses:</u> • Warehousing • Service station <u>Consent uses:</u> • Rooftop base telecommunication station • Convenience shop
INDUSTRIAL ZONE	<ul style="list-style-type: none"> • Builder's yard • Filling station • Funeral parlour • Industry • Motor vehicle fitment centre • Motor vehicle repair centre • Motor showroom • Plant nursery • Service station • Warehouse • Rooftop base telecommunication station 	<ul style="list-style-type: none"> • Employee housing • Shop 	INDUSTRIAL ZONE II	Industry	<u>Primary uses:</u> • Builder's yard • Service station • Funeral parlour • Motor repair garage • Warehousing • Rooftop base telecommunication station • Caretaker's quarters • Factory shop • Ancillary shop
			BUSINESS ZONE VI	Service station	<u>Consent uses:</u> • Motor repair garage
EDUCATION ZONE	<ul style="list-style-type: none"> • Day care centre • Extramural facility • Hostel • Indoor sport • Outdoor sport • Place of education • Tertiary educational • Public institution 	<ul style="list-style-type: none"> • Dwelling house • Employee housing • Place of worship 	COMMUNITY ZONE I	Place of instruction	<u>Primary uses:</u> • Crèche • School • College • University • Ancillary sports and recreation centre • Ancillary boarding hostel • Ancillary place of worship <u>Consent uses:</u> • Place of assembly
COMMUNITY ZONE	<ul style="list-style-type: none"> • Clinic • Community residential building • Day care centre • Extramural facility • Indoor sport • Medical consulting rooms 	<ul style="list-style-type: none"> • Dwelling house • Employee housing 	COMMUNITY ZONE III	Institution	<u>Primary uses:</u> • Hospital • Clinic • Social facility <u>Consent uses:</u> • Place of instruction
			COMMUNITY ZONE II	Place of worship	<u>Primary uses:</u> • Ancillary dwelling • Ancillary crèche • Religious instruction

	<ul style="list-style-type: none"> Outdoor sport Place of assembly Place of education Public institution Welfare institution Place of worship 				<u>Consent uses:</u> <ul style="list-style-type: none"> Place of instruction Institution
UTILITY SERVICES ZONE	<ul style="list-style-type: none"> Utility services Rooftop base telecommunication station Authority use Parking garage Public parking Public road Rooftop base telecommunication station 	Employee housing Market	UTILITY ZONE	Utility service	<u>Primary uses:</u> <ul style="list-style-type: none"> Rooftop base telecommunication station
			AUTHORITY ZONE	Authority use	
			TRANSPORT ZONE II	Public street	<u>Primary uses:</u> <ul style="list-style-type: none"> Public street Public parking <u>Consent use:</u> <ul style="list-style-type: none"> Multiple parking garage Market
TRANSPORT FACILITIES ZONE	<ul style="list-style-type: none"> Filling station Public parking area Private road Transport purposes (goods) Transport purposes (passengers) 	<ul style="list-style-type: none"> Market Restaurant Rooftop base telecommunication station Shop 	TRANSPORT ZONE I	Transport use	<u>Primary uses:</u> <ul style="list-style-type: none"> Transportation of goods or passengers Multiple parking garage Rooftop base telecommunication station <u>Consent use:</u> <ul style="list-style-type: none"> Service station Market Business premises
			TRANSPORT ZONE III	Private road	
PUBLIC ROADS AND PARKING ZONE	<ul style="list-style-type: none"> Public road Public parking area Utility service 	<ul style="list-style-type: none"> Rooftop base telecommunication station Market 	TRANSPORT ZONE II	Public street	<u>Primary uses:</u> <ul style="list-style-type: none"> Public street Public parking <u>Consent use:</u> <ul style="list-style-type: none"> Multiple parking garage Market
			UTILITY ZONE	Utility service	
PUBLIC OPEN SPACE ZONE	<ul style="list-style-type: none"> Open space Natural environment 	<ul style="list-style-type: none"> Rooftop base telecommunication station 	OPEN SPACE ZONE I	Public open space	<u>Primary uses:</u> <ul style="list-style-type: none"> Open space
PRIVATE OPEN SPACE ZONE	<ul style="list-style-type: none"> Open space Natural environment 	<ul style="list-style-type: none"> Rooftop base telecommunication station 	OPEN SPACE ZONE II	Private open space	<u>Primary uses:</u> <ul style="list-style-type: none"> Open space
NATURAL ENVIRONMENT ZONE	<ul style="list-style-type: none"> Natural environment 	<ul style="list-style-type: none"> Dwelling house Rooftop base telecommunication station 	OPEN SPACE ZONE III	Nature conservation area	<u>Primary use:</u> <ul style="list-style-type: none"> Dwelling house <u>Consent uses:</u> <ul style="list-style-type: none"> Rooftop base telecommunication station

			OPEN SPACE ZONE IV	Nature reserve	<u>Primary use:</u> Worker accommodation <u>Consent uses:</u> Rooftop base telecommunication station
AGRICULTURE AND RURAL ZONE	<ul style="list-style-type: none"> • Agriculture • Agricultural building ($\leq 2000\text{m}^2$) • Dwelling house • Forestry • Natural environment • Poly tunnel ($\leq 2000\text{m}^2$) • Second dwelling • Employee housing 	<ul style="list-style-type: none"> • Agricultural building ($> 2000\text{m}^2$) • Agricultural industry ($\leq 2000\text{m}^2$) • Bed and breakfast • Employee housing • Guest house • Home day care • Home occupation • Tourist dwelling units • Tourist facility • Polytunnel ($> 2001\text{m}^2$ and $\leq 5000\text{m}^2$) 	AGRICULTURAL ZONE I	Agriculture	<u>Primary uses:</u> <ul style="list-style-type: none"> • Agriculture • Agricultural building ($\leq 2000\text{m}^2$) • Natural veld • Plantations • Agricultural worker accommodation • Agricultural industry ($\leq 2000\text{m}^2$) • Intensive horticulture • Dwelling house • Home child care • Bed and breakfast • Home occupation <u>Consent uses:</u> <ul style="list-style-type: none"> • Additional dwelling unit • Agricultural building ($> 2000\text{m}^2$) • Agricultural industry ($> 2000\text{m}^2$) • Guest house • Guest lodge • Home lodging • Tourist facility
LIMITED USE ZONE	<ul style="list-style-type: none"> • Dwelling house and/or • Limited to existing lawful uses at commencement date 		UNDETERMINED ZONE	None	
			NON-CONFORMING USE	An existing land use that was lawful in terms of a previous zoning scheme but that does not comply with this zoning scheme	

To note: The transitional tables serve as a **principle to be applied guideline**, but actual land use rights need to be verified and recorded in the zoning register and map.

SCHEDULE 5 GENERAL

1. Repeal

The Stellenbosch Municipality: Zoning Scheme By-law, 2019 zoning scheme by-law is hereby repealed on the date on which this By-law comes into operation.

2. Short title and commencement

2.1 This By-law is called the Stellenbosch Municipality: Zoning Scheme By-law, 2025.

2.2 This By-law shall come into operation on [DATE].

ANNEXURE B

STELLENBOSCH MUNICIPALITY
Proposed Draft Zoning Scheme Bylaw 2025

To regulate and control municipal zoning.

PREAMBLE

WHEREAS section 156(1) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) confers on municipalities the executive authority and right to administer local government matters set out in Part B of Schedule 4 and Part B of Schedule 5 to the Constitution;

WHEREAS Part B of Schedule 4 to the Constitution lists municipal planning as a local government matter;

WHEREAS section 156(2) of the Constitution empowers municipalities to make and administer laws for the effective administration of matters that it has the right to administer;

WHEREAS Parliament has enacted the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013) and the Western Cape Provincial Legislature has enacted the Land Use Planning Act (Act 3 of 2014), which among other things set out development principles which apply to all organs of state responsible for the implementation of legislation regulating the use and development of land;

NOW THEREFORE Stellenbosch Municipality has adopted this By-law.

ARRANGEMENT OF SECTIONS AND SCHEDULES

CHAPTER 1 INTERPRETATION

Sections

1. Definitions
2. Rules of Interpretation

CHAPTER 2 ZONING SCHEME, USE ZONES AND USES

3. Application of zoning scheme
4. Purpose of zoning scheme
5. Components of zoning scheme
6. Use zones
7. Zoning scheme map
8. Transition to new use zones and savings
9. Rectification of errors on zoning scheme map
10. Zoning scheme register
11. Primary uses
12. Consent uses
13. Temporary departures for specific occasions
14. Non-conforming uses
15. Deemed zoning of closed public places
16. Split Zonings and Spot Zonings
17. Status of a Zoning Certificate

CHAPTER 3 OVERLAY ZONES

18. Purpose and status of overlay zones
19. Procedures for establishing, reviewing or amending overlay zones

CHAPTER 4 DISTANCES, LEVELS AND BOUNDARIES

20. Measuring distances and levels
21. Determination of natural ground level
22. Determining boundaries of use zones

CHAPTER 5 ENFORCEMENT

23. Offences, penalties and enforcement of By-law

CHAPTER 6 LAND USE RIGHTS

This part contains provisions on the interpretation and application of land use rights.

24. Development parameters applicable to use rights
25. Architectural design guidelines and development parameters
26. Change in zoning and the continuation of land use rights.
27. Rezoning of existing building structure
28. Evasion of intent of the scheme

CHAPTER 7 DEVELOPMENT OF LAND

This part contains provisions on requirements that may apply to applications for the development of land.

29. Land development plans
30. Site development plans
31. Construction environmental management plans
32. Visual impact assessments
33. Traffic studies
34. Development charges in terms of this scheme
35. Decommissioning of various installations and land uses

CHAPTER 8 GENERAL PROVISIONS

This part contains general provisions and parameters that apply to all zones or to specific zones as may be provided for.

36. Encroachment of building lines
37. Panhandle properties
38. Linear infrastructure
39. Street centreline setback
40. Steep slopes and ridgelines
41. Earth banks and retaining structures
42. Boundary walls and fences
43. Door and window openings and roof eaves
44. Equipment on top building or affixed to roofs or attached to building
45. Parapet walls
46. Chimneys
47. Screening

48. Shipping containers, wendy houses and tented structures
49. Rooftop base telecommunication stations and satellite dish antenna systems
50. Parking of vehicles in residential zones
51. Mobile homes and caravans
52. Leasing of dwelling units
53. Maintenance of property
54. Utilisation of outbuildings
55. Hobbies in single and general residential zones
56. Animals kept for commercial purposes
57. Hazardous substances

CHAPTER 9 PARKING AND LOADING

58. Off-street parking requirements
59. Alternative parking supply
60. Combined parking requirements
61. Parking: Visitors
62. Site access and exits
63. Parking layout requirements
64. Parking for physically disabled
65. Motorcycle and bicycle parking spaces
66. Loading requirements

CHAPTER 10 REFUSE ROOMS AND SERVICE YARDS

67. Refuse rooms
68. Service yards

SCHEDULE 1

USE ZONES TABLE

SCHEDULE 2

LAND USE DESCRIPTIONS AND DEVELOPMENT PARAMETERS

SCHEDULE 3

OVERLAY ZONES APPROVED IN TERMS OF SECTION 16

1. Subdivisional area overlay zone
2. Special planning area overlay zone
3. Urban and Rural Conservation Overlay Zone
4. Scenic Overlay Zone
5. Local Area Overlay Zone: Technopark
6. Local Area Overlay Zone: Adam Tas Corridor

SCHEDULE 4

ZONING TRANSITION TABLE

SCHEDULE 5

GENERAL

CHAPTER 1 INTERPRETATION

Definitions

1. In this By-law, unless the context indicates otherwise, any word or expression to which a meaning has been assigned in the Western Cape Land Use Planning Act, 2014 (Act 3 of 2014) has the meaning assigned to it in that Act and—

“ancillary” means a land use, purpose, building, structure or activity which is directly related to, and subservient to, the lawful dominant use of the property;

“antenna” means any system of wires, poles, rods, reflective surfaces or similar devices, used to transmit or receive electronic communication signals or electro-magnetic waves;

“alteration” means any action changing or amending the structure, appearance or physical properties of a building or ~~land place~~, whether by way of structural or other works, or a change of the use of that land ~~or place~~;

“applicant” means a person who makes application in terms of the Planning By-law;

“atrium” means a covered courtyard that—

- (a) comprises a void within a building that extends for one or more floors in height that contains a floor and roof or ceiling; and
- (b) does not contain floors that penetrate into the void;

“balcony” means a floor projecting outside a building at a level higher than that of the ground floor, enclosed only by low walls or railings or by containing walls of rooms abutting the projecting floor, and may include a roof over the projecting floor and pillars supporting the roof;

“bar” refer to definition of pub;

“base zone” means the zone that determines the lawful land use and development parameters for a land unit in terms of this zoning scheme, before the application of any overlay zone;

“basement” means that portion of a building with a ceiling level which does not protrude more than one metre at any point above natural ground level excluding excavations required for access purposes and may not include any habitable space, in which case it will ~~not~~ be regarded as a ~~basement storey~~;

“boundary” in relation to a land unit means one or more of the cadastral lines separating the land unit from another land unit or from a road reserve;

“boundary wall” means any wall, fence or enclosing structure erected on or directly next to a cadastral property boundary, including entrance gates and doors;

“building” without in any way limiting its ordinary meaning, includes—

- (a) any structure, whether roofed or not, of a temporary or permanent nature and irrespective of the materials used in the erection thereof;

- (b) an external stair, step or landing of a building and any gallery, canopy, balcony, stoep, verandah, terrace, porch or similar feature of a building;
- (c) a wall or railing enclosing any feature referred to in paragraph (b);
- (d) any swimming pool, reservoir, bridge or subsurface structure or any other structure connected therewith; and
- (e) any other portion of a building;

“building line” means an imaginary line on a land unit, which defines a distance from a specified boundary, within which the erection of buildings or structures are completely or partially prohibited;

“cadastral line” means a line representing the official boundary of a land unit as recorded on a diagram or general plan approved by the Surveyor-General and registered in the Deeds Office;

“canopy” means a cantilevered or suspended roof, slab or covering projecting from the wall of a building, excluding the floor of a balcony;

“caravan” means a vehicle that has been equipped or converted for living and sleeping purposes and that can readily be moved;

“carport” means a structure for the storage of one or more vehicles that is covered by a roof, provided that not more than two sides may be permanently enclosed;

“carriageway crossing”, in relation to a motor vehicle carriageway crossing, means an entrance or exit way, or a combined entrance and exit way, from a land unit to a road;

“clubhouse” means a building or portion of a building in relation to a sports and recreation centre for the specific use of people who are members of an organized activity, sport or any association to meet with the intention of socialising and may also include a lounge, restrooms, change rooms, ablution facilities, hall, restaurant which serves members, and may include a pub and a subservient shop which is associated with and limited to the particular sport, ~~or a pub with the permission of the Municipality;~~

“commercial”, in relation to a use right, means a use right for the express purpose of making a profit with no or limited social or charitable objectives;

“common boundary”, in relation to a property, means a boundary common with the adjoining property other than a street boundary;

“Council” means the municipal council of the Municipality;

“coverage” means the total area of a land unit that is covered by roofed buildings, expressed as either a percentage of the total erf area of the land unit, or as the footprint of the total size of roofed buildings in square meters, and includes—

- (a) stairs, steps, landings, except entrance landings and steps, galleries, passages and similar features, whether internal or external; and
- (b) canopies, verandas, porches, balconies, terraces and similar features provided that the following portions of buildings must be disregarded in the calculation of coverage, namely—
 - (i) stoeps less than 0,5m above natural ground level, entrance steps and landings;

- (ii) cornices, chimney breasts, pergolas, flower boxes, water pipes, drain pipes and minor decorative features not projecting more than 500 millimetres from the wall of the building;
- (iii) eaves not projecting more than 1,0 metres from the wall of the building; and
- (iv) a basement, provided that the basement ceiling does not project above the ground level;

“deemed zoning” means the zoning of a land unit which the Municipality deems it to have in circumstances where no formal zoning determination or rezoning was previously done;

“dominant use” means the predominant or major lawful use of a property, and may consist of primary uses, consent uses or other lawful uses permitted on the property;

“dwelling unit” means a self-contained, inter-leading group of rooms —

- (a) with not more than one kitchen, used for the living accommodation and housing of one family, together with such outbuildings as are ordinarily used with a dwelling unit;
- (b) with adequately scaled communal areas that are normally associated with the living accommodation of a functional family;
- (c) does not include a cluster of predominantly sleeping rooms with limited communal areas normally associated with accommodation for communal or hostel living;
- (d) does not include tourist accommodation or accommodation used as part of a hotel.

“eave” means a portion of a roof projecting beyond the face of a building, including any gutters;

“earth bank” means land that is shaped to hold back earth or loose rock;

“ecosystem” means a self-sustaining and self-regulating community of organisms and the interaction between the organisms with one another and with their environment;

“encroachment agreement” means an agreement between an owner and the Municipality relating to the projection of portions of a building or structure from the owner's property onto or over the Municipality's property;

“entrance steps and landings” means steps and landings to a building, including any low walls and railings, if the steps and landings are not within the main containing walls of the building;

“environmental management plan” means a plan that documents the management of site preparation, construction or operations affecting an environmental resource or an environmentally significant place, its environmental values or management requirements, or both;

“erection” in relation to a building or structure includes—

- (a) the construction of a new building or structure;
- (b) the alteration or conversion of, or addition to, a building or structure;
- (c) the re-construction of a building or structure which has completely or partially been demolished; and

- (d) includes any site clearing, site preparation, site levelling, excavations and any other preparatory work in connection with the erection of a building or structure.

“family” means—

- (a) one or more individuals occupying a dwelling who are related through marriage or common law, blood relationship, legal adoption, or legal guardianship and no more than 2 unrelated people; or
- (b) a group of not more than 2 unrelated persons, including domestic workers, students or lodgers;

“floor” means the inner, lower surface of a room, garage or basement, and includes a terrace or atrium to which the occupants of a building have access;

“floor factor” means the factor, expressed as a proportion of 1, which is prescribed for the calculation of the maximum floor space of a building or buildings permissible on a land unit; being the maximum floor space as a proportion of the total erf area, and which is also referred to as the same meaning as “bulk”;

“floor space”, in relation to any building, means the total area of all any floors which are is covered by a slab, roof or projection; provided that—

- (a) any area, including a basement, which is reserved solely for parking or loading of vehicles is excluded;
- (b) external entrance steps and landings, a canopy, a stoep and an area required for external fire escapes are excluded;
- (c) a projection, including a projection of eaves, and a projection which acts as a sunscreen or an architectural feature, which projection does not exceed 1 metre beyond the exterior wall or similar support, is excluded;
- (d) any uncovered internal courtyard, light well or other uncovered shaft which has an area in excess of 10 m² is excluded;
- (e) any covered paved area outside and immediately adjoining a building at or below the ground floor level, where such paved area is part of a forecourt, yard, external courtyard, pedestrian walkway, parking area or vehicular access, and which is permanently open to the elements on at least the front or long side, is excluded;
- (f) any covered balcony, verandah or terrace which, apart from protective railings, is permanently open to the elements on at least the front or long side, and which does not exceed 2,5 metres in width, is excluded;
- (g) subject to paragraph (h), any stairs, stairwells and atriums that are covered by a roof are included;
- (h) in the case of multi-level buildings, any stairwells, lift wells, light wells or other wells, and any atrium, are only counted once; and provided further that—
- (i) floor space is measured from the outer face of the exterior walls or similar supports of the multi-level building; and
 - (ii) the total floor space is the sum of the floor space of all the levels of the multi-level building, including that of any basement;

“gate house” means a roofed structure located at the entrance to a property used for the purpose to control access to the property;

“garage” means a building for the storage of one or more motor vehicles, but does not include a motor repair garage or service station;

“GLA” means gross leasable area being the total floor space designed for, or capable of, occupancy or control by tenants, measured from the centre line of the joint partitions to the inside finished surface of the outside walls, but excludes public toilets, internal walkways, lift shafts, service ducts, interior parking and loading bays;

“greenhouse” means a structure with the sides primarily made of a transparent material such as glass, perspex or plastic for the purpose of growing of plants or hastening growth of plants under controlled environmental conditions;

“gross density” means a measure of the number of dwelling units in a specified area, and is calculated as follows:

$$\text{Gross dwelling density (units per hectare)} = \frac{\text{Total number of dwelling units in a specified area}}{\text{Extent of specified area in hectares;}}$$

“group housing site” means one or more land units on which a group housing scheme or retirement resort may be erected;

“hazardous substance” has the same meaning as “grouped hazardous substance” as defined in section 1 of the Hazardous Substances Act, 1973 (Act 15 of 1973);

“height” of a structure means a vertical dimension of the structure from the natural ground level to the wall plate or, in the case of a pitched roof, the ridge of the roof or the highest point of a building, measured in metres, provided that—

- (a) the height of a structure does not include chimneys, flues, masts or antennae;
- (b) elevator motor rooms, satellite dishes, ventilation shafts, water tanks, air conditioning plant and equipment on top of a building are included when determining the height of a structure; and
- (c) the general provisions regarding these aspects in this By-law also apply;

“kitchen” means a room or part of a room equipped for preparing and cooking meals and excludes any food and drink preparation area or facilities in a recreation room or entertainment area;

“land development plan” means a dimensional plan drawn to scale that spatially illustrates the physical characteristics of the subject land and the proposed location, site layout, nature and scale of the use rights and associated development parameters of the proposed land use and land development application that is being pursued.

“Land Use Planning Act” means the Western Cape Land Use Planning Act, 2014 (Act 3 of 2014);

“landscaping” means the placement of plants, contoured features, water features, paving, street furniture and other soft and hard elements for the purposes of enhancing the aesthetic appeal, environmental management, amenity and value of a property;

“loading bay” means an area which is clearly demarcated for the loading and off-loading of goods from commercial vehicles, and which has vehicular access to a public street to the satisfaction of the Municipality;

“lodger” means a person receiving furnished or unfurnished bedroom accommodation against payment of a charge or a fee on a month-to-month basis or for periods exceeding 30 days. and

- (a) "lodging" as an activity has a similar meaning, ~~and~~
- (b) "lodger accommodation" refers to all accommodation types used by lodgers;
and
- (c) a lodger is not a student.

"maximum floor space" means the total floor space that is allowed for a building or buildings on a land unit, and is calculated by multiplying the floor factor by the area of the land unit or that portion of the land unit that is situated within a particular zone; provided that, where the land unit is situated within two or more zones to which different floor factors apply, the maximum floor space for the whole land unit is the total of the maximum floor space for each zoned portion of the land unit;

"micro residential unit" means a self-contained interleading group of rooms or a single room, including sanitary and cooking facilities, that is for rental only and used for affordable living accommodation.

"mineral" means a substance, whether in solid, liquid or gaseous form, occurring naturally in or on the earth or under water and which was formed by or subjected to a geological process, and includes sand, stone, rock, gravel, clay, soil and any material occurring in residue stockpiles or in residue deposits, but excludes—

- (a) water, other than water taken from land or sea for the extraction of any mineral from such water;
- (b) petroleum; and
- (c) peat;

"motor vehicle" means a wheeled vehicle designed or used for propulsion by means of an internal combustion or electrical engine, and includes a motor cycle, trailer or caravan, but excludes a vehicle moving exclusively on rails;

"Municipality" means the Municipality of Stellenbosch established by Establishment Notice No. 479 in Provincial Gazette of 22 December 2000 issued in terms of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998), and where the context so requires, includes—

- (a) the Council;
- (b) another political structure or a political office bearer of the Municipality, authorised or delegated to perform a function or exercise a power in terms of this By-law;
- (c) the Municipal Planning Tribunal, authorised or delegated to perform a function or exercise a power in terms of this By-law;
- (d) the Municipal Manager; and
- (e) any employee of the Municipality acting in terms of delegated or sub-delegated authority of the Municipality;

"National Building Regulations" means the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977);

"natural ground level" means—

- (a) the level of the land in its unmodified state; or
- (b) when altered with the municipality's approval for the purpose of development, the municipality may approve such altered ground level as the natural ground level, subject to Section 21;

“non-conforming use” means an existing land use that was lawful in terms of a previous zoning scheme but that does not comply with this zoning scheme;

“occupant” means any person who occupies a land unit;

“occupational health and safety law” means the Occupational Health and Safety Act, 1993 (Act 85 of 1993), or municipal by-laws governing occupational health and safety, whichever is applicable;

“outbuilding” means a structure, whether attached or separate from the main building that is normally ancillary and subservient to the main building on a land unit, and includes a building designed to be used for the garaging of motor vehicles or the storage of goods, and any other normal activities in so far as these are usually and reasonably required in the connection with the main building, but does not include a second dwelling, a recreation room or any other habitable space.

“overlay zone” means a category of zoning that applies to land or land units in addition to the base zoning and that—

- (a) stipulates development parameters or use rights that may be more or less restrictive; and
- (b) may include provisions and development parameters relating to—
 - (i) primary or consent uses;
 - (ii) subdivision and subdivisonal areas;
 - (iii) development incentives;
 - (iv) density limitations;
 - (v) urban form or urban renewal;
 - (vi) heritage and environmental protection;
 - (vii) management of urban growth;
 - (viii) scenic routes;
 - (ix) any other purpose as set out in this zoning scheme;

“package of plans” means the hierarchy of plans specified in terms of this By-law;

“parapet” means a low projection, wall or moulding that finishes the uppermost edge of a building with a flat or low pitched roof;

“parking bay” means an area clearly outlined and demarcated for the parking of one motor vehicle and may be provided in the form of a garage or carport that is accessible for easy and safe vehicle movement;

“pergola” means any unroofed horizontal or approximately horizontal grille or framework and associated vertical support structure and of which the area in the horizontal projection of its solid portions does not exceed 25% of the total area thereof;

“Planning By-law” means the Land Use Planning By-law adopted and enforced by the Municipality.

“planning law” means the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013), Land Use Planning Act, Land Use Planning Ordinance, 1985 (Ordinance 15 of 1985), the Planning By-law or succeeding legislation governing land use planning in the Western Cape, whichever is applicable;

“plaza” means an urban open space or square, primarily designed for outdoor use by pedestrians;

“policy plan” means a policy adopted by the Municipality, structure plan, spatial development framework or other policy plan approved in terms of planning law;

“porch” means a roof (not being the floor of a balcony) projecting from the outside of a building above a doorway, and forming a covered entrance to the building, and includes any paved area underneath the roof, and any low walls or railings enclosing that paved area, and any pillars supporting the roof;

“porte cochères” means a covered entrance large enough for vehicles to pass through, typically opening into a courtyard or a porch where vehicles stop for passengers to get out of the vehicle;

“precinct plan” means a plan, approved by the Municipality, as envisaged in this By-law as a component of a package of plans;

“previous zoning scheme” means a zoning scheme or town planning scheme referred to in section 33(1) or (2) of the Land Use Planning Act;

“primary use” in relation to property means any land use specified in this By-law as a primary use, being a use that is permitted within a zoning without the need to obtain the Municipality's approval;

“property” means land together with any improvements or buildings on the land;

“provincial road” means a road that is under the jurisdiction of the provincial roads authority;

“pub” means an establishment for the sale of predominantly alcoholic beverages, and sometimes also food, to be consumed on the premises and is also known as a tavern or bar; but excludes a night club;

“public nuisance” means any act, omission or condition that is offensive in the opinion of the Municipality, injurious or dangerous to health, materially interferes with the ordinary comfort, convenience, peace or quiet of the public, or that adversely affects the safety of the public, having regard to the reasonableness of the activities in question in the area concerned, and the impacts that result from these activities;

“recreational activities” means physical or passive leisure or adventure activities that is not regulated and undertaken by individuals or groups for personal enjoyment and satisfaction, relaxation, or amusement, and includes any ancillary and associated facilities required for the purpose of recreational activities, including paths and trails, waterbodies, outdoor courses and parks and changing rooms, but does not include an activity associated with either an indoor or outdoor sporting facility, inclusive of any exercise or training equipment, restaurants, club houses, and shops.

“recreation room” means a room that is part of or separate from the main dwelling and is ancillary and subservient to the main building, but is not an outbuilding, and is used

primarily for recreation purposes like a playroom, games room, indoor swimming pool, hobby room or a home gym, or for entertainment purposes like a braai room and where food and drinks may be prepared, but excludes a kitchen or any sleeping accommodation;

“refuse room” means a defined screened refuse receptacle from where refuse is collected, usually on a weekly basis;

“registered land surveyor” means a professional land surveyor, registered in terms of the Geomatics Profession Act, 2013 (Act 19 of 2013);

“retaining structure” means a wall or structure constructed to hold back earth or loose rock;

“road” includes a public street or a private road;

“road reserve” means the designated area of land that contains a public street or private road (including the road and associated verge) and that may be defined by cadastral boundaries;

“satellite dish antenna” means apparatus fixed to a structure or mounted permanently on the ground and that is capable of receiving or transmitting communications from a satellite;

“scenic routes” means a public street designated as a scenic drive by the Municipality in recognition of the high visual amenity alongside that public street, including background vistas of a mountain, open country, ~~a coastline~~ or a town;

“service yard” means a defined screened area providing utility services including washing line facilities for, amongst others, general residential developments;

“shipping or transport container” means a large, weatherproof container used for the transport of goods by sea, rail or road and that is usually stored in the open when not in use;

“sign” means:

- (a) any visible or audible representation of a sign, symbol, sign-writing, mural, graphic design, signboard, billboard, screen, blind, boarding or other device by means of which an advertisement or notice is physically displayed; and
- (b) which is visible or audible from any public place and which is intended to promote any news headlines, business, product, service, brand, person, function, meeting, election or candidate in an election, event or activity, and “advertising” shall have a similar meaning, and
- (c) includes any advertisement, object, structure or device that is in itself an advertisement or is used to display an advertisement.

“site development plan” means a dimensional plan drawn to scale to spatially illustrate the implementation of the existing or approved use rights attached to the subject land, compliance to any associated development parameters, as well as conditions of approval attached to a land use and land development approval.

“spatial development framework” refers to a provincial spatial development framework, a provincial regional spatial development framework, or a municipal spatial development framework or municipal local spatial development framework;

“sporting activities” means physical activities which are normally regulated and competitive in nature and requires professional facilities and/ or equipment as well as skills levels with detailed training and intensive exercise and is usually undertaken in an indoor or outdoor sporting facility.

“stoep” means an uncovered paved area or projecting floor outside and immediately adjoining a building, at or below the level of the ground floor of the building, and includes any low walls or railings enclosing the paved areas or floors;

“storm water” means water resulting from natural processes, the precipitation or accumulation of the water, and includes groundwater and spring water ordinarily conveyed by the storm water system, as well as sea water within estuaries, but excludes water in a drinking-water or waste-water reticulation system;

“storm water system” means constructed and natural facilities, including pipes, culverts and water courses, used or required for the management, collection, conveyance, temporary storage, control, monitoring, treatment, use or disposal of storm water;

“street boundary” means the boundary between a land unit and a public street or private road;

“street centreline setback” means the line delimiting the area measured from the centre line of a particular public street, within which no building or other structure, including a boundary fence, may be erected;

“structure” without in any way limiting its ordinary meaning, includes any building, shelter, wall, fence, pillar, post, tower, pergola, steps, landing, terrace, sign, ornamental architectural feature, swimming pool, fuel pump or underground tank, any building ancillary to service infrastructure provision, and any portion of a structure and irrespective of the material of such structure;

“student” means a person who is enrolled in pursuing an education programme and receiving full time tuition and who is formally engaged in studying at a university, technicon, college, or other tertiary institution or place of higher education and who are not formally and/ or permanently engaged in gainful employment, and **“student accommodation”** refers to all accommodation types used by students.

“tavern” refer definition of pub

“temporary structure” means a non-permanent structure constructed purely on a temporary basis for a specific period and purpose, which shall require building plan approval where applicable and which shall be demolished after the period and/ or purpose for which it was erected, has ended.

“terrace” means an area to which occupants of a building have access, created on a flat roof over a portion of the building, resulting from the setting back of part of the building above that portion;

“top of the roof”, for the purpose of height control, means the top of the roof ridge in the case of a pitched roof, or the top of the parapet where the parapet extends above the roof;

“total floor space” of a building means the sum of the floor space of all the levels of a particular building, including basements;

“tourist” means a person who travels to and visit a destination for holiday, leisure, business, recreation, exploration, adventure, sightseeing, sport or such other related purposes, and

- (a) “tourism” as an activity has a similar meaning, and
- (b) “tourist accommodation” refers to all accommodation types used by transient guest for tourism.

“transient guest” means a tourist receiving accommodation against payment of a charge or a fee for a bed, a furnished bedroom, suite or dwelling unit on a day-to-day or short term rental basis for less than 30 days.

“used” in addition to its ordinary meaning, includes “designated or intended to be used”;

“verandah” means a covered area (not being an area that is part of a yard or parking area) or projecting floor outside and immediately adjoining a building at or below the level of the ground floor of the building, and includes both the covered area or floor and the roof or other feature covering it, as well as any low walls or railings enclosing the covered area or floor;

“wall plate” means the lowest point of a longitudinal member, bar, rafter, beam, truss, bracket, pillar, post, structure or any other similar device that supports a roof, as determined by the Municipality;

“youth hostel” means a place providing affordable accommodation, aimed mainly at young tourists;

“zoning” includes base zoning and overlay zoning;

“zoning scheme” means a land use scheme as defined in section 1 of the Spatial Planning and Land Use Management Act and includes the components referred to in section 4 of this By-Law.

Rules of Interpretation

- 2.(1) After the commencement of this Scheme, any words in this Scheme, annotations used on the zoning map and register, words or expressions used in planning reports or any conditions of approval imposed after the commencement date shall have the meanings assigned to them in accordance with the definitions contained in section 1 of the Scheme except where a different meaning is clear from the context.
- (2) In conditions of approval imposed prior to the commencement of this Scheme, terms describing land use, shall, for the purposes of interpretation, retain their meaning as was effective under the previous legislation, unless the interpretation in this Scheme does not materially change the meaning. For all other aspects, the meaning of this Scheme shall prevail.
- (3) The interpretation of words not defined in this Scheme will have the meanings assigned to them in the "new Shorter Oxford English Dictionary" published by Oxford University Press, except where a different meaning in the Municipality's opinion is clear from the context.
- (4) Headings only serve to clarify the purpose of a section and may not be used to interpret the meaning of any provision contained therein.
- (5) The masculine gender includes the feminine and agender, and vice versa, the singular includes the plural, unless otherwise indicated by the context.
- (6) If there is any conflict between the English version and any other translation, the English version will prevail.
- (7) Whenever reference is made to a law, ordinance, by-law or regulation, the reference applies to all substitutions, amendments, and additions of the said law, ordinance, by-law or regulation.
- (8) Whenever reference is made to the use of a building, the reference applies also to the erection of a building, to the use of part of the building and to the use of the land unit or part thereof, whether a building is erected or not.
- (9) The terms "must" and "shall" are mandatory, and the term "may" is discretionary.
- (10) Where this scheme prescribes use rights which are different from other legislation, inclusive of any restrictive condition registered against the title deed of land, the most restrictive parameters shall be complied with.
- (11) The competent authority's interpretation of any provision or wording shall prevail unless the contrary is proven.

CHAPTER 2 ZONING SCHEME, USE ZONES AND USES

Application of zoning scheme

3. (1) The zoning scheme applies to the entire Stellenbosch municipal area (WC24).
- (2) This by-law binds every owner, and every user of land including the state.
- (3) All land within the Municipal area is zoned in accordance with this Scheme, and at least one of the use zones set out in this Scheme applies to a land unit, for the purposes of controlling land use and buildings on the land.

Purpose of zoning scheme

4. The purpose of the zoning scheme is to—
 - (a) give effect to the municipal spatial development framework;
 - (b) make provision for orderly development and the welfare of the community; and
 - (c) determine use rights and development parameters, with due consideration of the principles referred to in the Land Use Planning Act.

Components of zoning scheme

5. The zoning scheme consists of the following components:
 - (a) this By-law;
 - (b) the zoning scheme map; and
 - (c) the register.

Use zones

- 6.(1) The municipal area is divided into the use zones referred to in column 1 of the table set out in Schedule 1.
- (2) The purpose objective of each use zone is set out in column 1 of the table set out in Schedule 1 and serves the purpose to contextualise the type of use zone and not to regulate its application.
- (3) The description of the primary and consent uses applicable to each use zone is set out in Schedule 2.
- (4) The location, boundaries and extent of each use zone is depicted on the zoning scheme map.
- (5) The primary and consent uses applicable to each use zone are subject to the development parameters specified for the land use applicable to each use zone as set out in Schedule 2.

Zoning scheme map

- 7.(1) The zoning scheme map depicts—
 - (a) the zoning of land in accordance with the use zone in which the land is located; and
 - (b) overlay zones, if applicable to the land.
- (2) The official version of the zoning scheme map must be kept on record at the Municipality and is available for inspection during normal office hours.
- (3) The official version of the zoning scheme map as approved together with this By-law must be certified by the Municipal Manager.
- (4) The official version of the zoning scheme map depicts the status of the current zoning classification of land in the Municipality and may only be amended as provided for in this By-law and the Planning By-law.
- (5) The official version of the zoning scheme map is incorporated in and made part of this By-law and publication of this By-law in the *Provincial Gazette* constitutes notice of the approval of the zoning scheme map.
- (6) The Municipality must update the zoning scheme map within a reasonable time after use rights have been granted or have lapsed.
- (7) The Municipality may keep the zoning scheme map in an electronic format.
- (8) The Municipality may provide an extract of the zoning scheme map to members of the public on payment of a fee determined by the Municipality in terms of the Municipality's tariff policy.

Transition to new use zones and savings

8. (1) Upon the date of commencement of this By-law, land that is zoned in terms of the previous zoning scheme is translated or reclassified to one of the use zones referred to in Schedule 4.
- (2) Table 1 in Schedule 4, Zoning Transition Table, summarises the translation or reclassification of the use zones used in the previous zoning scheme to the use zones used in this By-law.
- (3) Despite the translation or reclassification of the use zones used in the previous zoning scheme to the use zones used in this By-law—
 - (a) any condition of approval or validity period that is applicable to a land unit in terms of the previous zoning scheme applicable immediately before the coming into effect of this By-law, remains applicable and in so far as it determines development parameters that are different from the development parameters applicable in terms of this By-law, it is not to be considered an offence but a lawful non-conforming use;
 - (b) the Municipality must record any condition of approval referred to in paragraph (a) in the register together with any applicable validity period applicable to the zoning in terms of the previous zoning scheme;

- (c) a zoning approved in terms of the previous zoning scheme that has been exercised within its validity period, cannot lapse, and is translated or reclassified as determined in this By-law;
- (d) a zoning approved in terms of the previous zoning scheme that has not been exercised, lapses after the expiry of the validity period applicable to that zoning in terms of the previous zoning schemes;
- (e) in the event of the lapsing of a zoning as contemplated in paragraph (d), the land unit reverts back to the use zone applicable to it in terms of the previous zoning scheme, before it was rezoned and is translated or reclassified as determined in Schedule 4.
- (f) a building plan application that was formally submitted and accepted –
 - (i) immediately before the coming into effect of this By-law and which is still being processed; or
 - (ii) on or after the date of coming into effect of this By-law with the purpose to act on an approval in terms of a previous planning law,
 must be assessed in accordance with that approval provided that such building plan application is submitted within 24 months after commencement of this zoning scheme, or within the validity period of said application, whichever is the later date.
- (g) any rezoning or consent use application which was submitted prior to the date of coming into effect of this By-law, must be finalized in terms of the previous zoning scheme, and thereafter is translated or reclassified as determined in Schedule 4 and subject to subsection (3), or as determined by the municipality.
- (h) The transition or reclassification of the use zones used in the previous zoning scheme to the use zones used in this By-law, will be limited to the extent that such development rights associated with the use zone were exercised and vested in accordance with an approved site development plan and/ or building plan, and no development rights of the former use zone which were not so exercised, inclusive of development rights permitted as associated development parameters, will continue to prevail over the new use zone as former latent development rights.
- (i) The transition from the previous zoning scheme and land use rights so obtained may not be interpreted in conjunction with the provisions of this By-law to result therein that additional unjustified land use rights accrue to the subject property.

Rectification of errors on zoning scheme map

- 9.(1) If the zoning of a land unit is incorrectly indicated on the zoning scheme map, the owner of an affected land unit may submit an application to the Municipality to correct the error.
- (2) An owner contemplated in subsection (1) must apply to the Municipality in the form determined by the Municipality and must—
 - (a) submit written proof of the lawful land use rights; and
 - (b) indicate the correct zoning that should be allocated.
- (3) The onus of proving that the zoning is incorrectly indicated on the zoning scheme map is on the owner.
- (4) The owner is exempted from paying application fees.

- (5) If the zoning of a land unit is incorrectly indicated on the zoning scheme map, the Municipality must amend the zoning scheme map to reflect the correct zoning.
- (6) If the correct zoning of a land unit cannot be ascertained from the information submitted to the Municipality or the records of the Municipality, the zoning must be determined in terms of the Planning By-law and the zoning as determined must be recorded on the zoning scheme map.
- (7) In the event that any person identifies an error on the zoning map; the Municipality must—
 - (a) inform the owner of the affected land unit of the error;
 - (b) investigate and indicate the correct zoning that should be allocated;
 - (c) follow a public participation process;
 - (d) submit an amended zoning scheme map to Council for adoption; and
 - (e) amend the zoning register and map accordingly.

Zoning scheme register

10. The Municipality—
 - (a) must record all departures, consent uses or other permissions granted and non-conforming uses in the register;
 - (b) may keep the register from the date of commencement of the zoning scheme in an electronic format; and
 - (c) must make the register available to members of the public for viewing.

Primary uses

- 11.(1) Primary uses of land permitted in each use zone, are listed in the corresponding part of column 2 of the table set out in Schedule 1.
- (2) Primary uses may be implemented without the Municipality's consent, but subject to any legal requirement to submit and obtain prior approval for a site development plan and/ or building plan for the buildings or structures associated with the primary uses,

Consent uses

- 12.(1) Consent uses of land permitted in each use zone, are listed in the corresponding part of column 3 of the table set out in Schedule 1.
- (2) A consent use may only be implemented with the Municipality's prior consent in terms of the Planning By-law and is also, where applicable, subject to any legal requirement to submit and obtain prior approval for a site development plan and/ or building plan for the buildings or structures associated with the consent use.

Temporary departures for specific occasions

- 13.(1) The Municipality must record the relevant information relating to a temporary departure for occasional uses applicable to a land unit in the register.

- (2) Approval of a use right as a temporary departure for an occasional use in terms of the Planning By-law must at least be subject to the development parameters applicable to the use right as stipulated in this By-law.

Non-conforming uses

14.(1) A non-conforming use does not constitute an offence in terms of this By-law.

- (2) A non-conforming use may continue as long as it remains otherwise lawful.
- (3) No additions or extensions to a non-conforming use is permitted.

Deemed zoning of closed public places

- 15.** The zoning of land that was previously a public street or public open space, vested in or owned by the Municipality and that is closed, is determined as follows:
- (a) if the land is transferred to an abutting land owner, that portion of the land falls in the same zone as that of the abutting land belonging to the abutting owner; or
 - (b) the Municipality must determine which zoning applies to the land if—
 - (i) the land is transferred to an abutting land owner and that owner owns abutting properties falling into more than one zone; or
 - (ii) in any other case not provided for in this section.

Split Zonings and Spot Zonings

- 16.** (1) If more than one base zone applies to a ~~property~~ land unit, the zoning shall be represented either as:
- (a) a split zoning along a demarcated ~~boundary~~ line on the ~~property~~ land unit; or
 - (b) a spot zoning in accordance with a demarcated area of the ~~property~~ land unit.
- (2) In the event that a surveyor diagram indicating the extent of the split or spot zone is not available in the Municipality's records, the extent to which the split or spot zoning applies to a ~~property~~ land unit shall be determined by the Municipality, taking into account the original application for the split or spot zoning, and/or the legal utilisation of the land, whichever is appropriate.

Status of a Zoning Certificates

17. (1) The purpose of a zoning certificate is to portray the administrative record of the ~~approved~~ land use rights attached to a property.
- (2) A zoning certificate is not a ~~legal~~ mechanism to change the legitimate land use rights and any error contained in a zoning certificate will not vest any illegitimate land uses.

CHAPTER 3 OVERLAY ZONES

Purpose and status of overlay zones

- 18.(1) The Municipality may adopt, review or amend overlay zones for specific areas in the Municipality in accordance with section 19 to—
 - (a) give expression, in a planning context, to the local needs and values of the communities concerned; and
 - (b) promote particular types of development, urban form, landscape character, environmental features or heritage values.
- (2) The Municipality must determine use rights and /or development parameters for each area of an overlay zone.
- (3) The use rights and/ or development parameters of an overlay zone may be more restrictive or more permissive than the use rights and/ or development parameters applicable to the underlying base zoning of the land concerned.
- (4) If the development parameters of the base zone are replaced with alternative development parameter in the overlay zone, and –
 - (a) the overlay zone specifies more restrictive development parameters; the more restrictive development parameters of the overlay zone prevail.
 - (b) the overlay zone specifies more permissive development parameters; the more permissive development parameters of the overlay zone apply in accordance with the provisions or with any other mechanism determined in the overlay zone and which may include satisfying any related performance criteria.
- (5) An overlay zone does not change the base zone of the properties to which it relates, but an overlay zone may establish an additional layer of inherent use rights to facilitate development, and which use rights may be exercised in accordance with the approval of a site development plan and/ or a building plan, or in accordance with any other mechanism determined in the overlay zone and subject to satisfying any related performance criteria like development parameters, infrastructure requirements and the payment of development charges.
- (6) If an overlay zone establishes an additional layer of inherent use rights to facilitate development, the use rights of the base zone will remain applicable and in force up until the use rights of the overlay zone is exercised.

Procedures for establishing, reviewing or amending overlay zones

19. An overlay zone is adopted, reviewed or amended by the Municipality as an amendment of this By-law in accordance with sections 12 and 13 of the Municipal Systems Act and section 25 of the Land Use Planning Act.

CHAPTER 4 DISTANCES, LEVELS AND BOUNDARIES

Measuring distances and levels

20. The following provisions apply with regard to the method of measuring distances and levels:
- (a) when reference is made or implied to the distance between boundaries or between a building and a boundary, this distance must be measured in the following manner:
 - (i) the boundary or boundaries and all points of the building must be projected onto a horizontal plane, and all measurements must be made in the plane; and
 - (ii) the distance between a point on a building and a boundary must be measured at right angles to the erf boundary;
 - (b) when reference is made to a portion of a boundary opposite a building, that portion must be defined by drawing lines in a manner described in paragraph (a) from points on the building, at right angles to the boundary;
 - (c) when reference is made to natural ground level or of a roof wall plate, parapet or other things, the level must be calculated in accordance with recognised geometric principles; and
 - (d) when the levels involved are so irregular that calculation in accordance with the principles in paragraphs (a) to (c) is impractical or leads to a result that is not in accordance with the intent of the zoning scheme, the Municipality must determine the level.
 - (e) If the verification of information is necessary to determine compliance with distances or levels in terms of this scheme, the Municipality may at any time require an applicant or owner to appoint a registered land surveyor, at the owner/applicant's cost, to provide the subject information.

Determination of natural ground level

- 21.(1) The Municipality may request the submission of a registered land surveyor's certificate to determine the natural ground level before any construction activities may commence.
- (2) Where the level of the land has been altered with the approval of the municipality—
 - (a) any grading for the purpose of development must connect evenly with the existing levels of abutting land units; and
 - (b) the municipality may approve the altered ground level to be the natural ground level.
 - (3) Where it is not possible to determine the natural ground level due to irregularities or disturbances of the land, the Municipality may—

- (a) determine the natural ground level from measurements supplied on a building plan;
 - (b) deem a level to be the natural ground level based on measurements interpolated from a contour plan, local height benchmark or other information held by the Municipality; or
 - (c) require the owner or applicant to commission a registered surveyor at the cost of the owner or applicant to measure levels of the ground or interpolate levels, in order to provide the Municipality with sufficient information to determine the natural ground level for the purpose of administering this By-law.
- (4) Where a building site is elevated, filled or extended with excavated or any other material, the natural ground level is not altered unless approved by the Municipality in which case the Municipality must define a ground level for the purposes of administering the height restriction of the building.
- (5) Where the natural ground level of a building site is lowered due to excavations, the excavated ground level will serve as the natural ground level for the purpose of administering the height restriction of the building, unless approved by the Municipality in which case the Municipality must define a ground level for the purposes of administering the height restriction of the building.

Determining boundaries of use zones

22. If uncertainty exists as to the boundaries of use zones, the following parameters apply in the order listed:
- (a) boundaries shown as following or approximately following any public street or road must be construed as following the street cadastral boundary;
 - (b) boundaries shown as following or approximately following any land unit boundary must be construed as following that boundary;
 - (c) boundaries shown as following or approximately following natural features must be construed as following those features; and
 - (d) in the event of further uncertainty as to the boundaries of a use zone, the Municipality must make a determination.

CHAPTER 5 ENFORCEMENT

Offences, penalties and enforcement of By-law

- 23.(1) Subject to section 14, no person may erect any building or structure or any part thereof—
- (a) except for a purpose permitted by this By-law and only in accordance with the applicable development parameters; or
 - (b) without first obtaining approval from the Municipality in terms of the Planning By-law.
- (2) A use not reflected as a primary or consent use for a particular use zone is not permitted in the use zone concerned, unless approved in terms of the Planning By-Law.

- (3) A person who contravenes this section and sections 24 to 69 is guilty of an offence and liable upon conviction to a fine or imprisonment not exceeding a period of 20 years or to both a fine and such imprisonment.
- (4) A Municipality must enforce the zoning scheme through the measures for enforcement provided for in the Planning By-law.
- (5) If the unauthorised utilisation of land arises from a land use and land development application which was approved as a result of the misrepresentation of the application or which application was pursued in bad faith to obtain unwarranted approvals to pursue the development of land for the purpose to conduct any unlawful land use activities, the Municipality may—
 - (a) apply to the court for an order—
 - (i) restraining that person from continuing the unlawful utilisation of the land;
 - (ii) directing that person to, without the payment of compensation—
 - (aa) demolish, remove or alter any building, structure or work erected or constructed to pursue the unlawful land use activities fully erected or constructed; or
 - (bb) rehabilitate the land concerned;

CHAPTER 6 LAND USE RIGHTS

This part contains provisions on the interpretation and application of land use rights.

Development parameters applicable to use rights

- 24.(1) The land use descriptions and development parameters applicable to each primary and consent use right depicted in the table in Schedule 1 are described in Schedule 2.
- (2) Development parameters are applicable to use rights only and, notwithstanding the zoning of an erf, a specific use right has the development parameters as listed in Schedule 2, provided that the Municipality may grant a departure from the development parameters in terms of the Planning By-law.
- (3) The land use descriptions in Schedule 2 defines the explicit nature of types of land use activities that are permitted and may not be interpreted to include any implicit types of land use activities, nor should the omission of reference to any type of land use activity be interpreted as to being permitted.
- (4) All land uses and buildings shall comply with the prescribed development parameters set for the particular land use as well as the definitions and general development parameters set out in this Scheme; unless an approval where permitted, or a departure from the development parameters, has been granted.
- (5) Consent uses listed in Column 3 of Schedule 1 is subject to the following conditions:
 - (a) when a consent use is granted by the Municipality in a particular zone, the applicable land use must either be supplementary to the primary use right allowed under the particular zone or, in the sole discretion of the municipality, be closely

associated with the primary use of the property and insofar as it does not impact materially on the character of the primary use.; and

- (b) when land is intended to be utilised exclusively for a consent use in a particular zone and the consent use is a primary right in another zone, application must be made for rezoning to the zone where the applicable land use is a primary right.
- (6) No departure from the land use descriptions or definitions may be granted by the Municipality.
- (7) Despite subsections (1) and (2) and the scope of development rights attached to a land use description and the associated prescribed development parameters, the Municipality may qualify any approval granted for land use and land development to restrict the nature of any land use or limit the extent of any development.
- (8) Despite subsections (1) and (2), the Municipality may determine any additional condition of approval in respect of a use right for a specific property as may be required in terms of any other applicable legislation.
- (9) Where this scheme prescribes development parameters which are different from other legislation, inclusive of any restrictive condition registered against the title deed of land, the most restrictive parameters shall be complied with.
- (10) When a property is subject to an additional building line restrictions in terms of a prevailing overlay zone, the most restrictive parameters shall be complied with.

Architectural design guidelines and development parameters

- 25.(1) Development parameters contained in any architectural design guidelines or similar, must comply with the development parameters prescribed in the zoning scheme or as may have been approved in terms of due process in an associated land use and land development application.
- (2) If the development parameters of architectural design guidelines are less restrictive than the development parameters of the zoning scheme, the development parameters of the zoning scheme will prevail.
- (3) If the development parameters of architectural design guidelines were purposefully approved in terms of a land use and land development decision prior to the adoption of this zoning scheme, and to serve as the development parameters in lieu of the development parameters of the zoning scheme, the development parameters of the architectural design guidelines will prevail.
- (4) Where purpose made development parameters, which differs from the applicable development parameters of the zoning scheme, is adopted as part of the approval of a new development, those development parameters will substitute the prescribed development parameters of this zoning scheme and any deviation from such adopted purpose made development parameters will constitute an application for a permanent departure.

Change in zoning and the continuation of land use rights.

- 26.** (1) When a decision is taken in accordance with the Planning By-law and this bylaw to rezone land to a new zoning, the following provisions will apply to the associated use rights:
- (a) Where it is justifiable and desirable under the circumstances, the decision to rezone the property may include a condition to determine that the former zoning and associated land use rights must cease to continue within a stipulated period.
 - (b) If a rezoning decision does not explicitly restrain the continuation of the former zoning and associated land use rights, the former land use rights will remain valid for the duration of the period until the new land use rights has been vested, or alternatively for the duration of the period for which the rezoning remains valid, whichever occurs first.
 - (c) The continuation of the former zoning and associated land use rights may only continue insofar as it is accommodated in existing structures and infrastructure, and no new structures and / or associated infrastructure may be erected, added, or upgraded to facilitate the exercise of the former zoning and associated land use rights.
 - (d) When the rezoning does not vest and has accordingly lapsed, the zoning of the land will revert to the former land use rights if the former land use was not restrained by a condition of approval and the subject land use rights continue to be exercised after the rezoning, unless as determined by the municipality.
 - (e) If a condition attached to a decision to rezone the property restrained the continued use of the subject land in accordance with its former zoning, and the rezoning does not vest, the zoning of the land will not automatically revert to the former zoning and will forthwith be zoned Undetermined and will be subject to a new land use and land development application to determine its zoning.

Rezoning of existing building structure

- 27.**(1) If a property with an existing authorised building structure is rezoned to another zoning, a new building plan must be submitted to indicate the new uses of the subject building structure in accordance with the new zoning and uses, irrespective if any internal structural changes will be required or not.
- (2) Building plan approval must be obtained prior to any structural changes to the existing building structure and prior to the vesting of the new land uses.

Evasion of intent of the scheme

- 28.** The Municipality may refuse to accept and process any land use and land development application in terms of the Planning By-law or the Zoning Scheme By-law if in its opinion the subject application constitutes an evasion of the intent of the zoning scheme or any of its provisions through:
- (a) the misrepresentation of the supporting information or the nature of the land use and land development application that is being pursued and/ or
 - (b) the facilitation of succeeding unwarranted land use rights through an incremental approach to land use and land development applications, and/ or.

- (c) any ensuing unwarranted land use and land development application that arises from a material misrepresentation of any preceding land use and land development application that was approved.

CHAPTER 7 DEVELOPMENT OF LAND

This part contains provisions on requirements that may apply to applications for the development of land.

Land development plans

- 29.** (1) When a land use and land development application is submitted for consideration, the application must include an appropriately scaled land development plan.
- (2) A land development plan serves in the purpose to spatially illustrate the physical characteristics of the subject land and the proposed location, site layout, nature and scale of the use rights and associated development parameters of the proposed land use and land development application that is being pursued.
- (3) When an application is submitted to rezone land or obtain any additional use rights, the land development plan may also be proposed to serve in the purpose to be adopted as a site development plan for the implementation of the approved use rights insofar it is adequate to satisfactorily address the implementation of the subject use rights being pursued.
- (4) The Municipality may require the following information to be depicted on a land development plan:
- (a) existing bio-physical characteristics of the property;
 - (b) existing and proposed cadastral boundaries;
 - (c) the layout of the property, indicating the use of different portions of the property;
 - (d) the massing, position, use and extent of buildings;
 - (e) sketch plans and elevations of proposed structures, including information about their external appearance;
 - (f) cross-sections of the site and buildings on site;
 - (g) the alignment and general specification of vehicle access, roads, parking areas, loading areas, pedestrian flow and footpaths;
 - (h) measures of access control to parking areas and reservation of parking areas;
 - (i) the position and extent of private, public and communal space;
 - (j) typical details of fencing or walls around the perimeter of the land unit and within the property;
 - (k) electricity supply and external lighting proposals;
 - (l) provisions for the supply of water, management of storm water, and disposal of sewage and refuse;
 - (m) external signage details;
 - (n) general landscaping proposals, including vegetation to be preserved, removed or to be planted, external paving, and measures for stabilising outdoor areas where applicable;
 - (o) the phasing of a development;

- (p) the proposed development in relation to existing and finished ground levels, including excavation, cut and fill;
 - (q) statistical information about the extent of the proposed development, floor area allocations and parking supply;
 - (r) relationship of the proposed development to the quality, safety and amenity of the surrounding public environment;
 - (s) relationship of the proposed development to adjacent sites, especially with respect to access, overshadowing and scale;
 - (t) illustrations in a three-dimensional form depicting visual impacts of the proposed development on the site and in relation to surrounding buildings;
 - (u) any other details as may reasonably be required by the Municipality.
- (5) The Municipality may require that the area covered by a land development plan must extend beyond the land under consideration if, in its opinion, the proposed development will have a wider impact.
- (6) The Municipality may determine the extent of the area covered by a land development plan.
- (7) The Municipality may require amendments of detail to the land development plan to address reasonable concerns relating to access, parking, architectural form, urban form, landscaping, environmental management, engineering services or similar concerns.
- (8) The following provisions apply with regard to land development plans:
- (a) the property must be developed generally in accordance with an approved land development plan and any site development plan must be generally in accordance with any approved land development plan;
 - (b) if the Municipality considers it necessary, a transport or traffic impact statement or assessment may be required in conjunction with a land development plan, the extent of which must be determined by the Municipality, depending on the size of the development;
 - (c) if the Municipality considers it necessary, a storm water impact assessment or storm water management plan or both may be required in conjunction with a land development plan, the extent of which must be determined by the Municipality, depending on the size of the development;
 - (d) if the Municipality considers it necessary, a visual impact assessment, which may include a landscape character analysis, may be required in conjunction with a land development plan, the extent of which must be determined by the Municipality, depending on the size of the development.

Site development plans

- 30.** (1) An applicant must submit a site development plan to the Municipality if it is required in terms of this zoning scheme and must be approved before any site preparation or development on the relevant land unit may commence.
- (2) The purpose of a site development plan is to spatially illustrate the implementation of the existing or approved use rights attached to the subject land, compliance to any associated development parameters, as well as conditions of approval attached to a land use and land development approval.

- (3) A site development plan does not confer any use rights in addition to the existing or approved use rights attached to the subject land.
- (4) If land use rights have not been approved in terms of due process, any error of a reference or representation of such land use activity or development parameter on an approved site development plan does not equate to any approval to permit such land use activity or departure from the development parameter.
- (5) When a site development plan is a requirement to develop land, it must be submitted, and approval must be obtained prior to commencement of any site preparation or the approval of any building plan application in pursuance of the development of the subject land.
- (6) When an application is submitted to rezone land or obtain any additional use rights, the site development plan may be submitted together with the land use and land development application insofar as it is adequate to satisfactorily address the implementation of the subject use rights being pursued.
- (7) When an application is considered to rezone land or to obtain any additional use rights, a land development plan that is submitted as part of the application may be approved as the site development plan for the implementation of the approved use rights insofar as it is adequate to satisfactorily address the implementation of the subject use rights being granted.
- (8) In addition to the zones that specifically require a site development plan, the Municipality may require a site development plan for any development and specifically in respect of the following development types:
 - (a) shopping centres or shopping complexes;
 - (b) business or office park developments;
 - (c) industrial park developments;
 - (d) developments in conservation areas;
 - (e) developments that will be sectionalised;
 - (f) incremental residential developments; and
 - (g) major developments where there are concerns relating to urban form, heritage, traffic, the environment or planning.
- (9) The Municipality may require any of the information required in the land development plan in 29(4), and which must include any qualifications or conditions attached to a land use and land development approval, to be depicted on a site development plan.
- (10) The Municipality may require that the area covered by a site development plan must extend beyond the site under consideration if, in its opinion, the development will have a wider impact.
- (11) The Municipality may determine the extent of the area covered by a site development plan.
- (12) The Municipality may require amendments of detail to the site development plan to address reasonable concerns relating to access, parking, architectural form, urban form, landscaping, environmental management, engineering services or similar concerns.
- (13) The following provisions apply with regard to site development plans:

- (a) the property must be developed generally in accordance with an approved site development plan;
- (e) if the Municipality considers it necessary, a transport or traffic impact statement or assessment may be required in conjunction with a site development plan, the extent of which must be determined by the Municipality, depending on the size of the development;
- (f) if the Municipality considers it necessary, a storm water impact assessment or storm water management plan or both may be required in conjunction with a site development plan, the extent of which must be determined by the Municipality, depending on the size of the development;
- (g) if the Municipality considers it necessary, a visual impact assessment, which may include a landscape character analysis, may be required in conjunction with a site development plan, the extent of which must be determined by the Municipality, depending on the size of the development; and
- (h) a site development plan may serve to determine any additional development parameters which are more restrictive than the prevailing development parameters applicable to the land use base zone by means of conditions of such approval, and any application for amendment must comply with the Municipality's requirements for the amendments.

Construction environmental management plans

31. (1) A construction environmental management plan:

- (a) may be required by the Municipality together with a building plan for its approval in the event that construction activities may, in the opinion of the Municipality, have an impact on,;
 - (i) the natural and/or built environment or neighbours;
 - (ii) on-site or adjacent trees or vegetation requiring protection during the site preparation or construction phase;
 - (iii) heritage resources which require protection during the site preparation or construction phase;
 - (iv) natural freshwater resources such as rivers, streams or wetlands;
 - (v) or any other related matter which require management during the site preparation or construction phase and which is not adequately dealt with by means of the provisions of the National Building Regulations. (0)
 - (b) may be imposed as a condition when the Municipality considers an application in terms of the Planning by-law.
- (2) The Municipality may adopt a policy to direct when a construction environmental management plan may be requested.
 - (3) The construction environmental management plan and building plan may be submitted simultaneously for the Municipality's consideration and may be approved simultaneously.
 - (4) The Municipality may specify requirements in relation to the qualifications of the specialist who will prepare, implement and oversee the construction environmental management plan.
 - (5) The Municipality may approve the construction environmental management plan with or without conditions.

- (6) It is an offence for any person to develop, construct or use land without an approved construction environmental management plan, where one is required, or develop, construct or use land contrary to an approved construction environmental management plan.

Aesthetics and Visual impact assessments

- 32.(1)** A visual impact assessment may be required by the Municipality when an application is submitted in terms of the Planning by-law or the development of land is pursued in accordance with the prevailing use rights by means of a building plan application.
- (2) A visual impact assessment shall be undertaken by a suitably qualified specialist to the Municipality's satisfaction and shall contain sufficient information to enable the Municipality to make a decision and impose appropriate conditions to mitigate the impact of the proposed development.
- (3) A visual impact assessment shall address all relevant aspects of the proposed development, including, but not limited to building height, bulk and the siting of the building and/or structure, proposed design, façade and composition, material, colour, texture, architectural treatment and appearance of the outer elements as well as any element of such building or structure visible to the public, such as parking, outdoor lighting, landscaping, signage and grading.
- (4) The Municipality may determine what information is relevant to a particular visual impact assessment and may request any of the following information:
- (a) description of the affected environment;
 - (b) identification and response to issues;
 - (c) identification of alternatives;
 - (d) identification of opportunities and constraints;
 - (e) prediction of and assessing of impacts;
 - (f) recommendation of mitigatory measures.
- (5) Any franchise or formula businesses, restaurants or fast food outlets are not entitled to standardised building designs, signage and colour schemes which are foreign and will be detrimental to the aesthetics of the receiving environment and may only be applied insofar as may be prescribed and approved by the municipality.

Traffic studies

- 33. (1)** The Municipality may require that a traffic study be undertaken for a land use and land development application in terms of the Planning By-law or this zoning scheme.

Development charges in terms of this scheme

- 34.(1)** The calculation of development charges and whether or not a development charge is payable, shall be subject to the municipality's policy adopted in this regard.
- (2) Where the full extent of the primary development rights attached to a property has not been taken up, and the full development charge imposed by the municipality has not

~~been paid, the outstanding imposed development charges additional development charges~~ will be applicable when the remainder of such extent of permissible development rights is exercised, and any credit for development charges will only amount to the ~~charges already paid or the~~ extent of the legal historic development of the property in terms of which the service demand has already been accounted for in the bulk service networks, ~~whichever is applicable~~. The onus of proof for the payment of any development charge in the past is on the developer.

- (3) ~~Where the provisions in a particular zone identifies that a development charge is payable for intensified primary development rights which came into operation as a result of this scheme, and where the owner intends to develop according to such intensified rights, such development charge shall be calculated when the building plan is submitted, and shall be paid prior to the approval of said building plan which takes up such additional rights or part thereof.~~

If the provisions in this zoning scheme provides for intensified or additional primary development rights, a development charge is payable if such intensified or additional primary development rights are implemented, which development charge shall be calculated to the extent that the intensified or additional primary rights are being taken up when the building plan is submitted and shall be paid prior to the approval of said building plan which takes up such additional rights or part thereof.

- (4) Where an application is made in terms of planning law, or where application is made for additional use rights or permissions in terms of the scheme, the municipality may impose a condition related to development charges payable where said approval leads to the intensification of land use beyond the primary rights which was originally approved on the property.
- (5) Unless alternative agreement is reached in writing between the owner and the Municipality, no building plan shall be approved for any property where an outstanding development charge is payable.

Decommissioning of various installations and land uses

- 35.(1) The owners of facilities such as a greenhouse, renewable energy infrastructure, telecommunication antennae, masts and other kinds of infrastructure, and owners of land where noxious industry and mining was undertaken, shall be responsible for the rehabilitation, decommissioning and any potential damage to the environment.
- (2) The Municipality may impose conditions relating to rehabilitation, decommissioning and repair of any environmental damage and may require that the owner makes financial provision, to the satisfaction of the competent authority, prior to construction commencing.
- (3) In all instances, whether financial provisions were put in place or not, the owner remains financially responsible for any rehabilitation, decommissioning and repair to the environment, should the costs of rehabilitation or decommissioning exceed the financial provision made.
- (4) If the facility is abandoned or, if the owner fails to rehabilitate and decommission the facility as contemplated above, or to restore damage to the environment, the

competent authority may, after written notice to the owner, use all or part of the financial provision to rehabilitate, decommission, or manage the negative environmental impact in question or to remove the facility and may recover such or any related additional costs from the owner.

CHAPTER 8 GENERAL PROVISIONS

This part contains general provisions and parameters that apply to all zones or to specific zones as may be provided for.

Encroachment of building lines

- 36.(1)** Despite the building line requirements set out in Section 24, the following structures or portions of structures may be erected within the prescribed building lines, provided they do not extend beyond the boundaries of a land unit:
- (a) boundary walls, screen walls, fences and gates; subject to applicable height restrictions, excluding where any such wall will result in infilling higher than 0,5 metres above natural ground level;
 - (b) open and uncovered stoeps that are less than 500 millimetres in height from the natural level of the ground;
 - (c) entrance steps, landings and entrance porches, excluding *porte cochères*;
 - (d) a covered entrance or gatehouse that has a roofed area not exceeding 5 m² and a roof height not exceeding 3 metres from the floor to the highest point;
 - (e) eaves and awnings projecting no more than 1 metre from the wall of a building;
 - (f) cornices, chimney breasts, flower boxes, water pipes, drain pipes and minor decorative features not projecting more than 500 millimetres from the wall of a building;
 - (g) swimming pools not closer than 1 metre from any boundary;
 - (h) a basement, provided that no part of such a basement projects above natural ground level;
 - (i) a refuse room required by the Municipality in terms of this By-law;
 - (j) water storage tanks not exceeding the height of the boundary wall.
- (3) No fireplace, including an enclosed fireplace, excluding the back of a chimney breast not encroaching more than 500 millimetres, may encroach on any side or rear building line, excluding where the neighbouring property is zoned for public open space.
- (2) For the purposes of determining street boundaries, a street centreline setback and site access requirements, the boundary of a pedestrian way or service lane that cannot or will never be used by motor vehicles may be regarded as a common boundary.
- (3) When the Municipality grants an approval for subdivision of a property containing one or more existing approved buildings or structures, the Municipality's approval is deemed to have been granted for any departure which may arise out of the subdivision, provided that all such structures are accurately shown on a plan and any new structures or buildings constructed after the confirmation of said subdivision, shall comply with the parameters of the scheme.

Panhandle properties

- 37.(1)** No buildings shall be constructed on the panhandle portion of a property, except with the permission of the Municipality, taking into consideration that the panhandle shall provide vehicular and/or pedestrian access to a property.
- (2) Common boundary building lines apply to the portion of the property which does not form part of the panhandle.
- (3) The panhandle portion of a panhandle property shall be:
- (a) not less than 4 meters wide for its entire length;
 - (b) disregarded for the purposes of calculating coverage;
 - (c) disregarded for the purpose of calculating minimum erf size requirements for subdivision.

Linear infrastructure

- 38.(1)** Engineering services of a linear nature such as telecommunication, electrical transmission lines and pipelines or canals for the transportation of liquids and gasses may be permitted by the Municipality or an organ of state to traverse a land unit, as may be reasonably required by the Municipality or an organ of state in accordance with and subject to expropriation laws, other applicable laws and the registration of the necessary servitudes.
- (2) Associated in-line facilities such as pump stations, and electrical substations, not exceeding an area of 4 meters x 5 meters may also be permitted in any use zone.
- (3) All other buildings, installations, facilities, processing or generating plants, substations, pump stations or any other structures required for the provision of engineering services, shall require to be zoned Utility Services Zone or as permitted by the scheme.
- (4) No buildings, except buildings associated with the particular service, may be constructed over municipal engineering services unless the Municipality has granted permission.

Street centreline setback

- 39.(1)** The portion of a land unit falling within a street centreline setback area is excluded for the purpose of determining coverage and maximum floor space, unless the owner transfers the portion concerned to the Municipality free of charge.
- (2) In such case, the portion must be included for the purpose of determining coverage or maximum floor space on a land unit.

Steep slopes and ridgelines

- 40.(1)** Unless the permission of the Municipality has been obtained:
- (a) no new buildings or structures outside the urban edge are permitted on slopes steeper than 1:4;
 - (b) no new buildings are permitted on or protruding above those ridgelines as identified in the Municipality's Spatial Development Framework as ridgelines where construction is to be limited.

- (2) The Municipality may grant permission in terms of subsection (1) only after due consideration of the visual impact of the proposed building or structure, together with any infrastructure which serves the development or gives access to it, and the Municipality may impose conditions to mitigate adverse impacts.

Earth banks and retaining structures

- 41.** Unless the prior approval of the Municipality has been obtained—
- (a) no earth bank, retaining structure, column, suspended floor, other device or series of such devices may be constructed that enables the ground floor of a building to be raised more than 0,5 metres above natural ground level, provided that where the raising takes place, the height must still be measured from natural ground level, excluding infill for a driveway;
 - (b) no earth bank or retaining structure used for holding back earth or loose rock, whether associated with a building or not, may be constructed to a height of more than 2 metres above natural ground level; and
 - (c) no series of earth banks or retaining structures may be constructed to a cumulative height of more than 2,5 metres above natural ground level, unless an approximately level area of at least 2 metres wide is incorporated between successive embankments or retaining structures for every 2 metres of cumulative height.

Boundary walls and fences

- 42.(1)** In the absence of an approved site development plan, architectural guidelines or relevant policy, the following development parameters apply to boundary walls and fences:

(a) Height

- (i) The maximum height on a street boundary will be 1,8m.
- (ii) The maximum height on a common boundary will be 2,1 metres.
- (iii) The maximum height for industrial properties will be 3 metres.
- (iv) The maximum height for boundary walls on agricultural zoned properties will be 1,2 metres with walls with an entrance gate of 1,8 metres.
- (v) Any part of an internal privacy wall that is not a boundary wall, will be subject to the same height restrictions of a boundary wall insofar as the portion of that wall falls within the applicable building line restriction.

(b) Permeability

- (i) 50% of a residential street boundary wall must be permeable; and
- (ii) 80% of a street boundary wall in other areas, excluding industrial areas, must be permeable.

- (2) No person shall erect a boundary wall or fence on any boundary of any erf without applying and obtaining prior building plan approval, which building plan must clearly indicate the position, dimensions and materials of the proposed boundary wall or fence.
- (3) The height of boundary walls and boundary fences shall be measured from the level of the pavement and in the absence of a pavement, from the natural level of the ground outside the property immediately adjacent to such wall or fence.

- (4) Additional security precautions such as spikes, electrical fencing/wiring, and such like, are not included in the total height measurement provided such features shall remain visually permeable in nature and shall not exceed 0,5m in height.
- (5) The exterior finish of a boundary wall shall be adequately maintained and shall be in keeping with surrounding buildings and structures including walls facing adjacent properties and neighbours, to the Municipality's satisfaction.
- (6) No vibracrete or face-brick shall be permitted along a street boundary without the permission of the Municipality.
- (7) The Municipality may instruct an owner to repair a wall which has fallen in disrepair, or which has not been adequately finished to their satisfaction.
- (8) Should an owner be denied access to a neighbour's property on the other side to finish off a boundary wall, or do any repair work or maintenance, the Municipality may compel the neighbour by serving a compliance notice for him/her to grant such reasonable access as may be required for the owner to comply.
- (9) Two owners may agree to erect a shared boundary wall along a common boundary, in which case the wall may straddle a common boundary and both owners will share the ownership, cost and maintenance thereof. If an existing boundary wall straddles a common boundary, it will be deemed that both owners implicitly agreed to shared ownership and cost of maintenance of said wall. When a new boundary wall is to be erected, and in the absence of such agreement, the wall shall be erected inside a common boundary, and shall belong to the owner on whose land it is erected.
- (10) The Municipality may grant a waiver to any of the provisions of this section if in its opinion the specific site's conditions are such that the granting of a waiver will not result in the erection of a wall or fence that will materially detract from the character of the area. In granting such a waiver, the Municipality shall have due regard to the built form that may result if abutting neighbours request similar waivers as well as the impact such waiver may have on traffic safety (both pedestrian and vehicular).
- (11) In the event that an erf is a corner property, or is abutted by more than one street, the Municipality may, for the purposes of applying this section, deem one or more street boundaries to be common boundaries to ensure that a property can be walled sufficiently to provide for privacy, provided that at least one boundary shall remain subject to the visual permeability requirements for a street boundary.

Door and window openings and roof eaves

- 43.(1)** No door, or no window which opens, is permitted in a wall facing a common boundary where such wall is erected closer than 1 meter to the common boundary.
- (2) No eave or gutter may protrude over a common boundary.

Equipment on top building or affixed to roofs or attached to building

- 44.(1) Any external geysers and associated equipment or solar panels or similar infrastructure affixed to the roof of a building may not at any point be more than 1,5 metres above the roof surface, measured perpendicularly from that surface, and may not protrude the ridge of the roof with more than 0,5 meters;
- (2) No elevator motor rooms, satellite dishes, ventilation shafts, water tanks, air conditioning plants or other equipment on top of a flat roofed building may, subject to the definition of "height", exceed a height of 2 metres above the wall plate. All such features will where possible be set back from the edge of the roof so as not to be visible from the street and/or shall be screened to the satisfaction of the Municipality.

Parapet walls

45. Parapet walls are restricted to 500 millimetres in height above the finished roof level immediately contiguous to the parapet.

Chimneys

46. Chimneys may not extend higher than 1 metre above the highest point of the roof of a dwelling house or dwelling unit.

Screening

47. The Municipality may require screening in accordance with the following provisions:
- (a) any part of a land unit that is used for the storage or loading of goods must be enclosed with a suitable wall or landscape screening or both; and
 - (b) any external utility service or equipment that is required for a building must be appropriately screened from view from a public street, and the screening must be integrated with the building in respect of materials, colour, shape and size.
 - (c) any building, structure or wall may require to be screened by means of landscaping, planting or other screening measures to soften the visual impact of the structure.
 - (d) where business or industrial zoned properties abut residential, community, open space, or any other use zone and has an adverse impact on the adjacent property.

Shipping containers, wendy houses and tented structures

- 48.(1) The use of shipping containers, wendy houses, tented and other similar informal structures for permanent habitation or storage is not permitted in a position where the said structure is visible from a public road or public open space unless permission of the Municipality has been obtained in writing.
- (2) All such structures, whether temporary or permanent, when used for habitation or storage, are regarded as buildings in terms of this Scheme and shall be compliant with the development rules of the particular zone and subject to the approval of building plans.

Rooftop base telecommunication stations and satellite dish antenna systems

- 49.**(1) A rooftop base telecommunication station may not extend more than 3 metres in height above the building that it is attached to without the prior approval of the Municipality.
- (2) No rooftop base telecommunication station or transmission tower granted as a consent use in terms of this By-law may be modified or have its radio-frequency emissions altered without prior written approval from the Municipality.
- (3) The following provisions apply with regard to decommissioned antennae or rooftop base telecommunication stations:
- (a) the owner or operator must remove all decommissioned infrastructure;
 - (b) if the site has been disturbed, the owner or operator must rehabilitate the site to its original state or to a state acceptable to the Municipality; and
 - (c) if the owner or operator fails to comply with paragraphs (a) or (b), the Municipality may remove that infrastructure, and rehabilitate the site at the expense of the owner or operator.
- (4) Any satellite dish antenna with a diameter in excess of 1,5 metres must be placed in a position that minimises the visual impact on the surrounding area, to the satisfaction of the Municipality.
- (5) Satellite dish antennas of 1,5 metres in diameter and smaller, and used solely for the purposes of television reception or telecommunication, do not require the Municipality's approval and are excluded from height restrictions.

Parking of vehicles in residential zones

- 50.**(1) A motor vehicle of an occupant of a dwelling unit and used for commercial activities conducted away from the dwelling unit may be parked on the property where the occupant resides, provided that—
- (a) there is adequate space on the property concerned;
 - (b) no more than one commercial vehicle per dwelling unit may be parked on the property;
 - (c) the gross weight of any such commercial vehicle may not exceed 3 500 kg;
 - (d) no goods or passengers may be loaded or offloaded at the residential property
- (2) No area visible from a public street shall be used for the outdoor storage of inoperable vehicles.

Mobile homes and caravans

- 51.**(1) A recreation vehicle, including a mobile home or caravan, may not be used for permanent habitation without the approval of the Municipality, unless the zoning lawfully allows the permanent habitation.
- (2) The following additional development parameters apply with regard to mobile homes approved to be placed on a land unit zoned for residential purposes:

- (a) the mobile home or caravan must be sited on a foundation slab and properly anchored;
- (b) solid perimeter skirting, of material and colour complementary to the mobile home or caravan, must be provided from the bottom of the mobile home to the ground surface;
- (c) the roof and exterior siding of the mobile home or caravan must be of a non-reflective material; and
- (d) any structural additions must be of materials which, in the opinion of the Municipality, are compatible with the mobile home or caravan.

Leasing of dwelling units

- 52.**(1) Nothing in this scheme shall be construed as prohibiting the leasing of a dwelling unit to a family, as defined, with the purpose of that family becoming permanent residents.
- (2) Nothing in this scheme prohibits a permanent occupant, during their absence on a short-term basis, to lease their entire dwelling unit to transient guests for a total period of not exceeding 30 days per annum and a maximum of three different occasions in each calendar year.
- (3) In the event that the period or occasions in (2) are exceeded, a relevant permission for tourist accommodation must be obtained.

Maintenance of property

- 53.** Property must be properly maintained by the owner or occupier and may not—
- (a) be left in a neglected or offensive state, as may be determined by the Municipality;
 - (b) contain an unsightly accumulation of papers, cartons, garden refuse, rubble or other waste material, as may be determined by the Municipality;
 - (c) contain an accumulation of motor wrecks or unroadworthy vehicles or used motor parts, unless these are permitted in terms of the primary or consent use applicable in terms of this zoning scheme; and
 - (d) contain outdoor storage of building material, appliances or similar items unless these—
 - (i) are permitted in terms of the primary or consent use in terms of this zoning scheme;
 - (ii) are temporarily being stored for the purpose of construction in accordance with a valid building plan approval; or
 - (iii) are being stored in conjunction with the holding of a yard or garage sale with a duration of not more than two consecutive days.

Utilisation of outbuildings

- 54.**(1) Outbuildings may only be used for purposes as defined and the specific purpose of any outbuilding must be indicated on the building plan application submitted for approval.
- (2) No outbuilding may be utilised for any purpose other than the intended purpose submitted in the building plans and approved by the Municipality, and an outbuilding may not be utilised until the main buildings are completed or occupied, unless approved by the Municipality.

Hobbies in single and general residential zones

- 55.** When exercising a hobby in all single and general residential zones, the dominant use of the dwelling house or dwelling unit must be for the living accommodation of a single family, provided that—
- (a) no portion of the dwelling, may be used for the purposes of a noxious trade, risk activity or sale of alcoholic beverages;
 - (b) in addition to paragraph (a), the following uses are not classified as hobbies:
 - (i) activities conforming to the definition of a shop;
 - (ii) animal care centres;
 - (iii) butcheries;
 - (iv) coal and wood merchants;
 - (v) escort agencies or adult entertainment;
 - (vi) fishmongers;
 - (vii) hospitals or clinics;
 - (viii) house shops;
 - (ix) taverns;
 - (x) manufacturing of concrete products;
 - (xi) motor vehicle repairs;
 - (xii) panel beating or spray painting;
 - (xiii) parcel delivery services;
 - (xiv) places of entertainment;
 - (xv) places of instruction
 - (xvi) shooting ranges or shooting instructions;
 - (xvii) taxi businesses;
 - (xviii) tow-in services;
 - (xix) transport contractors;
 - (xx) undertakers;
 - (xxi) vehicle rental agencies; and
 - (xxii) any other activity that in the opinion of the Municipality does not fit in the particular environment or is of a nature that it must be located on a suitably zoned premises;
 - (c) no goods may publicly be displayed and no external evidence of the hobby may be visible from the street;
 - (d) no advertising may be displayed;
 - (e) any public exhibition of hobby items or activities on the residential property must:
 - (i) be preceded by a written consent from the Municipality; and
 - (ii) during the public exhibition, temporary parking must be provided on the land unit in accordance with the parking requirements of this By-law and appropriate traffic regulating measures must be put in place;
 - (f) an activity associated with a hobby may not occupy more than 25% of the total floor area of the dwelling on the property or 60 m², whichever is more restrictive, including storage;
 - (g) the Municipality may restrict the operating hours relating to the hobby, if the activity proves to be a nuisance to residents in the area; and
 - (h) any new structure, or alteration to the existing dwelling or outbuilding, must conform to the residential character of the area concerned.

Animals kept for commercial purposes

56. Animals may be kept for commercial purposes only on a land unit zoned Agricultural Zone I and Agricultural Zone II, except in the case of a Pet Shop where permitted.

Hazardous substances

- 57.(1) Any use or ancillary activity that involves the storage or keeping of hazardous substances that may result in an installation being declared a major hazardous installation in terms of occupational health and safety law is not permitted, unless the owner has submitted a risk management and prevention plan and the Municipality has approved the plan.
- (2) The Municipality's approval in terms of subsection (1) above does not exempt the owner from applying for permission in terms of other applicable legislation.

CHAPTER 9 PARKING AND LOADING

Off-street parking requirements

- 58.(1) If parking requirements are not stipulated for a particular use, or in terms of a specific condition imposed by the Municipality, parking must be provided at a minimum ratio in accordance with the table entitled "Minimum off-street parking requirements".
- (2) The Municipality must determine off-street parking requirements for land uses not stipulated in the table "Minimum off-street parking requirements".
- (3) The column in the table titled "Minimum off-street parking requirements" and with heading "Normal Areas" refers to standard requirements that apply to areas where public transport is not being specifically promoted.
- (4) The column with heading "PT1 Areas" refers to areas where the use of public transport is to be promoted, but where the Municipality considers the provision of public transport to be inadequate.
- (5) The column with heading "PT2 Areas" refers to areas where the use of public transport is to be promoted and the Municipality considers the provision of public transport sufficient enough to justify the reduced parking requirements .
- (6) Areas initially determined to be PT1 Areas may be changed to PT2 Areas once the Municipality is satisfied that the provision of public transport is adequate.
- (7) If an area has not been specifically identified by the Municipality as a PT1 or PT2 area, then the parking requirements for Normal areas apply.
- (8) Off-street parking space must be provided—
- (a) on the property for which parking is required;
 - (b) subject to the Municipality's approval, in public parking facilities available in the vicinity; or
 - (c) in accordance with the table below;

- (9) Areas designated as “PT1” or “PT2” areas must be indicated on the zoning scheme map or as part of an overlay zone for such purpose.
- (10) Additional PT areas with alternative parking provisions may be created and implemented by means of an overlay zone.

Minimum off-street parking requirements

Land Use		Normal Areas	PT1 Areas	PT2 Areas
Dwelling house		2 bays per dwelling Erven <350m²: 1 bay per dwelling Erven < 100m²: Nil per dwelling	1 bay per dwelling	1 bay per dwelling
Group housing/Town Housing		2 bays per dwelling unit 0.25 bays/unit for visitors	1 bay per dwelling unit 0.25 bays/unit for visitors	1 bay per dwelling unit 0.25 bays/unit for visitors
Retirement resort	Dwelling unit	2 bays per dwelling 0.25 bays/unit for visitors	1 bay per dwelling 0.25 bays/unit for visitors	1 bay per dwelling 0.25 bays/unit for visitors
	Home for the aged	0,5 bays per bedroom	0,3 bays per bedroom	0,2 bays per bedroom
	Frail Care	0,5 bays per bed	0,3 bays per bed	0,2 bays per bed
Orphanage		0,5 bays per bedroom	0,3 bays per bedroom	0,2 bays per bedroom
Flats	Up to 1-bedroom Units	1 bay per dwelling 0.25 bays/unit for visitors	0.75 bays per dwelling 0.25 bays/unit for visitors	0.5 bays per dwelling 0.25 bays/unit for visitors
	2 Bedroom Units	1.25 bays per dwelling 0.25 bays/unit for visitors	1 bay per dwelling 0.25 bays/unit for visitors	0.75 bays per dwelling 0.25 bays/unit for visitors
	3 Bedroom Units	1.5 bays per dwelling 0.5 bays/unit for visitors	1.25 bay per dwelling 0.25 bays/unit for visitors	1 bay per dwelling 0.25 bays/unit for visitors
	4 and more bedroom Units	1.75 bays per dwelling 0.5 bays/unit for visitors	1.5 bays per dwelling 0.25 bays/unit for visitors	1.25 bay per dwelling 0.25 bays/unit for visitors
Second dwelling		1 additional bay	1 additional bay	Nil
Commune, student home, Home Lodging, Boarding house/ Guest House/ Guest Lodge/ Bed and Breakfast Establishment, Boarding Hostel.		1 bay per bedroom 2 bays per owner's home / manager's flat (where applicable) 1 bay for visitors/ employees	0,75 bay per bedroom	0,5 bay per bedroom
Home care facility		1 bay / 2 beds or part thereof (e.g. 2 bays per 3 beds)	1 bay / 2 beds or part thereof (e.g. 2 bays per 3 beds)	1 bay / 2 beds or part thereof (e.g. 2 bays per 3 beds)
Backpackers Lodge		1 bay /3 beds 2 bays / owner's home / manager's flat 1 bay /visitors/ employees	1 bay per 3 beds	0,5 bay per 3 beds
Hotel (excluding other facilities, specific ratios apply to each use)		1.25 bays/bedroom	1 bay per bedroom	0.75 bays per bedroom

Land Use		Normal Areas	PT1 Areas	PT2 Areas
Hospital (general and private)		1 bay per bed 3 bays per consulting room	1 bay per bed 2 bays per consulting room	1 bay per bed 1 bay / consulting room
Frail care facility		1 bay per bed	1 bay per bed	0,5 bay per bed
Clinic/Medical consulting rooms		4 bays per consulting room	3 bays per consulting room	2 bays per consulting room
Funeral parlour		1 bay per 4 seats 4 bays per 100 m ² office GLA	0,75 bay per 4 seats 2 bays / 100 m ² office GLA	0,5 bays per 4 seats 1 bay / 100 m ² office GLA
Shops / Liquor store / Restaurant / Supermarket	Neighbourhood shop	4 bays per 100 m ² GLA	2 bays per 100 m ² GLA	1 bay per 100 m ² GLA
	High intensity area e.g.: CBD, corridors, supermarket,	6 bays per 100 m ² GLA	4 bays per 100 m ² GLA	2 bays per 100 m ² GLA
Big box retail / Shopping centres		6/100m ² as determined by Council	5/100m ² as determined by Council	4/100m ² as determined by Council
Offices		4 bays per 100 m ² GLA	3 bays per 100 m ² GLA	2 bay per 100 m ² GLA
Home occupation		2 bays per 60 m ² GLA	2 bays per 60 m ² GLA	2 bays per 60 m ² GLA
House shop / tavern/bar		1 bay per 25 m ² GLA	1 bay per 25 m ² GLA	1 bay per 25 m ² GLA
Industry / Light industry / Warehouse / Scrap yard/ Builder's yard / Noxious trade / Risk activity		2 bays per 100 m ² GLA	1.5 bays per 100 m ² GLA	1 bay per 100 m ² GLA
Industrial hive / Service trade		4 bays per 100 m ² GLA	3 bays per 100 m ² GLA	1.5 bays per 100 m ² GLA
Storage facility		1 bay per 100m ² GLA	1 bay per 100m ² GLA	1 bay per 100m ² GLA
Service station/ Motor repair garage/ Motor vehicle sales or Vehicle hire premises		4 per repair bay Minimum of 8 bays Plus 4 bays per 100 m ² GLA	3 per repair bay Minimum of 6 bays Plus 3 bays per 100 m ² GLA	2 per repair bay Minimum of 4 bays Plus 2 bays per 100 m ² GLA
Open air motor vehicle sales		4 bays per 100 m ² GLA	3 bays per 100 m ² GLA	2 bays per 100 m ² GLA
Place of assembly/Place of worship/ Place of Entertainment/ Place of leisure/Gambling place		1 bay per 8 seats	1 bay per 8 seats	1 bay per 15 seats
Motor fitment centre		2 bays per service bay	2 bays per service bay	1 bay per service bay
Sport stadium		1 bay per 4 seats or persons	0.75 bays per 4 seats or persons	0,5 bays per 4 seats or persons
Gymnasium, health club (not part of a shopping centre)		10 bays per 100m ² GLA	8 bays per 100m ² GLA	6 bays per 100m ² GLA
Schools		1.5 bay per classroom/office plus stop & drop facility	1.25 bays per classroom/office plus stop & drop facility	1 bay per classroom/office plus stop & drop facility
Crèche		1 bay per 10 children plus 1 stop & drop facility	1 bay per 10 children plus 1 stop & drop facility	1 bay per 10 children plus 1 stop & drop facility
Library, Museum		2 bays per 100m ² GLA	1,5 bays per 100m ² GLA	1,25 bays per 100m ² GLA
Place of instruction (other than schools/day care centre/ crèche)		1.5 bay per classroom/office plus 1 per 6 students	1.25 bay / classroom/office plus 1 per 10 students	1 bay classroom/office per 20 students
Conference facility		8 bays per 10 seats	6 bays per 10 seats	4 bays per 10 seats

Land Use	Normal Areas	PT1 Areas	PT2 Areas
Indoor and Outdoor Sport Facility & Sport and Recreation Centre	As determined and approved in SDP	As determined and approved in SDP	As determined and approved in SDP

Alternative parking supply

- 59.(1) As an alternative to compliance with the off-street parking requirements in terms of this zoning scheme, an owner may, with the approval of the Municipality—
- (a) acquire an area of land sufficient for the permanent parking requirements elsewhere, in a location approved by the Municipality; or
 - (b) acquire permanent rights to a parking facility or portion of a parking facility elsewhere, in a location approved by the Municipality, and must register a notarial tie or servitude against that land or parking facility to link the properties concerned for the purpose of parking, and the owner must cause the parking concerned to be constructed and maintained in accordance with the Municipality's requirements and approval.
- (2) The cost of registration of the notarial tie or servitude referred to in paragraph (1)(b) must be borne by the owner.

Combined parking requirements

60. If two or more uses combine to share a common parking area, the Municipality may approve parking requirements that provide less than the quantum of the parking required for individual uses provided that—
- (a) the Municipality is satisfied that the utilisation of the same parking area by the different use types or activities in the zones will not result in a concurrent use of the parking area; and
 - (b) bays intended for combined uses may not subsequently be reallocated to other uses without the approval of the Municipality.

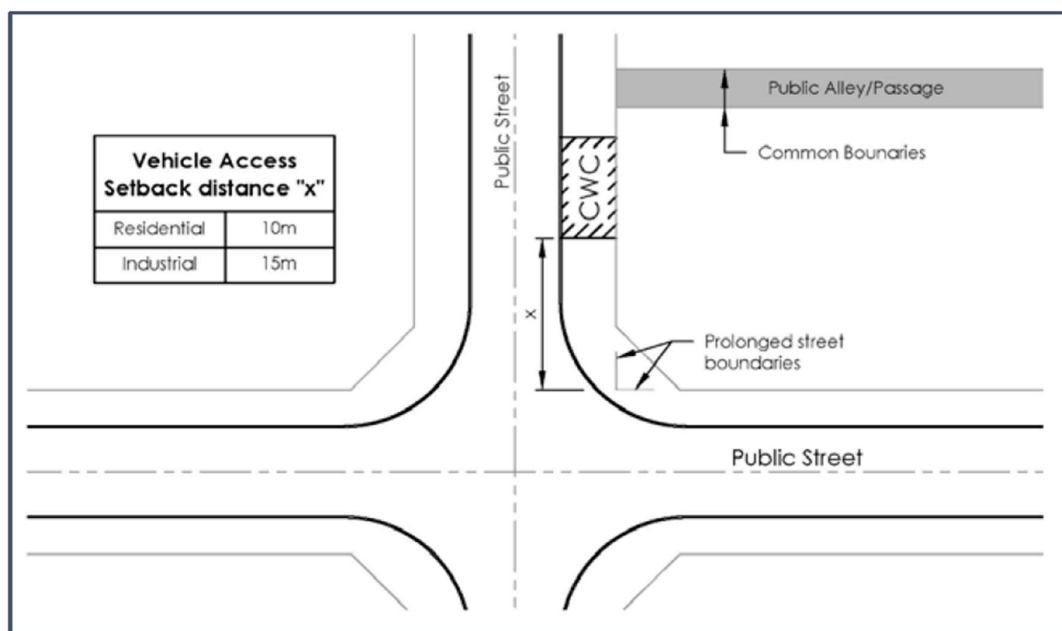
Parking: Visitors

- 61.(1) The following parameters shall apply to visitors' parking required in terms of this Scheme:
- (a) visitors' parking as required by this Scheme shall be clearly demarcated, readily visible, and accessible to visitors with suitable signage to direct visitors to such parking;
 - (b) visitors' parking shall not be alienated for exclusive use nor shall it be leased or allocated for the exclusive use of particular persons, other than visitors.

Site access and exits

- 62.(1) The Municipality may require compliance with standard municipal or provincial access spacing guidelines.

- (2) No access may be closer than 10 metres from an intersection as defined by the prolongation of street boundaries, except for industrial-zoned properties, where the distance must be 15 metres.



- (3) The Municipality may restrict or prohibit access if a pedestrian or traffic hazard is created or is likely to be created.
- (4) Vehicle entrances and exit ways to and from a property must conform to the following requirements:
- motor vehicle carriageway crossings must be limited to one per site per public street or road abutting the site;
 - despite paragraph (a), where the total length of any street boundary of a site exceeds 30 metres in length, one additional carriageway crossing may be permitted, provided that no two carriageway crossings are closer than 12 metres to each other;
 - the minimum and maximum widths of motor vehicle carriageway crossings must be in accordance with the table, titled "Width of motor vehicle carriageway crossings"; and
 - the minimum width of a panhandle access may not be less than 4 metres wide.

Width of motor vehicle carriageway crossings

Type of carriageway crossing	Minimum width	Maximum width
Single entrance or exit way	2,7 metres	4,0 metres
Combined entrance and exit way	5,0 metres	8,0 metres

Parking layout requirements

63.(1) The following parking layout requirements apply unless otherwise stated in this zoning scheme:

- (a) parking layout configurations, minimum dimensions and ramps to a parking area must be in accordance with this zoning scheme or an approved site development plan;
- (b) the layout of any parking area, except for parking in Single Residential Zone I and Single Residential Zone II, must ensure that vehicles can readily leave the site without reversing across the sidewalk, unless otherwise approved by the Municipality;
- (c) a tandem bay accommodating two motor vehicles is regarded as one bay for the purposes of this zoning scheme, except for single residential zones, where a tandem bay is regarded as two bays;
- (d) visitor parking bays must be clearly demarcated, readily visible and accessible to visitors, and preferably grouped together;
- (e) parking areas must be used for the parking of vehicles which are lawfully allowed on them, and any activity which causes an obstruction for vehicular traffic or pedestrian use of the sidewalk is prohibited;
- (f) parking areas must be constructed and maintained in a state suitable for the parking and movement of vehicles;
- (g) control of access to and reservation of parking bays or areas is not permitted unless written approval has been obtained from the Municipality, either through an approved site development plan or other written approval; and
- (h) despite paragraphs (a) to (g), the Municipality may lay down more restrictive requirements related to parking, site access or motor vehicle carriageway crossing, if it considers this to be necessary from a pedestrian or traffic safety point of view.

- (2) The Municipality may require an applicant to submit a parking layout plan indicating—
 - (a) the way in which it is proposed that motor vehicles park;
 - (b) the means of entrance and exit from parking areas;
 - (c) landscaping proposals; and
 - (d) construction details.

Parking for physically disabled

64.(1) The Municipality may require parking suitable for use by persons with physical disabilities to be provided on any land unit in order to ensure easy and convenient access for such persons to services and facilities generally open to the public and to residential uses.

- (2) In any parking facility serving the public, parking for persons with physical disabilities must be provided in accordance with the table entitled “Physically disabled accessible parking”.

Physically disabled accessible parking

Total no of parking bays	Required number of bays accessible to the physically disabled
1–50	1
51–100	2
101–150	3
151–200	4
For every additional 100 bays	1 additional parking bay

- (3) Parking for the physically disabled must comply with the following requirements:
- (a) parking bays must be a minimum of 3,7 metres in width and 5 metres in length;
 - (b) parking and access aisles must be level;
 - (c) parking bays must be located as near as possible to accessible building or site entrances, and must be located to provide convenient access to kerb ramps;
 - (d) each parking bay reserved for physically disabled persons must be marked on the parking surface with the international symbol for disabled accessibility;
 - (e) additional signage indicating the parking bay as reserved for exclusive use by persons with physical disabilities may be required by the Municipality; and
 - (f) if five or fewer parking bays are provided, at least one bay must be 4 metres wide and marked to provide a parking bay of 2,5 metres with an access aisle of 1,5 metres, but the bay need not be reserved exclusively for persons with physical disabilities.
- (4) Parking for persons with physical disabilities must count towards fulfilling off-street parking requirements.

Motorcycle and bicycle parking spaces

- 65.(1) The Municipality may require that parking be provided for motorcycles and bicycles.
- (2) For every 4 motorcycle and 6 bicycle parking spaces provided, a credit of 1 parking bay may be given towards applicable parking requirements, provided that—
- (a) the total credit may not exceed 10% of the parking bays required;
 - (b) the minimum dimension for a motorcycle space is 2,2 metres in length and 1 metre in width; and
 - (c) the minimum dimension for a bicycle space is 2 metres in length and 0,6 metres in width.
- (3) Signage, bollards and racks or other devices for storing bicycles and enabling motorcyclists to make use of the motorcycle and bicycle parking spaces must be installed.

Loading requirements

- 66.(1) Unless the Municipality grants approval to waive this requirement, loading bays must be provided in accordance with the table entitled "Minimum off-street loading bay requirements".

- (2) The Municipality may determine off-street loading requirements for uses not stipulated in the table.
- (3) The following minimum requirements apply to loading bays:
- (a) a loading bay must measure not less than 4,5 metres x 10 metres for perpendicular loading, and 2,5 metres x 12 metres for parallel loading;
 - (b) no carriageway crossing to be accessed by loading vehicles may be less than 3 metres in width, and no combined entrance and exit way may be less than 6 metres in width; and
 - (c) covered loading areas must have a minimum headroom of 3,7 metres.

Minimum off-street loading bay requirements

Land use	Floor area (m ²)	Number of loading bays
Offices	0–5 000	0
	5 001–15 000	1
	15 001–30 000	2
	Every additional 30 000 or part thereof	1 additional bay
Business premises other than offices, supermarket, industry	0–1 000	0
	1 001–2 500	1
	2 501–5 000	2
	5 001–10 000	3
	Every additional 10 000 or part thereof	1 additional bay
Supermarket	0–500	1
	501–1 000	2
	1 001 and greater	3 x requirements for business premises other than offices, supermarket, industry

**CHAPTER 10
REFUSE ROOMS AND SERVICE YARDS**

Refuse rooms

67. The Municipality may, for the purposes of collecting refuse, require the owner to install a refuse receptacle on a property and require the refuse receptacle to—
- (a) be of sufficient size to accommodate the refuse generated from the property for a period as may be specified;
 - (b) be located adjacent to a public street, or in a position which will provide acceptable access to a refuse collection vehicle;
 - (c) be designed in a manner that is architecturally compatible with the other structures on the property and will screen refuse bins from public view; and
 - (d) to comply with any other conditions or standard requirements that the Municipality may impose relating to access, health, pollution control, recycling, safety or aesthetics.

Service yards

- 68.(1) The Municipality may require the owner to install a screened area providing utility services, including washing lines, for residential developments.
- (2) The utility services must—
- (a) be designed in a manner that is architecturally compatible with the other structures on the property and in the case of refuse bins must be screened from public view; and
 - (b) comply with any other conditions or standard requirements that the Municipality may impose relating to access, health, pollution control, safety or aesthetics.

SCHEDULE 1

USE ZONES TABLE

1	2	3
Zoning	Primary use	Consent use
AGRICULTURAL ZONES		
Agricultural Zone I (AZI)		
<p><i>The objective of this zone is to promote and protect agriculture on farms as an important economic, environmental and cultural resource. Limited provision is made for non-agricultural uses to provide rural communities with the opportunity to increase the economic potential of their properties, provided these uses do not present a significant negative impact on the primary agricultural resource.</i></p>	<p>Primary use</p> <ul style="list-style-type: none"> • Agriculture 	<p>Consent uses</p> <ul style="list-style-type: none"> • Abattoir • Additional dwelling units • Agricultural building > 2000m² or cumulative floor space of individual buildings >2000m² • Agricultural industry (>2000m²) • Airfield • Animal care centre • Aqua-culture • Camping site • Crèche • Farm shop • Farm grave yard • Freestanding base telecommunication station • Function venue • Guest house • Helicopter landing pad • Home care facility • Home lodging • Intensive Animal Farming • Market • Off-road trail • Plant nursery • Quarry • Renewable energy infrastructure on dedicated structure or carport • <u>Self-catering use of Agricultural Worker Accommodation</u> • Shooting range • Tourist facilities • Utility service

1	2	3
Zoning	Primary use	Consent use
Agricultural Zone II (AZII)		
<p>The objective of this zone is to accommodate larger residential properties, which may be used for limited agriculture, but primarily serve as places of residence for people who seek a rural lifestyle. Such properties are often found close to towns and villages, and new smallholding areas should only be permitted within an acknowledged, demarcated smallholding area.</p>	<p>Primary use</p> <ul style="list-style-type: none"> • Smallholding 	<p>Consent uses</p> <ul style="list-style-type: none"> • Animal care centre • Aqua-culture • Commune • Farm shop • Freestanding base telecommunication station • Guest house • Home care facility • Home lodging • Intensive animal farming • Intensive horticulture • Plant nursery • Quarry • Renewable energy infrastructure on dedicated structure or carport. • Rooftop base telecommunication station • Second dwelling (>60m²) • Self-catering use of Agricultural Worker Accommodation • Tourist facilities • Utility service
Agricultural Zone III (AZIII)		
<p>The purpose of this zone is to support the government's rural land development programme and provide for the establishment of worker accommodation outside conventional towns.</p>	<p>Primary use</p> <ul style="list-style-type: none"> • Agri-village 	<p>Consent uses</p> <ul style="list-style-type: none"> • Commune • Freestanding base telecommunication station • Renewable energy infrastructure on dedicated structure or carport • Rooftop base telecommunication station

1	2	3
Zoning	Primary use	Consent use
SINGLE RESIDENTIAL ZONES		
Single Residential Zone I (SRZI)		
<p>The objective of this zone is to provide for residential development where the predominant type of accommodation is a dwelling house for a single family, where each dwelling has its own land unit, and adequate outdoor space. Limited employment and additional accommodation opportunities are possible as primary or consent uses, provided that the dominant use of the property remains residential, and impacts of employment and additional accommodation uses do not adversely affect the quality and character of the surrounding residential environment.</p>	<p>Primary use</p> <ul style="list-style-type: none"> • Dwelling house 	<p>Consent uses</p> <ul style="list-style-type: none"> • Commune • Crèche • Guest house • Halfway house • Home care facility • Home lodging • House shop • Renewable energy infrastructure on dedicated structure or carport • Second dwelling (>60m²) • <u>Self-catering use of the dwelling house.</u> • Self-catering use of a second dwelling unit • <u>Student home use of a dwelling unit</u>

1	2	3
Zoning	Primary use	Consent use
Single Residential Zone II (SRZII)		
<p>The objective of this zone is to provide for upgrading and incremental housing from informal settlements to formal settlements and also to allow formal as well as informal housing types on a single erf. In recognition of the realities of poor and marginalised communities, development management provisions are not restrictive and local employment generation is encouraged within this zone.</p>	<p>Primary uses</p> <ul style="list-style-type: none"> • Dwelling house • Shelter 	<p>Consent uses</p> <ul style="list-style-type: none"> • Commune • Halfway house • Home care facility • Home lodging • House shop • Transitional relocation area • Small scale rental apartments • Renewable energy infrastructure on dedicated structure or carport • Second dwelling unit (>60m²) • <u>Self-catering use of the dwelling house.</u> • Self-catering use of a second dwelling unit • <u>Student home use of a dwelling unit</u>
GENERAL RESIDENTIAL ZONES		
General Residential Zone I (GRZI)		
<p>The objective of this zone is to encourage residential development of a medium density, with a coordinated design, and to accommodate group housing where special attention is given to aesthetics, architectural form and the inter-relationship between components of the group housing scheme. Group housing may be located in single residential areas in places where an increased density is desirable, including along main roads, near local shopping centres and other activity nodes, and also preferably near to public open spaces.</p>	<p>Primary use</p> <ul style="list-style-type: none"> • Group housing 	<p>Consent uses</p> <ul style="list-style-type: none"> • Commune • Flats • Home lodging • Renewable energy infrastructure on dedicated structure or carport • Retirement resort • <u>Self-catering use of a dwelling unit.</u> • <u>Student home use of a dwelling unit</u>

1	2	3
Zoning	Primary use	Consent use
General Residential Zone II (GRZII)		
<p>The objective of this zone is to encourage residential development of a greater density than for General Residential Zone I, while retaining the emphasis on design coordination and a modest scale in terms of height. This zone has particular location requirements, including proximity to transport and amenities, and should not be randomly located without due consideration of the availability of open space and community facilities. Town housing may be located in and around central business areas, near high density nodes and along activity axis including railway lines and main traffic routes, where flats are often found.</p>	<p>Primary use</p> <ul style="list-style-type: none"> Town housing 	<p>Consent uses</p> <ul style="list-style-type: none"> Commune Flats Renewable energy infrastructure on dedicated structure or carport Retirement resort Self-catering use of a dwelling unit. Student home use of a dwelling unit
General Residential Zone III (GRZIII)		
<p>The objective of this zone is to promote higher density residential development. The dominant use within this zone must be residential, but limited mixed-use development is possible with the Municipality's consent. This zone has particular location requirements, including proximity to transport and amenities, and should not be randomly located without due consideration of the availability of open space and community facilities.</p>	<p>Primary use</p> <ul style="list-style-type: none"> Flats 	<p>Consent uses</p> <ul style="list-style-type: none"> Backpackers' lodge Boarding house Commune Convenience shop Renewable energy infrastructure on dedicated structure or carport Retirement resort Rooftop base telecommunication station Self-catering use of a dwelling unit. Student home use of a dwelling unit.

1	2	3
Zoning	Primary use	Consent use
General Residential Zone IV (GRZIV)		
<i>The objective of this zone is to provide a temporary residence for transient guests in an appropriately scaled establishment that may include a small conference/ training facility that also caters for business meetings and where lodging and meals are provided.</i>	Primary use <ul style="list-style-type: none"> • Guest lodge 	Consent uses <ul style="list-style-type: none"> • Backpackers' lodge • Camping site • Renewable energy infrastructure on dedicated structure or carport • Restaurant • Tourist facilities • Wellness centre
General Residential Zone V (GRZV)		
<i>The objective of this zone is to provide a temporary residence for transient guests, where lodging and meals are provided, and may include a restaurant and conference facilities. Outside towns it should only be considered in identified tourism areas or within resorts.</i>	Primary use <ul style="list-style-type: none"> • Hotel 	Consent uses <ul style="list-style-type: none"> • Backpackers' lodge • Gambling place • Renewable energy infrastructure on dedicated structure or carport. • Rooftop base telecommunication station • Shop
General Residential Zone VI (GRZVI)		
<i>The objective of this zone is to provide for residence that is dedicated for student lodging with communal facilities and limited ancillary uses.</i>	Primary use <ul style="list-style-type: none"> • Boarding Hostel 	Consent uses <ul style="list-style-type: none"> • Renewable energy infrastructure on dedicated structure or carport. • Rooftop base telecommunication station

1	2	3
Zoning	Primary use	Consent use
BUSINESS ZONES		
Business Zone I (BZI)		
<p><i>The objective of this zone is to provide for intensive business and mixed-use development with relatively few restrictions in order to promote urban vitality and economic growth.</i></p>	<p>Primary use</p> <ul style="list-style-type: none"> • Business premises 	<p>Consent uses</p> <ul style="list-style-type: none"> • Adult entertainment • Adult services • Adult shop • <u>Data centre</u> • Flats (on ground floor) • Freestanding base telecommunication station • Gambling place • Helicopter landing pad • Indoor sport facility • Motor repair garage • Open air motor vehicle display • Outdoor sport facility • Place of entertainment • Place of instruction • Place of worship • Renewable energy infrastructure on dedicated structure or carport • <u>Self-catering use of a flat.</u> • <u>Student home use of a flat.</u> • Transport use • Warehouse

1	2	3
Zoning	Primary use	Consent use
Business Zone II (BZII)		
<p><i>The objective of this zone is to provide for the retail sale of goods and services to the public.</i></p>	<p>Primary use</p> <ul style="list-style-type: none"> • Shop 	<p>Consent uses</p> <ul style="list-style-type: none"> • Adult shop • Animal hospital • Conference facility • Dwelling house • Flats (on ground floor) • Freestanding base telecommunication station • Liquor store • Open air motor vehicle display • Place of assembly • Place of instruction • Place of leisure • Place of worship • Renewable energy infrastructure on dedicated structure or carport • Restaurant • Rooftop base telecommunication station • <u>Self-catering use of a flat.</u> • <u>Student home use of a flat.</u> • Service station • Supermarket

1	2	3
Zoning	Primary use	Consent use
Business Zone III (BZIII)		
<p>The objective of this zone is to provide for low intensity commercial and mixed-use development that serves local neighbourhood needs for convenience goods and personal services. The development should be limited in scale and nature and capable of integration into the adjacent residential neighbourhood, without adversely affecting the amenity of the residential neighbourhood. While mixed use development is encouraged, care must be taken not to compromise business operations.</p>	<p>Primary use</p> <ul style="list-style-type: none"> • Neighbourhood shop 	<p>Consent uses</p> <ul style="list-style-type: none"> • Animal hospital • Dwelling house • Liquor store • Renewable energy infrastructure on dedicated structure or carport • Restaurant • Self-catering use of a flat. • Student home use of a flat. • Service trade • Supermarket
Business Zone IV (BZIV)		
<p>The objective of this zone is to provide an intermediate zone that may, if required, act as a buffer or interface between high- and medium-intensity business zones, and residential zones. Retail activities are limited to those which are ancillary to the dominant permitted uses, namely offices. In order to protect the amenity of adjacent residential areas, appropriate levels of landscaping and environmental management are required.</p>	<p>Primary use</p> <ul style="list-style-type: none"> • Offices 	<p>Consent uses</p> <ul style="list-style-type: none"> • Dwelling house • Flats • Institution • Place of assembly • Place of instruction • Place of leisure • Renewable energy infrastructure on dedicated structure or carport • Restaurant • Rooftop base telecommunication station • Shop • Supermarket

1	2	3
Zoning	Primary use	Consent use
Business Zone V (BZV)		
<p>The objective of this zone is to provide for large-scale regional retail facilities that exceed the floor area of shops and supermarkets aimed at the local market in general. These facilities may offer a diverse range of products under one roof and supply products to individuals as well as wholesale trade. These facilities may be developed as a power centre. Specific consideration should be given to the locality and placement of these facilities with consideration of their regional significance and accessibility as well as possible impact on existing nodal areas.</p>	<p>Primary use</p> <ul style="list-style-type: none"> • Big box retail 	<p>Consent uses</p> <ul style="list-style-type: none"> • Indoor sport facility • Outdoor sport facility • Place of entertainment • Place of leisure • Place of worship • Renewable energy infrastructure on dedicated structure or carport • Rooftop base telecommunication station • Shop • Warehouse
Business Zone VI (BZVI)		
<p>The objective of this zone is to provide opportunities in urban areas for service stations, motor repair garages and associated facilities that have specific vehicle access requirements and potential negative impacts on adjoining areas.</p>	<p>Primary use</p> <ul style="list-style-type: none"> • Service station 	<p>Consent uses</p> <ul style="list-style-type: none"> • Motor repair garage • Open air vehicle display • Renewable energy infrastructure on dedicated structure or carport • Shop • Truck stop • Truck stop accommodation

1	2	3
Zoning	Primary use	Consent use
INDUSTRIAL ZONES		
Industrial Zone 1 (IZI)		
<p><i>The objective of this zone is to accommodate industry uses and service trades that may be carried out without nuisance to other properties or the general public. These uses may be located next to business uses and in close proximity to residential areas, and do not present a potential negative impact on the character or amenity of such areas.</i></p>	<p>Primary use</p> <ul style="list-style-type: none"> • Light industry 	<p>Consent uses</p> <ul style="list-style-type: none"> • Adult entertainment • Adult services • Adult shop • Aqua-culture • Caretaker's quarters • Convenience shop • <u>Freestanding base telecommunication station</u> • Liquor store • Office • Place of entertainment • Place of leisure • Place of worship • Renewable energy infrastructure on dedicated structure or carport • Rooftop base telecommunication station • Truck stop • Truck stop accommodation

1	2	3
Zoning	Primary use	Consent use
Industrial Zone II (IZII)		
<p>The objective of this zone is to accommodate all forms of industry, except noxious trade and risk activity, in order to promote the manufacturing sector of the economy. Some allowance is made for non-industrial activities, but these should not compromise the general use of the area zoned for industry. It is accepted that the intensive nature of the industrial activity or the scale of the operation could generate some negative impact on adjacent properties.</p>	<p>Primary use</p> <ul style="list-style-type: none"> • Industry 	<p>Consent uses</p> <ul style="list-style-type: none"> • Abattoir • Adult entertainment • Adult services • Aqua-culture • Container site • Convenience shop • Crematorium • Helicopter landing pad • Indoor sport facility • Liquor store • Office • Place of entertainment • Place of leisure • Place of worship • Renewable energy infrastructure on dedicated structure or carport • Restaurant • Scrap yard • Truck stop • Truck stop accommodation
Industrial Zone III (IZIII)		
<p>The objective of this zone is to provide for industries that are noxious in respect of smell, product, waste or other objectionable consequence of their operation, or carry a high risk in the event of fire or accident. While other uses are permitted with consent, the Municipality must ensure there is sufficient capacity for noxious trade in the limited areas suitable for this zone. A noxious trade should not be located close to residential areas.</p>	<p>Primary use</p> <ul style="list-style-type: none"> • Noxious trade 	<p>Consent uses</p> <ul style="list-style-type: none"> • Container site • Convenience shop • Helicopter landing pad • Industry • Liquor store • Motor repair garage • Renewable energy infrastructure on dedicated structure or carport • Scrap yard • Service station • Transport use

1	2	3
Zoning	Primary use	Consent use
Industrial Zone IV (IZIV)		
The objective of this zone is to provide for the use of land for the extraction of minerals and raw materials and, to a limited extent, associated business operations. This zone is intended for operations of a more permanent nature as opposed to temporary, short-term mining or prospecting activities.	Primary use <ul style="list-style-type: none"> • Mine 	Consent uses <ul style="list-style-type: none"> • Industry • Renewable energy infrastructure on dedicated structure or carport
COMMUNITY ZONES		
Community Zone I (CZI)		
The objective of this zone is to provide for educational facilities of all kinds, but controlled provision is made for other compatible community uses.	Primary use <ul style="list-style-type: none"> • Place of instruction 	Consent uses <ul style="list-style-type: none"> • Conference facility • Freestanding base telecommunication station • Institution • Place of assembly • External use of any facilities for recreational or commercial purposes (pre-school or school) • Renewable energy infrastructure on dedicated structure or carport • Rooftop base telecommunication station
Community Zone II (CZII)		
The objective of this zone is to provide for places where communities can congregate and worship according to the custom of their specific faith or religion.	Primary use <ul style="list-style-type: none"> • Place of worship 	Consent uses <ul style="list-style-type: none"> • Cemetery • Institution • Place of instruction • Renewable energy infrastructure on dedicated structure or carport • Rooftop base telecommunication station • Wall of remembrance

1	2	3
Zoning	Primary use	Consent use
Community Zone III (CZIII)		
<i>The objective of this zone is to provide for a wide range of health facilities.</i>	Primary use <ul style="list-style-type: none"> • Institution 	Consent uses <ul style="list-style-type: none"> • Correctional facility • Renewable energy infrastructure on dedicated structure or carport • Rooftop base telecommunication station
RESORT ZONE		
Resort Zone (RZ)		
<i>The objective of this zone is to promote tourist and holiday facilities in areas with special environmental or recreational attributes, and to encourage general public access to these facilities. At the same time, care should be exercised to minimise potential negative impacts of development on fragile environments. The guiding principle should be that a resort must not detract from the amenity that attracted the holiday facilities in the first place, nor should it cause a public nuisance for other people living and working in the vicinity. This zone should only be used in exceptional cases and is normally applicable to tourist developments outside established, built-up areas.</i>	Primary use <ul style="list-style-type: none"> • Tourist accommodation establishment 	Consent uses <ul style="list-style-type: none"> • Conference facility • Freestanding base telecommunication station • Function venue • Gambling place • Hotel • Indoor sport facility • Off-road trail • Outdoor sport facility • Place of leisure • Renewable energy infrastructure on dedicated structure or carport • Rooftop base telecommunication station • Tourist facilities • Wellness centre

1	2	3
Zoning	Primary use	Consent use
OPEN SPACE ZONES		
OPEN SPACE ZONE I (OSZI)		
<i>The objective of this zone is to provide for active and passive recreational areas on public land, in order to promote recreation, and enhance the aesthetic appearance of an area.</i>	Primary use <ul style="list-style-type: none"> Public open space 	Consent uses <ul style="list-style-type: none"> Air and underground rights Cemetery Environmental facilities Informal trading Market Renewable energy infrastructure on dedicated structure or carport Tourist facilities Urban agriculture Utility service
OPEN SPACE ZONE II (OSZII)		
<i>The objective of this zone is to provide for private active and passive recreational areas, in order to promote recreation and enhance the aesthetic appearance of an area.</i>	Primary use <ul style="list-style-type: none"> Private open space 	Consent uses <ul style="list-style-type: none"> Cemetery Tuck shop Environmental facilities Function venue Informal trading Plant nursery Renewable energy infrastructure on dedicated structure or carport Restaurant Sports and recreation centre Tourist facilities Urban agriculture Utility service Wellness centre

1	2	3
Zoning	Primary use	Consent use
OPEN SPACE ZONE III (OSZIII)		
<p>The objective of this zone is to provide for the conservation of natural resources in areas that have not been proclaimed as nature areas (non-statutory conservation), in order to sustain flora and fauna and protect areas of undeveloped landscape including woodlands, ridges, wetlands and the coastline. A range of consent uses is provided to supplement and support the main objective of this zone.</p>	<p>Primary use</p> <ul style="list-style-type: none"> Nature conservation area 	<p>Consent uses</p> <ul style="list-style-type: none"> Conference facilities Environmental facilities Freestanding base telecommunication station Function venue Harvesting of natural resources Off-road trail Renewable energy infrastructure on dedicated structure or carport Rooftop base telecommunication station Tourist accommodation establishment Tourist facilities Tuck shop Utility service Wellness centre
OPEN SPACE ZONE IV (OSZIV)		
<p>The objective of this zone is to provide for the conservation of natural resources in areas that have been proclaimed as nature areas (statutory conservation), in order to sustain flora and fauna and protect areas of undeveloped landscape including woodlands, ridges, wetlands and the coastline. A range of consent uses is provided to supplement and support the main objective of this zone.</p>	<p>Primary use</p> <ul style="list-style-type: none"> Nature reserve 	<p>Consent uses</p> <ul style="list-style-type: none"> Conference facility Freestanding base telecommunication station Function venue Off-road trail Renewable energy infrastructure on dedicated structure or carport Rooftop base telecommunication station Tourist accommodation establishment Tourist facilities Tuck shop Utility service Wellness centre

1	2	3
Zoning	Primary use	Consent use
TRANSPORT ZONES		
TRANSPORT ZONE I (TZI)		
<p>The objective of this zone is to reserve land for transportation systems, excluding public streets, but including all other transport undertakings.</p>	<p>Primary use</p> <ul style="list-style-type: none"> • Transport use 	<p>Consent uses</p> <ul style="list-style-type: none"> • Air and underground rights • Airfield • Airport • Business premises • Conference facility • Container site • Freestanding base telecommunication station • Helicopter landing pad • Hotel • Industry • Informal trading • Market • Motor repair garage • Outdoor trading and dining • Renewable energy infrastructure on dedicated structure or carport • Service station • Warehouse
TRANSPORT ZONE II (TZII)		
<p>The objective of this zone is to provide for public streets, whether constructed or still to be constructed, as well as infrastructure associated with public streets. Provision is also made for the temporary use of the land unit for other purposes as may be approved by the Municipality.</p>	<p>Primary use</p> <ul style="list-style-type: none"> • Public street 	<p>Consent uses</p> <ul style="list-style-type: none"> • Air and underground rights • Market • Multiple parking garage • Outdoor trading and dining • Renewable energy infrastructure on dedicated structure or carport

1	2	3
Zoning	Primary use	Consent use
TRANSPORT ZONE III (TZIII)		
<i>The objective of this zone is to provide private roads that is privately owned and does not vest in the Municipality or any other organ of state, for the passage or parking of motor vehicles.</i>	Primary use <ul style="list-style-type: none"> Private road 	Consent uses <ul style="list-style-type: none"> Outdoor trading and dining Renewable energy infrastructure on dedicated structure or carport
UTILITY ZONE		
UTILITY ZONE (UZ)		
<i>The objective of this zone is to reserve land for uses that do not fall into another zoning category and that is normally undertaken by national, provincial and municipal government agencies including utility services and substations. Some flexibility for the use of land and development parameters is provided.</i>	Primary use <ul style="list-style-type: none"> Utility service 	Consent uses <ul style="list-style-type: none"> Renewable energy infrastructure on dedicated structure or carport

1	2	3
Zoning	Primary use	Consent use
AUTHORITY ZONE		
AUTHORITY ZONE (AZ)		
	Primary use <ul style="list-style-type: none"> Authority use 	Consent uses <ul style="list-style-type: none"> Renewable energy infrastructure on dedicated structure or carport
UNDETERMINED ZONE		
UNDETERMINED ZONE (UNZ)		
<p>The objective of this zone is to enable the Municipality to defer a decision regarding a specific land use and development management provisions until the circumstances affecting the land unit have been properly investigated; or until the owner of the land makes an application for rezoning; or a zoning determination is made by the Municipality. The objective of this zone is furthermore to create a zone to which land could revert back to when rights under current zonings, other than Single Residential Zone I, were not exercised, especially in cases where changes in the planning context occurred since the current zoning was granted.</p>	Primary use <ul style="list-style-type: none"> None 	Consent uses <ul style="list-style-type: none"> None

RECORD OF AMENDMENTS

PAGE DESCRIPTION OR NUMBER	DATE OF LATEST ISSUE

SCHEDULE 2

LAND USE DESCRIPTIONS AND DEVELOPMENT PARAMETERS

“abattoir”

Land use description: “*abattoir*” is a place where animals are commercially slaughtered and prepared for distribution to butchery shops and food markets but does not include the processing of any animal products.

Development parameters:

The development parameters applicable to “industry” apply, as well as those applicable to “agricultural industry” when an abattoir is located on a farm.

“additional dwelling unit”

Land use description: “*additional dwelling unit*” is a dwelling unit that may be erected on an agricultural land unit with the approval of a consent use by the Municipality, in addition to a primary dwelling house or agricultural worker accommodation for *bona fide* agricultural workers, or both, provided that—

- (a) additional dwelling units can be allowed at a ratio of one additional dwelling unit per 10 ha, calculated on the basis of all additional dwelling units on the agricultural land unit, up to a maximum of five (5) additional dwelling units per agricultural land unit; with the exception of one additional unit that can be allowed in all cases as a consent use, irrespective of the size of the agricultural land unit; and
- (b) no alienation of additional dwelling units will be permitted whether by cadastral subdivision or sectional title.
- (c) an additional dwelling unit may be used as a self-catering unit for tourist accommodation;
- (d) Any reference to an alternative structure such as, but not limited to, chalets, eco-pods, eco-domes, or permanent tented structures will be regarded as additional dwelling units.

Development parameters:

The development parameters applicable to “agriculture” apply, together with the following additional development parameters for “additional dwelling units”. Additional dwelling units may be erected with the consent of Municipality provided that—

- (a) the total floor space of an additional dwelling unit including the floor space in all ancillary buildings to the additional dwelling, may not exceed 175 m²;
- (b) an additional dwelling unit must be constructed in a style that is similar to the architecture of the main dwelling house, unless otherwise permitted by the Municipality;
- (c) an additional dwelling unit that is a separate structure to a dwelling house may not exceed a height of 6,5 metres to the top of the roof;
- (d) an additional dwelling unit that is contained within the same building as a dwelling house must be designed so that the building appears to be a single dwelling house; provided that both units may have a ground floor, or one unit may be on the ground floor and the other unit above and;
- (e) the development of new additional dwelling units may not result in any adverse impact on viable agricultural land, resources or activities and should be located and clustered together with existing compound of agricultural buildings.

“adult entertainment”**Land use description:** “adult entertainment”—

- (a) means the use of property for adult film theatres or strip clubs where sexually explicit, live or recorded shows are displayed; and
- (b) does not include adult services or an adult shop.

Development parameters:

The development parameters applicable to “business premises” apply.

“adult services”**Land use description:** “adult services”—

- (a) means the use of property for massage parlours or escort agencies where sexually orientated personal services are provided, unless the services form part of a medical or therapeutic service provided by a registered medical practitioner or similar registered professional person; and
- (b) does not include adult entertainment or an adult shop.

Development parameters:

The development parameters applicable to “business premises” apply.

“adult shop”**Land use description:** “adult shop”—

- (a) means the use of property exclusively for the retail sale of pornographic, sexually explicit or erotic material, whether or not the material is displayed for sale, unless the material forms part of a medical or therapeutic service provided by a registered medical practitioner or similar registered professional person; and
- (b) does not include adult entertainment or adult services.

Development parameters:

The development parameters applicable to “business premises” apply.

“agricultural building”**Land use description:** “agricultural building” means any building or structures normally erected and/or used in direct connection with and ancillary to the reasonable and normal farming operations on a farm, and:

- (a) includes amongst others packing sheds, implement stores, produce storage, farm office, staff facilities, and/or cold stores;
- (b) excludes abattoirs, agricultural industry buildings, and agricultural worker accommodation,
- (c) an agricultural building may not be subdivided, alienated via a registered lease, or sectionalised.

Development parameters:

The development parameters applicable to “agriculture” apply with the following additional development parameters:

- (i) Agricultural buildings may, subject to prior approval of an associated site development plan, be erected on a property provided that where the coverage of any single building exceeds 2000m² a consent use approval shall be required.
- (ii) If the development of separate agricultural buildings is simultaneously pursued and which agricultural buildings will result in a cumulative coverage that exceeds 2000 m² a consent use application shall be required.

- (iii) The Municipality may require information related to the need for the agricultural buildings to confirm the scale of the agricultural buildings is commensurate with the farming activities on the land unit concerned.
- (iv) Should agricultural buildings on one land unit serve a farm which consists of more than one land unit, the Municipality may, in their sole opinion, require that land units be notarially tied to prevent the separate sale thereof, before approving the building plan on a specific land unit.
- (v) An agricultural building may not be converted to any non-agricultural use such as tourist facilities within 5 years following its completed erection and the issuing of the associated certificate of occupancy.
- (vi) When the need arise for an agricultural building following the conversion of an existing agricultural building to a non-agricultural use such as tourist facilities, a new agricultural building may not be erected to replace such former agricultural building within 5 years from date of the approved building plan and the issuing of the associated certificate of occupancy for such conversion, and the former agricultural building must be converted back to its original use to prioritized the agricultural use.

“agricultural industry”

Land use description: “*agricultural industry*”—

- (a) means an enterprise for the processing of agricultural products of which the majority of the products is sourced from that land unit and if not produced on that land unit, then from the land units farmed by the owners of the enterprise with a minority of the products sourced from the surrounding or nearby farms;
- (b) includes a dairy, distillery, micro- brewery, the bottling of water from a natural source on the farming unit, a saw mill and a winery;
- (c) may include ancillary uses such as storage, staff facilities, and/ or administrative offices;
- (d) does not include an abattoir; and
- (e) may not be subdivided, alienated via a registered lease, or sectionalised.

Development parameters:

Development parameters applicable to “agriculture” apply with the following additional development parameters:

- (i) Agricultural industry buildings may, subject to prior approval of an associated site development plan, be erected on a property provided that the coverage of the agricultural industry building, inclusive of all roofed structures associated with the agricultural industry, does not exceed 2000m².
- (ii) Agricultural industry buildings where coverage exceeds 2000 m² shall require a consent use approval.
- (iii) The Municipality may require information about produce, yields and production capacity and any other relevant information to confirm the scale of the proposed building is commensurate with the farming activities on the land unit concerned.
- (iv) The agricultural industry shall remain subservient to the agricultural activities on the farm or farm enterprise.
- (v) Other farm owners in the surrounding area may also supply produce to the agricultural industry provided that the land use description is generally complied with.
- (vi) Any agricultural industry that is not situated on the same agricultural unit(s) where the products are grown/produced, may require that such agricultural unit(s) be notarially tied to the land unit where the products are sourced.

- (vii) An agricultural industry may not be subdivided, alienated via a registered lease, or sectionalised.
- (viii) A building erected for the purpose of an agricultural industry may not be converted to any non-agricultural use such as tourist facilities within 5 years following its completed erection and the issuing of the associated certificate of occupancy.

“agricultural worker accommodation”

Land use description: “*agricultural worker accommodation*” means –

- (a) accommodation provided for *bona fide* agricultural workers;
- (b) includes accommodation for labourers and farm managers, as determined by the Municipality based on the extent of the *bona fide* agricultural activities on the land unit; and
- (c) may not be subdivided, alienated via a registered lease, or sectionalised.

Development parameters:

The development parameters applicable to “agriculture” apply with the following additional development parameters:

- (a) Agricultural worker accommodation may only be provided as approved in terms of a site development plan.
- (b) the number of units must be reasonably connected to the *bona fide* agricultural activities on the land unit; and
- (c) the units must be clustered relative to the farming activities and other agricultural buildings.
- (d) Where associated with an agricultural worker accommodation unit, agricultural worker accommodation may only be used for the accommodation of one family as defined.
- (e) One of the occupants of each of the agricultural worker accommodation units shall be permanently employed in connection with the farming activities on the land unit concerned.
- (f) Each agricultural worker accommodation unit may not exceed a total floor area of 120 m², including all outbuildings.
- (g) If agricultural worker accommodation units are required which exceed a total floor area of 120 m², including all outbuildings, the provision of additional dwelling units will apply.
- (h) Existing agricultural worker accommodation which have been built prior to the commencement of this zoning scheme bylaw, and are no longer required for its intended purpose and are still fit for occupancy and not dilapidated, may, with the consent of the Municipality as provided, be used as a self-catering unit.
- (i) Agricultural worker accommodation which have been permitted to be used as a self-catering unit may not be enlarged, relocated or altered in any way which would not permit it to be reverted to its original use as agricultural worker accommodation.
- ~~(j) Agricultural working accommodation may not be converted to any non-agricultural use such as tourist accommodation within 5 years following its completed erection and the issuing of the associated certificate of occupancy.~~
- ~~(j) A consent use to permit that agricultural working accommodation be used as a self-catering unit may not be granted within 5 years following the completed erection and the issuing of the associated certificate of occupancy for the subject agricultural worker accommodation unit.~~
~~If a consent use permitted any former agricultural worker accommodation were converted to other land uses in the past, no new agricultural worker~~

~~accommodation units will be permitted, and the former agricultural worker accommodation must be reverted for such use.~~

- (k) Where former agricultural worker accommodation was permitted to be used as a self-catering unit in accordance with a consent use, no new agricultural worker accommodation units will be permitted, and if required, the consent use for the self-catering unit will be withdrawn and the subject dwelling units must revert for such use as agricultural worker accommodation.

“agriculture”

Land use description: “agriculture” means the cultivation of land for raising crops and other plants, including plantations, fungi and algae, the keeping and breeding of animals, birds or bees, game farming, or natural veld, and—

- (a) includes—
- (i) the harvesting, cooling, storing, sorting, packing and packaging of agricultural produce grown on that land unit and surrounding or nearby farms;
 - (ii) harvesting of natural resources limited to living organisms for delivery to the market;
 - (iii) agricultural buildings or infrastructure that are reasonably connected with the main farming activities, including one dwelling house, bona fide agricultural worker accommodation and rooftop base telecommunication stations;
 - (iv) linear infrastructure;
 - (vi) agricultural industry <2000m²;
 - (vii) intensive horticulture; and
- (b) does not include aquaculture; an abattoir, a farm shop, intensive animal farming, an animal care centre, any mining activity, utility services and renewable energy infrastructure for commercial purposes.
- (c) Portions of buildings or land in this zone may not be alienated via a registered lease, or sectionalised.

Development parameters:

The following development parameters apply:

(a) Building lines

- (i) 10 metres from any boundary in respect of properties smaller than 2 hectares;
- (ii) 20 metres from any boundary in respect of properties smaller than 4 hectares; and
- (iii) 30 metres from any boundary in respect of properties larger than 4 hectares.

(b) Height

- (i) The height of a dwelling house may not exceed 6 metres to the wall plate in all cases and 8,5 metres to the ridge of the roof in the case of a pitched roof.
- (ii) Agricultural buildings and agricultural industry buildings other than dwelling houses may not exceed a height of 15 metres to the top of the roof.

- (iii) Earth banks and retaining structures that are in the opinion of Municipality associated with *bona fide* agricultural activities are exempt from the general provisions in this regard in this By-law.
- (c) **Site development plan**
 - (i) For any development in this zone, as well as any part of the land not zoned Agriculture, a site development plan must be submitted to the Municipality for its approval.
 - (ii) After the commencement of this scheme, and prior to the erection of any new buildings or alterations to existing buildings or the conversion of any existing buildings to a new land use, a site development plan shall be submitted for a farm or farm enterprise.
- (d) **Farm shop, resort shop**
Where a farm shop and a resort shop are operated from the same property the combined floor area of the farm shop and resort shop may not exceed 100m².
- (e) **Agricultural Industry**
In addition to the above parameters the following apply:
 - (i) the agricultural industry does not exceed a coverage and/ or total floor area of 2 000m²; and
 - (ii) the parking requirements for "industry" apply.
- (f) **Non-Agricultural uses**
 - (i) The cumulative coverage and/ or total floor space of all non-agricultural uses such as uses associated with tourism, but excluding additional dwelling units, may not exceed the lesser limit of 5% or to a maximum of 2000m² of the size of the farm unit.
 - (ii) Any non-agricultural uses must remain subservient to the agricultural use and be associated with and complementary to the existing nature and scale of the present farming activities.

"agri-village"

Land use description: "agri-village" means a private settlement of restricted size, established and managed by a legal institution that is situated within an agricultural area and where residence is restricted to bona fide agricultural workers and their dependents of the farms involved in the development. Security of tenure does not include right of ownership but can include a Trust or Communal Property Association ~~or Sectional Title~~. The development of agri-villages represents a partnership between farmer, agricultural worker and state.

Development parameters:

- (a) The Municipality must require a site development plan for an agri-village.
- (b) The site development plan as approved by the Municipality constitutes the development parameters.
- (c) The provisions for a site development plan in this By-law apply.

"air and underground rights"

Land use description: "air and underground rights" means any use right that may be approved by the Municipality for the development of a defined space above or below a public street, open space, railway line or any other land utilised for transport purposes.

Development parameters:

- (a) The Municipality must require a site development plan for air and underground rights.
- (b) The site development plan as approved by the Municipality constitutes the development parameters.
- (c) The provisions for a site development plan in this By-law apply.
- (d) The Municipality may approve a consent use for air or underground rights if—
 - (i) the consent use does not compromise the intended primary use of the land;
 - (ii) an agreement defining the extent of rights, time period, compensation, ownership and maintenance obligations relating to the property is concluded between the parties concerned and is approved by the Municipality;
 - (iii) a servitude in respect of the air or underground rights is registered over the land concerned; and
 - (iv) the Municipality is satisfied that structural components, clearance and operational characteristics are sufficient to ensure safe and efficient operation of the street, road or parking.

“airfield”

Land use description: “*airfield*” means runways and associated buildings for the take-off and landing of light aircraft.

Development parameters:

- (a) The Municipality must require a site development plan for an airfield.
- (b) The site development plan as approved by the Municipality constitutes the development parameters.
- (c) The provisions for a site development plan in this By-law apply.

“airport”

Land use description: “*airport*” means a complex comprising aircraft runways and associated buildings for the take-off and landing of civilian aircraft and facilities for the handling and storage of air freight and includes land uses ancillary to airports, and includes—

- (a) a restaurant;
- (b) a clubhouse

Development parameters:

The development parameters applicable to “transport use” and “business premises” apply, provided that a site development plan must be submitted to the Municipality for its approval.

“animal care centre”

Land use description: “*animal care centre*” means a place for the care of pets and animals, operated on either a commercial or a welfare basis, and includes—

- (a) boarding kennels;
- (b) animal clinic and
- (c) pet training centres.

Development parameters:

The development parameters applicable to “agriculture” apply.

“animal clinic”

Land use description: “*animal clinic*” means land and buildings used for the treatment, care and operations on animals and may include the sale of veterinary medicines and specialised animal food and ancillary animal products but does not include overnight facilities.

Development parameters:

Development parameters applicable to primary land use applies.

“animal hospital”

Land use description: “*animal hospital*” means land and buildings used for the treatment, care and operations on animals and may include the sale of veterinary medicines and specialised animal food and ancillary animal products with overnight facilities for animals.

Development parameters:

Development parameters applicable to the primary land use applies.

“aqua-culture”

Land use description: “*aqua-culture*” means the breeding, for commercial purposes, of water flora or fauna in artificially constructed dams or holding tanks, or suspended from floating supports in natural water bodies.

Development parameters:

The development parameters applicable to “agriculture” apply.

“authority use”

Land use description: “*authority use*” means a use which is practised by or on behalf of an organ of state and that cannot be classified or defined under other uses in this zoning scheme, and includes a use practised by—

- (a) the national government, including a military centre or installation, police station or correctional facility;
- (b) the provincial government, including a road station or road camp;
- (c) the Municipality, including a fire service or a municipal depot with related uses, including limited accommodation for staff who are required to be on standby for emergencies; and
- (d) a foreign government including an embassy or consulate, but does not include a dwelling house when the dominant use is for living accommodation of foreign diplomatic personnel.

Development parameters:

The development parameters and additional provisions as approved by the Municipality according to the site development plan apply to every site, use and type of building.

“backpackers’ lodge”

Land use description: “*backpackers’ lodge*” means a building where affordable accommodation is provided for backpacker tourist per bed and not per bedroom, and includes the services ordinarily related to such accommodation, including the provision of meals or the use of communal facilities, and includes a youth hostel.

Development parameters:

The development parameters applicable to “guest lodge” apply.

“bed and breakfast establishment”

Land use description: “*bed and breakfast establishment*” means a dwelling house, second dwelling or additional dwelling unit—

- (a) in which the owner or occupant of the dwelling supplies accommodation and meals for compensation to transient guests who have permanent residence elsewhere; and
- (b) provided that the dominant use, structure and design of the dwelling house concerned remains for the living accommodation of a single family.

Development parameters:

The development parameters applicable to “dwelling house”, “second dwelling” and “additional dwelling unit” apply.

The following further parameters apply:

- (a) no more than two rooms per land unit may be used for bedroom accommodation for paying guest, and no more than four paying guest per land unit may be supplied with accommodation or meals at any time;
- (b) the requirement in paragraph (a) is also applicable where a land unit contains both a bed and breakfast establishment and rooms that are available for letting to lodgers;
- (c) the owner of a bed and breakfast establishment must live on the property and inform the Municipality in writing before the establishment opens for business;
- (d) a register of guests must be kept, and completed when rooms are let;
- (e) any new structure or alteration to the property related to its use as a “bed and breakfast establishment” must be compatible with the residential character of the area, particularly with regard to the streetscape or rural character on a farm, and must be capable of reverting to use as part of the dwelling house, second dwelling, additional dwelling unit or outbuilding concerned;
- (f) no more than three employees may be employed in activities related to the bed and breakfast establishment;
- (g) no alcoholic beverages may be served except to resident guests for consumption on the premises;
- (h) guest rooms may not be converted to, or used as, separate self-catering dwelling units;
- (i) meals may only be supplied to guests who are accommodated on the property, employees, and the family residing in the dwelling;
- (j) in the absence of a Municipal policy or by-law on outdoor advertising and signage, no advertising sign may be displayed other than a single un-illuminated sign or notice not projecting over a public street and not exceeding 1 m² in area;
- (k) no weddings, receptions, conferences, training or similar activities are permitted in a bed and breakfast establishment;
- (l) no activities that constitute, or are likely to constitute, a source of public nuisance may be carried out; and
- (m) on-site parking must be provided in accordance with the provisions of this By-law; provided that the Municipality may at any stage require additional on-site parking if, in the opinion of the Municipality, the bed and breakfast establishment does not have enough parking.

“big box retail”

Land use description: “big box retail” means large buildings with footprints larger than 2 000 m² per enterprise, where the nature of the retail business is typified by attracting customers with low prices or large selections or both low prices and large selections, with large floor space and high volume sales, and may include a restaurant that is ancillary to the main use.

Development parameters:

- (a) **Coverage**
Coverage must be in accordance with the site development plan approved by the Municipality.
- (b) **Floor factor**
The maximum floor factor is 2.
- (c) **Height**
 - (i) The highest point of a building may not exceed 10 metres to the top of the roof.
 - (ii) The general provisions regarding earth banks and retaining structures in this By-law apply.
- (d) **Building lines**
 - (i) The street building line is at least 10 metres.
 - (ii) Side and rear building lines are 0 metres or at least 10 metres if the site abuts any single residential zone or general residential zone.
 - (iii) The general building line encroachments in this By-law apply.
- (e) **Parking, access and loading space**
Parking, access and loading space must be provided on the land unit in accordance with this By-law.
- (f) **Refuse room**
A refuse room must be provided on the land unit in accordance with this By-law.

“boarding hostel”

Land use description: “boarding hostel” means a place which provides accommodation in rooms or dormitories for students attending a place of instruction and is managed by or on behalf of the particular educational institution with which it is associated, or by a private institution for such purpose, and includes communal facilities directly associated with the main use.

Development parameters:

Development parameters applicable to “place of instruction” apply, or as may be determined by the Municipality if developed privately.

“boarding house”

Land use description: “boarding house” means a building where lodging is provided by a resident owner or manager, and includes ancillary communal cooking, dining and other communal facilities for the use of lodgers, together with outbuildings that are normally used in connection with a boarding house and—

- (a) includes a building in which rooms are rented for residential purposes, and
- (b) does not include a hotel, guest house of guest lodge, dwelling house, second dwelling, home for the aged, a residential facility for handicapped persons or orphans, backpackers' lodge or group house.

Development parameters:

- (a) **Coverage**
The maximum coverage is 60%.
- (b) **Floor factor**
The floor factor may not exceed 1.
- (c) **Height**
 - (i) The highest point of a building may not exceed 15 metres to the top of the roof.
 - (ii) The general provisions regarding earth banks and retaining structures in this By-law apply.
- (d) **Building lines**
 - (i) The street building line is at least 5 metres.
 - (ii) Side and rear building lines are at least 4,5 metres.
 - (iii) The general building line encroachments in this By-law apply.
- (e) **Parking and access**
Parking and access must be provided in accordance with this By-law.
- (f) **Screening**
The Municipality may require screening in accordance with this By-law.
- (g) **Site development plan**
The Municipality may require a site development plan to be submitted for its approval.
- (h) **Open space**
 - (i) Every boarding house must have access on the land unit to an outdoor living area that may include private or communal open space, but excludes roads, service yards and parking areas.
 - (ii) An outdoor living area of at least 10% of the total erf area must be provided.
 - (iii) The outdoor living area(s) must be of reasonable proportions and location, to the satisfaction of the Municipality, to allow for leisure or recreational use by residents, and may include open courtyards within the complex.
- (i) **Service yard**
A service yard must be provided on the land unit in accordance with this By-law.
- (j) **Refuse room**
A refuse room must be provided on the land unit in accordance with this By-law.

“builder’s yard”

Land use description: “*builder’s yard*” means a property used for the storage of material and equipment that—

- (a) is required for or is normally used for construction work;
- (b) was obtained from demolitions of structures or excavations of ground; or
- (c) is necessary for, or is normally used for land development, including storage of material used for building roads, installing essential services, or for any other construction work, whether for public or private purposes.

Development parameters:

The development parameters applicable to “industry” apply.

“business premises”

Land use description: “business premises” means a property from which business is conducted and—

- (a) includes a shop, big box retail, supermarket, restaurant, liquor store, plant nursery, office, funeral parlour, financial institution and building for similar uses, place of assembly, place of leisure, institution, hotel, hospital, animal hospital, conference facility, rooftop base telecommunication station, and multiple parking garage;
- (b) includes also the following land uses above ground floor:
 - (i) flats;
 - (ii) caretaker's quarters;
 - (iii) backpackers' lodge;
 - (iv) youth hostel;
 - (v) boarding houses; and
- (c) does not include a place of entertainment, gambling place, motor repair garage, industry, noxious trade, risk activity, adult entertainment.

Development parameters:

The following development parameters apply:

(a) Coverage

The maximum coverage for all buildings on a land unit is 100%.

(b) Street centre line setback

The Municipality may require a street centre line setback, in which case all buildings or structures on a land unit must be set back at least 8 metres from the centre line of the abutting public street or streets.

(c) Floor factor

The maximum floor factor on the land unit is 3, but may be departed from if item (h) of these development parameters is complied with.

(d) Height

- (i) The highest point of a building may not exceed 15 metres to the top of the roof.
- (ii) The general provisions regarding earth banks and retaining structures in this By-law apply.

(e) Building line

- (i) The street building line is 0 metres.
- (ii) Side and rear building lines are 0 metres, provided that the Municipality may lay down common building lines in the interest of public health and safety or in order to enforce any other law or right.
- (iii) Minor architectural and sunscreen features may project beyond the street boundary building line, provided that such features do not project more than 250 millimetres beyond the street boundary.

(f) Hotel floor space concession

Where it is proposed to erect a hotel of at least 30 bedrooms in terms of this use right, the development parameters applicable to “hotel” apply.

(g) Canopy or balcony projection

The Municipality may require, and may approve, a canopy or balcony projection over the street boundary in accordance with the following conditions:

- (i) the canopy or balcony may not project closer than 500 millimetres to a vertical plane through the kerb line or proposed kerb line;
- (ii) no portion of a canopy or balcony projection may be less than 2,8 metres above the pavement;
- (iii) the Municipality may lay down more restrictive requirements relating to the dimensions, design and materials of the canopy or balcony; and

- (iv) the owner must enter into an encroachment agreement with the Municipality.
- (h) **Public pedestrian footway along street boundary**
 If the owner provides on the land unit a public pedestrian footway that is accessible to the public at all times of at least 3 metres wide, next to a building situated alongside the street boundary, with a pavement that ties in with the street pavement, then, in recognition of the urban design contribution to the street environment, the floor factor of the building may be increased by twice the area of the public pedestrian footway. Canopies for the pavement may be permitted subject to the required building plan approval.
- (i) **Street corners**
 The Municipality may require the owner of a building to be situated at a public street corner, and where the Municipality considers the street corner to be significant, to incorporate in the building architectural features that focus visual interest on the corner and emphasise the importance of pedestrian movement around the corner. The architectural features may include building cut-offs, walkthrough covered arcades, plazas or other elements.
- (j) **Parking and access**
 - (i) Parking and access must be provided on a land unit in accordance with this By-law, except in a case where the Municipality has approved alternative parking supply under section 59(1).
 - (ii) Except with the approval of the Municipality, no parking bays at ground floor level on a land unit, either outside or within a building, may be located closer than 10 metres to a street boundary in order to enhance amenity at street level.
- (k) **Loading**
 Loading bays must be provided on the land unit in accordance with this By-law.
- (l) **Screening**
 The Municipality may require screening in accordance with this By-law.
- (m) **Refuse room**
 A refuse room must be provided on the land unit in accordance with this By-law.

“camping site”

Land use description: “*camping site*” means land set aside for camping where tents may be erected or caravans or motorhomes may be parked and are used for short term accommodation by transient guests for holiday or recreational purposes and may include ancillary facilities for use by guests including facilities for outdoor food preparation, resort shop, road access for vehicles, picnic facilities, raised platforms on which to set up tents or caravans, ablution facilities, communal scullery and laundry facilities and waste disposal facilities, and does not include permanent tents or caravans.

Development parameters:

The development parameters applicable to “tourist accommodation establishment” apply, provided that a site development plan must be submitted to the Municipality for its approval.

“caretaker’s quarters”

Land use description: “*caretaker’s quarters*” means a building or part of a building of not more than 60 m² in total floor area, including sanitary and cooking facilities used for the accommodation of a caretaker employed at an industrial site or business premises where the operation requires that somebody is on the land unit at all hours.

Development parameters:

As determined by the Municipality.

"cemetery"

Land use description: "cemetery" means a place for the burial of human or domestic animal remains, and—

- (a) includes—
 - (i) ancillary buildings including an office and chapel;
 - (ii) a "garden of remembrance" or a "wall of remembrance"; and
- (b) does not include a crematorium.

Development parameters:

The development parameters applicable to "public open space" apply in the case of publicly owned land, and the parameters applicable to "private open space" apply in the case of land in private ownership.

"clinic"

Land use description: "clinic" means a place that has limited facilities and an emphasis on outpatients for the diagnosis and treatment of human illness or the improvement of human health provided that—

- (a) a clinic may contain live-in facilities for no more than 20 persons, including patients and staff; and
- (b) a clinic may include medical consulting rooms, operating theatres, an outpatients centre, and a wellness centre with ancillary uses.

Development parameters:

The development parameters applicable to "place of instruction" apply.

"commune"

Land use description: "commune" means that the entire dwelling unit is rented out for the accommodation of lodgers and where the owner does not reside on the property, and -

- (a) the scale of any dwelling unit so used shall not exceed that of a normal dwelling unit which would ordinarily accommodate one family;
- (b) no dwelling unit may be developed or altered purposefully to serve as a commune, in which case the establishment will be regarded as a "boarding house" or "boarding hostel";
- (c) at least one communal bathroom, kitchen and lounge/eating area shall be provided for lodgers on each property;
- (d) separate kitchen facilities may not be installed in any rooms in contravention of the permitted number of dwelling units in the zone.

Development parameters:

In addition to the development parameters associated with the applicable dwelling unit, parking must be provided on a ratio of 1 parking bay per bedroom.

"conference facility"

Land use description: "conference facility" means a place where information is presented and ideas or information exchanged among groups of people or delegates, and includes the supply of meals to delegates.

Development parameters:

The development parameters applicable to “business premises”.

“container site”

Land use description: “*container site*” means property used for the storage of shipping or transport containers.

Development parameters:

The development parameters applicable to “industry” apply.

“convenience shop”

Land use description: “*convenience shop*” means a small retail concern that is open long hours and that typically stocks a range of everyday items including groceries, snack foods, candy, toiletries, soft drinks, tobacco products, newspapers and magazines.

Development parameters:

- (a) The development parameters applicable to “service station” apply.
- (b) When approved as a consent use in another zone, the development parameters applicable to “shop” apply.

“correctional facility”

Land use description: “*correctional facility*” means a place where persons are housed and trained on instruction of a court of law and includes a reformatory, place of detention; industrial school and prison.

Development parameters:

Development parameters applicable to “authority use” apply.

“crèche”

Land use description: “*crèche*” means the use of a portion of a dwelling house, second dwelling unit or additional dwelling unit by the occupant to provide day care, pre-school, play group or after-school care services for children.

Development parameters:

- (a) The services provided must primarily be day care and educational, and not medical services.
- (b) The services may not operate outside the hours 6:00 to 18:00.
- (c) The dominant use of the dwelling house must remain for the living accommodation of a single family.
- (d) Not more than 20 children may be registered at a time, or on the property at any time.
- (e) In the absence of a Municipal policy or by-law on outdoor advertising and signage, no advertising sign may be displayed other than a single un-illuminated sign or notice not projecting over a public street and not exceeding 1 m² in area;
- (f) Parking and access must be provided in accordance with this By-law.
- (g) A Crèche provided on a property zoned for Agriculture Zone 1 may only enrol children residing on that farm and the immediate surrounding farms.

“crematorium”

Land use description: “*crematorium*” means a place for incinerating corpses in a furnace, and includes—

- (a) ancillary facilities such as a chapel and offices; and

- (b) a “garden of remembrance” or a “wall of remembrance”.

Development parameters:

Development parameters applicable to “industry” apply.

“data centre”

Land use description: “data centre” means a building, a dedicated space within a building, or a group of buildings used to house a large group of networked computer servers, computer systems, storage devices and associated components, and is used by organizations for their information technology operations related to the remote storage, processing, or distribution of large amounts of electronic data and applications.

Development parameters:

Development parameters applicable to the associated land use apply or as determined by the Municipality.

“dwelling house”

Land use description: “dwelling house” means a building containing only one dwelling unit, together with such outbuildings as are ordinarily used with a dwelling house, including:

- (a) a storeroom and garaging;
- (b) a second dwelling or additional dwelling, as may be permitted by the associated land use, with a floor area which does not exceed 60 m²; provided that application for consent use must be submitted if the second dwelling or additional dwelling is larger than 60m²;
- (c) a recreation room;
- (d) renewable energy infrastructure for household purposes, irrespective of whether it feeds into any electricity grid, and insofar such structure/s is accommodated on the roof of existing permitted building structures, excluding car ports.
- (e) home occupation, which may also be conducted from an approved second dwelling unit;
- (f) letting to a maximum of two lodgers;
- (g) a bed and breakfast establishment; and
- (h) home child care.
- (i) Domestic worker accommodation, which may not constitute a separate self-contained dwelling unit, in which case it will be deemed as the second dwelling unit.

Development parameters:

(a) **Height**

- (i) The height of a dwelling house may not exceed 6 metres to the wall plate in all cases, and 8,5 metres to the ridge of the roof in the case of a pitched roof.
- (ii) The general provisions regarding earth banks and retaining structures in this By-law apply.

(b) **Coverage and building lines**

- (i) Building lines are at least the distance indicated in the table entitled "Coverage and building lines" from the relevant erf boundary:

Coverage and building lines

Erf size	Coverage	Building lines		
		Street	Side	Rear
Less than or equal to 250 m ²	75%	1 metre	1 metre	1,5 metres
Greater than 250 m ² , but not exceeding 500 m ²	65%	3 metres	1,5 metres	1,5 metres
Greater than 500 m ² , but not exceeding 1 000 m ²	50%	4 metres	2 metres	2 metres
Greater than 1 000 m ²	500 m ² or 40%, whichever is greater	5 metres	3 metres	3 metres

- (ii) The general building line encroachments in this By-law apply.
- (iii) In the event that the Municipality permit a relaxation of the lateral and/or rear building lines in the case of a dwelling house in Single Residential Zone I, an adequate means of access, at least 1 metre wide, is provided from a street to every un-built open portion of the property.

(c) **Single Residential Zone II**

In the case of a "dwelling house" in Single Residential Zone II, the development parameters pertaining to coverage, height and building lines of "shelter" apply.

(d) **Window and door placement**

Any portion of a building that contains an external window or door facing onto a common boundary must—

- (i) be set back at least 1,5 metres from the boundary; and
- (ii) the portion of building to be set back from the boundary must include the door or window, together with the additional length of wall that is required to make up a total minimum length of 3 metres.

(e) **Garages, carports and outbuildings**

- (i) A garage, carport and outbuildings are permitted within the common boundary building line provided that the garage, ~~and~~ carport or outbuilding do not—
- (aa) extend higher than 3,5 metres to the top of the roof;
- (bb) contain more than a double garage façade; and
- (cc) exceed a length and width of 6,5 metres.
- (ii) For land units of 650 m² and less, a garage or carport is permitted up to 1,5 metres from the street boundary provided the garage or carport—
- (aa) is not higher than 3,5 metres to the top of the roof;
- (bb) does not contain more than a double garage façade; and
- (cc) does not exceed a length and width of 6,5 metres.
- (iii) For land units exceeding 650 m², a garage or carport may not be closer than 5 metres from the street boundary, notwithstanding the street building line.
- (iv) Despite subparagraphs (ii) and (iii), a garage or carport may be erected within the street boundary building line if, in the opinion of the Municipality, compliance with the street boundary building line is not practical due to steep slopes of the ground between the road and the

property concerned. The Municipality must determine the street boundary building line in such a case.

(f) **Parking and access**

- (i) Parking and access must be provided on the land unit in accordance with this By-law.
- (ii) Where a dwelling unit is occupied by unrelated persons as defined in paragraph (b) of the definition of “family” in section 1, provision must be made for parking in accordance with the parking requirements for a boarding house.

(g) **Garaging**

Garaging for up to four vehicles is permitted.

“environmental facilities”

Land use description: “*environmental facilities*” means facilities for the management, study, interpretation, education, and public appreciation of a predominantly natural area or heritage site and may include hiking trails, but does not include tourist facilities or tourist accommodation.

Development parameters:

The Municipality must determine the land use restrictions and the development parameters for the property based on the objectives of this zoning and the specific circumstances including adherence with an approved environmental management plan, where applicable.

“events”

Land use description: “events” means sporting, entertainment, recreational, educational, religious, cultural, exhibition or similar activity, that is accessible to the general public and is hosted either at a specific place or along a specified route, and which is of a temporary nature, and which can occur on a specific day or on consecutive days for a limited period, but excludes activities associated with a function venue, a market, outdoor trading, tourist facilities, and does not include any activities under “occasional use.”

Development parameters

- (a) A maximum of 12 events per calendar year can be hosted on an individual property, irrespective of the event being a linear event or place-bound event, unless otherwise stipulated, subject to the following requirements:
 - (i) obtaining an event permit from the Municipality prior to the event;
 - (ii) adherence to the conditions attached to an event permit;
 - (iii) compliance to the applicable provisions for linear events or place bound events in (b) and (c);
 - (iv) The development parameters set out in the applicable base zone remain applicable to any land unit subject to any variation through permissions as provided for by this land use activity.
 - (v) Purpose-built tracks, buildings, and infrastructure to be used for events requires land use approval for the facility or amenity as contemplated in Section 15 of the Stellenbosch Municipal Land Use Planning By-law.
 - (vi) Any event occurring on a property that takes direct access from a proclaimed road shall provide effective traffic control for safe access off such road to the on-site parking area, to the satisfaction of the Municipality.
 - (vii) Any event may involve the construction of temporary structures to facilitate the hosting of such event, which temporary structures shall require building

- plan approval and shall be demolished on completion of the event for which it was erected.
- (viii) Commercial services at the same venue that are not directly associated with the event, and which is not an event-related activity shall require prior land use approval for such activity.
 - (ix) Any event that involves amplified sound, whether it be for music, entertainment, public announcements or otherwise, shall be subject to compliance with the Western Cape Noise Control Regulations and the Policy on Noise Control.
- (b) **Linear events** means an event along a route taken from a starting point to a destination during which the event takes the form of either a recreational activity or a procession, and which may traverse a single property or a number of properties, and includes marathon, trail running, cycling and mountain biking (including E-bikes) events, but excludes the use of motorized vehicles, and are permitted as follows:
- (i) An unlimited number of linear events shall be permitted in the following zones:
 - (aa) Community zone ~~I, II & III~~;
 - (bb) Transport ~~Facilities~~ zone;
 - (cc) ~~Public Road and Parking zone~~ Transport zone II; and
 - (dd) ~~Public~~ Open Space zone I.
 - (ii) An unlimited number of linear events shall be permitted in the following zones, provided that the total number of people involved in the event, including any support staff or spectators are limited to the capacity of the venue or do not exceed 1000 people, whichever is the lesser:
 - (aa) ~~Education~~ Community zone I;
 - (bb) ~~Private~~ Open Space zone II;
 - (cc) Agriculture Zone I; and
 - (dd) ~~Natural Environment~~ Open Space zone III & IV.
 - (iii) For a linear event involving more than 1000 people, including any support staff or spectators associated with such event, a maximum number of 12 events per calendar year shall be permitted on a property with a zoning stipulated in subsection (ii).
 - (iv) A linear event occurring on a property with a zoning stipulated in subsection (ii) may not exceed:
 - (aa) a maximum of 3 consecutive days; and
 - (bb) a cumulative number of 12 days in a calendar year.
 - (v) A linear event occurring on a property with a zoning stipulated in subsections (ii)(cc) and (ii)(dd):
 - (aa) must make use of existing routes, farm tracks and infrastructure;
 - (bb) must include the provision of sufficient on-site parking for all vehicles associated with the event, or to the satisfaction of the Municipality; and
 - (cc) may not involve any motorized vehicles.
 - (ix) A linear event occurring on a property with a zoning stipulated in subsection (ii)(aa) does not include ancillary events typically associated with the primary uses thereon such as any school related functions.
- (c) A **Place-bound event** means an event that takes place at a specific venue, or on a specific property, and are permitted as follows:
- (i) An unlimited number of place-bound events shall be permitted in the following zones:

- (aa) Community zone I;
 - (bb) Transport ~~Facilities~~ zone;
 - (cc) ~~Public Road and Parking~~ Transport zone II zone; and
 - (dd) ~~Public~~ Open Space zone I.
- (ii) A maximum of 12 place-bound events per calendar year shall be permitted on a property in the following zones:
 - (aa) ~~Education~~ Community zone I;
 - (bb) ~~Private~~ Open Space zone II; and
 - (cc) Agriculture zone I.
- (iii) A place-bound event occurring on a property with a zoning stipulated in subsection (ii) may not exceed:
 - (aa) a maximum of 3 consecutive days; and
 - (bb) a cumulative number of 12 days in a calendar year.
- (iv) Notwithstanding subsection (ii), a place-bound event occurring on a property with a zoning stipulated in subsection (ii)(cc) that involves any amplified music such as an outdoor music concert, rave or festival, shall not be permitted to extend beyond 18h00.
- (v) A place-bound event occurring on a property with a zoning stipulated in subsections (ii)(bb) and (ii)(cc):
 - (aa) must make use of existing facilities, amenities, and infrastructure; and
 - (bb) must include the provision of sufficient on-site parking for all vehicles associated with the event, or to the satisfaction of the Municipality.
- (vi) A place-bound event occurring on a property with a zoning stipulated in subsection (ii)(aa) does not include ancillary events typically associated with the primary uses thereon such as any school related functions.
- (vii) All place bound events, regardless of the base zoning of the property on which such event takes place, shall not continue past 22h00 without prior written permission as part of the event permit.
- (d) The Municipality may order that an event be ceased if, in the sole opinion of the Municipality, the event:
 - (i) is not compliant with the provisions stipulated in this chapter; or
 - (ii) causes a public nuisance; or
 - (iii) impacts on the health, welfare, or safety of other properties in the surrounding area particularly regarding noise or traffic; or
 - (iv) causes damage or poses a potential risk to existing environmental, agricultural or heritage resources.
- (e) No event can be both a "linear event" and a "place-bound event", and the Municipality has the sole discretion to determine the specific type of an event as contemplated in this chapter.

"factory"

Land use description: "factory" means property containing an industrial assembly plant used for the manufacture of goods.

Development parameters:

The development parameters applicable to "industry" apply.

"factory shop"

Land use description: "factory shop" means property used for the retail sale of goods that are completely or predominantly manufactured in a factory on the property concerned and may include a shop.

Development parameters:

The development parameters applicable to "industry" apply.

The occupant of an industry may operate a factory shop provided that—

- (a) the total floor space devoted to the sale of goods may not exceed 10% of the total floor space of all the buildings on the land unit; and
- (b) any goods that are offered for sale but have not been manufactured on the property, must be directly connected with the goods that are manufactured on the property.

"farm graveyard"

Land use description: "*farm graveyard*" means a place for the burial of human or domestic animal remains situated on a property zoned "Agricultural Zone I", which is managed by the land owner where only the land owner's family members and farm workers formerly employed by the land owner may be buried, and- includes

- (a) A garden of remembrance; and
- (b) does not include a crematorium.

Development parameters:

A site development plan must be submitted to the Municipality for its approval. The site development plan as approved constitutes the development parameters for such farm graveyard.

"farm shop"

Land use description: "*farm shop*" means a building or structure not exceeding 100 m² in floor space located on a farm and from where the farmer sells predominantly produce grown on the farm and may include other goods to the general public, including storage facilities for the shop.

Development parameters:

The development parameters applicable to "agriculture" apply.

"flats"

Land use description: "*flats*" means a building containing three or more dwelling units of which at least one does not have a ground floor, together with such outbuildings, open space and private roads as are ordinarily associated with flats.

Development parameters:

- (a) **Coverage**
The maximum coverage is 60%.
- (b) **Floor factor**
The floor factor may not exceed 1.
- (c) **Height**
 - (i) The highest point of a building may not exceed 15 metres to the top of the roof.
 - (ii) The general provisions regarding earth banks and retaining structures in this By-law apply.
- (d) **Building lines**
 - (i) The street building line is at least 5 metres.
 - (ii) Side and rear building lines are at least 4,5 metres.
 - (iii) The general building line encroachments in this By-law apply.

(e) Parking and access

Parking and access must be provided in accordance with this By-law.

(f) Screening

The Municipality may require screening in accordance with this By-law.

(g) Site development plan

The Municipality may require a site development plan to be submitted for its approval.

(h) Institution, place of instruction and place of assembly

The development parameters that apply to "institution", "place of instruction" and "place of assembly" apply to this use; provided that where the institution, place of instruction or place of assembly is situated within a building which is also used for flats or a boarding house, then the coverage, height and building line requirements for the flats or boarding house apply.

(i) Open space

(i) Every block of flats must have access on the land unit to an outdoor living area, including private or communal open space, but excludes roads, service yards and parking areas.

(ii) A functional outdoor living area of at least 10% of the total erf area must be provided and the outdoor living area(s) must be of reasonable proportions and location to allow for leisure or recreational use by residents, and may include open courtyards within the complex.

(j) Service yard

A service yard must be provided on the land unit in accordance with this By-law.

(k) Refuse room

A refuse room must be provided on the land unit in accordance with this By-law.

(l) Flats as a consent use in a group housing scheme

The following conditions apply to flats as a consent use right in this zone:

- (i) the flats must form an integrated part of a group housing site and must comply with the development parameters for "group housing";
- (ii) the total floor space of flats may not exceed 40% of the total floor space of all buildings on the group housing site; and
- (iii) the open space requirement for dwelling units in a group housing site applies.

"freestanding base telecommunication station"

Land use description: *"freestanding base telecommunication station"* means a freestanding support structure on land or anchored to land and used for telecommunication infrastructure to transmit or receive electronic communication signals, and may include access roads to the structure.

Development parameters:

- (i) The development parameters applicable to "utility service" apply.
- (ii) Any applicable Municipal policy and / or guidelines that includes provisions on freestanding base telecommunication stations must be addressed and considered in any associated land use application.

"function venue"

Land use description: *"function venue"* means a building or structure used for private celebratory functions such as weddings, birthdays, office parties, school farewell or similar occasions on what is mainly a rural property.

Development parameters:

- (i) Development parameters applicable to “agriculture” apply on a rural property, together with the limitation that any function venue in a rural area, including all components of the venue, including outside entertainment areas, but excluding parking, may not exceed a total floor space of 500 m².
- (ii) The parking requirements applicable to Shops in Section 58 must be applied as a guideline for the provision of parking and as approved in accordance with the site development plan.

“funeral parlour”

Land use description: “*funeral parlour*” means property where the dead are prepared for burial or cremation and—

- (a) includes facilities for ancillary administrative and religious functions; and
- (b) does not include a crematorium.

Development parameters:

The development parameters applicable to “shop” and “industry” apply.

“gambling place”

Land use description: “*gambling place*” means a place where betting and gambling may be undertaken in accordance with a license issued under the relevant Act, and includes premises for totalisators, electronic payout devices and limited payout gambling machines.

Development parameters:

The following development parameters apply:

- (a) The development parameters applicable to “business premises” apply.
- (b) The Municipality may require a site development plan to be submitted for its approval in accordance with this By-law.

“garden of remembrance”

Land use description: “*garden of remembrance*” is a section of a cemetery or crematorium set aside for the erection of memorial plaques or structures, placing or scattering of ashes.

Development parameters:

The development parameters applicable to “cemetery” and “crematorium” apply.

“group housing”

Land use description: “*group housing*” and “*group housing scheme*” means a group of separate or linked dwelling units where—

- (a) every dwelling unit has a ground floor;
- (b) the units may be cadastrally subdivided;
- (c) the units are planned, designed and built as a harmonious architectural entity in an ordered way; and
- (d) the units are integrated with communal private open spaces, private roads and parking.

Development parameters:**(a) Design principles**

All buildings and structures must be planned, designed and built as a harmonious architectural entity and special attention must be given to aesthetics, architectural coordination, urban design and landscaping.

(b) Density

The maximum gross density on a group housing site is 35 dwelling units per hectare.

(c) Height

(i) The height of dwelling units may not exceed 6 metres to the wall plate in all cases, and 8,5 metres to the ridge of the roof in the case of a pitched roof.

(ii) The general provisions regarding earth banks and retaining structures in this By-law apply.

(d) Open space

Within a group housing site, outdoor space of at least 50 m² per dwelling unit must be provided and the outdoor space may include private or communal open space or any functional outdoor space that is inaccessible to motor vehicles, but excludes roads, service yards and parking areas.

(e) Coverage and building lines

(i) Building lines, in the case of any present cadastral boundaries, are at least the distance indicated in the table entitled "Coverage and building lines" from the relevant erf boundary:

Coverage and building lines

Erf size	Coverage	Building lines		
		Street	Side	Rear
Less than or equal to 250 m ²	75%	1 metre	1 metre	1,5 metres
Greater than 250 m ² , but not exceeding 500 m ²	65%	3 metres	1,5 metres	1,5 metres
Greater than 500 m ² , but not exceeding 1 000 m ²	50%	4 metres	2 metres	2 metres
Greater than 1 000 m ²	500 m ² or 40%, whichever is greater	5 metres	3 metres	3 metres

(ii) Irrespective of erf size, a street boundary building line of 3 metres applies where the group housing site abuts an external public street;

(ii) Irrespective of erf size, side and rear boundary building lines are 1,5 metres along the perimeter of the group housing site;

(iii) The general building line encroachments in this By-law apply; and

(iv) In the event that the Municipality may permit a relaxation of the lateral and/or rear building lines, an adequate means of access, at least 1 metre wide, must be provided from a street to every un-built open portion of the property.

(e) Window and door placement

Any portion of a building that contains an external window or door facing onto a common boundary must—

(i) be set back at least 1,5 metres from the boundary; and

(ii) the portion of building to be set back from the boundary must include the door or window, together with the additional length of wall that is required to make up a total minimum length of 3 metres.

(f) Garages, carports and outbuildings

- (i) A garage, carport and outbuildings are permitted within the common boundary building line provided that the garage and carport do not—
 - (aa) extend higher than 3,5 metres to the top of the roof;
 - (bb) contain more than a double garage façade; and
 - (cc) exceed a length and width of 6,5 metres.
- (ii) A garage may not be closer than 5 metres from the street boundary, notwithstanding the street building line.
- (iii) A carport is permitted within the street boundary building line, provided the carport —
 - (aa) is not higher than 3,5 metres to the top of the roof;
 - (bb) does not contain more than a double carport façade; and
 - (cc) does not exceed a length and width of 6,5 metres.
- (iv) Despite subparagraphs (ii) and (iii), a garage or carport may be erected within the street boundary building line if, in the opinion of the Municipality, compliance with the street boundary building line is not practical due to steep slopes of the ground between the road and the property concerned. The Municipality must determine the street boundary building line in such a case.

(g) Parking and access

Parking and access must be provided in accordance with the requirements of this By-law.

(h) Site development plan

A site development plan of the proposed group housing scheme must be submitted to the Municipality for its approval, and, if approved, the development of the group housing site must be in accordance with the approved site development plan.

(f) Service yard

Service yard(s) must be provided on the land unit in accordance with this By-law.

(g) Refuse room

A refuse room must be provided on the land unit in accordance with this By-law.

“guest house”

Land use description: “guest house” means a dwelling house, second dwelling or additional dwelling unit that is used for the purpose of supplying accommodation and meals to transient guests for compensation, in an establishment that exceeds the restrictions of a bed and breakfast establishment (more than 2 guest rooms or 4 guests), and—

- (a) includes business meetings or training sessions by and for guests on the property for up to 12 persons; and
- (b) does not include agricultural workers' accommodation.

Development parameters:

The development parameters applicable to “dwelling house”, “second dwelling” and “additional dwelling unit” apply.

The following further parameters apply:

- (a) the Municipality may require a site development plan to be submitted for a proposed guest house and the guest house may not open for business until the plan is approved;

- (b) the owner or manager of a proposed guest house establishment must live on the property and must have consent use approval from the Municipality before the guest house establishment may open for business;
- (c) a register of guests must be kept and completed when rooms are let;
- (d) any new structure or alteration to the property related to its use as a guest house must be compatible with the residential or rural character of the area, particularly with regard to the streetscape, and must be capable of reverting to use as part of the dwelling house, second dwelling, additional dwelling unit concerned;
- (e) no more than 6 rooms per land unit may be used for bedroom accommodation for paying guests or lodgers, and no more than 12 paying guests may be supplied with accommodation or meals at any time;
- (f) no alcoholic beverages may be served except to resident guests for consumption on the premises;
- (g) guest rooms may not be converted to, or used as, separate self-catering dwelling units;
- (h) meals may only be supplied to guests who have accommodation on the property, employees, and the family residing in the dwelling;
- (i) in the absence of a Municipal policy or by-law on outdoor advertising and signage, no advertising sign may be displayed other than a single un-illuminated sign or notice not projecting over a public street and not exceeding 1 m² in area;
- (j) no weddings, receptions, conferences, training or any similar activities are permitted in a guest house;
- (k) no activities that constitute, or are likely to constitute, a source of public nuisance may be carried out; and
- (l) on-site parking must be provided in accordance with the provisions of this By-law, provided that the Municipality may at any stage require additional on-site parking if, in the opinion of the Municipality, the guest house does not have enough parking.

“guest lodge”

Land use description: “guest lodge” means an appropriately scaled establishment that provides temporary residence and meals for transient guests and—

- (a) includes a small conference or training facility and also caters for business meetings,
- (b) Includes indoor and outdoor sport facilities for the exclusive use of guest; and
- (b) does not include a restaurant or backpackers' lodge.

Development parameters:

- (a) **Coverage**
The maximum coverage is 60%.
- (b) **Floor factor**
The floor factor may not exceed 1.
- (c) **Height**
 - (i) The highest point of a building may not exceed 8,5 metres from natural ground level to the top of the roof.
 - (ii) The general provisions regarding earth banks and retaining structures in this By-law apply.
- (d) **Building lines**
 - (i) The street building line is at least 5 metres.
 - (ii) Side and rear building lines are at least 4,5 metres.
 - (iii) The general building line encroachments in this By-law apply.

(e) Parking and access

Parking and access must be provided in accordance with this By-law.

(f) Screening

The Municipality may require screening in accordance with this By-law.

(g) Site development plan

The Municipality may require a site development plan to be submitted for its approval.

(h) Open space

- (i) Every guest lodge must have access to an outdoor living area on the land unit, and the outdoor living area may include private or communal open space, but excludes roads, service yards and parking areas.
- (ii) An outdoor living area of at least 10% of the total erf area must be provided; the outdoor living area(s) must be of reasonable proportions and location to allow for leisure or recreational use by guests, and may include open courtyards within the complex.

(i) Service yard

A service yard must be provided on the land unit in accordance with this By-law.

(j) Refuse room

A refuse room must be provided on the land unit in accordance with this By-law.

(k) A register of guests must be kept, and completed when rooms are let.**(l) No more than 20 rooms per land unit may be used for bedroom accommodation for paying guests, and no more than 40 paying guests may be supplied with accommodation or meals at any time.****(m) No alcoholic beverages may be served except to resident guests for consumption on the premises.****(n) Guest rooms may not be converted to, or used as, separate self-catering dwelling units.****(o) Meals may only be supplied to guests who have accommodation on the property, employees, and the family residing in the guest lodge.****(p) In the absence of a Municipal policy or by-law on outdoor advertising and signage, no advertising sign may be displayed other than a single un-illuminated sign or notice not projecting over a public street and not exceeding 1 m² in area.****“halfway house”**

Land use description: “*halfway house*” means a facility that provides temporary accommodation for persons who have completed a formal treatment programme for substance abuse, or have been released from a correctional facility, but does not include inpatient treatment or similar facilities.

Development parameters:

The development parameters applicable to “dwelling house” apply.

“harvesting of natural resources”

Land use description: “*harvesting of natural resources*” means the gathering of flora or fauna or fungi (living organisms) within a conservation-worthy area, for sale or use by a person or agency other than a recognised environmental agency, provided that the harvesting—

- (a) is sustainable;
- (b) does not deplete the resources below acceptable levels;
- (c) is not detrimental to the ecosystem; and
- (d) is in accordance with any applicable law.

Development parameters:

The development parameters applicable to “agriculture” apply.

“helicopter landing pad”

Land use description: “*helicopter landing pad*” means any portion of land, building, structure or part thereof demarcated for the purposes of landing or take-off of helicopters or vertical lift-off aircraft.

Development parameters:

As determined by the Municipality.

“home care facility”

Land use description: “*home care facility*” means the use of a dwelling house, second dwelling, additional dwelling or a portion thereof to provide permanent or temporary accommodation and care for children in cluster foster care, children or adults in temporary respite care, the retired, or elderly persons in need of frail care, or people in need of health care to recuperate from a medical condition or procedure, provided that —

- (a) the scale of the dwelling house or second dwelling shall not exceed that of a normal dwelling unit which would ordinarily accommodate one family;
- (b) the primary use of the property shall remain a residence for the operator;
- (c) no more than 6 persons and three bedrooms be used for such facility; and
- (d) the operator of the enterprise shall permanently reside on the property.

Development parameters:

- (a) The development parameters applicable to the primary use apply.
- (b) The Municipality must require a site development plan for a home care facility.
- (c) In the absence of a Municipal policy or by-law on outdoor advertising and signage, no advertising sign may be displayed other than a single un-illuminated sign or notice not projecting over a public street and not exceeding 0,2m² in area.

“home child care”

Land use description: “*home child care*” means the use of a portion of a dwelling house, second dwelling or additional dwelling by the occupant to provide day care, after school care or instruction for a limited number of infants or children.

Development parameters:

- (a) The dominant use of the property must be for accommodation of a single family.
- (b) The owner of the home child care activity must live on the property.
- (c) Any new structure or alteration to the property to accommodate an additional use right must be compatible with the residential character of the area, particularly with regard to the streetscape, and must be capable of reverting to use as part of the dwelling house, second dwelling, outbuilding, or shelter concerned.
- (d) No more than 3 employees may be engaged by the owner for the home child care activity.
- (e) No more than 6 children may be enrolled at the home child care facility at a time.
- (f) The home child care services must primarily be day care or educational, not medical.
- (g) The home child care services may not operate outside the hours 6:00 to 18:00 from Monday to Friday, and from 8:00 to 13:00 on Saturday. No home child care services are permitted on public holidays or Sundays.

- (h) Areas for indoor play space and outdoor play space must be provided in accordance with any health requirement or a policy plan as might be approved by the Municipality from time to time, and outdoor play space must be fenced off from any public street or neighbouring property by a 1,8 metre-high fence or wall.
- (i) In the absence of a Municipal policy or by-law on outdoor advertising and signage, no advertising sign may be displayed other than a single un-illuminated sign or notice not projecting over a public street and not exceeding 0,2m² in area.
- (j) At least one off-street parking bay must be provided, plus one additional parking bay which is suitable for drop off and collection of children. The Municipality may at any stage require additional on-site parking where, in the opinion of the Municipality, the home child care service does not have enough parking for its operations.

“home for the aged”

Land use description: “home for the aged” means a building where permanent lodging is provided, with or without meals, to persons who are 50 years of age or older and–

- (a) includes–
 - (i) outbuildings as are normally used therewith; and
 - (ii) a frail care facility; and
- (b) does not include –
 - (i) a dwelling house;
 - (ii) a hotel;
 - (iii) a bed and breakfast establishment; or
 - (iv) flats.

Development parameters:

The development parameters applicable to “boarding house”, apply.

“home lodging”

Land use description: “home lodging” means the provision of leased furnished or unfurnished bedroom accommodation for lodgers in a dwelling house, second dwelling unit or additional dwelling unit, and –

- (a) the scale of any dwelling unit so used shall not exceed that of a normal dwelling unit which would ordinarily accommodate one family;
- (b) the primary use of the land unit shall remain the permanent residence of the owner of the establishment;
- (c) includes the services ordinarily related to such accommodation, including the provision of meals or the use of communal facilities;
- (d) no dwelling unit may be developed or altered purposefully to serve in the purpose to provide home lodging and may not exceed the normal scale associated with the subject dwelling unit and must be able to revert for the use of a family;
- (e) at least one communal bathroom and lounge/eating area shall be provided for lodgers on each property; and
- (f) no separate kitchen facilities may be installed in any rooms in contravention of the permitted number of dwelling units in the zone.

Development parameters:

In addition to the development parameters associated with the applicable dwelling unit, the following additional development parameter applies:

- (a) Apart from the normal parking requirements, additional parking must be provided on a ratio of 1 parking bay per bedroom.

“home occupation”

Land use description: “home occupation” means the practising of an occupation or the conducting of an enterprise by one or more occupants who reside on the property, provided that the dominant use of the property concerned must remain for the living accommodation of the occupants and home occupation does not include a house shop.

Development parameters

- (a) The dominant use of the property must be for accommodation of a single family.
- (b) The proprietor of the home occupation concerned must live on the property.
- (c) Any new structure or alteration to the property to accommodate a home occupation must be compatible with the residential character of the area, particularly with regard to the streetscape, and must be capable of reverting to use as part of the dwelling house, second dwelling or outbuilding concerned.
- (d) Not more than three employees may be engaged by the occupant in the home occupation concerned.
- (e) No home occupation may include a noxious trade, risk activity, adult entertainment, adult services, adult shop, sale of alcoholic beverages (excluding online sales), motor repair garage, funeral parlour or activities that are likely to generate a public nuisance, including but not limited to panel beating and spray painting, auto electrician, builder's yard, welding works or joinery.
- (f) No goods for sale may be publicly displayed and no external evidence of the home occupation may be visible from a public street, except for an advertising sign in accordance with paragraph (g).
- (g) In the absence of an approval for an outdoor advertising sign in terms of the provisions of any approved Municipal policy or by-law on outdoor advertising and signage, no advertising sign may be displayed other than a single un-illuminated sign or notice not projecting over a public street and not exceeding 0,2 m² in area.
- (h) A “place of instruction” may be operated as a home occupation, provided that no more than six students may be accommodated at any given time.
- (i) No activities that constitute or are likely to constitute a source of public nuisance, or generate waste material that may be harmful to the area or requires special waste removal processes, may be carried out.
- (j) Off-street parking must be provided at a ratio of 1 parking bay per 25 m² area used for home occupation. The Municipality may at any stage require additional on-site parking where, in the opinion of the Municipality, there is not enough parking for the home occupation concerned.
- (k) The total area used for all home occupation activity on a land unit, including storage, may not consist of more than 25% of the total floor area of the dwelling units on the land unit or 60 m², whichever is smaller.
- (l) The storage of all goods and equipment connected with the home occupation concerned must be inside a building or screened from neighbours and the public street.
- (m) Not more than two vehicles may be used in connection with a home occupation, and no one vehicle may exceed 3 500 kg in gross weight.
- (n) The hours of operation of a home occupation may not extend beyond 8:00 to 18:00 from Monday to Friday, and 8:00 to 13:00 on Saturday. No home occupation operations are permitted on public holidays or Sundays.
- (o) The Municipality may, at any stage, call for a cessation of the home occupation activity or impose conditions in order to minimise any potential nuisance to surrounding neighbours or the general public.

- (p) When “home occupation” is approved as a consent use right in any zone, the development parameters of “home occupation” apply over and above the development parameters of the relevant land use allowed as a primary right in the zone.
- (q) In order to exercise the consent use right under paragraph (p), the owner must obtain the written consent, where applicable, of the relevant owners’ association or Body Corporate, or all the owners within a housing scheme if the owners’ association or Body Corporate is not functioning.

“hospital”

Land use description: “hospital” means a place for the diagnosis and treatment of human illness, with integrated facilities including operating theatres and live-in accommodation for patients and may include—

- (a) a clinic;
- (b) medical consulting rooms;
- (c) a pharmacy;
- (d) a subservient restaurant; and
- (e) a shop.

Development parameters:

The development parameters applicable to “place of instruction” apply.

“hotel”

Land use description: “hotel” means a property used as a temporary residence for transient guests, where accommodation and meals are provided, and—

- (a) includes—
 - (i) restaurants;
 - (ii) conference and entertainment facilities and a chapel that are subservient and ancillary to the dominant use of the property as a hotel;
 - (iii) premises that are licensed to sell alcoholic beverages for consumption on the property;
 - ~~(iv) flats;~~
 - (v) a wellness centre; and
 - (vi) a boarding house;
 - (vii) a tuck shop;
- (viii) ancillary services for the exclusive use of hotel residents, like barber shops, hairdressing salons, flower shops, indoor and outdoor sport facilities; and
- (b) does not include—
 - (i) a liquor store;
 - (ii) a backpackers’ lodge;
 - (iii) a dwelling house, and
 - (iv) a dwelling unit.

Development parameters:

The development parameters applicable to “business premises” apply with the following concession:

- (a) Where it is proposed to erect a hotel of at least 30 bedrooms within this zone, the following portions of the hotel must be disregarded when calculating the total floor space of the building:
 - (i) rooms that are used by residents and visitors as dining rooms, banqueting rooms, bars, restaurants, ballrooms, rooms for games and

- sports, lounges, sitting rooms, reading rooms, writing rooms and conference rooms;
 - (ii) public foyers and areas comprising public or communal stoeps, verandahs, balconies, terraces or sun decks used by hotel residents or visitors;
 - (iii) barber shops, hairdressing salons, florists and similar enterprises within the hotel for the exclusive use of hotel residents;
 - (iv) offices forming part of the hotel premises, used solely for the administration and management of the hotel;
 - (v) kitchens, sculleries, laundries and similar service facilities forming part of the hotel premises;
 - (vi) storerooms appurtenant to the hotel; and
 - (vii) staff quarters appurtenant to the hotel, including corridors, stairs and other means of access within such staff quarters, including all kitchens, dining rooms, recreation rooms, laundries and other similar rooms for the exclusive use of staff.
- (b) If, in the opinion of the Municipality, a room is primarily for the use of persons other than hotel residents, staff or visitors, the room must be included in the floor space calculation of the building notwithstanding that it may be referred to in paragraph (a) (i) to (vii), and any rooms that are not specifically referred to in paragraph (a) (i) to (vii) must also be included in the floor space calculation of the building.

“house shop”

Land use description: “house shop” means the conducting of a retail trade from a dwelling house, second dwelling, or shelter by one or more occupants who must also be the owner(s) and operator of the house shop and who must also reside on the property, provided that the dominant use of the property must remain for the living accommodation of the occupants.

Development parameters:

- (a) Development parameters applicable to “dwelling house”, “second dwelling” and “shelter” apply.
- (b) On-site parking must be provided in accordance with the provisions of this By-law.
- (c) Any new structure or alteration to the property to accommodate the “house shop” must be reconcilable with the residential character of the area, particularly with regard to the streetscape, and must be capable of reverting to use as part of the “dwelling house”, “second dwelling” or “shelter”.
- (d) In the absence of a Municipal policy or by-law on house shops, the total area used for a house shop must be indicated on a site development plan and shall not exceed 25 m² or 50% of the total floor space of the dwelling units on the land unit, whichever is smaller.
- (e) In the absence of a Municipal policy or by-law on house shops, and in the absence of any conditions of approval regarding operating hours, the operating hours of any house shop is restricted from 6h00 up to 20h00.

“indoor sport facility”

Land use description: “indoor sport facility” means any roofed facility, structure or building for the purpose of active sporting activities or physical exercise, whether organised or on an individual basis, and that takes place indoors and includes ancillary facilities required for such activities such as sport courts, exercise or training equipment, and change rooms, and may include a tuck shop, but does not include stadiums, restaurants, club houses, and shops.

Development parameters:

- (a) The Municipality must require a site development plan for an indoor sports facility.
- (b) The site development plan as approved by the Municipality constitutes the development parameters.
- (c) The provisions for a site development plan in this By-law apply.

“industrial hive”

Land use description: “*industrial hive*” means a complex of uniformly designed buildings, containing a mix of retail and manufacturing activities arranged in an orderly manner around common spaces including—

- (a) common parking and access;
- (b) light industry;
- (c) service trade;
- (d) storage facilities;
- (e) service station;
- (f) restaurant; and
- (g) open air motor vehicle display.

Development parameters

The development parameters applicable to “light industry” apply.

“industry”

Land use description: “*industry*” means a property used as a factory and in which an article or part of the article is made, manufactured, produced, built, assembled, compiled, printed, ornamented, processed, treated, adapted, repaired, renovated, rebuilt, altered, painted (including spray painting), polished, finished, cleaned, dyed, washed, broken up, disassembled, sorted, packed, chilled, frozen or stored in cold storage; including offices, caretaker's quarters, factory shop or other uses that are subservient and ancillary to the use of the property as a factory; and—

- (a) includes—
 - (i) an industrial hive;
 - (ii) builder's yard;
 - (iii) brick making
 - (iv) data centre
 - (v) freestanding base telecommunication station
 - (vi) funeral parlour;
 - (v) service station;
 - (vi) transport usage;
 - (vii) rooftop base telecommunication station; and
 - (ix) warehouse and agricultural industry; and
- (b) does not include a noxious trade, scrap yard or risk activity.

Development parameters:**(a) Floor factor and coverage**

- (i) The floor factor may not exceed 1,5.
- (ii) The maximum coverage is 75%.

(b) Height

- (i) The highest point of a building may not exceed 18 metres to the top of the roof.

- (ii) The highest point of a stack of shipping or transport containers stored outside a building may not exceed 15 metres above average ground level.
- (iii) The general provisions regarding earth banks and retaining structures in this By-law apply.
- (c) **Street boundary building line**
The street boundary building line is 5 metres, with a street centreline setback of at least 8 metres.
- (d) **Side and rear boundary building lines**
Side and rear boundary building lines are 0 metres, provided that the Municipality may impose down side and rear building lines of up to 3 metres in the interest of public health and/or safety.
- (e) **Boundary walls**
Where a land unit has a common boundary with another land unit that is not zoned Industrial Zone II or Industrial Zone III, the Municipality may require a 3 metre-high wall to be erected, to the satisfaction of the Municipality, along the common boundary.
- (f) **Parking and access**
Parking and access must be provided on the land unit in accordance with this By-law.
- (g) **Loading**
Loading bays must be provided on the land unit in accordance with this By-law.
- (h) **Screening**
The Municipality may require screening in accordance with this By-law.
- (i) **Hazardous substances**
Despite the fact that an activity constitutes a primary use right in terms of this zone, no activity or use that includes the on-site storage of hazardous substances may be permitted unless a risk management and prevention plan has been submitted to the Municipality for its approval. The risk management and prevention plan must include guidelines approved by the Municipality to prevent or minimise danger to the environment or humans from a particular activity or series of activities, and to deal with the consequences of any dangerous event involving the hazardous substances.
- (j) **Industrial hive**
The same development management provisions that apply to an industrial hive under "light industry" apply to an industrial hive in this zone.
- (k) **Site development plan**
The Municipality may require a site development plan to be submitted for its approval in accordance with this By-law.
- (l) **Refuse room**
A refuse room must be provided on the land unit in accordance with this By-law.

"informal trading"

Land use description: "informal trading" means the legal selling of products in areas demarcated by the Municipality specifically for these purposes, including markets and other areas demarcated in accordance with the Municipality's informal trading Policy or By-law.

Development parameters:

As determined by the Municipality.

“institution”**Land use description:** “institution”—

- (a) means a property used as a facility that renders services to the community including—
 - (i) hospital;
 - (ii) clinic;
 - (iii) home for the aged, retired, indigent or handicapped, frail care facility;
 - (iv) a social facility including a counselling centre, orphanage and rehabilitation centre;
 - (v) ancillary accommodation, administrative, tuck shop, health care, training and support services and facilities; and
- (b) does not include a correctional facility.

Development parameters:

Development parameters applicable to “place of instruction” apply.

“intensive animal farming”**Land use description:** “intensive animal farming”—

- (a) means the breeding, feeding and keeping, on an intensive basis, of animals or poultry mainly confined to buildings, or structures;
- (b) Includes feeding lots, stud farming and a riding school, and
- (c) does not include the breeding, feeding and keeping of wildlife.

Development parameters:

Development parameters applicable to “agriculture” apply.

“intensive horticulture”**Land use description:** “intensive horticulture” means the cultivation of plants and fungi on an intensive scale, including—

- (a) the cultivation of plants and fungi under a roof or in greenhouses, which structures may include any structure constructed of wood, metal or plastic frames and covered with roof sheeting, polyethylene, shade netting, or other similar material and is used to protect crops or enhance the climate for agricultural crops, which may include plants, vegetables, fruit and flowers; mushrooms and seedlings; and
- (b) the sale of self-produced plants on a property.

Development parameters:

The development parameters applicable to “agriculture” apply with the following additional development parameters:

- (i) roofed structures associated with intensive horticulture are permitted provided that it is indicated and approved by the Municipality on an overall site development plan;
- (ii) roofed structures associated with intensive horticulture, irrespective of its extent, may require mitigation measures such as repositioning, screening and any other measures to address concerns of adverse impacts on visual, cultural and heritage amenity.

“light industry”**Land use description:** “light industry”—

- (a) means an industry, not being a hazardous or offensive industry or involving use of hazardous or offensive storage establishment, and where the processes carried on, the transportation involved or the machinery or materials used do not interfere with the amenity of the neighbourhood by reason of noise, vibration, smell, fumes,

- smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil, or otherwise;
- (b) involves manufacturing that is less capital-intensive and requires less machinery than other types of manufacturing; and
 - (c) includes—
 - (i) the manufacturing of consumer products, including electronics and clothing;
 - (ii) warehousing;
 - (iii) industrial hive;
 - (iv) service trade;
 - (v) service station;
 - (vi) restaurant;
 - (vii) tuck shop; and
 - (viii) open air motor vehicle display.

Development parameters

- (a) **Floor factor**
The maximum floor factor on the land unit is 1,5.
- (b) **Coverage**
The maximum coverage for all buildings on a land unit is 75%.
- (c) **Height**
 - (i) No building may exceed a height of sixteen metres.
 - (ii) The general provisions regarding earth banks and retaining structures in this By-law apply.
- (d) **Street building line**
The street building line is at least 5 metres.
- (e) **Side building line**
The side building line is at least 3 metres when the property abuts a property with a different zoning.
- (f) **Rear building line**
The rear building line is at least 3 metres when the property abuts a property with a different zoning.
- (g) **Boundary walls**
Where a land unit has a common boundary with another land unit that is not zoned for industrial purposes, the Municipality may require a 3 metre-high wall to be erected to the satisfaction of the Municipality, along the common boundary.
- (h) **Parking and access**
Parking and access must be provided in accordance with this By-law.
- (i) **Loading bays**
Loading bays must be provided in accordance with this By-law.
- (j) **Screening**
The Municipality may require screening in accordance with this By-law.
- (k) **Refuse room**
A refuse room must be provided on the land unit in accordance with this By-law.
- (l) **Hazardous substances**
No activity which includes storage of on-site hazardous substances may be permitted unless a risk management and prevention plan has been submitted to the Municipality for its approval. The risk management and prevention plan must include guidelines approved by the Municipality to prevent or minimise danger to the environment or humans from a particular activity or series of activities, and to deal with the consequences of any dangerous event involving the hazardous substances.

(m) Site development plan

A site development plan must be submitted to the Municipality for its approval.

(n) Industrial hive

The following additional development parameters apply for an industrial hive, namely:

- (i) the design principles which are reflected in the definition of “industrial hive” must be closely followed and implemented;
- (ii) special attention must be given to aesthetics, architectural coordination, urban design and landscaping; and
- (iii) the Municipality may impose conditions specifying limits on the mix of retail and manufacturing activities, and the industrial hive may not allocate more than 50% of the total floor space to retail activities, shops or associated uses.

“liquor store”

Land use description: “*liquor store*” means an establishment where the dominant use is the retail sale of alcoholic beverages, for consumption off the property.

Development parameters:

The development parameters applicable to “shop” apply.

“market”

Land use Description: “*market*” means a place in a suitable environment where a variety of goods such as locally produced handmade arts and crafts, clothing, plants, household goods and/or second-hand goods, and/ or fresh produce, prepared speciality food, and beverages, are sold from temporary or permanent booths, tables and/or stands in an outdoors and/or indoors setting on a daily basis, or during specific days or at regular intervals, and may include outdoor dining and seating, outdoor recreational activities, family entertainment like live performances and a children's play area.

Development parameters:

The development parameters applicable to the [land uses of the](#) base zone applies, together with the following additional parameters:

- (a) a market activity must be compliant with any provisions of any related approved Municipal By-law.
- (b) a market activity must be applied for and considered in accordance with the provisions of any related approved Municipal Policy.
- (b) the Municipality may qualify the extent in size and nature of the market in terms of what may be sold or not sold, and what activities may take place or not, and the frequency and hours of the market.
- (c) the Municipality may stipulate conditions with regard to the layout, building design, open space, landscaping, parking, access and environmental management; and
- (d) the development must occur in accordance with an approved site development plan.

“medical consulting rooms”

Land use description: “*medical consulting rooms*” means an office or offices and ancillary rooms used by a registered medical professional for human medical or medical-related consultation, where the office is not attached to a hospital or clinic.

Development parameters:

The development parameters applicable to “office” apply.

“mine”

Land use description: “*mine*” means mine as defined in the Mineral and Petroleum Resources Development Act, 2002 (Act 28 of 2002) and includes extracting gas for market production purposes.

Development parameters:

The following development management provisions apply:

- (a) the owner must comply with national and provincial statutory requirements applicable to mining;
- (b) any application to rezone land to Industrial Zone IV must contain an explanation of the measures that will be implemented to address safety and environmental concerns that may be imposed as conditions of approval by the Municipality, including—
 - (i) control of drainage, sedimentation and erosion;
 - (ii) preservation of surface and substance water;
 - (iii) preservation of topsoil;
 - (iv) provision for restoration and the re-use of the site;
 - (v) provision for noise and visual buffering;
 - (vi) accommodation of heavy traffic and vehicles on roadways; and
 - (vii) a phased programme for rehabilitation; and
- (c) a site development plan must be submitted to the Municipality for its approval.

“mobile home”

Land use description: “*mobile home*” means a transportable structure that is designed so that it can be used as a permanent dwelling and that has the necessary service connections for a permanent dwelling.

Development parameters:

As determined by the Municipality.

“motor repair garage”

Land use description: “*motor repair garage*” means a commercial enterprise where motor vehicles are provided with fuel or major services including engine overhauling, spray-painting, panel beating, black-smithery, exhaust fitment, shock absorber fitment or body work, and includes a service station.

Development parameters:

The development parameters applicable to “shop” apply. The following additional development parameters apply:

- (a) a site development plan must be submitted to the Municipality for its approval;
- (b) any part of the property of a motor repair garage that is used for the repair of motor vehicles, the storage of inoperable motor vehicles or parts of motor vehicles, empty containers including oil drums and packing cases, or any other scrap, must be enclosed with a solid screen wall at least 2 metres high, or contained in a building; and
- (c) any motor repair garage that supplies fuel must comply with the following access requirements:
 - (i) the width of motor vehicle carriageway crossings over the street boundary, whether one-way or two-way, may not exceed 8 metres;

- (ii) a wall, at least 100 millimetres thick and 350 millimetres high, must be erected on the street boundary between different motor vehicle carriageway crossings, and the wall must continue along the boundary unless the property is otherwise enclosed;
- (iii) the motor vehicle carriageway crossings must be limited to two per site unless the total length of a street boundary exceeds 30 metres, in which case one additional motor vehicle carriageway crossing may be permitted;
- (iv) at the point where it crosses the street boundary, a motor vehicle carriageway crossing may not be closer than:
 - (aa) 30 metres to the intersection of a provincial road and with any other road of a similar status;
 - (bb) 30 metres to the nearest point of an intersection where traffic is controlled, or is proposed to be controlled, by a traffic signal or traffic island;
 - (cc) 10 metres from the corner of an intersection not described in items (aa) and (bb), if the intersection is not splayed, or 5 metres from the point where the splay meets the road boundary if the intersection is splayed; and
 - (dd) 1,5 metres from a side boundary; and
- (v) no fuel pump may be erected so that the base or island on which the pump stands is less than 3,5 metres from the nearest street boundary.

“multiple parking garage”

Land use description: “multiple parking garage” means a place, excluding a road, street and on-site parking associated with a primary or consent use, that is used for parking of motor vehicles by the public, with or without a fee, and may include parking within a building.

Development parameters

Development parameters applicable to “business premises” apply.

“nature conservation area”

Land use description: “nature conservation area” means the use and management of land with the objective of preserving the natural biophysical characteristics of that land, including the fauna and flora, but does not include tourist facilities, tourist accommodation or agriculture.

Development parameters:

- (a) The Municipality may require an environmental conservation plan to be submitted for its approval.
- (b) The Municipality must determine the land use restrictions and the development parameters for the property based on the objectives of this zoning, the particular circumstances of the property and, where applicable, in accordance with an approved environmental management plan.
- (c) One dwelling house is allowed if no dwelling house exists on another portion of the land unit zoned for agriculture purposes or if the full extent of the land unit is zoned Open Space III.
- (d) When a consent use to provide tourist facilities in a “nature conservation area” is approved, it is subject to conditions imposed by the Municipality with regard to layout, landscaping and building design.

- (e) A site development plan must be submitted to the Municipality for its approval, clearly indicating the position of all structures, services and internal roads.

“nature reserve”

Land use description: “*nature reserve*” means a national park or some other nature area that is owned by an organ of state or remains in private ownership and has been declared as a nature reserve or has a similar status in terms of legislation; it consists of an area that is utilised as a game park or reserve for fauna and flora in their natural habitat and—

- (a) includes environmental facilities and worker accommodation; and
- (b) does not include accommodation facilities for tourists.

Development parameters:

- (a) An environmental management plan must be submitted to the Municipality, SANParks or CapeNature for their approval or to all of them for approval.
- (b) SANParks or CapeNature or both must, in consultation with the Municipality, determine the land use restrictions and the development parameters for the property based on the objectives of this zoning, the particular circumstances of the property, and in accordance with an approved environmental management plan.
- (c) When consent is used to provide tourist facilities or tourist accommodation in a “nature reserve” are approved, conditions must be imposed with regard to density, layout, landscaping, and building design.
- (d) A site development plan must be submitted to the Municipality for its approval, clearly indicating the position of all structures, stands, services and internal roads.

“neighbourhood shop”

Land use description: “*neighbourhood shop*” means a property used for the retail sale, principally, of convenience goods and the ancillary sale of alcoholic beverages to the public and providing service almost exclusively to the inhabitants of a specific neighbourhood and its surrounding area, and—

- (a) includes laundrette, hair salon, flats above ground floor, medical practitioner consulting room, clinic, animal clinic; and
- (b) does not include a liquor store; shop, supermarket; service trade; or office.

Development parameters

The development parameters applicable to “shop” apply.

Despite the zero side and rear building lines, a 3 metre side or rear building line applies where a land unit zoned Business Zone III abuts on a residential zone.

“noxious trade”

Land use description: “*noxious trade*” means an industry that is offensive, poisonous or a potentially harmful use or activity that, because of the fumes, emissions, smell, vibration, noise, waste products, nature of material used, processes employed, or other cause, is considered by the Municipality to be a potential source of danger, nuisance or offence to the general public or persons in the surrounding area and includes—

- (a) an abattoir;
- (b) a crematorium;
- (c) rooftop base telecommunication station; and
- (d) freestanding base telecommunication station.

Development parameters

The following development parameters apply:

- (a) **Floor factor**
The maximum floor factor on the land unit is 2.
- (b) **Coverage**
The maximum coverage for all buildings on the land unit is 75%.
- (c) **Height**
 - (i) No height restriction applies to buildings used for a noxious trade, risk activity or manufacturing in this zone.
 - (ii) Buildings not used for noxious trade, risk activity or manufacturing purposes may not exceed a height of 18 metres to the top of the roof.
 - (iii) The general provisions regarding earth banks and retaining structures in this By-law apply.
 - (iv) The highest point of shipping or transport containers, when stored or stacked outside a building connected with a noxious trade, may not exceed 15 metres above average ground level.
- (d) **Building lines**
 - (i) The street boundary building line is at least 5 metres.
 - (ii) The side and rear boundary building lines are at least 5 metres.
- (e) **Parking and access**
Parking and access must be provided on the land unit in accordance with this By-law.
- (f) **Loading**
Loading bays must be provided on the land unit in accordance with this By-law.
- (g) **Screening**
The Municipality may require screening on the land unit in accordance with this By-law.
- (h) **Boundary walls**
Where a land unit has a common boundary with another land unit that is not zoned Industrial Zone II or Industrial Zone III, the Municipality may require a 3 metre-high wall, of the quality and with finishings to the satisfaction of the Municipality, to be erected along the common boundary..
- (i) **Hazardous substances**
Despite the fact that an activity constitutes a primary use right in terms of this zone, no activity or use that includes the on-site storage of hazardous substances is permitted unless a risk management and prevention plan has been submitted to the Municipality for its approval. The risk management and prevention plan must include guidelines approved by the Municipality to prevent or minimise danger to the environment or humans from a particular activity or series of activities, and to deal with the consequences of any dangerous event involving the hazardous substances.
- (j) **Refuse room**
A refuse room must be provided on the land unit in accordance with this By-law.
- (k) **Site development plan**
The Municipality may require a site development plan to be submitted for its approval.

“occasional use”

Land use description: “occasional use” means a temporary departure granted by the Municipality for a specific occasion including—

- (a) craft markets and outdoor trading;
- (b) film shoots;

- (c) builder's yards;
- (d) construction camp, plant and material yard;
- (e) seasonal camping sites; and
- (f) other outdoor occasions.

Development parameters:

The following development parameters apply:

- (a) the applicant must provide parking and toilet facilities to the satisfaction of the Municipality.
- (b) the temporary activities may not extend for a continuous period of more than 30 days;
- (c) despite paragraph (b), the Municipality may determine a longer period for a builder's yard, construction camp, plant and material yard; and
- (d) the Municipality may withdraw the approval by written notice to the applicant if any condition of approval is not complied with or if, in the opinion of the Municipality, the occasional use concerned creates a public nuisance.
- (e) An application for occasional use shall be accompanied by the necessary information, including a site development plan, and as may be prescribed, and the municipality may request any relevant information, studies and management plans to enable them to decide on the matter.
- (f) Recurring occasional uses will be regarded as a full-time activity and an appropriate land use application should then be pursued to allow the subject use on a permanent basis.
- (g) An occasional use does not exempt any owner or event organiser from compliance with any other law.

“office”

Land use description: “office” means property used for the conducting of an enterprise primarily concerned with administrative, clerical, financial or professional duties, and includes—

- (a) medical consulting rooms;
- (b) a clinic; and
- (c) a tuck shop.

Development parameters

The following development parameters apply:

- (a) **Floor factor**
The floor factor may not exceed 1.
- (b) **Coverage**
Coverage may not exceed 60%
- (c) **Street centre line setback**
The municipality may require that all buildings or structures on the land unit are set back at least 6,5 metres from the centre line of the abutting street or streets.
- (d) **Height**
 - (i) The highest point of a building may not exceed 11 metres from average ground level to the top of the roof.
 - (ii) The general provisions regarding earth banks and retaining structures in this By-law apply.
- (e) **Building lines**
 - (i) The street building line is at least 5 metres.
 - (ii) The side and rear building lines are at least 3 metres.

- (iii) Despite subparagraph (ii), the side building lines for properties smaller than 650 m² must be 0 metres for the first 12 metres measured perpendicular from street boundary; 0 metres for 60% of total remaining linear distance along all side and rear boundaries around the land unit; and 3 metres for the remainder.
- (iv) The general building line encroachments in this By-law apply.
- (f) **Garages and carports**
 - (i) A garage or carport is permitted within the common boundary building line provided the garage or carport—
 - (aa) does not exceed 3,5 metres to the top of the roof; and
 - (bb) does not contain more than a double garage façade with a maximum width of 6,5 metres.
 - (ii) For land units exceeding 650 m², a garage or carport may not be closer than 5 metres from the street boundary, notwithstanding the street building line.
- (g) **Parking and access**
Parking and access must be provided on the land unit in accordance with this By-law, except in a case where the Municipality has approved alternative parking supply under section 43.(1).
- (h) **Loading**
Loading bays must be provided on the land unit in accordance with this By-law.
- (i) **Screening**
The Municipality may require screening in accordance with this By-law.
- (j) **Canopy or balcony projection**
Canopy and balcony projections for “business premises” apply.
- (k) **Refuse room**
The Municipality may require a refuse room to be provided on the land unit in accordance with this By-law.

“off-road trail”

Land use description: “off-road trail” means a series of roads, tracks and routes designed for recreational use and—

- (a) includes buildings and facilities normally required for the administration and maintenance of the trail; and
- (b) does not include tourist accommodation or tourist facilities.

Development parameters:

The development parameters applicable to “agriculture” apply.

“open air motor vehicle display”

Land use description: “open air motor vehicle display” means the display of motor vehicles for the purpose of trading under open air where the open air area does not form part of a covered showroom and where shade cloth may not be construed as a permanent method of covering.

Development parameters:

The development parameters of “shop”, apply.

“outdoor advertising”

Land use description: “outdoor advertising” means the act or process of using any sign for notifying, warning, informing, making known or any other act of transferring information in a visible or audible manner and that takes place out of doors, whether

such outdoor advertising sign is attached to an existing authorised structure or any other purpose built or dedicated structure for such purpose.

Development parameters: In the absence of an approval for an outdoor advertising sign in terms of the provisions of any approved Municipal policy or by-law on outdoor advertising and signage, no outdoor advertising sign may be displayed in any zone other than a single un-illuminated sign or notice not projecting over a public street and not exceeding 0,2m² in area.

“outdoor dining”

Land use description: “outdoor dining” means dining outdoors on sidewalks or a portion of public street with tables, chairs, and other furnishings for the purpose of selling, offering for sale, and serving food and beverages in an area set up directly outside the confines of a property with any use rights associated with outdoor dining.

Development parameters

Outdoor dining shall be permitted as a primary use right on a property zoned public street, subject to the following conditions:

- (a) The outdoor dining area must be compliant with any provisions of any approved Municipal By-law on Outdoor Dining.
- (b) An outdoor dining activity must be applied for and considered in accordance with the provisions of any related approved Municipal Policy.
- (c) The location of the outdoor dining area must be directly abutting the confines of a property with use rights associated with outdoor dining.
- (d) The provision of an unobstructed walkway of at least 1,5m for pedestrian use and in the event that the 1.5m is not adjacent to the street, a further area of at least 0.8m must be provided adjacent to the street verge that would permit the unobstructed opening of car doors.
- (e) That no permanent or temporary structures, inclusive of any awnings, any enclosures or screening, decking, railing, trellis, or roofing be erected without the prior written consent of council, which permission must also be supported with the subsequent approval of a site development plan, and where required, a building plan for the subject structures, and inclusive of the approval from the Heritage Advisory Committee where applicable.
- (f) No signs may be displayed on the sidewalk or against the building if not indicated and approved on the site development plan.
- (g) All umbrellas used in the lease area must permit a head clearance height of at least 2.2m and any such ambarellas must be neutral in colour with no bright colours being permitted and may not contain any signage or branding, either in text or symbols.
- (h) The owner of the property that wants to conduct outdoor dining must make an application and obtain approval with a written lease agreement with the Municipality for the street area to be used for outdoor dining.
- (i) An application for a lease agreement to conduct outdoor dining must be accompanied with a site development plan and be approved prior to the operationalisation of the outdoor dining activity, which site development plan must address, but which are not necessarily limited to, the following requirements:
 - (i) Compliance to all specified provisions in the development parameters.

- (ii) Demarcation of the lease area relative to its abutting context with the street, the applicant's property, and neighbouring properties.
- (ii) The accurate location of all existing infrastructure, landscaping features and street furniture.
- (iv) The layout of all furniture and features that will be used for the outdoor dining activity.
- (j) In the event that the outdoor dining activity is in contravention with the development parameters or any other permission or does not comply with the terms of the lease agreement, the lease agreement may be cancelled, and the land use activity must be ceased.

“outdoor sport facility”

Land use description: “*outdoor sport facility*” means any formalised facility or open air structures for the purpose of active sporting activities or physical exercise, whether organised or on an individual basis, and that takes place outdoors and includes ancillary facilities required for such activities such as sports fields, - courses and - courts, skate board parks, bicycle parks and pump tracks, outdoor equipment for sport, exercise or training, and change rooms, and may include a tuck shop, but does not include stadiums, restaurants, club houses, shops.

Development parameters:

- (a) The Municipality must require a site development plan for an outdoor sports facility.
- (b) The site development plan as approved by the Municipality constitutes the development parameters.
- (c) The provisions for a site development plan in this By-law apply.

“place of assembly”

Land use description: “*place of assembly*”—

- (a) means a place that has a civic function to serve the social and community needs of an area, may attract people in relatively large numbers and is not used predominantly for a commercial enterprise;
- (b) includes a civic hall, and
- (c) does not include a place of entertainment, place of leisure, or conference facility.

Development parameters:

Development parameters applicable to “place of instruction” apply.

“place of entertainment”

Land use description: “*place of entertainment*” means a place used predominantly for commercial entertainment and may include a bar, stage for live music, one or more dance floor areas, a DJ booth, and which may attract relatively large numbers of people, operate outside normal business hours or generate noise from music or revelry on a regular basis, including—

- (a) a nightclub;
- (b) disco;
- (c) dance club;
- (d) club; and
- (e) a place of leisure
- (f) amusement park/ centre;

Development parameters:

The following development parameters apply:

- (a) As determined by the Municipality.
- (b) The Municipality may require a site development plan to be submitted for its approval in accordance with this By-law.

“place of instruction”:

Land use description: *“place of instruction”*—

- (a) means a place for education or training at pre-school, school or post-school levels;
- (b) includes a crèche, nursery school, primary school, secondary school, college, tertiary institutions, university or research institute;
- (c) includes facilities for ancillary uses including—
 - (i) a boarding hostel,
 - (ii) a tuck shop
 - (iii) sports and recreation facilities and centre,
 - (iv) a civic facility for the promotion of knowledge to the community including—
 - (aa) place of worship,
 - (bb) place of instruction in sport where the main objective is instruction rather than participation of the public as competitors, spectators or for recreational use;
- (c) The external use of any facilities associated with a pre-school or school, may only be used by bodies or the public for recreational and/ or for commercial purposes if permitted as a consent use.
- (d) does not include a reformatory or a conference facility.

Development parameters:

- (a) **Floor factor**
The maximum floor factor is 1,2.
- (b) **Coverage**
The maximum coverage is 60%.
- (c) **Height**
 - (i) The highest point of a building to the top of the roof may not exceed 12 metres, provided that there is no height limit for a bell tower, steeple, minaret or similar architectural feature designed to accentuate the significance of a building.
 - (ii) The general provisions regarding earth banks and retaining structures in this By-law apply.
- (d) **Building lines**
 - (i) The street building line is at least 5 metres.
 - (ii) Side and rear building lines are at least 5 metres.
 - (iii) The general building line encroachments in this By-law apply.
- (e) **Parking and access**
Parking and access must be provided on the land unit in accordance with this By-law.
- (f) **Loading bays**
Loading bays must be provided on the land unit in accordance with this By-law.
- (g) **Screening**
The Municipality may require screening in accordance with this By-law.
- (h) **Noise mitigation**
The Municipality may require the owner to install noise mitigation measures if excessive noise is created or likely to be created.

(i) Refuse room

A refuse room must be provided on the land unit in accordance with this By-law.

“place of leisure”

Land use description: “*place of leisure*” means a place used predominantly for commercial leisure activities that may attract relatively large numbers of people, but does not generate excessive noise, including—

- (a) a cinema;
- (b) theatre;
- (c) gymnasium;
- (d) pool room;
- (e) pub; and
- (f) a sports and recreation centre.

Development parameters:

The following development parameters apply:

- (a) As determined by the Municipality.
- (b) The Municipality may require a site development plan to be submitted for its approval in accordance with this By-law.

“place of worship”

Land use description: “*place of worship*”—

- (a) means a church, synagogue, mosque, temple, chapel or other place for practising a faith or religion, provided that a dwelling where the occupants engage in worship does not constitute a place of worship;
- (b) includes ancillary uses such as a religious leader’s and/ or caretakers dwelling, office, crèche, function hall, or place for religious instruction;
- (c) may include a subservient coffee shop; and
- (d) does not include a funeral parlour, cemetery or crematorium,

Development parameters:

Development parameters applicable to “place of instruction” apply.

“plant nursery”

Land use description: “*plant nursery*” means a property used for one or more of the following uses as a commercial enterprise:

- (a) cultivation of plants;
- (b) sale or hiring of plants;
- (c) sale or hiring of gardening products and gardening equipment,
- (d) provision of landscaping services; and
- (d) may include a subservient coffee shop.

Development parameters:

Development parameters applicable to “agriculture” apply.

“private open space”

Land use description: “*private open space*”—

- (a) means land not designated as public open space and that is used primarily as a private site for active or passive sport and recreational activities and amenities, or as a park or garden to create a desired landscape;
- (a) includes indoor and outdoor sport facilities, ancillary buildings, infrastructure, and public land that is or will be leased on a long term basis; and

- (b) does not include shops, restaurants and gymnasiums.

Development parameters:

The following development parameters apply:

- (a) the Municipality must require a site development plan to be submitted for its approval; and
- (b) the site development plan as approved by the Municipality constitutes the development parameters for a primary use and, if applicable, a consent use.

“private parking”

Land use description: “*private parking*” means property reserved exclusively for parking purposes and that is not normally accessible to the general public.

Development parameters:

A site development plan must be submitted to the Municipality for its approval. The site development plan as approved constitutes the development parameters for such private parking.

“private road”

Land use description: “*private road*”—

- (a) means privately owned land designated as a private road that provides vehicle access to a separate cadastral property or properties;
- (b) includes ~~utility~~ services and ancillary access control infrastructure, including a gatehouse, guardhouse, refuse room and utility room;
- (c) may include areas for private parking and
- (d) does not include a driveway on a property, or a servitude right of way over a property as these do not constitute private roads for the purpose of this zoning scheme.

Development parameters:

As determined by the Municipality.

“prospecting”

Land use description: “*prospecting*” means the first stage of physical search for minerals, fossils, precious metals or mineral specimens and may be granted as a temporary departure from this By-law by the Municipality since it does not constitute a primary, consent or occasional use right in terms of this By-law.

Development parameters:

As determined by the Municipality.

“public open space”

Land use description: “*public open space*”—

- (a) means land, with or without access control —
 - (i) owned by the Municipality or other organ of state;
 - (ii) not leased out by the Municipality or that other authority on a long-term basis,
 - (ii) set aside for the public as an open space for recreation or outdoor sport and designated as public open space; and
- (b) includes a park, playground, public or urban square, picnic area; public garden, nature area and ancillary buildings and infrastructure.

Development parameters:

The following development parameters apply:

- (a) the Municipality must require a site development plan to be submitted for its approval; and
- (b) the site development plan as approved by the Municipality constitutes the development parameters for a primary use, if applicable, and a consent use.

“public parking”

Land use description: “*public parking*” means property that is accessible to the general public for parking purposes with or without a fee and/or access control.

Development parameters:

A site development plan must be submitted to the Municipality for its approval. The site development plan as approved constitutes the development parameters for the public parking.

“public street”

Land use description: “*public street*” means any land, owned by or vesting in the Municipality, indicated on an approved plan, diagram or map as having been set aside as a public thorough way for vehicles and pedestrians and includes—

- (a) open public parking areas;
- (b) sidewalks;
- (c) those parts of a public place that are travelled parts;
- (d) informal trading; and
- (e) appropriate and necessary street furniture and infrastructure, including reticulation networks that does not present any threat to the safety or obstruct or inhibit free movement of pedestrians.

Development parameters:

A site development plan must be submitted to the Municipality for its approval. The site development plan as approved constitutes the development parameters for the public street.

“quarry”

Land use description: “*quarry*” means a place from which dimension stone, rock, construction aggregate, riprap, sand, gravel or slate is excavated from the ground. A quarry is a type of open-pit mine that produces building materials and dimension stone.

Development parameters:

- (a) Development parameters applicable to “agriculture” together with additional parameters determined by the Municipality apply.
- (b) If a quarry is approved as a consent use in Agricultural Zone I, the consent may only be granted for the number of years equal to the expected lifetime of the quarry concerned.
- (c) The owner must comply with national and provincial statutory requirements applicable to mining.
- (d) Any application to rezone land to Industrial Zone IV must set out the measures that will be implemented to address safety and environmental concerns including—
 - (i) control of drainage, sedimentation and erosion;
 - (ii) preservation of surface and substance water;
 - (iii) preservation of topsoil;
 - (iv) provision for restoration and the re-use of the site;

- (v) provision for noise and visual buffering;
- (vi) accommodation of heavy traffic and vehicles on roadways; and
- (vii) a phased programme for rehabilitation.
- (e) The Municipality may impose the measures to address safety and environmental concerns as conditions of approval.
- (f) A site development plan must be submitted to the Municipality for its approval.

“rehabilitation centre”

Land use description: “*rehabilitation centre*” means a facility providing treatment for substance abuse.

Development parameters:

Development parameters applicable to “place of instruction” apply.

“renewable energy infrastructure”

Land use description: “*renewable energy infrastructure*”—

- (a) means any wind turbine, solar energy generating apparatus, including solar photo-voltaic and concentrated solar thermal, hydro turbines or bio mass facility or any grouping thereof, that captures and converts wind, solar radiation or bio mass into energy for commercial use and/ or gain irrespective of whether it feeds into any electrical grid or not; and
- (b) includes any appurtenant structure necessary for, or directly associated with, generation of renewable energy, or any test facility or structure that may lead to the generation of energy on a commercial basis, excluding electrical grid connections; and
- (c) which, when restricted to photo-voltaic systems:
 - (i) are permitted on all properties zoned for residential use and primarily for the purpose of household consumption, but which may include excess generation to feed into any electricity grid, and insofar such structure/s is accommodated on the roof of existing permitted building structures, excluding car ports;
 - (ii) are permitted on all properties not zoned for residential purposes and to serve primarily in the energy needs of the authorised land uses, irrespective if it is for the purpose of commercial use, but which may also include excess generation to feed into any electricity grid for commercial gain, insofar as such structure/s is accommodated on the roofs of existing approved building structures which are directly related to the bona fide permitted uses of the subject property, excluding any carports;
 - (iii) are not permitted on any purpose build structure, inclusive of any carport, without a consent use approval as provided for and subject to the impact of such photo-voltaic system and associated structures on the productive, heritage, and scenic landscape.

Development parameters:

The development parameters applicable to the base zone applies in all instances, together with the following additional parameters:

- (a) **Height**
 - (i) The maximum height of a renewable energy infrastructure is technology dependent.
 - (ii) The height of buildings may not exceed 8,5 metres from natural ground level to the top of the roof.

(b) Setback

In the case of a wind turbine the setback is—

- (i) a distance equal to 1,5 times the overall blade tip height of the turbine, measured from the nearest residential, commercial or critical agricultural structures including animal housing, outbuildings, store rooms, excluding structures such as water troughs, feed dispensers, and windmills;
- (ii) a distance of 100m from the cadastral boundary of the land unit, unless the renewable energy infrastructure straddles two or more cadastral boundaries, in which case no setback applies;
- (iii) a distance of 100m from any public road or private or public right of way, unless it provides access to the turbine;
- (iv) a distance of 100m from any electrical infrastructure; and
- (v) a distance of 1000m from towns, settlements or urban areas.

(c) Site development plan

- (i) A site development plan must be submitted to the Municipality for its approval.
- (ii) The site must be surveyed and the exact delineation of the construction footprint must be shown in the site development plan.
- (iii) To the extent necessary, any relevant measures contained in these regulations must be incorporated into the site development plan submitted to the Municipality for approval.

(d) Land clearing, soil erosion and habitat impact

- (i) The clearing of natural vegetation is limited to that which is necessary for the construction, operation and maintenance of the renewable energy infrastructure as regulated by applicable environmental legislation.
- (ii) Wind turbines, solar structures, access roads and other infrastructure must be located to minimise damage to natural vegetation, water courses and wetlands.
- (iii) All land cleared that does not form part of the footprint of a renewable energy infrastructure must be rehabilitated according to a rehabilitation plan for the land concerned, approved by the Municipality.
- (iv) Constructing or operating the renewable energy infrastructure may not cause soil erosion, and any high-risk erosion areas must be rehabilitated by the operator, to the satisfaction of the Municipality.
- (v) The applicant must prove, to the satisfaction of the Municipality, that planning for the renewable energy infrastructure concerned has taken into account and mitigated the risk of all impacts on, and necessary distances that should be maintained from, wetlands, water bodies, threatened ecosystems, mountains, ridges, hills, coastal buffers, settlements, telecommunication towers, transmission towers and power lines.
- (vi) The applicant must provide exact coordinates relevant to land clearing, soil erosion and habitat impact to assist the Municipality to evaluate the risk of possible negative environmental impacts of the renewable energy infrastructure concerned.

(e) Noise, air quality and nuisance

The renewable energy infrastructure may not exceed a noise limit of 45 dB(A) during the night and 55 dB(A) during the day at the nearest dwelling.

(f) Finishing, colour and design

- (i) A wind turbine structure must be treated with a neutral, non-reflective exterior colour and designed to blend in with the surrounding natural environment, to the satisfaction of the Municipality.
- (ii) A solar structure must minimise any adverse effects related to its reflective surfaces and must be designed and built in a way that mitigates this impact, as required by the Municipality.

(g) Appurtenant structures

- (i) All appurtenant structures to a renewable energy infrastructure prescribed by the Municipality concerning bulk, height, yard sizes, building lines, open space, parking and building coverage requirements are subject to applicable by-laws.
- (ii) Appurtenant structures, including equipment shelters, storage facilities, transformers and sub-stations must be architecturally compatible with the receiving environment as required by the Municipality, and contained within a renewable energy infrastructure site development plan submitted for approval by the Municipality.
- (iii) Appurtenant structures may only be used for the storage of equipment or other uses directly related to the operation of the particular facility that they are associated with.
- (iv) Appurtenant structures must be screened from view by indigenous vegetation or be joined and clustered to minimise adverse visual impacts.

(h) Lighting

- (i) A renewable energy infrastructure or any part of such a structure may only be lit for safety and operational purposes and the lighting must be appropriately screened from abutting land units.
- (ii) A renewable energy infrastructure must comply with the lighting air safety requirements of the South African Civil Aviation Authority in terms of the Civil Aviation Act, 2009 (Act 13 of 2009).

(i) Signage and advertising

Signs on renewable energy infrastructures must comply with the laws regulating signage and be limited to signage necessary to—

- (i) identify the operator;
- (ii) provide 24-hour emergency contact numbers; and
- (iii) provide warning of any dangers associated with the structure.

No commercial advertising, including advertising for the provider or operator, may be displayed on any renewable energy infrastructure.

(j) Maintenance

The owner is responsible for maintaining a renewable energy infrastructure in good condition, including any access road, unless deemed a public way, and for paying the cost of repairing any damage resulting from construction or operation.

Maintenance includes—

- (i) painting;
- (ii) structural repairs;
- (iii) rehabilitation measures; and
- (iv) the upkeep of security and safety measures.

(k) Modification

Any modification to a renewable energy infrastructure, excluding inconsequential *in situ* technical improvements, made after approval and that is not in accordance with the approval and conditions of approval, requires authorisation from the Municipality within the parameters of these regulations by means of—

- (i) the amendment of approved conditions;
- (ii) a new consent use approval;
- (iii) amendment of the approved site development plan; or
- (iv) amendment of the approved building plan.

(l) **Decommissioning**

- (i) Any renewable energy structure and associated infrastructure that has reached the end of its productive life or has been abandoned, including buildings, cables and roads, must be removed by the owner.
- (ii) A renewable energy structure is considered abandoned when the structure fails to continuously operate for more than two years.
- (iii) When a renewable energy structure is scheduled to be decommissioned or operations have been discontinued or it has been abandoned, the land owner must notify the Municipality within 30 days after the operation ceased, and of plans for removal of the structure and infrastructure referred to in subparagraph (i).
- (iv) The owner is responsible for the removal of the structure in all its parts, within 150 days after the date of discontinued operation, or as agreed upon by the Municipality after submission of a plan for decommissioning. The Municipality may grant an extension of the deadline for removing the structure and its parts. The land must then be rehabilitated by the owner, to the satisfaction of the Municipality, to the condition prescribed in the approved environmental management plan and the approved decommissioning plan.
- (v) Decommissioning must include—
 - (aa) the removal of all renewable energy structures and appurtenant structures, including equipment, bases, foundations, security barriers and transmission lines directly related to the renewable energy;
 - (bb) disposal of all solid and hazardous waste in accordance with provincial and local waste disposal regulations; and
 - (cc) the stabilisation and re-vegetation of the site with indigenous vegetation to minimise erosion.
- (vi) The Municipality may, in order to minimise erosion and disruption to natural vegetation and habitats, grant permission to the owner to depart from the decommissioning plan in respect of removing landscaping, underground foundations or other underground components, provided these do not cause any pollution.
- (vii) Before the construction of the renewable energy structure commences, the owner must make financial provision or an alternative reasonable arrangement, to the satisfaction of the Municipality, for protection against failure by the owner to comply with the obligations in terms of this By-law and in the event of the owner being unable to fulfil the necessary financial obligations for the rehabilitation or management of the negative environmental impact of decommissioning or of abandonment.
- (viii) If the owner fails to remove the structure or its parts in accordance with the requirements of these regulations within 150 days of abandonment or the date of decommissioning or an approved extension date, the Municipality may enter the property and remove the structure and its parts, and recover all removal costs incurred from the owner.
- (ix) If the owner fails to meet the requirements of subitem (i), the Municipality may, after written notice to the owner, use all or part of the

financial provision or other provision referred to in subitem (vii) to rehabilitate or manage the negative environmental impact concerned, or to remove the facility.

“resort shop”

Land use description: “*resort shop*” means a shop that provides for the daily needs of transient guest of a holiday resort or camping site.

Development parameters:

The floor space of a resort shop may not exceed 100 m².

“restaurant”

Land use description: “*restaurant*” means a commercial establishment where meals and liquid refreshments are prepared or served or prepared and served to paying customers primarily for consumption on the property, and may include licensed provision of alcoholic beverages for consumption on the property, and the option for customers to purchase food for consumption off the property.

Development parameters:

Development parameters applicable to “business premises” apply.

“retirement resort”

Land use description: “*retirement resort*” means flats, group housing or town housing that conforms to the following additional conditions:

- (a) each dwelling unit must be occupied by a retiree or pensioner or by a family of which at least one member is a retiree or pensioner; and
- (b) a full spectrum of frail care and other facilities reasonably associated with a retirement resort may be provided at a retirement resort.

Development parameters:

Development parameters applicable to the primary use apply.

“riding school”

Land use description: “*riding school*” means a place or undertaking for the leasing of horses and riding instructions against payment, and includes the care and stabling of the horses.

Development parameters:

Development parameters as applicable to “agriculture” apply.

“risk activity”

Land use description: “*risk activity*” means an undertaking where the material handled or the process carried out is liable to cause extremely rapid combustion, give rise to poisonous fumes, or cause explosion, and includes major hazardous installations and activities involving dangerous and hazardous substances that are controlled in terms of national legislation.

Development parameters:

Development parameters applicable to “agriculture” apply.

“rooftop base telecommunication station”

Land use description: “*rooftop base telecommunication station*” means a support structure attached to the roof, side or any part of a building and used to accommodate telecommunication infrastructure for the transmitting or receiving of electronic communication signals.

Development parameters:

The general provisions of section 49 of this By-law apply.

“scrap yard”

Land use description: “*scrap yard*” means a property that is utilised for one or more of the following purposes:

- (a) storing, depositing or collecting of junk, scrap material or articles that have value depending mainly or entirely on the material used during their manufacture;
- (b) the dismantling of second-hand vehicles or machines to recover components or material; and
- (c) the storage or sale of second-hand parts, poles, steel, wire, lumber yards, tyres, bricks, containers or other articles suited to being left in the open.

Development parameters:

Development parameters applicable to “industry” apply.

“second dwelling”

Land use description: “*second dwelling*” means another dwelling that may, in terms of this By-law, be erected on a land unit where a dwelling house is also permitted; and the second dwelling may be a separate structure or attached to an outbuilding or may be contained in the same structure as the dwelling house; provided that–

- (a) a second dwelling may only be erected in a use zone where provision has been made in column 2 of the table set out in Schedule 1 for a second dwelling as a consent use; and
- (b) the second dwelling must remain on the same land unit as the dwelling house and not be alienated separately;
- (c) a second dwelling unit may be used as a self-catering unit for tourist accommodation.

Development parameters:

The development parameters applicable to “dwelling house” apply, together with the following additional parameters:

- (a) the total floor space of a second dwelling may not exceed 150 m² including the floor space of all ancillary buildings;
- (b) a second dwelling must be constructed in a style that is similar to the architecture of the main dwelling house;
- (c) a second dwelling that is a separate structure to a dwelling house may not exceed a height of 6,5 metres to the top of the roof;
- (d) a second dwelling that is contained within the same building as a dwelling house must be designed so that the building appears to be a single dwelling house; both units may have a ground floor, or one unit may be on the ground floor and the other unit above;
- (e) the existence of a second dwelling may not in itself be sufficient reason for the Municipality to grant an application in terms of planning law to subdivide the land unit containing the dwelling units; and

- (f) the construction of a second dwelling is subject to the Municipality's municipal services department certifying that adequate services network capacity is available to serve the needs of the second dwelling.

“self-catering unit”

Land use description: “self-catering unit” means a furnished second dwelling unit, ~~or~~ additional dwelling unit or any other dwelling unit where permitted as a consent use as may be provided, that is rented out to transient guest for short term accommodation on a self-catering basis and where the owner or occupier of the property reside on the property and rooms are not rented out separately.

Development parameters:

In addition to the prevailing development parameters, the following further parameters apply:

- (a) the Municipality may require that a site development plan be submitted;
- (b) a register of transient guest of the self-catering unit must be kept;
- (c) any new structure or alteration to the property related to its use as a self-catering unit must be compatible with the residential character of the area, particularly with regards to the streetscape, and must be capable of reverting to its use as a dwelling unit.
- (d) in the absence of a Municipal policy or by-law on outdoor advertising and signage, no advertising sign may be displayed other than a single un-illuminated sign or notice not projecting over a public street and not exceeding 1 m² in area;
- (e) no weddings, receptions, conferences, training or any similar activities are permitted in a self-catering unit;
- (f) no activities that constitute, or are likely to constitute, a source of public nuisance may be carried out;
- (g) on-site parking must be provided in accordance with the provisions of this By-law.
- (h) the number of self-catering units on any land unit as a single enterprise may not constitute a scale associated with a “tourist accommodation establishment”, in which instance the appropriate use right must be obtained;
- (i) A consent use approval for the self-catering use of any dwelling unit other than for Agricultural Worker Accommodation, will lapse after 5 years from the date of approval, which consent may on application be extended for further consecutive terms of 5 years.
- (j) A consent use for the self-catering use of any dwelling unit other than for Agricultural Worker Accommodation, will only be attached to the owner or occupant of the dwelling unit at the time of approval and will lapse upon transfer of ownership or occupation of the dwelling unit.
- (k) If a dwelling unit is located within a housing scheme which is subject to an owner's association or body corporate, the constitution of the subject housing scheme must specifically permit that dwelling units in the housing scheme may be used for self-catering use, and the written permission from the subject owner's association or body corporate must be obtained and submitted with an application for such consent use. If the owners' association or body corporate is not functioning, the written permission of all the owners within the housing scheme must be obtained.

“service station”

Land use description: “service station” means property for the retail supply of fuel, and—

- (a) may include uses including washing of vehicles, a convenience shop and a restaurant; and
- (b) does not include spray-painting, panel beating, motor repair garage, open air motor vehicle display or truck stop.

Development parameters:

The development parameters applicable to “shop” apply. The following additional development parameters apply:

- (a) A site development plan must be submitted to the Municipality for its approval. The site development plan must at least address matters pertaining to vehicle access, risk management of fuel pumps and fuel storage areas, screening and minimising any visual intrusion or operational disturbance with adjoining properties.
- (b) Any part of the property of a service station that is used for the repair of motor vehicles, the storage of inoperable motor vehicles or parts of motor vehicles, empty containers including oil drums and packing cases, or any other scrap, must be enclosed by a solid screen wall at least 2 metres high, or contained within a building.
- (c) Any service station must comply with the following access requirements:
 - (i) the width of motor vehicle carriageway crossings over the street boundary, whether one-way or two-way, may not exceed 8 metres;
 - (ii) a wall, at least 100 millimetres thick and 350 millimetres high, must be erected on the street boundary between different motor vehicle carriageway crossings, and the wall must continue along the boundary unless the property is otherwise enclosed;
 - (iii) the motor vehicle carriageway crossings must be limited to two per site unless the total length of a street boundary exceeds 30 metres, in which case one additional motor vehicle carriageway crossing may be permitted; and
 - (iv) at the point where it crosses the street boundary, a motor vehicle carriageway crossing may not be closer than—
 - (aa) 30 metres to the intersection of a provincial road and with any other road of a similar status;
 - (bb) 30 metres to the nearest point of an intersection where traffic is controlled, or is proposed to be controlled, by a traffic signal or traffic island;
 - (cc) 10 metres from the corner of an intersection not referred to in subitems (aa) or (bb) if such intersection is not splayed, or 5 metres from the point where the splay meets the road boundary if such intersection is splayed; and
 - (dd) 1,5 metres from a side boundary.
- (d) No fuel pump may be erected so that the base or island on which the pump stands is less than 3,5 metres from the nearest street boundary.

“service trade”

Land use description: “service trade” means an enterprise—

- (a) primarily involved in the rendering of a service for the local community including the repair of household appliances or the supply of household services;
- (b) not likely to be a source of disturbance to surrounding properties;
- (c) that employs at most 10 people;

- (d) not likely, in the event of fire, to cause extremely rapid combustion, give rise to poisonous fumes or cause explosions;
- (e) that includes laundry, bakery, dairy depot, and similar types of uses; and
- (f) that does not include an abattoir, brick-making site, builder's yard, sewage works, service station, open air motor vehicle display or motor repair garage, or storage or warehousing.

Development parameters

The development parameters applicable to "shop" apply.

"shelter"

Land use description: "shelter" means a unit of accommodation, intended for human occupation with outbuildings as are ordinarily used with a dwelling unit, constructed of any material whatsoever, even though the material may not comply with the standards of durability intended by the National Building Regulations, and includes—

- (a) renewable energy infrastructure for household purposes, irrespective of whether it feeds into any electricity grid, and insofar such structure/s is accommodated on the roof of existing permitted building structures, excluding car ports;
- (f) home occupation;
- (g) a bed and breakfast establishment; and
- (h) home child care.

Development parameters:

- (a) It is the sole responsibility of the occupant or owner of the shelter to ensure the structural, habitability, fire resistance or other standards of a shelter.
- (b) The Municipality may instruct any occupant or owner of a shelter to take action to remedy a public safety, health or fire risk.
- (c) The dominant use of the unit must remain residential.
- (d) No noxious trade, risk activity, adult entertainment, adult services or adult shop is permitted in a shelter.
- (e) No activities may be carried out in a shelter that constitute or are likely to constitute a source of nuisance, including the use of equipment that generates excessive noise, or any activity that results in the generation of dust, fumes, smoke, or waste material that could be detrimental to health, or requires special waste removal processes.
- (f) The Municipality may, at any stage, call for a cessation of the land use or activity, or impose conditions in order to minimise any potential nuisance to surrounding neighbours or the general public.
- (g) **Coverage**
There is no restriction on coverage insofar as the building lines are complied with.
- (h) **Height**
A shelter structure may not exceed a height of 6 meters.
- (i) **Building lines**
 - (i) Side building lines are at least 1 metre on one side or 1,5 metres in the case where the shelter has windows or doors.
 - (ii) If a midblock sewage system is present, a rear building line of up to 2 metres may be required by the Municipality.
 - (iii) The street building line is 1 metre, if required by the Municipality.

"shooting range"

Land use description: "shooting range" means an enclosed indoor facility or demarcated outdoor area designed, built or constructed and utilised by a person as a firing range

with targets for the usual, regular, and primary activity of controlled firearm practice, shooting competitions, or firearm training on a commercial basis, and—

- (a) may be restricted to certain types of arms, handguns or rifles, or can specialize in certain shooting sports;
- (b) must be constructed or designed in such a way, or where the improvements, size, geography, and vegetation of the area are such that any misdirected shot, that can reasonably be expected to be fired towards the targets, would not reasonably be expected to leave the range or otherwise pose a threat to live or property; and
- (c) may include ancillary activities, buildings and structures.

Development parameters:

- (a) The Municipality must require a site development plan for a shooting range.
- (b) The site development plan as approved by the Municipality constitutes the development parameters.
- (c) The provisions for a site development plan in this By-law apply.

“shop”

Land use description: “shop” means property used for the retail sale of goods and services to the public, and—

- (a) includes a retail concern where goods that are sold in the concern are manufactured or repaired, a funeral parlour, ancillary sale of alcoholic beverages, flats above ground floor, service trade, clinic, animal clinic and the sale of motor vehicles; and
- (b) does not include a hotel, industry, supermarket, motor repair garage, open air motor vehicle display, service station, restaurant, adult entertainment, adult services, adult shop or a liquor store.

Development parameters:

The following development parameters apply:

- (a) **Floor factor**
The maximum floor factor on the land unit is 1.
- (b) **Coverage**
The maximum coverage of all buildings on a land unit is 75%.
- (c) **Height**
 - (i) The maximum height of a building is 12 metres to the top of the roof.
 - (ii) The general provisions regarding earth banks and retaining structures in this By-law apply.
- (d) **Street centreline setback**
The Municipality may require a street centreline setback, in which case all buildings or structures on the land unit must be set back 8 metres from the centre line of the abutting public street or streets.
- (e) **Street boundary building line**
The street boundary building line is 0 metres, subject to the following conditions:
 - (i) the street centreline setback restriction in subparagraph (d);
 - (ii) minor architectural and sunscreen features may project beyond the street boundary building line provided that such features do not project more than 250 millimetres beyond the street boundary; and
 - (iii) for service stations, the street boundary building line is 5 metres subject to the general building line encroachments in this By-law.

(f) Side and rear boundary building lines

The side and rear boundary building lines are 0 metres.

(g) Canopy projection

The Municipality may approve a canopy projection over the street boundary in accordance with the following conditions:

- (i) the canopy may not project nearer than 500 millimetres to a vertical plane through the kerb line or proposed kerb line;
- (ii) no portion of a canopy projection may be less than 2,8 metres above the pavement;
- (iii) the Municipality may lay down more restrictive requirements relating to the dimensions, design and materials of the canopy; and
- (iv) the owner must enter into an encroachment agreement with the Municipality in the case of a canopy projection.

(h) Street corners

- (i) The Municipality may require the owner of a building to be situated at a public street corner, and where the Municipality considers the street corner to be significant, to incorporate in the building, architectural features that focus visual interest on the corner and emphasise the importance of pedestrian movement around the corner. The architectural features may include building cut-offs, walk-through covered arcades, plazas or other elements.

(j) Parking and access

Parking and access must be provided on the land unit in accordance with this By-law, except in a case where the Municipality has approved alternative parking supply under subsection 42.(1).

(k) Loading

Loading bays must be provided on the land unit in accordance with this By-law.

(l) Screening

The Municipality may require screening in accordance with this By-law.

(m) Repair or manufacturing concern in a shop

The floor space relating to any manufacturing or repair concern in a shop may not comprise more than 40% of the floor space of the shop.

(n) Refuse room

The Municipality may require a refuse room to be provided on the land unit in accordance with this By-law.

- (o) When a shop is approved as a consent use in Business Zone V, the total floor space of the shop or shops may not exceed 5% of the floor space of the building.

“smallholding”

Land use description: “*smallholding*” means an extensive landholding, including a dwelling house that is primarily a place of residence on which small scale agricultural activities may take place.

Development parameters:

Development parameters applicable to “agriculture” apply, except that the following building lines apply:

(a) Building Lines

- (i) 10 metres from any boundary in respect of properties smaller than 2 hectares;
- (ii) 20 metres from any boundary in respect of properties smaller than 4 hectares; and
- (iii) 30 metres from any boundary in respect of properties larger than 4 hectares.

(b) Coverage

- (i) The floor area of the dwelling house may not exceed 500m²;
- (ii) The cumulative coverage and/ or total floor area of all building structures, excluding the dwelling house and second dwelling unit, may not exceed the limit of 5% of the size of the land unit or to a maximum of 2000m², whichever is the lesser amount.

“Small scale rental apartments”

Land use description: “small scale rental apartments” means a building containing two or more purpose built micro residential units that may not be sectionalised to provide in the need of affordable rental units and improve living conditions, and:

- (a) with the exclusion of one dwelling house, may only be permitted where no second dwelling or shelters has been developed;
- (b) includes renewable energy infrastructure for household purposes, irrespective of whether it feeds into any electricity grid, and insofar such structure/s is accommodated on the roof of existing permitted building structures.
- (c) includes home occupation;

Development parameters:

- (a) Small scale rental apartments can be permitted as provided for as a consent use or in spatially targeted areas depicted in an associated overlay zone.
- (b) Small scale rental apartments can only be permitted where sufficient service infrastructure capacity is available.
- (c) Despite the prevailing development parameters, a small scale rental apartment development must comply with the building and fire safety regulations.
- (d) The dominant use of the property must remain residential.
- (e) No noxious trade, risk activity, adult entertainment, adult services or adult shop is permitted in any micro unit.
- (f) No activities may be carried out in any unit that constitute or are likely to constitute a source of nuisance, including the use of equipment that generates excessive noise, or any activity that results in the generation of dust, fumes, smoke, or waste material that could be detrimental to health, or requires special waste removal processes.

(g) Height

- (i) The height of a small scale rental housing building may not exceed 6 metres to the wall plate in all cases, and 8,5 metres to the ridge of the roof in the case of a pitched roof.

(h) Coverage

- (i) The maximum coverage of all buildings on a land unit is 80%.

(i) Building lines

- (i) Side building lines are 1 metre on each side.
- (ii) Rear building line is 1,5 metres, but if a midblock sewage system is present, a rear building line of up to 2 metres may be required by the Municipality.
- (iii) The street building line is 1 metre.

(j) Parking and access

- (i) Parking and access must be provided on the land unit as may be required and in accordance with an approved site development plan.

"sports and recreation centre"

Land use description: "sports and recreation centre" means an outdoor and/ or indoor sports and recreation facility which may be public or privately owned and which may include sports grounds and fields, golf courses, a sports stadium, as well as ancillary and subservient facilities and amenities like a clubhouse ~~with a restaurant and shop~~, gymnasium, ablution facilities, training facilities, stores, and related administrative buildings.

Development parameters:

- (a) The Municipality must require a site development plan for a sports and recreation centre.
- (b) The site development plan as approved by the Municipality constitutes the development parameters.
- (c) The provisions for a site development plan in this By-law apply.

"student home"

Land use description: "student home" means that the entire dwelling unit is rented out for the accommodation of students and where the owner or a manager does not reside on the property, and -

- (a) the scale of any dwelling unit so used shall not exceed that of a normal dwelling unit which would ordinarily accommodate one family;
- (b) no dwelling unit may be developed or altered purposefully to serve as student accommodation, in which case the establishment will be regarded as a "boarding hostel";
- (c) at least one communal bathroom, kitchen and lounge/eating area shall be provided for students on each property;
- (d) separate kitchen facilities may not be installed in any rooms in contravention of the permitted number of dwelling units in the zone.

Development parameters:

- (i) In addition to the development parameters associated with the applicable dwelling unit, parking must be provided on a ratio of 1 parking bay per bedroom.
- (ii) A consent use approval for a student home will be subject to a period for 5 years, which may on application, be extended for further consecutive terms of 5 years.
- (iii) A consent use for a student home of any dwelling unit will only be attached to the owner or occupant of the dwelling unit and will lapse upon transfer to any new owner or new occupant of the dwelling unit.
- (iv) If a dwelling unit is located within a housing scheme which is subject to an owner's association or body corporate, the constitution of the subject housing scheme must specifically permit that dwelling units in the housing scheme may be used as a student home, and the written permission from the subject owner's association or body corporate must be obtained and submitted with an application for such consent use. If the owners' association or body corporate is not functioning, the written permission of all the owners within the housing scheme must be obtained.

"supermarket"

Land use description: "supermarket" means a shop having a total floor space in excess of 400 m², where a range of goods, including foodstuff and household goods, is offered for sale on a predominantly self-service basis.

Development parameters:

Development parameters applicable to "shop" apply.

"telecommunication infrastructure"

Land use description: *"telecommunication infrastructure"*—

- (a) means any part of the infrastructure of a telecommunication network for radio or wireless communication;
- (b) includes voice, data and video telecommunications, including antennae, any support structure, equipment room, radio equipment or optical communications equipment (laser or infra-red);
- (c) includes ancillary structures needed for the operation of telecommunication infrastructure; and
- (d) does not include fibre optic installations and point-to-point copper (cable) installation and rooftop base telecommunication stations.

Development parameters:

As determined by the Municipality.

"tourist accommodation establishment"

Land use description: *"tourist accommodation establishment"* means a harmoniously designed and built tourist development, used by transient guest for tourism purposes, whether in private or public ownership, that—

- (a) consists of a single enterprise that provides overnight accommodation by means of short-term rental or time sharing only;
- (b) may include the provision of a camping site, caravan park, chalets or mobile home park, resort shop, private or public roads;
- (c) does not include a hotel or wellness centre; and
- (d) no building or part of a building of a tourist accommodation establishment may be subdivided, alienated via a registered lease, or sectionalised.

Development parameters:

- (a) When land is rezoned to Resort Zone, the Municipality must impose conditions with regard to density, layout, landscaping, and building design.
- (b) A site development plan must be submitted to the Municipality for its approval, clearly indicating the position of all structures, stands, services and internal roads.
- (c) Provided that if a hotel or wellness centre is approved as a consent use within Resort Zone the following additional conditions apply:
 - (i) rooms may not be alienated by means of sectional title;
 - (ii) the hotel may not accommodate more than 50% of the number of accommodation units;
 - (iii) the architectural design of the hotel or wellness centre must conform to that of the rest of the resort; and
 - (iv) the maximum height for the hotel or wellness centre is 6 metres to the wall plate in all cases and 8,5 metres to the top of the roof in the case of a pitched roof.

"tourist facilities"

Land use Description: *"tourist facilities"* means the provision of a variety of facilities, amenities and activities which are associated with the attributes and attractions of the primary use rights and locational context of the hosting property and is aimed at tourists and visitors and -

- (a) Includes, wine/ beer/ liquor tasting and sales, markets, restaurants, coffee shop and bakery, lecture rooms, conference facilities, mountain bike trails, cycle and hiking trails, picnic and recreational activities and facilities, coffee roastery, charcuterie; restrooms;
- (b) does not include any sport activities and facilities, shops, an off-road trail, a function venue, place of entertainment, hotel, wellness centre, or tourist accommodation;
- (c) the tourist facility that is permitted on a land unit will be limited to the qualified type of tourist facility and the scope thereof in accordance with the associated approval; and
- (d) no building or part of a building of a tourist facility may be subdivided, alienated via a registered lease, or sectionalised.

Development parameters:

- (i) Development parameters applicable to the land use rights base-zone apply, together with the site development plan and any conditions of approval by the Municipality shall constitute the development rules for the tourist facilities and activities and any expansion, alteration or relocation will require a fresh land use and land development application.
- (ii) The total floor area of all buildings which are used as tourist facilities shall not exceed 250m² for the entire land unit, and the total designated outdoor area not covered by any roof which are used together with the buildings for the tourist facilities, shall not exceed 100m², which excludes all types of trails or unroofed and expansive outdoor recreational activities.
- (iii) Tourist facilities on properties zoned for agricultural use may only be undertaken from a farm where the primary use of the property is *bona fide* agriculture and where the proposed activity is subservient to the primary agricultural land use on the farm.
- (iv) Tourist facilities on properties zoned for agricultural use which require buildings to operate from, must be undertaken from existing approved buildings on the property which are no longer utilised for their original purpose, provided that the Municipality may consider new buildings if they do not adversely impact on the viability of the farm or the rural character.
- (v) The parking requirements applicable to place of assembly in Section 58 must be applied as a guideline for the provision of parking and as approved in accordance with the site development plan.
- (vi) Parking areas associated with any tourist facilities may not be covered by any carports or similar structures.

“town housing”

Land use description: “town housing” means a row or group of linked or attached dwelling units, planned, designed and built as a harmonious architectural entity where every dwelling unit has a ground floor and dwelling units may be cadastrally subdivided.

Development parameters:

The development parameters of “group housing” apply, provided that:

- (a) **Density**
The maximum gross density on a town housing site is 60 dwelling units/hectare.
- (b) **Open space**
The open space requirements for group housing do not apply to town housing.
- (c) **Coverage**
The maximum coverage for all buildings on a land unit is 60%.

(d) Height

The height of dwelling units may not exceed 6 metres to the wall plate in all cases, and 8,5 metres to the ridge of the roof in the case of a pitched roof.

“transitional relocation area”

Land use description: “*transitional relocation area*” means a designated property or area provided on a proactive or reactive basis to relocate and accommodate persons affected by emergencies or in need in temporary shelters with communal basic services on a temporary basis –

- (a) to return to their original place of residence once the emergency has subsided, or
- (b) as an interim measure to relocate to formal housing opportunities when available, or
- (c) for the eventual in-situ upgrading to more formal dwelling units.

Development parameters:

- (a) The Municipality may require a site development plan to be submitted for its approval, indicating the position of stands or shelters, structures, services, access and internal roads.
- (b) Development parameters as determined by the Municipality.

“transport use”

Land use description: “*transport use*” means the use of land, a building or structure for the operation of a service for the transportation of goods (including liquids and gases) or passengers by means of rail, road, sea or pipeline and—

- (a) includes the use of that land, building or structure for the purpose of a harbour, railway station, bus depot or taxi interchange, and a transport undertaking;
- (b) includes a public-private undertaking including a railway station, bus depot, multiple parking garage, taxi rank, public transport interchange, rooftop base telecommunication station, harbour and ancillary purposes; and
- (c) does not include an airport, airfield; or helicopter landing pad.

Development parameters:

Development parameters applicable to “business premises” apply.

“truck stop”

Land use description: “*truck stop*” means a facility with direct access from a freeway, inner city road or major transport route that—

- (a) provides a range of rest, service and fuelling facilities for heavy duty, long haul vehicles and trucks; and
- (b) does not include accommodation.

Development parameters:

Development parameters are determined by the Municipality by means of conditions of approval for a truck stop as a consent use, provided that—

- (a) the Municipality must require a site development plan to be submitted for its approval; and
- (b) the site development plan must at least address matters pertaining to vehicle access, placement of overnight parking and ablution facilities or rest rooms, screening and minimising any visual intrusion or operational disturbance to adjoining properties.

“truck stop accommodation”

Land use description: “*truck stop accommodation*” means overnight accommodation by means of short term rental that specifically caters for the needs of truck drivers and may include rooms, ablution facilities, basic food preparation facilities and communal areas for relaxation and is ancillary to a truck stop.

Development parameters:

- (a) The Municipality must require a site development plan to be submitted for its approval.
- (b) The height of the accommodation facility may not exceed 6,5 metres to the top of the roof.

“tuck shop”

Land use description: “*tuck shop*” means a small retail concern that stocks a range of snacks, food, candy, soft drinks, and warm beverages and serves the needs of the public who frequent the premises or the persons associated with a specific business, institution, premises or activity.

Development parameters:

- (a) A tuck shop may not exceed 25m².
- (b) May include an external seating area not exceeding 25m².
- (c) The Municipality may require a site development plan to be submitted for its approval.

“urban agriculture”

Land use description: “*urban agriculture*” means the cultivation of crops, on relatively small areas within the urban area or edge, for own consumption or sale in neighbouring markets; provided that cultivation of a garden by an occupant is not regarded as urban agriculture for the purpose of this By-law.

Development parameters:

- (a) The extent and nature of the activity will remain compatible with the primary land uses.
- (b) The use of pesticides, fertilisers, equipment, machinery and trucks must not cause a nuisance or health risk, in which instance the Municipality may require the activity to cease.
- (c) All other development parameters as determined by the Municipality.

“utility service”

Land use description: “*utility service*” means a use or infrastructure that is required to provide engineering and associated services for the proper functioning of urban development and—

- (a) includes a water reservoir and purification works, electricity substation, storm water retention facilities, and a waste-water pump station and treatment works, rooftop base telecommunication station and freestanding base telecommunication station, [data centre](#); and
- (b) does not include renewable energy infrastructure or transport use; and
- (c) provided that a road is not regarded as a utility service.

Development parameters:

As determined by the Municipality.

“wall of remembrance”

Land use description: “*wall of remembrance*” is a wall in a cemetery or crematorium provided for the placement of inscribed tablets commemorating deceased persons.

Development parameters:

Development parameters applicable to “cemetery” and “crematorium” apply.

“warehouse”

Land use description: “*warehouse*” means a building used primarily for the storage of goods, except for goods that are offensive or dangerous and—

- (a) includes property used for business of a predominantly wholesale nature, and
- (b) does not include property used for business of a predominantly retail nature.

Development parameters:

Development parameters applicable to “industry” apply.

“wellness centre”

Land use description: “*wellness centre*” means a business that provides a variety of services for the purpose of improving health, beauty and relaxation through personal care treatments including massages, rehabilitation, exercise programmes, diet, instruction on wellness, life coaching, and facials and includes—

- (a) facilities like saunas, pools, steam rooms, gymnasiums, treatment rooms, relaxation areas and whirlpools; and
- (b) the provision of meals to guests.

Development parameters:

Development parameters applicable to “tourist accommodation establishment” apply.

“winery”

Land use description: “*winery*” means a place where wine is made, and may include a distillery, but excludes a selling point to the general public and wine-tasting area.

Development parameters:

Development parameters applicable to “agriculture” apply.

SCHEDULE 3

OVERLAY ZONES APPROVED IN TERMS OF SECTION 16

1. SUBDIVISIONAL AREA OVERLAY ZONE

1.1. General purpose of Subdivisional Area Overlay Zone

The subdivisional area overlay (SAO) zoning designates land for future subdivision with development rights by providing development directives through specific conditions as approved in terms of this By-law. The SAO zoning confirms the principle of development and acceptance of future subdivision of land; but not the detailed layout that will be determined when an actual application for subdivision is approved.

1.2. Use of the property

- 1.2.1 Land zoned as a subdivisional area may be subdivided as contemplated in the Planning By-law.

1.3. Development parameters

- 1.3.1 When the municipality approves a subdivisional area overlay zone, it must impose conditions making provision for at least—
- (a) density requirements;
 - (b) main land uses and the extent of the uses; and
 - (c) a detailed phasing plan or a framework including—
 - (i) main transport routes;
 - (ii) main land uses;
 - (iii) bulk infrastructure;
 - (iv) requirements of organs of state;
 - (v) public open space requirements; and
 - (vi) physical development constraints.

2. SPECIAL PLANNING AREA OVERLAY ZONE

2.1. General purpose of special planning area overlay zone

The general purpose of the special planning overlay zone is to provide for a package of plans mechanism to plan and manage the development of large or strategic urban development areas with a greater degree of flexibility. The package of plans mechanism is a phased process of negotiation, planning and approvals, where appropriate levels of planning detail are approved together with conditions for those approvals.

A special planning area overlay zone is generally created in respect of an application that involves a mixed use development proposal or where the development does not generally comply with the development parameters of the applicable land uses of this zoning scheme.

2.2. Use of the property

- 2.2.1 Primary uses are as stipulated in the conditions of approval imposed in terms of the Planning By-Law.
- 2.2.2 Consent uses are as stipulated in the conditions of approval imposed in terms of the Planning By-Law.

2.3. Development parameters

- 2.3.1 The Municipality must require a package of plans as set out in section 2.3.4 of Schedule 3 to be submitted for areas zoned as special planning area overlay zones.
- 2.3.2 The applicant must, during pre-application discussions with the Municipality, ascertain whether a package of plans procedure has to be followed.
- 2.3.3 The development parameters of the lowest order package of plans as contemplated in section 2.3.2 of Schedule 3 and as approved by the Municipality are the development parameters of the special planning overlay zone applicable to the property concerned.
- 2.3.4 The package of plans consists of all of the following components that are listed in a hierarchy from higher-order to lower-order plans, and the lower-order plans must be in compliance with the higher-order plan:

(a) Contextual framework

- (i) The contextual framework lays down broad land use policy for the development and the surrounding area.
- (ii) It may include principles or heads of agreement summarising the general obligations of the Municipality and the developer in relation to the development.
- (iii) The contextual framework may be prepared by the Municipality, or by a land owner or development agency under supervision of the Municipality, and may not be in conflict with a spatial development framework or structure plan approved by the Municipality.

(b) Development framework

- (i) The development framework must identify overall policy, broad goals, and principles for development within the development.
- (ii) The development framework must identify the range of uses, general spatial distribution of uses, major transport and pedestrian linkages, infrastructure and any limits to development within the development, including but not limited to density and floor space.

(c) Precinct plans

- (i) Precinct plans apply to specific areas within the development framework that have common features, functional relationships or phasing requirements.
- (ii) There may be several precinct plans that make up a development area.
- (iii) A precinct plan must describe in more detail the development objectives and intentions for a specific area in the development, as well as principles for urban form, land use, pedestrian links, traffic movement, floor space and environmental management.

(d) Subdivision plans

- (i) Subdivision plans, if required, must be processed in terms of planning law to establish new cadastral boundaries and to facilitate the transfer of land units.

- (ii) Subdivision plans may be approved at any stage after the development framework has been approved, and the provisions of section 16.2 apply to such plans.
 - (e) **Site development plans**
 - (i) Site development plans depict more detailed design and development provisions for one or more land units within a development.
 - (ii) These provisions may include details relating to land use, floor space, building lines, height, parking requirements, municipal services and landscaping, as well as details relating to the position and appearance of buildings, open space, pedestrian links and traffic movement.
 - (iii) A site development plan may be required before or after a subdivision plan, and must provide for the information as required for a site development plan in terms of this By-law.
 - (f) **Building plans**
 - (i) Building plans contain detailed specifications as required by the National Building Regulations.
 - (ii) Building work may only commence once building plans have been approved by the Municipality.
- 2.3.5 The Municipality may require all or only some of the components of the package of plans to be applied in respect of a particular development.
- 2.3.6 The Municipality may require that the area covered by a contextual framework must extend beyond the land under consideration if, in its opinion, the proposed development will have a wider impact, and the Municipality may determine the extent of that area.
- 2.3.7 In approving a special planning area overlay zone, the Municipality must determine the total floor space or density permitted within the development as a condition of approval.
- 2.3.8 The allocation of floor space must take into account the carrying capacity of internal and external infrastructure including roads and utility services, and any urban design principles approved by the Municipality as part of a rezoning or contextual framework.
- 2.3.9 The approved floor space may remain as "floating floor space" assigned to the overall development for later allocation, or may be assigned to particular precincts when a precinct plan is approved; and in either case must be allocated to individual subdivisions or site development plans.
- 2.3.10 When a special planning area overlay zone and a package of plans is required in terms of this By-law, the relevant components must be submitted to the Municipality for its approval before any development on a land unit can commence, provided that—
- (a) the development may not be refused if it is consistent with the development parameters of a base zone, overlay zone, or condition of approval; and
 - (b) the Municipality may require amendments to the detail of the site development plan to address reasonable concerns relating to access, parking, architectural form, urban form, landscaping, environmental management, engineering services or similar concerns.
- 2.3.11 The general provisions contained in this By-law apply with regard to site development plans.

3. URBAN AND RURAL CONSERVATION OVERLAY ZONE

3.1 General purpose of Urban and Rural Conservation Overlay Zone

- 3.1.1 The Urban and Rural Conservation Overlay Zone may be referred to by the code (HAO) and shall be indicated on the zoning map in a unique colour outline for each area with fine horizontal hatching in the same colour.
- 3.1.2 The purpose of the Urban and Rural Conservation Overlay Zone is to guide development in order to protect and enhance the character of an area, which has special historical, heritage, cultural, environmental, amenity or architectural value.
- 3.1.3 The aim of this zone is to provide an additional mechanism through which the Municipality can manage sensitive areas, regardless of the base zone, where new development can be undertaken in a manner which is sensitive to the receiving environment, and also balanced, given the municipality's developmental objectives.
- 3.1.4 The overlay zone gives the Municipality a mechanism whereby additional measures and conditions can be imposed with which to mitigate the potential adverse impact of development on the receiving environment.
- 3.1.5 Other than when specific limitations are imposed by virtue of a provision contained in an overlay zone which reduces the development envelope, the objective of this zone is not to reduce existing development rights or to hinder development within existing development parameters unless such development has a severe and proven adverse impact on listed heritage resources or specific environmental resources.

3.2 Areas designated as Urban and Rural Conservation Overlay Zones

- 3.2.1 The council of the Stellenbosch Municipality may designate an area as Urban or Rural Conservation Overlay Zone. The area shall be depicted on a map and the area shall be recorded in Table A.

TABLE A: URBAN AND RURAL CONSERVATION OVERLAY ZONES			
Number and Reference	Map	Description of Area	Colour on map
URCO1		Stellenbosch Urban Conservation Area	
URCO2		Franschhoek Urban Conservation Area	
URCO3		Jonkershoek Valley Rural Conservation Area	
URCO4		Dwars River Valley Rural Conservation Area	
URCO5		Ida's Vallei Rural Conservation Area	

- 3.2.2 An area may be designated as an Urban or Rural Conservation Overlay Zone based on its exceptional historic interest, architectural significance, environmental or other conservation worthy aesthetic or landscape, after the completion of a suitable study to identify the extent and boundaries based on appropriate criteria.
- 3.2.3 The Municipality may demarcate new areas or amend existing areas by amending the Scheme in terms of Planning Law, but land cannot be rezoned by an owner for incorporation into or exclusion from this overlay zone.

3.3 Applications in Urban and Rural Conservation Overlay Zones

3.3.1 In an Urban Conservation Area, the under-mentioned activities may not commence without the Municipality's permission in terms of this scheme :

- (a) addition of any new building or structure, including a boundary wall, gate posts, entrance gate, security or refuse structure;
- (b) external demolition or alteration or renovation to an existing building or structure which may, in the municipality's opinion alter the character of the area, including, but not limited to, boundary walls, fences, stoeps, windows, roof details, existing chimneys;
- (c) removal, felling, lopping, topping or otherwise damaging of any mature tree (other than removal of dangerous branches or bona fide pruning) which is visible from a public road in the area;
- (d) alteration or removal of any significant landscape feature which contributes to the character of the area, including mature hedges and rows of mature plantings which are visible from a public road in the area;
- (e) the removal of any garden space for paving or parking, where such space is visible from a public road;
- (f) alteration, removal or addition to historical hard landscape features such as (but not limited to) street furniture, signage, water furrows, carriageway/furrow crossings, bridges, cobble streets, lamp posts which are in or adjacent to a public road in the area;
- (g) the erection of any signage which may be visible from any public road or public open space;
- (h) the addition of washing-lines, rain catchment tanks, television aerials and satellite dishes, telecommunication masts, chimneys, solar panels, solar geysers, electrical substations, refuse rooms, air conditioners, generators or any other service component or a similar feature which is visible from a public road or public open space. .

3.3.2 In a Rural Conservation Area, the under-mentioned activities may not commence without the Municipality's permission in terms of this scheme :

- (a) addition of any new building or structure, including any boundary wall, gate posts, security or refuse structure which is visible from a public road;
- (b) external demolition or alteration to an existing building or structure which is visible from a public road;
- (c) removal, felling, lopping, topping or otherwise damaging of any mature tree (other than removal of dangerous branches or bona fide pruning) which is visible from a public road in the area;
- (d) alteration or removal of any significant landscape feature which contributes to the character of the area, including mature hedges and rows of mature plantings which are visible from a public road in the area;
- (e) the removal of any garden space for paving or parking, where such space is visible from a public road;
- (f) installation of general area lighting against buildings or on masts which is visible from a public road or from a distance, and which is regarded by the municipality to be potentially obtrusive.

3.3.3 The following activities are exempt from applying for permission:

- (a) internal alteration to buildings or structures;
- (b) external maintenance that does not involve removal of original fabric or change to the original appearance of a building or structure;

- (c) repainting of existing painted surfaces of a building or structure, provided the colour is compliant with colour guidelines where such guidelines exist;
- (d) re-plastering of existing plastered surfaces provided the appearance is identical to the original historical finish;
- (e) re-cladding or re-thatching of roofs provided that the material is similar in appearance to the original historical material;
- (f) the addition of washing-lines, water catchment tanks, television aerials and satellite dishes, solar panels, solar geysers which are not visible from a public road.
- (g) alien vegetation clearing in accordance with an alien clearing plan submitted by the owner of the land to the Municipality for information purposes;
- (h) pruning and felling of trees in bona fide orchards in the Agricultural and Rural Zone.

3.3.4 Applications for permission in terms of sections 00(a) and (b) shall be submitted only by a registered architect or town planner as the case may be, together with all information and plans the Municipal Manager may deem necessary to inform the decision.

3.3.5 Where a proposal is either adjacent to or on a property which is listed in the Municipality's heritage register, the Municipal Manager may require that the application be accompanied by a report prepared by a heritage practitioner registered with Heritage Western Cape which evaluates the possible impact of the proposal on the heritage asset.

3.4 Land uses and development parameters in Urban and Rural Conservation Overlay Zones

3.4.1 The base zone applicable to a property will continue to apply to properties within this overlay zone.

3.4.2 The primary, additional and consent land uses set out in the applicable base zone remain applicable, unless varied in the area-specific provisions listed under each Urban or Rural Conservation Overlay Zone.

3.4.3 All the development parameters included in the base zone remain applicable, unless a specific parameter is varied in the area-specific provisions listed under each Urban or Rural Conservation Overlay Zone.

3.5 Area specific parameters and decision making criteria

3.5.1 The Municipality may prepare and adopt, after following due process, area-specific development parameters and rules for a particular Urban or Rural Conservation Overlay Zone which shall be contained in this Scheme and which may only be deviated from, with the permission of the Municipality.

3.5.2 The Municipality may adopt a Conservation Overlay Policy, in which the character forming elements and decision making criteria for each area is set out, and these will guide decision making on an application in terms of this chapter.

3.5.3 Where a designated area is not included in the Conservation Overlay Policy, the Municipality shall assess the application against the general purpose of this overlay zone.

3.6 Advisory committee

3.6.1 The Municipality shall establish a Conservation Advisory Committee, which may consist of various sub-committees for different overlay zone areas, to make recommendations on the planning application in Urban and Rural Conservation Overlay Zones.

- 3.6.2 The Municipality shall by ordinary resolution prescribe rules and procedures for such committee.
- 3.6.3 Upon receipt of an application for permission in terms of this chapter, the Municipal Manger will refer the application to the committee for a recommendation.
- 3.6.4 The committee shall consider the application and submit their recommendation within the period prescribed by Planning By-law.
- 3.6.5 The committee may forward recommendations which may include conditions to be imposed or recommendations on how the proposal should be amended to improve the compliance with the Conservation Overlay Policy.
- 3.6.6 The Municipality may, through its adopted rules and procedures, determine that certain types of applications need not be commented on by the committee, in which case the designated decision-maker within the Municipality may decide on the application as per the appropriate delegations.

3.7 Consideration of applications in terms of this chapter

- 3.7.1 When considering an application for permission in terms of this chapter, the Municipality shall only grant its approval for the activity if it is satisfied that the activity will not be detrimental to the character of the area, or the streetscape;
- 3.7.2 The Municipality shall also take into consideration the recommendations by the Advisory Committee and shall be bound by the decisions by national and/or provincial heritage or environmental authorities, if applicable.
- 3.7.3 When granting its permission, the Municipality may do so subject to conditions it deems necessary to protect and promote the, which may include (but are not limited to):
 - (a) requiring an alternative position of the building on the property which has less impact on the receiving environment;
 - (b) setting a maximum development envelope (including the height) for a portion of the site or the whole site, which may be more or less restrictive than the building envelope permitted in the base zone. in cases where such a restrictive envelope is justified to protect important conservation worthy resources;
 - (c) prescribing details such as building platforms, stoeps, balconies, boundary walls, fences and landscaping;
 - (d) prescribing materials, colours and finishes;
 - (e) prescribing the proportion of wall space to windows and doors, including the dimensions, proportions and positions of all windows, doors and openings;
 - (f) prescribing an alternative building line to what is prescribed in this Scheme or a 'street build-to' line, having regard to the protection of trees both on the property or within the street reserve and also the position of historical buildings in the street. This alternative building line or 'street build-to line' may be more or less restrictive than what is prescribed in the base zone and any departure from the base zone which may be required will be deemed to have been granted and does not require public notification;
 - (g) prescribing the extent and position of parking, access and egress to the site, including screening of parking and the maximum number of parking bays which may be provided.

3.8 Site development plan

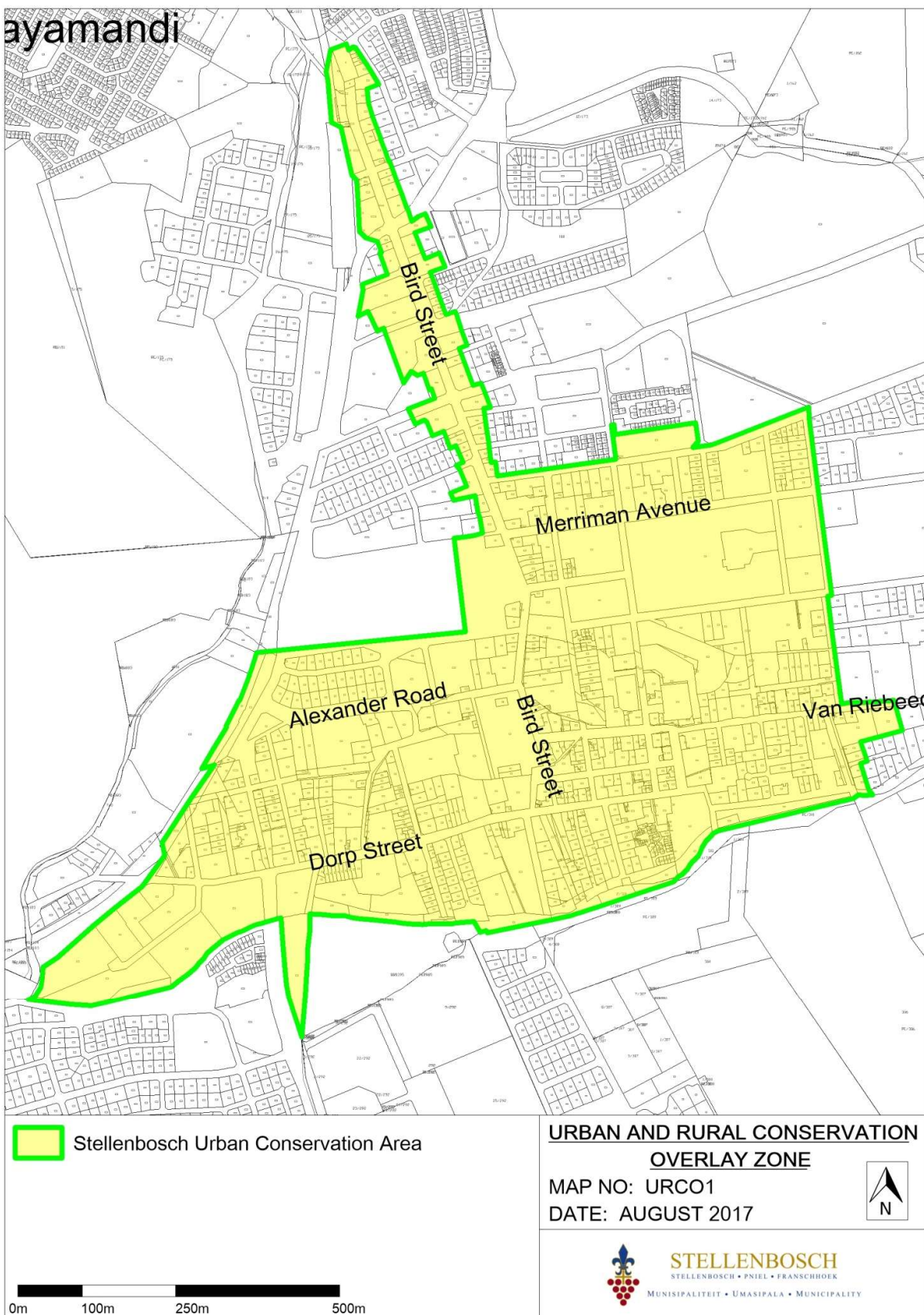
- 3.8.1 A site development plan may be required by the Municipality for any development in this zone.

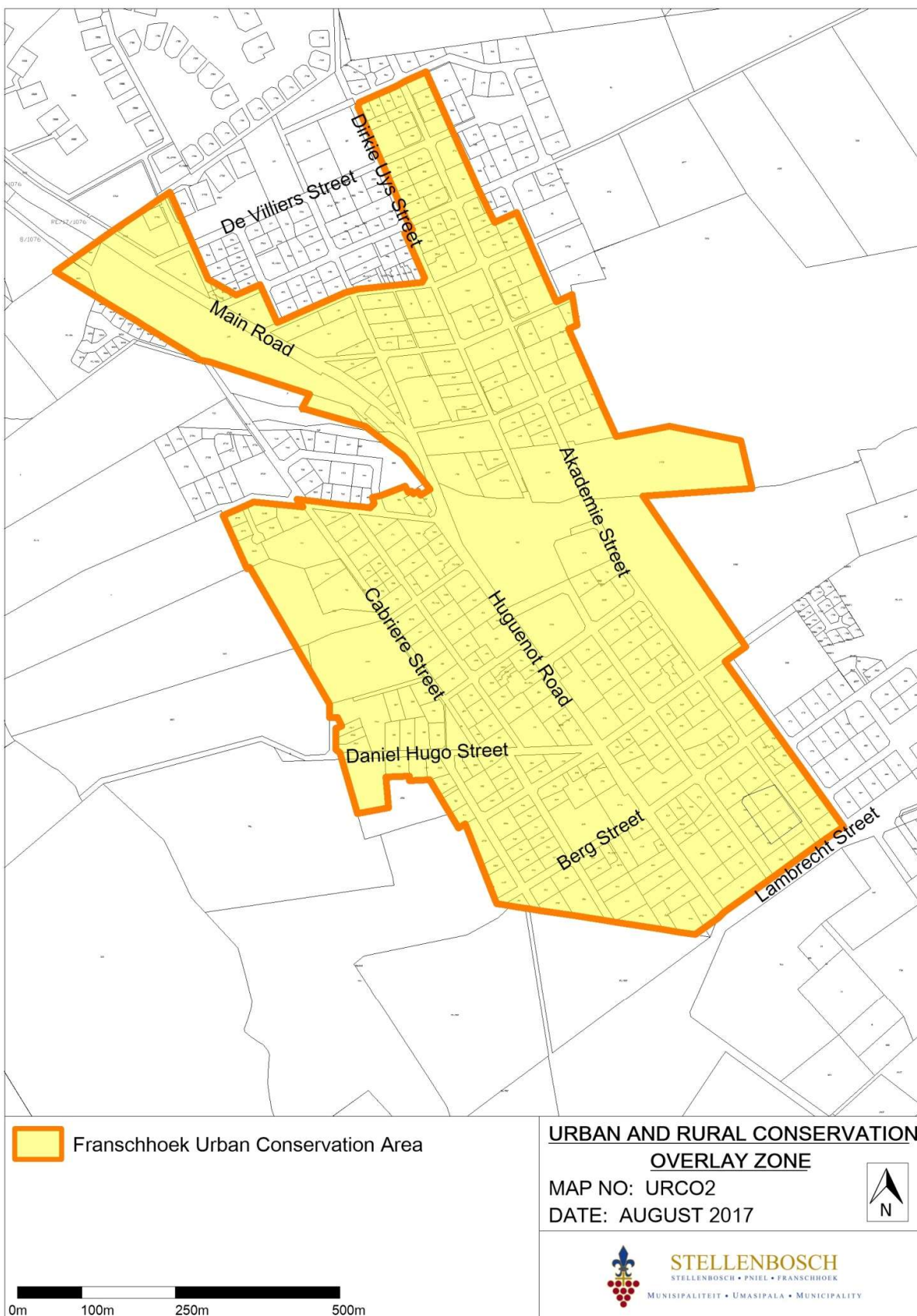
3.9 Provisions applicable to specific Urban and Rural Conservation Overlay Zones

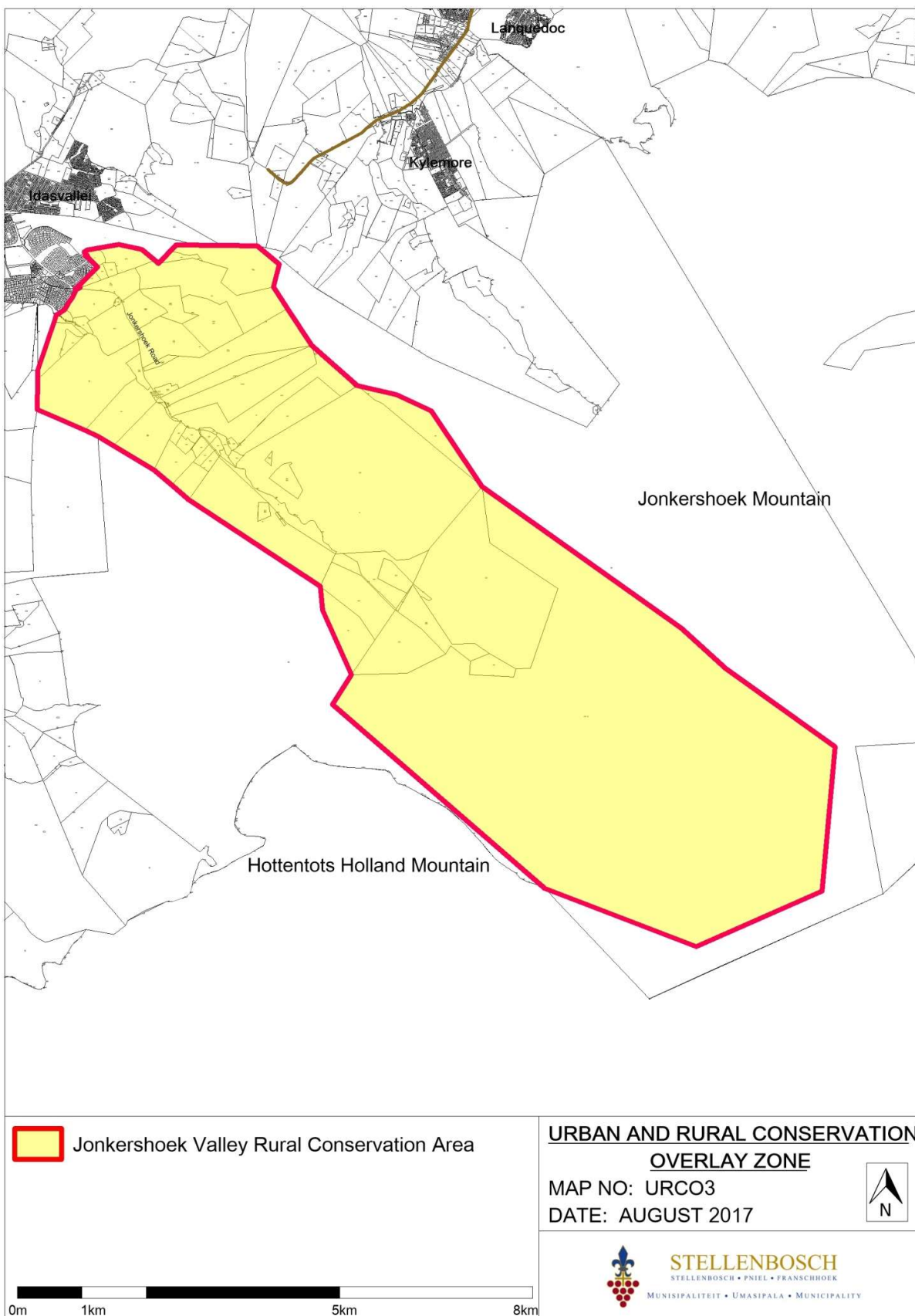
- 3.9.1 The provisions of this subsection shall apply to the Stellenbosch Urban Conservation Area, as defined on Map No. URCO1:
- (a) buildings may not exceed a height of 10 meters (measured from existing ground level to top of roof or top of parapet), which limit is applicable only to the first 15 meters measured from a public road;
 - (b) the Municipality may withhold its permission in the event that any increase in height of a structure would, in the opinion of the Municipality, interfere with the growth of any mature tree within the street reserve, or if it would necessitate the undesirable pruning or removal of that tree or its branches;
 - (c) the Municipality may enforce a street building line for a basement set back from the street boundary if, in the opinion of the Municipality, the structure will interfere with the root system and growth of any mature trees within the abutting public road;
 - (d) face brick may not be visible from the public road;
 - (e) no pre-cast concrete walls of any kind, no barbed wire fencing or flat pressed industrial steel fences may be used which are visible from a public road;
 - (f) water tanks, solar panels, antennae and such similar attachments may not be visible from a public road;
 - (g) the Municipality may waive or reduce the parking and/or loading requirements as set out in the zoning scheme if it is of the opinion that the provision of parking will be detrimental to the character of the area;
 - (h) the following colours shall be used unless otherwise approved by the Municipality:
 - (i) plastered walls shall be white or off-white;
 - (ii) outside woodwork, if painted, shall be green, brown or black;
 - (iii) piping and guttering shall be painted the same colour as the background;
 - (iv) roofing, if visible shall be black or thatch colour.
 - (i) notwithstanding the permitted land uses in the base zone, the following land uses shall be a consent use application and may only be refused if in the opinion of the Municipality it will have a detrimental impact on the character of the street or area:
 - (i) motor showrooms, public parking areas and parking garages;
 - (ii) plant nurseries
 - (iii) supermarkets, shopping centres.
 - (j) The Municipality may also impose conditions on how buildings and land use activities should be positioned in relation to the public road or a public open space to mitigate negative impact.
 - (k) Notwithstanding the requirements related to parking ratios, the Municipality may impose reduced parking ratio on a property in this overlay zone, may waive the requirement to provide parking altogether or may impose a requirement for the provision of non-motorised transport provision in lieu of the provision of parking. Such alternative requirements shall be agreed to in writing and shall be deemed to be alternative development parameters applicable to the property.

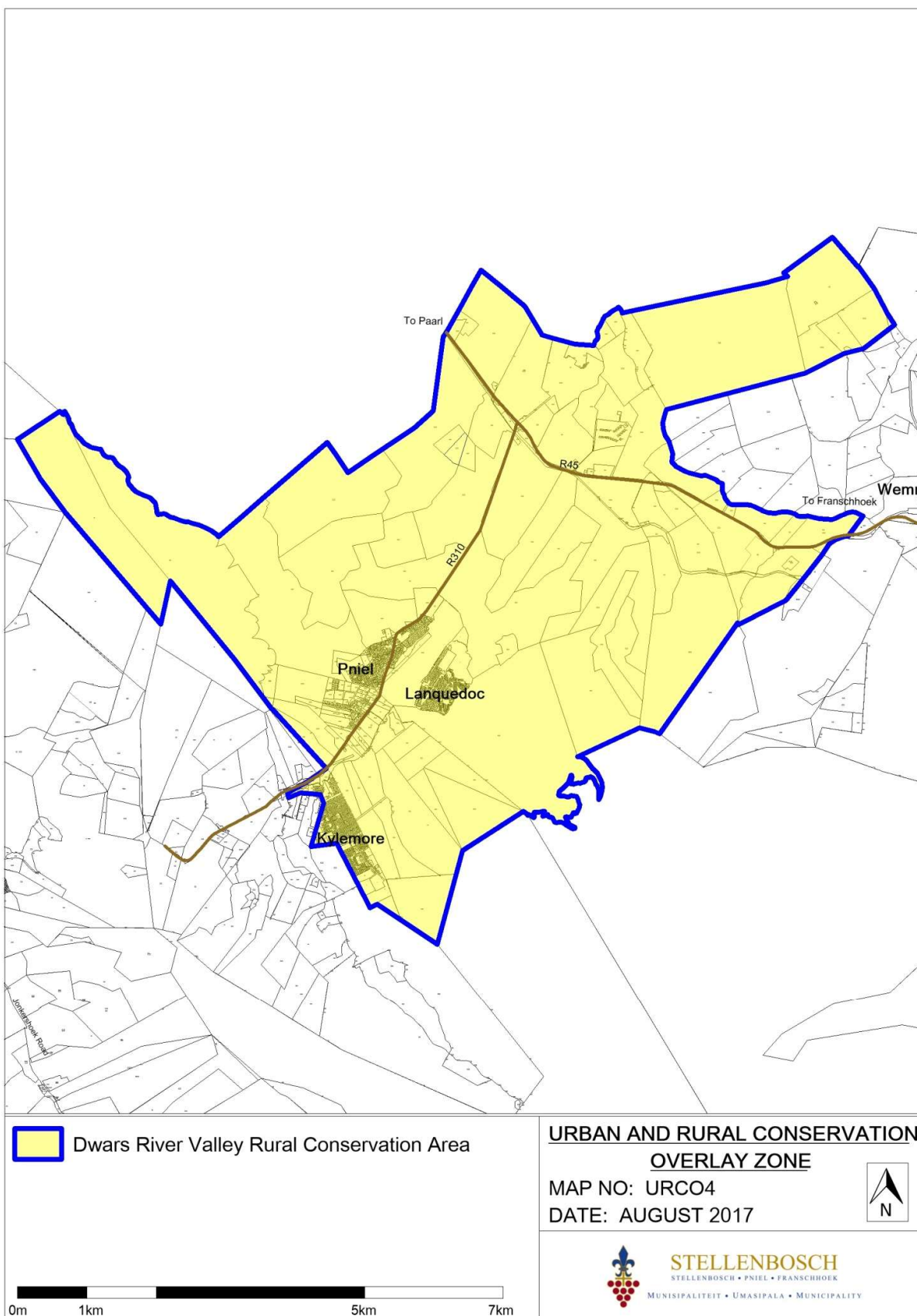
3.9.2 The provisions of this subsection shall apply to the Franschhoek Urban Conservation Area, as defined on Map No. URCO2:

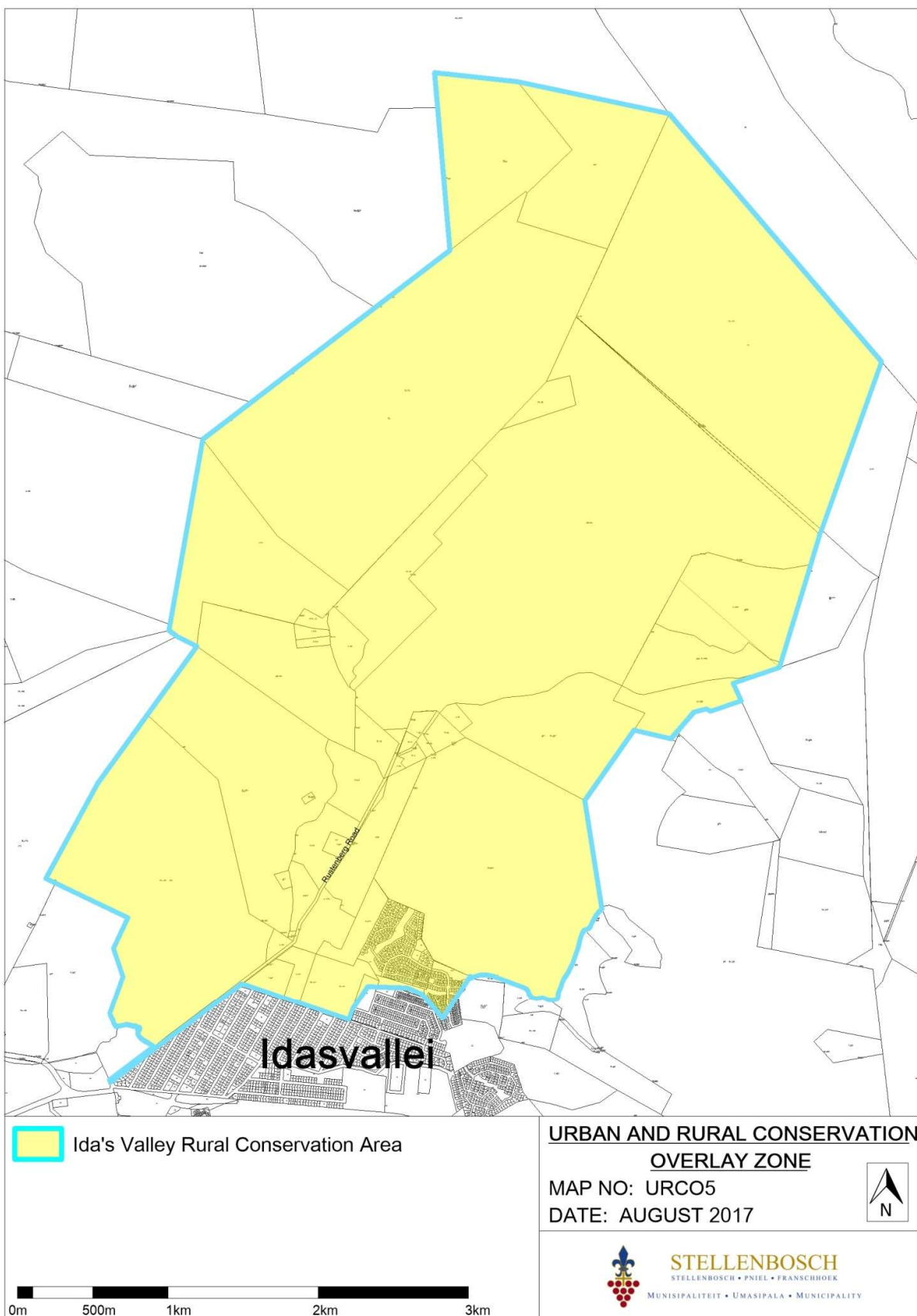
- (a) buildings may not exceed 8,5 meters in height (measured from existing ground level to top of roof or top of parapet) except with the Municipality's permission;
- (b) none of the materials listed below may be used, unless otherwise approved by the Municipality:
 - (i) decorative thatching;
 - (ii) cement tiles;
 - (iii) fibre cement or Inverted Box Rib (IBR) roof sheeting;
 - (iv) face brick of any kind or un-plastered cement blocks;
 - (v) gum poles;
 - (vi) natural or artificial stone of any kind (except possibly as a base in plinths); slate;
 - (vii) steel or aluminium windows or doors on any elevation visible from the street;
 - (viii) unpainted wooden windows;
 - (ix) pre-cast concrete fences;
 - (x) exposed concrete of any kind.
- (c) no boundary wall may exceed 1 meter.
- (d) no roof pitch to any part of a building except a lean-to section attached to the main building shall have a roof pitch of less than 30 degrees;
- (e) the Municipality may waive or reduce the parking and/or loading requirements as set out in the zoning scheme if it is of the opinion that the provision of parking will be detrimental to the character of the area;
- (f) the following colours shall be used unless otherwise approved by the Municipality:
 - (i) plastered walls shall be white or off-white;
 - (ii) outside woodwork, if painted, shall be green, blue, brown, grey or white;
 - (iii) piping and guttering shall be painted the same colour as the background;
 - (iv) roofing shall be red oxide, black or various shades of grey. Steep roofs may be painted in red and white or green and white stripes (one colour per corrugated sheet).
- (g) notwithstanding the permitted land uses in the base zone, the following land uses shall require the Municipality's further consent and may be only refused if in the opinion of the Municipality it may have a detrimental impact on the conservation character of the area.
 - (i) motor showrooms, public parking areas and parking garages;
 - (ii) plant nurseries,
 - (iii) supermarkets, shopping centre.
- (h) The Municipality may also impose conditions on how buildings should be positioned in relation to the public road and open space to mitigate negative impact.











4. SCENIC ROUTES OVERLAY ZONE

4.1 Zone name and designation on map

- 4.1.1 The Scenic Routes Overlay Zone shall be depicted on one of three maps numbers SRO. Rural Scenic routes will be identified by a code preceding with RSR and shall be indicated on the zoning map with an individual transparent colour band adjacent and on the side of the road to which it applies. Urban Scenic Routes shall be referred to by the code (USR) and shall be indicated on the zoning map in dark yellow and light yellow lines.

4.2 Purpose of the zone

- 4.2.1 The purpose of this overlay zone is to protect, conserve and enhance the visual environment and scenic resources adjacent to important tourist and transport routes which provide the unique sense of place for residents and visitors.
- 4.2.2 To this end, control will be exercised over buildings and structures, including fences, gates and gatehouses, berms, access roads, parking, poly-tunnels, signage and telecommunication structures immediately abutting these roads.
- 4.2.3 The rural scenic routes aim to preserve the unique rural visual character and qualities of the area whilst balancing this with the needs of working farms.
- 4.2.4 The urban scenic routes aim to provide a mechanism to mitigate the impact of new developments on the architectural aesthetic of the particular settlement, with particular reference of how development interacts and interface with the road.
- 4.2.5 A balance must be sought to allow agricultural activities to proceed unencumbered to ensure agricultural economic viability.
- 4.2.6 The aim of this zone is to provide an additional mechanism through which the Municipality can manage and mitigate new development in a sensitive and balanced manner and whereby the Municipality may impose measures and conditions with which to mitigate the adverse impact on scenic resources.
- 4.2.7 The objective of this zone is not to reduce existing development rights or to hinder development within existing development parameters unless such development has a severe and proven adverse impact on defined scenic resources.

4.3 Areas designated as scenic routes

- 4.3.1 The Municipality has designated Rural Scenic Routes or Urban Scenic Routes in accordance with this Scheme.
- 4.3.2 All routes are depicted on SRO1 as well as more detailed on SRO2, SRO3, or SRO4 and are recorded in Table C.
- 4.3.3 Rural Scenic Routes fall outside the urban edge and Urban Scenic Routes are located inside the urban edge.
- 4.3.4 Upon adjustment of the urban edge when a new Spatial Development Framework is adopted by the council of the Municipality of Stellenbosch, the designation of Rural or Urban Scenic Routes shall be amended and the maps shall be updated accordingly.
- 4.3.5 Unless otherwise stated or indicated on the plans, the demarcated Rural Scenic Routes area of control consist of 200 meters either side of the road, measured from the centre line of the tarred road surface. The maps clearly indicate where a Rural Scenic Route area of control applies to one side of the road only.
- 4.3.6 Unless otherwise stated or indicated on the plans, the demarcated Urban Scenic Route shall apply to the erven directly adjacent to and on both sides of the roads indicated in

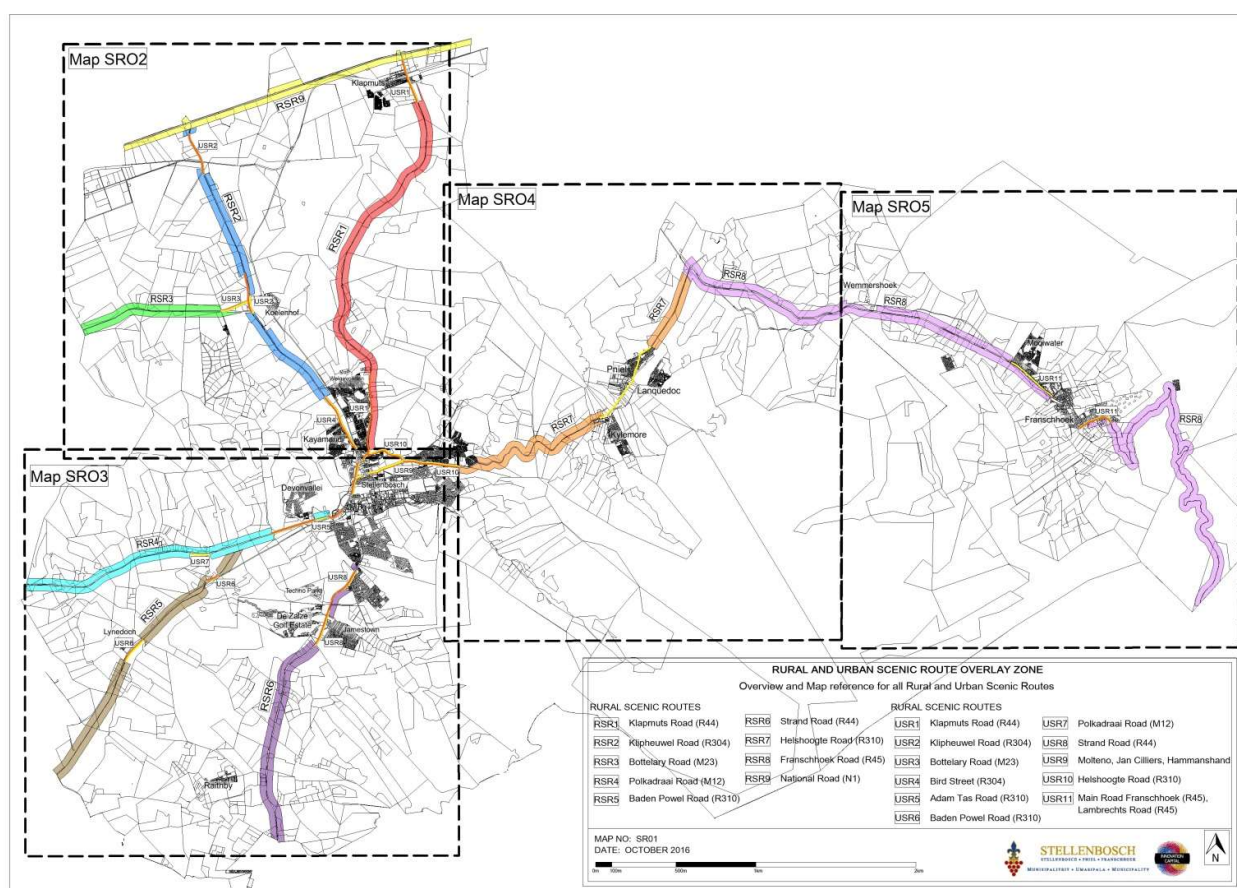
- Table C where these routes are inside the urban edge. The maps clearly indicate where an Urban Scenic Route area of control applies to one side of the road only.
- 4.3.7 Should there be any dispute about the extent of the applicability of Rural or Urban Scenic Routes area of control, the Municipality will determine the final extent and its determination is final.

TABLE C: SCENIC ROUTE OVERLAY ZONES				
Rural Scenic Route No	Route Name and description	Detail Map no	Colour on map	
RSR1	Klapmuts Road (R44)	Map SRO2		
RSR2	Klipheuwel Road (R304)	Map SRO2		
RSR3	Bottelary Road (M23)	Map SRO2		
RSR4	Polkadraai Road (M12)	Map SRO3		
RSR5	Baden Powell Road (R310)	Map SRO3		
RSR6	Strand Road (R44)	Map SRO3		
RSR7	Helshoogte Road (R310)	Map SRO4		
RSR8	Franschhoek Road, Lambrechts Road (R45)	Map SRO4		
RSR9	National Road N1	Map SRO2		
Urban Scenic Route No	Route Name and description	Map no	Colour on map	
USR1	Klapmuts Road (R44)	Map SRO2		
USR2	Klipheuwel Road (R304)	Map SRO2		
USR3	Bottelary Road (M23)	Map SRO2		
USR4	Bird Street (R304)	Map SRO2		
USR5	Adam Tas Road (R310)	Map SRO3		
USR6	Baden Powel Road (R310)	Map SRO3		
USR7	Polkadraai Road (M12)	Map SRO3		
USR8	Strand Road (R44)	Map SRO3		
USR9	Molteno, Jan Cilliers, Hammandshand Rds	Map SRO3		
USR10	Helshoogte Road (R310)	Map SRO2/3/4		
USR11	Main Road, Franschhoek (R45), Lambrechts Road (R45)	Map SRO4		

4.4 General parameters applicable to all scenic routes

4.4.1 The Municipality's permission will be required for any new building and/or structure to be constructed within the demarcated Scenic Routes area which may include, but are not limited to, the following:

- (a) all buildings and structures;
- (b) greenhouse or poly-tunnels;
- (c) refuse rooms;
- (d) masonry boundary walls, gatehouses or berms;
- (e) parking lots and access roads;
- (f) telecommunication structures;
- (g) signage;
- (h) removal, felling, lopping, topping or otherwise damaging any mature tree (other than removal of dangerous branches, or bona fide agricultural pruning or orchards);
- (i) alteration or removal of any historical landscape features including mature hedges and avenues of mature trees.



4.5 Development parameters

4.5.1 A building line of 30m shall apply on all Rural Scenic Routes, which may be relaxed by the municipality if they are satisfied that purpose of the scenic route is adhered to. ()

4.6 Site development plan

- 4.6.1 A site development plan may be required by the Municipality for any development in this zone.

4.7 Visual impact assessment

- 4.7.1 A visual impact assessment may be required by the Municipality for any development in this zone.

4.8 Consideration of applications in terms of this chapter

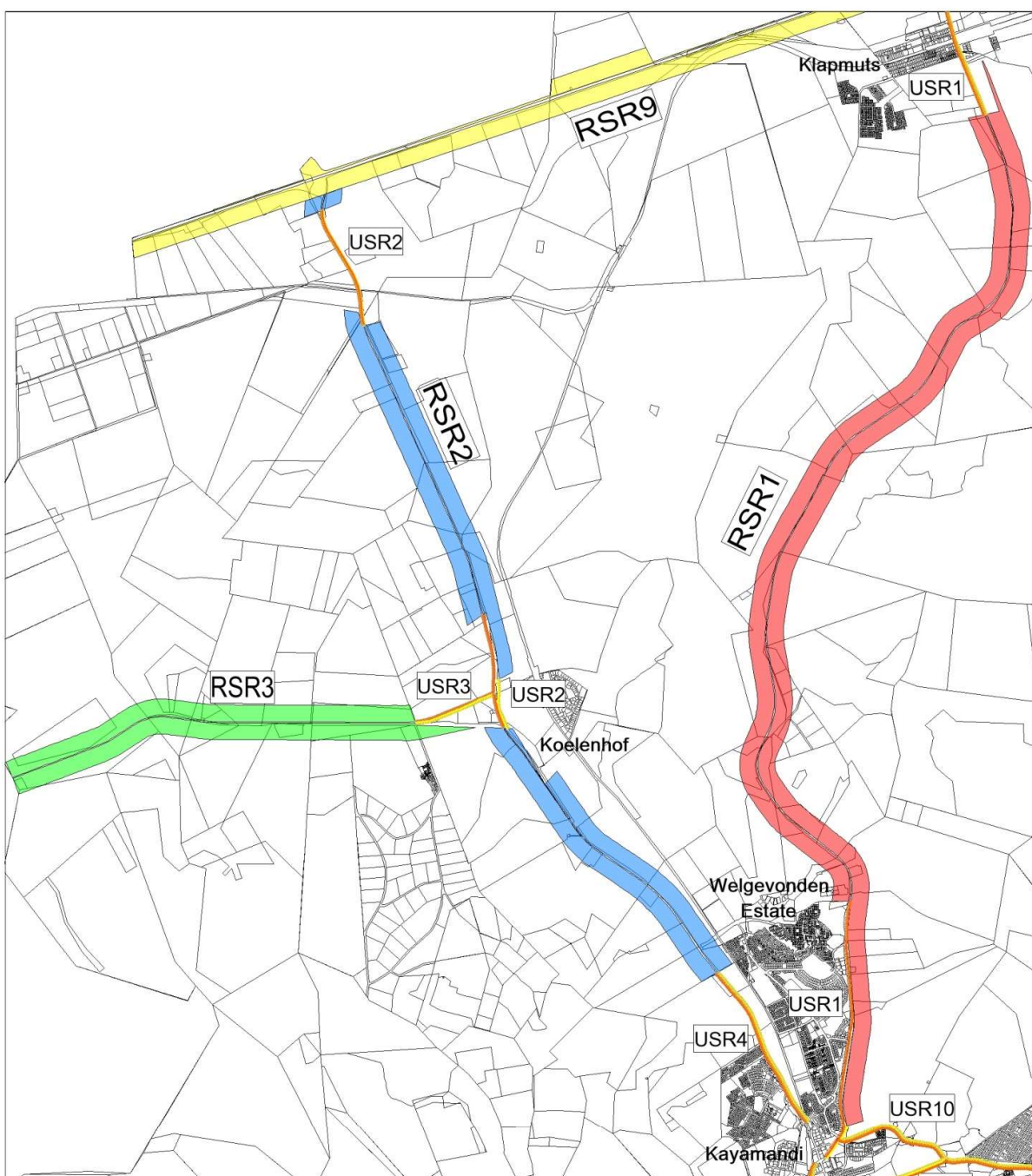
- 4.8.1 When considering an application for permission in terms of this chapter, the Municipality shall consider the visual impact of the development proposal and shall impose conditions which mitigate the visual impact, including positioning, landscaping and screening of the building.
- 4.8.2 Where an application is to develop in accordance with existing development rights, the Municipality shall endeavour to permit such development in accordance with existing rights with or without sufficient mitigatory measures to address the visual impact of the proposed development.
- 4.8.3 Where an application is made for new or additional development rights or departures from this Scheme, the Municipality shall only grant its approval if it is satisfied that the proposal will not have a negative visual impact and will not be detrimental to the protection of the visual environment.
- 4.8.4 In considering applications in terms of this chapter, the Municipality may consider any or all of the following:
- (a) building height, mass and positioning of the building and/or structure;
 - (b) design, façade and composition;
 - (c) parking;
 - (d) material, colour, texture, architectural treatment and appearance of the outer elements as well as any element of such building or structure visible to the public;
 - (e) outdoor lighting;
 - (f) landscaping and grading.
- 4.8.5 When granting its permission the Municipality may do so subject to conditions it deems necessary to mitigate impact or to protect and promote the visual environment and scenic quality of the area in general.
- 4.8.6 The Municipality may adopt by ordinary resolution, rules or more detailed policy guidelines to provide a more detailed guide for decision-making in terms of this Overlay Zone.

4.9 Signage

- 4.9.1 All signs or billboards shall comply with the approved Stellenbosch Municipality Advertising Signage Policy or by-law if adopted and in considering an application for signage the Municipality will also consider the impact on the visual environment and scenic quality of the area.

4.10 Activities exempted

- 4.10.1 The following activities and structures are exempt from applying for permission in terms of this section:
- (a) general maintenance of existing buildings and structures;
 - (b) replacement of an existing fence with a new fence which is visually permeable painted wire or steel palisade;
 - (c) new fencing which does not contain solid piers or solid sections;
 - (d) agricultural shade netting provided the fabric is visually permeable.
- 4.10.2 The Council may approve additional activities which are exempt from applying in terms of this section, and once approved, will be deemed to form part of this section of the scheme.



SCENIC ROUTES OVERLAY 2

RURAL SCENIC ROUTES

- RSR1 Klipmuts Road (R44)
- RSR2 Klipheuvel Road (R304)
- RSR3 Bottelary Road (M23)
- RSR9 National Road (N1)

URBAN SCENIC ROUTES

- USR1 Klipmuts Road (R44)
- USR2 Klipheuvel Road (R304)
- USR3 Bottelary Road (M23)
- USR4 Bird Street (R304)
- USR10 Helshoogte Road (R310)

SCENIC ROUTE OVERLAY ZONE

MAP NO: SRO2
DATE: OCTOBER 2016



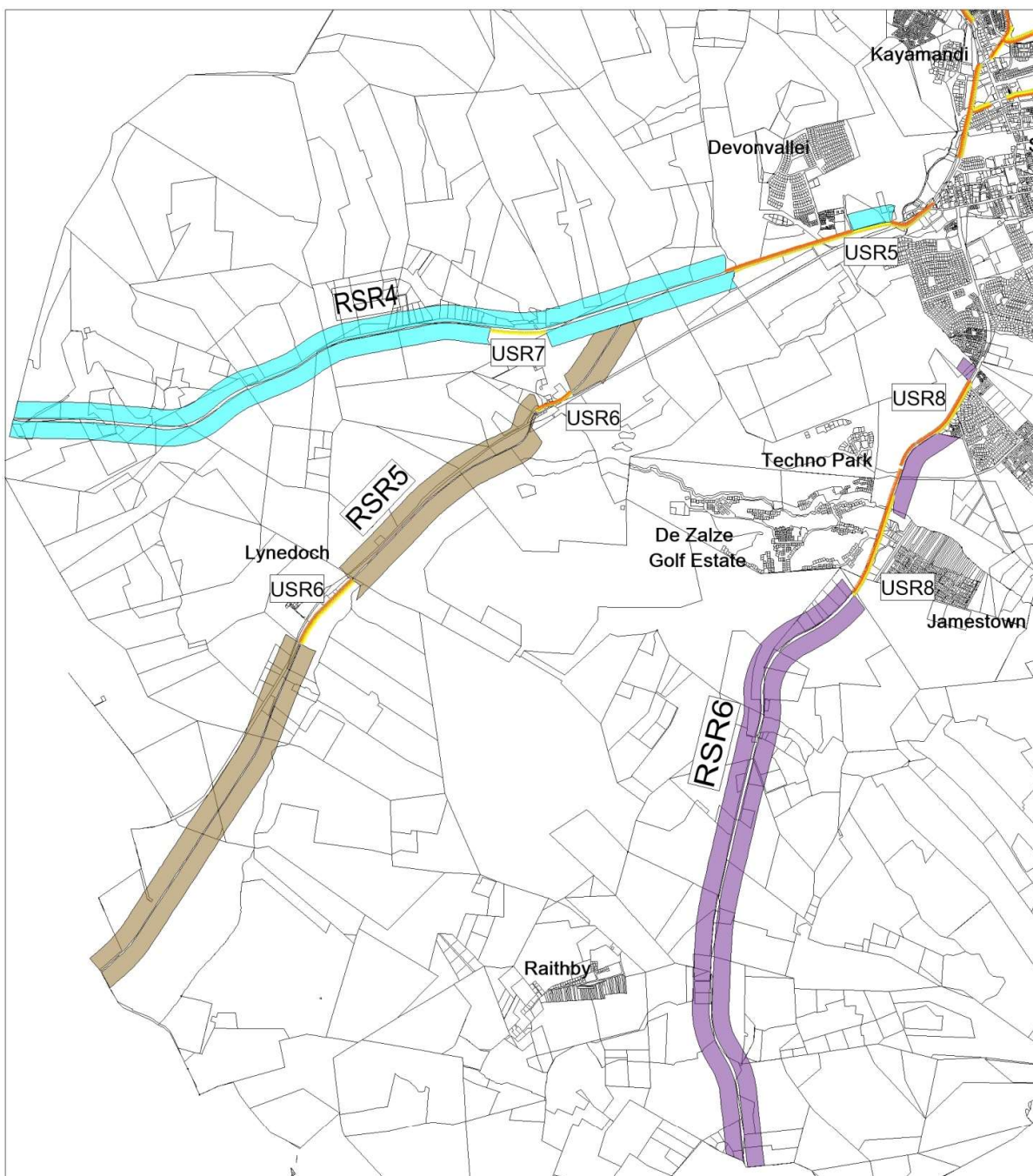
0m 1km 2km 5km



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY





SCENIC ROUTES OVERLAY 3

RURAL SCENIC ROUTES

- RSR4 Polkadraai (M12)
- RSR5 Baden Powel Road (R310)
- RSR6 Strand Road (R44)

URBAN SCENIC ROUTES

- USR5 Adam Tas Road (R310)
- USR6 Baden Powel Road (R310)
- USR7 Polkadraai Road (M12)
- USR8 Strand Road (R44)
- USR9 Molteno, Jan Cilliers, Hammanshand
- USR10 Helshoogte Road (R310)



SCENIC ROUTE OVERLAY ZONE

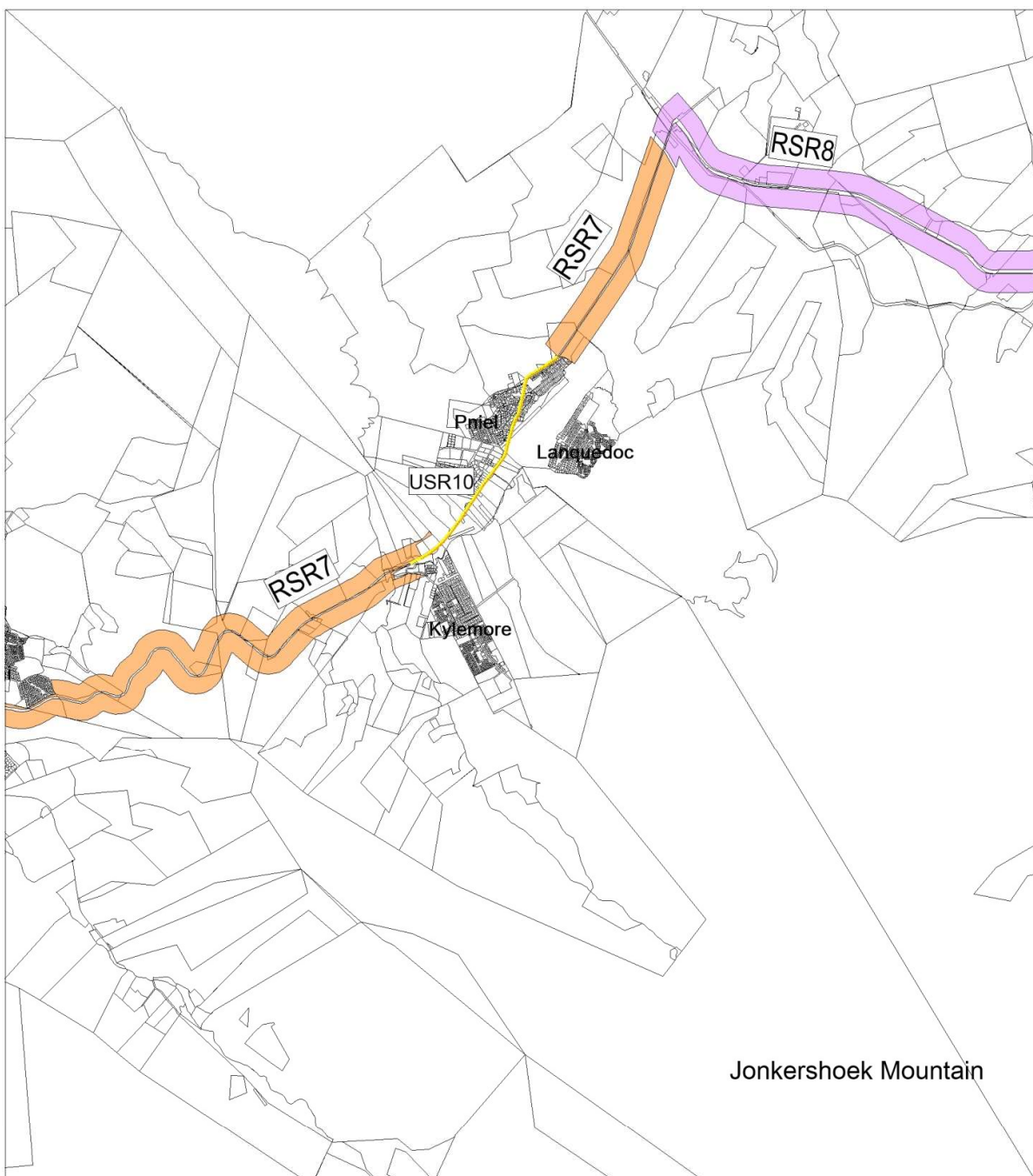
MAP NO: SRO3
DATE: OCTOBER 2016



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY





SCENIC ROUTES OVERLAY 4

RURAL SCENIC ROUTES

RSR7 Helshoogte Road (R310)

RSR8 Franschoek Road (R45)

URBAN SCENIC ROUTES

USR10 Helshoogte Road (R310)

SCENIC ROUTE OVERLAY ZONE

MAP NO: SRO4

DATE: OCTOBER 2016



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY





SCENIC ROUTES OVERLAY 5

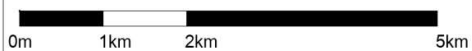
RURAL SCENIC ROUTES

RSR8 Franschhoek Road (R45)

URBAN SCENIC ROUTES

USR10 Helshoogte Road (R310)

USR11 Main Road Franschhoek (R45),
Lambrechts Road (R45)



SCENIC ROUTE OVERLA ZONE

MAP NO: SRO5

DATE: OCTOBER 2016



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY



5. LOCAL AREA OVERLAY ZONE: TECHNOPARK

5.1 Zone name and designation on map

- 5.1.1 The Local Area Overlay Zone shall be depicted on a map and shall be referred to by the code (LAO1) followed by a number designating the particular zone. The area to which the Local Area Overlay Zone applies shall be indicated by a unique coloured dotted outline with a transparent fill in the same colour.



5.2 Purpose of the zone

- 5.2.1 The purpose of the local area overlay zones is to provide more detailed development parameters for a specified local area.

5.3 Areas designated as local area overlay zones

The Municipality has designated the areas listed in Table D as Local Area Overlay Zones.

TABLE D: LOCAL AREA OVERLAY ZONES		
Number and Map Reference	Description of Area	Colour on map
LAO1	Techno Park Local Area Overlay Zone	

5.4 Areas declared as local overlay zone areas and specific provisions

- 5.4.1 The Techno Park Local Area Overlay Area is indicated on Map No. LAO1 and the parameters in this subsection will apply as indicated.
- 5.4.2 The purpose of the Techno Park Local Overlay Zone is to retain the development parameters applicable to this area, as they appeared in the Stellenbosch Zoning Scheme.
- 5.4.3 The development parameters set out in this overlay zone replace all the development rules set out in the base zone and shall apply to all the properties or portion of properties falling within the boundaries of the Techno Park Local Area Overlay Zone as depicted on Map No. LAO1.
- 5.4.4 The following land uses are allowed in this zone:

Primary Uses	Additional Uses	Consent Uses (application required)
i. Laboratories, offices and other facilities for research, development, design, testing and consultation by any individual, corporation, partnership, business association or any other type of organization, whether public or private. ii. Production and assembly of prototype products but only on a scale necessary	i. Professional and related business services directly associated with and primarily geared towards activities referred to in paragraphs (i) and (iii) of the primary uses, for example, banking facilities, personal services, post office, day-care centre, sports and health facilities, food	i. Any other usage, which is incidental to the aforementioned character of the Techno Park

for the completion of research in connection with the product. iii. Pilot plants, in which planned processes or products are investigated, tested and assembled with a view to production elsewhere.	<p>services and training centres.</p> <p>ii. Conference centres and administrative offices needed for the running of the Techno Park.</p> <p>iii. Facilities for light manufacturing and/or the assembly of products that require a high level of skills in the high-technology sector result in regular liaison with the research and design personnel and require mainly highly skilled personnel.</p> <p>iv. Incidental operations required for the maintenance of the facilities referred to in paragraphs (i) to (iii) of the primary or additional uses, such as maintenance workshops, power plants and effluent treatment.</p>	
---	--	--

- (a) The following development parameters apply to all buildings in this zone unless otherwise indicated:

Building type	Street building lines (m)	Common boundary building lines (m)	Coverage	Height
All buildings	none	none	<p>Max Erf coverage: 75%</p> <p>Max Building coverage : Erven >3000m²=30% Erven < 3000m² = 40%</p>	<p>2 Storeys With consent: 3 storeys</p>

- (b) Coverage which includes building coverage plus all other built upon areas including all improvements such as parking areas, vehicular circulation and buildings may not exceed 75% of the area of the land unit.
- (c) Permission in terms of the scheme may be granted by the Municipality for additional height or storeys after being applied for by the owner.
- (d) Parking shall be provided at four bays per 100m² Gross Leasable Area of the building;
- (e) The Municipality shall retain the right to lay down directives pertaining to the aesthetic appearance of buildings and the use of materials, textures and colours for the exterior finishing which factors may affect the appearance of the Techno Park;
- (f) The following restrictions apply to address issues of nuisance and safety:

- (i) no building shall be used for the manufacture, storage, distribution, or sale of any product or item, which increases the fire hazard to any other improvement or erf in the environment;
- (ii) no business shall be allowed which constitutes a nuisance by the emission of smoke, gases and effluvia, which could reasonably be expected to be injurious to products or persons in the Techno Park;
- (iii) the storage of material or the use of equipment or research processes, which may cause vibrations beyond the boundaries of the erf upon which such equipment or processes occur, shall not be allowed;
- (iv) Except with the permission of the Municipality, the storage of explosives shall not be allowed in the Techno Park;
- (g) These rules of development shall be supplemented by a development plan with development guidelines specifically prepared for the Techno Park, which shall be binding on all developers in the discretion of the Municipality.

6. LOCAL AREA OVERLAY ZONE: ADAM TAS CORRIDOR

6.1 Zone name and designation on map

- 6.1.1 The Local Area Overlay zone shall be depicted on a map and shall be referred to by the code (LAO2) followed by a number designating the zone. The area to which the Local Area Overlay zone applies shall be indicated on the zoning map by a green unique coloured dotted outline with a transparent fill in the same colour.

6.2 Purpose of the zone and incorporation of land

- 6.2.1 The purpose of the local area overlay zones is to provide more detailed development parameters for a specified local area.
- 6.2.2 The Municipality may demarcate new Local Area Overlay areas or amend existing areas by amending the Scheme in terms of Planning Law, but land cannot be rezoned by an owner for incorporation into or exclusion from this overlay zone.

6.3 Areas designated as local area overlay zones

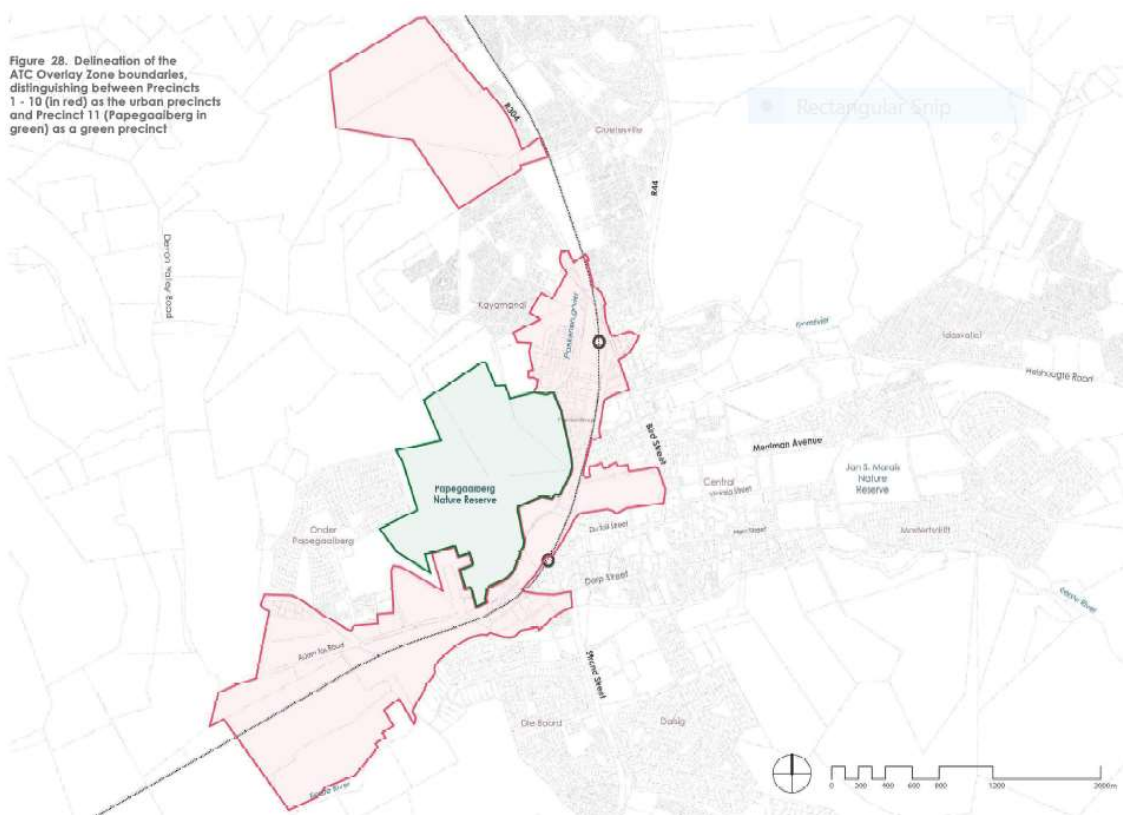
- 6.3.1 Municipality has designated the areas listed in Table A as Local Area Overlay zones.

TABLE A: LOCAL AREA OVERLAY ZONES		
Number and Map Reference	Description of Area	Colour on map
LAO2	Adam Tas Corridor Local Area Overlay Zone	TBC

6.4 Areas declared as local overlay zone areas and specific provisions

Sub-sections 1-4 deals with the Techno Park Local Area Overlay Area.

- 6.4.1 The Adam Tas Corridor Local Overlay Area is indicated on Map LAO2 and the parameters in this subsection will apply as indicated.
- 6.4.2 The purpose of the Adam Tas Corridor Overlay zone is to enable development of the area in a manner which provides for:
- A vibrant, compact, and efficient urban district as part of Stellenbosch town, respectful of the environment and history.
 - Increased access to livelihood opportunity for ordinary citizens and different income groups.
 - Inclusionary Housing.
 - Seamless spatial and socio-economic integration with surrounding areas.
 - Financial sustainability.
 - Pro-active partnership, shared responsibility, and a clear differentiation of roles between landowners, government, and other stakeholders.
 - A clear development process with speedy decision-making.



- 6.4.3 Unless otherwise indicated, the development parameters set out in this Chapter replace all the development rules set out in the various use zones applicable to the area and shall apply to all the properties or portion of properties falling within the boundaries of the Adam Tas Corridor Local Area Overlay zone as depicted on map LAO2.
- 6.4.4 The Municipality's overall intent for the Adam Tas Corridor Overlay Area is stated in the Adam Tas Corridor Local Spatial Development Framework, prepared in terms of the legislative framework, settlement development and management objectives, principles, and policy set out in the Spatial Planning and Land Use Management Act

16 of 2013, Western Cape Land Use Planning Act 3 of 2014, approved Stellenbosch Municipal Spatial Development Framework, and related legislation and policy.

6.4.5 Core components of the Adam Tas Corridor Local Spatial Development Framework which informs the development parameters in this Chapter, its extent and distribution across the area, take-up, phasing, and form, are the:

- (a) Development Principles.
- (b) Policy framework.
- (c) Area-wide Development Framework, including the identification of precincts, mix of uses (including the compulsory provision of inclusionary housing), and development yields permitted.
- (d) Area-wide Services Framework, including the progressive extent of development permitted with respect to bulk infrastructure provision/investment triggered by such development.
- (e) Area-wide Development Guidelines.
The hierarchical process of plan preparation and approval - the "package of plans" - required for precincts and parts of precincts following below the Development Framework and the focus and format of each.

6.4.6 The indicative land area allocated to different uses as permissible in the Adam Tas Corridor Overlay Area and precincts shall be as set out in the table below:

Area	Residential	Mixed use residential	Mixed use commercial/retail	Light industry	Sporting facilities	Public facilities
Overall Area	259 730	487 111	379 398	220 661	57 026	198 025
Precinct #1 Droë Dyke	173 125	194 766	-	-	21 641	43 281
Precinct #2 Sawmill	-	49 063	56 072	28 036	-	7009
Precinct #3 Oude Libertas	-	17 804	17 804	-	-	23 738
Precinct #4 Adam Tas	-	56 986	56 986	14 247	-	14 247
Precinct #5 Remgro	-	12 360	24 719	12 360	-	12 360
Precinct #6 Bosman's Crossing	-	16 586	14 513	8 293	-	2 073
Precinct #7 Bergkelder	-	-	50 971	16 990	-	16 990
Precinct #8 Van der Stel	-	24 073	30 951	-	6 878	6 878
Precinct #9 Plankenbrug	-	-	98 514	140 735	14 073	28 147
Precinct #10 Northern Extension	86 605	115 473	28 868	-	14 434	43 302
Precinct #11 Papegaalberg	-	-	-	-	-	-

6.4.7 The overall extent of floor area permitted in the Adam Tas Corridor Local Area Overlay area and its distribution between precincts and uses shall be as set out in the table below.

Area	Residential		Mixed use residential		Mixed use commercial/retail		Light industry		Sporting facilities		Public facilities		TOTAL	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
Overall Area	372 971	528 793	884 948	1 250 285	908 685	1 227 516	500 076	669 315	104 551	143 809	375 427	526 881	3 146 659	4 346 599
Precinct #1 Droë Dyke	234 758	328 902	264 103	370 014	-	-	-	-	29 345	41 113	58 690	82 225	586 895	822 254
Precinct #2 Sawmill	-	-	107 624	172 830	122 998	197 520	61 499	98 760	-	-	15 375	24 690	307 496	493 799
Precinct #3 Oude Libertas	-	-	24 947	42 371	42 371	42 371	-	-	-	-	33 263	56 495	100 581	141 238
Precinct #4 Adam Tas	-	-	158 305	204 295	158 305	204 295	39 576	51 074	-	-	39 576	51 074	395 762	510 737
Precinct #5 Remgro	-	-	24 857	33 185	49 714	66 370	24 857	33 185	-	-	24 857	33 185	124 285	165 925
Precinct #6 Bosman's Crossing	-	-	45 114	56 392	39 474	49 343	22 557	28 196	-	-	5 639	7 049	112 784	140 980
Precinct #7 Bergkelder	-	-	-	-	138 641	190 085	46 214	63 362	-	-	46 214	63 362	231 068	316 809
Precinct #8 Van der Stel	-	-	75 716	104 677	97 349	134 584	-	-	21 633	29 908	21 633	29 908	216 331	299 076
Precinct #9 Plankenbrug	-	-	-	-	213 761	276 317	305 373	394 739	30 537	39 474	61 075	78 948	610 747	789 478
Precinct #10 Northern Extension	138 213	199 891	184 283	266 522	46 071	66 630	-	-	23 035	33 315	69 106	99 946	460 709	666 304
Precinct #11 Papegaalberg	-	-	-	-	-	-	-	-	-	-	-	-		

6.4.8 At the discretion of the Municipality, and subject to meeting the overall intent for the Adam Tas Corridor Overlay Area, floor area associated with the preservation of historic buildings, historic structures, and inclusionary housing, may be excluded from overall floor area permitted.

6.4.9 With cognisance to the general purpose of a specific building or structure, it's specific location and built environment context - including the general townscape, historic features, view lines, and the amenity of adjoining development - no building or structure in the Adam Tas Corridor Overlay Area shall exceed a height of six (6) storeys.

~~6.4.10 The following land uses are permitted in the Adam Tas Corridor Local Area Overlay zone:~~

PRIMARY USES		CONSENT USES	
Ancillary uses	Rooftop base telecommunication station		
Adult entertainment business	Employee housing		
Apartment/flat	Shopping centre		
Builder's yard	Escort agency	Natural environment/Nature area	Public and private open space
Authority use	Transport purposes (goods)	Occasional use	Public parking area
Filling station/service station	Extramural facility	Office	Public place
Backpacker establishment	Warehouse	Outdoor sport	Public road
Freestanding base of telecommunication station	Function venue/place of entertainment/tourist facilities	Parking bay/parking garage	Railway use
Business premises	Parking garage	Place of assembly	Restaurant
Funeral parlour	Heritage resource	Place of education	Service trade
Church/place of worship	Hostel	Place of entertainment	Shop
Gambling place	Hotel	Plant nursery	Tertiary educational institution
Clinic	Indoor sport	Postal agency	Training centre
Helicopter landing pad	-	Private outdoor space	Transport purposes (passengers)
Clubhouse	Industry	Private road	Utility installation
Hospital	Liquor store	Proclaimed road	Wellness centre
Commercial gymnasium	Loading bay	Professional service	Welfare institution
	Market	Public institution	-

Motor vehicle fitment centre Commercial services Motor vehicle repair centre Community residential building Motor showroom Commune Old age home Conference facility Renewable energy installation Day care centre	Medical consulting rooms Museum		
--	---------------------------------------	--	--

6.4.10 The approved precinct plan for each designated precinct will determine the permitted land uses and extent of such development rights and any qualifications thereof in terms of development parameters, which development rights will be established and may be implemented by means of any required subdivisions and the approval of site development plans for the respective land units, which site development plan must be aligned and in compliance with the approved precinct plan. All pursuant building plan applications must be aligned with and in compliance with the associated approved site development plan.

6.4.11 The Municipality will follow a package of plans approach as the basis for approvals in respect of the Adam Tas Corridor Overlay Zone.

6.4.12 The package of plans consists of the following components, listed in a hierarchy from higher - order to lower-order plans:

- a) Contextual Framework.
- b) Development Framework.
- c) Precinct Plan.
- d) Subdivision Plans.
- e) Site Development Plans.
- f) Building Plans.

6.4.13 The Municipality will issue detailed specifications related to the focus, subject matter, and format of components of the package of plans for the Adam Tas Corridor Overlay Area from time to time.

6.4.14 General provisions of the package of plans are that:

- a) Lower-order plans must follow higher-order plans.
- b) The Municipality may deem the description of the Adam Tas Corridor Overlay Area contained in the approved Municipal Spatial Development Framework as the Contextual Framework for the area.
- c) The Municipality may deem the description and associated development parameters of the Adam Tas Corridor Overlay Area contained in the approved Adam Tas Local Corridor Local Spatial Development Framework as the area-wide Development Framework for the area.
- d) Bulk allocated to a Precinct Plan area remains "floating" across the precinct - within the overall over-all intent for the Adam Tas Corridor Overlay Area as stated in the Adam Tas Corridor Local Spatial Development Framework and area-wide Development Framework - and shall be allocated to a specific development area through the mechanism of a Site Development Plan.

- e) Unless otherwise stated in this Chapter, no development may commence on site unless the necessary hierarchy of plans have been submitted and approved by the Municipality.
 - f) A specific plan - at any level in the hierarchy - shall only lapsed if replaced by a new approved plan.
 - g) The Municipality is the approving authority of any level of plan and may require amendments of plans under preparation to address reasonable concerns related to the overall vision, strategic goals, and planning of the area.
- 6.4.15 Upon approval of a Precinct Plan for each of the precincts constituting the Adam Tas Corridor Overlay Area, and with cognisance to the development guidelines contained in the Adam Tas Corridor Local Spatial Development and the area-wide Development Framework for the area, the Municipality shall impose conditions of approval which will specify additional development parameters for the precinct, including, but not limited to:
- a) Site coverage, height, and massing of buildings.
 - b) The relationship between buildings, streets, and spaces.
 - c) The management of environmental resources.
 - d) The provision of Inclusionary Housing.
 - e) The general response to, incorporation, and management of aspects of heritage and culture.
 - f) Parking, and access.
 - g) Engineering services provision.
- 6.4.16 The application and calculation of Development Charges (DCs) for the enhanced rights as per 266(6) for these developments, will be subject to the Stellenbosch Municipality's DC Policy and DC Tariffs, as approved annually by Council.
- 6.4.17 Road reserve widths for public roads that includes non-motorized transport, pedestrian walkways, cycle routes and public transport routes within the Adam Tas Corridor will be a minimum of 16m wide. The development of traffic impact assessments and the Adam Tas transport study will propose and inform on road reserve widths.
- 6.4.18 Final Road Reserve widths will be determined by the Municipality's Infrastructure Services in collaboration with the Planning Department.
- 6.4.19 Non-motorized transport and public transport in the overlay zone must be promoted.
- 6.4.20 The Adam Tas Transport Study currently underway will inform and provide guidance to the Municipality on all transport related aspects which must be taken into account in the preparation of all precinct plans.
- 6.4.21 The new residential or mixed-use development which include 20 dwelling units or more, must contain a minimum of 30% of the total units to be targeted at affordable housing on-site (also referred to as inclusionary housing units), falling within the affordability thresholds for rental or ownership.
- 6.4.22 These inclusionary housing units must be provided on-site as part of the market-related development i.e., in the same building or on the same land parcel and should be spread throughout the development as indicated on the approved precinct site development plan.
- 6.4.23 Residents of the inclusionary housing units must have indiscriminate access to all entrances and amenities of the development; and -
- (a) The inclusionary housing units are not intended for community residential buildings, communes, hostels, and less formal residential. The inclusionary housing units should only be used for permanent residence and excludes any of the land uses associated with transient guest (i.e., home lodging, bed and

- breakfast, hotel, tourist accommodation establishment, tourist dwelling units, etc.)
- (b) The target market for beneficiation should benefit employed households (excl. students) earning stable incomes that fall within the affordability threshold as defined above.
- 6.4.24 The inclusionary housing units will be reserved for qualifying recipients with a total combined annual gross monthly household income from R3 500 to R27 200 (Financial Services Charter Measure, 2022 rates (updated yearly)).
- (a) Monthly rent or repayments may not be more than 30% of the total monthly household income for renters and 30-35% for homeowners;
 - (b) The sale price or rental amount may not escalate annually beyond inflation, based on the Consumer Price Index (CPIX) as published by Stats SA.
- 6.4.25 The conditions of affordable housing which relates to the inclusionary housing units must be in place for not less than 30 years using a suitable management mechanism, to the satisfaction of the Director: Planning and Economic Development, or until repealed by a Council resolution.
- (a) Prior to the approval of any building plan, the developer shall submit to the Director: Planning and Economic Development for approval, a mechanism to ensure the abovementioned condition, as well as the affordability criteria of the qualifying recipients. The approval mechanism shall be implemented to the satisfaction of the Director prior to the occupation of any building on the relevant portion.
 - (b) If rented, the qualifying household income criteria and rent may not escalate annually beyond inflation (based on the CPIX). Lease agreements need to ensure that the tenants are subject to annual income certification and the units as allocated remains available to the intended income group; or
 - (c) If sold, a restrictive condition must be included in the deed of sale capping the sale price to comply with the definition of affordability and must only be sold to pre-approved buyers that meet the affordability criteria.
 - (d) Approval on resale prices of units needs to be sought from the Director: Planning and Economic Development before such a transaction take place.
- 6.4.26 The developer or managing agent (HOA or Body Corporate) must provide the Director: Planning and Economic Development with the list of registered inclusionary housing units, annually. The entities should also ensure that the affordability preservation and any other requirements as agreed in the inclusionary housing agreements as part of the planning permission are stipulated in the constitution of these bodies.
- 6.4.27 If in due course, the Stellenbosch Municipal policy on Inclusionary Zoning is adopted and the provisions and requirements thereof are preferred to the above conditions, the developer/owner has the option (but no obligation) to adopt and adhere to the policy requirements instead.
- 6.4.28 In addressing parking, landowners should consider:
- a) The intent expressed in the Adam Tas Corridor Local Development Framework and area-wide Development Framework to pursue and environment prioritising public and non-motorised transport.
 - b) The reality of having to accommodate parking – serving Stellenbosch town and the Adam Tas Corridor Overlay Area – while expecting to progress towards lower private motor vehicle dependence and use over time; this, in turn, requiring innovative transitory arrangements, including the provision of parking in a form enabling ready conversion in future to other uses.

- c) Centralised parking facilities, delinking the provision of parking from the specific entity served.
- 6.4.29 With cognisance to the intent expressed in the development guidelines contained in the Adam Tas Corridor Local Spatial Development Framework, its core components, and the development parameters contained in this Chapter, it is anticipated that the Municipality, landowners, and other stakeholders will enter into formal agreements from time to time to further inform the manner in which the overall development intent for the Adam Tas Corridor Overlay Area is to be achieved and to affirm the varied commitments and responsibilities of landowners and stakeholders. These agreements may include inter alia:
- (a) Shared responsibility related to the provision of infrastructure services and the phasing of infrastructure, including the extent and use of development contributions.
 - (b) Incentives offered to landowners (including the cost of public land to be made available for development and conditions associated with its development).
 - (c) Shared responsibility related to the formation and operation of institutional arrangements established in support of the Adam Tas Corridor Overlay Area.
 - (d) Landowner and shared responsibility related to the provision of inclusionary housing.
 - (e) Shared responsibility related to undertaking environmental remediation work.
 - (f) Shared responsibility related to the provision and operation of public facilities.
- 6.4.30 To enable the coordination demanded to achieve the stated overall intent for the Adam Tas Corridor Overlay Area between landowners, the Municipality, and other stakeholders, the Municipality and landowners will establish and maintain dedicated institutional arrangements to support the Municipality in exercising its responsibility in managing the uptake and implementation of development parameters envisaged in the Adam Tas Corridor Local Spatial Development Framework and contained in this Chapter.
- 6.4.31 The Institutional mechanism referred to 6.4.29 above will be established within three (3) months after the proclamation of the Adam Tas Overlay Zone and according to a structure with Terms of Reference as approved by Council. The institutional mechanism will include the establishment of a Project Management Unit ("PMU") who will assist the Municipality with the implementation of the ATC.
- 6.4.32 The purpose, composition and functioning of the Institutional Mechanism will be described in the Terms of Reference as approved by Council and as may be amended from time to time.
- 6.4.33 Public participation related to the Adam Tas Corridor Overlay Area as contemplated in the Stellenbosch Municipality Land Use Planning By-law, 2023 shall occur:
- (a) Prior to the adoption of the Adam Tas Corridor Local Spatial Development Framework and establishment of the Adam Tas Corridor Local Area Overlay zone.
 - (b) At the review of the Adam Tas Corridor Local Spatial Development Framework (and resultant- if demanded through the review- amendment of the Overlay zone).
 - (c) When a departure from the provisions of the Adam Tas Corridor Local Area Overlay zone is applied for.
- 6.4.34 As part of the dedicated institutional arrangements contemplated above, detailed arrangements will be agreed to related to addressing possible disputes between landowners, their agents, and proponents of individual development projects in the Adam Tas Corridor Overlay Area.

- 6.4.35 The Municipality may consider lead projects to commence development of the Adam Tas Corridor Overlay Area - prior to completion and adoption of Precinct Plans - if it is considered that the specific project will contribute to the overall development objectives for the area, do not impede future opportunity, and assist in learning about and enabling future roll-out of development in the area.
- 6.4.36 Lead projects - taken together- should encompass a balanced package of interventions and reflect the future of the area as a vibrant, mixed use living and working environment serving a range of interests and income groups.
- 6.4.37 No application for building plan approval in terms of the National Building Act for a lead project shall be granted by the Municipality unless a Site Development Plan has first been approved.
- 6.4.38 As it is expected that development of the Adam Tas Corridor Overlay Area will take place over a lengthy period, the Municipality may consider interim uses for parts of the area, ensuring fruitful use of existing land and building resources, meeting community needs, and assisting in project learning.
- 6.4.39 In considering interim uses other than that permitted in terms of the base zoning of the Adam Tas Corridor Overlay Area, the Municipality may require submission of a Site Development Plan for approval.
- 6.4.40 To address issues of nuisance and safety the following restrictions apply to the Adam Tas Corridor Overlay Area:
- (a) No building shall be used for the manufacture, storage, distribution, or sale of any product or item which increases the fire hazard to any other improvement or property in the environment.
 - (b) No business shall be permitted which constitutes a nuisance by the emission of smoke, gases, and effluvia, which could reasonably be expected to be injurious to products or persons in the Adam Tas Corridor Overlay Area.
 - (c) The storage of material or the use of equipment or research processes, which may cause vibrations beyond the boundaries of the land unit upon which such equipment or processes occur, shall not be permitted.
 - (d) The storage of explosives shall not be permitted in the Adam Tas Corridor Overlay Area.

SCHEDULE 4

ZONING TRANSITION TABLE

STELLENBOSCH ZONING SCHEME BY-LAW, 2019			STELLENBOSCH DRAFT ZONING SCHEME BY-LAW, 2025		
Zoning	Primary uses	Additional uses	Zoning	Primary uses	Accommodation of existing additional uses
CONVENTIONAL RESIDENTIAL ZONE	<ul style="list-style-type: none"> Dwelling house 	<ul style="list-style-type: none"> Bed & Breakfast Home day care Home occupation Home lodging Second dwelling 	SINGLE RESIDENTIAL ZONE I	Dwelling House	<u>Primary uses:</u> <ul style="list-style-type: none"> Bed & Breakfast Home child care Home occupation Second dwelling ($\leq 60\text{m}^2$) <u>Consent uses:</u> <ul style="list-style-type: none"> Second dwelling (exceeding $>60\text{m}^2$) Home lodging
LESS FORMAL RESIDENTIAL ZONE	<ul style="list-style-type: none"> Dwelling house Shelter Second dwelling Group housing Bed & breakfast Home day care centre Home occupation House shop Home lodging Other social, educational, religious, occupational or business purposes 		SINGLE RESIDENTIAL ZONE II	Dwelling house Shelter	<u>Primary uses:</u> <ul style="list-style-type: none"> Bed & Breakfast Home child care Home occupation Second dwelling ($\leq 60\text{m}^2$) <u>Consent uses:</u> <ul style="list-style-type: none"> Second dwelling (exceeding $>60\text{m}^2$) Home lodging House shop
			COMMUNITY ZONE I	Place of instruction	
			COMMUNITY ZONE II	Place of worship	
			COMMUNITY ZONE III	Institution	
MULTI-UNIT RESIDENTIAL ZONE	<ul style="list-style-type: none"> Dwelling house Flats Group housing Guest house Hostel Retirement village Second dwelling house Tourist dwelling unit Commune 	<ul style="list-style-type: none"> Bed and Breakfast Home day care Home occupation Home lodging 	SINGLE RESIDENTIAL ZONE I	Dwelling House	<u>Primary uses:</u> <ul style="list-style-type: none"> Bed & Breakfast Home child care Home occupation Second dwelling ($\leq 60\text{m}^2$) <u>Consent uses:</u> <ul style="list-style-type: none"> Second dwelling (exceeding $>60\text{m}^2$) Home lodging Guest house Self-catering unit Commune
			GENERAL RESIDENTIAL ZONE I	Group housing	<u>Consent uses:</u> <ul style="list-style-type: none"> Commune Home occupation Retirement resort

			GENERAL RESIDENTIAL ZONE III	Flats	<u>Consent uses:</u> • Commune • Home occupation • Retirement resort
			GENERAL RESIDENTIAL ZONE V	Boarding Hostel	
LOCAL BUSINESS ZONE	<ul style="list-style-type: none"> • Business premises (including a shop, market, restaurant, office) • Clinic • Flats • Medical consulting rooms 	<ul style="list-style-type: none"> • Tourist dwelling unit (in flat) • Commune (in flat) 	BUSINESS ZONE I	Business premises	<u>Primary uses:</u> • Shop • Supermarket • Flats • Restaurant • Office • Medical consulting rooms <u>Consent uses:</u> • Commune (flats)
			BUSINESS ZONE II	Shop	<u>Primary uses:</u> • Flats <u>Consent uses:</u> • Restaurant • Commune (flats) • Supermarket
			BUSINESS ZONE III	Neighbourhood shop	<u>Primary uses:</u> • Flats • Medical consulting rooms <u>Consent uses:</u> • Restaurant • Supermarket
MIXED-USE ZONE	<ul style="list-style-type: none"> • Business premises (including a shop, market, restaurant, office) • Commune • Clinic • Community residential building • Extramural facility • Flats • Guest house • Hostel • Hotel • Plant nursery • Public institution • Tourist dwelling unit • Tourist accommodation establishment • Welfare institution 		BUSINESS ZONE I	Business premises	<u>Primary uses:</u> • Shop • Supermarket • Flats • Restaurant • Office • Medical consulting rooms <u>Consent uses:</u> • Commune (flats)
			BUSINESS ZONE II	Shop	<u>Primary uses:</u> • Flats <u>Consent uses:</u> • Restaurant • Commune (flats) • Self-catering unit (flats) • Supermarket
			BUSINESS ZONE III	Neighbourhood shop	<u>Primary uses:</u> • Flats • Medical consulting rooms <u>Consent uses:</u> • Restaurant • Supermarket • Commune (flats)
			COMMUNITY ZONE I	Place of instruction	
			COMMUNITY ZONE III	Institution	

			GENERAL RESIDENTIAL ZONE III	Flats	<u>Consent uses:</u> • Commune
			GENERAL RESIDENTIAL ZONE V	Hotel	
			GENERAL RESIDENTIAL ZONE IV	Guest lodge	
			INDUSTRIAL ZONE I	Light industry	<u>Primary uses:</u> • Warehousing • Service station <u>Consent uses:</u> • Rooftop base telecommunication station • Convenience shop
INDUSTRIAL ZONE	<ul style="list-style-type: none"> • Builder's yard • Filling station • Funeral parlour • Industry • Motor vehicle fitment centre • Motor vehicle repair centre • Motor showroom • Plant nursery • Service station • Warehouse • Rooftop base telecommunication station 	<ul style="list-style-type: none"> • Employee housing • Shop 	INDUSTRIAL ZONE II	Industry	<u>Primary uses:</u> • Builder's yard • Service station • Funeral parlour • Motor repair garage • Warehousing • Rooftop base telecommunication station • Caretaker's quarters • Factory shop • Ancillary shop
			BUSINESS ZONE VI	Service station	<u>Consent uses:</u> • Motor repair garage
EDUCATION ZONE	<ul style="list-style-type: none"> • Day care centre • Extramural facility • Hostel • Indoor sport • Outdoor sport • Place of education • Tertiary educational • Public institution 	<ul style="list-style-type: none"> • Dwelling house • Employee housing • Place of worship 	COMMUNITY ZONE I	Place of instruction	<u>Primary uses:</u> • Crèche • School • College • University • Ancillary sports and recreation centre • Ancillary boarding hostel • Ancillary place of worship <u>Consent uses:</u> • Place of assembly
COMMUNITY ZONE	<ul style="list-style-type: none"> • Clinic • Community residential building • Day care centre • Extramural facility • Indoor sport • Medical consulting rooms 	<ul style="list-style-type: none"> • Dwelling house • Employee housing 	COMMUNITY ZONE III	Institution	<u>Primary uses:</u> • Hospital • Clinic • Social facility <u>Consent uses:</u> • Place of instruction
			COMMUNITY ZONE II	Place of worship	<u>Primary uses:</u> • Ancillary dwelling • Ancillary crèche • Religious instruction

	<ul style="list-style-type: none"> Outdoor sport Place of assembly Place of education Public institution Welfare institution Place of worship 				<u>Consent uses:</u> <ul style="list-style-type: none"> Place of instruction Institution
UTILITY SERVICES ZONE	<ul style="list-style-type: none"> Utility services Rooftop base telecommunication station Authority use Parking garage Public parking Public road Rooftop base telecommunication station 	Employee housing Market	UTILITY ZONE	Utility service	<u>Primary uses:</u> <ul style="list-style-type: none"> Rooftop base telecommunication station
			AUTHORITY ZONE	Authority use	
			TRANSPORT ZONE II	Public street	<u>Primary uses:</u> <ul style="list-style-type: none"> Public street Public parking <u>Consent use:</u> <ul style="list-style-type: none"> Multiple parking garage Market
TRANSPORT FACILITIES ZONE	<ul style="list-style-type: none"> Filling station Public parking area Private road Transport purposes (goods) Transport purposes (passengers) 	<ul style="list-style-type: none"> Market Restaurant Rooftop base telecommunication station Shop 	TRANSPORT ZONE I	Transport use	<u>Primary uses:</u> <ul style="list-style-type: none"> Transportation of goods or passengers Multiple parking garage Rooftop base telecommunication station <u>Consent use:</u> <ul style="list-style-type: none"> Service station Market Business premises
			TRANSPORT ZONE III	Private road	
PUBLIC ROADS AND PARKING ZONE	<ul style="list-style-type: none"> Public road Public parking area Utility service 	<ul style="list-style-type: none"> Rooftop base telecommunication station Market 	TRANSPORT ZONE II	Public street	<u>Primary uses:</u> <ul style="list-style-type: none"> Public street Public parking <u>Consent use:</u> <ul style="list-style-type: none"> Multiple parking garage Market
			UTILITY ZONE	Utility service	
PUBLIC OPEN SPACE ZONE	<ul style="list-style-type: none"> Open space Natural environment 	<ul style="list-style-type: none"> Rooftop base telecommunication station 	OPEN SPACE ZONE I	Public open space	<u>Primary uses:</u> <ul style="list-style-type: none"> Open space
PRIVATE OPEN SPACE ZONE	<ul style="list-style-type: none"> Open space Natural environment 	<ul style="list-style-type: none"> Rooftop base telecommunication station 	OPEN SPACE ZONE II	Private open space	<u>Primary uses:</u> <ul style="list-style-type: none"> Open space
NATURAL ENVIRONMENT ZONE	<ul style="list-style-type: none"> Natural environment 	<ul style="list-style-type: none"> Dwelling house Rooftop base telecommunication station 	OPEN SPACE ZONE III	Nature conservation area	<u>Primary use:</u> <ul style="list-style-type: none"> Dwelling house <u>Consent uses:</u> <ul style="list-style-type: none"> Rooftop base telecommunication station

			OPEN SPACE ZONE IV	Nature reserve	<u>Primary use:</u> Worker accommodation <u>Consent uses:</u> Rooftop base telecommunication station
AGRICULTURE AND RURAL ZONE	<ul style="list-style-type: none"> • Agriculture • Agricultural building ($\leq 2000\text{m}^2$) • Dwelling house • Forestry • Natural environment • Poly tunnel ($\leq 2000\text{m}^2$) • Second dwelling • Employee housing 	<ul style="list-style-type: none"> • Agricultural building ($> 2000\text{m}^2$) • Agricultural industry ($\leq 2000\text{m}^2$) • Bed and breakfast • Employee housing • Guest house • Home day care • Home occupation • Tourist dwelling units • Tourist facility • Polytunnel ($> 2001\text{m}^2$ and $\leq 5000\text{m}^2$) 	AGRICULTURAL ZONE I	Agriculture	<u>Primary uses:</u> <ul style="list-style-type: none"> • Agriculture • Agricultural building ($\leq 2000\text{m}^2$) • Natural veld • Plantations • Agricultural worker accommodation • Agricultural industry ($\leq 2000\text{m}^2$) • Intensive horticulture • Dwelling house • Home child care • Bed and breakfast • Home occupation <u>Consent uses:</u> <ul style="list-style-type: none"> • Additional dwelling unit • Agricultural building ($> 2000\text{m}^2$) • Agricultural industry ($> 2000\text{m}^2$) • Guest house • Guest lodge • Home lodging • Tourist facility
LIMITED USE ZONE	<ul style="list-style-type: none"> • Dwelling house and/or • Limited to existing lawful uses at commencement date 		UNDETERMINED ZONE	None	
			NON-CONFORMING USE	An existing land use that was lawful in terms of a previous zoning scheme but that does not comply with this zoning scheme	

To note: The transitional tables serve as a **principle to be applied guideline**, but actual land use rights need to be verified and recorded in the zoning register and map.

SCHEDULE 5 GENERAL

1. Repeal

The Stellenbosch Municipality: Zoning Scheme By-law, 2019 zoning scheme by-law is hereby repealed on the date on which this By-law comes into operation.

2. Short title and commencement

2.1 This By-law is called the Stellenbosch Municipality: Zoning Scheme By-law, 2025.

2.2 This By-law shall come into operation on [DATE].

7.8.2	CONSIDERATION OF A SECTION 78(3) FEASIBILITY STUDY ON OUTSOURCING OF TOURISM SERVICES
-------	--

Collaborator No: 790155
 IDP KPA Ref No: Good Governance and Compliance
 Meeting Date: 22 July 2025

1. SUBJECT: CONSIDERATION OF A SECTION 78(3) FEASIBILITY STUDY ON OUTSOURCING OF TOURISM SERVICES

2. PURPOSE

To obtain Council's approval to initiate a feasibility study in terms of Section 78(3) of the Municipal Systems Act (Act 32 of 2000) to assess the viability of outsourcing the municipality's tourism functions to an external service provider or agency.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

The current delivery of tourism services by the Municipality has constraints in capacity, agility, and resource mobilisation.

Outsourcing tourism functions to a dedicated external agency may offer benefits such as:

- Enhanced industry-led tourism marketing and development.
- Improved public-private collaboration.
- More responsive, innovative, and cost-efficient service delivery.

A feasibility study will allow the Municipality to:

- Comply with legislative obligations.
- Make an evidence-based decision.
- Ensure transparency, accountability, and alignment with local economic development objectives.

5. RECOMMENDATIONS

- (a) that Council notes the legal obligation in terms of Section 78(3) of the Municipal Systems Act;
- (b) that Council approves the initiation of a Section 78(3) feasibility study to assess the outsourcing of tourism functions to an external mechanism;
- (c) that The Municipal Manager be authorised to conduct an inhouse feasibility study; and
- (d) that the findings of the feasibility study be submitted to Council for consideration prior to any final decision on the outsourcing of tourism services.

6. DISCUSSION / CONTENTS**6.1 Background**

Section 78(1) of the Municipal Systems Act requires municipalities to review and assess their capacity and mechanisms to deliver a municipal service. Where a municipality is considering outsourcing or entering into a service delivery agreement with an external mechanism, Section 78(3) requires the undertaking of a feasibility study to explore potential service delivery options.

This feasibility study must include:

- A detailed analysis of the impact on staff, community, and service delivery.
- A cost-benefit analysis and consideration of alternative delivery mechanisms.
- An evaluation of capacity, risks, and benefits of outsourcing.

6.2 Financial Implications

No financial implications as the study will be conducted internally.

6.3 Legal Implications

All support rendered will comply with applicable legislation, including the Municipal Finance Management Act (MFMA) and Supply Chain Management Policy, and will be subject to available resources and approved budget allocations.

Section 78(3) of the Municipal Systems Act, 2000 (Act 32 of 2000):

If a municipality decides in terms of subsection (2) to explore the provision of the service through an external mechanism, it must:

- (a) Give notice to the local community of its intention to explore this option;
- (b) Assess the impact of the proposed external mechanism on:
 - (i) the environment,
 - (ii) the community's access to the service,
 - (iii) the municipality's revenue,
 - (iv) municipal staff, and
 - (v) other relevant matters.

The Municipality must take into account the outcomes of this feasibility study when deciding whether to proceed with the external mechanism.

6.4 Staff Implications

None.

6.5 Previous / Relevant Council Resolutions:

None.

6.6 Risk Implications

The risks are addressed through the content of the item.

6.7 Comment from Senior Management**Finance:****6.7.1 Municipal Manager**

Support the process.

FOR FURTHER DETAILS CONTACT:

NAME	Lesley van Gensen
POSITION	<i>Manager: Economic Development and Tourism</i>
DIRECTORATE	<i>Planning and Economic Division</i>
CONTACT NUMBERS	021 808 8179
E-MAIL ADDRESS	Lesley.vangensen@ Stellenbosch.gov.za

7.8.3	SA SUNSHINE TOUR – REQUEST FOR SPONSORSHIP AND / OR SUPPORT
--------------	--

Collaborator No:	790159
IDP KPA Ref No:	Good Governance and Compliance
Meeting Date:	22 July 2025

1. SUBJECT:SA SUNSHINE TOUR – REQUEST FOR SPONSORSHIP AND / OR SUPPORT**2. PURPOSE**

To inform Council of the request received from the SA Sunshine Tour for sponsorship and / or support in relation to the 115th SA Golf Open Championship, and to request Council's advice and direction regarding the nature and extent of support to be considered.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

The SA Sunshine Tour has approached the Municipality with a request for support—both monetary and non-monetary—in hosting the 115th SA Golf Open Championship, scheduled to take place from 26 February to 1 March 2026 at the Stellenbosch Golf Course.

5. RECOMMENDATIONS

- (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.

6. DISCUSSION / CONTENTS**6.1 Background**

The SA Sunshine Tour is hosting the 115th SA Golf Open Championship, scheduled to take place from 26 February to 1 March 2026 at the Stellenbosch Golf Course.

This international golfing event, sponsored by Investec to the value of R100 million, is a major sporting occasion with the potential to significantly elevate Stellenbosch's international profile. It is anticipated that the event will be broadcast to over 400 million households globally and covered by up to 50 international and local broadcasters.

The organisers have shared an economic impact study from a similar event in Johannesburg, indicating a direct economic injection of R77 million, which is expected to be equalled or exceeded in Stellenbosch. The event is also expected to draw up to 10,000 spectators, provide up to 200 temporary job opportunities, and stimulate growth across various sectors, including tourism, hospitality, agriculture, and manufacturing.

As part of its Corporate Social Investment (CSI) strategy, the SA Sunshine Tour has committed:

- R1 million to the SA Golf Board Development Fund, aimed at supporting underprivileged and aspiring golfers.
- An additional R100,000 to the Stellenbosch chapter of the Golf Development Board for life skills and golf development of local youth.

The Municipality's potential involvement, through venue provision, marketing support, infrastructure readiness, and/or financial contribution, could significantly enhance the success and local impact of the event.

6.2 Financial Implications

At this stage, no specific monetary value has been committed. Should Council approve in principle support for the event, detailed costing and funding sources will be explored in consultation with the Budget and Treasury Office.

6.2.1 Desired municipal support request for the Investec SA Open Championship

Area	Description	Detail
Financial support		R 2 million excluding VAT
Non - financial support		
Security, route and traffic plan	Risk categorisation application	Allocation of a resource in the events and planning team as a dedicated point of contact for the tournament Working together to ensure we can make the event application and certification process as smooth and easy as possible
	Route mapping and traffic management plan	Resource in the events team to assist and advise on best ways to route the event traffic to ensure buying in and support from the municipality and neighbourhood wards Assistance with road closures/detour and road closure/detour signage at no cost
	Deployment of police and traffic	Deployment of required police and traffic officers at no cost

	JOC & VOC setup	Establishment of JOC at no cost
	Waste management	Provision of 12 waste skips, daily collection and recycling service on site at no cost
	Vendor licensing and other permits required	Assistance with application and certification process to make it as smooth and easy as possible
Tourism Promotion	Local excursions for pro golfers	Provision of a list of excursions for pro's/spectators/guests during the week. In PDF, flyer or website link
	Hosting media	Municipality to host media/commentators for a 2 hour period on Tuesday/Wednesday of the event to showcase Stellenbosch at municipality cost
	Discount vouchers for pro's at restaurants and shops	Arrange discount vouchers for pro's at restaurants and bars in town
Event Logistics	Temporary jobs	Provide details of preferred organisations to work with to create temporary jobs such as Pinotage Youth Development Academy
	Appointment of local service providers	Sharing of a preferred supplier list of the municipality
PR Communications &	Presence at media announcement	Media announcement has already been made, but it would be great to get a quote of support from the municipality to go out in a press release before the event
	PR & comms plan to align with event plan	Media and comms team to work with tournament team to support and enhance on the event marketing plan
Marketing	Vignettes	Provide raw vignette footage showcasing the municipality on the live broadcast
	Mall, schools and university activations	Assist with contacts/ marketing assets you have in place that we could brand SA Open for a period
	Town dressing - Street pole and fabric banner ads	Provide 50 fabric flag positions and 100 street pole ad positions free of charge
Clean-up & Beautification	Clean up around SGC	Dedicate additional resources to clean up and plant flowers and plants along the R44 outside the golf club
	Event beautification with plants and flower displays in various areas around the venue	Parks and recreation to provide temporary plants around the golf course and facilities with manpower to water daily.

6.2.2 Costing of non – municipal support

	Item	
1	Traffic control (R500 x 5Members x 3 hours x 3 days) Traffic control (R850 x 5 members x 3 hours x 1 day)	R22 500.00 Thursday – Saturday R12 750.00 Sunday
2	Road closures (if required)	

3	BDM (approval of structures)	BDM made provision for one application - irrespective of the number of structures required for the event. <ul style="list-style-type: none"> • Application Fee R2000.00 • BDM further commits 10-day processing timeframe.
4	Waste management	Waste management commits to clean up along the R44 outside the golf club
5	Beautification	The Municipality does not provide this service and this will need to be procured by the event organiser.

6.3 Legal Implications

All support rendered will comply with applicable legislation:

- Cost containment regulations and council approved policy
- Procurement of goods and services – Chapter 4 of the MFMA and SCM policies
- If not goods or services, the requirements of Section 67 of the MFMA
- Consideration of Council approved policies and provisions contained in it
- and if applicable: Grant-in-aid and Financing of external bodies

6.4 Staff Implications

None.

6.5 Previous / Relevant Council Resolutions:

None.

6.6 Risk Implications

The risks are addressed through the content of the item.

6.7 Comment from Senior Management

Finance:

ANNEXURES:

ANNEXURE 1 –

NAME	Lesley van Gensen
POSITION	Manager: Economic Development and Tourism
DIRECTORATE	Planning and Economic Division
CONTACT NUMBERS	021 808 8179
E-MAIL ADDRESS	Lesley.vangensen@stellenbosch.gov.za
REPORT DATE	7 July 2025

ANNEXURE 1

HOST MUNICIPALITY PRESENTATION 115TH INVESTEC SA OPEN CHAMPIONSHIP



STELLENBOSCH
STELLENBOSCH • FRUIT • FRANSCHHOEK

Hosted at Stellenbosch Golf Club



EVENT PROGRAMME

Name:	Investec South African Open Championship	Cut:	65 and ties after the 2nd round
Date:	26 February – 1 March 2026	Prize fund:	\$1.5 million
Venue:	Stellenbosch Golf Club	Broadcast:	Four days live TV through an international broadcast and Live on SuperSport
Pro-Am:	24 & 25 February 2025	Spectators:	+ - 15 000 over the 4 days Gates open Thursday – Sunday from 06:00
Hospitality:	Thursday - Sunday of the Tournament Week	Tickets:	www.sunshinetour.com
Sanctioned:	Sunshine Tour and DP World Tour		
Tournament:	4 day professional tournament 156 Professional golfers 72 holes of stroke play		

Total event cost: R60 million

EVENT FEDERATIONS / SUPPORT

SA Golf Association:	Rights owner of the SA Open Championship - rights ceded to Sunshine Tour
Sunshine Tour:	Represent the interest of all professional golfers registered in South Africa and broader Africa
DP World Tour:	Represent the interest of all professional golfers registered with the DPWT in Europe.
Sponsors:	Investec is the current title sponsor. The Sunshine Tour will engage with various other sponsors to ensure that the Flagship event on the Sunshine Tour schedule is supported by Corporate South Africa.
GolfRSA:	As it is an Open tournament, GolfRSA look after the interest of Amateur Golfers in South Africa, and they receive playing spots in the tournament

EVENT HISTORY & VENUE

- The Championship is one of the oldest national open golf championships, having first been played in 1903.
- Since 1997 the Championship has also been co-sanctioned by the DP World Tour.
- This will be the second time that the Championship will be hosted at Stellenbosch Golf Club, the Cape's fourth oldest golf course, which opened in 1904. Previously the Championship was hosted at the Stellenbosch Golf Club in 1999 when David Frost won.
- The club's legacy and world-class facilities make it the perfect setting to continue the tradition of excellence associated with the Investec SA Open.
- The Sunshine Tour is committed to taking the Championship around the country, and will therefore move venues every year. Additionally the event will be hosted at community courses to ensure it is accessible to all.

VENUE: STELLENBOSCH GOLF COURSE



The Open | Qualifying Series



The R&A have confirmed that the Investec South African Open Championship will receive three Open Qualifying Series places for The 154th Open at Royal Birkdale.

Three places will be available to the leading three players, not already exempt, who make the cut.

EVENT OBJECTIVES

Promote Professional Golf:	Elevate the profile of professional golf in South Africa and attract international attention to the sport
Community Development:	Engage with the local community through junior clinics, and other initiatives to promote the sport and its values
Social Responsibility:	Ensure the event is conducted sustainably, with a focus on environmental impact and social responsibility, benefiting the local community and broader society
Boost Tourism:	Drive tourism in the host municipality by attracting spectators, media, and participants from various regions
Showcase South African Talent:	Highlight and support local talent by providing a platform for South African golfers to compete on a prestigious stage
Sponsorship Relationships:	Foster and strengthen relationships with existing and potential sponsors, providing them with valuable exposure and engagement opportunities
Media Coverage and Exposure:	Maximize media coverage to enhance the visibility of the host municipality, both locally and internationally
Enhance Player Experience:	Provide a top-tier competitive environment that attracts high-calibre players and offers an exceptional experience

WHAT DOES THE INVESTEC SA OPEN BRING TO YOUR MUNICIPALITY?

- 18 Hours live broadcast to over 400 million homes worldwide with more than 30 broadcasters taking the feed
- Over 150 international golfers, families and support staff to the region for a minimum of 7 days, making use of local accommodation, transport, restaurants and attractions
- 10 000 local spectators to the region
- Event budget spend of over R10 million on local suppliers and small business
- Estimated economic impact of R77 million in direct, indirect and induced contribution - *BDO Research Report Joburg Open 2021*
- Creation of temporary jobs during the tournament week, employing local caddies, cleaners, promotional staff, waiters, barmen etc
- Marketing campaign to promote the event and the region in the months and weeks leading up to the event
- **CSI and legacy projects** to leave a lasting impact in the area



IMPACT EXPLAINED



ECONOMIC IMPACT

Travel & Car Hire

- **1/3 of the playing field from the DPWT will travel to South Africa from across the world** making use of international and local airlines and transport
- Although the **players and caddies are provided with a shuttle service** the majority of the top-ranked players prefer to make use of a **private vehicle**

Catering

- All staff, players and caddies are provided with 2 meals per day at the tournament
- **Restaurants** will be frequented for dinners
- Spectator Village will make use of **local food truck vendors** for spectators and staff

Local Suppliers & SME's

- The directive from the tournament is to source and utilise as **many local suppliers** from the region as possible for infrastructure/rentals **additional staff**

Additional Spend

- While golfers and staff are not at the golf course, they will explore the area for **unique experiences, entertainment, and souvenirs**



ECONOMIC IMPACT | CITY OF JOBURG FOR THE JOBURG OPEN

Below figures show the economic impact of a Tournament within a City (Joburg Open hosted by the City of Johannesburg)

4.3 Economic Impact

The results of the economic impact analysis are provided in Table 4.3 below.

Table 4.3: Economic Impact of the Joburg Open Golf Tournament on the local economy

	City of Johannesburg Amount (R' Million)
Total direct impact on City economy	R31.2 million
Multiplier impact (indirect and induced)	R46.2 million
Total added to City GDP (direct, indirect and induced)	R77.4 million
Estimated contribution to Taxes	R4.2 million

Source: BDO Research, 2021

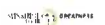
The direct contribution of the November 2021 Joburg Open to the local economy is projected at R31.2 million. An additional R46.2 million is projected to have been generated through indirect and induced impacts, resulting in a total contribution to the local economy of R77.4 million.

Investec



GOLFERSA

DP WORLD



CSI PROGRAMME/LEGACY INITIATIVES

SAGDB – South African Golf Development Board

The SAGDB (South African Golf Development Board) operates in 14 areas across South Africa. It enjoys support and endorsement of the Department of Sports and Recreation, the R&A, GolfRSA, the Sunshine Tour, the Professional Golfers Association of South Africa, Remgro and all other official South African golf bodies



The Sunshine Tour contributes R1 million per year to SAGDB. Additionally, during the event, the professional golfers will conduct clinics with the local Stellenbosch chapter of the SAGDB

The local chapters are invited to attend the event every day with transport being provided

Over 6000 golf balls are used at the driving range for the professional golfers to warm up, and these balls are donated to SAGDB, who distribute them amongst the various chapters in the Western Cape

As part of the legacy program, the Sunshine Tour will be upgrading the driving range at Stellenbosch Golf Club as well as making improvements to the golf course.



SPONSORSHIP FEE & RIGHTS PACKAGE

SPONSORSHIP REQUIREMENT:

Monetary fee: R2 000 000

Value in Kind:

Area	Description
Security, Route & Traffic Plan	Risk categorisation application
	Route mapping and traffic management plan
	Deployment of police and traffic
	JOC & VOC setup
	Waste management
Tourism Promotion	Vendor licensing and other permits required
	Local excursions for pro golfers
	Hosting media
Event Logistics	Discount vouchers for pro's at restaurants and shops
	Temporary jobs
PR & Communications	Appointment of local service providers
	Presence at media announcement
	PR & comms plan to align with event plan
Marketing	Vignettes
	Mall, schools and university activations
	Town dressing - Street pole and fabric banner ads
Clean-up & Beautification	Clean up around SGC
	Event beautification with plants and flower displays in various areas around the venue

SPONSORSHIP FEE & RIGHTS PACKAGE

Logo Representation

Your logo appears on tournament collateral, sponsor boards, marketing material, social media

Pro-Am Spots

2 pro-am playing invites will be allocated – Tuesday pro-am
4 additional dinner invites will be allocated – Tuesday pro-am

Honorary Observer

1 Honorary observer spots on the Friday of the tournament

On Course Branding

1 Fairway Board will be produced for the sponsor to showcase their brand via the TV Broadcast

1 Tee Box Board will be produced for the sponsor to showcase their brand via the TV Broadcast

VIP Tickets 4 tickets to be used each day at the VIP facility from Thursday to Sunday of the Tournament

Media & Marketing

Specific content about the municipality across all media platforms, including social media posts (2), TV "fillers" / vignettes (1), TV and radio interviews (1) with municipal representatives

General Access tickets

100 general access tickets per day

Television

1 x interview with Municipal representative – pre recorded
1 x vignette per day – to be provided
2 x 30' commercial per day – to be provided
1 x 10' stings per day – to be provided

Stand in the spectator village

We will provide a 5mx5m structure in the spectator village to be used by the municipality to create an interactive space to showcase Stellenbosch



THANK YOU



7.8.4	RETURN ITEM: FEEDBACK ON PUBLIC PARTICIPATION PROCESS (PPP) AFTER THE ADVERTISING OF THE DRAFT SPAZA SHOP BY-LAW
-------	---

Collaborator No: 790182
 IDP KPA Ref No: Good Governance
 Meeting Date: 22 July 2025

1. SUBJECT: RETURN ITEM: FEEDBACK ON PUBLIC PARTICIPATION PROCESS (PPP) AFTER THE ADVERTISING OF THE DRAFT SPAZA SHOP BY-LAW

2. PURPOSE

To inform Council of the comments received during the public participation process (PPP) following the advertisement of the Draft Spaza Shop By-law, and to obtain Council's approval to commence with a second round of public participation.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

At the Council meeting held on 31 March 2025, Council approved the commencement of the Public Participation Process (PPP) for the Stellenbosch Municipality Draft Spaza Shop By-law (hereafter referred to as "the By-law"). The advertising period for the PPP ran from 10 April 2025 to 12 May 2025, during which members of the public were invited to submit written comments. A total of two (2) written submissions were received and duly considered.

In addition to public input, further recommendations were received from internal municipal departments following the commencement of the advertising period. Although these internal comments were not part of the originally advertised draft, they have been assessed and incorporated into the revised draft of the By-law.

The comments received from both the public and internal departments are considered substantial, and it is therefore recommended that the revised draft be subjected to a second round of public participation prior to final adoption.

This report presents the updated draft By-law for Council's consideration. The revised version reflects both public feedback and internal inputs. The By-law is intended to regulate and support the operation of spaza shops within the Stellenbosch Municipality, aligning with national policy directives while addressing specific local socio-economic needs.

5. RECOMMENDATIONS

- (a) that Council takes note of the inputs received from the public during the PPP;
- (b) that Council takes note of the Second Draft of the By-law, attached as **ANNEXURE A**, and approves the re-advertisement of the By-law for public comment; and
- (c) that, upon completion of the PPP, the Second Draft By-law, together with any comments or objections submitted by the public, be resubmitted to Council for final approval and adoption.

6. DISCUSSION / CONTENTS

6.1 Background

On 15 November 2024, President Ramaphosa announced that all spaza shop owners must register their businesses within 21 days to address concerns over foodborne illnesses, non-compliance, and consumer safety. This was done in response to several fatalities, particularly among children, caused by unsafe food products sold in spaza shops.

Following this announcement, municipalities were tasked with implementing the registration process. On 18 December 2024, Minister Velenkosini Hlabisa (COGTA) indicated the extension of the registration deadline to 28 February 2025 to allow for full compliance.

In response, the Municipality tabled an item at the Council meeting of 27 November 2024, noting the Standard Draft By-law on Township Economies published by the Department of Cooperative Governance. Council was informed that a tailored by-law would be drafted for local conditions and brought back for in-principle approval and public participation.

A subsequent item served at the Council meeting of 31 March 2025, where approval was granted to initiate a formal Public Participation Process on the Draft Stellenbosch Municipality Spaza Shop By-law.

6.2 Discussion

The Draft Spaza Shop By-law underwent the required PPP during which two (2) written submissions were received. The submissions and the Municipality's response to each are summarised below:

Western Cape Government: Department of Economic Development & Tourism (See ANNEXURE B)

The Department raised several concerns and recommendations:

Concerns/Recommendations	Response
Definition of "Business License": The current definition should reference the Businesses Act, 1991, which governs all matters related to business licensing. It was further recommended that this definition be updated in line with any future amendments or repeal of the Act.	Noted. The definition has been updated in the Second Draft to reference the Businesses Act, 1991 and future legislative changes.
Licensing and Registration Processes: The Department noted that the draft By-law presents licensing and registration as two distinct processes, which may increase administrative complexity and burden for applicants. A more integrated and streamlined process was recommended.	Noted. The processes have been clarified and aligned in the Second Draft to reduce administrative burden.

Zoning as a Barrier to Compliance: It was highlighted that current zoning requirements pose a significant obstacle to informal businesses. Section 6(1)(d) of the draft By-law was identified as problematic, as it could inadvertently incentivise illegal trading due to the complexities of land use approvals.	Noted. This concern relates to existing land use management procedures/requirements and has not been addressed in the draft, as it falls outside the scope of this by-law.
---	--

Alderman Donovan Joubert – Cape Winelands District Municipality (See ANNEXURE C)

The following concerns and recommendations were submitted:

Concerns/Recommendations	Response
Neighbour Consent and Objection Process: The application process should require the consent of neighbouring property owners. If objections are submitted, the Municipality should not issue a license without considering the reasons for the objections.	Noted. Consent of neighbours forms part of the existing land use management and zoning scheme process.
Prohibition of License Transfers: Licenses should be non-transferable to prevent unregulated changes in ownership.	Noted. Transfers are subject to a separate process, which includes the resubmission of required documentation.
Parking Requirements: Applicants should submit a parking plan detailing arrangements for customers and delivery vehicles, ensuring parking does not encroach on neighbouring properties.	Noted. Parking requirements are addressed through the land use management and zoning scheme process.
Delivery Vehicle Restrictions: Only small delivery vehicles should be permitted. These must park in front of the spaza shop and must not obstruct traffic or disrupt the flow of roads.	Noted. Provision has been included in the Second Draft Spaza Shop By-law, 2025.
Operating Hours: Shops should operate between 07:00 and 19:00 only and must not cause a public nuisance.	Noted. Operating hours and nuisance provisions have been included in the Second Draft Spaza Shop By-law, 2025.
Cleanliness and Waste Management: Shop owners should be responsible for maintaining cleanliness and managing waste generated by their business operations.	Noted. Relevant provisions have been included in the Second Draft Spaza Shop By-law, 2025.

Due to the substantial changes made to the draft By-law since its initial advertisement, arising from both public comments and additional internal inputs, it is recommended that the updated second draft be advertised for a second round of public participation. The extent of the revisions is significant enough to warrant renewed public consultation. It is therefore requested that the revised By-law be advertised again for public comment.

6.3 Financial Implications

Funding is required for the advertising of the By-law for comment.

6.4 Legal Implications

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

6.5 Staff Implications

None.

6.6 Previous / Relevant Council Resolutions:

The following previous Council items are applicable:

• **27th Council Meeting: 2024-11-27: Item 15.1**

NOTED

- a) the Standard Township Economies By-law;
- b) that a By-law will be brought back to Council for approval in principle before a public participation process is followed; and
- c) that Council notes the department's plan for the registration of Spaza Shops within the WC024.

• **30th Council Meeting: 2025-03-31: Item 10.8.2**

Council noted the following:

RESOLVED (majority vote with 5 abstentions)

- a) that Council notes and approves the Draft Stellenbosch Municipality Spaza Shop By-law for public participation; and
- b) that the final by-law be brought back to Council for formal adoption after the public participation process is concluded.
- c) That Council notes the department's plan for the registration of Spaza Shops within the WC024.

6.7 Risk Implications

The risks are addressed through the content of the item.

6.8 Comment from Senior Management

The item has been circulated for comments to the following internal departments:

- **Directorate of Planning and Economic Development:** Development Management – Comments have been received and incorporated.
- **Directorate of Infrastructure Services:** Roads and Stormwater - Comments have been received and incorporated.
- **Directorate of Corporate Services:** Legal Services - Comments have been received and incorporated.
- **Directorate Community Services:** Enforcement Services - Comments have been received and incorporated

6.8.1 Cape Winelands District Municipality: Comments have been received and incorporated.

6.8.2 Municipal Manager

Supports the recommendations.

ANNEXURES:

Annexure A: Copy of Second Draft of the Stellenbosch Municipality Spaza Shop Bylaw

Annexure B: Western Cape Government: Department of Economic Development & Tourism – Public Comment

Annexure C: Alderman Donovan Joubert – Cape Winelands District Municipality – Public Comment

Annexure D: Copy of newspaper advert used for public participation for the First Stellenbosch Municipality Spaza Shop Bylaw

FOR FURTHER DETAILS CONTACT:

NAME	Lesley van Gensen
POSITION	<i>Manager: Economic Development and Tourism</i>
DIRECTORATE	<i>Planning and Economic Division</i>
CONTACT NUMBERS	<i>021 808 8179</i>
E-MAIL ADDRESS	<i>Lesley.vangensen@ Stellenbosch.gov.za</i>
REPORT DATE	<i>7 July 2025</i>

ANNEXURE A



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Second Draft Spaza Shop By-law, 2025

SCHEDULE

Contents

Definitions	1
Objectives	4
Freedom to engage in spaza shops	4
Restrictions and prohibitions on spaza shops	4
Registration of Spaza Shops	5
Issuing of business Licences for spaza shops	6
Delegation of Authority and Administrative Responsibilities.....	7
Transferability of a business Licence	7
Hygiene and waste removal.....	9
Offences and penalties	9
Appeals	10
Enforcement of by-law	11
Amendment of by-laws and transitional measures	11

1. DEFINITIONS

(1) In this By-Law, a word or expression to which a meaning has been assigned in the Act, bears the meaning so assigned and, unless the context otherwise indicates—

“authorised official” means an employee of Stellenbosch Municipality who is duly responsible for carrying out any duty or function or exercising any power in terms of this By-Law and includes—

- (a) a law enforcement officer declared to be a peace officer in terms of section 334(1)(a) of the Criminal Procedure Act, 1977 (Act No. 51 of 1977); and
- (b) any other employee delegated or person authorised to carry out or exercise the duty, function or power;

“Businesses Act” means the Businesses Act, 1991 (Act No. 71 of 1991);

“business activity” means the selling of goods, or the supplying or offering to supply a service for remuneration; specifically as it relates to spaza shops;

“business licence” means a license or permit issued by a local authority in terms of the Businesses Act 71 of 1991, authorising an individual or company to conduct business within the geographical jurisdiction of that authority;

“Foodstuffs, Cosmetics and Disinfectants Act” means the Foodstuffs, Cosmetics and Disinfectants Act, 1972 (Act No. 54 of 1972);

“goods” means a product marketed for human use or consumption;

“GVM” means gross vehicle mass in relation to a motor vehicle, is the maximum mass of such vehicle and its load as specified by the manufacturer thereof or, in the absence of such specification, as determined by the registering authority;

“illegal goods” means—

- (a) goods which may not have been lawfully acquired or disposed of;
- (b) goods that are prohibited from sale or distribution under any applicable national, provincial, or municipal law;
- (c) counterfeit goods as defined in the Counterfeit Goods Act, 1997 (Act No. 37 of 1997);
- (d) goods that are required to be, but have not been, imported or produced in terms of the provisions of the Customs and Excise Act, 1964 (Act No. 91 of 1964);

1964);

- (e) stolen goods; or
- (f) goods that do not meet mandatory safety or quality standards as prescribed by relevant legislation;

“Land Use Planning By-law” means the Stellenbosch Municipality By-Law on Municipal Land Use Planning, 2023;

“Law Enforcement agencies” means entities that enforce laws and regulations, including but not limited to Local Municipality Law Enforcement Officers, the South African Police Service (SAPS), Immigration Officers, Provincial Liquor Authority Officers, Health Inspectors, Fire Services Inspectors, Building Inspectors, and Land Use Inspectors.

“litter” includes a receptacle, container, or other matter, which has been discarded, abandoned, or left behind, by a street trader, or by his or her customers;

“municipality” means the Municipality of Stellenbosch established in terms of section 12 of the Local Government Municipal Structures Act, 1998 (Act No. 17 of 1998).

“municipal manager” means a person appointed in terms of section 54A of the Municipal Systems Act, 2000 (Act No. 32 of 2000), as the head of administration of Stellenbosch Municipality;

“National Building Regulations” means the National Building Regulations and Building Standards Act, 1997 (Act No. 103 of 1977);

“nuisance” means conduct or behaviour by a person, an organisation, business or institution or the use, keeping, producing, by-producing, harbouring or conveying, as the case may be, of any item, substance, matter, material, equipment, tool, plant or animal or causing or creating a situation or condition in or on private property or in a public place or anywhere in a municipality which causes damage, annoyance, inconvenience, noise pollution or discomfort to the public or to a person, in the exercise of rights common to all or of a person;

“PAIA” means the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000);

“POPIA” means the Protection of Personal Information Act, 2013 (Act No. 4 of 2013);

“registration” means the registration of spaza shops and involves maintaining a comprehensive record of all spaza shops within the municipal area, whether they are approved, pending approval, or operating illegally. This process includes gathering information from reliable sources such as SAPS, law enforcement, complaints received, etc. and capturing details when individuals enquire about opening a spaza shop or request application forms for a business licence. The purpose of registration is to create and manage a central database of all spaza shop operations in the municipality.

“sell” means exchange, offer, display, deliver, supply or dispose of, for sale or authorise, direct or allow a sale;

“services” means activities or value created, generated or performed for human consumption;

“spaza shop” means the use of a portion of a dwelling house, second dwelling and/or outbuildings as a shop for the sale of everyday convenience products as defined in Stellenbosch Municipality’s Zoning Scheme By-Law, 2023, and includes a "house shop" as having a corresponding or equivalent meaning provided that—

- (a) the scale of any building so used shall not exceed that of a normal dwelling house which would ordinarily accommodate one family, and;
- (b) the primary use of the land unit shall remain the residence of the proprietor of the establishment and his or her family if applicable, and;
- (c) the proprietor of the establishment shall be the resident during the period when the activity is undertaken, although he/she may be absent for holidays for periods not exceeding 30 consecutive days during which the activity may be conducted by an employee;

“Zoning Scheme” means the Stellenbosch Municipality Zoning Scheme By-law, 2023.

2. OBJECTIVES

- (1) The objectives of this By-law are to—
- (a) consolidate all relevant legislation applicable to spaza shops into a single by-law to ensure clarity, compliance and uniform enforcement;
 - (b) raise awareness of applicable laws and regulations affecting spaza shops; and
 - (c) support spaza shops to grow and participate in mainstream economic activities.

3. FREEDOM TO ENGAGE IN SPAZA SHOPS

- (1) Subject to subsection (2), any person that has a business licence, may operate a spaza shop within the area of jurisdiction of the Municipality (WC024).
- (2) A business activity referred to in subsection (1), is subject to the provisions of—
- (a) legislation in the Republic of South Africa;
 - (b) applicable permits or licensing requirements;
 - (c) other applicable municipal by-laws and policies; and
 - (d) this By-law.
- (3) A person may not carry on with a business activity within the area of jurisdiction of the Municipality unless that person is a holder of a business licence issued or transferred to him or her by the Municipality.

4. RESTRICTIONS AND PROHIBITIONS ON SPAZA SHOPS

- (1) The Municipality, in terms of section 6A(2) of the Businesses Act, may impose the following restrictions and prohibitions:
- (a) Operating hours—
 - (i) spaza shops may operate only between 06:00 and 20:00. No business activity shall take place outside these hours;
 - (b) Loading and offloading restrictions—goods may be delivered, loaded, or offloaded only during the following hours:
 - (i) 07:00 to 19:00 on weekdays and Saturdays;

- (ii) No deliveries, loading, or offloading shall take place on Sundays or public holidays without prior municipal approval;
 - (iii) All loading and offloading must be conducted with minimal noise and disruption to residents.
- (c) Delivery vehicle restrictions—
- (i) The maximum permissible GVM for delivery vehicles is 16,000 kg/16 tonnes;
 - (ii) Vehicles exceeding this limit are prohibited from entering residential streets for deliveries;
 - (iii) Delivery vehicles must comply with municipal traffic regulations and must not obstruct driveways, pavements, or public roads.
- (2) Spaza shop owners shall ensure that suppliers and delivery personnel comply with these regulations.

5. REGISTRATION OF SPAZA SHOPS

- (1) The registration of a spaza shop takes place before the application process and involves the local authority completing a register for record-keeping purposes; it is not a formal application procedure;
- (2) The municipal manager or a delegated official is responsible for establishing and maintaining a database of registered spaza shops, which may contain the following information and must be managed in accordance with PAIA guidelines—
- (a) The full name, surname, gender and disability status of the spaza shop owner;
 - (b) the identity number of the spaza shop owner concerned;
 - (c) the physical and postal address of the spaza shop;
 - (d) the location where the spaza shop concerned is authorised by such registration to carry on business;
 - (e) a description of the goods or services that the spaza shop is authorised to sell or provide by such registration;
 - (f) a distinguishing registration number;
 - (g) citizenship status, passport number, section 22 asylum seeker permit, section 24 refugee permit, valid visa allowing foreign nationals to be in the Republic to work or conduct business; and
 - (h) any other information that may be required by this By-law or any other law.

6. ISSUING OF BUSINESS LICENCES FOR SPAZA SHOPS

- (1) Application forms for licensing can be accessed physically at the municipal offices and on the municipal website.
- (2) The applicant must submit a sworn affidavit stating that they are not engaged in the trade of illegal or expired goods and that their spaza shop operates in full compliance with all applicable laws, norms, and standards.
- (3) The Municipality must issue a licence if it is properly applied for, unless—
 - (a) the licence holder does not comply with the relevant provisions of this by-law;
 - (b) the goods or services provided by the spaza shop are illegal or expired;
 - (c) the spaza shop premises do not comply with the requirements relating to town planning, the safety or health of the public, the Foodstuffs, Cosmetics and Disinfectants Act or any law which applies to those premises.
 - (d) the spaza shop premises do not have appropriate land use rights as provisioned in the Land Use Planning By-law and the Zoning Scheme;
 - (e) the building or premises do not have approved building plans that comply with the National Building Regulations, which include:
 - (i) a valid certificate of occupancy obtained from the Municipality; and
 - (ii) a valid fire certificate obtained from the Municipality.
 - (f) a certificate of acceptability (CoA) has not been issued in terms of Regulation 3(2) of R 638 of 22 June 2018 from the Cape Winelands District Municipality's Municipal Health Services Department.
- (4) The Municipality must be satisfied that the applicant will be the lawful occupier of the property and will personally manage and exercise effective control over the spaza shop.
- (5) The Municipality may, on application by a licence holder—
 - (a) amend a condition;
 - (b) extend the period of the licence;
 - (c) revoke a condition; or
 - (d) indicate that the condition specified in the permit is complied with.

- (6) A spaza shop may not trade unless it holds a valid business licence issued by the Municipality, which must be displayed and be available for inspection at all times.

7. DELEGATION OF AUTHORITY AND ADMINISTRATIVE RESPONSIBILITIES

- (1) The Municipality must delegate the authority to deal with the registration, licensing and enforcement of this By-law to the municipal manager or any other delegated official.

- (2) The delegated official is responsible for—

- (a) facilitating the application process and applicable policies and by-laws;
- (b) assisting and supporting applicants in the application process;
- (c) administering the processing of applications and the timely processing of applications within a set period;
- (d) reviewing and approving applications for registration or licensing including—
 - (i) receiving, reviewing and approving applications for registration or licensing within a set period;
 - (ii) investigating the feasibility of the application and the compilation of a report thereon;
 - (iii) submitting the application and the feasibility report to the delegated authority; and
 - (iv) issuing of registration cards or licences;
- (e) resolving complaints and disputes occurring between the Municipality and a business; and
- (f) facilitating efficiency and municipal responsiveness in registering and licensing businesses, as well as enforcing by-laws by law enforcement agencies.

8. TRANSFERABILITY OF A BUSINESS LICENCE

- (1) In the event of the death or absence of a licence-holder and the loss of income generated by the informal trading which results in the dependents of the deceased licence-holder being placed under undue or severe economic hardship, a permit may be transferred by the Municipality, to a dependant, or an assistant acting on behalf of the dependant, who may continue trading for a period stipulated by the

Municipality until the licence is no longer valid.

- (2) A licence may be temporarily transferred for a period of no longer than twelve (12) months by the Municipality, to a dependent or, where there is no dependent, to an individual nominated by the licence holder, if the licence holder is unable to perform his or her functions, provided that an affidavit is provided to the Municipality stating the nature and period for which the licence-holder requires the licence transfer.
- (3) A dependent or assistant is only permitted to replace the licence-holder for the period stipulated in the affidavit and approved by the Municipality.
- (4) A licence-holder may not transfer a licence to any other person in any manner except under the specific conditions outlined in subsections (1) – (3).
- (5) If a licence is transferred by the Municipality and the new holder does not resume trading within the period stipulated in the transfer notice, the Municipality may revoke the licence, and in such a case, the licence must immediately be returned to the Municipality.
- (6) Details of the revoked licence must be placed on a database to be shared with relevant departments.
- (7) If a licence holder no longer wishes to trade, the Municipality may revoke the licence, and in such a case, the licence must immediately be returned to the Municipality.
- (8) A licence transferred may not be used for the purpose of a business other than the business to which the licence relates.
- (9) Any supporting documents originally issued in the name of the deceased or former licence-holder and required for the operation of the spaza shop must be transferred in accordance with the applicable laws and processes governing those approvals. If the law or relevant authority does not permit direct transfer of specific certificates or approvals, the dependent or nominated individual must reapply and obtain the necessary certificates and approvals in their own name as required under section 8 of this By-law.

- (10) The Municipality will only issue and transfer the business licence to the new applicant once all required documents have been obtained in their name, in accordance with section 8 of this By-law.

9. HYGIENE AND WASTE REMOVAL

- (1) A person operating a registered spaza shop must—

- (a) ensure that it complies with health and safety requirements and has the applicable health and safety certificates, as stipulated in relevant provincial and national legislation;
- (b) ensure that the food sold is safe, wholesome, and free from contamination, such as insecticides, pesticides, or any other harmful substance;
- (c) keep his or her property in a clean, sanitary and well-maintained condition and must ensure sufficient waste disposal bins are on the premises;
- (d) dispose of litter generated in a refuse receptacle provided by the Municipality or another, at a dumping site of the Municipality;
- (e) ensure that no excessive smoke, fumes or other substances, odours, or noise emanating from his or her business activities causes pollution of any kind;
- (f) ensure that the necessary recycling methods are utilised; and
- (g) dispose of hazardous and e-waste in the correct, legally prescribed manner.

- (2) The owner of the property where business activities, including the selling of prepared meals or beverages, take place, must ensure that there is appropriate infrastructure, including ablution facilities.

10. OFFENCES AND PENALTIES

- (1) A person who—

- (a) contravenes, or fails to comply with, a provision of this By-law;
- (b) fails to comply with a notice issued in terms of this By-law;
- (c) fails to comply with a lawful instruction given in terms of this By-law; or
- (d) who obstructs or hinders an authorised official in the execution of his or her duties under this By-law, is guilty of an offence and must be served with a written warning advising of the offence, the remedial action and applicable times, consequences for failure to redress, and the appeal process.

(2) Despite the provisions of subsection (1), a person found to be transgressing any provision of this By-law must—

- (a) on a first transgression, the transgressor shall be issued a fine and/or a written warning notice informing that person of the transgression and that his or her business licence may be cancelled immediately if he or she does not remedy the transgression within a reasonable time based on industry or sector trends; and
- (b) on a subsequent transgression, the transgressor shall be issued a fine and/or a written notice informing that person of the transgression and that, subject to an appeal process, his or her business licence is immediately cancelled and that he or she will be barred from reapplying for a licence in any Municipality for a period of five years after the subsequent transgression.

(3) Spaza shop owners who contravene any provision of this By-Law, requiring municipal intervention—such as waste removal or the rectification of a transgression—shall be liable for a fine not exceeding R10,000, in addition to any costs incurred by the Municipality in addressing the violation. The Municipality may revoke or suspend the business licence until the fine and associated costs have been paid in full.

(4) The Municipality may revoke a business licence and require the owner to remove any structure, if applicable, and restore the premises to its original condition at the owner's expense.

11. APPEALS

(1) A person who feels aggrieved by the decision of the Municipality may lodge an appeal within a period of 21 days after receipt of the application outcome, in accordance with section 3 of the Businesses Act.

(2) During the appeal process, it is presumed that the application was unsuccessful.

12. ENFORCEMENT OF BY-LAW

- (1) An authorised official appointed by the Municipality and any Municipal law enforcement official is responsible for monitoring and enforcement of this By-law and may liaise and cooperate with officials of the Department of Home Affairs, the Municipal Health Services of the Cape Winelands District Municipality and the South African Revenue Service to ensure compliance with relevant and applicable legislation.
- (2) The Municipality may—
 - (a) apply its discretion to impound business equipment and stock where continuous transgression without remedy is observed; or.
 - (b) release the business equipment at a fee in line with municipal tariffs.
- (3) The Municipality reserves the right to conduct background checks on applicants, including liaising with law enforcement agencies, to verify the legality of their identity, residency and spaza shop.
- (4) The Municipality Law Enforcement agencies may combat the trade of illegal goods and services, may—
 - (a) conduct regular inspections of spaza shops to verify that they are registered and that the products being sold are legal and comply with applicable regulatory requirements or norms, and standards;
 - (b) collaborate with national and provincial law enforcement agencies to share information and conduct joint operations against illicit trade networks;
 - (c) implement a confidential reporting system for the public and other traders to report suspected illicit trade activities;
 - (d) subject to POPIA, implement a central repository of individuals whose licences have been cancelled due to non-compliance with this By-law.

13. AMENDMENT OF BY-LAWS AND TRANSITIONAL MEASURES

- (1) Upon approval, the Municipality shall assess the impact of this By-law on all other existing by-laws and make necessary amendments to any sections that are in conflict with its provisions. Where applicable, amendments will be made to align other by-laws with the provisions of this By-law.

ANNEXURE B

COMMENTS: STELLENBOSCH MUNICIPALITY DRAFT SPAZA SHOP BY-LAW, 2025**May 2025****1. INTRODUCTION**

- 1.1 The below submissions relate to the recently published Stellenbosch Municipality Draft Spaza Shop By-law, 2025 ("draft bylaw or" or "Spaza Shop Bylaw").
- 1.2 The draft bylaw, which was published for public comment in April 2025, purports to regulate the licensing of spaza shops within the Stellenbosch municipal area, outlining the procedures and requirements for business licensing and registration.

2. BACKGROUND AND CONTEXT

- 2.1 On 15 November 2024, President Cyril Ramaphosa, in response to the crisis-level incidents of food poisoning across the country, announced that spaza shops and food businesses had to re-register their businesses within their respective municipalities.
- 2.2 Stellenbosch Municipality's Spaza Shop Bylaw has, accordingly, been introduced to regulate the process of licensing for spaza shops. As outlined in its objectives, the draft bylaw serves to:
 - i. consolidate all relevant legislation applicable to spaza shops into a single by-law to ensure clarity, compliance and uniform enforcement;
 - ii. raise awareness of applicable laws and regulations affecting spaza shops; and
 - iii. support spaza shops to grow and participate in mainstream economic activities.
- 2.3 Applicable legislation, particularly pertaining to business licensing and the regulation of informal and township economies, needs to be assessed to ensure that stronger regulation is supplemented by more effective enforcement. Stakeholders across all different levels of government must balance the need to reduce red tape and support informal economies against better and more effective enforcement of the prescribed safety measures to protect the public from contaminated food products.
- 2.4 Regulating spaza shops, noting the growing incidents of food poisoning within the Western Cape, is a vital step for all municipalities to undertake. Much of the challenge, however, lies

in bringing about a more efficient business licensing regime for spaza shops that would, if implemented effectively, provide the necessary policy and legislative certainty whilst simultaneously removing unnecessary red tape and facilitating the ease of doing business.

- 2.5 The Department of Economic Development and Tourism (DEDAT) in the Western Cape, through its Red Tape Reduction Unit (RTRU), has long identified the need to review relevant regulations within the local sphere of government. The following comments are, accordingly, submitted on the basis that they will support enhancements in municipal regulations, improving both efficiency and compliance.

3. STANDARD DRAFT BYLAW FOR TOWNSHIP ECONOMIES

- 3.1 As part of its own efforts to support the national response the proliferation of contaminated foods and food-borne illnesses, the Department of Cooperative Governance and Traditional Affairs (CoGTA) gazetted the Standard Draft Bylaw for Township Economies (Standard Draft Bylaw). The primary aim of the Standard Draft Bylaw is to create an enabling environment for small businesses in townships, supporting economic inclusion, job creation, and community empowerment.
- 3.2 The Standard Draft Bylaw regulates informal and formal businesses and is designed to harmonise township business ecosystems by providing standardised norms and facilitating easier entry and operation for these businesses. It also supports businesses with tailored resources, including permit registration processes and designated trading spaces, ensuring streamlined operations in municipal jurisdictions.
- 3.3 The Standard Draft Bylaw, in part, also seeks to regulate the operations of spaza shops and other traders in townships – outlining the requirements for how spaza shops should be established, setting minimum standards for hygiene, health and safety.
- 3.4 While developed for the benefit of and made available for adoption by all municipalities, and despite the narrative by national government leaders, the Standard Draft Bylaw can in no way be considered legislation that is in force. Municipalities retain their constitutionally entrenched autonomy to govern themselves without interference from national or provincial government. Accordingly, this new law, touted as an important step in addressing the potential ills associated with not regulating spaza shops, has no basis of operation without municipal councils formally adopting it.
- 3.5 Notwithstanding, the measures contained therein demonstrate a clear intention to not only regulate spaza shops, but to ramp up enforcement efforts to ensure compliance with the set minimum health and safety standards.

- 3.6 The Western Cape Government, in comments submitted to COGTA on the Standard Draft Bylaw, highlighted the need for any proposed licensing requirements to be set against the existing business licensing regime and eliminate the compulsory need for *all* businesses to apply for licenses. To guard against introducing more red tape and an additional administrative burden on business, measures adopted by municipalities should clearly outline the instances wherein permits are required, such as where certain requirements are triggered (food preparation etc.).

4. ZONING

- 4.1 Another relevant issue that was raised is the lack of capacity and the additional challenges that may come with the lack of support in respect of transitional arrangements. This is particularly the case when considering existing land use planning bylaws and zoning schemes, coupled with policies and processes relating to a well-established business licensing regime. These will likely disincentivise a large number of spaza shops from seeking compliance, or alternative, drive away those that are willing but cannot comply due to challenges with the zoning and land use scheme of the municipality.
- 4.2 Without licenses, businesses cannot become legalised and are forced to operate informally, substantially increasing incidents of prohibited activities and the sale of illegal goods which may cause harm to the community. This is particularly the case for township businesses, and it is worth noting the social, infrastructural and economic impact of ineffective spatial planning will only become more deeply entrenched if zoning arrangements are not amended to allow existing spaza shops to continue operating while they apply for the requisite licenses.
- 4.3 When government introduces new policies or legislation, it should remain cognisant of the implications for business, in particular small business, and the possible unintended consequences of the legislation not being the appropriate response to the problem. The absence of appropriate zoning and zoning schemes makes it nearly impossible to obtain certain licences.
- 4.4 Relocating existing businesses to more appropriately zoned areas is not always possible and is likely to come at a high cost for spaza shops that have an already established customer base within the community. The near impossibility of obtaining a licence, permit or other authorisation due to inappropriate zoning could therefore result in spaza shops choosing not to apply for licenses, opting to remain an informal (illegally run) business.
- 4.5 The policies and regulations for micro-enterprise formalisation are particularly onerous, and if formalisation is to be achieved, these requirements need to be reduced and simplified to

appropriate accommodate the reality of the informal economy. The zoning requirement, in particular, is one of the more onerous obstacles in the licensing process. Current municipal planning schemes tend to penalise entrepreneurship by insisting that residential properties remain residential in use, which deprives township businesses, in particular, of real transformative investment into the township economy.

- 4.6 Bearing in mind the above assessment, Stellenbosch Municipality is implored to take a more hands-on approach to alleviate the regulatory challenges which spaza shops, many of which are informal in nature, will face in respect of obtaining the requisite licences.

5. AREAS OF CONCERN

- 5.1 The DEDAT has identified the following areas of concern in respect of the draft bylaw:

5.1.1 Section 1 - Definitions

5.1.1.1 "business licence"

The current definition provides:

"business licence" means a licence or permit issued by a local government that allows an individual or company to conduct business within the government's geographical jurisdiction.

It is proposed that any definition relating to business licenses aligns to, and references the Businesses Act of 1991 which currently governs all matters relating to business licensing. It is also recommended that the reference is updated once the 1991 Act is repealed or amended.

5.1.2 Section 5 – Registration of spaza shops

The section provides for the registration of spaza shops, providing:

- 1) *Application forms for registration or licensing can be accessed physically at the municipal offices and on the municipal website.*
- 2) *The municipal manager or a delegated official is responsible for establishing and maintaining a database of registered spaza shops*

There is ambiguity regarding the requirements for registration or licensing, which may create the perception of red tape. If businesses are already required to hold valid business licenses, it is unclear why they are required to bear the additional burden of completing application forms in order to be registered. This is especially since registration appears to carry no additional value outside of assisting the municipal administration with maintaining a database.

It is proposed that more a efficient means be adopted to ensure that a single process is outlined and undertaken by businesses to ensure that they are either licensed or registered, or both. the municipality should, accordingly, set up systems to integrate data from either licensing or registration processes to ensure business do not carry the additional administrative burden.

5.1.3 Section 6 – Issuing of business licences for spaza shops

This section deals only with licensing, whereas the previous section deals with registration. It can, therefore, be inferred from the drafting of this section that licensing and registration are considered separate.

If they are not and are considered as part of the same process, it is not clear from the framing of either section. This ambiguity needs to be cured for legislative and administrative certainty.

Furthermore, section 6 (1) (d) provides:

The Municipality must issue a licence if it is properly applied for, unless –

the spaza shop premises do not have appropriate land use rights as provisioned in the Land Use Planning By-law and the Zoning Scheme.

As highlighted in the above general comments, zoning arrangements are a major barrier for informal businesses, particularly those in the townships. Section 6 (1) (d) will create substantial challenges with compliance for spaza shops which operate outside the appropriate zoning/land use provisions. These spaza shops will continue to operate illegally since they cannot obtain business licenses without the land use approval.

6. RECOMMENDATIONS

- 6.1 It is recommended that the definition for “business license” make reference to the Businesses Act of 1991 as the prevailing legislation that currently governs matters relating to business licensing. It is also recommended that the definition and reference to the 1991 Act is updated once the Act is repealed or amended.
- 6.2 It is further recommended that more efficient means be adopted to ensure that a single process is undertaken for businesses to either be licensed or registered, or both. The municipality should, accordingly, set up systems to integrate data from either licensing or registration processes to ensure business do not carry the additional administrative burden
- 6.3 For legislative and administrative certainty, the existing ambiguity regarding the processes to

be followed in respect of licensing or registration need to be cured.

- 6.4 Taking into account the negative impact of zoning arrangements, section 6 (1) (d) should be revised. It is likely to create substantial challenges with compliance for spaza shops that operate outside the appropriate zoning/land use provisions, in its current form.

7. CONCLUSION

- 7.1 It is positive to note the introduction of the Draft Spaza Shop Bylaw, which shows Stellenbosch Municipality's responsiveness to safeguarding public in the midst of public crises.
- 7.2 While the DEDAT supports the draft bylaw in principle, this support is subject to the concerns raised in this document. It is, accordingly, recommended that due consideration is given to the underlined, giving effect to the municipality's commitment to the principles of red tape reduction, administrative efficiency and the ease of doing business.
- 7.3 For any further discussion on the comments raised, please contact the regulatory reform specialist, Benson Mchunu at Benson.Mchunu@westerncape.gov.za.

Michelle Ellis
Michelle Ellis
 Digitally signed
 by Michelle Ellis
 Date: 2025.05.09
 15:26:55 +02'00'

Director: Red Tape Reduction

Date: 09 May 2025

Comments noted and supported.

[Signature]
**Head: Department of Economic
 Development and Tourism**

Date: 12 MAY 2025



ANNEXURE C

The Manager

Economic Development and Tourism

Stellenbosch Municipality

12 May 2025

Input re, Spaza Shops

Please receive my submission regarding the Draft Spaza Shop Bylaw.

I do not intend to reply to every sentence but to the whole document.

Application process

The owner of a dwelling should get the permission of the neighbours to apply for a spaza shop. If any of the direct neighbours object to an application for a spaza, the municipality should not issue such license without hearing the reasons for such refusal. The neighbours are most affected when a spaza shop operates. If the neighbours submit compelling reasons against the application the municipality should not consider such an application.

Transfer of license

The trading license should not be transferable.

Parking

The owner of the spaza shop should provide the municipality with a parking plan and make provision in the plan for where their customers and deliver trucks will park. Parking should not be in front of the neighbours property and become a nuisance to the neighbours.

Delivery trucks

Delivery trucks should park in front of the Spaza shop where the owner had made provision for.

The delivery of goods through trucks should only be allowed through small delivery vehicles and not vehicles that block half of the road or disrupt the flow of traffic, (Coke trucks).

Opening and closing of shop

The neighbours have a right to dignity and privacy. A right to have a safe environment and clean environment. The neighbours have the right to rest and their rest to be respected.

The spaza shop should open at 7h00 and close at 19h00.

People should not be allowed to stand around at the spaza shop.

Loud music which affects the neighbours should not be allowed.

Clean area

It is the responsibility of the owner to clean the area where people have thrown their waste, (chip packets, sweet raps)

Regards

Ald Joubert

ANNEXURE D



STELLENBOSCH

STELLENBOSCH • PNIËL • FRANSCHHOEK
MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

PUBLIC NOTICE: 50/2025

ADVERTISEMENT OF CALL FOR PUBLIC COMMENT ON THE STELLENBOSCH MUNICIPALITY SPAZA SHOP BY-LAW, 2025

Notice is hereby given that Council intends to adopt the reviewed Stellenbosch Municipality Spaza Shop By-Law, 2025. Interested and affected parties are hereby invited to submit written comments during the 30-day advertising period.

You are hereby invited to submit written comments in connection with the reviewed Stellenbosch Municipality Spaza Shop By-Law, 2025 by electronic mail to the Manager: Economic Development and Tourism at Lesley.vangensen@stellenbosch.gov.za on or before 12 May 2025.

The Spaza Shop By-Law, 2025 will be available on the Stellenbosch Municipality's website (www.stellenbosch.gov.za) and hard copies will be available at the local libraries and satellite offices as reflected in the table below.

Area	Place
Stellenbosch CBD	Library, Plein Street, Stellenbosch Ward 7: Jan Marais Eco Centre
Franschhoek	Ward Office: Ward 1 (Mooiwater Building) Ward Office: Ward 2 (Groendal Community Hall)
Kylemore	Kylemore Ward Office
Pniël	Library, Main Road, Pniël Pniël Ward Office
Wemmershoek	Ward 3: Wemmershoek Ward Office (Community Hall)
Jamestown	Jamestown Library Jamestown Ward Office
Cloeteville	Cloeteville Ward Offices (Ward 16 and 17) Library, Vredelust Street, Cloeteville, Stellenbosch
Ida's Valley	Library, Sonnebloem Street, Ida's Valley.
Kayamandi	Kayamandi Ward Offices (Kayamandi Corridor) Library, Masithandane Street, Kayamandi, Stellenbosch
Vlottenburg	Vlottenburg Ward Office (Vlottenburg Primary School)
Klapmuts	Klapmuts Ward Office (Klapmuts Multi-Purpose Centre)
Ward 19	De Novo Ward Office (Primary School in De Novo)

Enquiries or requests for more information on the process may be directed to the Economic Development and Tourism Section: Lesley van Gensen Tel: (021) 808-8197 or E-mail: Sharon.pedro@stellenbosch.gov.za during normal office hours.

Ms Garaldine Mettler
Municipal Manager

PUBLIEKE KENNISGEWING: 50/2025

ADVERTERING VAN OPROEP OM OPENBARE KOMMENTAAR OP STELLENBOSCH MUNISIPALITEIT SPAZAWINKEL VERORDENING, 2025

Kennis word hiermee gegee dat die Raad van voorneme is om die hersiende Stellenbosch Spazawinkel Verordening, 2025 aan te neem. Belanghebbende partye word hiermee genooi om hul kommentaar op skrif binne die volgende 30 dae periode in te dien.

U word genooi om skriftelike kommentaar in verband met die hersiende Stellenbosch Munisipale Spazawinkel Verordening, 2025 per e-pos aan die Bestuurder: Ekonomiese Ontwikkeling en Toerisme by Lesley.vangensen@stellenbosch.gov.za voor of op 12 Mei 2025 te stuur.

Die Spazawinkel Verordening, 2025 vir die Stellenbosch Munisipaliteit is beskikbaar op die webtuiste vir Stellenbosch Munisipaliteit (www.stellenbosch.gov.za) en afskrifte sal beskikbaar wees by plaaslike biblioteke en satelliet kantore gelys hieronder.

Gebied	Plek
Stellenbosch Sentrale Sakekern	Biblioteek, Plein Straat, Stellenbosch Wyk 7: Jan Marais Ekosentrum
Franschhoek	Wyk Kantoor: Wyk 1 (Mooiwater Gebou) Wyk Kantoor: Wyk 2 (Groendal Gemeenskap Saal)
Kylemore	Kylemore Wyk Kantoor
Pniël	Biblioteek, Hoofstraat, Pniël Pniël Wyk Kantoor
Wemmershoek	Wyk 3: Wemmershoek Wyk Kantoor (Gemeenskap Saal)
Jamestown	Jamestown Biblioteek Jamestown Wyk Kantoor
Cloeteville	Cloeteville Wyk Kantoor (Wyk 16 en 17) Biblioteek, Vredelust Straat, Cloeteville, Stellenbosch
Idas Vallei	Biblioteek, Sonnebloem Straat, Idas Vallei,
Kayamandi	Kayamandi Wyk Kantoor (Kayamandi Koridor) Biblioteek, Masithandane Straat, Kayamandi, Stellenbosch
Vlottenburg	Vlottenburg Wyk Kantoor (Vlottenburg Laerskool)
Klapmuts	Klapmuts Wyk Kantoor (Klapmuts Veeldoeninge Sentrum)
Wyk 19	De Novo Wyk Kantoor (Laerskool in De Novo)

Navrae en versoeke vir meer inligting oor die proses kan gerig word aan die Ekonomiese Ontwikkeling en Toerisme eenheid: Lesley van Gensen Tel: (021) 808-8197 of per Epos: Sharon.pedro@stellenbosch.gov.za tydens normale kantoor ure.

Ms Garaldine Mettler
Munisipale Bestuurder

ISAZISO SOLUNTU: 50/2025

ISIBHENO SOKUFAKWA IZIMVO ZOLUNTU KUMASIPALA WASTELENBOSCH UMTHETHO KAMASIPALA WE-SPAZA STORE, 2025

Kwenziwa isaziso sokuba iBhunga lijonge ukwamkela uMthetho kaMasipala weSpaza Shop kaMasipala waseStellenbosch ohlaziyiweyo, ka-2025. Abantu abanomdla nabachaphazelekayo bayaminywa ukuba bangenise izimvo zabo ezibhaliweyo ngethuba leentsuku ezingama-30 zentengiso.

Uyamenywa ukuba ungenise izimvo ezibhaliweyo malunga noMthetho kaMasipala weSpaza Shop kaMasipala waseStellenbosch ohlaziyiweyo, ka-2025 nge-imeyile kuMphathi: woPhuhliso loQoqosho noKhenketho apha Lesley.vangensen@stellenbosch.gov.za ngomhla okanye ngaphambi komhla wesi-12 kuMeyi wama-2025.

UMthetho kaMasipala weSpaza Shop, 2025 uya kufumaneka kwiwebhusayithi kaMasipala waseStellenbosch (www.stellenbosch.gov.za) kwaye iikopi ezingamaphepha ziya kufumaneka kumathala eencwadi asekuhlaleni nakwi-ofisi zesathelayithi njengoko kubonisiwe kolu luhlu lungezantsi.

Ihlomela	Indawo
Stellenbosch CBD	Ithala lencwadi, Plein Street, Stellenbosch KwaWadi 7: Jan Marais Eco Centre
Franschhoek	Kwi-Ofisi yeWadi: Wadi 1 (Kwisakhiwo sase-Mooiwater) Kwi-Ofisi yeWadi: Wadi 2 (Groendal Kwiholo loLuntu)
Kylemore	Kwi-Ofisi yeWadi laseKylemore
Pniël	Kwithala lencwadi, Main Road, Pniël Kwi-Ofisi yeWadi lasePniël
Wemmershoek	kwaWadi 3: Kwi-Ofisi yeWadi laseWemmershoek (kwiHolo loLuntu)
Jamestown	Ithala lencwadi Jamestown IOfisi yeWadi Jamestown
Cloeteville	Cloeteville Ward Offices (Ward 16 and 17) Library, Vredelust Street, Cloeteville, Stellenbosch
Ida's Valley	Kwithala lencwadi, Sonnebloem Street, Ida's Valley,
Kayamandi	Kwi-ofisi zamaWadi aseKayamandi (Kayamandi Corridor) Kwithala lencwadi, Masithandane Street, Kayamandi, Stellenbosch
Vlottenburg	Kwi iOfisi yeWadi eVlottenburg (Vlottenburg Primary School)
Klapmuts	Kwi office yeWadi eKlapmuts (Klapmuts Multi-Purpose Centre)
Ward 19	Kwi office yeWadi eDe Novo (Primary School in De Novo)

Imibuzo okanye izicelo zokufumana ulwazi oluthe vetshe ngale nkqubo zinokubhekiswa kwiCandelo loPhuhliso loQoqosho noKhenketho: Lesley van Gensen Umnxeba: (021) 808-8197 okanye i-imeyile: Sharon.pedro@stellenbosch.gov.za ngeeyure zomsebenzi eziqhelekileyo.

UNksz Garaldine Mettler
UMphathi kaMasipala
uMasipala waseStellenbosch

10/4/2025

7.8.5	REQUEST FOR THE RE-ADVERTISEMENT OF THE REVIEWED STELLENBOSCH MUNICIPALITY EVENTS BY-LAW, 2025 FOR PUBLIC PARTICIPATION
-------	---

Collaborator No: 790337
 IDP KPA Ref No: Good Governance
 Meeting Date: 22 July 2025

1. SUBJECT: REQUEST FOR THE RE-ADVERTISEMENT OF THE REVIEWED STELLENBOSCH MUNICIPALITY EVENTS BY-LAW, 2025 FOR PUBLIC PARTICIPATION

2. PURPOSE

To provide Council with the pertinent facts to consider the re-advertisement of the reviewed Stellenbosch Municipality Events By-Law, 2025.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The Stellenbosch Municipality has conducted a review of the 2025 Events By-Law due to a number of concerns that were raised by the Directorate for Community and Protection Services regarding the misinterpretation of the By-Law by the general public.

The aim of the reviewed Events By-Law is to provide clarity and to ensure that the by-law stays relevant, effective and aligned to the evolving needs of the local community of Stellenbosch.

5. RECOMMENDATIONS

- (a) that Council take note of the reviewed Stellenbosch Municipality Events By-Law which was advertised for a period of twenty-one (21) working days and that copies of the proposed By-Law were placed at the venues as indicated in the advertisement, copy attached as Appendix 2 to this report;
- (b) that council take note that the reviewed Events By-Law incorporates significant changes based on public and internal inputs; and
- (c) that Council **approves** the re-advertisement of the reviewed Stellenbosch Municipality Events By-Law for public comment for a period of thirty (30) days, due to extensive amendments made following the initial round of public participation.

6. DISCUSSION / CONTENTS

6.1 Background

The Stellenbosch Municipal area is known for the hosting of major local, national and international events. A well planned and executed event has the potential to contribute to the municipality's vibrancy, economic prosperity and social cohesion. Stellenbosch Municipality plays a critical role in regulating events, events organisation and the facilitation and provision of services at events.

Council approved the draft Stellenbosch Municipality Events By-Law for public participation on 29 January 2025, the document was advertised for public comment in accordance with the provisions of the Municipal Systems Act, Act 32 of 2000.

A number of submissions were received and reviewed from both internal and external stakeholders.

The following internal inputs were received and incorporated:

Chief Legal Advisor
Comment
<i>1. Clause 13: Right of Appeal</i>
1.1 This clause must be amended as the process is not in line with section 62 of the Municipal Systems Act, the Municipal Manager is the appeal authority when a decision is taken by a staff member.
<i>2. Schedule 2: Schedule of Events Application Timeframes</i>
2.1 The period for appeals to be lodged by the applicant must be amended to align with the time provided in section 62 of the Municipal Systems Act. It must be 21 days from the date of notification.
2.2 The minimum time for submission of an application to the Municipality and the period for the appeals to be decided must be amended to align with the amended period for appeals to be lodged by applicant.

The following external comments were submitted for consideration:

Comment	Response
Amend the threshold to 500 people, equivalent to the capacity of the largest residence at the University of Stellenbosch.	This proposal is not supported; the threshold of 200 people is based on a comparison made with other local municipalities in the province and manageable. Increasing it, will hold significant challenges to manage larger crowds and impacts on safety, security, toilets, first aid, etc.
Consider including the events on the Stellenbosch University Institutional Academic Yearbook to the list of exemptions.	Not supported: all events that exceed 200 people must apply for an events permit.
Consider introducing a sliding scale for fees based on the size of the event or create exemptions for student events that promote local student community engagement and responsible citizenship.	The Municipality has a tariff structure in place approved by Council, the structure makes provision for discount based on merit.

Provide clear guidelines on how to apply for rebates/discounts on fees for student- driven events.	This comment is noted.
<p>Suggest that the By-Law include provisions that allow for a simplified or alternative verification process for institutions with robust in-house safety and insurance protocols.</p> <p>Capacity, occupation certificates should be valid for the life of the building unless area size has decreased or alterations have been made.</p>	Not supported: The Municipality is governed by legislation with reference to events as well as COC certificates.
<p>For recognised institutional event organisers like the University, allow the submission of a comprehensive internal scheduling and risk mitigation plan.</p> <p>If the University demonstrates robust internal arrangements, overlapping events should not be grounds for automatic refusal.</p>	The Municipality will not automatically refuse an event application, based on the events committee approval after careful consideration of the application.
Amend the By-Law to include a provision that exempts institutions like the University of Stellenbosch from the blanket "clash" rule, provided they maintain evidence of effective internal coordination measures that ensure the safe conclusion of events without overburdening municipal resources.	All events have an impact on the surrounding areas (traffic, parking, municipal services etc.)
Align the permit review process with the practical capabilities of large organisations while still upholding all required safety and security standards.	Application processes must be followed on all events applications, each application must be evaluated on its own merit (consideration must be given to risks associated with major events).
Allow for exceptions to the noise limits for cultural events, with conditions such as limiting the duration of amplified sound or sound amplification levels.	All events applications will be evaluated based on the application submitted and in consideration with the noise levels associated with the event in terms of the legislation (Stellenbosch Municipality Noise Control Policy).
Consider a review of the timeframes so that the By-Laws makes provision for sufficient lead time for applications and allows for flexibility during peak periods.	The current timeframes make provision for sufficient time for the Municipality to process applications, considering available human resources and required time for the processing of applications. Event organisers must properly plan their events.
Categorise events into low, medium, and high risk based on the nature and past performance.	Every event application must be evaluated on its own merit.

This approach would streamline the application process and ensure appropriate safety measures.	
Events that do not involve alcohol and are exclusive to students should have a higher attendance threshold for requiring a permit (e.g., 1000 people instead of 200).	Not supported: consideration must be given to the risk associated with events that accommodates 1000+ people.
Consider a streamlined application process and higher exemption threshold for events which involved specific identifiable student communities such as a residence, a commuter student organisation or a cluster.	All events' applications are treated equally, in relation to the timeframe stipulated in the by-law.
Consider including a clause which stipulates that payment is required within X period of invoice sent by the Municipality.	Payment of processing fee is required upon submission of events application.
Not permitting the advertising and sell of tickets before the approval of an event is unfeasible. Engineers typically sign off on temporary structures two to three days before an event. If this clause remains unchanged, organizing any festival with only a two-day advertising, marketing and ticket selling is pointless.	Event organiser must do proper planning; the event will have an impact on the surrounding area. Nothing stops event organisers to apply for an event way in advance.
Risk insurance has never been a prerequisite. Is this clause enforcing risk insurance? If so, this may result in fewer festivals due to the high costs involved.	This is not a new amendment (included in the Events By-Law which was promulgated in 2024) and is required to cover high risk events.
Any reference to filming activities be removed from the definitions of "events" to avoid possible conflation of the two. Substantive definitions for "film" must accordingly be addressed under the Stellenbosch Municipality Filming By-Law.	Noted: this amended will be applied.
Provision must be included to provide for public consultation in respect of certain events, particularly where the potential impact or risk is of such a nature that consultation is necessary.	Noted: included under the application process.
The Municipality must ensure alignment with existing by-laws, processes and procedures to ensure the full and effective implementation of the by-law. Particularly with regard to the restrictions placed by municipal land use planning	Noted: this forms part of the application process. An event permit does not exempt other required legislative approvals.

and zoning arrangements, which typically introduce concurrent approvals processes in addition the event permit application process.	
---	--

Late submissions	
Permit the preparation and or selling of food by a formalised service providers, already holding a permanent Food Safety Certificate.	The Municipality needs to ensure that health requirements are met at all events. Food Safety Certificates are issued per location.
What is the process of owners or managers of purpose-built venues that need to submit their programme of events to the Events Office? When are they expected to inform the events office? How much paperwork /extra steps/ does this generate?	The following timeframe will be included: Purpose built venues must submit a 2-month in advance calendar of events to the Events Office.

6.2 Discussion

The hosting of events in the Stellenbosch Municipality boosts the local economy by attracting visitors who spend money on accommodation, dining, transportation, shopping and entertainment. This influx of spending benefits local businesses and contribute to the overall economic growth of the host community.

Based on the public comments and internal inputs, substantial amendments were made to the draft Events By-Law to improve operational feasibility and compliance with relevant legislation and municipal procedures. Given the extend of the changes, it is imperative that the revised By-Law undergo another round of public participation to promote transparency, accountability, and alignment with participatory governance principles.

6.3 Financial Implications

None. The Bylaw has been drafted using the resources within the Municipality.

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 additional staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions:**28TH COUNCIL MEETING: 2025-01-29: ITEM 10.8.2****RESOLVED** (majority vote with 1 abstention)

- (a) that Council take note of the amendments to the Stellenbosch Municipality Events By-Law promulgated on 24 June 2024, attached as APPENDIX 1 to this report;
- (b) that Council approves that the Amended Stellenbosch Municipality Events By-Law, be advertised for public comment for a period of thirty (30) days; and
- (c) that the Item return to Council after the public participation process for consideration.

6.7 Risk Implications

The risks are addressed through the content of the report.

APPENDICES

Appendix 1: Reviewed Stellenbosch Municipality Events By-Law,2025.

Appendix 2: Advertisements

FOR FURTHER DETAILS CONTACT:

NAME	Joh-ne Jansen
POSITION	<i>Senior Economic Development Officer</i>
DIRECTORATE	<i>Planning and Economic Development</i>
CONTACT NUMBERS	<i>021 808 8144</i>
E-MAIL ADDRESS	<i>joh-ne.jansen@ Stellenbosch.gov.za</i>
REPORT DATE	<i>08 July 2025</i>

APPENDIX 1

STELLENBOSCH
MUNICIPALITY

EVENTS BY-LAW,
20252024

TABLE OF CONTENTS

PURPOSE AND OBJECTIVES

CHAPTER 1 DEFINITIONS AND APPLICATIONS

1. Definitions
2. Application of this By-Law

CHAPTER 2 APPLICATION PROCESS, REQUIREMENTS, DECISIONS AND ENFORCEMENT

3. Submission of applications for approval to hold or stage events
4. Requirements and conditions
5. Decisions on events
6. Evaluation Criteria
7. Holding of an event
8. Compliance notice
9. Inspections and right of access
10. Suspension and revocation of permit

CHAPTER 3 GENERAL PROVISIONS

11. Agreements and partnerships
12. Delegations
13. Right of Appeal
14. Indemnity
15. Offences and Penalties
16. Short title

SCHEDULE 1

Amendment and Repeal of By-Law

SCHEDULE 2

Schedule of Events Application Timeframes

SCHEDULE 3

Chapter 29 of the Zoning Scheme By-Law, 2023 (Events and Outdoor Dining Overlay Zone)

SCHEDULE 4

Events Application Requirements

STELLENBOSCH MUNICIPALITY: EVENTS BY-LAW

PURPOSE AND OBJECTIVES

To provide for the management and regulation of events within the jurisdiction of the Stellenbosch Municipality: to provide for the enforcement of this By-Law and to provide for matter incidental thereto.

PREAMBLE

WHEREAS the Stellenbosch Municipality recognizes that the hosting of events is a significant part of its competitive strategy and acknowledges that events have an important role to enhance cultural and social cohesion in communities, support urban rejuvenation and economic growth.

WHEREAS the Stellenbosch Municipality aims to regulate holding of events in a manner that ensures proper management thereof;

WHEREAS the Stellenbosch Municipality wishes to support the co-ordination and collaboration between all role-players, to promote partnerships and to enhance the impact of events in the municipality;

WHEREAS the Stellenbosch Municipality wants to ensure that events happen safely and securely in a coordinated manner in its jurisdiction;

AND WHEREAS the Stellenbosch Municipality wants to ensure that events take place safely and securely in a coordinated manner through a clear collaboration between Law Enforcement, Fire Services, the South African Police Services, Disaster Management, District Municipality, Traffic Services and other related emergency and safety organisations;

AND NOW THEREFORE, BE IT ENACTED by the Stellenbosch Municipality, as follows:—

CHAPTER 1

DEFINITIONS AND APPLICATIONS

1. Definitions

In this By-Law, unless the context otherwise indicates-

“authorised municipal official” means the Municipal Event Officer, a member of the Municipal Event Committee, a municipal law enforcement officer, and any other person who is delegated as contemplated in section 41 of the South African Constitution to execute a power, function or duty related to the provisions of this By-Law.

“Council” means the council of the Stellenbosch Municipality or any political structure, political office, councillor or any staff member acting under the council’s delegated or sub-delegated authority

“event” means-

- (a) any sporting, recreational, entertainment, including live entertainment or event acts;
- (b) any educational, cultural or religious event;
- (c) any business event including marketing, public relations and promotional events, or exhibition events;
- (d) any charitable event, including any conference, organizational event or community event;
- (e) ~~any filming which is of such a nature that it may have a negative impact on vehicular or pedestrian traffic or may attract crowds;~~
- (f) any similar event or activity hosted at a stadium, public place, venue or along a route or within its precinct.

“event organizer” means a person who submits an application to hold an event in terms of this By-Law whether he or she submits the application for himself or herself or on behalf of another person, body or organization;

“events committee” a committee represented by officials from affected municipal department who meet on an ad hoc basis to consider event applications and make recommendations to the Event Organizer;

“events policy” means the Events Policy of the Stellenbosch Municipality;

“Event Permit Officer” means the head of Stellenbosch Municipality events permit office or any other official delegated by him or her;

“Events Office” means a designated municipal department or unit responsible for regulating, facilitating, and overseeing events within the municipality;

“Law Enforcement Officers” officials of the Municipality involved in law enforcement;

“Municipal Manager” means the person appointed as Municipal Manager in terms of section 82 of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998)

“permit” means a permit issued by the Events Coordinator for the holding of events;

“public place” means -

- (a) any public land, square, public swimming, bath, public resort, public recreation site, zoological, botanical or other public garden, park or hiking trail, including any portion thereof and any facility or apparatus therein or thereon, as well as any public open space, public road, road reserve, reserve street, lake, dam, or river;
- (b) any public building, structure, hall, room or office including any part thereof and any facility or apparatus therein, which is the property of, or possessed, controlled or leased by Stellenbosch Municipality and to which the general public has access, whether on payment of admission fees or not;
- (c) any nature conservation area including – nature reserves, protected natural areas, nature conservation worthy areas, natural open spaces.

“public land” means all property owned by government;

“purpose-built venue” means a building, structure, or premises, specifically built, zoned and suitable for the holding of specific events;

“stakeholder” includes any person, organization, entity or body who is affected or has a role to play in the management or holding of an event;

“safety officer” means a person appointed in terms of Regulation 6 of the (Occupational Health and Safety Act 85 of 1993) to assist with the oversight of the safety and security risk management of the event.

“this By-Law” includes the Schedules hereto;

“venue” means any open space, enclosed or semi-enclosed temporary structure or permanent structure, whether a private dwelling or not–

- (a) within which a temporary or permanent structure may be erected, where an event is to be hosted; and

(b) which, for the purposes of any categorization, designation and certification of an event may consist of —

- (i) seating for spectators, attendees or an audience; or
- (ii) a field of play or a permanent or temporary podium or other area within a venue, reserved for the purposes of hosting an event;
- (iii) purpose built venue correctly zoned, built and suitable for the holding of specific events;

“venue owner” means any person or legal entity that, now or in the future, will directly or indirectly own, lease, rent, acquire or exercise the powers of an owner or occupier of a venue used for events.

“ward committee” means the ward committee as established by Stellenbosch Municipality from time to time and chaired by the respective appointed ward councillors.

2. Application of this By-Law

(a) Applications for all types of events must be submitted to the Event Office for consideration.

(b) This By-Law applies to any event held within the area of jurisdiction of Stellenbosch Municipality, including events held on both private land and public land, provided that where an event is held on private land, subject to any other applicable legislation, it has an impact on the resources, infrastructure, traffic and parking of the Municipality and the surrounding community.

~~(b)(c)~~ This By-Law does not apply to –

- (i) events less than 200 persons in attendance where there is no amplified sound, no or temporary structures (greater than 100m² in size per structure) to be used, no preparation and or selling of food and does not have an impact on vehicular traffic;
- (ii) actions falling under the provisions of the Regulation of Gatherings Act (Act 205 of 1993) as amended, for which a system of approval is already in place;
- (iii) public participation or meetings held by ward councillor;
- (iv) small events such as family and community events held on private property or purpose built venues, subject to any other legislation;
- (v) funeral and funeral processions, events held at a purpose built venue or the grounds of any school, playground, place of worship, hotel and/or any other conference facility, athletic field, arena, auditorium or similar;
- (vi) permanent place of assembly when used for events normally held in or at such venues; provided that this exclusion does not apply to events or parts of events held outside the venue or building, or which by their nature, size or impact are considered outside the normal use parameters for the venue;

- ~~(vii) sport fixtures and events regulated by the Safety at Sports and Recreational Events Act No.2 of 2010;~~
- ~~(viii) Weddings held at wedding venues established for purposes of weddings or at a community hall or similar entertainment facility, and wedding processions, which fall outside the boundaries of an environmentally protected area;~~
- ~~(ix) Cultural rituals held by cultural groups and families in the community.~~

~~(e)~~(d) Notwithstanding subsection (2), the Events Permit Officer or a Law Enforcement Officer may —

- (i) when the Events Permit Officer or an ~~Law Enforcement Officer~~ Authorised Officer finds that this By-Law is, or likely to be, contravened by an event organizer; or
- (ii) when a stakeholder affected by the impact and risk attached to an event files a complaint with the Event Permit Officer or an ~~Authorised Officer~~ Law Enforcement Officer, issue a compliance notice to the Event Organiser in terms of section 8 and act in terms of this By-Law.

~~(d)~~(e) Purpose-built venues are excluded from this By-Law in respect of events normally held in such venue, provided that —

- (i) this exclusion does not apply to events or parts of events held outside the venue or building or which by their nature, size or impact are considered outside the normal use parameters for the venue;
- (ii) owners or managers of purpose-built venues must submit their programme of events an application to the Events Permit Office two months prior to the events taking place; ~~for approval of their events programmes which shall be valid for one year~~;
- (iii) the Events Permit Officer may, from time to time, issue directives regarding specific or special application process for any specific or special event which may vary in respect of the criteria referred to in section 6;
- (iv) in the event of a conflict between this By-Law and any other By-Law of the Municipality this By-Law shall prevail regarding the management and holding of events;
- (v) this By-Law does not apply to the holding of public gatherings and demonstrations as provided for in terms of the Regulation of Gatherings Act, 1993 (Act No. 205 of 1993).
- ~~(vi) There is no temporary structure erected.~~

~~(f) The Events Office has the right to classify an application as an event and implement the necessary processes to be adhered to.~~

CHAPTER 2

APPLICATION PROCESS, REQUIREMENTS, DECISIONS AND ENFORCEMENT

3. Submission of applications for approval to hold or stage events

- (a) A formal application to stage an event must be made by the event organizer to the Events Permit Officer and submitted –
 - (i) by a person who is at least 18 years old;
 - (ii) in a form and or manner as prescribed by the Events Permit Officer;
 - (iii) within the time frames as prescribed in Schedule 2 of this By-Law;
 - (iv) by a person or on behalf of a person who possesses the necessary capacity and resources.
- (b) The application must include all information required as indicated in the prescribed form and any additional information as may be requested by the Stellenbosch Municipality.
- (c) All applications must be accompanied by proof of payment of the applicable fees and deposit payable for the event.
- (d) In the event of failure to submit the information referred to in subsection 3(b) and proof of payment in terms of subsection 3(c) an application will not be considered in terms of this By-Law.

4. Requirements and conditions

- (a) No person may hold or stage any event without obtaining a permit referred to in section 5(c).
- (b) An application for an event must comply with the provisions of this By-Law and contain such information as indicated in the prescribed application form as set out in Schedule 3.
- (c) The Event Organiser may not advertise/market or sell tickets for the planned event before an application is submitted to the Municipality and the Event Permit Officer has informed the Event Organiser in writing that the application has been approved in terms of section 5(a).
- (d) The Event Organiser is required to apply separately and within the required timeframe to the National Commissioner of the South African Police Services for a risk

categorisation as contemplated in the Safety at Sports and Recreational Events Act, 2010 (Act No.2 of 2010).

- (e) Payment of an administration fee and or applicable tariffs determined by the Municipality must be required from the Event Organiser ahead of approval of an application for an event.
- (f) The Events Permit Officer must ensure that consultation with relevant stakeholders identified by the Municipality is undertaken by the event organizer.
- (g) The Event Permit Officer must, in terms of the Event Policy and depending on the nature of the event, ensure that consultation takes place with the Events Committee, which will include an official [from the municipality's environmental services department](#); and with any other relevant stakeholder, including the relevant ward councillor.
- (h) The Events Permit Officer must satisfy him /or herself by written documentation that the relevant zoning scheme, environmental legislation and all health and safety regulations are complied with; that adequate public liability insurance cover, and that appropriate indemnity cover is obtained for an event by the Event Organiser. Similarly, where an activity which may put the public at risk will be triggered, proof of appropriate specialized risk insurance, blanket liability or work cover must be provided to the Events Permit Officer by the Event Organiser.
- (i) The Council must, as part of its budgeting process in terms of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003), determine tariffs and deposits payable for events.
- (j) The Municipality shall not, in respect of any planning for an event, application, approval or permit issued for an event in terms of this By-Law [or any third party](#), be held liable for any-
 - (i) damage to or loss of any property of the Event Organizer; or
 - (ii) costs incurred by an Event Organizer or any third party;
- (k) The event organizer, or the venue owner shall be liable for the cost of any service provided by the municipality for or in respect of an event.

4.1 Safety Officer

The Event Organiser must appoint a safety officer for the event.

- (a) The responsibility for the safety of all present at the event lies primarily with the Event Organiser;

- (b) The safety officer is tasked with monitoring and maintaining a safe environment for the duration of the event, including the set-up and breakdown of stages of the event;
- (c) The areas of responsibility of the safety officer include operational safety, occupational health and safety compliance and hygiene management;
- (d) The safety officer maintains the right to halt any event should he/she identify a significant risk threatening the safety of any individual present at the event;
- (e) The mandate of the safety officer includes the event venue as well as all associated facilities;
- (f) The safety officer is required to be on-site for the entire duration of the event, including the set-up and breakdown stages of an event;
- (g) The safety officer is to reasonably identify any risks or dangers and recommend suitable mitigation and management measures to the Event Organiser;
- (h) The safety officer is responsible for ensuring that the event-specific written safety and security plan is adhered to.

5. Decisions on events

- (a) The Events Permit Officer must approve or decline an application for an event within a reasonable time in terms of this By-Law.
- (b) Once a decision has been taken in terms of subsection 5(a) the applicant must be informed thereof in writing.
- (c) Where an application for an event has been approved, the Events Permit Officer must issue a permit specifying the conditions applicable to the event.
- (d) The Event Organizer must make sure that the permit is available at the venue for inspection at all stages and at all times of the event, and that any additional licences, including liquor licences can be clearly displayed in public.
- (e) Where an application for an event has been declined, reasons for the decision must be communicated to the applicant in writing, and the applicant must be informed of his/her right to appeal the decision in terms of section 62 of the Municipal Systems Act.
- (f) The Event Permit Officer may decline an application for an event permit where—
 - (i) ~~(i)~~—an event application is received outside of the prescribed timeframes as set out in Schedule 2;
 - ~~(i)~~(ii) If the application is incomplete;

- (iii) the event clashes with another event;
- (iv) the event safety and security plan is deemed insufficient by the Municipality's services;
- (iv) the event is not approved by the South African Police Services;
- (v) the event is non-compliant with applicable legislation; or
- (vi) any other factor which, in the opinion of the Event Permit Officer, may negatively impact on the –
 - safe conclusion of an event; or
 - human or other resources of Stellenbosch Municipality.

6. Evaluation Criteria

- (a) The Events Permit Officer must ensure that applications for staging an event are considered in accordance with the following criteria, where applicable:
 - (i) the type and size of an event;
 - (ii) the impact of the event in terms of the strategic fit to the Events Policy;
 - (iii) the impact of the event on municipal services including services relating to noise control, traffic, parking, local amenities, public places, health and all incidental services affected by the holding of the event, logistical aspects, as well as marketing, economic, social and environmental objectives;
 - (iv) whether the proposed use of the land complies with the applicable zoning scheme and any conditions applicable thereunder;
 - (v) the safety and security risk management of the event in respect of the event plan, logistics, location, site design and other activities taking place near or at the event venue and other threats to the event. The risk assessment will include, but not limited to, obtaining details of the evacuation routes, emergency plans, site plans of access, and the inference of public open space;
 - (vi) that the event complies with all applicable legislation;
 - (vii) the impact of the event on the environment;
 - (viii) Previous offences.
- (b) The criteria referred to in subsection 6(a) must be considered in respect of-
 - (i) the review and assessment of events;
 - (ii) the decision processes for event applications;
 - (iii) prioritisation of events;
 - (iv) the type and level of support to be provided by the Municipality for events; and
 - (v) the services to be provided by the Municipality to events.

- (c) The Events Permit Officer may impose reasonable conditions to the permit to protect the environment and the health, safety and welfare of the public pertaining to:
 - (i) Location and hours during which the event may be held;
 - (ii) Sanitation, ablution facilities and availability of water;
 - (iii) Security and crowd management;
 - (iv) Parking and traffic issues;
 - (v) Emergency and medical services;
 - (vi) Clean-up of premises and surrounding area and waste disposal;
 - (vii) Insurance;
 - (viii) Lighting;
 - (ix) Fire services and safety;
 - (x) Temporary construction, barricades and fencing;
 - (xi) Removal of advertising and promotional materials after the event;
 - (xii) Noise levels.
 - (xiii) Any other conditions pertaining to the Event
 - (xv) The environmental impact.

7. Holding of an event

- (a) An Event Organizer whose applications have been approved in terms of this By-Law are responsible for the event and must ensure that —
 - (i) the event is held in compliance with the provisions of this By-Law, the conditions imposed by the Events Permit Officer and does not contravene any other law;
 - (ii) the conduct of persons attending an event and the activities undertaken or carried out at the event do not negatively impact on affected communities and the environment during such an event;
 - (iii) any compliance notice issued by the Events Permit Officer in terms of section 8 is complied with.

8. Compliance notice

- (a) When the Events Permit Officer or a Law Enforcement Officer finds that a provision of this By-Law is being or has been contravened by an Event Organizer or that a condition has arisen that has the potential to lead to a contravention of this By-Law or any other law, he or she —
 - (i) may issue a compliance notice to the Event Organizer; or
 - (ii) may, on receipt of information from an authorized official relating to the contravention of this By-Law or any other law in respect of the holding or staging of an event, issue a compliance notice to the Event Organiser.
- (b) A notice issued in terms of subsection 8(a) must state —

- (i) the provision of the By-Law; that is being contravened or will be contravened if the condition is allowed to continue;
 - (ii) the measures that must be taken to rectify the condition; and
 - (iii) the time period in which the notice must be complied with.
- (c) If an Events Organiser on whom notice was served in terms of subsection 8(a), fails to comply with the requirements of the notice, the Event Permit Officer, a Law Enforcement Officer or an authorized official may, for the purposes of this By-Law, take such steps as may be necessary to rectify the condition at the cost of the Event Organizer.
- (d) A person who fails to comply with a compliance notice issued in terms of subsection 8(a) commits an offence.
- (e) The municipality shall, in respect of a person who fails to comply with a compliance notice in respect of one or more events –
 - (i) keep a record of non-compliance and consider any appropriate action as may be required;
 - (ii) require an increased deposit from the person for future events to be held or staged by such person; and
 - (iii) require proof of measures in place to ensure compliance of this By-Law where the party defaulted at a former event.

9. Inspections and right of access

- (a) The Events Permit Officer, an authorized official or a law enforcement officer may conduct inspections of a venue after the submission of an application as well as during and after the staging or holding of an event to determine compliance with this By-law and the conditions made;
- (b) The Events Permit Officer or a law enforcement officer has a right of access to or over any venue for the purposes of —
 - (i) performing all necessary acts or required to be done by the municipality under this By-Law,
 - (ii) ascertaining whether there is or has been a contravention of the provisions of this By-Law; and the conditions made subject to the approval of the event application
 - (iii) enforcing compliance with the provisions of this By-Law.
- (c) An Events Permit Officer, an authorized official, or a law enforcement officer may require such owner, [event organiser](#) or occupier to provide, at any reasonable date and time access to such property to a person and for a purpose referred to in subsection 9(b).

10. Suspension and revocation of permit

- (a) The Event Permit Officer, may, where the Event Organizer fails to comply with a compliance notice issued in terms of section 8, by notice in writing to the Event Organiser —
 - (i) suspend the permit immediately until the Event Organiser has complied with the compliance notice;
 - (ii) revoke the permit and take such steps as may be necessary in terms of this By-Law, for which costs incurred by the Municipality, the Event Organiser shall be liable; or
 - (iii) on receipt of information from a Law Enforcement Officer or an authorised official relating to failure to comply with a compliance notice, suspend or revoke the permit of an Event Organizer.
- (b) The Municipality may, where the Events Permit Officer has acted in terms of subsection 10(a), withhold the deposit paid by the Event Organizer for an event as security for the payment of such costs.

CHAPTER 3

GENERAL PROVISIONS

11. Agreements and Partnerships

- (a) The Municipality may enter into such agreements and partnerships with Event Organizers as may be necessary for the holding and management of events in terms of this By-Law.
- (b) The Municipality may, under an agreement or partnership contemplated in subsection 11(a), provide support either logistically, financially or both to specific events which are aligned to the strategic objectives of the Municipality.
- (c) The agreements and partnerships contemplated in subsection 11(a) must provide for service levels which must be met by the parties in order to ensure compliance with this By-Law and the Municipal Finance Management Act, 2003 (Act No. 56 of 2003).
- (d) Notwithstanding the provisions of this By-Law relating to offences and penalties, an agreement concluded in terms of this section may provide for penalties for which an Event Organizer shall be liable in the event of non-compliance therewith.

12. Delegations

- (a) The Events Permit Officer may delegate any of the powers conferred on him or her either in whole or in part under this By-Law to any other competent official of the Municipality.
- (b) The Municipal Manager may appoint competent officials in the employment of the Municipality as authorised officials to enforce the provisions of this By-Law.

13. Right of Appeal

- (a) Parties to a dispute arising from a conflict in terms of this By-Law must attempt to resolve such conflict before exercising the right of appeal contemplated in subsection (b) through consultation with each other.
- ~~(b) The Events Permit Officer have the right to decline an application, if the application is incomplete and does not meet the timeframes as set out in Schedule 3.~~
- ~~(be)~~ The Event Organizer may appeal against a decision where his or her application to hold an event has been declined or against the conditions of approval.
- ~~(cd)~~ The Appeal Authority Committee will attend to appeals ~~prior to the submission of such appeals in writing to the Municipal Manager~~ within a period as indicated in Schedule 2 in relation to the type of event concerned.
- ~~(de)~~ ~~The application which is a subject of appeal must be decided in terms of section 5 before the appellant may lodge an appeal within the applicable timeframes set out in Schedule 2.~~
- ~~(ef)~~ An appeal lodged in terms of this section must be considered and decided within such time as indicated in Schedule 2 in relation to the type of event concerned.
- ~~(g) The Municipal Manager may delegate any official of the Municipality to consider and decide on appeals referred to in subsection 13(b).~~

14. Indemnity

- (a) The Event Organiser must provide –
 - (i) evidence, to the satisfaction of the Event Permit Officer, of appropriate indemnity cover; and
 - (ii) where an activity which may put the public at risk will be involved, evidence to the satisfaction of the Events Permit Officer of appropriate specialised risk insurance, public liability insurance or work cover must be provided.

- (b) The Municipality shall not be liable for any costs, including any damage or loss incurred or suffered as a result of an event held without an approval in terms of this By-Law.
- (c) Event owners shall be held liable for any damages to the municipality's property resulting from the holding of an event.

15. Offences and Penalties

- (a) Any person who-
 - (i) holds an event without a permit in contravention of section 4(a);
 - (ii) is an Event Organiser and whose application to hold an event has been approved, fails to comply with any provision of this By-Law, any condition made subject to the approval of the event application; or contravenes a provision of any other law for which the municipality is responsible for implementation and enforcement, in contravention of section 7(a)(i);
 - (iii) fails to ensure that the conduct of persons attending an event and the activities undertaken or carried out at an event do not disturb the neighbouring community, residents, or the environment in contravention of section 7(a)(i);
 - (iv) fails to comply with the compliance notice issued by the Events Permit Officer or a Law Enforcement Officer in terms of section 8(a)(i) or (ii), in contravention of section 7(a)(iii), shall be guilty of an offence.
- (b) A person who commits an offence in terms of this By-Law shall, on conviction, be liable –
 - (i) in the case of an offence referred to in subsection 15(a)(i) or (ii) ~~t. To~~ a fine as the court may deem fit to impose or to imprisonment for a period not exceeding twelve months, or to both such fine and such imprisonment;
 - (ii) in the case of an offence referred to in subsection 15(a)(iii), to such fine as the court may deem fit to impose or to imprisonment for a period not exceeding five years, or to both such fine and such imprisonment;
 - (iii) in the case of an offence referred to in subsection 15(a)(iv), to such fine as the court may deem fit to impose or to imprisonment for a period not exceeding 10 years, or to both such fine and imprisonment.

16. Short title

This By-Law is called Stellenbosch Municipality: Events By-Law, ~~2025~~2024.

SCHEDULE 1
REPEAL OF BY-LAW

No. and Year of Bylaw or Repeal	Short Title	Extent of Repeal
By-Law No. 7564/2016 12 February 2016	Stellenbosch Municipality: Events By-Law	Entire By-Law
By-Law No. 8944/2024 24 June 2024	Stellenbosch Municipality: Events <u>and Filming</u> By-Law	Entire By-law

SCHEDULE 2 Schedule of Events Application Timeframe
Subject to Application Criteria, the following Timeframes Below will apply:

Size	Crowd Size/ No of Participants	Minimum time for submission of an application to the Municipality by the event organiser before the date of an event [all required information relating to the application must be submitted in terms of section 3 (2)]	Minimum time for the Municipality to respond to an application for staging an event	Appeals to be lodged by applicant with the Municipality within	Appeal to be decided by Municipality within	
Small	200 to 2000	20 working days (4 weeks) 60 working days	10 working days(2 weeks)	48 hours 21 calendar Days of receipt of written notice from the Municipality indicating that the application has been refused	48 hours 7 Days of receipt of written not ice of appeal	Formatted: Not Highlight
						Formatted: Not Highlight
						Formatted: Not Highlight
						Formatted: Not Highlight
						Formatted: Not Highlight
Medium	2001 to 5000	25 working days (5 weeks) 65 working days	15 working days (3 weeks)	48 hours 21 calendar Days of receipt of written notice from the Municipality indicating that the application has been refused failure to resolve conflict	48 hours 7 Days of receipt of written not ice of appeal	Formatted: Not Highlight
						Formatted: Not Highlight
						Formatted: Not Highlight
						Formatted: Not Highlight
						Formatted: Not Highlight
Large	5001 to 10 000	30 working days (6 weeks) 70 working days	20 working days (4 weeks)	48 hours 21 calendar Days of receipt of written notice from the Municipality indicating that the application has been refused failure to resolve conflict	48 hours 1 Days of receipt of written notice of appeal	Formatted: Not Highlight
						Formatted: Not Highlight
						Formatted: Not Highlight
						Formatted: Not Highlight
						Formatted: Not Highlight
Very Large	10 001 and above	90 working days (minimum 34 months, preferably 6 months)	40 working days (2 months)	48 hours 21 calendar Days of receipt of written notice from the Municipality indicating that the application has been refused failure to resolve conflict	48 hours 1 Days of receipt of written notice of appeal	Formatted: Not Highlight
						Formatted: Not Highlight
						Formatted: Not Highlight

Note:

- The timeframes do not include events applications where a land use planning approval in terms of the Land Use Planning Bylaw is required i.e. where an

Formatted: Justified

event is to be held on land which is not appropriately zoned. In such instances, the time frames for a very large event will apply.

2. If a small event includes food vendors, a minimum of ~~15~~ 60 days will be required if food vendors need to apply for licences and certificates of acceptability.
3. In the event of a liquor licence required for an event, it should be applied for in advance before your event application submission to the Municipality.
4. No events will be approved in any circumstances less than 14 days prior to the event (which includes the finalisation of application/ appeals/ and appeal outcome). The event approval must be finalised 14 days prior to any event.

Formatted: Not Highlight

CHAPTER 29: EVENTS AND OUTDOOR DINING OVERLAY ZONE

273. Zone name and designation on map

- (1) The Events and Outdoor Dining Overlay zone may be referred to by the code (EODO) and shall cover the entire area of the Stellenbosch Municipality's zoning map.

274. Purpose of the zone

- (1) The purpose of the Events and Outdoor Dining Overlay zone is to facilitate the hosting of events and outdoor dining on public streets in certain circumstances, with the aim of promoting the tourism and leisure sector as a key driver of local economic development, as well as to enhance the cultural and social cohesion of communities, while protecting the amenity on which these activities rely.
- (2) A person may only organize an event with a valid permit issued by the Municipality as regulated in the Stellenbosch Municipality Events Permitting By-Law. "Event" has the same meaning as contemplated in subject By-Law.
- (3) Provide for a clear distinction between "events" and "occasional use" events, as contemplated in section 30.
- (4) Notwithstanding the intention for the overlay zone to be less restrictive with regards to the hosting of events and promoting outdoor dining on public streets, the overlay zone gives the Municipality a mechanism whereby additional measures and conditions can be imposed which can assist to avoid potential adverse impact of events and outdoor dining on the receiving environment and mitigate such impacts where they cannot be avoided.

275. General provisions

- (1) The primary, additional and consent uses, and development parameters set out in the applicable base zone remain applicable to any land unit subject to this overlay zone, unless varied in the provisions provided in this chapter.
- (2) Purpose-built tracks, buildings, and infrastructure to be used for events requires land use approval for the facility or amenity as contemplated in subsection (1).
- (3) Events contemplated in this chapter are exempt from the provisions of section 30(1).
- (4) A maximum of 12 events per calendar year can be hosted on an individual property, irrespective of the event being a linear event or place-bound event as contemplated in this chapter, unless otherwise stipulated in this chapter. A calendar year means a period of twelve months from January 1 to December 31.
- (5) Any event occurring on a property that takes direct access from a proclaimed road shall provide effective traffic control for safe access off such road to the on-site parking area, to the satisfaction of the Municipality.
- (6) Any event contemplated in this chapter may involve the construction of temporary structures to facilitate the hosting of such event. Temporary structures or non-permanent structures constructed purely on a temporary basis for a specific period, shall require building plan approval and shall be demolished on completion of the event for which it was erected.
- (7) Commercial services at the same venue that are not directly associated with the event, and which is not an event related activity shall require prior land use approval for such activity.
- (8) No event can be both a "linear event" and a "place-bound event", and the Municipality's Development Management Department has the sole discretion to determine the specific type of an event as contemplated in this chapter.

276. Linear events

- (1) A linear event means an event along a route taken from a starting point to a destination during which the event takes the form of either a recreational activity or a procession, and which may traverse a single property or a number of properties, and includes marathon, trail running, cycling and mountain biking (including E-bikes) events, but excludes the use of motorized vehicles.
- (2) An unlimited number of linear events shall be permitted in the following zones:
 - (a) Community zone.
 - (b) Transport Facilities zone.
 - (c) Public Road and Parking zone; and
 - (d) Public Open Space zone.
- (3) An unlimited number of linear events shall be permitted in the following zones, provided that the total number of people involved in the event, including any support staff or spectators are limited to the capacity of the venue or do not exceed 1000 people, whichever is the lesser:
 - (a) Education zone.
 - (b) Private Open Space zone.
 - (c) Agriculture and Rural zone; and
 - (d) Natural Environment zone.
- (4) For a linear event involving more than 1000 people, including any support staff or spectators associated with such event, a maximum number of 12 events per calendar year shall be permitted on a property with a zoning stipulated in subsection (2).
- (5) A linear event occurring on a property with a zoning stipulated in subsection (2) may not exceed:
 - (a) a maximum of 3 consecutive days; and
 - (b) a cumulative number of 12 days in a calendar year.
- (6) A linear event occurring on a property with a zoning stipulated in subsections (2)(c) and 2(d):
 - (a) must make use of existing routes, farm tracks and infrastructure.
 - (b) must include the provision of sufficient on-site parking for all vehicles associated with the event, or to the satisfaction of the Municipality; and
 - (c) may not involve any motorized vehicles.
- (7) A linear event occurring on a property with a zoning stipulated in subsection 2(a) does not include ancillary events typically associated with the primary uses thereon such as any school related functions.

277. Place-bound events

- (1) A Place-bound event means an event that takes place at a specific venue, or on a specific property.
- (2) An unlimited number of place-bound events shall be permitted in the following zones:
 - (a) Community zone.
 - (b) Transport Facilities zone.
 - (c) Public Road and Parking zone; and
 - (d) Public Open Space zone.
- (3) A maximum of 12 place-bound events per calendar year shall be permitted on a property in the following zones:
 - (a) Education zone.
 - (b) Private Open Space zone; and
 - (c) Agriculture and Rural zone.

- (4) A place-bound event occurring on a property with a zoning stipulated in subsection (2) may not exceed:
 - (a) a maximum of 3 consecutive days; and
 - (b) a cumulative number of 12 days in a calendar year.
- (5) Notwithstanding subsection (2), a place-bound event occurring on a property with a zoning stipulated in subsection (2)(c) that involves any amplified music such as an outdoor music concert, rave or festival, shall not be permitted to extend beyond 18h00.
- (6) A place-bound event occurring on a property with a zoning stipulated in subsections (2)(b) and 2(c):
 - (a) must make use of existing facilities, amenities, and infrastructure; and
 - (b) must include the provision of sufficient on-site parking for all vehicles associated with the event, or to the satisfaction of the Municipality.
- (7) A place-bound event occurring on a property with a zoning stipulated in subsection (2)(a) does not include ancillary events typically associated with the primary uses thereon such as any school related functions.
- (8) All place bound events, regardless of the base zoning of the property on which such event takes place, shall not continue past 22h00 without prior written permission as part of the event permit.

278. Specific provisions: outdoor dining

- (1) Outdoor dining means dining outdoors on sidewalks or a portion of public street with tables, chairs, and other furnishings for the purpose of selling, offering for sale, and serving food and beverages in an area set up directly outside the confines of a property with land use rights for a business premises (or equivalent)
- (2) Outdoor dining shall be permitted as a primary use right on a property zoned Public Road and Parking zone, subject to the following conditions:
 - (a) The location of the outdoor dining area must be directly abutting the confines of a property with land use rights in place for a business premises or equivalent.
 - (b) The outdoor dining area must be compliant with the technical specifications and guidelines provided in the Policy on Outdoor Dining, Trading and the use of Public Places for Commercial Ventures and Display, or any such subsequent policy or directive as the Municipality may adopt.
 - (c) The owner of a property incorporating an outdoor dining area as contemplated in this chapter must enter into a written agreement with the Municipality.
 - (d) Only temporary structures specified in the written agreement contemplated in paragraph (c) shall be permitted and shall be subject to building plan approval where applicable.
 - (e) Should a written agreement as contemplated in paragraph (c) not be concluded between the relevant parties, the Municipality may institute enforcement proceedings, either –
 - (i) as contemplated in section 273 of this By-law; or
 - (ii) in accordance with the Municipality's Roads and Streets By-law.

SCHEDULE 4

EVENTS APPLICATION REQUIREMENTS GUIDELINE

The following information and documentation are required from ALL organisers of events wishing to host events in the Stellenbosch Municipality.

The timeous provision of the complete information will support and assist with the processing of the application, the approval processes by the range of Municipality Departments and compliance with legislative requirements.

SIZE	CATEGORY ATTENDEE / PARTICIPATION SIZE	MINIMUM TIME BEFORE AN EVENT TO SUBMIT A COMPLETE APPLICATION TO THE MUNICIPALITY
Small	200 – 2000	A minimum of 60 working days 20 working days (4 weeks)
Medium	2001 – 5000	A minimum of 65 working days 25 working days (5 weeks)
Large	5001 – 10 000	A minimum of 70 working days 30 working days (6 weeks)
Very large	10 001 above	90 working days (34 months minimum – preferably 6 months)

NOTE:

- Events of fewer than 200 persons where there is no amplified sound or no temporary structures to be used need not submit an application. However, the Municipality may determine whether the impact and risk attached to an event of fewer than 200 persons would require the submission of an application.
- Note this excludes any specific or special application directives which the Municipality may issue from time to time, which may vary by event type, risk, size, the time of the year, duration, venue or location (for example over the festive season or public holiday or related to a type of event or specific venue/location) or impact on the transport network or any other Municipality activity.
- These timeframes do not include events applications where a land use application approval is required i.e. where an event is to be held on land which is not appropriately zoned. In such instances, the time frames for a very large event will apply.

REQUIREMENTS:

- A formal Application detailing the name and contact numbers of the organizer, date/s, venue, nature of event and as much information as possible, and
- An Event Plan including at least the following information:

1. Description of Event:

Type of event: International, National, Local, Linear or Place bound

- Date/s
 - Duration (daily)
 - Locality/Area
 - Property description (erf or farm number)
 - Venue
 - Anticipated number of participants and spectators
 - Details of VIPS attending event (including artist/s)
 - Details of nearby Key Point/s or Restricted Areas
2. **Event Programme** (full details and times, plus contact details for person responsible for each aspect of event)
3. **Layout Plan** for event, indicating:
- Stages, Marquees & Other Temporary Structures
 - Access and Evacuation Flows
 - Fencing and Crowd Barriers
 - Catering Facilities and Vendor Areas
 - Restricted/VIP Areas
 - VOC Location
 - Ticket Selling Booths
4. **Event Safety Plan:**
- Medical Plan – including details of private medical service provider/s
 - Security Plan – including details of private security service provider/s
 - Departmental Emergency Response Plan
 - Emergency Procedure/Evacuation Plan
 - LP Gas Plan (if applicable)
 - Accreditation Plan
 - Crowd Management Plan
 - Facility Emergency Plan (if applicable)
 - Civil Aviation Application/Approval (if applicable)
5. **Transport Management Plan**
- Detailed Transportation Plan, incl. transportation modes, routes for event
 - Details of Road Closures (and times)
 - Emergency Vehicle Access Routes
 - Optimal Public Transport Utilisation
 - Detailed Parking Plan, incl. secured/identified Parking Areas
 - Detailed Event Signage/Communication Plan (warning signage, alternative routes, parking, etc.)
6. **Integrated Waste Management Plan** (including immediate precinct)
7. **Traffic Management Plan**
- Detailed plan of event venue/location and surrounds;
 - Details of event specific Road Signage (if applicable)
 - Marshalling Plan (if applicable)

8. **Health Requirements:**
 - Ablution Facilities and/or Mobile Toilets
 - Details of Vendors / Caterers, including licences
 - Certificate/s of Acceptability – food vendors
9. **Zoning confirmation of the permitted land use or land use planning**
(approval where necessary)
10. **Community Participation/Consultation Plan, including:**
 - Communication with Councillor/s
 - Consultation with Community/Residents Organisations/Associations
 - Communication with Affected Residents/Businesses/Business Associations or other stakeholders.
11. **Application Forms /Approvals, incl.**
 - Noise Exemption (including public participation/consultation)
 - Erection of Stages/Marquees/Temporary Structures
 - Confirmation of Venue: Written approval from venue owner/venue manager to authorise the event organiser to use the facility/ venue to host the event.
 - Liquor Licence/s/ Fireworks/ Civil Aviation (if applicable)
12. **Municipal Services Requirements:**
 - Waste Management Plan, incl.
 - Details of Service Provider/s
 - Arrangements for venue cleansing (prior to and post event)
 - Receipt slip from landfill site (post event)
 - Electricity – including wayleaves
 - Water
 - Transport
 - Roads and storm water
13. **Event Communications Plan**
 - Ticket Selling Strategy & Accreditation
 - Emergency Communications Plan
 - Approval or application for Municipal Outdoor Advertising and Signage
 - Any specific requirements
14. **Environmental Management Plan** (if applicable)
 - A rehabilitation plan
 - Financial guarantee
 - Any other applicable environmental or heritage permission.
15. **Indemnity Forms, incl.**
 - Completed Indemnity Form
 - Confirmation of Public Liability insurance as well as the prescribed insurance confirmation letter.
16. **Confirmation of Appointment of Safety Officer/s**

APPENDIX 2

6/2/2025



PUBLIC NOTICE: 12/2025

**ADVERTISEMENT OF CALL FOR PUBLIC COMMENT
ON THE REVIEWED STELLENBOSCH MUNICIPALITY
EVENTS BY-LAW, 2024**

Notice is hereby given that Council intends to adopt the reviewed Stellenbosch Municipality Events By-Law, 2024. Interested and affected parties are hereby invited to submit written comments during the 21-day advertising period.

You are hereby invited to submit written comments in connection with the reviewed Stellenbosch Municipality Events By-Law, 2024 by electronic mail to the Manager: Economic Development and Tourism at Lesley.vangensen@stellenbosch.gov.za on or before 7 March 2025.

The reviewed Events By-Law, 2024 will be available on the Stellenbosch Municipality's website (www.stellenbosch.gov.za) and hard copies will be available at the local libraries and satellite offices as reflected in the table below.

Area	Place
Stellenbosch CBD	Library, Plein Street, Stellenbosch , Ward 7: Jan Marais Eco Centre
Franschhoek	Ward Office: Ward 1 (Mooiwater Building) Ward Office: Ward 2 (Groendal Community Hall)
Kylemore	Kylemore Ward Office
Pniël	Library, Main Road, Pniël Pniël Ward Office
Wemmershoek	Ward 3: Wemmershoek Ward Office (Community Hall)
Jamestown	Jamestown Library Jamestown Ward Office
Cloetesville	Cloetesville Ward Offices (Ward 16 and 17) Library, Vredelust Street, Cloetesville, Stellenbosch
Ida's Valley	Library, Sonnebloem Street, Ida's Valley.
Kayamandi	Kayamandi Ward Offices (Kayamandi Corridor) Library, Masithandane Street, Kayamandi, Stellenbosch
Vlottenburg	Vlottenburg Ward Office (Vlottenburg Primary School)
Klapmuts	Klapmuts Ward Office (Klapmuts Multi-Purpose Centre)
Ward 19	De Novo Ward Office (Primary School in De Novo)

Enquiries or requests for more information on the process may be directed to the Economic Development and Tourism Section: Lesley van Gensen Tel: (021) 808-8179 or E-mail: Sharon.pedro@stellenbosch.gov.za during normal office hours.

Ms Geraldine Mettler
Municipal Manager
Stellenbosch Municipality

PUBLIEKE KENNISGEWING: 12/2025

**ADVERTERING VAN OPROEP OM OPENBARE KOMMENTAAR OP
DIE HERSIENDE STELLENBOSCH MUNISIPALITEIT
GEBEURTENISSE VERORDENING, 2024**

Kennis word hiermee gegee dat die Raad van voorneme is om die hersiende Stellenbosch Munisipale Gebeurtenisse Verordening, 2024 aan te neem. Belanghebbende partye word hiermee genooi om hul kommentaar op skrif binne die volgende 21 dae periode in te dien.

U word genooi om skriftelike kommentaar in verband met die hersiende Stellenbosch Munisipale Gebeurtenisse Verordening, 2024 per e-pos aan die Bestuurder: Ekonomiese Ontwikkeling en Toerisme by Lesley.vangensen@stellenbosch.gov.za voor of op 7 Maart 2025 te stuur.

Die hersiende Gebeurtenisse Verordening, 2024 vir die Stellenbosch Munisipaliteit is beskikbaar op die webtuiste vir Stellenbosch Munisipaliteit (www.stellenbosch.gov.za) en afskrifte sal beskikbaar wees by plaaslike biblioteke en satelliet kantore gelys hieronder.

Gebied	Plaek
Stellenbosch Sentrale Sakekem	Biblioteek, Plein Straat, Stellenbosch Wyk 7: Jan Marais Ekosentrum
Franschhoek	Wyk Kantoor: Wyk 1 (Mooiwater Gebou) Wyk Kantoor: Wyk 2 (Groendal Gemeenskap Saal)
Kylemore	Kylemore Wyk Kantoor
Pniël	Biblioteek, Hoofstraat, Pniël Pniël Wyk Kantoor
Wemmershoek	Wyk 3: Wemmershoek Wyk Kantoor (Gemeenskap Saal)
Jamestown	Jamestown Biblioteek Jamestown Wyk Kantoor
Cloetesville	Cloetesville Wyk Kantoor (Wyk 16 en 17) Biblioteek, Vredelust Straat, Cloetesville, Stellenbosch
Idas Vallei	Biblioteek, Sonnebloem Straat, Idas Vallei,
Kayamandi	Kayamandi Wyk Kantoor (Kayamandi Korridor) Biblioteek, Masithandane Straat, Kayamandi, Stellenbosch
Vlottenburg	Vlottenburg Wyk Kantoor (Vlottenburg Laerskool)
Klapmuts	Klapmuts Wyk Kantoor (Klapmuts Veeldoeninge Sentrum)
Wyk 19	De Novo Wyk Kantoor (Laerskool in De Novo)

Navrae en versoeke vir meer inligting oor die proses kan gerig word aan die Ekonomiese Ontwikkeling en Toerisme eenheid: Lesley van Gensen Tel: (021) 808-8179 of per Epos: Sharon.pedro@stellenbosch.gov.za tydens normale kantoor ure.

Ms Geraldine Mettler
Munisipale Bestuurder
Stellenbosch Munisipaliteit

ISAZISO SOLUNTU: 12/2025

Kwenziwa isaziso sokuba iBhunga lijonge ukwamkela uMthetho kaMasipala oYilwayo weMicimbi kaMasipala, yonyaka-2024. Amaqela anomdla nachaphazelekayo ayamenywa ukuba angenise izimvo ezibhaliweyo kwintsuku ezingama-21 esibhingezo.

Uyamenywa ukuba ungenise izimvo ezibhaliweyo ngokunxulumene noMthetho kaMasipala weMisitho kaMasipala waseStellenbosch oYilwayo, ka-2024 nge-imeyile kuMphathi: woPhuhliso loQoqosho noKhenketho ku Lesley.vangensen@stellenbosch.gov.za ngomhla okanye phambi komhla wesi-7 EyoKwindla-2025.

UMthetho kaMasipala weMinyhadala kaMasipala waseStellenbosch oYilwayo, ka-2024 uza kufumaneka kwiwebhusayithi kaMasipala waseStellenbosch (www.stellenbosch.gov.za) kwaye iikopi ezingamaphepha ziya kufumaneka kumathala eencwadi asekuhlaleni nakwii-ofisi zesathelayithi njengoko kubonisiwe kolu luhlu lungezantsi.

Ihlorela ledolophu	Indawo
Stellenbosch CBD	Ithala lencwadi, Plein Street, Stellenbosch KwaWadi 7: Jan Marais Eco Centre
Franschhoek	Kwi-Ofisi yeWadi: Wadi 1 (Kwisakhiwo sase-Mooiwater) Kwi-Ofisi yeWadi: Wadi 2 (Groendal Kwiholo loLuntu)
Kylemore	Kwi-Ofisi yeWadi laseKylemore
Pniël	Kwithala lencwadi, Main Road, Pniël Kwi-Ofisi yeWadi lasePniël
Wemmershoek	kwaWadi 3: Kwi-Ofisi yeWadi laseWemmershoek (kwiHolo LoLuntu)
Jamestown	Ithala lencwadi Jamestown IOfisi yeWadi Jamestown
Cloetesville	Cloetesville Ward Offices (Ward 16 and 17) Library, Vredelust Street, Cloetesville, Stellenbosch
Ida's Valley	Kwithala lencwadi, Sonnebloem Street, Ida's Valley,
Kayamandi	Kwi-ofisi zamaWadi aseKayamandi (Kayamandi Corridor) Kwithala lencwadi, Masithandane Street, Kayamandi, Stellenbosch
Vlottenburg	Kwi iOfisi yeWadi eVlottenburg (Vlottenburg Primary School)
Klapmuts	Kwi office yeWadi eKlapmuts (Klapmuts Multi-Purpose Centre)
Ward 19	Kwi office yeWadi eDe Novo (Primary School in De Novo)

Imibuzo okanye izicelo zokufumana ulwazi oluthe vetshe ngale nkqubo zinokubhekiswa kwiCandelo loPhuhliso loQoqosho noKhenketho: Lesley van Gensen Umnxeba: (021) 808-8179 okanye i-imeyile: Sharon.pedro@stellenbosch.gov.za ngeeyure zomsebenzi eziqhelekileyo.

UNksz Geraldine Mettler
UMphathi kaMasipala
uMasipala waseStellenbosch

7.8.6	APPOINTMENT OF THE MEMBERS TO SERVE ON THE STELLENBOSCH MUNICIPALITY CONSERVATION ADVISORY COMMITTEE
--------------	---

Collaborator No: 790343
 IDP KPA Ref No: Good Governance
 Meeting Date: 22 July 2025

1. SUBJECT: APPOINTMENT OF THE MEMBERS TO SERVE ON THE STELLENBOSCH MUNICIPALITY CONSERVATION ADVISORY COMMITTEE

2. PURPOSE

To provide the Council with the pertinent facts to appoint the Members for the Stellenbosch Municipality Conservation Advisory Committee.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

In terms of Section 249(1) of the Stellenbosch Zoning Scheme By-Law, 2024, the municipality shall establish a Conservation Advisory Committee to make recommendations on planning applications in Urban and Rural Conservation Overlay Zones.

Based on the Terms of Reference as approved by the Council, a minimum of five (5) and a maximum of seven (7) members must be approved.

5. RECOMMENDATIONS

- (a) that Council appoints the following six (6) members for one (1) year, and should the committee require an additional member, this person can be co-opted at a later date.

Nominee	Residence
Petrus Jakobus Kruger Dekker	Stellenbosch
Jan Raymond Dirk Bouma	Jonkershoek, Stellenbosch
Brian Henry Howard	Franschhoek
Rudia Pool-Stanvliet	Mostertsdrift, Stellenbosch
Cornelia Hendrika Smart	Devon Park, Stellenbosch
Pedri Lotz	Shop 11A, Woodmill Centre, Stellenbosch

- (b) that the members are to be remunerated at an hourly rate of R1352; and

- (c) that the chairperson, elected at the 1st Committee meeting, is remunerated at an hourly rate of R1460.

6. DISCUSSION / CONTENTS

6.1 Background

In terms of Section 249(1) of the Stellenbosch Zoning Scheme By-Law, 2024, the Municipality shall establish a Conservation Advisory Committee to make recommendations on planning applications in Urban and Rural Conservation Overlay Zones.

On 20 February 2025, the revised terms of reference for the establishment of a Stellenbosch Municipality Conservation Advisory Committee and the revised Code of Conduct (**APPENDIX 1 & 2**) were drawn up and presented to Council for adoption and approval. Council also approved that the Directorate: Planning and Economic Development commence with the process to place an advertisement that will invite suitably qualified and experienced persons to apply to serve as members of the Conservation Advisory Committee (**APPENDIX 3**).

On 8 May 2025, advertisements were placed in “Die Burger”, “Paarl Post”, and “Eikestadnuus” for the call for nominations to serve as a member of the Stellenbosch Municipality Conservation Advisory Committee with a closing date of 9 June 2025 (**APPENDIX 4**). To broaden the notification, copies of the advert were also sent to The Institute of Architects, Stellenbosch Interest Group, Stellenbosch Heritage Foundation, and Franschhoek Heritage and Rate Payers Association to further distribute amongst their members and to any persons who may be interested in being nominated as a committee member.

6.2 Discussion

In appointing members to the committees, it is important to take into account the functions of the new Stellenbosch Municipality Conservation Advisory Committee to manage the Urban environments in a manner that accommodates the needs of all the residents of the WC024, the demographic composition of the new committee must be given serious attention just like the skills and experience of such members.

The functions of the committee are as follows:

1.	To advise Council on the aesthetic, functional, architectural, cultural, and historical aspects of any new development or contemplated development and with respect to any proposed alterations or additions to existing buildings, structures, and elements of the built environment within all declared heritage areas.
2.	To advise Council on the aesthetic, functional, architectural, cultural, and historical aspects with respect to any proposed alterations or additions to existing buildings or structures that are specified in terms of Sections 27 & 34 of the NHRA.
3.	To advise Council on any application received for the demolition or partial demolition of any building or structure within any declared Heritage Area or to any structure that is specified in terms of Sections 27 & 34 of the NHRA.
4.	To advise the Council on any applications received in terms of Section 38 of the NHRA.
5.	To provide the Council with comments and input on Outdoor Advertising and Signage applications.
6.	To advise Council on the compilation of a heritage register and demarcation of heritage areas as specified in sections 30 or 31 of the NHRA of all heritage resources within the greater Stellenbosch.

7.	To evaluate and advise the Council on any application for signage as per the approved Outdoor Advertising Signage Policy or Bylaw.
8.	Provide input to the Directorate: Planning and Environment with the development of specific development strategies, guidelines, regulations, and procedures pertaining to the preservation and appropriate development of individual declared Heritage Areas.
9.	To provide advice on applications that require approval by the South African Heritage Resources Association (SAHRA) and Heritage Western Cape (HWC) in terms of Section 27 & 34 of the National Heritage Resources Act
10.	Should Council be assessed by Heritage Western Cape (HWC) and be deemed a competent authority in terms of Section 26, read together with section 8 of the Heritage Resources Act, the Committee is to advise Council on the identification and management of Grade III heritage resources.

The approved Terms of Reference recommended that a maximum of seven (7) and a minimum of five (5) members be appointed by the Council who are not employees and/or Political Office Bearers of Stellenbosch Municipality as per the Terms of Reference for the Establishment of a Stellenbosch Municipality Conservation Advisory Committee

The following nominations were received: **(APPENDIX 6)**

	Nominee	SA ID	Age	Residence or Work Address	Qualification	Application	Compliant
1	Barry Francis Philips	Yes	83	The Garden House, 29 De Wet Street, Franschhoek	Solicitor (Commercial and Property Law)	Appendix 5	No
2	Petrus Jakobus Kruger Dekker	Yes	58	3 Rheezicht Laan, Stellenbosch	Architect	Appendix 6	Yes
3	Jacques Hanekom	Yes	49	40 Cabriere Street, Franschhoek	Design Director (B.Sc.Arch – Incomplete) Estate Agent	Appendix 7	No
4	Jan Raymond Dirk Bouma	Yes	80	Waterhof Farm, Stellenbosch	Architect	Appendix 8	Yes
5	Brian Henry Howard	Yes	84	La Motte, Franschhoek	Architect (Retired)	Appendix 9	Yes
6	Piet Eduard Classen	Yes	88	42 Rowan Street, Mostertsdrift, Stellenbosch	Town Planner	Appendix 10	Yes
7	Rudia Pool-Stanvliet	Yes	66	55A Jonkerhoek Road,	Botanist	Appendix 11	Yes

				Mostertsdrif, Stellenbosch			
8	Cornelia Hendrika Smart	Yes	57	35 Stellenoord, Devon Park, Stellenbosch	Lawyer, specializing in Heritage Conservation	Appendix 12	Yes
9	Tristin Theron	Yes	27	30A High Acres, Old Sir Lowry's Pass (m9), Heldeberg Rural, Somerset West	Architect B. Arch (Hons)	Appendix 13	No
10	Pedri Stefanus Lotz	Yes	45	Shop 11A, Woodmill Centre, Stellenbosch	Architect	Appendix 14	Yes

Seven (7) of the ten (10) Nominations received are compliant with the terms and references approved by the Council.

- Mr. Tristen Theron does not reside or work in the Stellenbosch Municipal Area and can therefore not be considered.
- Mr. Jacques Hanekom does not have suitable experience in the requested fields and professions.
- Mr Barry Philips does not have suitable experience in the requested fields and professions.

6.3 **Financial Implications**

The Committee members will be remunerated at an hourly rate of R1325, and the Chairperson will be remunerated at an hourly rate of R1460. Meeting procedures are limited to three (3) hours per meeting and should the duration of meetings require an extension of such hours, prior approval must be obtained from the delegated authority.

The current budgetary provision was made for one (1) meeting per month within the 2025 / 2026 approved operational budget.

6.4 **Legal Implications**

The Establishment of the Conservation Advisory Committee is required in terms of Section 249 of the Stellenbosch Municipality Zoning Scheme Bylaw, 2024. The Municipality shall establish a Conservation Advisory Committee to make recommendations on planning applications in Urban and Rural Conservation Overlay Zones.

6.5 **Previous / Relevant Council Resolutions:**

30th Council Meeting: 2025-03-31: Item 10.8.3

Resolved (majority vote with 3 abstentions)

- a) that Council approves the Terms of Reference Revision 1 for the Establishment of the Conservation Advisory Committee, as contained in APPENDIX 1 of this report;
- b) that Council approves the revised Code of Conduct Revision 1 of the Members of the Conservation Advisory Committee as contained in APPENDIX 2 of this report;
- c) that the Council approves that the Directorate: Planning and Economic Development commence with a process to place an advertisement that will invite suitably qualified and experienced persons to apply to serve as Members of the Conservation Advisory Committee; and
- d) that Council notes that the Directorate: Planning & Economic Development will submit the preferred candidates to serve as members of the Conservation Advisory Committee, to Council for approval.

6.6 Risk Implications

There are currently no risk implications.

FOR FURTHER DETAILS, CONTACT:

NAME	Katherine Robinson
POSITION	Senior Heritage Planner
DIRECTORATE	Planning & Economic Development
CONTACT NUMBERS	021 808 8608
E-MAIL ADDRESS	Katherine.Robinson@ Stellenbosch.gov.za
REPORT DATE	11 July 2025

APPENDIX LIST

Appendix 1:	Code of Conduct of the Stellenbosch Municipality Conservation Advisory Committee
Appendix 2:	Terms of Reference for the Establishment of a Stellenbosch Municipality Conservation Advisory Committee
Appendix 3:	Council Minutes: 30 th Council Meeting: 2025-03-31: Item 10.8.3
Appendix 4:	Newspaper Advert 8 May 2025 and Email Correspondence
Appendix 5:	Barry Francis Philips Nomination
Appendix 6:	Petrus Jakobus Kruger Dekker Nomination
Appendix 7:	Jacques Hanekom Nomination
Appendix 8:	Jan Raymond Dirk Bouma Nomination
Appendix 9:	Brian Henry Howard Nomination
Appendix 10:	Piet Eduard Classen Nomination
Appendix 11:	Rudia Pool-Stanvliet Nomination
Appendix 12:	Cornelia Hendrika Smart Nomination
Appendix 13:	Tristin Theron Nomination
Appendix 14:	Pedri Stefanus Lotz Nomination

APPENDIX 1



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

CODE OF CONDUCT OF A STELLENBOSCH MUNICIPALITY CONSERVATION ADVISORY COMMITTEE

Revision 1

JANUARY 29, 2025

Contents

1. Application of rules of procedure.....	2
2. Definitions and interpretation of rules.....	2
3. Notice of meetings.....	4
4. Meetings open to the public.....	4
5. Quorum	5
6. Agenda.....	5
7. Role of the Chairperson.	6
8. Oral/ electronic presentation.....	6
9. Recommendations and Voting:	7
10. Interruption, Suspension, and Adjournment.....	7
11. Minutes.....	8
12. Recommendations on applications	8

These Rules of Procedure must be read with the Stellenbosch Municipal Land Use Planning By-law (2015) published in the Provincial Extraordinary Gazette No 7512, dated 7 October 2015;

1. Application of rules of procedure

- 1.1. The Rules of Procedure (hereafter named "Rules") apply to all the meetings of the Stellenbosch Municipality Conservation Advisory Committee appointed by the Council.

2. Definitions and interpretation of rules

- 2.1. In these Rules, unless inconsistent with the context hereof or the Stellenbosch Municipal Planning By-law:

"Agent" or "Consultant"	Means a person authorised in terms of a power of attorney to make an application on behalf of the owner of the land
"Applicant"	Means a person referred to in Section 15 who makes an application to the Municipality as contemplated in that section and includes its agent or consultant or other legal representative
"Authorised Employee"	Means a municipal employee who is authorised in terms of delegated or sub-delegated authority by the Municipality to exercise a power or perform a duty in terms of the Stellenbosch Municipal Land Use Planning By-law (2015) and includes the author of land use assessment report served before the Committee.
"By-law"	Means By-law on Land Use Planning on Land Use Planning 2015, published in the Provincial Extraordinary Gazette No 7512, dated 7 October 2015
"Chairperson"	Means the Chairperson designated in terms of Section 72(10) of the Stellenbosch Municipal Land Use Planning By-law (2015) and includes the elected at such meetings if the Chairperson is not able to act as such
"Committee"	Means the Stellenbosch Municipality Conservation Advisory Committee appointed by Council.
"Committee Officer"	Means an authorized employee appointed/ designated by the Stellenbosch Municipality, whose function is to provide administrative and secretarial support to the Stellenbosch Municipality Conservation Advisory Committee.
"Consultant"	Means a person authorized in terms of the power of attorney to make an application on behalf of the owner of the land.

“Council”	Means Municipal Council of Stellenbosch Municipality.
“Cultural landscape”	Means a physical area with natural features and elements that have been modified by human activity that results in layered evidence built up over time that gives a landscape its descriptive spatial historical aesthetic character that is symbolic and memorable.
“Cultural significance”	Means aesthetic, architectural, historical, social, linguistic, scientific and technological value or significance.
“Day”	Means calendar day and <i>not a working day</i> ;
“Development”	Means any physical intervention, excavation, or action that is not the result of natural forces, which may, in the opinion of a heritage authority, result in a change to the appearance or physical nature of the place or will influence its stability and future wellbeing.
“Heritage area”	Means a designated geographical area of special architectural historic, social, symbolic, aesthetic/scenic character protected by legislative mechanisms wither at the provincial or municipal level.
“Heritage resources”	Means any place or object that has cultural significance.
“Heritage site”	Means a place that has been declared a national heritage site (Grade 1) by SAHRA or declared a provincial heritage site (Grade 2) by the provincial resource authority.
“HWC”	Means Heritage Western Cape - the provincial heritage resource authority.
“Member”	Means a person appointed a member of the Stellenbosch Municipality Conservation Advisory Committee by the Stellenbosch Council.
“Minister”	Means The Minister of Arts and Culture
“Municipality”	Means Stellenbosch Municipality located in the Cape Winelands District of the Western Province.
“NHRA”	Means The National Heritage Resources Act, (Act 25 of 1999)
“SAHRA”	Means The South African Heritage Resources Agency
“Zoning Scheme”	Means the Stellenbosch Zoning Schemes Bylaw adopted by the Stellenbosch Council

- 2.2. The ruling of the Chairperson regarding the application of these Rules and any other procedural matters not dealt with herein is final and binding on the meeting at which such ruling is made and shall be recorded in the minutes.

3. Notice of meetings

- 3.1. If a member has not received notice of a meeting per these Rules, this will not invalidate any proceedings of the meeting.
- 3.2. The Chairperson and officials who are Committee members will receive such notification via their email addresses.
- 3.3. Electronic notices of a meeting or any other official correspondence to these addresses will constitute a paper notice of a meeting. Hard copies of an agenda and all official correspondence will be delivered to a member on request, provided it is practical and/or economical to do so in the circumstances.
- 3.4. The Conservation Advisory Committee must meet at 9 AM on the last Monday of each month.
- 3.5. The Committee Officer must pre-arrange the boardroom where the Committee is to meet monthly.
- 3.6. At the first meeting, the Members will nominate and vote for a Chairperson.
- 3.7. The Committee Officer will be responsible for creating the yearly meeting schedule based on the date determined by the Conservation Advisory Committee in consultation with the Delegated Authority.
- 3.8. The Committee Officer will create the meeting agenda and compile information packs that will be sent to the members through electronic communication a minimum of five (5) working days before the meeting.
- 3.9. All Members of the Committee must, in writing, specify an electronic mail address, where they will receive a notice of meetings and other official correspondence and are required to acknowledge receipt, in writing, of the upcoming scheduled meeting and receipt of the information packs.
- 3.10. Electronic notices of a meeting or any other official correspondence to these addresses will constitute a paper notice of a meeting.
- 3.11. If a member has not received notice of a meeting or all relevant documentation the meeting will not be invalidated.
- 3.12. Should the Chairperson be absent on the day of the meeting, the Committee is to elect a Committee Member who will undertake the duties of the Chairperson.

4. Meetings open to the public.

- 4.1. Meetings of the Committee must be open to the public, except in so far as the Committee may in special cases direct otherwise, namely that the meeting is

closed as matters are of such a nature that confidential treatment is considered reasonable and justifiable.

- 4.2. Certain items on the agenda may be discussed in-camera. A Committee member may call for an in-camera discussion. However, such a decision on any item must be taken in a meeting open to the public.

5. Quorum

- 5.1. If there is no quorum and the Chairperson is present, he/she must postpone the meeting for 15 minutes. If at the end of that period, there is still no quorum, the meeting must again be postponed for a period determined by the Chairperson at his/her discretion. The Chairperson may postpone the meeting till another time and date at the same venue or another venue.
- 5.2. In the absence of the Chairperson and where no quorum exists, the Committee Officer shall postpone the meeting for 15 minutes. If, after 15 minutes of the appointed time for the commencement of the meeting the required quorum is not present, the meeting shall be cancelled.
- 5.3. A quorum for a meeting of the Stellenbosch Municipality Conservation Advisory is half (50%) plus 1 of the appointed members.
- 5.4. The Chairperson, shall, in the event of an equality of votes, have a casting vote in addition to his / her deliberative vote.
- 5.5. The minutes can only be recorded as recommendations once a quorum is present.

6. Agenda

- 6.1. A copy of the minutes from the previous meeting, an agenda for the scheduled meeting, and copies of all information packs for the meeting must be sent to the Committee Members by the Committee Officer.
- 6.2. Meetings should be conducted according to the order in which the matter appears on the agenda, and only matters which are on the agenda and are in writing may be debated. Notwithstanding this, the Chairperson may change the order of matters appearing on the agenda or withdraw an item or refer it back to the Administration, except for allocated appointment items on the agenda.
- 6.3. The Committee may conduct a site inspection, with prior approval from the delegated authority, relevant to an application being considered or request that the Committee office or the second Municipal Official, present at the meetings, to inspect on their behalf.

- 6.4. Should a site inspection be required, arrangements are to be made by the Committee Official. All members are to confirm the dates that they are available at the end of the meeting for ease of arrangements.
- 6.5. All site inspections are to be recorded in a Site Inspection Report by the members which should be attached to the minutes of the next meeting.

7. Role of the Chairperson.

7.1. The Chairperson must:

- 7.1.1. Ensure that the minutes of the previous meeting are adopted and seconded by the Committee Members.
- 7.1.2. Request members to declare any personal or other interest in respect of the agenda before them and indicate whether they have been approached by any party concerned before the meeting. Recusals by members, if any should be minute accordingly.
- 7.1.3. Maintain order during the meeting.
- 7.1.4. Refer any alleged contravention of the code of conduct by members at the meetings to the Delegated Authority.
- 7.1.5. Ensure that the meetings are conducted per these rules.
- 7.1.6. Ensure that when members go on-site inspections they are representing the Stellenbosch Municipality should always act per these rules.
- 7.1.7. Allocate an extra hour to the end of the meeting to discuss the minutes with the Committee official.

8. Oral/ electronic presentation

- 8.1. Should an applicant wish to present an oral/verbal/visual presentation to the Committee, they are to put their request in writing to the Committee Officer at least seven (7) days before that meeting so that they can be allocated a time slot.
- 8.2. The purpose of an oral presentation is to allow the applicant/consultant an opportunity to present the application to the committee and provide accuracy or merit on the documentation/plans before the committee, it also allows the applicant to elaborate on relevant issues that the committee members may have. The applicant may not be present when the Committee discusses the application and makes their recommendation.

- 8.3. The applicant must provide electronic documents to the Committee Officer on the closing date for submission on the 15th of each Month before the next meeting.
- 8.4. The Committee Officer will electronically distribute the electronic document to the Committee members so that the Committee members may have time to consider the matter in advance.
- 8.5. The Chairperson may limit the oral presentation to specified matters relating to an application.
- 8.6. As a general guide, the applicant/consultant, must be permitted reasonable time to make their presentation.
- 8.7. After the introduction of the application by the Committee Officer, the order of speakers will, subject to the Chairperson's discretion be as follows:
 - 8.7.1. The applicant or consultant who requested the presentation will address the Committee; where after
 - 8.7.2. The Chairperson will allow committee members to ask the applicant relevant questions of clarification.
 - 8.7.3. No cross-examination of any party is permitted.

9. Recommendations and Voting:

- 9.1. All recommendations must be taken by the supporting vote agreed upon by the majority of members present at the meeting.
- 9.2. If the Chairperson asks members whether they agree with the recommendation/s on the matter before the Committee, and such recommendation/s are opposed by any members present, a decision must be taken by show of hands by approving an application in (1) whole or (2) in part, or (3) refuse it. Should there be no opposition, it must be recorded in the minutes that the decision was unanimous.
- 9.3. A member may vote only if he/she has been present during the debate on the matter.

10. Interruption, Suspension, and Adjournment

- 10.1. The Chairperson must, on reasonable motivation and a majority vote of the members, interrupt or postpone proceedings and adjourn the meeting.
- 10.2. On resumption of the meeting at a later time or date, the meeting will consider the unfinished business before continuing with any new matters on the agenda.

11. Minutes

- 11.1. The Committee Secretary must ensure that all proceedings of the Stellenbosch Municipality Conservation Advisory Committee are to be recorded during the meeting. All recommendations, including reasons, must be recorded in the minutes.
- 11.2. Every member of the Committee, as well as any other person who attended a meeting, must sign the attendance register, and the Committee Officer must ensure that a record is made in the minutes of the names of those members who:
 - 11.2.1. Are absent with leave having been granted by the Chairperson;
 - 11.2.2. In the case of the Chairperson, absent with leave must be granted by the Senior Manager: Development Planning;
 - 11.2.3. Any leave that has not been authorised must be recorded;
 - 11.2.4. Arrived after the meeting has started (time of arrival must be recorded);
 - 11.2.5. Leave the meeting prior to the conclusion thereof (time and reason for departure must be recorded)
 - 11.2.6. The correctness of the minutes must, after the meeting, be signed off by the Chairperson after circulation to the members present, and thereafter be made available within one week (seven working days) following a meeting;
 - 11.2.7. A copy of the confirmed minutes must be included in the Agenda of the next meeting of the Stellenbosch Municipality Conservation Advisory Committee for information and record purposes.

12. Recommendations on applications

- 12.1. In respect of an application referred to in Section 15(2) of the Stellenbosch Municipal Land Use Planning By-law (2015), the Committee must:
 - 12.1.1. recommend for the approval, in whole or in part, or reject the application with reasons;
 - 12.1.2. recommend conditions to be imposed in terms of Section 66 of the Stellenbosch Municipal Land Use Planning By-law (2015) for inclusion should an application be appealed upon the approval and conduct any necessary inspection to assess an application in terms of Section 59 of the Stellenbosch Municipal Land Use Planning By-law (2015).
- 12.2. Any evaluation or assessment made by the Committee must also take into account: the criteria for decision-making as contained in Section 65 of the Stellenbosch Municipal Land Use Planning By-law (2015) and Section 42 of the

Spatial Planning Land Use Management Act (2013); impose Conditions as per Section 66 of the Stellenbosch Municipal Land Use Planning By-law (2015); take into account the Development principles referred to in Chapter VI of the Land Use Planning Act 2014 and Chapter 2 of Spatial Planning Land Use Management Act (2013); and applicable provisions of the zoning schemes of WC024.

- 12.3. As the Committee is an advisory body only, no member is allowed to make public statements and/or comments in the public domain representing the deliberations of the Committee.

	NAME (Please print)	SIGNATURE	DATE
SMCAC Committee member			
Stellenbosch Municipality Official			

APPENDIX 2



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

**TERMS AND REFERENCES FOR THE
ESTABLISHMENT OF A STELLENBOSCH
MUNICIPALITY CONSERVATION ADVISORY
COMMITTEE**

Revision 1

JANUARY 29, 2025

Contents

Definitions and interpretation of rules	2
1. The purpose of the Stellenbosch Municipality Conservation Advisory Committee	3
2. Functions of the Stellenbosch Municipality Conservation Advisory Committee	3
3. Mandate of the Stellenbosch Conservation Advisory Committee	4
4. Structure of the Stellenbosch Conservation Advisory Committee	4
5. Terms of Office of the Stellenbosch Conservation Advisory Committee members.	4
6. Reimbursement of expenses incurred by the Stellenbosch Conservation Advisory Committee	5
7. Rules of procedure for Meetings of the Stellenbosch Conservation Advisory Committee:	5
7.1. General:.....	5
7.2. Quorum	6
7.3. Agenda and Site Inspections:	6
7.4. Role of the Chairperson	7
7.5. Oral/ electronic presentation.....	7
7.6. Recommendations and Voting:.....	8
7.7. Minutes	8

Definitions and interpretation of rules

In this document, unless the context requires otherwise -

“Delegated Authority”	Means: a municipal employee / Committee who is authorized in terms of delegated by the Municipality to exercise a power or perform a duty in terms of the National Heritage Resources Act 25 of 1999 and Chapters 25 and 26 of the Stellenbosch Municipality Zoning Scheme Bylaw, 2024.
“Chairperson”	Means: the person who presides over the meeting. The Chairperson is responsible for ensuring that each meeting is effectively conducted according to the constitution and that matters are handled in an orderly and efficient manner.
“Committee”	Means: the Stellenbosch Municipality Conservation Advisory Committee appointed by the Council.
“Committee Officer”	Means: an authorized employee appointed/ designated by the Stellenbosch Municipality, whose function is to provide administrative and secretarial support to the Stellenbosch Municipality Conservation Advisory Committee.
“Conservation”	Means: the process for managing heritage resources to retain their cultural significance. This includes protection, maintenance, preservation, and adaptive reuse of resources. Conservation requires the retention of an appropriate visual context and other relationships that contribute to the significance of the place.
“Consultant”	Means: a person authorized in terms of the power of attorney to make an application on behalf of the owner of land.
“Council”	Means: Municipal Council of Stellenbosch Municipality.
“Cultural landscape”	Means: a physical area with natural features and elements that have been modified by human activity which results in layered evidence, that has been built up over time that gives a landscape its descriptive spatial historical aesthetic character that is symbolic and memorable.
“Cultural significance”	Means: aesthetic, architectural, historical, social, linguistic, scientific and technological value or significance.
“Development”	Means: any physical intervention, excavation, or action that is not the result of natural forces, which may, in the opinion of a heritage authority, result in a change to the appearance or physical nature of the place or will influence its stability and future wellbeing.
“Heritage area”	Means: a designated geographical area of special architectural historical, social, symbolic, aesthetic/scenic character protected by legislative mechanisms at a provincial or municipal level.
“Heritage resources”	Means: any place or object that has a cultural significance.
“Heritage site”	Means: a place that has been declared a national heritage site (Grade 1) by SAHRA or declared a provincial heritage site (Grade 2) by the provincial resource authority.
“HWC”	Means: Heritage Western Cape - the provincial heritage resource authority.
“Member”	Means: a person appointed a member of the Stellenbosch Municipality Conservation Advisory Committee by the Stellenbosch Council.
“Minister”	Means: The Minister of Arts and Culture
“Municipality”	Means: Stellenbosch Municipality located in the Cape Winelands District of the Western Province.

“NHRA”	Means: The National Heritage Resources Act, (Act 25 of 1999)
“SAHRA”	Means: The South African Heritage Resources Agency
“Zoning Scheme”	Means: The Stellenbosch Zoning Schemes Bylaw adopted by Stellenbosch Council

1. The purpose of the Stellenbosch Municipality Conservation Advisory Committee

The Stellenbosch Municipality Conservation Advisory Committee is appointed by the Council, to assist them with the expertise required in heritage-related matters to satisfy the mandate of Section 249(1) of the Stellenbosch Zoning Scheme By-Law, 2024.

The Conservation Advisory Committee must evaluate and advise on all heritage matters per the National Heritage Resources Act 25 of 1999 and any new developments in Overlay Zones and Scenic Routes in terms of the Stellenbosch Zoning Scheme By-Law.

The Conservation Advisory Committee must evaluate and advise on signage applications made in terms of the Outdoors Advertising and Signage Policy / By-Law that is located in the Overlay Zones and Scenic Routes in terms of the Stellenbosch Zoning Scheme By-Law, 2024.

2. Functions of the Stellenbosch Municipality Conservation Advisory Committee

The function of the Conservation Advisory Committee is to advise the Council on the various aspects of preservation and furthering of the cultural landscape and natural environment of the Greater Stellenbosch Area.

The committee therefore has the following functions:

- 2.1 To advise the Council on the aesthetical, functional, architectural, cultural, and historical aspects of any new development or contemplated development and for any proposed alterations or additions to existing buildings, structures, and built environment elements within all declared heritage areas.
- 2.2 To advise the Council on the aesthetical, functional, architectural, cultural, and historical aspects of any proposed alterations or additions to existing buildings or structures specified in Sections 27 & 34 of the NHRA.
- 2.3 To advise Council on any application received for the demolition or partial demolition of any building or structure within any declared Heritage Area or to any structure specified in terms of Sections 27 & 34 of the NHRA.
- 2.4 To advise, the Council on any applications received in terms of Section 38 of the NHRA.
- 2.5 To provide the Council with comments and input on Outdoor Advertising and Signage applications.
- 2.6 To advise the Council with the compilation of a heritage register and demarcation of heritage areas as specified in section 30 or 31 of the NHRA of all heritage resources within the greater Stellenbosch.
- 2.7 To evaluate and advise the Council on any application for signage as per the approved Outdoor Advertising Signage Policy or Bylaw.
- 2.8 Provide input to the Directorate of Planning and Environment on the development of specific development strategies, guidelines, regulations, and procedures pertaining to the preservation and appropriate development of individual declared Heritage Areas.

2.9 To provide advice on applications that require approval by SAHRA and HWC in terms of Sections 27 & 34 of the National Heritage Resources Act.

2.10 The Municipality may, through its adopted rules and procedures, determine that certain types of applications need not be commented on by the Committee (Stellenbosch Zoning Scheme 2024, Section 249(7)).

2.11 Should the Council be assessed by Heritage Western Cape and be deemed a competent authority in terms of Section 26 read together with Section 8 of the Heritage Resource Act, the Committee is to advise the Council on the identification and management of Grade III heritage resources.

3. Mandate of the Stellenbosch Conservation Advisory Committee

The mandate of the Committee is only to advise the delegated authority as per Council's Register of Delegations, on all heritage-related applications in the declared Stellenbosch Municipality Urban and Rural Conservation Overlay Zones, Scenic Routes and all heritage buildings and sites related to the NHRA.

No individual member and/or group of members of the Committee may represent the views and/or authority of the Stellenbosch Municipality.

4. Structure of the Stellenbosch Conservation Advisory Committee

It is recommended that a single Committee structure is adopted, to advise the delegated authority on all heritage-related applications in the declared Stellenbosch Municipality Urban and Rural Conservation overlay Zones, Scenic Routes, and all heritage buildings and sites in Stellenbosch (WC024) Municipality.

A Heritage Committee must consist of:

4.1 A must consist of a minimum of five (5) members and a maximum of seven (7) members appointed by the Council who are not employees of the Municipality or Councillors.

4.2 All members must reside or work in the Stellenbosch (WC024) Municipality.

4.2 In addition, there will be a minimum of two (2) employees of the Municipality.

4.3 The Committee must have reasonable knowledge, experience, and expertise in the following interrelated fields and professions:

- 4.3.1 Built Environment
- 4.3.2 Cultural Heritage
- 4.3.3 Heritage Management
- 4.3.4 Natural Environment

4.4 The Committee members must have appropriate knowledge of the current heritage planning and environmental legislation and policies.

4.5 It would be considered advantageous if members have experience in documentation and archival research of South African Heritage or expertise in design and supervision of construction in the heritage environment.

4.6 The Committee members are to be representative of diversity, inclusion, and equity.

5. Terms of Office of the Stellenbosch Conservation Advisory Committee members.

5.1 The Municipality will select members through an advertised application process.

- 5.2 Members of the Conservation Advisory Committee shall be appointed following a process of transparency and representativity.
 - 5.3 Their appointment must consider that the members are to have qualifications and/or proven experience in the fields relevant to heritage resources for the efficient functioning of the Heritage Committee.
 - 5.4 A member holds office for a term of three (3) years.
 - 5.5 A member may be re-appointed by the Council for a second term, for three (3) years, provided that the member may not hold office for more than six (6) consecutive years.
 - 5.6 On appointment the members must sign a letter of acceptance of the post and a copy of a Code of Conduct of Committee Members that has been approved by the Council.
 - 5.7 A member of the Conservation Advisory Committee must vacate the office if a member:
 - 5.7.1 Resigns in writing 1 month before the date of resignation.
 - 5.7.2 Has been absent from three consecutive meetings of the Heritage Committee without leave of absence.
 - 5.7.3 The Municipal Manager, after consultation with the Director: of Planning and Economic Development and the relevant delegated authority, may remove a member from office if, in the opinion of the Council, there are sound reasons for doing so after hearing the member on those reasons.
 - 5.8 If a member vacates the office before the expiration of the period for which they have been appointed as a member of the Conservation Advisory Committee, another person may be nominated by the Committee and appointed by the Council to fill the vacancy for the remaining portion of the period for which the member was appointed.
 - 5.9 Should the need arise, the Committee can put forward a request to the Council for the right to co-opt additional members to the committee temporarily should a development issue be dealt with that will have a direct impact on a specific geographic area and a person or persons with sound knowledge of that area exist.
6. Reimbursement of expenses incurred by the Stellenbosch Conservation Advisory Committee
- The delegated authority may determine the reimbursement of expenses incurred by members of the Heritage Committee in terms of Stellenbosch Municipality's relevant reimbursement policy, only when such expenses have been pre-approved in writing by the delegated authority.
7. Rules of procedure for Meetings of the Stellenbosch Conservation Advisory Committee:
- 7.1. General:
- 7.1.1 The Conservation Advisory Committee must meet in the morning on the last Monday of each month.
 - 7.1.2 The Committee Officer must pre-arrange the boardroom where the Committee is to meet monthly.

- 7.1.3 The Members will nominate and vote for a Chairperson at the first Committee meeting.
- 7.1.4 The Committee Officer will be responsible for creating the yearly meeting schedule.
- 7.1.5 The Committee Officer will create the meeting agenda and compile information packs that will be sent to the members through electronic communication a minimum of five (5) working days before the meeting.
- 7.1.6 All Members of the Committee must, in writing, specify an electronic mail address, where they will receive a notice of meetings and other official correspondence and are required to acknowledge receipt, in writing, of the upcoming scheduled meeting and receipt of the information packs.
- 7.1.7 Electronic notices of a meeting or any other official correspondence to these addresses will constitute a paper notice of a meeting.
- 7.1.8 If a member has not received notice of a meeting or all relevant documentation, the meeting will not be invalidated.
- 7.1.9 Should the Chairperson be absent on the day of the meeting, the Committee is to elect a Committee Member who will undertake the duties of the Chairperson.

7.2. Quorum

- 7.2.1 A quorum for a meeting of the Stellenbosch Municipality Conservation Advisory is half (50%) plus 1 of the appointed members.
- 7.2.2 The Chairperson shall, in the event of equality of votes, have a casting vote in addition to his / her deliberative vote.
- 7.2.3 The minutes can only be recorded as approved once there is a quorum.

7.3. Agenda and Site Inspections:

- 7.3.1 A copy of the minutes from the previous meeting, an agenda for the scheduled meeting, and copies of all information packs for the meeting must be sent to the Committee Members by the Committee Officer.
- 7.3.2 Meetings should be conducted according to the order in which the matter appears on the agenda, and only items that are on the agenda and are in writing may be debated. Notwithstanding this, the Chairperson may change the order of matters appearing on the agenda and/or withdraw an item or refer it back to the Administration, except for allocated appointment items on the agenda.
- 7.3.3 The Committee may conduct a site inspection, with prior approval from the delegated authority, relevant to an application being considered or request that the Committee office or the second Municipal Official, present at the meetings, to conduct an inspection on their behalf.
- 7.3.4 Should a site inspection be required, arrangements are to be made by the Committee Official. All members are to confirm the dates that they are available at the end of the meeting for ease of arrangements.

- 7.3.5 All site inspections are to be recorded in a Site Inspection Report by the members and which should be attached to the minutes of the next meeting.

7.4. Role of the Chairperson

The Chairperson must:

- 7.4.1 Ensure that the minutes of the previous meeting is adopted and seconded by the Committee Members.
- 7.4.2 Request members to declare any personal or other interest in respect of the agenda before them and indicate whether they have been approached by any party concerned prior to the meeting. Recusals by members, if any should be minute accordingly.
- 7.4.3 Maintain order during the meeting.
- 7.4.4 Refer any alleged contravention of the code of conduct by members at the meetings to the Delegated Authority.
- 7.4.5 Ensure that the meetings are conducted according to the code of conduct.
- 7.4.6 Ensure that when members go on a site inspection, they are reminded that they are representing the Municipality and should always act per the Code of Conduct.
- 7.4.7 Allocate an extra hour to the end of the meeting to discuss the minutes with the Committee official.

7.5. Oral/ electronic presentation

- 7.5.1 Should an applicant wish to present an oral/verbal/visual presentation to the Committee, they are to put their request in writing to the Committee Officer at least seven (7) days before that meeting so they can be allocated a time slot.
- 7.5.2 The purpose of an oral presentation is to allow the applicant/consultant an opportunity to present the application to the committee and provide accuracy or merit on the documentation/plans before the committee, it also allows the applicant to elaborate on relevant issues that the committee members may have. The applicant may not be present when the Committee discusses the application and makes their recommendation.
- 7.5.3 The applicant must provide electronic documents to the Committee Officer on the closing date for submission on the 15th of each Month before the next meeting.
- 7.5.4 The Committee Officer will electronically distribute the electronic document to the Committee members so that the Committee members may have time to consider the matter in advance.
- 7.5.5 The Chairperson may limit the oral presentation to specified matters relating to an application.
- 7.5.6 As a general guide, the applicant/consultant, must be permitted reasonable time to make their presentation.
- 7.5.7 After the introduction of the application by the Committee Officer, the order of speakers will, subject to the Chairperson's discretion be as follows:

7.5.7.1 The applicant or consultant who requested the presentation will address the Committee; whereafter

7.5.7.2 The Chairperson will allow committee members to ask the applicant relevant questions of clarification.

7.5.7.3 No cross-examination of any party is permitted.

7.6. Recommendations and Voting:

7.6.1 All recommendations must be taken by the supporting vote agreed upon by the majority of members present at the meeting.

7.6.2 If the Chairperson asks members whether they agree with the recommendation/s on the matter before the Committee, and such recommendation/s are opposed by any members present, a decision must be taken by show of hands by approving an application in (1) whole or (2) in part, or (3) refuse it. Should there be no opposition, it must be recorded in the minutes that the decision was unanimous.

7.6.3 A member may vote only if he/she has been present during the debate on the matter.

7.7. Minutes

7.7.1 The Committee Secretary must ensure that all proceedings of the Stellenbosch Municipality The Conservation Advisory Committee is to be recorded during the meeting. All recommendations, including reasons, must be recorded in the minutes.

7.7.2 Every member of the Committee, as well as any other person who attended a meeting, must sign the attendance register, and the Committee Officer must ensure that a record is made in the minutes of the names of those members who:

7.7.2.1 Are absent with leave having been granted by the Chairperson;

7.7.2.2 In the case of the Chairperson, absent with leave must be granted by the Senior Heritage Planner;

7.7.2.3 Any leave that has not been authorized must be recorded;

7.7.2.4 Arrived after the meeting has started (time of arrival must be recorded);

7.7.2.5 Leave the meeting before the conclusion thereof (time and reason for departure must be recorded)

7.7.2.6 The correctness of the minutes must, after the meeting, be signed off by the Chairperson after circulation to the members present, and thereafter be made available within one week (seven working days) following a meeting;

7.7.2.7 A copy of the confirmed minutes must be included in the Agenda of the next meeting of the Stellenbosch Municipality Conservation Advisory Committee for information and record purposes.

APPENDIX 3



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref no.3/4/2/5

2025-03-31

**THIS IS A PERMANENT DOCUMENT
PLEASE RETAIN AS IT WILL NOT BE REDISTRIBUTED**

MINUTES

**30TH COUNCIL MEETING OF THE
COUNCIL OF STELLENBOSCH MUNICIPALITY**

2025-03-31 AT 15:00

MINUTES
30TH MEETING OF COUNCIL
OF STELLENBOSCH MUNICIPALITY
2025-03-31

ITEM	SUBJECT	PAGE
1.	OPENING AND WELCOME	
2.	MAYORAL ADDRESS	
3.	COMMUNICATIONS BY THE SPEAKER	
4.	COMMUNICATIONS BY THE MUNICIPAL MANAGER	
5.	DISCLOSURE OF INTERESTS	
6.	APPLICATIONS FOR LEAVE OF ABSENCE	
7.	APPROVAL OF THE MINUTES OF PREVIOUS MEETING/S	
7.1	Minutes of the 29 th Council meeting held on 2025-02-26	5
7.2	Minutes of the Urgent Council meeting held on 2025-03-04	
8.	STATUTORY MATTERS	
8.1	ANNUAL REPORT OVERSIGHT REPORT 2023/24	6
8.2	DRAFT 3 rd REVIEW OF THE 5 th GENERATION INTEGRATED DEVELOPMENT PLAN (IDP) 2022 – 2027	8
8.3	MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR FEBRUARY 2025	10
8.4	MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK 2025/2026-2027/2028	11
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	
	NONE	
10.	CONSIDERATION OF ITEMS BY THE EXECUTIVE MAYOR: [ALD J FASSER]	
10.1	PROTECTION SERVICES: [PC: CLLR J WILLIAMS]	
	NONE	
10.2	SPORTS, YOUTH AND CULTURE: [PC: CLLR TO KUMM]	
	NONE	
10.3	CORPORATE SERVICES: [PC: CLLR L NKAMISA]	
10.3.1	REVIEW OF STELLENBOSCH MUNICIPAL HONOURS BY-LAW	14
10.3.2	APPLICATION TO CONSENT TO TRANSFER FROM TRUST TO COMPANY: ERF 15794 STELLENBOSCH (TECHNOPARK)	15
10.3.3	PROPOSED RENEWAL OF EXISTING MEMORANDUM OF UNDERSTANDING FOR THE MUNICIPAL COURT OF STELLENBOSCH	17
10.3.5	SUBMISSION OF THE REVISED AND CONSULTED MICRO-STRUCTURES AS DISCUSSED IN RESTRUCTURING COMMITTEE	19
10.4	FINANCIAL SERVICES: [PC: ALD JC ANTHONY]	
	NONE	

TABLE OF CONTENT

ITEM	SUBJECT	PAGE
10.5	HUMAN SETTLEMENTS: [PC: CLLR R DU TOIT]	
	NONE	
10.6	INFRASTRUCTURE SERVICES: [PC: CLLR R PHEIFFER]	
10.6.1	STATUS REPORT ON THE ALTERNATIVE ENERGY GENERATION PROGRAMME – MARCH 2025	21
10.6.2	REQUEST FOR THE CLOSURE OF NAGTEGAAL ROAD, ONDER-PAPEGAAIBERG	23
10.7	PARKS AND OPEN SPACES: [PC: CLLR N OLAYI]	
	NONE	
10.8	PLANNING, LOCAL ECONOMIC DEVELOPMENT AND TOURISM: [PC: CLLR M SLABBERT]	
10.8.1	PUBLIC PARTICIPATION PROCESS FOR STELLENBOSCH MUNICIPALITY: PROPOSED DRAFT PROBLEM PROPERTY BY-LAW 2025	24
10.8.2	REQUEST TO UNDERTAKE PUBLIC PARTICIPATION PROCESS (PPP) IN RESPECT OF THE DRAFT STELLENBOSCH MUNICIPALITY SPAZA SHOP BY-LAW	26
10.8.3	REVISED TERMS OF REFERENCE REVISION 1 AND CODE OF CONDUCT FOR THE ESTABLISHMENT OF A STELLENBOSCH MUNICIPALITY CONSERVATION ADVISORY COMMITTEE (SMCAC) AND TO ALLOW THE DIRECTORATE: PLANNING AND ECONOMIC DEVELOPMENT TO PLACE ADVERTISEMENTS TO INVITE SUITABLY QUALIFIED AND EXPERIENCED PERSONS TO APPLY TO SERVE AS MEMBERS OF SMCAC	28
10.9	COMMUNITY SERVICE: [PC: CLLR X KALIPA]	
10.9.1	FEEDBACK RECEIVED FROM FRANSCHHOEK RUGBY CLUB COUNCIL 2024-11-27/10.9.2	30
10.10	RURAL MANAGEMENT AND ENVIRONMENT: [PC: CLLR C MANUEL]	
10.10.1	STELLENBOSCH MUNICIPALITY NATURE AREAS BY-LAW	31
10.11	MUNICIPAL MANAGER [G METTLER]	
10.11.1	ADOPTION OF THE REVISED STRATEGIC AND OPERATIONAL RISK REGISTER FOR THE 2024/2025 FINANCIAL YEAR	32
10.11.2	ADOPTION OF THE REVISED ANTI FRAUD AND CORRUPTION PREVENTION PLAN FOR THE 2024/2025 FINANCIAL YEAR	33
10.11.3	ADOPTION OF THE WHISTLEBLOWING POLICY	34
10.11.4	2025/2026 GRANT IN AID APPLICATIONS AND RECOMMENDED DONATIONS	35
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	TASK EVALUATION AND WAY FORWARD	37
12.2	CONSIDERATION OF IN PRINCIPLE DISPOSAL OF VAN DER STEL SPORT FACILITY TO THE PREFERRED BIDDER IN THE TENDER PROCESS ON THE BID RECEIVED	39
13.	CONSIDERATION OF NOTICES OF QUESTIONS AND NOTICES OF MOTIONS RECEIVED BY THE SPEAKER	
	NONE	
14.	CONSIDERATION OF URGENT MOTIONS	
	NONE	
15.	URGENT MATTERS SUBMITTED BY THE MUNICIPAL MANAGER [G METTLER]	
16.	REPORT/S SUBMITTED BY THE SPEAKER	
	NONE	
17.	REPORT/S SUBMITTED BY THE EXECUTIVE MAYOR	
	NONE	
18.	MATTERS TO BE CONSIDERED IN-COMMITTEE	
	SEE PINK DOCUMENTATION	

MINUTES

30TH MEETING OF THE COUNCIL
OF STELLENBOSCH MUNICIPALITY

2025-03-31

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	XL Mdemka
	J Andrews	NM Mkhontwana
	Ald JC Anthony	NR Ndalasi
	MM Danana	L Nkamisa
	I De Taillerfer	M Nkopane
	R Du Toit	N Ntsunguzi
	A Ferns	N Olayi
	E Groenewald	GA Petersen
	AJ Hanekom	WC Petersen
	RB Hendrikse	RO Pheiffer
	SC Heneke	WF Pietersen
	J Joon	Ald JP Serdyn
	X Kalipa	SR Schäfer
	TO Kumm	RB Van Rooyen
	C Manuel	M Van Stade
	EP Masimini	E Vermeulen
	NE Mcombring	J Williams

OFFICIALS Municipal Manager (G Mettler)
Director: Infrastructure (S Chandaka)
Acting Chief Financial Officer: (M Steyl)
Acting Director: Community and Protection Services (A vd Merwe)
Acting Director: Planning and Economic Development (S Carstens)
Acting Chief Audit Executive (M Krige)
Senior Administration Officer (T Samuels)

MINUTES

30TH MEETING OF THE COUNCIL
OF STELLENBOSCH MUNICIPALITY

2025-03-31

10.8.3	REVISED TERMS OF REFERENCE REVISION 1 AND CODE OF CONDUCT FOR THE ESTABLISHMENT OF A STELLENBOSCH MUNICIPALITY CONSERVATION ADVISORY COMMITTEE (SMCAC) AND TO ALLOW THE DIRECTORATE: PLANNING AND ECONOMIC DEVELOPMENT TO PLACE ADVERTISEMENTS TO INVITE SUITABLY QUALIFIED AND EXPERIENCED PERSONS TO APPLY TO SERVE AS MEMBERS OF SMCAC
--------	--

Collaborator No:

IDP KPA Ref No: Good Governance and Compliance

Meeting Date: 24 March 2025 and 31 March 2025

1. **SUBJECT: REVISED TERMS OF REFERENCE REVISION 1 AND CODE OF CONDUCT FOR THE ESTABLISHMENT OF A STELLENBOSCH MUNICIPALITY CONSERVATION ADVISORY COMMITTEE (SMCAC) AND TO ALLOW THE DIRECTORATE: PLANNING AND ECONOMIC DEVELOPMENT TO PLACE ADVERTISEMENTS TO INVITE SUITABLY QUALIFIED AND EXPERIENCED PERSONS TO APPLY TO SERVE AS MEMBERS OF SMCAC**

2. **PURPOSE**

To provide the Council with the Revised Terms of Reference and Code of Conduct for the Establishment of the Conservation Advisory Committee as required in terms of Section 249 of the Stellenbosch Municipality Zoning Scheme Bylaw, 2024, and to obtain the required approval to place advertisements for the invitation for members to serve on the said Committee.

3. **DELEGATED AUTHORITY**

Council.

4. **EXECUTIVE SUMMARY**

Section 249 of the Stellenbosch Municipality Zoning Scheme Bylaw, 2024 stipulates the following:

"(1) The Municipality shall establish a Conservation Advisory Committee, which may consist of various sub-committees for different overlay zone areas, to make recommendations on planning applications in Urban and Rural Conservation Overlay zones."

30TH COUNCIL MEETING: 2025-03-31: ITEM 10.8.3**RESOLVED** (majority vote with 3 abstentions)

- (a) that Council approves the Terms of Reference Revision 1 for the Establishment of the Conservation Advisory Committee, as contained in **APPENDIX 1** of this report;
- (b) that Council approves the revised Code of Conduct Revision 1 of the Members of the Conservation Advisory Committee as contained in **APPENDIX 2** of this report;
- (c) that Council approves that the Directorate: Planning and Economic Development commence with a process to place an advertisement that will invite suitably qualified and experienced persons to apply to serve as Members of the Conservation Advisory Committee; and

MINUTES

30TH MEETING OF THE COUNCIL
OF STELLENBOSCH MUNICIPALITY

2025-03-31

- (d) that Council notes that the Directorate: Planning & Economic Development will submit the preferred candidates to serve as members of the Conservation Advisory Committee, to Council for approval.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Katherine Robinson</i>
POSITION	<i>Senior Heritage Planner</i>
DIRECTORATE	<i>Planning and Economic Development</i>
CONTACT NUMBERS	<i>021 808 8608</i>
E-MAIL ADDRESS	<i>Katherine.Robinson@ Stellenbosch.gov.za</i>
REPORT DATE	<i>20 February 2025</i>

APPENDIX 4



**CALL FOR NOMINATIONS TO SERVE AS A MEMBER OF THE
STELLENBOSCH MUNICIPALITY CONSERVATION
ADVISORY COMMITTEE**

Stellenbosch Municipality calls for the nomination of suitably qualified members of the public to serve for a term of three (3) years as a member of the Stellenbosch Municipality Conservation Advisory Committee, as prescribed in Section 249(1) of the Stellenbosch Municipality Zoning Scheme Bylaw 2024.

This Committee is responsible for advising and making recommendations to the delegated authority of the municipality on the following:

- Planning applications in Urban and Rural Conservation Overlay zones and Scenic Routes.
- Proposed alterations, additions, or demolition to existing structures as specified in Sections 27 & 34 of The National Heritage Resources Act (Act 25 of 1999)
- Applications received in terms of Section 38 of the National Heritage Resources Act (Act 25 of 1999)
- Provision of comments on outdoor advertising and signage applications.

Interested individuals should comply with the following requirements:

1. A South African ID document,
2. Be a permanent resident or work within the Stellenbosch Municipality Area,
3. Relevant suitable knowledge, qualifications, experience, and interest in subjects related to Heritage Management, Built Environment, Cultural History, and laws on Heritage, Planning, and Environmental legislations and policies.
4. Must have access to transportation as meetings occur monthly in Stellenbosch.

The Stellenbosch Municipal Council will appoint members of the Committee and will be remunerated as determined by the Council, subject to terms and conditions.

Inquiries: Katherine Robinson
(Katherine.Robinson@stellenbosch.gov.za)

Prescribed Nomination Forms are available on the Stellenbosch Municipal website: www.stellenbosch.gov.za or from Ms. Viola Anthony (Viola.Anthony@stellenbosch.gov.za)

The closing date for nominations is 9 June 2025 at 16:30. All nominations are to be addressed to:

Director: Planning and Economic Development, and must be emailed to: Viola.Anthony@stellenbosch.gov.za.

No hand-delivered, posted, or late applications will be considered.

Notice No: 69/2025
MUNICIPAL MANAGER
Municipal Offices, Plein Street, Stellenbosch, 7600

**OPROEP VIR NOMINASIES OM AS 'N LID VAN DIE
STELLENBOSCH MUNISIPALITEIT
BEWARINGSADVIESKOMITEE TE DIEN**

Stellenbosch Munisipaliteit vra vir die benoeming van toepaslik gekwalifiseerde lede van die publiek om vir 'n termyn van drie (3) jaar as lid van die Stellenbosch Munisipaliteit Bewaringsadvieskomitee te dien, soos voorgeskryf in Artikel 249(1) van die Stellenbosch Munisipaliteit Soneringskema Verordening 2024.

Hierdie Komitee is verantwoordelik om advies te gee en aanbevelings te maak aan die gedelegeerde gesag van die munisipaliteit oor die volgende:

- Beplanningsaansoeke in stedelike en landelike bewarings-oorlegsones.
- Voorgestelde veranderings, toevoegings of sloping aan bestaande strukture soos gespesifiseer in Artikels 27 & 34 van die Wet op Nasionale Erfenis hulpbronne, (Wet 25 van 1999)
- Aansoeke ontvang ingevolge Artikel 38 van die Wet op Nasionale Erfenis hulpbronne, (Wet 25 van 1999)
- Verskaffing van kommentaar ten opsigte van Buitelugreklame en Naambord aansoeke.

Belangstellende individue moet aan die volgende vereistes voldoen:

1. 'n Suid-Afrikaanse ID-dokument.
2. Wees 'n permanente inwoner of werk binne die Stellenbosch Munisipaliteit Area
3. Relevante toepaslike kennis, kwalifikasies, ondervinding en belangstelling in watter wat verband hou met Erfenisbestuur, Bou-omgewing, Kultuurgeskiedenis, en wette wat verband hou met Erfenis- Beplannings- en Omgewingswetgewing en -beleide.
- Moet toegang tot vervoer hê aangesien vergaderings maandeliks in Stellenbosch plaasvind.

Lede van die Komitee sal deur die Stellenbosch Munisipale Raad aangewys word en sal vergoed word soos deur die Raad bepaal, onderhewig aan bepallings en voorwaardes.

Navrae: Katherine Robinson
(Katherine.Robinson@stellenbosch.gov.za)

Voorgeskrewe nominasievorms is beskikbaar op die Stellenbosch Munisipale webwerf: www.stellenbosch.gov.za of by Me. Viola Anthony (Viola.Anthony@stellenbosch.gov.za)

Die sluitingsdatum vir benoeming is 9 Junie 2025 om 16:30. Alle nominasies moet aan Direkteur: Beplanning en Ekonomiese Ontwikkeling gerig word en moet per e-pos gestuur word aan: Viola.Anthony@stellenbosch.gov.za. Geen handafgelewerde, gepos tenooftlaat aansoeke sal oorweeg word nie.

Kennisgewing No: 69/2025
MUNISIPALE BESTUURDER
Munisipale kantore, Pleinstraat, Stellenbosch, 7600

**ISIMEMO SOKUTYUNJWA NJENGELUNGU LEKOMITI
ECEBISAYO NGOLONDOLOZWA KAMASIPALA
WASTELLENBOSCH.**

Umasipala waseStellenbosch umemelela ukuba kutyunjwe amalungu afanelekileyo oluntu ukuba asibenze isithuba seminyaka emithathu (3) njengelungu leKomiti yeeNgcebiso ngoLondolozo kuMasipala waseStellenbosch, njengoko kuchaziwe kwiCandelo 249(1) loMthetho kaMasipala weNkqubo yezoCando kaMasipala waseStellenbosch, 2024.

Le Komiti inoxanduva lokucebisa nokwenza izindululo kugunyaziwe ophathiswe umasipala kwezi zilandelayo:

- Ucwangciso lwezicelo kwiizowuni eziWalekeneyo ngoLondolozo lwaseziDolophini nasemaphandleni.
- Inguqu ezicetyiweyo, ekongezweni, okanye ukudilizweni kwezakhiwo ezisele zikho njengoko kucaciswe kwiCandelo lama-27 & 34 oMthetho weMithombo yeLifa neMveli yeSizwe, (uMthetho wama-25 ka-1999)
- Nangokwezi zicelo ezifunyenwe ngokweCandelo lama-38 oMthetho weMithombo yeLifa leMveli yeSizwe, (oMthetho wama-25 ka-1999)
- Nangokubonelela ngezimvo ngokubhekisele kwiNtengiso yaNgaphandle kunye nezicelo zeMiqondiso.

Abantu abanomdla kufuneka bathobele ezi mfuno zilandelayo:

1. Isazisi saseMzantsi Afrika.
2. Yiba ngumhlali osisigxina okanye usebenze kuMmandla kaMasipala waseStellenbosch.
3. Ulwazi olufanelekileyo olufanelekileyo, iziqinisekiso, amava, kunye nomdla kwizifundo ezinxulumene noLawulo lweLifa leMveli, iNdawo eyakhiweyo, iMbali yeNkcubeko, kunye nemithetho yeLifa leMveli, uCwangciso, kunye nemigaqo-nkqubo yendalo esingqongileyo.
4. Kufuneka abe nofikelelo kwezothutho njengoko iintlanganisano zibakho qho ngenyanga eStellenbosch.

Amalungu eKomiti aya kunyulwa liBhunga likaMasipala waseStellenbosch kwaye aya kuhlalulwa njengoko kumiselwe liBhunga, ngokwemigaqo nemiqathango.

Ngolwazi oluhuthe kratya nxulumana no: Katherine Robinson
(Katherine.Robinson@stellenbosch.gov.za)

Iifomu ezimiselweyo zokutyumba ziyafumaneka kwiwebhusayithi kaMasipala waseStellenbosch: www.stellenbosch.gov.za okanye kuNksz. Viola Anthony (Viola.Anthony@stellenbosch.gov.za)

Umhla wokuvalwa kutyunjwo ngomhla wama- 9 Isilimela 2025 ngo-16:30. Lonke ulonyulo luza kubhekiswa ku: Umlawuli woCwangciso noPhuhliso loQoqosho, kwaye kufuneka izicelo zithunyelwe nge-imeyile ku:

Viola.Anthony@stellenbosch.gov.za. Akukho zicelo zamkelekileyo zithunyelwa ngezandla nangeposi, yaye izicelo ezithunyelwe emva kwexesha aziyi' ukwamkelelo

Inombolo yesaziso: 69/2025
UMPHATHI KAMASIPALA
Ii-Ofisi zikaMasipala, iPlein Street, Stellenbosch, 7600

Katherine Robinson

From: Katherine Robinson
Sent: Wednesday, 14 May 2025 09:37
To: info@aphp.org.za
Subject: FW: Nomination to be a member of Stellenbosch Municipality Conservation Advisory Committee
Attachments: Advert for SMCAC Notice number 69_2025.pdf



Kind regards,

Katherine Robinson

Senior Heritage Planner
 Heritage Resource Management
 Planning & Economic Development

T: +27 21 808 8608 Cell: 072 202 5008
 Email:
Katherine.Robinson@ Stellenbosch.gov.za
 71 Plein Street, Stellenbosch, 7600
www.stellenbosch.gov.za



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

From: Katherine Robinson
Sent: Wednesday, 14 May 2025 09:03
To: info@cifa.org.za
Cc: john@fagan.co.za
Subject: Nomination to be a member of Stellenbosch Municipality Conservation Advisory Committee

Good morning Desiree,

I am the Senior Heritage Planner for Stellenbosch Municipality, and we would like to ask if it's possible to send out the attached advert to your members so that they may nominate themselves to be part of our advisory committee.

Please feel free to contact me should you have any questions.

Thank you.

Kind regards,

Katherine Robinson

Senior Heritage Planner
 Heritage Resource Management
 Planning & Economic Development

Katherine Robinson

From: Katherine Robinson
Sent: Wednesday, 14 May 2025 09:27
To: info@stellenboschheritage.co.za; Nelleke Bakkes
Subject: FW: Advert for Nomination for members of the the Stellenbosch Municipality Conservation Advisory Committee
Attachments: Advert for SMCAC Notice number 69_2025.pdf

Good morning,

Please circulate the attached document amongst the members of your committees and to anyone whom you feel may be interested in being a member of the Stellenbosch Municipality Conservation Advisory Committee.

Thank you.



Kind regards,

Katherine Robinson

Senior Heritage Planner
Heritage Resource Management
Planning & Economic Development

T: +27 21 808 8608 Cell: 072 202 5008

Email:

Katherine.Robinson@stellenbosch.gov.za

Alma, 129 Dorp Street, Stellenbosch, 7600

www.stellenbosch.gov.za



Disclaimer and confidentiality note: The legal status of this communication is governed by the terms and conditions published at the following link:
<http://www.stellenbosch.gov.za/main/pages/disclaimer.aspx>

Katherine Robinson

From: Katherine Robinson
Sent: Wednesday, 14 May 2025 09:24
To: Graham Jacobs; Mike Scurr; Claire Abrahamse; Cindy Postlethwayt; sewinter@yebo.co.za; Anne-Marie Fick; Stuart Hermansen
Subject: Nomination to be a member of the Stellenbosch Municipality Conservation Advisory Committee
Attachments: Advert for SMCAC Notice number 69_2025.pdf

Good morning all,

Please see the attached advert for the Nomination to be a committee member of the Stellenbosch Municipality Advisory Committee.

Can you please share this advert with others who would be interested in applying for this position?

Please feel free to apply too; all nominations welcome.



Kind regards,

Katherine Robinson

Senior Heritage Planner

Heritage Resource Management

Planning & Economic Development

T: +27 21 808 8608 Cell: 072 202 5008

Email:

Katherine.Robinson@ Stellenbosch.gov.za

71 Plein Street, Stellenbosch, 7600

www.stellenbosch.gov.za



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

Katherine Robinson

From: Katherine Robinson
Sent: Wednesday, 14 May 2025 09:07
To: 'Barry Phillips'; info@stellenboschinterestgroup.org
Subject: Advert for Nomination for members of the the Stellenbosch Municipality Conservation Advisory Committee
Attachments: Advert for SMCAC Notice number 69_2025.pdf

Good morning all,

Please circulate the attached document amongst the members of your committees and to anyone whom you feel may be interested in being a member of the Stellenbosch Municipality Conservation Advisory Committee.

Thankyou.



Kind regards,

Katherine Robinson

Senior Heritage Planner

Heritage Resource Management

Planning & Economic Development

T: +27 21 808 8608 Cell: 072 202 5008

Email:

Katherine.Robinson@stellenbosch.gov.za

Alma, 129 Dorp Street, Stellenbosch, 7600

www.stellenbosch.gov.za



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

Katherine Robinson

From: Katherine Robinson
Sent: Wednesday, 14 May 2025 09:03
To: info@cifa.org.za
Cc: john@fagan.co.za
Subject: Nomination to be a member of Stellenbosch Municipality Conservation Advisory Committee
Attachments: Advert for SMCAC Notice number 69_2025.pdf

Good morning Asa,

I am the Senior Heritage Planner for Stellenbosch Municipality, and we would like to ask if it's possible to send out the attached advert as a newsflash to your members so that they may nominate themselves to be part of our advisory committee.

Please feel free to contact me should you have any questions.

Thank you.



Kind regards,

Katherine Robinson

Senior Heritage Planner

Heritage Resource Management

Planning & Economic Development

T: +27 21 808 8608 Cell: 072 202 5008

Email:

Katherine.Robinson@ Stellenbosch.gov.za

71 Plein Street, Stellenbosch, 7600

www.stellenbosch.gov.za



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

APPENDIX 5

Brief Curriculum Vitae of Barry Francis Phillips and SMCA Motivation**SA ID:** 4204235193**Address:** The Garden House, 29 De Wet Street, Franschhoek 7690**Email:** barryphillips505@gmail.com **Cell:** 083 441 8280**Qualifications:** 1963 - BSc (Econ) Hons - London School of Economics (University of London)
1974 - Admitted as a solicitor in England & Wales

1. I am a British citizen but have been a permanent resident in South Africa since October 2001 residing at the above address.
2. Before my retirement in South Africa I was in practice as a solicitor (attorney) in London and as principal of my own firm (Barry Phillips & Company) from 1978 to 2001. My area of practice was mainly commercial and property law which included planning law.
3. In 2002 I became a committee member of the Franschhoek Trust established in 1989 by the late Shirley Parkfelt, and its chairperson on her retirement in or about 2006. Since then until it became the Franschhoek Heritage & Ratepayers Association (FHRPA) I have been a co-chairperson and chairperson of its Heritage Committee except between 2019 and 2021 or thereabouts.
4. In 2002, I acquired the Franschhoek Tatler and was its editor until 2010.
5. I served as a Franschhoek representative on the Environmental Monitoring Committee for the Berg River Dam from 2003 to 2007.

Experience in Heritage Management, spatial planning, Urban Design

My experience in Heritage Management, spatial planning, Urban Design is derived from the +/- 23 years in which I have been a member and chairperson of the Franschhoek Trust and FHRPA. This has involved consideration of and drafting detailed comments on numerous rezoning, consent use and other applications in terms of the Stellenbosch Municipal Planning By-law and the preceding 1985 Ordinance, SPLUMA etc and applications in terms of ss34 and 38 of the NHRA and related sections of that Act. In so doing I have actively participated both in person and online at Heritage Western Cape meetings of BELCom and IACom. In considering applications for Environmental Approval, I have obtained some knowledge of the National Environmental Management Act and related legislation and regulations. Insofar as it relates to Franschhoek, I have a working knowledge of the content and structure of the Stellenbosch Heritage Inventory and Conservation Management Plan. I had a working relationship with the late Professor Fabio Todeschini having consulted and obtained opinions from him in relation to certain Franschhoek applications and matters. Insofar as they relate to Franschhoek I have considered and made comments on behalf of the FHRPA on the Municipal Spatial Development Frameworks and Integrated Development Plans, proposed detailed amendments to ss 3&4 of the draft replacement Zoning Scheme and a new s5 relating to Short Term Rentals.

Motivation

My experience and involvement described above demonstrates a consistent commitment over 23+ years to Heritage Management, spatial planning, Urban Design in Franschhoek and the Franschhoek Valley. I have a passionate interest in history and have read

several histories of South Africa. With Cllr Siegfried Schafer I have been co-editing a draft history of the Franschhoek Valley which necessarily includes the histories of Stellenbosch, Drakenstein, the villages of Pniel, Kylemore and Langedoc and other parts of the Municipality, which are reflected in the heritage of its buildings, streetscapes, landscapes both natural and human made, as well as their cultural history. The present can only be understood through knowledge of the past. Heritage - the evidence of the past - is an essential component of that knowledge. As I continue to be involved in heritage conservation in the Franschhoek Valley, I would also like to contribute to heritage conservation in the municipality as whole as a member of the CAC.

end of Motivation



STELLENBOSCH MUNICIPALITY

DIRECTORATE PLANNING AND ECONOMIC DEVELOPMENT

DEPARTMENT: DEVELOPMENT PLANNING

PO Box 17
STELLENBOSCH
7599

Plein Street
STELLENBOSCH
7600

Tel no: (021) 808 8608 (Katherine Robinson)
E-mail: Katherine.Robinson@stellenbosch.gov.za

NOMINATION APPLICATION FORM TO SERVE AS A MEMBER OF STELLENBOSCH MUNICIPALITY CONSERVATION ADVISORY COMMITTEE IN TERMS OF CHAPTER 25 SECTION 249(1)

SECTION A: APPLICANT

1. PERSONAL DETAILS	
Full Names: Barry Francis Phillips	Surname: Phillips
Identity Number: 4204235193186	Date Of Birth: 23.04.1942
Residential Address: The Garden House, 29 De Wet Street, Franschhoek	
	Code: 7690
Postal Address: As above	
	Code:
Tel: n/a	Cell: 083 441 8280
Email: barryphillips505@gmail.com	

2. MEMBERSHIP AND SUPPORTING DOCUMENTS *(Please provide the following)*

- 2.1 A comprehensive curriculum vitae indicating qualification/s and experience in Heritage Management, spatial planning, Urban Design, or the law related thereto as contemplated in the National Heritage Resources Act (Act 25 of 1999) and Chapter 25 of the Stellenbosch Municipality Zoning Scheme By-Law (Sep 2024).
- 2.2 Certified copies of qualifications and registration certificates indicating registration with a relevant professional body.
- 2.3 Comprehensive motivation indicating why you believe you should be appointed as a member of the Stellenbosch Municipality Conservation Advisory Committee.

3. CONFLICT OF INTEREST

- 3.1 In terms of sections 38(3) of the Spatial Planning and Land Use Management Act, Act 16 of 2013), a member of the Stellenbosch Municipality Conservation Advisory Committee-
 - 3.1.1 must make full disclosure of any conflict of interest, including any potential conflict; and
 - 3.1.2 may not attend, participate or vote in any proceedings of any matter in respect of which the member has a conflict of interest.

3.2 A member has a conflict of interest if:

- 3.2.1 the member, a family member, partner, or business associate of the member, is the applicant or has a pecuniary or other interest in the matter before the Stellenbosch Municipality Conservation Advisory Committee;
- 3.2.2 the member has any other interest that may preclude or reasonably be perceived as precluding the member from performing the functions of the member in a fair, unbiased, and proper manner;
- 3.2.3 the member is an official in the employ of national, provincial, or local government if the department by which such an official is employed or has a direct or substantial interest in the outcome of the matter.

3.3 I hereby declare the following interests that may conflict with my duties as a member of the Stellenbosch Municipality Conservation Advisory Committee. *(Only if there is a potential conflict of interest)*

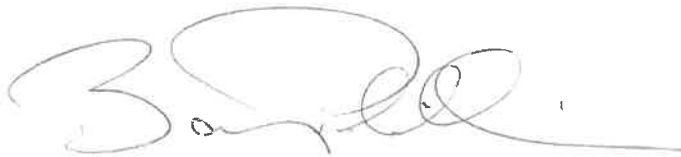
[illegible]

5. DECLARATION

I, Barry Francis Phillips ID, 4204235193186 declare that I:

- a) am available to serve on the Stellenbosch Municipality Conservation Advisory Committee;
- b) am a citizen or permanent resident of the Republic of South Africa;
- c) am not a member of Parliament, Provincial Legislature, Municipal Council, or the House of Traditional Leaders;
- d) am not a rehabilitated insolvent;
- e) was never declared by a court of law to be mentally incompetent nor detained under the Mental Health Care Act, Act 17 of 2002;
- f) have never been convicted of any offense involving dishonesty;
- g) have never been removed from an office of trust on account of misconduct;
- h) have never been found guilty of misconduct, incapacity, or incompetence;
- i) have disclosed all potential conflicts of interest;
- j) the municipality may verify all the information provided; and
- k) will commit to and uphold the Code of Conduct for members of the Stellenbosch Municipality Conservation Advisory Committee.

Signed at: Franschhoek on this 20th day of May 2025



APPENDIX 6



STELLENBOSCH MUNISIPALITEIT

DIREKTORAAT BEPLANNING EN EKONOMIESE ONTWIKKELING

PO Box 17 STELLENBOSCH 7599	Plein Straat STELLENBOSCH 7600	Tel no: (021) 808 8608 (Katharine Robinson) E-pos: Katharine.Robinson@stellenbosch.gov.za
-----------------------------------	--------------------------------------	--

NOMINASIE AANSOEVORM OM AS 'N LID VAN STELLENBOSCH MUNISIPALITEIT BEWARINGSADVIESKOMITEE TE DIEN IN TERME VAN HOOFSTUK 25 ARTIKEL 249(1)

AFDELING A: AANSOEKER

1. PERSOONLIKE INLIGTING	
Folle Names: Petrus Jakobus Kruger	Van: Dekker
Identiteitsnommer: 670328 5210 087	Geboortedatum: 1967/03/28
Woonadres: 3 Rheezicht Road, Karindal, Stellenbosch	
	Kode: 7600
Posadres: 3 Rheezicht Road, Karindal, Stellenbosch	
	Kode: 7600
Tel: 021 880 2016	Cell: 082 566 3987
E-pos: piet@pietdekker.co.za	

2. LIDMAATSKAP EN ONDERSTEUNENDE DOKUMENTE (Verskaf asseblief die volgende)

- 2.1 'n Omvattende curriculum vitae wat kwalifikasie/s en ervaring in Erfenisbestuur, ruimtelike beplanning, Stedelike Ontwerp, of die wet wat daarmee verband hou, soos beoog in die Wet op Nasionale Erfenishulpbronne (Wet 25 van 1999) en Hoofstuk 25) van die Stellenbosch Munisipaliteit Soneringskema aandui Verordening (Sep 2024).
- 2.2 Gewaarmerkte afskrifte van kwalifikasies en registrasiesertifikate wat registrasie by 'n relevante professionele liggaam aandui.
- 2.3 Omvattende motivering wat aandui waarom jy glo dat jy as lid van die Stellenbosch Munisipaliteit Bewaringsadvieskomitee aangestel moet word.

3. KONFLIK VAN BELANGE

- 3.1 Ingevolge artikels 38(3) van die Wet op Ruimtelike Beplanning en Grondgebruikbestuur, Wet 16 van 2013), is 'n lid van die Stellenbosch Munisipaliteit Bewaringsadvieskomitee-
 - 3.1.1 moet volledige openbaarmaking maak van enige botsing van belange, insluitend enige potensiële konflik; en
 - 3.1.2 mag nie enige verrigtinge van enige aangeleentheid ten opsigte waarvan die lid 'n botsing van belange het, bywoon, deelneem of daaraan stem nie.

3.2 Ingevolge artikels 38(3) van die Wet op Ruimtelike Beplanning en Grondgebruikbestuur, Wet 16 van 2013), is 'n lid van die Stellenbosch Munisipaliteit Bewaringsadvieskomitee:

- 3.2.1 die lid, 'n familielid, vennoot of sakevennoot van die lid is die aansoeker of het 'n geldelike of ander belang in die aangeleentheid voor die Stellenbosch Munisipaliteit Bewaringsadvieskomitee;
- 3.2.2 die lid enige ander belang het wat die lid verhinder of redelikerwys beskou kan word om die funksies van die lid op 'n regverdige, onbevooroordeelde en behoorlike wyse te verrig;
- 3.2.3 die lid 'n amptenaar in diens van nasionale, provinsiale of plaaslike regering is indien die departement by wie so 'n amptenaar in diens is of 'n direkte of wesenlike belang in die uitkoms van die saak het.

3.3 Ek verklaar hiermee die volgende belange wat kan bots met my pligte as lid van die Stellenbosch Munisipaliteit Bewaringsadvieskomitee. (Slegs as daar 'n potensiële botsing van belange is)

Handwritten text: *NIET*

A large diagonal line is drawn across the entire section, indicating no conflict of interest.

Handwritten signature: *[Signature]*

5. VERKLARING

Ek, Petrus Jakobus Kruger Dekker _____ ID 670328 5210 087 _____ verklaar dat ek:

- a) beskikbaar is om die Stellenbosch Munisipaliteit Bewaringsadvieskomitee te dien;
- b) 'n burger of permanente lid van die Republiek van Suid-Afrika is;
- c) nie 'n lid van die Parlement, Provinsiale Wetgewer, Munisipale Raad of die Huis van Tradisionele Leiers is nie;
- d) nie 'n gerehabiliteerde insolvent is nie;
- e) nooit ingevolge die Wet op Geestesgesondheidsorg, Wet 17 van 2002, deur 'n geregshof as geestelik onbevoeg verklaar is of aangehou is nie;
- f) nooit skuldig bevind is aan enige misdryf wat oneerlikheid behels nie;
- g) nooit weens wangedrag uit 'n vertrouensamp verwyder is nie;
- h) nooit skuldig bevind is aan wangedrag, onbevoegdheid of onbevoegdheid nie;
- i) alle potensiële botsings van belange geopenbaar het;
- j) die munisipaliteit kan al die inligting wat verskaf is, verifieer; en
- k) sal hulle verbind tot en die Gedragskode vir lede van die Stellenbosch Munisipaliteit Bewaringsadvieskomitee handhaaf.

Geteken te: STELLENBOSCH op hierdie 8ste dag van Junie 2025

P. J. Kruger Dekker



PIET DEKKER.
ARGITEKTE · ARCHITECTS

24 Techno Ave Techno Park Stellenbosch South Africa
021 880 2016 info@pietdekker.co.za www.pietdekker.co.za
Piet Dekker Architects (Pty) Ltd Reg. No. 2002/022369/07

8 Junie 2025

Vir wie dit mag aangaan

Ek is tans die Voorsittter van die STELLENBOSCH MUNISIPALITEIT BEWARINGSKOMITEE en was voor dit vir meer as 12 jaar 'n aktiewe led van die komitee. Gegewe my portefeulje van projekte (sien aangeheg) is PIET DEKKER ARGITEKTE bekend vir argitektuur en ontwerp van die volgende waardes weerspieël:

- Sensitiwiteit vir oud en nuut
- Respek vir geskiedkundige geboue en ontwerp
- Argitektuur in die groter konteks van stedelike ontwerp
- Proporsionele verhoudings van geboue
- "Contextual fit"

Om 'n sinvolle bydrae te maak tot die BEWARINGSKOMITEE is dit eerstens belangrik om 'n objektiewe mening uit te kan spreek in belang van enige projek of voorlegging. Met my ervaring van mikro en makro skaal projekte het ek die kennis om sinvolle & opbouwende kommentaar te lewer sodat daar oplossing gevind kan word.

Ek het op Stellenbosch groot geword en is in die bevoorregte posisie om vandag steeds in hierdie mooi dorp te kan woon en werk as argitek. As kind was ek gefassineerd met die historika & ou geboue van Stellenbosch.

Ek het in 1996 my eie firm begin en myself gevestig as argitek wat respek het vir beide oud en nuut. As verwysing, heg ek 'n paar voorbeelde aan van histories sensitiewe projekte waarby ek betrokke was die afgelope paar jaar.

My vir argitektuur het ek verder uitgebrei deur straattonele in waterverf te skilder wat die "gees van plek" weerspieël.

Ek het 'n inherente passie vir argitektuur en bewaring. Ek glo dat met die ondervinding wat ek het, ek 'n konstruktiewe bydrae tot die BEWARINGSKOMITEE van Stellenbosch kan maak.

Piet Dekker

Director: P.J.K. Dekker B.Arch (UOFS) Pr Arch SACAP SAIA



PIET DEKKER.
ARGITEKTE · ARCHITECTS

24 Techno Ave Techno Park Stellenbosch South Africa

T+27 (0)21 880 2016 info@pietdekker.co.za www.pietdekker.co.za

Piet Dekker Architects (Pty)Ltd Reg.No.2022/022362/07

CURRICULUM VITAE EXTRACT

Name: Piet Dekker

Full Names: Petrus Jakobus Kruger Dekker

Birth Date: 28 March 1967

Nationality: South African

Work Address: Moore Building, Unit 1
24 Techno Drive
Techno Park
Stellenbosch
7600

Mobile Number: 082 566 3987

E-mail: piet@pietdekker.co.za

Qualifications: B.Arch, University of the Free State (1992)

Professional Membership:

SAIA	South African Institute of Architects
SACAP	SA Council for Architectural Profession (Membership Number PrArch 5934)

Employment PIET DEKKER ARCHITECTS (PTY) LTD
Founder and Managing Director
Established in 1996

Heritage Projects: Refer to document attached.



Hierby word gesertifiseer dat

This is to certify that

Petrus Jakobus Kruger Bekker

geregistreer is as 'n

is registered as an

ARGITEK

ARCHITECT

kragtens die WET OP ARGITEKTE 1970

in terms of the ARCHITECTS ACT 1970

As bewys daarvan is die Seël van

In witness whereof the Seal of

DIE SUID-AFRIKAANSE RAAD VIR ARGITEKTE

THE SOUTH AFRICAN COUNCIL FOR ARCHITECTS

hierop aangebring

is hereto affixed



Oliver Jansen

president

E. Kruger

registrateur
registrar

06 January 1999

datum
date

registrasie nr.
registration no.

5934

CERTIFIED A TRUE COPY OF THE ORIGINAL DOCUMENT

15/09/2022
COMMISSIONER OF OATHS
GEORGE FREDERICK OOSTHUIZEN
MOORE STELLENBOSCH INCORPORATED
PROFESSIONAL ACCOUNTANT (SA)
MEMBERSHIP No : 35897
24 TECHNO DRIVE, TECHNO PARK, STELLENBOSCH, 7600

DIE UNIVERSITEIT VAN DIE ORANJE-VRYSTAAT



Hiermee word verklaar dat die graad

Baccalaureus Architecturae

toegeken is aan

PETRUS JACOBUS KRUGER DEKKER

nadat aan die statute en regulasies van die Universiteit voldoen is.
As bewys daarvan plaas ons ons onderskeie handtekeninge en die seël van die Universiteit hieronder.

P. Kruger
.....
Vicekanselier

G. Small
.....
Dekaan

P. du Toit
.....
Direkteur: Studenteadministrasie



19 September 1992
Bloemfontein

Hiermee word verklaar dat 'n oorspronklike
sertifikaat aan die kandidaat uitgereik is.

E. van der Merwe
n. DIREKTEUR:
STUDENTEADMINISTRASIE

UOVS

CERTIFIED A TRUE COPY OF THE ORIGINAL DOCUMENT

G. Oosthuizen 15/09/2022
.....
COMMISSIONER OF OATHS
GEORGE FREDERICK OOSTHUIZEN
MOORE STELLENBOSCH INCORPORATED
PROFESSIONAL ACCOUNTANT (SA)
MEMBERSHIP No : 35897
24 TECHNO DRIVE, TECHNO PARK, STELLENBOSCH, 7600



PROJECT	NATURE OF WORK	EMPLOYER	DATE	VALUE OF WORK
	Bosman's Crossing Heritage Approval Student Accommodation 212 Beds	Dave Lello De Steeneburg Developments	2004	R 96m
	Huis Piron Heritage Approval Student Accommodation 30 Beds	Pieter Horn Horn De Koning Developers	2007	R 16m
	Deo Gloria Heritage Approval Student Accommodation 43 Beds	Kobus Marais	2014	R 20m
	Marais Park Heritage Approval Student Accommodation 39 Beds	Dr Izak Botha	2015	R 30m
	Archimeles Heritage Approval Student Accommodation 57 Beds	Kobus Marais	2015	R 23m
	One on Cluver Heritage Approval Student Accommodation 91 Beds	Bertus Hendrikse	2016	R 44m

	PROJECT	NATURE OF WORK	EMPLOYER	DATE	VALUE OF WORK
	Two on Cluver Cluver Road Stellenbosch	Heritage Approval Student Accommodation 79 Beds	Bertus Hendrikse	2016	R 30m
	Da Vinci Cluver Road Stellenbosch	Heritage Approval Student Accommodation 59 Beds	Kobus Marais	2017	R 25m
	Ink Cluver Road Stellenbosch	Heritage Approval Student Accommodation 57 Beds	Herman Brand	2017	R 30m
	Soete Inval Victoria Street Stellenbosch	Restoration and Addition Heritage Approval Student Accommodation 53 Beds	Dr Izak Botha	2017	R 50m
	Lover's Walk Student Accommodation Rondebosch Cape Town	Heritage Approval Student Accommodation 466 Beds	Lynn Muller & Jason Combo APEX Asset Management	Under Construction 2021	R 145m
	Information Technology Centre, University of Stellenbosch Stellenbosch	Green Architecture Office Block	University of Stellenbosch	2014	R 40m

APPENDIX 7



STELLENBOSCH MUNICIPALITY

DIRECTORATE PLANNING AND ECONOMIC DEVELOPMENT

DEPARTMENT: DEVELOPMENT PLANNING

PO Box 17
STELLENBOSCH
7599

Plein Street
STELLENBOSCH
7600

Tel no: (021) 808 8608 (Katherine Robinson)
E-mail: Katherine.Robinson@ Stellenbosch.gov.za

NOMINATION APPLICATION FORM TO SERVE AS A MEMBER OF STELLENBOSCH MUNICIPALITY CONSERVATION ADVISORY COMMITTEE IN TERMS OF CHAPTER 25 SECTION 249(1)

SECTION A: APPLICANT

1. PERSONAL DETAILS			
Full Names: JACQUES		Surname: HANEKOM	
Identity Number: 7601035019080		Date Of Birth: 03 JANUARY 1976	
Residential Address: 40 CABRIERE STREET, FRANSCHHOEK			
			Code: 7690
Postal Address: 40 CABRIERE STREET, FRANSCHHOEK			
			Code: 7690
Tel:		Cell: 079 286 6972	
Email: jac.hanekom@gmail.com			

2. MEMBERSHIP AND SUPPORTING DOCUMENTS *(Please provide the following)*

- 2.1 A comprehensive curriculum vitae indicating qualification/s and experience in Heritage Management, spatial planning, Urban Design, or the law related thereto as contemplated in the National Heritage Resources Act (Act 25 of 1999) and Chapter 25 of the Stellenbosch Municipality Zoning Scheme By-Law (Sep 2024).
- 2.2 Certified copies of qualifications and registration certificates indicating registration with a relevant professional body.
- 2.3 Comprehensive motivation indicating why you believe you should be appointed as a member of the Stellenbosch Municipality Conservation Advisory Committee.

3. CONFLICT OF INTEREST

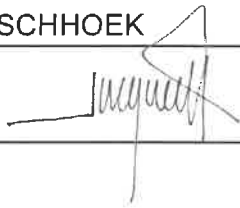
- 3.1 In terms of sections 38(3) of the Spatial Planning and Land Use Management Act, Act 16 of 2013), a member of the Stellenbosch Municipality Conservation Advisory Committee-
 - 3.1.1 must make full disclosure of any conflict of interest, including any potential conflict; and
 - 3.1.2 may not attend, participate or vote in any proceedings of any matter in respect of which the member has a conflict of interest.

5. DECLARATION

I, JACQUES HANEKOM ID, 7601035019080 declare that I:

- a) am available to serve on the Stellenbosch Municipality Conservation Advisory Committee;
- b) am a citizen or permanent member of the Republic of South Africa;
- c) am not a member of Parliament, Provincial Legislature, Municipal Council, or the House of Traditional Leaders;
- d) am not a rehabilitated insolvent;
- e) was never declared by a court of law to be mentally incompetent nor detained under the Mental Health Care Act, Act 17 of 2002;
- f) have never been convicted of any offense involving dishonesty;
- g) have never been removed from an office of trust on account of misconduct;
- h) have never been found guilty of misconduct, incapacity, or incompetence;
- i) have disclosed all potential conflicts of interest;
- j) the municipality may verify all the information provided; and
- k) will commit to and uphold the Code of Conduct for members of the Stellenbosch Municipality Conservation Advisory Committee.

Signed at: FRANSCHHOEK on this 26th day of MAY 2025



Jac Hanekom

jac.hanekom@gmail.com | +27 79 286 6972 | www.linkedin.com/in/jachanekom | Franschhoek, South Africa

Multidisciplinary designer with extensive experience in the hospitality design and development sector. Flexible problem-solver with a culturally sensitive approach delivering projects that resonate with diverse audiences. Design leadership is leveraged to create innovative and sustainable solutions that honour historical contexts while meeting customer needs and corporate requirements.

PROFESSIONAL EXPERIENCE

DESIGN CONSULTANT

Self-Employed

Franschhoek, South Africa

Nov 2011 to Present

Design consultancy that specialises in architecture, interior design, town planning, and heritage preservation.

- Hospitality Design: completed several small AirBnB and boutique hotel projects.
- Architecture: consulted on the renovation of an architecturally significant Michael Sutton residence.
- Project Management: managed several local construction projects on behalf of international owners.
- Heritage Preservation: part of the Stellenbosch Heritage Inventory team who won the Presidential Award.
- Community Development: pro-bono work for Franschhoek Museum and Franschhoek Valley Sport Centre.

HARCOURTS WINELANDS

Real Estate Sales Consultant

Franschhoek, South Africa

Jun 2021 to Jun 2024

Luxury real estate agency, specialising in the sale of luxury and lifestyle properties in the Franschhoek Valley.

- Negotiated and managed real estate transactions valued at R202-million.

PRIME GROWTH PROPERTY DEVELOPERS

Design Director

Langebaan, South Africa

May 2017 to Apr 2021

Real estate property developer in Langebaan. The flagship development is a master estate divided into smaller sub-estates, with 2000 medium-income residential units to be completed over 15 years. The development includes a private school, private hospital, and commercial buildings.

- Responsible for the site development plan of the master estate and liaison with town planners & local authorities.
- Responsible for the architectural identity, design direction & architectural guidelines of the various sub-estates.
- Appointment, liaison and coordination of contracted architects, MEP engineers, and town planners.
- Design coordination with individual owners.

SOTHEBY'S REALTY WINELANDS

Real Estate Sales Consultant

Franschhoek, South Africa

Nov 2011 to Apr 2017

Luxury real estate agency, specialising in the sale of luxury and lifestyle properties in the Franschhoek Valley.

- Negotiated and managed real estate transactions valued at R429-million.

ALBERT ANGEL ARCHITECTURE & DESIGN

Design Director

New York City, USA

Apr 2010 to Aug 2011

Small retail & hospitality design agency based in New York City, working mostly in French-speaking territories.

- Collaborated on the conceptualization and business plan of the Parisian co-working brand, Kwerk.
- Responsible for design direction, management of design teams and sign-off on all technical drawings.
- Responsible for client coordination, brief interpretation and final handover.

VK DESIGN LTD

Senior Interior Architect

Floreal, Mauritius

Apr 2007 to Mar 2010

Small, well-established hospitality design agency based in Mauritius, working mostly in luxury 4 and 5-star hotel and resort projects in the Indian Ocean territories for brands including Four Seasons, Lux Resorts, and Movenpick.

- Collaborated on, and completed, a number of luxury resorts in Mauritius, Reunion, Maldives and Seychelles.
- Responsible for the entire design process, briefing to handover, and leading a team of designers & technicians.
- Delivery of mood boards, technical drawings, FF&E specifications, and QS & procurement attendance.
- Design coordination with architects, structural engineers, MEP engineers, FF&E designers, marketing executives
- Responsible for site inspections, subcontractor coordination, quality control and handover.

OKHA DESIGN STUDIO

Senior Designer

Cape Town, South Africa

Feb 2001 to Mar 2007

OKHA forms part of the Stefan Antoni stable of design studios and often collaborate inter-studio with sister brands SAOTA and ARCC. Recognised as one of Africa's most prestigious and award-winning design firms.

- Managed the design direction of the OKHA furniture brand, in line with the design aesthetics of SAOTA and ARCC.
- Responsible for furniture design, vendor coordination, materials specification, and quality control.
- Collaborated on luxury residential and hospitality projects with SAOTA and ARCC.
- Managed the interior design studio team and coordinated with clients, vendors and other collaborators.

SAOTA

Architect

Cape Town, South Africa

Feb 2001 to Mar 2007

SAOTA forms part of the Stefan Antoni stable of design studios and often collaborate inter-studio with sister brands ARCC and OKHA. Recognised as one of Africa's most prestigious and award-winning design firms.

- Schematic Design, Design Development, Construction Documents, Bidding, and Construction Administration.
- Design coordination with land surveyors, structural engineers, MEP engineers, and HVAC engineers.
- Collaborated on luxury residential hospitality projects with ARCC and OKHA.

FOODGRO

Interior Designer

Johannesburg, South Africa

Apr 1998 to Sep 2000

In-house design division of Foodgro Holdings, responsible for the interior design & fit-out of their hospitality brands Black Steer, Max Frangos, Bulldogs Pubs and Planet Hollywood.

- Concept design, mood boards, interior renders, technical drawings, vendor coordination, quality control.
- Implementation of brand design principles and coordination with marketing executives.

SKILLS & EDUCATION

Education:	B.Sc. Arch. (Incomplete)
Languages:	English (C2 Fluent), Afrikaans (C2 Fluent), French (B1 Limited)
Software:	MS Office, AutoCAD, MS Project, BlueBeam, SketchUp, Adobe Pro, Lightstone, CRM
Skills:	Architecture, Interior Design, Furniture Design, Hospitality Design, Project Management, Design Leadership, Trend Forecasting, Brief Interpretation, Conceptual Design, Brand Standards, Budgeting, Technical Documentation, FF&E, Procurement, Design Coordination, Luxury, Quality Control

VOLUNTEERING

Franschhoek Heritage Committee:	Member / Consultant	(Oct 2016 – Present)
r/ModernistArchitecture:	Moderator	(May 2020 – Present)
r/Brutalism:	Moderator	(Apr 2021 – Present)
VASSA:	Member	(Nov 2011 – Present)

SELECTED PROJECTS

- Four Seasons Mauritius (5*), Beau Champ, Mauritius
 - Anahita Resort Estate, Beau Champ, Mauritius
 - Lux Saint Gilles (5*), Saint-Paul, Reunion
 - Lux South Ari Atoll (5*), Dhidhoofinolhu, Maldives
 - Lux Le Morne (5*), Le Morne, Mauritius
 - Tamassa Bel Ombre (4*), Bel Ombre, Mauritius
 - Baystone Boutique Hotel & Spa (5*), Grand Baie, Mauritius
 - Zilwa Resort (5*), Saint Anne Island, Seychelles
 - Radisson Blu Sea Plaza (5*), Dakar, Senegal
 - Terroir Hotel (5*), Franschhoek, South Africa
 - Maison Cabriere, Franschhoek, South Africa
 - Kwerk, Paris, France
 - Konoba, Victoria, Seychelles
 - Residence St Leon, Cape Town, South Africa
 - Residence Vame, Yzerfontein, South Africa
 - Residence LGV5, Cape Town, South Africa
 - Residence Tamkar, Cape Town, South Africa
 - Sandpiper Estate, Langebaan, South Africa
 - Laguna Lifestyle Village, Langebaan, South Africa
-

27 June 2025

Attention: Director of Planning & Economic Development

Dear Sir/Madam,

MOTIVATION TO SERVE ON THE CONSERVATION ADVISORY COMMITTEE

I am writing to express my interest in serving on the Stellenbosch Conservation Advisory Committee. As a full-time resident of Franschhoek since 2010, and a homeowner in the village since 2002, I have a deep personal and professional connection to the Greater Stellenbosch region and its unique cultural landscape.

Professionally, I have worked as a multidisciplinary designer for over two decades, with experience in architecture, interior design, town planning, and project coordination across South Africa and internationally. While much of my focus has been on design and development, particularly in the hospitality and lifestyle real estate sectors, I have also been involved in initiatives relating to heritage conservation. One such initiative was the Stellenbosch Heritage Inventory, where I collaborated with Siegfried Schafer to manage the Franschhoek component. This process involved detailed site analysis, architectural research, and community consultation, giving me a broad and grounded understanding of the historical fabric of the town and the layers of significance that define it.

My years in real estate, first with Sotheby's Realty and more recently with Harcourts Winelands, have further strengthened this understanding. Working with both buyers and sellers in the Franschhoek Heritage Overlay Zone on a near-daily basis has given me an intimate familiarity with the individual properties that fall within the zone. I have a nuanced sense of how heritage status, zoning, and design guidelines interact with the lived realities of property owners and developers. I believe this dual perspective would add value to the committee's work in balancing heritage conservation with contemporary pressures.

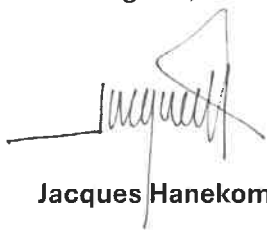
In addition to local heritage, I have a strong and growing interest in mid-century modernist and brutalist architecture - forms of the built environment that are increasingly recognised for their cultural and architectural value. I am a moderator for two international online forums dedicated to these movements and actively engage with global conversations around their preservation. As this era of architecture matures into protectable heritage, I believe it's important that local advisory structures begin to include these typologies in their scope of consideration.

While heritage has not been the sole focus of my career, I approach the subject with respect, curiosity, and a commitment to meaningful participation. I have served on the Franschhoek Heritage Committee, including a term as chair, and have contributed pro bono time to local heritage institutions such as the Franschhoek Museum. I am also a member of the Vernacular Architecture Society of South Africa (VASSA).

It would be a privilege to serve on the Stellenbosch Conservation Advisory Committee and contribute to the careful and considered management of the region's cultural and architectural legacy. I am particularly motivated by the opportunity to collaborate with others who bring different perspectives and expertise to the table, all working toward a common goal: to preserve and sensitively guide the development of one of South Africa's most historically significant areas.

Thank you for considering my application.

Kind regards,

A handwritten signature in black ink, appearing to read 'Jacques Hanekom', with a stylized flourish extending upwards and to the right.

Jacques Hanekom



REPUBLIC OF SOUTH AFRICA NATIONAL IDENTITY CARD

Surname:

HANEKOM

Names:

JACQUES

Sex:

M

Nationality:

RSA

Identity Number:

7601035019080

Date of Birth:

03 JAN 1976

Country of Birth:

RSA

Status:

CITIZEN



Signature:

A handwritten signature in black ink, appearing to read 'J. HaneKOM'.



APPENDIX 8



STELLENBOSCH MUNICIPALITY

DIRECTORATE PLANNING AND ECONOMIC DEVELOPMENT

DEPARTMENT: DEVELOPMENT PLANNING

PO Box 17
STELLENBOSCH
7599

Plein Street
STELLENBOSCH
7600

Tel no: (021) 808 8608 (Katherine Robinson)
E-mail: Katherine.Robinson@stellenbosch.gov.za

NOMINATION APPLICATION FORM TO SERVE AS A MEMBER OF STELLENBOSCH MUNICIPALITY CONSERVATION ADVISORY COMMITTEE IN TERMS OF CHAPTER 25 SECTION 249(1)

SECTION A: APPLICANT

1. PERSONAL DETAILS	
Full Names: JAN RAYMOND DIRK	Surname: BOUMA
Identity Number: 4506185098086	Date Of Birth: 18.06.1945
Residential Address: WATERHOF FARM, JONKERSHOEK, STELLENBOSCH	
Postal Address: 155 DORP STREET, STELLENBOSCH	
Code: 7600	
Tel: 073 816 4882	Cell: 073 816 4882
Email: bouma@mweb.co.za	

2. MEMBERSHIP AND SUPPORTING DOCUMENTS *(Please provide the following)*

- 2.1 A comprehensive curriculum vitae indicating qualification/s and experience in Heritage Management, spatial planning, Urban Design, or the law related thereto as contemplated in the National Heritage Resources Act (Act 25 of 1999) and Chapter 25 of the Stellenbosch Municipality Zoning Scheme By-Law (Sep 2024).
- 2.2 Certified copies of qualifications and registration certificates indicating registration with a relevant professional body.
- 2.3 Comprehensive motivation indicating why you believe you should be appointed as a member of the Stellenbosch Municipality Conservation Advisory Committee.

3. CONFLICT OF INTEREST

- 3.1 In terms of sections 38(3) of the Spatial Planning and Land Use Management Act, Act 16 of 2013), a member of the Stellenbosch Municipality Conservation Advisory Committee-
 - 3.1.1 must make full disclosure of any conflict of interest, including any potential conflict; and
 - 3.1.2 may not attend, participate or vote in any proceedings of any matter in respect of which the member has a conflict of interest.

3.2 A member has a conflict of interest if:

- 3.2.1 the member, a family member, partner, or business associate of the member, is the applicant or has a pecuniary or other interest in the matter before the Stellenbosch Municipality Conservation Advisory Committee;
- 3.2.2 the member has any other interest that may preclude or reasonably be perceived as precluding the member from performing the functions of the member in a fair, unbiased, and proper manner;
- 3.2.3 the member is an official in the employ of national, provincial, or local government if the department by which such an official is employed or has a direct or substantial interest in the outcome of the matter.

3.3 I hereby declare the following interests that may conflict with my duties as a member of the Stellenbosch Municipality Conservation Advisory Committee. *(Only if there is a potential conflict of interest)*

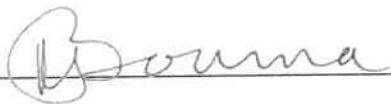
[illegible]

5. DECLARATION

I, J R D BOUMA ID, 4506185098086 declare that I:

- a) am available to serve on the Stellenbosch Municipality Conservation Advisory Committee;
- b) am a citizen or permanent member of the Republic of South Africa;
- c) am not a member of Parliament, Provincial Legislature, Municipal Council, or the House of Traditional Leaders;
- d) am not a rehabilitated insolvent;
- e) was never declared by a court of law to be mentally incompetent nor detained under the Mental Health Care Act, Act 17 of 2002;
- f) have never been convicted of any offense involving dishonesty;
- g) have never been removed from an office of trust on account of misconduct;
- h) have never been found guilty of misconduct, incapacity, or incompetence;
- i) have disclosed all potential conflicts of interest;
- j) the municipality may verify all the information provided; and
- k) will commit to and uphold the Code of Conduct for members of the Stellenbosch Municipality Conservation Advisory Committee.

Signed at: STELLENBOSCH on this 16 day of MAY 2025



Naudé & Bouma Architects

155 DORP STREET STELLENBOSCH 7600 M 073 816 4882

APPLICATION TO SERVE AS A MEMBER OF THE STELLENBOSCH MUNICIPALITY CONSERVATION ADVISORY COMMITTEE.

16 May 2025

Name Raymond Bouma

Background and value that I could bring to the committee.

Present work

I am a practising architect and worked in Stellenbosch from 1970 to the present.

Previous membership of municipal committees

During the 70's a number of architects and I started the Stellenbosch Architects' Study Group and promoted the evaluation of Stellenbosch architecture. This resulted in the establishment of the Stellenbosch Municipal Aesthetics' committee, the first in the Cape. I was a member of this committee and over the years it changed its name and purpose. I was a member of the Stellenbosch Planning Advisory Committee till it was abandoned by the municipal engineer a few years ago.

Town and Regional Planning

Also in the 70's I enrolled for a MA degree in Town and Regional planning under Prof Page, but after 18 months had to stop as my architectural practise took all my time.

Urban Planning

10 Years later a reduction of architectural work happened all over the country and I enrolled for an Urban Design degree under prof Welch. Again one year later my architectural work required me to stop the study work. However I gained an enormous amount of planning knowledge during these years. Thus my interest in planning and architecture in Stellenbosch and this knowledge is available to the Conservation Committee.

Architecture and Conservation

In 2005 I attended an Architecture and Conservation study course arranged by Dr Stephen Townsend. This supplied me with first-hand knowledge of the new Conservation Act and other acts used over the years in the rest of the world.

Stellenbosch Heritage Foundation

I have been a member of the Simon v d Stel Foundation later renamed the Stellenbosch Heritage Foundation for a number of years and attended a number of heritage conferences and lectures.

Practical heritage work

Apart of new architectural work in the Historical Core of Stellenbosch I was also in the position to do heritage work to the Library of Parliament and the National Library in Cape Town. A recent heritage project completed was the upgrade of the Ou Hoofgebou of the University of Stellenbosch.

Naudé & Bouma Architects

155 DORP STREET STELLENBOSCH 7600 M 073 816 4882

Partner in charge : Raymond Bouma

SACAP Reg No 1540 : SAIA Reg No 2961 : SAIA Practice Reg No PN0767
Sectional Title Practitioners Reg No ARC-1540-D

Qualifications : B.Arch UCT

Professional memberships :

1971 to present Member of the SA Council of Architects
1971 to present Member of the SA Institute of Architects
1992-1994 Council member of the Cape Institute of Architects
1992-1996 Chairman of the Stellenbosch Chapter of the Cape Institute of Architects.
1992-1996 Chairman of the Stellenbosch Simon van der Stel Foundation.
1985 to 1998 member of the Stellenbosch Municipality's Aesthetics Committee, CBD Planning Committee and Bloemhof Planning Committee.
2006 to 2018, member of the Municipal Planning Advisory Committee.

Professional experience

1970-1971 Assistant Architect to Swart and Stander, Stellenbosch
1971-1972 Assistant Architect with Paul le Roux Argitek, Stellenbosch.
1973 to present in Private Practice in Stellenbosch.
1987 Registered by the Dept of Public Works and Land Affairs to do Sectional Title work.
2005 Architectural and Urban Conservation Study at UCT

Study Tours to :

University Towns including Oxford, Delft, Tübingen and Harvard.
New Towns like Milton Keynes UK and Almere Holland.
Cognac as guest of Hennessy to study brandy museums.
1996 to Australia and New Zealand to study wine cellars.

Work completed as principal architect :

Department store, Shops
Flats and self catering holiday flats
Residential work, municipal Housing
Offices, Ware houses
Schools , Hostels and Police Station
Gymnasium US, Training Centre
Dairy and Cheese factory
Historical work like Rustenberg Cellar and Dairy, Idas Valley and alteration to Library of Parliament and National Library



Hierby word gesertifiseer dat

This is to certify that

JAN RAYMOND DIRK BOUMA

geregistreer is as 'n

is registered as an

ARGITEK

ARCHITECT

kragtens die WET OP ARGITEKTE 1970

in terms of the ARCHITECTS ACT 1970

As bewys daarvan is die Seel van

In witness whereof the Seal of

DIE SUID-AFRIKAANSE RAAD VIR ARGITEKTE

THE SOUTH AFRICAN COUNCIL FOR ARCHITECTS

hierop aanbring

is hereto affixed

president

registrator
registrar

29 November 1972

datum
date

registrasie nr.
registration no. 1540

**OFFICE OF THE CHIEF
SURVEYOR-GENERAL**

Department of Land Affairs
UMnyango wezoMhlaba
Lefapha la tsa Naha



**KANTOOR VAN DIE HOOF
LANDMETER-GENERAAL**

Departement van Grondsake
UMnyango wezoMhlaba
Lefapha la tsa Naha

**CERTIFICATE OF REGISTRATION
SERTIFIKAAT VAN REGISTRASIE**

This is to certify that

Hiermee word gesertifiseer dat

J. R. A. Bouma

was registered as a

geregistreer was as 'n

**SECTIONAL TITLE
PRACTITIONER**

**DEELTITEL
PRAKTISYN**

on the 12th day of March 1987

op die 12de dag van Maart 1987

after the requirements of the examiners, in connection with the framing of draft sectional plans as prescribed in Subsection (2) of Section 5 of the Sectional Titles Act 1986 (Act No. 95 of 1986), and subject to uninterrupted registration with either Council established in terms of Section 2 of the Architects Act 1970 (Act No. 35 of 1970) or Section 2 of the Professional Land Surveyors and Technical Surveyors Act 1984 (Act No. 40 of 1984) have been met, and shall be licensed to frame and lodge draft sectional plans as prescribed with the Office of the Surveyor-General and to do all matters necessary or appertaining thereto as the said Sectional Titles Act or the Regulations framed thereunder may prescribe from time to time.

nadat voldoen was aan die vereistes van die eksaminatore, in verband met die opstel van konsepdeelplanne soos voorgeskryf in Subartikel (2) van Artikel 5 van die Wet op Deeltitels van 1986 (Wet No. 95 van 1986), en onderhewig aan ononderbroke registrasie by enige van die Rade wat tot stand gekom het kragtens Artikel 2 van die Wet op Argitekte van 1970 (Wet No. 35 van 1970) of Artikel 2 van die Wet op Professionele Landmeters en Tegnieise Opmeters van 1984 (Wet No. 40 van 1984), en bevoeg verklaar word om konsepdeelplanne soos voorgeskryf op te stel en in te dien by 'n Kantoor van die Landmeter-Generaal en om alle nodige of relevante vereistes na te kom wat die gemelde Wet op Deeltitels van 1986 of die Regulasies daar kragtens uitgevaardig, mag voorskryf.

Issued by the Office of the Chief Surveyor-General
Uitgereik deur die Kantoor van die Hooflandmeter-Generaal

Signed by / Geteken deur:


Chief Surveyor-General
Hoof Landmeter-Generaal

Entered in the Register of Sectional Title Practitioners as No.
Aangeteken in die Register van Deeltitelpraktisyne as No.

ARC - 1540 - D



South African Council
for the Architectural Profession

CERTIFICATE OF REGISTRATION

This certificate is proudly issued to

Jan Raymond Dirk Bouma

registered as a

Professional Architect

In Terms of The Architectural Profession Act, 2000 (Act No. 44 of 2000)

Registration Number: 1540
Original Registration Date: 1971-03-01
Current Registration Date: 1971-03-01
Certificate Serial Number: 24668114
End of CPD Cycle: 2026-01-01

Contact Details

Email: bou*a@mw*b.co.*a

Mobile: 021 *86 6*17

Mr. Ntsindiso Charles Nduku
President

Adv. Toto Fiduli
Registrar

SACAP has confirmed the above information, for digital certification and sharing by PrivySeal Limited,
at 12:49 PM (Africa/Johannesburg) on 15 Jun 2022



PRIVYSEAL

*This certificate is only valid
if the Registered Person has paid
annual fees and has complied with
the CPD requirements*





UNIVERSITY OF CAPE TOWN

Continuing Professional Development Programme

FACULTY OF ENGINEERING & THE BUILT ENVIRONMENT

This is to certify that

Mr Raymond Bouma

attended a course in

Architectural and Urban Conservation

7 September – 23 November 2005

Course Objective: A course designed to introduce participants to the history and theory of architectural and urban conservation and to uncover the operation of those ideas in current conservation practice. The course aims to develop the participant's knowledge of the principles and methods of sound conservation practice, and to improve current professional practice in the field.

LECTURERS

Dr Stephen Townsend
Independent Consultant

Melanie Attwell
Independent Consultant

Professor Fabio Todeschini
*School of Architecture and Planning
University of Cape Town*

Penny Pistorius
Independent Consultant

Trevor Thorold
Independent Consultant

Dr Antonia Malan
*Archaeology Department,
University of Cape Town*

Dr Nicolas Baumann
Independent Consultant

A handwritten signature in black ink, appearing to read 'Hart', written over a horizontal line.

Course Administrator

APPENDIX 9



STELLENBOSCH MUNICIPALITY

DIRECTORATE PLANNING AND ECONOMIC DEVELOPMENT

DEPARTMENT: DEVELOPMENT PLANNING

PO Box 17
STELLENBOSCH
7599

Plein Street
STELLENBOSCH
7600

Tel no: (021) 808 8608 (Katherine Robinson)
E-mail: Katherine.Robinson@ Stellenbosch.gov.za

NOMINATION APPLICATION FORM TO SERVE AS A MEMBER OF STELLENBOSCH MUNICIPALITY CONSERVATION ADVISORY COMMITTEE IN TERMS OF CHAPTER 25 SECTION 249(1)

SECTION A: APPLICANT

1. PERSONAL DETAILS	
Full Names: BRIAN.	Surname: HOWARD
Identity Number: 4112185034088	Date Of Birth: 18.12.41
Residential Address: FRANSVLIEF FARM.	
R45. LA MOTTE: FRANCKHOEK	Code: 7691
Postal Address: P.O. Box 163	
LA MOTTE: FRANCKHOEK	Code: 7691
Tel: —	Cell: 0836100542
Email: bhoward1941arch@gmail.com.	

2. MEMBERSHIP AND SUPPORTING DOCUMENTS *(Please provide the following)*

- 2.1 A comprehensive curriculum vitae indicating qualification/s and experience in Heritage Management, spatial planning, Urban Design, or the law related thereto as contemplated in the National Heritage Resources Act (Act 25 of 1999) and Chapter 25 of the Stellenbosch Municipality Zoning Scheme By-Law (Sep 2024).
- 2.2 Certified copies of qualifications and registration certificates indicating registration with a relevant professional body.
- 2.3 Comprehensive motivation indicating why you believe you should be appointed as a member of the Stellenbosch Municipality Conservation Advisory Committee.

3. CONFLICT OF INTEREST

- 3.1 In terms of sections 38(3) of the Spatial Planning and Land Use Management Act, Act 16 of 2013), a member of the Stellenbosch Municipality Conservation Advisory Committee-
 - 3.1.1 must make full disclosure of any conflict of interest, including any potential conflict; and
 - 3.1.2 may not attend, participate or vote in any proceedings of any matter in respect of which the member has a conflict of interest.

5. DECLARATION

I, Bernard Amara ID, 4112185034088 declare that I:

- a) am available to serve on the Stellenbosch Municipality Conservation Advisory Committee;
- b) am a citizen or permanent member of the Republic of South Africa;
- c) am not a member of Parliament, Provincial Legislature, Municipal Council, or the House of Traditional Leaders;
- d) am not a rehabilitated insolvent;
- e) was never declared by a court of law to be mentally incompetent nor detained under the Mental Health Care Act, Act 17 of 2002;
- f) have never been convicted of any offense involving dishonesty;
- g) have never been removed from an office of trust on account of misconduct;
- h) have never been found guilty of misconduct, incapacity, or incompetence;
- i) have disclosed all potential conflicts of interest;
- j) the municipality may verify all the information provided; and
- k) will commit to and uphold the Code of Conduct for members of the Stellenbosch Municipality Conservation Advisory Committee.

Signed at: FRANSCHEHOEK on this _____ day of MAY 2025

Response to section 2 of the submission.

2.1 *A comprehensive curriculum vitae indicating qualification/s and experience in Heritage Management, spatial planning, Urban Design, or the law related thereto as contemplated in the National Heritage Resources Act (Act 25 of 1999) and Chapter 25 of the Stellenbosch Municipality Zoning Scheme By-Law (Sep 2024).*

I have served faithfully on the present Stellenbosch Advisory Committee for the last term and I am also a member in good standing of the Franschhoek Heritage committee. I have been a practicing Architect specialising in the planning of major Industrial and corporate and commercial office environments for over 45 years. Although now retired and free from active participation in the daily running of a architectural firm I find my interest is now more in the intellectual pursuit of the development of Architecture, the built environment and its social context.

2.2 *Certified copies of qualifications and registration certificates indicating registration with a relevant professional body.*

I am a retired member of the Royal Institute of British Architects, a retired member of the Institute of South African Architects and the Institute of Project Managers.

2.3 *Comprehensive motivation indicating why you believe you should be appointed as a member of the Stellenbosch Municipality Conservation Advisory Committee.*

I have the time and inclination to pursue the many facets of South African Architectural and urban planning development with relevance to its historic and contextual relationship to society. This is a study subject of much interest to me and the finding of solutions to the challenges of changing social norms and the needs of human settlement in all its facets

Hierby word gesertifiseer dat / This is to certify that

Brian Henry Howard

ingeskryf is as 'n Lid van DIE INSTITUUT VAN
SUID-AFRIKAANSE ARGITEKTE
is enrolled as a Member of the INSTITUTE OF
SOUTH AFRICAN ARCHITECTS

As bewys daarvan is die Seël van die Instituut
hierop aangebring
In witness whereof the Seal of the Institute
is hereto affixed

B. D. Howard

Hoofpresident/President-in-Chief

[Signature]

Sekretaris/Secretary

Datum/Date 30 September 1975

Inskrywings Nr./Enrolment No. 3494



This is to certify that **Brian Henry Howard**

was elected on the sixth day of February 1974
into Corporate Membership of the
Royal Institute of British Architects

Founded in the year of Our Lord one thousand eight hundred and thirty four, and afterwards constituted under Royal Charters granted by King William the Fourth, Queen Victoria, King Edward the Seventh, King George the Fifth and Queen Elizabeth the Second, a body politic and corporate for the general advancement of Architecture, and for promoting and facilitating the acquirement of the knowledge of various Arts and Sciences connected therewith.

In witness whereof the Common Seal has been
hereunto affixed by authority of the Council
on the sixth day of February 1974



[Signature]
President

[Signature]
Secretary

APPENDIX 10



STELLENBOSCH MUNICIPALITY

DIRECTORATE PLANNING AND ECONOMIC DEVELOPMENT

DEPARTMENT: DEVELOPMENT PLANNING

PO Box 17
STELLENBOSCH
7599

Plein Street
STELLENBOSCH
7600

Tel no: (021) 808 8608 (Katherine Robinson)
E-mail: Katherine.Robinson@ Stellenbosch.gov.za

NOMINATION APPLICATION FORM TO SERVE AS A MEMBER OF STELLENBOSCH MUNICIPALITY CONSERVATION ADVISORY COMMITTEE IN TERMS OF CHAPTER 25 SECTION 249(1)

SECTION A: APPLICANT

1. PERSONAL DETAILS	
Full Names: Pieter Eduard	Surname: Claassen
Identity Number: 3702135007084	Date Of Birth: 13-02-1937
Residential Address: 42 Rowan Street, Mostertsdrift, Stellenbosch	
	Code: 7600
Postal Address: 42 Rowan Street, Mostertsdrift, Stellenbosch	
	Code: 7600
Tel: 021 883 2956	Cell: 064 083 4628
Email: pec@adept.co.za	

2. MEMBERSHIP AND SUPPORTING DOCUMENTS *(Please provide the following)*

- 2.1 A comprehensive curriculum vitae indicating qualification/s and experience in Heritage Management, spatial planning, Urban Design, or the law related thereto as contemplated in the National Heritage Resources Act (Act 25 of 1999) and Chapter 25 of the Stellenbosch Municipality Zoning Scheme By-Law (Sep 2024).
- 2.2 Certified copies of qualifications and registration certificates indicating registration with a relevant professional body.
- 2.3 Comprehensive motivation indicating why you believe you should be appointed as a member of the Stellenbosch Municipality Conservation Advisory Committee.

3. CONFLICT OF INTEREST

- 3.1 In terms of sections 38(3) of the Spatial Planning and Land Use Management Act, Act 16 of 2013), a member of the Stellenbosch Municipality Conservation Advisory Committee-
 - 3.1.1 must make full disclosure of any conflict of interest, including any potential conflict; and
 - 3.1.2 may not attend, participate or vote in any proceedings of any matter in respect of which the member has a conflict of interest.

3.2 A member has a conflict of interest if:

- 3.2.1 the member, a family member, partner, or business associate of the member, is the applicant or has a pecuniary or other interest in the matter before the Stellenbosch Municipality Conservation Advisory Committee;
- 3.2.2 the member has any other interest that may preclude or reasonably be perceived as precluding the member from performing the functions of the member in a fair, unbiased, and proper manner;
- 3.2.3 the member is an official in the employ of national, provincial, or local government if the department by which such an official is employed or has a direct or substantial interest in the outcome of the matter.

3.3 I hereby declare the following interests that may conflict with my duties as a member of the Stellenbosch Municipality Conservation Advisory Committee. *(Only if there is a potential conflict of interest)*

[illegible]

5. DECLARATION

I, Pieter Eduard Claassen _____ ID, 370213 5007 084, declare that I:

- a) am available to serve on the Stellenbosch Municipality Conservation Advisory Committee;
- b) am a citizen or permanent member of the Republic of South Africa;
- c) am not a member of Parliament, Provincial Legislature, Municipal Council, or the House of Traditional Leaders;
- d) am not a rehabilitated insolvent;
- e) was never declared by a court of law to be mentally incompetent nor detained under the Mental Health Care Act, Act 17 of 2002;
- f) have never been convicted of any offense involving dishonesty;
- g) have never been removed from an office of trust on account of misconduct;
- h) have never been found guilty of misconduct, incapacity, or incompetence;
- i) have disclosed all potential conflicts of interest;
- j) the municipality may verify all the information provided; and
- k) will commit to and uphold the Code of Conduct for members of the Stellenbosch Municipality Conservation Advisory Committee.

Signed at: Stellenbosch _____ on this 16-th _____ day of May 2025



—

P E CLAASSEN TRP(SA)

B Sc, B Eng(Civil), M(URP), D Phil, Heritage professional

**TOWN PLANNER
REGIONAL PLANNER**

42 Rowan Street
7600 STELLENBOSCH
South Africa

Tel 021 883-2956
Cell 064 083 4628
E-mail: pec@adept.co.za
Ref

16 May 2025

Director: Planning and Economic Development
(Attention: Ms. Katherine Robinson)
Department of Development Planning
Stellenbosch Municipality
Stellenbosch 7600

Dear Director

APPLICATION: MEMBER OF CONSERVATION ADVISORY COMMITTEE

I hereby apply to be elected again as a member of Stellenbosch Municipality's Conservation Advisory Committee. Attached to this letter is my *curriculum vitae* and certified copies of relevant degree and membership certificates. I shall attach your application form, duly filled in, as a separate file on email.

All my important experience that relates directly to heritage and the National Heritage Resources Act are listed on the first page of my CV, highlighted and underlined.

Over and above my service on the Conservation Advisory Committee, I have been intensely involved in heritage conservation for 50 years, but especially from when the new Act (Act 25 of 1999) became operational in 2000. *Inter alia*, I served on:

- (1) the **Council of Heritage Western Cape**,
- (2) **on several of its Committees**, and
- (3) **was chairperson of the Impact Assessment Committee** for a year, and.
- (4) for the last eight years I have been a member of the **Appeals Tribunal panel appointed by the Minister of Cultural Affairs** (Western Cape) under the Heritage Act (Sec. 49(2) of the Act). This need not prevent me from becoming a member of the Conservation Advisory Committee, as I shall recuse myself from cases in the Stellenbosch municipal area.

This is just my recent experience. As you will see on my CV I have long history of experience in heritage conservation, town planning and, planning and heritage legislation.

I also served on the Planning Advisory Committee of Stellenbosch Municipality for many years until it was disbanded, as well as on the Ward 7 Ward Committee for 10 years.

From the above it is clear that I am highly qualified to serve on the Conservation Advisory Committee of Stellenbosch Municipality.

Yours faithfully



CURRICULUM VITAE: P E CLAASSEN

Dr Pieter E Claassen
42 Rowan Street
Stellenbosch 7600

Tel: 021 883 2956; 064 083 4628

Email: pec@adept.co.za

EMPLOYMENT & RELEVANT SERVICES

- 2017-2025: **Member of the Appeals Tribunal panel** appointed by the Minister of Cultural Affairs (Western Cape) under the Heritage Act.
- 2022-2025: **Member of the Conservation Advisory Committee** of Stellenbosch Municipality.
- 2005-2008: **Advisor to the Department of Environmental Affairs and Development Planning**, Western Cape Provincial Government on **planning appeals**, and **removal of deed restrictions**.
- 1975-2002 Senior lecturer, Dept. of Town & Regional Planning, University of Stellenbosch.
- 1970-1975 Senior lecturer, Dept. of Civil Engineering, University of Stellenbosch.
- 1967-1970 Assistant Town Engineer, Stellenbosch Municipality
- 1960-1967 Civil Engineer, SA Transport Services.
- 1985-2008 **Consultant** town planner: Vredendal and now Matzikama Municipality.
- 1985-2000 **Consultant** town planner: Franschhoek Municipality.
- 1970-1978 **Consultant** town planner: Wellington Municipality.

PUBLIC SERVICE

- 2013-2016: **Council member of Heritage Western Cape.**
- 2013-2016: **Member of the Impact Assessment Committee (IACOM) of Heritage Western Cape – FOR A YEAR AS CHAIRPERSON.**
- 2003-2009: **Member of the Built Environment and Landscape Permit Committee (BELCOM) of Heritage Western Cape.**
- 2009-2015: **Member: Stellenbosch Municipality's Planning Advisory Committee**
- 2011-2022: **Member** of Municipal Ward Committee: Ward 7, Stellenbosch Municipality.
- 2000-2005 **Member** of the Committee of Stellenbosch Interest Group.
- 1993-1996 **Member: Western Cape Province Demarcation Board**
- 1985-2000 **Member** of the Aesthetics Committee of Franschhoek Municipality.
- 1970-1978 **Member** of the Stellenbosch Committee of the Simon van der Stel Foundation.
- 1980-1983 **Member** of the Committee (representing the SAITRP) **that wrote the Land Use Planning Ordinance** of the Cape Province.

QUALIFICATIONS

- 1960 BSc BEng (Civil), Stell.
- 1970 M(S & S), Stell.
- 1975 D Phil, Stell.

PROFESSIONAL:

Registered Professional Town and Regional Planner.

PROFESSIONAL: SA Inst. of Town and Regional Planners / SA Planning Institute

- 1994-1996 President:
- 1992-1994 Vice President
- 1987-1996 Council Member

1990-1994	Newsletter Editor (Circulation ca 1100)
1985-1987	Chairperson: Cape Branch
1987	Guest Editor: Town and Regional Planning: Special Issue.
1983-1985	Cape Branch: News Letter Editor
1981-1983	Cape Branch, Hon. Secretary
1983	Organise SAITRP International Conference in Cape Town.
1983	Editor: Proceedings of SAITRP International Conference
1977-1988	Member: Cape Branch Committee
1998-2000	Advisor to the Association of Consulting Town and Regional Planners on environmental and associated legislation.

MEMBERSHIP OF OTHER PROFESSIONAL INSTITUTIONS

American Planning Association (1978 – 2000)
 International Society of City and Regional Planners (ISOCARP) (1985 – 2001)
 Development Society of SA (1985-2000)
 The Development Action Group (1990-2000)
 The International Association of Impact Assessments (1990-2010).

SUMMARY OF RESEARCH OUTPUT

Total number of publications	141
Published research papers & chapters in books	40
Planning reports (author & co-author)	34
Technical memoranda (since 1990)	24
Articles in SAITRP Newsletter	30
Book reviews	17
Congresses attended	40 (10 abroad)
Papers read	36 (9 abroad)
Guest speaker at universities abroad	17
Guest lecturer abroad (McGill, Montreal, Canada)	2 terms
Visiting Fellow abroad:	4
Princeton NJ, USA; Cambridge, England; Cornell NY, USA; McGill, Montreal, Canada.	

PUBLICATIONS AND REPORTS (Publications marked (*) qualified for subsidy)

- 2004 *Thoughts about the heritage aspect of environmental management.* IAIA National Conference, Drakensberg, 17-19 October.
- 2004 *Matzikama Munisipaliteit: Dorpsprofiel soos gereflekteer deur die 2001 sensusdata. Detailverslag vir dorpe en die landelike gebied van Matzikama (verslag 3).*
- 2003 *Zoning schemes should promote sustainable development.* IMIESA, March, pp45-47.
- 2003 *New conservation bills impact on planning.* SAPI Newsletter, April.
- 2003 *Does long-term planing play a role in the search for the holy grail of environmental management?* IAIA National Conference, Wildernis, 1-3 September.
- 2002 *The role of environmental management (spatial planning, development planning & conservation of the natural environment) in promoting sustainable development in South-Africa.* National Research Foundation-funded research report.
- 2002 *The role of zoning by-laws in the promotion of sustainable development.* Proceedings of the SAPI National conference, Durban, October.
- 2002 *The role of zoning by-laws in environmental management.* Proceedings of IAIA National Conference, Brits, 7 – 9 October.

- 2002 *England may abandon structure plans: are they moving closer to the South African systems?* Comments on British Green Paper: *Planning: Delivering a fundamental change*, (December 2001). *Town and Regional Planning Newsletter*, February.
- 2002 *Provincial zoning scheme: model by-law Draft 1*. Co-author with Planning Partners and Du Plessis and Hofmeyr Attorneys.
- 2001 *Integrating South African systems for environmental management*. *Town and Regional Planning*, November No 44.
- 2001 *The evolution of systems for managing the environment, with specific focus on South Africa*. Papers of the Forth Conference on Environmental Engineering, September, Environmental Engineering Division, South African Institution of Civil Engineers.
- 2000 *Partnerships to promote sustainable development: An analysis of South African systems for environmental management*. IAIA International Conference, Goudini, September.
- 2000 *Promoting sustainable development as prescribed by the National Environmental Management Act*. Report for the Association of Consulting Town and Regional Planners.
- 2000 *Munisipaliteit vir die gebied van Vredendal: Dorpsprofiel – 2000 soos gereflekter deur die 1996 sensusdata*.
- 1999 Comments on: *Planning Professions Bill: Fourth Preliminary Draft*. Department of Land Affairs.
- 1999 Comments on: *Green Paper on Development and Planning*. Department of Land Affairs (voluntary).
- 1999 Comment on: *Guideline document: Strategic environmental assessment in South Africa*. Department of Environmental Affairs and Tourism, for Association of Consulting Town and Regional Planners.
- 1999 Comments on: *Planning Professions Bill: Fourth Preliminary Draft*. For Department of Land Affairs (voluntary).
- 1999 *Possibilities for regulations on environmental impact assessments at the provincial level*. Comment on sections 21 and 26 regulations, Environment conservation Act for the Association of Consulting Town and Regional Planners.
- 1999 *Munisipaliteit vir die gebied van Vredendal: Konsep-Strukturplan (Ruimtelike Plan)*.
- 1998 Comments on: *A national strategy for integrated environmental management in South Africa*. Heydenrych R & Claassen P, Dept. of Environmental Affairs, Pretoria.
- 1998 Comments on: *White Paper on Environmental management plan for South Africa*. Ministry of Environmental Affairs and Tourism, Pretoria.
- 1998 *Presentation to the Portfolio Committee on the: Draft National Environmental Management Bill*. On behalf of the SAPI, ACTRP and SBTACO.
- 1998 Comments on: *Draft National Environmental Management Bill*. Dept. of Environmental Affairs, Pretoria.
- 1998 *Munisipaliteit vir die gebied van Vredendal: Dorpsprofiel vir die geïntegreerde ontwikkelingsplan en die strukturplan*.
- 1997 *Can the conflict between development and conservation be resolved? A critique of efforts at sustainable development in South Africa*. *Conflicting challenges in development*. Development society of SA, Queenswood.

- 1996 Comments on: *Towards a policy for the conservation and sustainable use of South Africa's biological diversity: A discussion document*, of Department of Environmental Affairs.
- 1996 *Can the conflict between development and conservation be resolved? A critical analysis of sustainable development in South Africa. Conflicting challenges in development*. Development Society of SA, Biennial Conference, Stellenbosch, September.
- 1996 *Specifying appropriate public participation in planning legislation. Community participation in decision making*: HSRC, Pretoria, 30 August.
- 1996 SAITRP President's annual report for 1995/96 at the 43rd AGM.
- 1996 Comments on: *The Club Mykonos Accord* to The Director General, Department of Land Affairs.
- 1996 Comments on: *Discussion document: Towards a new environmental policy for SA*, Dept of Environmental Affairs
- 1996 *Planners, the Institute, apartheid and our new beginning*. SAITRP Newsletter, April.
- 1995 Boedskap van die President. SAITRP Newsletter, Maart
- 1995 *You and Local Agenda 21*. SAITRP Newsletter, March.
- 1995 *Relevance of planning in the RDP*. Voordrag by die Stellenbosch Forum.
- 1995 Comment on: *Red tape and the planning, development and environmental conservation process*. Report to the Commission on Red Tape, Western Cape Provincial Government.
- 1995 Position paper no 3: *The environment for the SAITRP*.
- 1995 Comments on: Regional Councils Bill aan Wes-Kaap Provinsiale Regering.
- 1994: *Mechanisms for promoting socio-economic development at the local level in South Africa. Journal for Town and Regional Planning*, No 36 April Stellenbosch
- 1994: *A proposed new system for regional development planning in rural regions. Development SA*, Vol 11:3, August, Innesdal.
- 1994 *The planning, development and environmental conservation systems of South Africa: Shortcomings and possibilities*. Proceedings: SAITRP Biennial International Conference. Growth management for cities in crises. Cape Town.
- 1994 *UPRU will show us how to do it*. SAITRP Newsletter, February.
- 1994 *The Institute and the RDP*. SAITRP Newsletter, November.
- 1994 Message from the President. SAITRP Newsletter, November.
- 1994 *Die Raad se standpunt: Kommentaar: Wetsontwerp op Ontwikkelingsfasilitering*. SAITRP Newsletter, November.
- 1994 *Council supports environmental regulations - conditionally*. SAITRP Newsletter, November.
- 1994 Restitution of land and the Subdivision of Agricultural Land Act. Report to Minister D Hanekom, Minister of Land Affairs.
- 1994 Regulasies kragtens Artikel 26 van die Wet Op Omgewingsbewing. Kommentaar op konsepregulasies aan Direkteur-generaal van die Departement Omgewingsake.

- 1994 Regulasies kragtens Artikel 21 van die Wet Op Omgewingsbewing. Kommentaar op konsepreulasies aan Direkteur-generaal van die Departement Omgewingsake.
- 1994 *Memorandum oor Voorgestelde Wet op Dorpstigting* Vir SAISS opgestel.
- 1994 *Comments on: Development Facilitation Bill* to The Director General, Department of Land Affairs.
- 1994 *A national environmental management strategy for South Africa*. Report to the Council for the Environment.
- 1993 *Wits and Council discuss the role of the Institute*. SAITRP Newsletter, May.
- 1993 *The ANC on regional policy*. SAITRP Newsletter, May.
- 1993 *Omgewingsake gaan groter rol in stadsbeplanning speel*. SAITRP Newsletter, Mei.
- 1993 *Instituut vra vir skakeling met Raad vir die Omgewing*. SAITRP Newsletter, Mei.
- 1993 Cape Branch Conference: *The metropolitan development process*. SAITRP Newsletter, September.
- 1993 *Can the courts do planning?* SAITRP Newsletter, January.
- 1993 *Alberton Boulevard gets international recognition*. SAITRP Newsletter, September.
- 1993 Integrated environmental management guideline series. Comments to the President's, Council for the Environment.
- 1993 Guidelines for planning in rural areas. Comments to WCSDR.
- 1993 Comments on ANC draft proposals: Metropolitan government for the Cape Metropolitan Area.
- 1993: **Urban Stress: The urban revolution in South Africa*. Proceedings of the 29th International Congress of ISOCARP, **Glasgow, Scotland**, September.
- 1992: **Mechanisms aimed at socio-economic development at the local level in North America and Britain*. Town and Regional Planning, 33, Sept. Stellenbosch.
- 1992 **Land use planning*. Chapter 26 in Fuggle R F & Rabie M A: Environmental management in South Africa. Juta.
- 1992 **A rational system vir reconciling development and conservation*. Proceedings: EPPIC Biennial Conference: Conservation and development. Johannesburg.
- 1992 *Gebruik van, en publieke voorkeure vir, die Jan Marais Natuurreserveaat*. Stellenbosch. Research Report.
- 1992 *Omgewingswet versterk*. SAITRP Newsletter, September.
- 1992 *Moet Instituut sy lidmaatskap verbreed?* SAITRP Newsletter, Maart.
- 1992 *Misconceptions about IEM*. SAITRP Newsletter, March.
- 1991 *Norme vir die evaluering van grootskaalse kleinhandelinstellings*. Stads- en Streekbeplanning, 30 Apr. Stellenbosch.
- 1991 *The role of local government in local socio-economic development*. Report on research in the USA and Canada (50 pages).
- 1991 *Planners and planning need to adapt*. Report on Transvaal Branch Conference. SAITRP Newsletter, October.
- 1991 *Omgewingsbewing en struktuurbeplanning*. SAITRP Newsletter, Februarie.

- 1991 *New Physical Planning Bill*. SAITRP Newsletter, June.
- 1991 *Institute visits Deputy Minister of Planning*. SAITRP Newsletter, June.
- 1991 *Een beplanningswet vervang Ordonnansie?* SAITRP Newsletter, Junie.
- 1991 *Beoogde wet op dorpsstigting*. SAITRP Newsletter, Oktober.
- 1991 *Government's strategy on urbanisation*. Presentation to the President's Council on White Paper.
- 1990 **Town and regional planning in the context of a national policy of environmental management*. Town and Regional Planning, No 29, November.
- 1990 **The environment and the Third World city: A case study of Khayelitsha, South Africa*. Proceedings of the 26th Congress of the International Society of City and Regional Planners, **Warsaw, Poland**, 25 - 30 August.
- 1990 **Die rol van stads- en streekbeplanning in plaaslike ekonomiese ontwikkeling*. Proceedings: Biennial: SAITRP Conference, Bloemfontein. :
- 1990 **The role of local government in local development and the creation of employment*. Proceedings: Biennial conference, Development Society of SA, Johannesburg.
- 1990 *Planning law*. SAITRP Newsletter, April.
- 1990 *Geraasbeheer: Groot invloed op stadsbeplanning?* SAITRP Newsletter, September.
- 1990 *Cape adopts coastal structure plans*. SAITRP Newsletter, September.
- 1990 *Beleid oor 'n nasionale omgewingsbestuurstelsel*. SAITRP Newsletter, September.
- 1990 *Beleid oor 'n nasionale omgewingsbestuurstelsel*. Presentation to the President's Council.
- 1990 *'n Benadering tot 'n nasionale omgewingsbeleid en strategie vir Suid-Afrika*. Memorandum aan die Raad vir die Omgewing.
- 1988 **Environmental protection vs development: A rational approach*. Proceedings: Eighth Quinquennial Convention of SAICE, Vol 4A, Pretoria.
- 1988 **Regional services councils as metropolitan planning institutions*. Journal of Public Administration, Vol 23, No 2, Junie.
- 1987 **Development planning in the USA and Britain*. Proceedings: Conference of the SAITRP (Cape Branch), Cape Town.
- 1987 **Endowments and conditions in terms of the Land Use Planning Ordinance*. Town and Regional Planning. Journal of the SAITRP, Special edition, Stellenbosch.
- 1987 *Planning issues in Taiwan and Hong Kong*. Report on research during short study tour and conference (17 printed pages).
- 1987 *Local planning systems in the USA and Britain*. Report on research done at Austin TX, USA, and Cambridge University, England (44 printed pages).
- 1986 **Structure plans: A theoretical approach*. Proceedings: Conference of SAITRP (Cape Branch); Cape Town.
- 1986 **The application of a gravity model to determine an optimal transportation system for Owambo, Namibia*. Proceedings: Symposium on urban transportation in third world countries, Taipei, Taiwan, 17 - 19 November.

- 1986 **Regional Services Councils: Possibilities for acceptance and growth.* Journal of Public Administration. Vol 21, No 1, March; SAIPA; Pretoria.
- 1985 **The contribution of urban & regional planning towards regional development in Southern Africa.* Development Southern Africa, Vol 2, No 2, May. Sandton.
- 1985 **Die konflik tussen bewaring en ontwikkeling in die Rooi-Els - Botrivier gebied.* Die Suid-Afrikaanse Tydskrif vir Natuurwetenskap en Tegnologie. Vol 4, No 3. Sept. SA Akademie vir Wetenskap en Kuns, Pretoria.
- 1984 **Recent trends in thought on planning legislation.* Town and Regional Planning, No 17, April, Stellenbosch.
- 1982 **A municipal property data system.* Papers from the annual conference of URISA, Washington DC.
- 1982 **The application of central place theory for the location of towns in Owambo, Namibia.* Town & Regional Planning, No 14, Sept. University, Stellenbosch.
- 1982 **The utilisation of computers and data systems in town and regional planning.* Report on research done at Princeton University, NJ, USA (123 pages).
- 1980 **Physikalische Planung in Owambo.* Stadt Region Land, Schriftenreihe des Instituts für Stadtbauwesen, No 51, March, Aachen.
- 1980 *Towards a uniform lot numbering system.* Municipal Administration & Engineering, Part 42, 540, Aug. Johannesburg.
- 1980 *Integrated computer and data systems in local government.* Municipal Administration & Engineering. Part 40, 538, June. Johannesburg.
- 1978 *A green belt system for Greater Cape Town: Design for environmental quality.* ITCC Review, No 26, April, Association for Engineers & Architects in Israel, Tel Aviv.
- 1978 *Relatiewe sektorverskuiwing in indiensneming: 'n Vergelyking tussen berekeningsmetodes.* Journal for Regional Planning, April. University, Stellenbosch.
- 1978 *Planning study of the Little Karoo region.* Inst. for Planning Research, University of Stellenbosch (128 pages).
- 1978 *Development plan for Owambo.* Inst. for Planning Research, University of Stellenbosch (79 printed pages).
- 1976 *Green belts as planning mechanism.* Planning & Building Developments. April, Johannesburg.
- 1975 *Aspects of open space provision metropolitan planning.* Regional Planning. July, University, Stell.
- 1975 *A green belt system for the Cape Town Metropolitan Area.* Unpublished D Phil thesis, University of Stellenbosch.
- 1973 *Green belts and transportation.* Proceedings: Fifth five-yearly Conference of the SAICE, Johannesburg.
- 1970 *The water resources of the lower Berg River Region.* Unpublished M(TRP) thesis, University of Stellenbosch.

REPORTS CO-AUTHORED

- 1999 Municipality for the area of Vredendal (Western Cape Province): *Proposal for the demarcation of the category B municipality.*

- 1999 *Guidelines to control development in and around mountain areas*. Member of an IAIA-team assisting the Department of Nature Conservation of the Western Cape Province.
- 1999 Comments on draft regulations for the Planning and Development Act of the Western Cape Province. Member of a technical team assisting the Western Cape Government.
- 1999 Report on: *Coastal policy green paper: comparative study of institutional models*. Member of task team.
- 1995 *Proposed substructure boundaries for the Cape Metropolitan Area*. Local Government Demarcation Board for the Western Cape, Report 13.
- 1994 *Outer boundary for the proposed Cape Transitional Metropolitan Council*. Local Government Demarcation Board for the Western Cape, Report 1.
- 1982 Report: Committee appointed to compile a *Draft Land Use Planning Ordinance*. Cape Provincial Administration, Cape Town.
- 1982 *Waterbronne van die Wes-Kaap*. Navorsing in opdrag van die Eenheid vir Toekomsnavorsing.
- 1981 *Development plan for the Ciskei*. Institute for Planning Research, University of Stellenbosch.
- 1981 *Central place study of the Worcester - Bokkeveld Region*. Institute for Planning Research, Univ. of Stellenbosch.
- 1976 *Kaokoland. Evaluation of resources and development plan*. Institute for Planning Research, Univ. of Stellenbosch.

PAPERS READ: NATIONAL AND INTERNATIONAL PROFESSIONAL CONGRESSES (Only those not reflected in list of publications above)

- 1999 The Southern African Development Scenario: Challenges for the New Millennium Development Society of SA Biennial Conference: RAU, Johannesburg, 7 – 8 April. Paper: *The impact of the National Environmental Management Act on sustainable development*.
- 1997 Quest for a better world: Exploring new directions in planning. Canadian Institute of Planners' annual conference, St. John's, Newfoundland, CANADA, 20 – 23 July. Paper: *So many problems - so few solutions: Planning in the new South Africa*.
- 1996 Evolving environmental ideals. IAPS 14th International Conference, Stockholm, 30 July - 3 August. Paper: *Evolving efforts at sustainable development in Southern Africa*.
- 1996: Seminar to discuss recent government policies which materially influence planners and planning. SAITRP, Karos Indaba Hotel, Gauteng, 25 June. Paper: *Aspects of the role of the planning system in environmental conservation*.
- 1996 Integrating the RDP and social services. IIR Conference, Johannesburg, 31 January. Paper: *Utilising integrated environmental management as an integral part of planning and development*.
- 1995 Adaptation and mediation in urban planning. ISOCARP International Planning Congress, Sydney, Australia, September. Paper: *State of environment reporting with particular reference to South Africa*.
- 1994 Workshop: Integrated environmental management and planning: The relationship. Council for the Environment, Cape Town, 18 February. Paper: *What the planning*

profession sees as the relationship between planning and integrated environmental management.

- 1993 Association of Collegiate Schools of Planning, 35th International Congress, Philadelphia, USA, October. Paper: *The changing role of town planning in South Africa.*
- 1993 The metropolitan development process. Cape Branch, SAITRP, Junie, Cape Town. Function: Summary of proceedings.
- 1993 Managing the transition towards more compact and public transport oriented cities. CSIR, Pretoria, 25 March. Paper: *Coordination of land use and transportation planning: Shortcomings in present legal instruments.*
- 1992 First World - Third World relations. SAITRP Biennial National Conference. October, Port Elizabeth. Function: Evaluated papers for Institute prize for best paper.
- 1991 SAITRP Transvaal Branch Conference: Planners and planning need to adapt. October. Function: Report on Conference.
- 1989 Association of Collegiate Schools of Planning, 31st Annual Conference, Portland, Oregon, 4-7 Oktober. Paper: *Low cost housing in Southern Africa.*
- 1985 Development Plan Reviews - What Next? Royal Town Planning Institute Seminar, Stevenage, England (Attended only).
- 1985 SAITRP National Biennial Conference, Durban. Paper: *The teaching of planning: education or training?*
- 1984 Challenges and Opportunities of the Municipal Engineer in the next decade. SA Inst. of Municipal Engineers, Cape Town. Paper: *Die Konsepsordonnansie op Grondgebruikbeplanning van die Kaapprovinsie.*
- 1984 Stedelike Bewaring: Die rol en betekenis daarvan in moderne stedelike ontwikkeling. SAISS Konf., Stellenbosch. (Ek het konferensie gereël.)
- 1984 Development Priorities in Southern Africa. Symposium to determine development research priorities. Development Society of SA; Jan Smuts. Paper: The contribution of urban & regional planning towards regional development in Southern Africa.
- 1984 *The new Land Use Planning Ordinance of the Cape.* Proceedings 63rd Annual Congress, Institute of Municipal Engineers, Cape Town.
- 1983 Die Prestasies en Probleme van die Stads- en Streekbeplanningsberoep. Nasionale Konf., SAISS, 13-15 April, Kaapstad. Paper: *The proposed land use planning ordinance of the Cape Province.*
- 1983 *The proposed land use planning ordinance of the Cape Province.* Proceedings SAITRP Biennial National Conference: Die Prestasies en Probleme van die Stads- en Streekbeplanningsberoep. Cape Town.
- 1982 *'n Munisipale gerekenariseerde datasistiem.* Verrigtinge: Simposium oor rekenaars in siviele ingenieurswese. CSIR, Pretoria.
- 1982 Simposium: Rekenaars in siviele ingenieurswese. WNNR; 28 Sept; Pretoria. Paper: *'n Munisipale gerekenariseerde datasistiem.*
- 1981 Long Term Development Prospects of the Western Cape. Long Term Planning Ass. of SA, 20 August, Cape Town. Paper: *Spatial patterns of economic activity in the Western Cape.*

- 1981 Jaarkongres: Suid Kaaplandse Toerisme en Ontwikkelingsvereniging, 20 November, Mosselbaai. Referaat: *Vooruitsigte vir ontwikkeling van die Suid-Kaapstreek*.
- 1976 SAITRP Conference, September, Stellenbosch. Paper: *New planning possibilities for Greater Cape Town*.
- 1976 First Conf. on Recreation Research, Dept. of Nature Conservation, September, Stellenbosch. Paper: *The role of the town planner in the supply of space for outdoor recreation*.
- 1976 *New planning possibilities for Greater Cape Town*. Proceedings: SAICE Congress, Stellenbosch.
- 1976 *The role of the town planner in the supply of space for outdoor recreation*. Proceedings: First Conference on Recreation Research, Dept. of Nature Conservation, Stellenbosch.
- 1975 ITCC, AEA Conference, Tel Aviv, Israel, Desember. Paper: *A green belt system for Greater Cape Town: Design for environmental quality*.

BOOK REVIEWS (Published in SAITRP Newsletter or Plan News)

- 2002 *Law and development: An introduction to the law applicable to development and the development management process in South Africa*. By Theo Scheepers, Planning South Africa, February..
- 2001 *Tourism development* by Heidi Keyser. Planning South Africa.
- 2000 *Planning law* by Jeannie van Wyk.
- 1997 Environmental laws of South Africa by P G W Henderson. July.
- 1996 Making urban places: Principles and guidelines of layout planning by Roger Behrens and Vanessa Watson. November.
- 1995 Urbanisation: South Africa's challenge. Gelderblom en Kok, September.
- 1995 Prodder: The southern African Development Directory. D Barnard, March.
- 1994 Urban planning in the transition from apartheid. Ivan Turok. February.
- 1994 Tourism planning. C A Gunn in November.
- 1994 Gidse van Omgewingswette. P Teurlings in February.
- 1994 Environmental resource economics. Department of Environmental Affairs. February.
- 1994 Caring for the earth. John Yeld. February.
- 1994 Guidelines for the provision of engineering services (The Red Book). CSIR in November.
- 1993 Prodder's development directory 1992/93. D Barnard (ed.). May.
- 1993 Environmental management in South Africa. R Fuggle & A Rabie (eds.). January.
- 1992 International manual of planning practice (2nd Ed). ISOCARP. May.
- 1992 Apartheid in transition. M Swilling, R Humphries & K Shubane (eds.). March
- 1991 Movement patterns of the African population in Cape Town. D Dewar, T Rosmarin & V Watson. October.
- 1990 Planning local economic development. E J Blakely. April.

PERSONAL

Married 88 years of age

P. E. Claassen

REGISTRATION AS TOWN AND REGIONAL PLANNER

Suid-Afrikaanse Raad vir Stads- en Streekbeplanners



REGISTRASIESERTIFIKAAT

Uitgereik ingevolge artikel 20 van die Wet op Stads- en Streekbeplanners, 1984
(Wet 19 van 1984)

Hiermee word gesertifiseer dat

PIETER EDUARD CLAASSEN

geregistreer is as

Stads- en Streekbeplanner

CERTIFIED A TRUE COPY OF THE ORIGINAL

Commissioner of Oaths: *M. Britz*

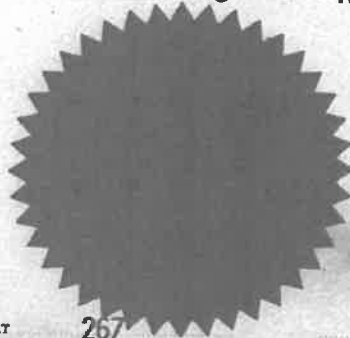
Designation number: *BD 24317*

Date: *11/08/2021*

ingevolge die Wet op Stads- en Streekbeplanners, 1984
en gemagtig is om as sodanig op te tree in ooreenstemming
met genoemde Wet en die Reëls wat daarvolgens voorgeskryf is.

Uitgereik onder die Seël van die Raad

op hierdie 12 dag van AUGUSTUS 19 85.



[Signature]
PRESIDENT

[Signature]
REGISTRATEUR

NOMMER VAN SERTIFIKAAT

267

DOCTORAL DEGREE IN TOWN AND REGIONAL PLANNING



0061718

UNIVERSITY OF STELLENBOSCH

This is to certify that whereas

PIETER EDUARD CLAASSEN

*had complied with all the conditions prescribed
in the Act, Statute and Rules of the University,
the degree*

CERTIFIED A TRUE COPY OF THE ORIGINAL

DOCTOR OF PHILOSOPHY
(DPhil)

Commissioner of Oaths:

JAN DE KUIT VAN B...

Designation number:

BD 9426

Date:

21/06/2022

*with all the rights and privileges pertaining thereto was conferred on
him at a congregation of the University in March 1975.*

Chris Brink
RECTOR AND VICE CHANCELLOR

Phorty
DEAN

Endorsement: This is a duplicate of the
original certificate, which was lost or destroyed
as far as can be determined by the University



Regis
REGISTRAR
8 March 2005

This certificate was issued in both Afrikaans and English.
In the unlikely event of an inconsistency in the wording,
the Afrikaans text shall have precedence.

This certificate is not authentic, unless printed on US watermark paper.

MASTERS DEGREE IN TOWN AND REGIONAL PLANNING



0061719

UNIVERSITY OF STELLENBOSCH

This is to certify that whereas

PIETER EDUARD CLAASSEN

*had complied with all the conditions prescribed
in the Act, Statute and Rules of the University,
the degree*MASTER OF TOWN AND REGIONAL PLANNING
(MT and RP)*with all the rights and privileges pertaining thereto was conferred on
him at a congregation of the University in March 1970.*

CERTIFIED A TRUE COPY OF THE ORIGINAL

Commissioner of Oaths:

Jax BEWIT van Zyl

Designation number:

30 9426

Date: 21/06/2022

RECTOR AND VICE CHANCELLOR



DEAN

Endorsement: This is a duplicate of the
original certificate, which was lost or destroyed
as far as can be determined by the University.

REGISTRAR

8 March 2005

This certificate was issued in both Afrikaans and English.
In the unlikely event of an inconsistency in the wording,
the Afrikaans text shall have precedence.

This certificate is not authentic, unless printed on US watermark paper.

BACHELOR'S DEGREE IN CIVIL ENGINEERING



0061720

UNIVERSITY OF STELLENBOSCH

This is to certify that whereas

PIETER EDUARD CLAASSEN

*had complied with all the conditions prescribed
in the Act, Statute and Rules of the University,
the five-year degree*

BACHELOR OF SCIENCE AND BACHELOR OF ENGINEERING
(B.SC., B.ENG.)

*with all the rights and privileges pertaining thereto was conferred on
him at a congregation of the University in March 1960.*

CERTIFIED A TRUE COPY OF THE ORIGINAL

Commissioner of Oaths:

Jan DE WIT van Zyl

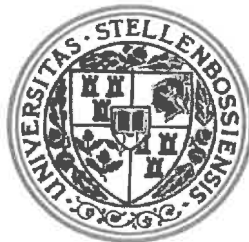
Designation number: BD 9126

Date: 21/06/2022

Chris Brink
RECTOR AND VICE CHANCELLOR

Schoonmaker
DEAN

Endorsement: This is a duplicate of the
original certificate, which was lost or destroyed
as far as can be determined by the University.

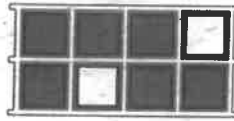


Reginald
REGISTRAR
8 March 2005

This certificate was issued in both Afrikaans and English.
In the unlikely event of an inconsistency in the wording,
the Afrikaans text shall have precedence.

This certificate is not authentic, unless printed on US watermark paper.

MEMBERSHIP OF SOUTH AFRICAN PLANNING INSTITUTE

SOUTH AFRICAN
PLANNING
INSTITUTE

SAPI

This is to certify that

Pieter E. Claassen

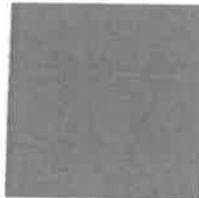
having passed a qualifying examination
was elected by the Board as a

Retired Member

of the Institute founded to enhance the art and
science of sustainable local, regional and national
human and physical development planning, and
the theory and practice relating thereto.

CERTIFIED A TRUE COPY OF THE ORIGINAL

IN WITNESS TO THIS
THE COMMON SEAL HAS BEEN
AFFIXED HERETO



Commissioner of Oaths:

Jm de Wit van Zyl

Designation number:

21/06/2023

Date:

July 2005

Date


President

ID DOCUMENT CERTIFIED

1

I.D.No. 370213 5007 08 4



S.A.BURGER/S.A.CITIZEN

VAN/SURNAME
CLAASSEN

VOORNAME/FORENAMES
PIETER EDUARD

**GEBORTEDISTRIK OF-LAND/
DISTRICT OR COUNTRY OF BIRTH**
SUID-AFRIKA

**GEBORTEDATUM/
DATE OF BIRTH**
1937-02-13



**DATUM UITGEREIK
DATE ISSUED**
1995-05-31

**UITGEREIK OP GESAG VAN DIE
DIREKTEUR-GENERAAL:
BINNELANDSE SAKE**

**ISSUED BY AUTHORITY OF THE
DIRECTOR-GENERAL:
HOME AFFAIRS**

CERTIFIED A TRUE COPY OF THE ORIGINAL

Commissioner of Oaths: Jan DE WIT van Zyl

Designation number: BD 9426

Date: 14/4/2021

APPENDIX 11



STELLENBOSCH MUNICIPALITY

DIRECTORATE PLANNING AND ECONOMIC

DEVELOPMENT

DEPARTMENT: DEVELOPMENT PLANNING

PO Box 17
STELLENBOSCH
7599

Plein Street
STELLENBOSCH
7600

Tel no: (021) 808 8608 (Katherine Robinson)

E-mail: Katherine.Robinson@ Stellenbosch.gov.za

NOMINATION APPLICATION FORM TO SERVE AS A MEMBER OF STELLENBOSCH MUNICIPALITY CONSERVATION ADVISORY COMMITTEE IN TERMS OF CHAPTER 25 SECTION 249(1)

SECTION A: APPLICANT

1. PERSONAL DETAILS	
Full Names: Ruida	Surname: Pool-Stanvliet
Identity Number: 5909020005085	Date Of Birth: 02/09/1959
Residential Address: 55A Jonkershoek Road, Mostertsdrift	
Stellenbosch	Code: 7600
Postal Address: 55A Jonkershoek Road, Mostertsdrift	
Stellenbosch	Code: 7600
Tel:	Cell: 0824858993
Email: poolstanvliet@gmail.com	

2. MEMBERSHIP AND SUPPORTING DOCUMENTS *(Please provide the following)*

- 2.1 A comprehensive curriculum vitae indicating qualification/s and experience in Heritage Management, spatial planning, Urban Design, or the law related thereto as contemplated in the National Heritage Resources Act (Act 25 of 1999) and Chapter 25 of the Stellenbosch Municipality Zoning Scheme By-Law (Sep 2024).
- 2.2 Certified copies of qualifications and registration certificates indicating registration with a relevant professional body.
- 2.3 Comprehensive motivation indicating why you believe you should be appointed as a member of the Stellenbosch Municipality Conservation Advisory Committee.

3. CONFLICT OF INTEREST

- 3.1 In terms of sections 38(3) of the Spatial Planning and Land Use Management Act, Act 16 of 2013), a member of the Stellenbosch Municipality Conservation Advisory Committee-
 - 3.1.1 must make full disclosure of any conflict of interest, including any potential conflict; and
 - 3.1.2 may not attend, participate or vote in any proceedings of any matter in respect of which the member has a conflict of interest.

3.2 A member has a conflict of interest if:

- 3.2.1 the member, a family member, partner, or business associate of the member, is the applicant or has a pecuniary or other interest in the matter before the Stellenbosch Municipality Conservation Advisory Committee;
- 3.2.2 the member has any other interest that may preclude or reasonably be perceived as precluding the member from performing the functions of the member in a fair, unbiased, and proper manner;
- 3.2.3 the member is an official in the employ of national, provincial, or local government if the department by which such an official is employed or has a direct or substantial interest in the outcome of the matter.

3.3 I hereby declare the following interests that may conflict with my duties as a member of the Stellenbosch Municipality Conservation Advisory Committee. *(Only if there is a potential conflict of interest)*

[illegible]

5. DECLARATION

I, _____ Dr Ruida Pool-Stanvliet _____ ID, _59090005085_ declare that I:

- a) am available to serve on the Stellenbosch Municipality Conservation Advisory Committee;
- b) am a citizen or permanent member of the Republic of South Africa;
- c) am not a member of Parliament, Provincial Legislature, Municipal Council, or the House of Traditional Leaders;
- d) am not a rehabilitated insolvent;
- e) was never declared by a court of law to be mentally incompetent nor detained under the Mental Health Care Act, Act 17 of 2002;
- f) have never been convicted of any offense involving dishonesty;
- g) have never been removed from an office of trust on account of misconduct;
- h) have never been found guilty of misconduct, incapacity, or incompetence;
- i) have disclosed all potential conflicts of interest;
- j) the municipality may verify all the information provided; and
- k) will commit to and uphold the Code of Conduct for members of the Stellenbosch Municipality Conservation Advisory Committee.

Signed at: ___Stellenbosch___ on this ___21st___ day of ___May___ 2025___



Dr Ruida Pool-Stanvlietpoolstanvliet@gmail.com / +27 82 485 8993<https://www.researchgate.net/profile/Ruida-Pool-Stanvliet> / <https://orcid.org/0000-0002-0043-1228>**a. Professional Preparation**

University of Stellenbosch, South Africa
 University of Stellenbosch, South Africa
 Ernst-Moritz-Arndt-Universität, Greifswald

Botany, Zoology B.Sc., 1980
 Botany (Ecology) M.Sc., 1985
 Natural Sciences Ph.D., 2014

b. Appointments

Dec 2023 – present: Independent academic researcher
 Dec 2023 – present: Biodiversity and Research Director, Cape Winelands Biosphere Reserve
 2018- Nov 2023 Ecologist Flora, Western Cape Nature Conservation Board (CapeNature), Stellenbosch, South Africa
 2011-2018 Land Use Scientist, Western Cape Nature Conservation Board (CapeNature), Stellenbosch, South Africa
 1986-2010 Conservation Scientist, Western Cape Nature Conservation Board (CapeNature), Stellenbosch, South Africa
 1985 Teacher, Department of Education, Western Cape, South Africa

c. Latest Publications

- Pool-Stanvliet, R. & Brunke, C. 2025. Pearly Beach: Packing a plant punch. *Veld & Flora*, March 2025. <https://botanicalsociety.org.za/pearly-beach-packing-a-plant-punch/>
- Seleteng-Kose, L., Kobisi, K., Pool-Stanvliet, R. & Mohapi, K. (2021). A rapid biodiversity assessment of Lesotho's first proposed Biosphere Reserve: a case study of Bokong Nature Reserve and Tsehlanyane National Park. *Bothalia* 51(2), a6. <http://dx.doi.org/10.38201/btha.abc.v51.i2.6>
- Pool-Stanvliet, R. & Coetzer, K. (2020). The scientific value of UNESCO biosphere reserves. *S Afr J Sci.* 2020;116(1/2), Art. #7432, 4 pages. <https://doi.org/10.17159/sajs.2020/7432>
- Pool-Stanvliet, R. & Coetzer-Hanack, K. (2019). Innovative implementation of the UNESCO MAB Programme in South Africa towards the advancement of sustainable landscapes. Country chapter in: Reed, M.R. & Price, M.F. (eds.) *UNESCO Biosphere Reserves: Supporting Biocultural Diversity, Sustainability and Society*. UNESCO.
- Pool-Stanvliet, R., Carlisle, J. & Vise, C. (2018). Contribution of the UNESCO MAB Programme to Sustainable Development in South Africa. *Proceedings, Women in Science Without Borders (WiSWB): Resilience in Diversity*. ISBN: 978-0-620-78656-0.
- Pool-Stanvliet, R., Giliomee, J.H.G., Stoll-Kleemann, S. & Pienaar, R. (2018). The UNESCO MAB Programme: Linking natural and cultural capital towards sustainable landscape management. Pp. 205-213, in: Paracchini, M.L., Zingari, P.C. & Blasi, C. (eds.) *Reconnecting Natural and Cultural Capital. Contributions from Science and Policy*. Italy: Italian Ministry of Environment, Land and Sea.
- Pool-Stanvliet, R., Stoll-Kleemann, S. & Giliomee, J.H.G. (2018). Criteria for Selection and Evaluation of Biosphere Reserves in support of the UNESCO MAB Programme in South Africa. *Land Use Policy* 76:654-663. DOI: 10.1016/j.landusepol.2018.02.047.
- Pool-Stanvliet, R., Duffell-Canham, A., Pence, G. & Smart, R. (2017). *The Western Cape Biodiversity Spatial Plan Handbook*. Stellenbosch: CapeNature. ISBN: 978-0-621-45456-7.
- Duffell-Canham, A., Mortimer, G., Pence, G. & Pool-Stanvliet, R. (2017). Protected Areas, Biodiversity Spatial Planning and Mainstreaming. In: Turner, A.A. (ed). *Western Cape Province State of Biodiversity 2017*. CapeNature Scientific Services, Stellenbosch. ISBN: 978-0-621-45962-3.
- Pool-Stanvliet, R. (2014.) *The UNESCO MAB Programme in South Africa: Current challenges and future options relating to the implementation of Biosphere Reserves*. Doctoral dissertation, Ernst-Moritz-Arndt-Universität, Greifswald, Germany.
- Pool-Stanvliet, R. (2013). A history of the UNESCO Man and the Biosphere Programme in South Africa. *South African Journal of Science* 109(9/10), Art. #a0035. 6 pages. URL: <http://dx.doi.org/10.1590/sajs.2013/a0035>.
- Pool-Stanvliet, R. & Giliomee, J.H. (2013). A sustainable development model for the wine lands of the Western Cape: A case study of the Cape Winelands Biosphere Reserve. In: Pool-Stanvliet, R. & Clüsener-Godt, M. (eds.) *AfriMAB Biosphere Reserves in Sub-Saharan Africa: Showcasing Sustainable Development*. Chapter 4, pp. 45-72, Department of Environmental Affairs and UNESCO. Pretoria: Government of South Africa.
- Pool-Stanvliet, R. & Clüsener-Godt, M. (eds). (2013). *AfriMAB Biosphere Reserves in Sub-Saharan Africa: Showcasing Sustainable Development*. Department of Environmental Affairs and UNESCO. Pretoria: Government of South Africa. ISBN: 978-0-620-57141-8. <https://unesdoc.unesco.org/ark:/48223/pf0000226919>
- Stanvliet, R. & Pamell, S. (2006). The contribution of the UNESCO biosphere reserve concept to urban resilience. *Management of Environmental Quality* Volume 17 Number 4, pp. 437 – 449.
- Stanvliet, R.; Jackson, J.; Davis, G.; De Swardt, C.; Mokhoele, J.; Thom, Q., and Lane, B.D. (2004). The UNESCO Biosphere Reserve concept as a Tool for Urban Sustainability: the CUBES Cape Town Case Study. *Annals of the New York Academy of Sciences* Volume 1023: 80-10.
- Stuyck-Taillandier, J., Stanvliet, R. & Cuc, L. T. (2002). Evaluation of the MAB Programme. Report submitted to the Executive Board of the ICC of UNESCO MAB at its 164th Session, May 2002.

d. Professional Activities

- Member of the Stellenbosch Municipal Conservation Advisory Committee
- Member of CREW, Botanical Society of South Africa
- Co-investigator on global research project focusing on governance models of biosphere reserves
- Scientific reviewer of journal papers on request
- Scientific editor of books, journal papers, academic dissertations, popular articles
- Member of the UNESCO MAB Roster of Experts since 2015
- Member of the 3-person team drafting the global evaluation of the MAB Programme in 2002
- Registered as a Professional Natural Scientist since March 2011 with the South African Council for Natural Scientific Professions (SACNASP)
- Member of the IUCN World Commission on Protected Areas (WCPA) since 2019
- Member of the team drafting the nomination of the first biosphere reserve in Lesotho in 2018-2020
- Member of the UNESCO Technical Working Group, assisting the MAB ICC to develop Technical Guidelines for Biosphere Reserves in cooperation with the MAB Secretariat 2018-2020

e. Professional Competencies

- Spatial planning legislation and policies
- Environmental legislation and policies
- Scientific editing and proofreading
- Evaluation and implementation of the MAB Programme
- Biosphere reserves as transformative institutions and social-ecological landscapes
- Monitoring of plant species of conservation concern
- Ecological management plans
- World Heritage management plans
- Biosphere reserve nomination criteria
- Microsoft Office and QGIS competency

f. References

- Dr K Coetzer, Department of Geography, Geoinformatics and Meteorology, University of Pretoria, South Africa:
kaera.coetzer@up.ac.za
- Emeritus Prof Dr J.H. Giliomee, Department of Conservation Ecology and Entomology, University of Stellenbosch, South Africa:
jhg@sun.ac.za
- Prof Dr M.G. Reed, Distinguished Professor and Assistant Director, Academic UNESCO Co-Chair in Biocultural Diversity, Sustainability, Reconciliation and Renewal, School of Environment and Sustainability, University of Saskatchewan, Canada:
mgr774@mail.usask.ca

g. Current Research

Research on governance systems as implemented in UNESCO Biosphere Reserves in collaboration with the UNESCO MAB Secretariat, Paris, France, and the Global Change Institute, University of the Witwatersrand, South Africa (<https://researchbiosphere.org/>)

Research and writing on botanical subjects for academic and general audiences



Unter dem Rektorat
der Universitätsprofessorin für Differentielle und Persönlichkeitspsychologie/Psychologische Diagnostik
Dr. phil. Johanna Eleonore Weber
und unter dem Dekanat des Universitätsprofessors für Theoretische Physik
Dr. rer. nat. Klaus Fesser

verleiht

die Mathematisch-Naturwissenschaftliche Fakultät
der Ernst-Moritz-Arndt-Universität Greifswald

Frau **Ruida Pool-Stanvliet**

geboren am 2. September 1959 in Malmesbury (Südafrika)

den Grad eines Doktors der Naturwissenschaften

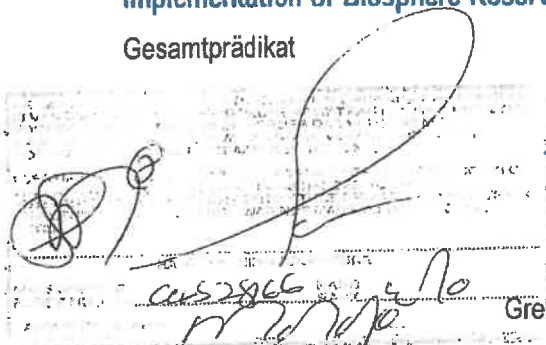
Doctor rerum naturalium (Dr. rer. nat.)

nachdem sie in einem ordnungsgemäßen Promotionsverfahren durch die Dissertation „**The UNESCO MAB Programme in South Africa: Current challenges and future options relating to the implementation of Biosphere Reserves**“ ihre wissenschaftliche Befähigung erwiesen und dabei das Gesamtprädikat

magna cum laude -

erhalten hat.

Greifswald, den 8. Oktober 2014



A handwritten signature in blue ink, likely belonging to the Rector.

Rektorin



A handwritten signature in blue ink, likely belonging to the Dean.

Dekan



Under the Auspices of the President of the University,
Professor of Personality Psychology and Psychological Assessment,
Dr. phil. Johanna Eleonore Weber,
and the Dean of the Faculty,
Professor of Theoretical Physics, Dr. rer. nat. Klaus Fesser

grants

the Faculty of Mathematics and Sciences of the
Ernst-Moritz-Arndt-University Greifswald

Ruida Pool-Stanvliet

born September 2, 1959 in Malmesbury (Republic of South Africa)

the Degree of Doctor of Natural Sciences

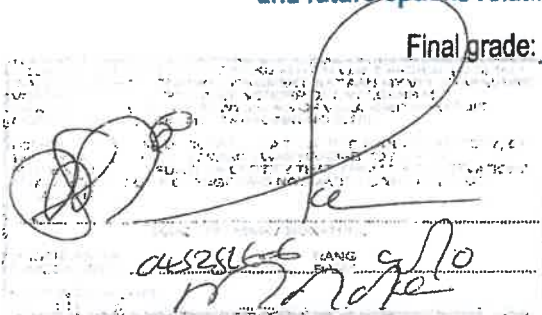
Doctor rerum naturalium (Dr. rer. nat.)

after Completion of a regular Promotion Procedure according to the Regulations of the Faculty.

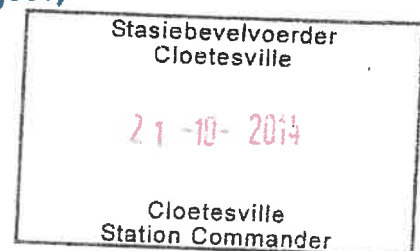
Title of the Doctoral Thesis:

**The UNESCO MAB Programme in South Africa: Current challenges
and future options relating to the implementation of Biosphere Reserves**

Final grade: **magna cum laude (very good)**



October 8, 2014




President of the University




Dean of the Faculty

NOTICE OF PERSONAL PARTICULARS

- Any changes to the personal particulars in your ID Book must be communicated to all relevant parties.

NOTICE OF CHANGE OF ADDRESS

- Keep the NOTICE OF CHANGE OF ADDRESS form in this pocket to report a change of address or a change in particular of your present address e.g. name of street and/or street number etc.
- Hand in at or post to the nearest regional/district office of the DEPARTMENT OF HOME AFFAIRS

I.D. No. 590902 0005 085

S.A. CITIZEN

SURNAME
POOL-STANVLIT

FORENAMES
RUIDA

COUNTRY OF BIRTH
SOUTH AFRICA

DATE OF BIRTH
1959-09-02

DATE ISSUED
2011-06-27

**ISSUED BY AUTHORITY OF
THE DIRECTOR-GENERAL
HOME AFFAIRS**



(AFGRIEF) IS VAN
 VOORGELÉ
 NAAR NIE 'N
 AANGE-

OF THE
 IDENTIFICATION. I
 OR A

SIGNATURE

7071322-8 RANK (8)
 RANK

NAME IN FULL
 NAME IN FULL

APPENDIX 12



STELLENBOSCH MUNICIPALITY

DIRECTORATE PLANNING AND ECONOMIC DEVELOPMENT

DEPARTMENT: DEVELOPMENT PLANNING

PO Box 17
STELLENBOSCH
7599

Plein Street
STELLENBOSCH
7600

Tel no: (021) 808 8608 (Katherine Robinson)
E-mail: Katherine.Robinson@ Stellenbosch.gov.za

NOMINATION APPLICATION FORM TO SERVE AS A MEMBER OF STELLENBOSCH MUNICIPALITY CONSERVATION ADVISORY COMMITTEE IN TERMS OF CHAPTER 25 SECTION 249(1)

SECTION A: APPLICANT

1. PERSONAL DETAILS

Full Names: Cornelia Hendrika		Surname: Smart	
Identity Number: 6804260091089		Date Of Birth: 26/04/1968	
Residential Address: 35 Stellenoord st			
Devon Park, Stellenbosch		Code: 7600	
Postal Address: 35 Stellenoord St			
Devon Park, Stellenbosch		Code: 7600	
Tel: 083 325 6138		Cell: 083 325 6138	
Email: smartest@mweb.co.za			

2. MEMBERSHIP AND SUPPORTING DOCUMENTS *(Please provide the following)*

- 2.1 A comprehensive curriculum vitae indicating qualification/s and experience in Heritage Management, spatial planning, Urban Design, or the law related thereto as contemplated in the National Heritage Resources Act (Act 25 of 1999) and Chapter 25 of the Stellenbosch Municipality Zoning Scheme By-Law (Sep 2024).
- 2.2 Certified copies of qualifications and registration certificates indicating registration with a relevant professional body.
- 2.3 Comprehensive motivation indicating why you believe you should be appointed as a member of the Stellenbosch Municipality Conservation Advisory Committee.

3. CONFLICT OF INTEREST

- 3.1 In terms of sections 38(3) of the Spatial Planning and Land Use Management Act, Act 16 of 2013), a member of the Stellenbosch Municipality Conservation Advisory Committee-
 - 3.1.1 must make full disclosure of any conflict of interest, including any potential conflict; and
 - 3.1.2 may not attend, participate or vote in any proceedings of any matter in respect of which the member has a conflict of interest.

3.2 A member has a conflict of interest if:

- 3.2.1 the member, a family member, partner, or business associate of the member, is the applicant or has a pecuniary or other interest in the matter before the Stellenbosch Municipality Conservation Advisory Committee;
- 3.2.2 the member has any other interest that may preclude or reasonably be perceived as precluding the member from performing the functions of the member in a fair, unbiased, and proper manner;
- 3.2.3 the member is an official in the employ of national, provincial, or local government if the department by which such an official is employed or has a direct or substantial interest in the outcome of the matter.

3.3 I hereby declare the following interests that may conflict with my duties as a member of the Stellenbosch Municipality Conservation Advisory Committee. *(Only if there is a potential conflict of interest)*

[illegible]

5. DECLARATION

I, Cornelia Hendrika Smart ID, 6804260061089 declare that I:

- a) am available to serve on the Stellenbosch Municipality Conservation Advisory Committee;
- b) am a citizen or permanent member of the Republic of South Africa;
- c) am not a member of Parliament, Provincial Legislature, Municipal Council, or the House of Traditional Leaders;
- d) am not a rehabilitated insolvent;
- e) was never declared by a court of law to be mentally incompetent nor detained under the Mental Health Care Act, Act 17 of 2002;
- f) have never been convicted of any offense involving dishonesty;
- g) have never been removed from an office of trust on account of misconduct;
- h) have never been found guilty of misconduct, incapacity, or incompetence;
- i) have disclosed all potential conflicts of interest;
- j) the municipality may verify all the information provided; and
- k) will commit to and uphold the Code of Conduct for members of the Stellenbosch Municipality Conservation Advisory Committee.

Signed at: Stellenbosch on this 6 day of June 2025



Corlie Smart

Heritage Consultant // Attorney – Heritage and Planning Law

Owner: Smart Attorneys & Smart Heritage Consultants

MOTIVATION IN SUPPORT OF APPLICATION TO SERVE AS A MEMBER OF STELLENBOSCH MUNICIPALITY CONSERVATION ADVISORY COMMITTEE IN TERMS OF CHAPTER 25 SECTION 249(1)

With 15 years of experience as a heritage consultant and over 30 years as a practising attorney, I offer a strong combination of legal expertise and heritage management insight that is directly relevant to the mandate of the Municipal Conservation Advisory Committee.

My professional focus has included extensive application of the **National Heritage Resources Act (NHRA)**, the **Land Use Planning Act (LUPA)**, and relevant **municipal planning by-laws**. I have acted on behalf of clients in a broad range of statutory processes, including:

- Permit applications for **alterations to structures older than 60 years** (Section 34, NHRA)
- Applications relating to **Provincial Heritage Resources** (Section 27, NHRA)
- Drafting and lodging of **Notices of Intention to Develop** (Section 38, NHRA)
- Preparation of **motivational reports** for zoning applications under LUPA
- Representation in **appeal proceedings** in terms of both NHRA and LUPA

In addition to my professional practice, I have served in senior roles across a number of heritage and planning bodies:

- **Council Member**, Heritage Western Cape (2016–2019 and 2022–2025)
- **Chairperson**, Appeals Committee, Heritage Western Cape (2016–2019)
- **Member**, Appeals Committee, Heritage Western Cape (2022–2025)
- **Member**, Impact Assessment Committee (IACOM), Heritage Western Cape (2013–2016)
- **Vice Chairperson**, Municipal Planning Tribunal, Stellenbosch Municipality (2016–2019)
- **Vice Chairperson**, Stellenbosch Heritage Foundation (2011–2016)

This combination of governance experience, legal knowledge, and heritage-specific expertise equips me to contribute constructively to the Committee's advisory role. I have a strong understanding of both the statutory frameworks and the practical challenges involved in heritage conservation within a municipal context.

35 Stellenoord St
Devon Park
Stellenbosch

C H Smart
B.PROC. – UP
LLM – UP
083 325 6138

smartest@mweb.co.za

Corlie Smart

HERITAGE CONSULTANT

HERITAGE AND PLANNING LAW ATTORNEY

OWNER SMART ATTORNEY



SUMMARY OF QUALIFICATIONS:

2006	Masters of Law Degree (LLM)	University of Pretoria
1993	Baccalaureus Procuratoris Degree (B.Proc)	University of Pretoria

PROFESSIONAL MEMBERSHIPS

1995	Law Society of the Northern Provinces. Admitted attorney and registered as such (With right of appearance in the High Court)
2011	Law Society of Cape of Good Hope. Admitted attorney and registered as such (With right of appearance in the High Court)

BUSINESS DETAILS

Smart Attorneys – Heritage and Planning Law

35 Stellenoord Street, Devon Park

Stellenbosch

35 Stellenoord Street

Devon Park

STELLENBOSCH, 7600

Tel: 083 325 6138

smartest@mweb.co.za

083 325 6138 / smartest@mweb.co.za

MEMBERSHIP OF COMMITTEES

2022 – present	Member of Council of Heritage Western Cape (terms ends October 2025)
2022 – present	Member of Appeals Committee of Heritage Western Cape (term ends October 2025)
2016 – 2019	Member of Council of Heritage Western Cape
2016 – 2019	Chairperson of Appeals Committee of Heritage Western Cape
2016 – 2019	Vice Chairperson of Municipal Planning Tribunal – Stellenbosch Municipality
2013 – 2016	Heritage Western Cape: Impact Assessment Committee (Iacom)
2011 – 2016	Stellenbosch Heritage Foundation – Vice Chairperson

WORK EXPERIENCE & LIST OF PROJECTS

Projects listed below are a selection of projects undertaken by Corlie Smart as a heritage consultant as well as a specialist heritage and planning lawyer.

- Heritage Consultant providing advice, drafting and bringing heritage applications in terms of section 34 and 27 of the National Heritage Resources Act.
- Heritage and Planning Law professional that specifically dealing with matters from heritage policy formulation to providing specialist heritage and planning law skills pertaining to matters in terms of the National Heritage Resources Act, Promotion of Administrative Justice Act, Planning and Constitutional Law, Planning Legislation including LUPA and related municipal by-laws

COMPLETED PROJECTS

KLEIN BABYLONSTOREN FARM, DRAKENSTEIN:

35 Stellenoord Street
Devon Park
STELLENBOSCH, 7600

Tel: 083 325 6138

smartest@mweb.co.za

N.I.D. and heritage report ito section 38 of NHRA for development on farm

17 Rowan Street, Mostertsdrift, Stellenbosch:

Total demolition application in terms of section 34 of the NHRA

CHAPLE STREET PRIMARY SCHOOL, CAPE TOWN:

Total demolition application in terms of section 34 of the NHRA

5 THE DRIVE, CAMPS BAY, CAPE TOWN:

Total demolition application in terms of section 34 of the NHRA

BON ESPERANCE, STELLENBOSCH:

Section 27 application – additions and alterations

ROWAN STREET 13, STELLENBOSCH:

Appeal in terms of LUPA and Municipal by-laws against the granting of departures on behalf of owner.

ORANJEVLEI CLAY MINE, VREDENBURG:

Oppose application for granting of departure for mining activities on farm.

KLEIN BABYLONSTOREN FARM, DRAKENSTEIN:

Relocation of graves on farm, consultation process and all relevant applications.

CONSTANTIA NECK – ERF 1847, CAPE TOWN:

Represent client regarding settlement relating to unauthorised work

40 ROWAN STREET, STELLENBOSCH:

Appointed as Heritage Consultant in order to obtain permit in terms of section 34 of NHRA for demolition of structure

ERF 4423, HOUT BAY:

N.I.D. ito NHRA on behalf of owner

18 VREDEHOEK AVE, VREDEHOEK:

Appointed as Heritage Consultant in order to obtain permit in terms of section 34 in terms of NHRA for additions and alterations.

29 DERRY ROAD, VREDEHOEK:

Appointed as heritage and planning law attorney to draft and oppose building plans of property.

ALPHEN HOTEL DEVELOPMENT, CONSTANTIA:

Appointed as heritage and planning attorney by Shepstone and Wylie Attorney to appeal a decision by Heritage Western Cape

ERF 8358, STELLENBOSCH:

Appointed by Johann Marais Attorneys to draft motivational report for rezoning

PETER FALKE FARMS, STELLENBOSCH

Appointed by Johann Marais Attorneys to draft motivational report for rezoning

RADIO LEAGUE OF SOUTH AFRICA

Appointed to provide opinion regarding the Zoning Scheme Regulations of the City of Cape Town relating to planning approval of radio masts.

MARTIN MELCK WAREHOUSE – STRAND STREET, CAPE TOWN:

Appointed as heritage and planning law attorney to draft and oppose application to develop in a heritage overlay zone in terms of Zoning Scheme Regulations of City of Cape Town.

12 AVENUE BRITTANY, FRESNAYE, CAPE TOWN:

Appointed as heritage and planning law attorney to draft and oppose rezoning of property.

ERF 9197, STELLENBOSCH:

Appointed to appeal a zoning scheme approval

ERF 6578, STELLENBOSCH:

Appointed to provide an opinion regarding zoning scheme regulations

28 VAN DER STEL ROAD, STELLENBOSCH:

Appointed as Heritage Consultant in order to obtain permit in terms of section 34 for demolition of structure

38 ROWAN STREET, STELLENBOSCH:

Appointed as Heritage Consultant in order to obtain permit in terms of section 34 for demolition of structure

43 MARKET STREET, STELLENBOSCH:

Appointed as Heritage Consultant in order to obtain permit in terms of section 34 for additions and alterations.

1 MURRAY STREET, STELLENBOSCH:

Appointed as Heritage Consultant in order to obtain permit in terms of section 34 for additions and alterations.

BATON ROUGE FARM:

Appointed as Heritage Consultant in order to obtain permit in terms of section 34 for demolition of structure

WELTEVREDEN FARM:

Appointed as Heritage Consultant in order to obtain permit in terms of section 27 for additions and alterations.

JONKERSDRIFT FARM:

Appointed as heritage and planning attorney by Shepstone and Wylie Attorney to appeal a decision by Heritage Western Cape

REFEREES

STUART HERMANSEN	HB ARCHITECTS stuart@hermansen.co.za
ADV ANDRE BEZUIDENHOUT	0826507773 apbez@law.co.za
JOHANN MARAIS	JOHANN MARAIS ATTORNEYS 082 7711 880 johann@johannmarais.co.za

NOTICE OF PERSONAL PARTICULARS

1. Any changes to the personal particulars in your ID-Book must be communicated to all relevant parties.

NOTICE OF CHANGE OF ADDRESS

1. Keep the NOTICE OF CHANGE OF ADDRESS form in this pocket to report a change of address or a change in particular of your present address e.g. name of street and/or street number etc.

2. Hand in at or post to the nearest regional/district office of the DEPARTMENT OF HOME AFFAIRS

I.D. No. 680426 0061 089

SMART

CORNELIA HENDRIKA

SOUTH AFRICA

1968-04-26

2014-07-02

ISSUED BY AUTHORITY OF THE DIRECTOR-GENERAL HOME AFFAIRS

SE POLISIED

SELVDERDER

JNBOSCH

07-31

JNBOSCH

COMMANDER

POLICE SERVICE

7/15/169-4

af

NAME IN PRINT: nro. d. 2



Universiteit van Pretoria

Die Raad en die Senaat verklaar hiermee dat die graad

Baccalaureus Procurationis

met al die regte en voorregte daaraan verbonde by geleentheid van
'n kongregasie van die Universiteit toegeken is aan

CORNELIA HENDRIKA SMART

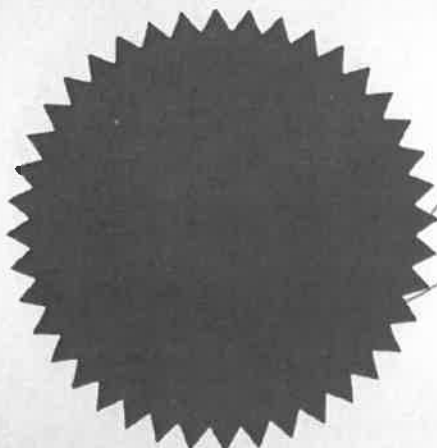
kragtens die Wet en Statuut van die Universiteit

Namens die Raad en die Senaat

Visekanselier en Rektor

Namens die Fakulteit
Regsgeleerdheid

Dekaan



CERTIFIED TRUE COPY
OF THE ORIGINAL

JOHAN VAN HEERDEN

COMMISSIONER OF OATHS

PRACTISING ATTORNEY

BARNSTABLE 17A

LYNNWOOD MANOR PRETORIA

Registrateur

1993-12-02

G.P.S. 003-0734

J 353A

IN DIE HOOGGEREGSHOF VAN SUID-AFRIKA
(TRANSVAALSE PROVINSIALE AFDELING)

PRETORIA , hede die 12de dag van SEPTEMBER 19 95

Voor Sy Edele Regter SMIT
Voor Sy Edele Regter SOUTHWOOD

NADEMAAL DIT GEBLYK HET DAT

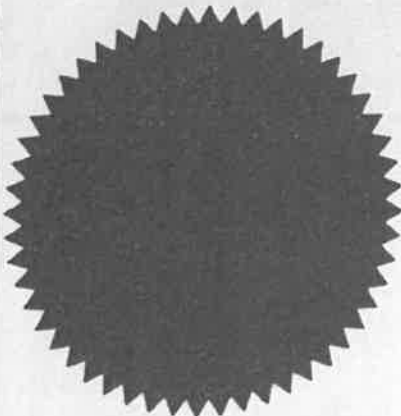
CORNELIA HENDRIKA SMART

bevoeg is om te praktiseer en toegelaat te word as

PROKUREUR

van hierdie Hof, word dit ^{haar} gelas dat sy

naam as sodanig deur die bevoegde amptenaar op die Rol geplaas word.



Op dieselfde dag ingeskryf.

Op las van die Hof.


Griffier.



Griffier.

APPENDIX 13



STELLENBOSCH MUNICIPALITY

DIRECTORATE PLANNING AND ECONOMIC DEVELOPMENT

DEPARTMENT: DEVELOPMENT PLANNING

PO Box 17
STELLENBOSCH
7599

Plein Street
STELLENBOSCH
7600

Tel no: (021) 808 8608 (Katherine Robinson)
E-mail: Katherine.Robinson@stellenbosch.gov.za

NOMINATION APPLICATION FORM TO SERVE AS A MEMBER OF STELLENBOSCH MUNICIPALITY CONSERVATION ADVISORY COMMITTEE IN TERMS OF CHAPTER 25 SECTION 249(1)

SECTION A: APPLICANT

1. PERSONAL DETAILS	
Full Names: Tristin	Surname: Theron
Identity Number: 9810095157080	Date Of Birth: 09 Oct 1998
Residential Address: 30A High Acres, Old Sir Lowry's Pass (m9)	
Helderberg Rural, Somerset West, Cape Town, WC	Code: 7130
Postal Address: Same as above	
	Code:
Tel:	Cell: 072 200 5806
Email: tristantheron1@gmail.com	

2. MEMBERSHIP AND SUPPORTING DOCUMENTS *(Please provide the following)*

- 2.1 A comprehensive curriculum vitae indicating qualification/s and experience in Heritage Management, spatial planning, Urban Design, or the law related thereto as contemplated in the National Heritage Resources Act (Act 25 of 1999) and Chapter 25 of the Stellenbosch Municipality Zoning Scheme By-Law (Sep 2024).
- 2.2 Certified copies of qualifications and registration certificates indicating registration with a relevant professional body.
- 2.3 Comprehensive motivation indicating why you believe you should be appointed as a member of the Stellenbosch Municipality Conservation Advisory Committee.

3. CONFLICT OF INTEREST

- 3.1 In terms of sections 38(3) of the Spatial Planning and Land Use Management Act, Act 16 of 2013), a member of the Stellenbosch Municipality Conservation Advisory Committee-
 - 3.1.1 must make full disclosure of any conflict of interest, including any potential conflict; and
 - 3.1.2 may not attend, participate or vote in any proceedings of any matter in respect of which the member has a conflict of interest.

3.2 A member has a conflict of interest if:

- 3.2.1 the member, a family member, partner, or business associate of the member, is the applicant or has a pecuniary or other interest in the matter before the Stellenbosch Municipality Conservation Advisory Committee;
- 3.2.2 the member has any other interest that may preclude or reasonably be perceived as precluding the member from performing the functions of the member in a fair, unbiased, and proper manner;
- 3.2.3 the member is an official in the employ of national, provincial, or local government if the department by which such an official is employed or has a direct or substantial interest in the outcome of the matter.

3.3 I hereby declare the following interests that may conflict with my duties as a member of the Stellenbosch Municipality Conservation Advisory Committee. *(Only if there is a potential conflict of interest)*

[illegible]

5. DECLARATION

I, Tristin Theron ID, 9810095157080 declare that I:

- a) am available to serve on the Stellenbosch Municipality Conservation Advisory Committee;
- b) am a citizen or permanent member of the Republic of South Africa;
- c) am not a member of Parliament, Provincial Legislature, Municipal Council, or the House of Traditional Leaders;
- d) am not a rehabilitated insolvent;
- e) was never declared by a court of law to be mentally incompetent nor detained under the Mental Health Care Act, Act 17 of 2002;
- f) have never been convicted of any offense involving dishonesty;
- g) have never been removed from an office of trust on account of misconduct;
- h) have never been found guilty of misconduct, incapacity, or incompetence;
- i) have disclosed all potential conflicts of interest;
- j) the municipality may verify all the information provided; and
- k) will commit to and uphold the Code of Conduct for members of the Stellenbosch Municipality Conservation Advisory Committee.

Signed at: Somerset West, WC, ZA on this 07 day of June 2025



Tristin Theron
30A High Acres, Old Sir Lowry's Pass (M9),
Helderberg Rural, Somerset West, Western Cape, 7130
tristantheron1@gmail.com
072 200 5806

09 / 06 / 2025

To Whom It May Concern,

I am writing to express my interest in serving on the STELLENBOSCH MUNICIPALITY CONSERVATION ADVISORY COMMITTEE. As a dedicated architectural designer, and heritage practitioner with deep respect for the layered and contested histories of our built environment, I believe I can offer valuable insight and committed service to the ongoing protection, critical interpretation, and imaginative stewardship of heritage within the municipality.

I have worked on Grade II heritage buildings including Mostert's Mill and the Old Barracks, and my research has dealt with post-apartheid spatial practices and vernacular construction. My current work explores how architectural tools—both representational and material—can engage with displaced histories, particularly through practices of mapping, drawing, and participatory documentation.

I believe heritage work must not only preserve, but also interpret, question, and engage—opening pathways for broader publics to feel represented and empowered through built history. I bring with me a commitment to this vision, a strong foundation in heritage documentation and analysis, and a collaborative, research-driven work ethic.

It would be an honour to contribute to the committee's work, and I thank you for considering my application.

Yours sincerely,
Tristin Theron

30A High Acres, Old Sir Lowry's Pass (M9)
 Helderberg Rural, Somerset West, Western Cape, 7130
 TRISTANTHERON1@GMAIL.COM - 072 200 5806

Tristin Theron

SKILLS

My most prominent skills are reflected through creative processes that relate to design, design research and heritage works, the conceptual and ephemeral aspects of design being my strong points. Phenomenological frameworks, informal spatial typologies, and spatial design for native pollinators are my main areas of focus and interest.

EXPERIENCE

Stellenbosch Heritage Foundation – *Member / 2025 – present*

- Attending monthly meetings.
- Discussing heritage matters relating to the area of Stellenbosch.

Furniture designer/maker – *self employed / 2024 – present*

- Designing, hand making and restoring wooden furniture.
- Internal and external home installations such stairs, louveres, ect.

Jozef Smit Architects, Western Cape (021 863 2087) – *Designer / 2024*

- Design orientated workings with technical aspects
- Worked on a range of projects, both residential and public buildings varying in scale.
- Completed drawings/models/renderers for construction, council and tendering
- Completed drawings for heritage projects (grade III A/B/C)

Gabriel Fagan Architects, Western Cape (021 424 2470) – *Designer / 2023*

- Worked on a range of projects, both residential and public buildings varying in scale.
- Completed drawings for construction, council and tendering
- Completed drawings for projects of high heritage significance (grade II)
- Produced 3D models as well as renders for various uses

OneistoX, India – *Architectural Writer, researcher, content writer. / 2022*

- Wrote articles on various architectural design processes
- Wrote scripts and storyboards for content directed towards architectural academics
- Researched various aspects relating to the design and practice processes of architecture internationally.

Jakupa Architects, Western Cape – *Supervised Student Architectural Technologist / July – Nov 2020*

- Worked alongside others and led student team in the design and design development of a mixed use social housing project
- Attended site meetings
- Developed sets of design drawings / renderings

EDUCATION

Cape Peninsula University of Technology, Western Cape

- *Dip. of Arch. Tech.* - January 2018 - December 2020
- *Adv. Dip. of Arch. Tech. (Cum Laude)* - January 2021 - December 2022

University of Cape Town, Western Cape

- *B.Arch (Hons)* - Present

PUBLICATIONS, EXHIBITIONS AND ACHIEVEMENTS

Exhibition at Cape Institute for Architecture - contributed a work for the Architects as Artists Exhibition - "Heritage Under Fabrication"

Contribution to publication / exhibition - Research into post apartheid spatial typologies, Issue 1, Umarell Newsletter, Glasgow, Scotland - Reid Gallery

Contribution to publication / exhibition - Research into ephemeral rituals of connection , Issue 4, Umarell Newsletter, Glasgow, Scotland - South London Gallery

Exhibition at NAAS Western Regional Convention 2025 - Invited to display previous architectural designs, Nigeria.

1st Place - 3x3x3 architecture competition (design category)

Golden mention - Future Khayelitsha, Spine Road competition

Honorable mention - Formula E Pavillion competition

Contribution to publication - "A Manifesto for the Just City", Delft University of Technology, Netherlands

Young Urbanists - Open Street Experiments - involvement in street activations facilitation for the closing off of Bree Street for pedestrians

Presented research to the City of Cape Town - indigenous plant knowledge as a means of bolstering local pollinators and pre-colonial culture

The Link, Brussels, **Design Exhibitions** - dual exhibition of spatial interventions at the Technical University of Hasselt, Brussels as well as the Central Library of Cape Town

Top 100 in world - 5D Chess (2021-2023)

Top 100 South Africa - Rapid Chess (2023)

1st Place - Greenmill Chess tournament

Expert Software Skills: CAD, Adobe Photoshop, Sketchup, Lumion, office suite



Cape Peninsula
University of Technology

THE
ADVANCED DIPLOMA

ARCHITECTURAL TECHNOLOGY
CUM LAUDE

is awarded to

TRISTIN THERON

student number

218173660

with effect from

01 JANUARY 2023

A handwritten signature in black ink, likely belonging to the Registrar.

Registrar

A handwritten signature in black ink, likely belonging to the Vice-Chancellor.

Vice-Chancellor



APPENDIX 14



STELLENBOSCH MUNISIPALITEIT

DIREKTORAAT BEPLANNING EN EKONOMIESE ONTWIKKELING

DEPARTEMENT: ONTWIKKELINGSBEPLANNING

PO Box 17
STELLENBOSCH
7599

Plein Straat
STELLENBOSCH
7600

Tel no: (021) 808 8608 (Katherine Robinson)
E-pos: Katherine.Robinson@stellenbosch.gov.za

NOMINASIE AANSOEKVORM OM AS 'N LID VAN STELLENBOSCH MUNISIPALITEIT BEWARINGSADVIESKOMITEE TE DIEN IN TERME VAN HOOFSTUK 25 ARTIKEL 249(1)

AFDELING A: AANSOEKER

1. PERSOONLIKE INLIGTING	
Volle Names: PEDRI STEFANUS	Van: LOTZ
Identiteitsnommer: 8008285214081	Geboortedatum: 1980 08 28
Woonadres: 23 BEETHOVEN STRAAT	
PARADYSKLOOF, STELLENBOSCH	Kode: 7600
Posadres: 23 BEETHOVEN STRAAT,	
PARADYSKLOOF, STELLENBOSCH	Kode: 7600
Tel:	Cell: 0794987991
E-pos: pedri@lotzsmith.co.za	

2. LIDMAATSKAP EN ONDERSTEUNENDE DOKUMENTE (Verskaf asseblief die volgende)

- 2.1 'n Omvattende curriculum vitae wat kwalifikasie/s en ervaring in Erfenisbestuur, ruimtelike beplanning, Stedelike Ontwerp, of die wet wat daarmee verband hou, soos beoog in die Wet op Nasionale Erfenishulpbronne (Wet 25 van 1999) en Hoofstuk 25) van die Stellenbosch Munisipaliteit Soneringskema aandui Verordening (Sep 2024).
- 2.2 Gewaarmerkte afskrifte van kwalifikasies en registrasiesertifikate wat registrasie by 'n relevante professionele liggaam aandui.
- 2.3 Omvattende motivering wat aandui waarom jy glo dat jy as lid van die Stellenbosch Munisipaliteit Bewaringsadvieskomitee aangestel moet word.

3. KONFLIK VAN BELANGE

- 3.1 Ingevolge artikels 38(3) van die Wet op Ruimtelike Beplanning en Grondgebruikbestuur, Wet 16 van 2013), is 'n lid van die Stellenbosch Munisipaliteit Bewaringsadvieskomitee-
 - 3.1.1 moet volledige openbaarmaking maak van enige botsing van belange, insluitend enige potensiële konflik; en
 - 3.1.2 mag nie enige verrigtinge van enige aangeleentheid ten opsigte waarvan die lid 'n botsing van belange het, bywoon, deelneem of daaraan stem nie.

3.2 Ingevolge artikels 38(3) van die Wet op Ruimtelike Beplanning en Grondgebruikbestuur, Wet 16 van 2013), is 'n lid van die Stellenbosch Munisipaliteit Bewaringsadvieskomitee:

- 3.2.1 die lid, 'n familielid, vennoot of sakevennoot van die lid is die aansoeker of het 'n geldelike of ander belang in die aangeleentheid voor die Stellenbosch Munisipaliteit Bewaringsadvieskomitee;
- 3.2.2 die lid enige ander belang het wat die lid verhinder of redelikerwys beskou kan word om die funksies van die lid op 'n regverdige, onbevooroordeelde en behoorlike wyse te verrig;
- 3.2.3 die lid 'n amptenaar in diens van nasionale, provinsiale of plaaslike regering is indien die departement by wie so 'n amptenaar in diens is of 'n direkte of wesenlike belang in die uitkoms van die saak het.

3.3 Ek verklaar hiermee die volgende belange wat kan bots met my pligte as lid van die Stellenbosch Munisipaliteit Bewaringsadvieskomitee. (Slegs as daar 'n potensieële botsing van belange is)

[illegible]

5. VERKLARING

Ek, **PEDRI STEFANU LOTZ** ID, **8008285214081** verklaar dat ek:

- a) beskikbaar is om op die Stellenbosch Munisipaliteit Bewaringsadvieskomitee te dien;
- b) 'n burger of permanente lid van die Republiek van Suid-Afrika is;
- c) nie 'n lid van die Parlement, Provinsiale Wetgewer, Munisipale Raad of die Huis van Tradisionele Leiers is nie;
- d) nie 'n gerehabiliteerde insolvent is nie;
- e) nooit ingevolge die Wet op Geestesgesondheidsorg, Wet 17 van 2002, deur 'n geregshof as geestelik onbevoeg verklaar is of aangehou is nie;
- f) nooit skuldig bevind is aan enige misdryf wat oneerlikheid behels nie;
- g) nooit weens wangedrag uit 'n vertrouensamp verwyder is nie;
- h) nooit skuldig bevind is aan wangedrag, onbevoegdheid of onbevoegdheid nie;
- i) alle potensiële botsings van belange geopenbaar het;
- j) die munisipaliteit kan al die inligting wat verskaf is, verifieer; en
- k) sal hulle verbind tot en die Gedragskode vir lede van die Stellenbosch Munisipaliteit Bewaringsadvieskomitee handhaaf.

Geteken te: **STELLENBOSCH** op hierdie 21ste dag van Mei 2025



Cover Letter - Motivation – Pedri Stefanus Lotz

Shop 11A, Woodmill Centre
Stellenbosch, South Africa
+27 79 498 7991
pedri@lotzsmith.co.za

2025 06 09

Katherine Robinson
Stellenbosch municipality

Dear Katherine

I am writing to express my interest in serving on the Stellenbosch Municipality Conservation and Advisory Committee . As a registered architect with well over a decade of professional experience—particularly in heritage conservation and adaptive reuse—I believe I can contribute meaningfully to initiatives that require a sensitive and context-driven design approach.

My career has centred around architecture that respects and reinterprets history. I've led the restoration of landmark buildings including the **French Embassy in Cape Town**, **Savernake House at Wits University**, and several institutional upgrades such as the **Stellenbosch University Engineering Campus Renewal** and **WITS university's Parktown Campus renewal**. In each project, I strive to balance architectural integrity with contemporary function, always with deep respect for the cultural and historical significance of the context.

As founding director of **Lotz Smith (Pty) Ltd**, I continue to explore design solutions that are sustainable, site-responsive, and crafted through multidisciplinary collaboration. Whether for public institutions, private estates, or urban infill work, I bring a refined design sensibility rooted in both technical rigour and conceptual clarity.

I would welcome the opportunity to discuss this further, and I am happy to provide a portfolio of relevant projects upon request. Thank you for considering my application.

Warm regards,
Pedri Stefanus Lotz
PrArch 21242

Pedri Stefanus Lotz

Stellenbosch, South Africa
+27 79 498 7991
pedri@lotzsmith.co.za
South African Citizen
SACAP Registration No. PrArch21242

Professional Summary

Experienced and registered architect with a specialist focus on the restoration and adaptive reuse of heritage buildings. Well over a decade of expertise in both private and public sectors, delivering culturally significant projects that balance historical integrity with contemporary use. Founder of Lotz Smith (Pty) Ltd, with a proven track record of projects throughout South Africa.

Professional Experience

Lotz Smith (Pty) Ltd — *Founding Director*
2022 – Present

- Lead architect on heritage-sensitive and new-build projects.
- Focus on cultural and environmental sustainability.

Collaboration with HB Architects — *Senior Architect*
2017 – 2021

- Co-led restoration and institutional projects.
- Balanced contemporary design with heritage conservation needs.

Pedri Lotz Architects — *Principal*
2014 – 2021

- Delivered diverse architectural projects across private and public sectors.
- Specialised in adaptive reuse and conservation-led design strategies.

Henry Paine and Barry Gould Architects / Henry Paine and Partners — *Architect, Partner*
2005 – 2014 (Partner from 2010)

- Specialized in heritage architecture and conservation planning.
- Managed sensitive restorations and public building projects.

Noteworthy Projects

- French Embassy, Cape Town
- Stellenbosch University, Engineering Campus Renewal
- Hazendal Wine Farm – Manor house restoration
- Klein Goederust Wine Farm – Tasting facility
- Wits University, Parktown Campus renewal
- Savernake House
- Workers Museum, Johannesburg
- Johannesburg Zoo – Seal Enclosure
- Kingsmead College, Johannesburg

Education

Master of Architecture (Professional)

University of Pretoria

Honours in Architecture

University of Pretoria

B.Tech in Architecture

Cape Peninsula University of Technology

Matriculated

Goudini High School

Skills

- Heritage Architecture & Conservation
- Adaptive Reuse
- Contextual & Sustainable Design
- Project & Team Leadership
- Urban Design Sensitivity
- Multidisciplinary Collaboration
- Technical Documentation & Detailing

Studentenr.: 27418635
Navrae: Mev JE Theron
Tel: 4203656



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
YUNIBESITHI YA PRETORIA
100 1908-2008

Pretoria 0002 Republiek van Suid Afrika
Tel 012 420 3111 Faks 012 420 4555
<http://www.up.ac.za>

2008-12-11

Hiermee word verklaar dat

PEDRI STEFANUS LOTZ

op 2008-11-28 aan die vereistes vir die graad

Magister in Argitektuur

voldoen het en dat die graad by geleentheid van die promosieplegtigheid
op 2009-04-30 ontvang sal word.


NAMENS DEKAAN

FAK. INGENIEURSWESE, BOU-OMGEWING & INLIGTINGTEGNOLOGIE





South African Council
for the Architectural Profession

CERTIFICATE OF REGISTRATION

This certificate is proudly issued to

Pedri Stefanus Lotz

registered as a

Professional Architect

In Terms of The Architectural Profession Act, 2000 (Act No. 44 of 2000)

Registration Number: PrArch21242

Original Registration Date: 2009-06-05

Current Registration Date: 2021-11-30

Certificate Serial Number: 24744827

End of CPD Cycle: 2026-01-01

Contact Details

Email: ped*i@lo*zsm*th.c*.za

Mobile: 079 *98 7*91

Mr. Ntsindiso Charles Nduku
President

Adv. Toto Fiduli
Registrar

SACAP has confirmed the above information for digital certification and signing by PrivySeal Limited,
at 14:06 PM (Africa/Johannesburg) on 22 May 2025.



PRIVYSEAL

*This certificate is only valid
if the Registered Person has paid
annual fees and has complied with
the CPD requirements*





South African Council
for the Architectural Profession

CONFIRMATION OF GOOD STANDING

It is hereby confirmed that

Pedri Stefanus Lotz

is registered and in good standing with the South African Council for the
Architectural Profession in terms of Section 19(2)(a)
of the Architectural Profession Act, 2000

Registration category:	Professional Architect
Registration number:	PrArch21242
Original registration Date:	2009-06-05
Current registration Date:	2021-11-30
End of CPD Cycle:	2026-01-01

Contact Details

Email: ped*i@lo*zsm*th.c*.za

Mobile: 079 *98 7*91

As a registered Professional, the abovementioned person is permitted to undertake all the standard services of
Registration category: Professional Architect
and any areas of specialization that s/he has proven competencies to undertake.

Mr. Ntsindiso Charles Nduku
President

Adv. Toto Fiduli
Registrar



POWERED BY
PRIVYSEAL



SACAP has confirmed the above information for digital certification and sharing by PrivySeal Limited
at 14:04 PM (Africa/Johannesburg) on 22 May 2025

7.9	COMMUNITY SERVICES:(PC:)
-----	--------------------------

NONE

7.10	RURAL MANAGEMENT AND ENVIRONMENT: (PC: CLLR C MANUEL)
------	---

NONE

7.11	MUNICIPAL MANAGER
-------------	--------------------------

7.11.1	COMBINED ASSURANCE FRAMEWORK 2025/ 2026
---------------	--

Collaborator No: 790150
 IDP KPA Ref No: Good Governance and Compliance
 Meeting Date: 22 July 2025

1. SUBJECT: COMBINED ASSURANCE FRAMEWORK 2025/ 2026

2. PURPOSE

To adopt the Combined Assurance Framework as recommended by the Audit and Performance Audit Committee.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The Audit and Performance Audit Committee serves as the custodian of Combined Assurance, as outlined in the approved Audit and Performance Audit Committee Charter.

At its meeting held on 26 June 2025, the Committee considered and approved the Draft Combined Assurance Framework for the 2025/2026 financial year, attached hereto as **APPENDIX 1**, and resolved to recommend it to the Council for adoption.

5. RECOMMENDATION

That Council adopt the Combined Assurance Framework 2025/ 2026 of Stellenbosch Municipality.

6. DISCUSSION / CONTENTS

6.1 Background

For Stellenbosch Municipality there are various assurance providers that either directly or indirectly provide certain assurances over the effectiveness of the controls that mitigate the risks identified during the risk assessments.

The concept of combined assurance is supported by the King IV Code (principle 15) which states that the governing body (Council) should ensure that assurance services and functions enable an effective control environment, supporting the integrity of information for internal decision-making and of the organisation's external reports.

In terms of Section 13.1.1 of the approved Audit and Performance Audit Committee Charter the committee must:

- Monitoring the appropriateness of the combined assurance framework, which will include inter alia, co-ordination and co-operation between AGSA, internal audit and other assurance providers to minimise duplication of effort, promote

reliance on each other's work, and to ensure all significant risk areas are addressed.

- Confirm that a combined assurance framework is applied, the implementation of which is facilitated by the Chief Audit Executive.

6.2 Discussion

The Combined Assurance Model can be defined as "The planned approach to assess the extent and adequacy of assurance coverage on key organisational risks and reporting thereon to the Risk Management Committee, Audit and Performance Audit Committee and Municipal Council."

The Acting Chief Audit Executive (CAE) submitted the Draft Combined Assurance Framework to the Audit and Performance Audit Committee at its meeting on 26 June 2025. The Committee approved the framework and resolved to recommend it to Council for adoption.

6.3 Financial Implications

N/A

6.4 Legal Implications

The recommendations comply with legislation.

6.5 Staff Implications

N/A.

6.6 Previous / Relevant Council Resolutions

N/A

6.7 Risk Implications

N/A

6.8 Comments from Senior Management

The Municipal Manager and Senior Managers are in support of this item.

APPENDICES

Appendix 1 - Combined Assurance Framework 2025/ 2026

FOR FURTHER DETAILS CONTACT:

NAME	<i>Mari-Lise Krige</i>
POSITION	<i>Senior Internal Auditor</i>
DIRECTORATE	<i>Municipal Manager</i>
CONTACT NUMBERS	<i>0218088296</i>
E-MAIL ADDRESS	<i>mari-lise.krige@ Stellenbosch.gov.za</i>
REPORT DATE	<i>1 July 2025</i>

APPENDIX 1



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

COMBINED ASSURANCE FRAMEWORK

2025/2026

26 June 2025

TABLE OF CONTENTS	PAGE
1. Purpose	3
2. Definition of Combined Assurance	4
3. Benefits of Combined Assurance	5
4. Role players in Combined Assurance	6
5. Approach	
Step 1: Identifying the Drivers	6
Step 2: Understanding Assurance Providers for Municipal Risk Exposures	6
Step 3: Assurance Mapping Based on Risk Assessment	9
Step 4: Updating the Assurance Coverage	10
Step 5: Combined Assurance Application	10
6. Policy Directive	11
7. Oversight of the Combined Assurance Process	
7.1 Audit and Performance Audit Committee (APAC)	11
7.2 Risk and Fraud Management Committee	11
7.3 Council	12
8. Review of the Combined Assurance Framework	13

1. PURPOSE

- 1.1 The Combined Assurance Framework (CAF) is designed to clearly communicate the effectiveness of various Assurance Providers and to instil confidence in the assurance processes related to key organisational risks.
A framework is defined as a conceptual structure that serves as a guiding foundation for developing something practical and functional.
The CAF provides the foundation for developing the annual Combined Assurance Model for Stellenbosch Municipality. This model will be informed by the outcomes of the annual risk assessment.
- 1.2 The CAF has been developed in terms of the following legislative prescripts:

Sections 62(1)(c)(i) of the MFMA, which require the Accounting Officer to ensure that the municipality has and maintains effective, efficient and transparent systems of financial and risk management and internal control.
- 1.3 The Policy also incorporates the requirements of King IV insofar as they concern risk management and combined assurance. King IV has specific guidance for municipalities, included in Part 6.2 – Supplement for municipalities.

King IV suggests that the Municipal Council should assume responsibility for assurance by setting the direction concerning the arrangements for assurance services (principle 15). Council should also oversee the design and implementation of a combined assurance model that effectively covers the significant risks, and material matters of the municipality through a combination of Assurance Providers. King IV further recommends that the Municipal Council should delegate the responsibility to the Audit and Performance Audit Committee to establish a combined assurance model to achieve the objectives of:
- The adequacy and effectiveness of the internal control environment; and
 - The integrity of information used in decision-making and external reporting.
- 1.4 The Global Internal Audit Standards, Standard 11.1 (Building Relationships and Communicating with Stakeholders) prescribes that the chief audit executive must develop an approach for the internal audit function to build relationships and trust with key stakeholders, including the board, senior management, operational management, regulators, and internal and external Assurance Providers and other consultants. The chief audit executive must promote formal and informal communication between the internal audit function and stakeholders, contributing to the mutual understanding of organizational interests and concerns, approaches for identifying and managing risks and providing assurance and roles and responsibilities of relevant parties and opportunities for collaboration.
- 1.5 The CAF aims to improve and sustain performance by enhancing systems of risk management and combined assurance to protect against adverse outcomes and optimise opportunities. The CAF will enable managers to develop a mutual understanding of combined assurance and ensure clarity regarding the various role-players and define commensurate roles and responsibilities.

2. THE DEFINITION OF COMBINED ASSURANCE

Combined assurance can be defined as “Integrating, coordinating and aligning the risk management and assurance processes within the Municipality to optimise and maximise the level of risk, governance and control oversight over the Municipality’s risk landscape. ”The Combined Assurance Model can be defined as a structured approach to evaluating the extent and adequacy of assurance coverage over key organisational risks and reporting the outcomes to the Risk and Fraud Management Committee, Audit and Performance Audit Committee and the Municipal Council.

The IIA's Three Lines Model

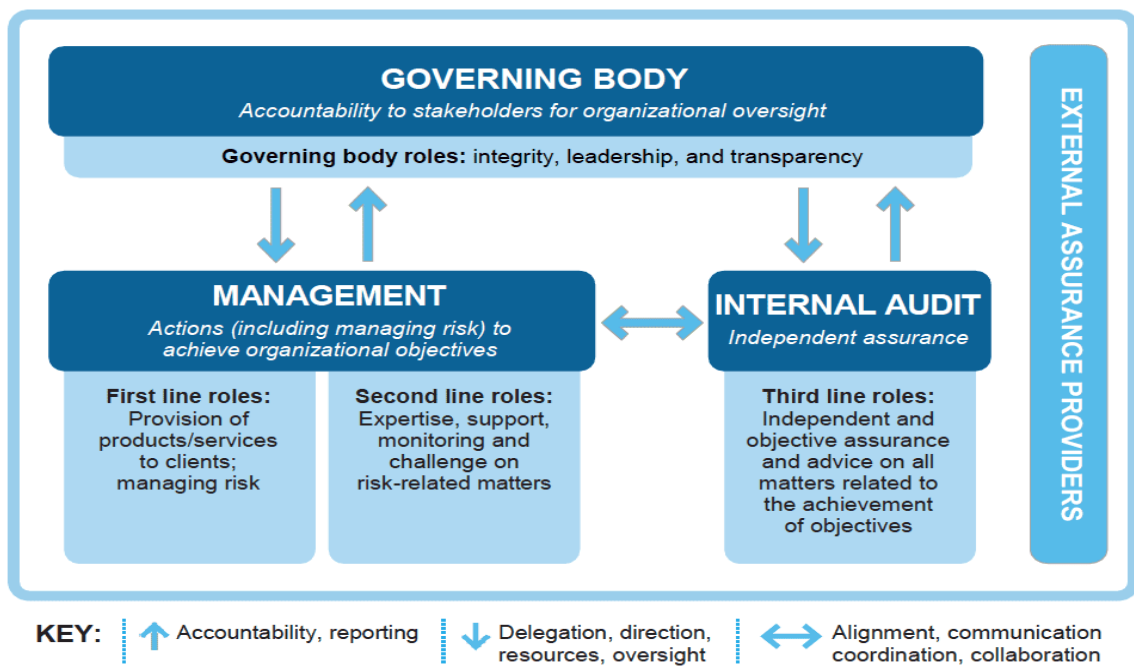


TABLE 1: Three Lines of Assurance Model

3. BENEFITS OF COMBINED ASSURANCE

- Identification of all direct and indirect Assurance Providers
- Enhanced knowledge transfer among internal parties.
-
- Establishment of common standards and a coordinated approach among all Assurance Providers.
- Increased focus on high-risk areas.
-
- Improved understanding of the key risks and the corresponding Assurance Providers. Alignment of assurance activities with key risks, ensuring coordinated and relevant assurance efforts.
- Comprehensive and prioritised tracking of remedial actions
- Reduction in duplicated reporting across various committees, resulting in improved overall reporting.
- More efficient use of resources by eliminating overlapping efforts.

4.. ROLE PLAYERS IN COMBINED ASSURANCE

Some of the key role players in the combined assurance process include the following:

- Risk and Fraud Management Committee
- Audit and Performance Audit Committee (APAC)
- Risk Management Unit
- Internal Audit
- External Auditor / Auditor-General
- Performance Management Unit
- Legal Services
- Information and Communication Technology Function
- Management
- Occupational Health and Safety Function
- Government departments, entities and regulators
- Municipal Council
- Other Assurance Providers

5. APPROACH

To ensure the effective implementation of the combined assurance model, a structured five-stage process should be adopted:

Step 1: Identifying the Drivers

The Municipal Manager is responsible for identifying and appointing a Combined Assurance Champion.

The Chief Audit Executive will assume this role and will be accountable for coordinating the combined assurance process and ensuring its continuity across the municipality.

Step 2: Understanding Assurance Providers for Municipal Risk Exposures

To effectively manage and mitigate risk exposures facing the municipality, it is essential to establish a high-level understanding of the various Assurance Providers involved. This understanding should be formalised in an Assurance Profile, which identifies and categorises the providers of assurance according to their respective roles in the governance framework.

Assurance Providers are categorised based on the **Three Lines of Assurance Model**, which distinguishes between different types of assurance based on their proximity to, and independence from, the operational activities they oversee:

- First line of assurance (Management based assurance):
This line comprises operational management and staff who are directly responsible for identifying, assessing, managing, and controlling risks. Their assurance activities are embedded in daily operations and include:
 - Implementation of internal controls
 - Execution of policies and procedures
 - Performance monitoring
 - Supervision and review mechanisms

Examples of Assurance Providers in this category include:

- Departmental Managers
- Operational Teams
- Process Owners

- Second line of assurance (Risk and compliance-based assurance):

This line comprises key corporate functions that support, monitor, and provide oversight to the first line. These functions play a critical role in promoting effective governance, ensuring compliance, and reinforcing the municipality's risk management framework.

Currently, the second line of defence within the Combined Assurance Model includes the following functions:

- o Risk Management
- o Strategic Services (Integrated Development Plan – IDP)
- o Performance Management (Service Delivery and Budget Implementation Plan – SDBIP)
- o Occupational Health and Safety
- o Legal Services
- o Information and Communication Technology
- o Contract Management
- o Asset Management (including insurance-related aspects)

It is important to note that the composition of the second line is not static or exhaustive. The functions listed above are those currently recognised within the municipality's Combined Assurance Model. However, as the organisational environment, regulatory requirements, and risk landscape evolve, so too must the assurance model.

- Third line of assurance (Independent Assurance and Oversight):

The third line of defence provides independent assurance and oversight regarding the effectiveness of the municipality's governance, risk management, and internal control environment, as maintained by the first and second lines of defence. **This level of assurance is characterised by its objectivity and operational independence from the functions it evaluates.**

Independent assurance is primarily delivered by:

- o Internal Audit, which provides objective evaluations of governance, risk, and control processes; and
- o The Auditor-General, who performs statutory audits in accordance with legislative mandates.

In addition, other National, Provincial, and District government departments, entities, and regulators that execute their functions independently may also be classified as third line Assurance Providers. For example, the Blue Drop Certification process, conducted by the Department of Water and Sanitation, serves as an independent quality assurance mechanism in the water services sector.

The third line also includes a range of oversight bodies, both internal and external:

- Internal oversight bodies include:
 - o Risk and Fraud Management Committee
 - o Audit and Performance Audit Committee
 - o Municipal Council (inclusive of its relevant committees)
- External oversight bodies may include:
 - o Government departments across all spheres (National, Provincial, District)
 - o Regulatory authorities and statutory bodies
 - o Applicable Chapter 9 institutions (e.g., Public Protector, Auditor-General, South African Human Rights Commission)

The Assurance Providers listed above are those currently recognised within the municipality's Combined Assurance Model. However, this framework is not static nor exhaustive. To ensure its continued relevance and effectiveness in a dynamic risk and regulatory landscape, the Combined Assurance Model is subject to an annual review as part of this policy framework. This review allows for the incorporation of new oversight bodies or assurance functions as they emerge or evolve, thereby maintaining an agile and responsive assurance framework.

Step 3: Assurance Mapping Based on Risk Assessment

In the third stage of the Combined Assurance process, a comprehensive understanding is developed of the assurance currently in place and what assurance is required, based on the full spectrum of the municipality's risk exposures. This encompasses all levels of risk, including strategic, operational, project-specific, incident-related, and emerging risks.

This stage is informed by a comprehensive risk assessment, which serves as the foundation for identifying assurance gaps and informs subsequent planning and coordination efforts.

During this stage, the different lines of defence are required to respond to the identified risks—particularly those that exceed the municipality's defined risk appetite. For each significant risk, the responsible Assurance Providers must:

- Detail the work performed to mitigate or manage the risk; and
- Specify the type and level of assurance provided or required.

It is essential that risk response actions are directly aligned with the most material and priority risks facing the municipality. These risks should be managed in a consistent and proactive manner, with appropriate monitoring, accountability, and performance evaluation.

To enable effective oversight and decision-making, risk information must be centrally and regularly maintained, ensuring that it reflects the current risk landscape and assurance activities.

Given the volume and diversity of risks identified across the municipality, it is not practical nor cost-effective to incorporate all risks into the Combined Assurance Model. As such, it is recommended that a threshold be applied based on the **residual risk rating**. This rating will serve as the primary criterion for determining which risks are incorporated into the Combined Assurance process.

By applying this approach, the municipality ensures that assurance efforts are targeted, efficient, and proportionate to risk, thereby enhancing the value and cost-effectiveness of assurance activities.

Step 4: Updating Assurance Coverage

The fourth stage in the Combined Assurance process focuses on updating the coverage of assurance to ensure it remains aligned with the municipality's evolving risk landscape and governance needs. While the assurance coverage is formally reported on a biannual basis, regular, monthly interventions are essential to maintain effective oversight.

These monthly interventions involve:

- Engaging with assurance recipients to monitor progress and confirm that appropriate actions are being taken.
- Assessing reports submitted by the Assurance Providers to evaluate the frequency, quality, and relevance of the assurance being provided.
- Identifying any gaps or areas of overlap in the assurance coverage.

This ongoing interaction ensures that the municipality's assurance activities are coordinated effectively and that there is no unnecessary duplication of efforts. By continually monitoring these activities, the municipality can ensure that assurance remains comprehensive, efficient, and relevant to its risk management objectives.

.

Step 5: Combined Assurance Application

The final stage requires stakeholder acceptance of the approach and respective responsibilities through identifying the recommended area of assurance and articulating the nature of the assurance activities.

The detailed analysis should highlight areas of extensive assurance, adequate assurance, inadequate assurance and no assurance. The assurance coverage is defined as follows:

Coverage	Definition
Exclusive Assurance	All lines of defence are responding to the risk to the extent that coverage is duplicated.
Adequate Assurance	There is a balance between risk severity and assurance coverage.
Inadequate Assurance	The assurance coverage is insufficient to ensure effective risk management.
No Assurance	The risk has eluded all lines of defence and action is needed to respond to the risk.

The assurance provided must be credible. The independence, objectivity, conflicts of interest, skills, experience and qualifications of the Assurance Provider must be considered holistically to determine whether the assurance provided is credible. The attributes are defined as follow:

Attribute	Description
Independence/ objectivity	Independent reporting lines, no recent involvement and/or work done in the area/aspects requiring assurance.
Conflict of interest	In the areas/aspects in which assurance is to be provided there should be conflict of interest
Skills and experience	The Assurance Provider should have the appropriate skills and experience to effectively conduct the assignment.
Qualifications	The Assurance Provider should hold appropriate qualifications.

Management and Council should ensure that both internal and external Assurance Providers are appropriately skilled and experienced to follow an adequate approach.

6. POLICY DIRECTIVE

The aforementioned process must be documented and reflected in a Combined Assurance Model. The Model details the three lines of defence which should be responded to in terms of risk actions as per risk formulation and assessment processes. The cross reference will then detail the assurance coverage. The Model will be used for biannual reporting processes (monthly interventions still required).

The biannual process institutes the platform to evaluate and report to management on the adequacy, effectiveness and efficiency of the development and implementation of the combined assurance policy framework.

Internal Audit must, on a bi-annual basis, express an opinion on the overall assurance coverage and recommend the adjustment of coverage (in terms of structures and processes of the Combined Assurance Model), if necessary, to the Combined Assurance Champion (Chief Audit Executive).

7. OVERSIGHT OF THE COMBINED ASSURANCE PROCESS

7.1 Audit and Performance Audit Committee (APAC)

The Audit and Performance Committee is an independent committee that is responsible for advising Council regarding the municipality's system of control, risk management and governance. The Audit and Performance Committee functions in terms of its approved APAC Charter.

The Audit and Performance Committee reviews the CA Plan and reports and advises management and Council on the functioning of CA.

7.2 Risk and Fraud Management Committee

The Risk and Fraud Management Committee will oversee and provide guidance to ensure the consistent application of the CA model across all management processes, supporting a coordinated approach to assurance activities.

7.3 Council

Council reports to the public and therefore take an interest in CA as necessary to obtain assurance that properly established and functioning systems of CA and risk management are in place to protect municipality against significant risks. CA should provide Council with optimal assurance regarding significant risks facing the municipality.

8. REVIEW OF THE COMBINED ASSURANCE FRAMEWORK

The Combined Assurance Framework must be reviewed and approved by the Municipal Manager, Audit and Performance Audit Committee and be adopted by the Municipal Council annually.

Executive Mayor :

Initials and Surname :

Date: :

Chairperson APAC :

Initials and Surname :

Date :

Municipal Manager :

Initials and Surname :

Date :

7.11.2	SIGNED PERFORMANCE AGREEMENTS 2025/26 OF THE MUNICIPAL MANAGER AND MANAGERS DIRECTLY ACCOUNTABLE TO THE MUNICIPAL MANAGER (THE CFO AND DIRECTORS)
--------	--

Collaborator No: 790150
 IDP KPA Ref No: Good Governance and Compliance
 Meeting Date: 22 July 2025

1. SUBJECT: SIGNED PERFORMANCE AGREEMENTS 2025/26 OF THE MUNICIPAL MANAGER AND MANAGERS DIRECTLY ACCOUNTABLE TO THE MUNICIPAL MANAGER (THE CFO AND DIRECTORS)

2. PURPOSE

To submit to the Council, for notification, the following:

- (a) The signed Performance Agreements 2025/26 of the Municipal Manager and Managers Directly Accountable to the Municipal Manager (the Chief Financial Officer (CFO) and Directors).

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

According to Section 57(2) of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) (MSA), the performance agreement(s) must be concluded annually:

- “(a) ...within one month after the beginning of each financial year of the municipality.”

The Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) (MFMA) additionally mandates the prompt submission of the signed performance agreements to the Council.

The Performance Agreements 2025/26 were developed in consultation with the Municipal Manager, CFO, and Directors and signed on 20 June 2025.

5. RECOMMENDATION

that the signed Performance Agreements 2025/26 of the Municipal Manager, the CFO, and the Directors be noted.

6. DISCUSSION

8.1 Background

Regulation 4(4)(a) of the Local Government: Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers, 2006, requires that a separate performance agreement be signed within ninety (90) calendar days after the assumption of duty and annually within one month after the commencement of the new financial year.

The performance agreements 2025/26 of the Municipal Manager, the Directors, and the CFO were concluded on 20 and 30 June 2025, respectively. Hence, the municipality complied with Regulation (4)(4)(a) of the Local Government: Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers, 2006.

8.2 **Financial Implications**

There are no financial implications beyond that which has been provided for in the 2025/26 MTREF Budget.

8.3 **Legal Implications**

According to Section 57(2) of the MSA, the performance agreement/s must be concluded annually: "(a) ...within one month after the beginning of each financial year of the municipality."

In terms of Section 53(3)(b) of the MFMA, the Executive Mayor must ensure that the performance agreements are *"...submitted to the council and the MEC for local government in the province."*

The MFMA also requires the municipality, in terms of Section 53(3)(b), to make public the signed performance agreements.

According to Regulation 23 of the Local Government: Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers, 805 of 2006, the purpose of the agreement is to:

- "(1) comply with the provisions of Section 57(1)(b),(4A), (4B), (46) and (5) of the Act as well as the employment contract entered into between the parties;
- (2) specify objectives and targets defined and agreed with the employee and to communicate to the employee the employer's expectations of the employee's performance and accountabilities in alignment with the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the municipality;
- (3) specify accountabilities as set out in a performance plan, which forms an annexure to the performance agreement;
- (4) monitor and measure performance against set targeted outputs;
- (5) use the performance agreement as the basis for assessing whether the employee has met the performance expectations applicable to his or her job;
- (6) in the event of outstanding performance, to appropriately reward the employee; and
- (7) give effect to the employer's commitment to a performance-orientated relationship with its employee in attaining equitable and improved service delivery."

Regulation 4(4)(a) of the Local Government: Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers, 2006, requires that a separate performance agreement be signed within ninety (90) calendar

days after the assumption of duty and annually within one month after the commencement of the new financial year.

8.4 Staff Implications

This report has no staff implications for the municipality.

8.5 Risk Implications

None

8.6 Comments from Senior Management

8.6.1 Director: Community and Protection Services

Supported.

8.6.2 Chief Financial Officer

Supported

8.6.3 Director: Infrastructure Services

Supported

8.6.4 Director: Corporate Services

Supported

8.6.5 Director: Planning and Economic Development

Supported

8.6.6 Comments from the Municipal Manager

Supported

ANNEXURES

Performance Agreements 2025/26 for:

- Geraldine Mettler- Municipal Manager (Annexure 1);
- Kevin Carolus – Chief Financial Officer (Annexure 2);
- Anthony Barnes- Director: Planning and Economic Development (Annexure 3);
- Preshane Chandaka: Infrastructure Services (Annexure 4); and
- Gary Boshoff – Director: Community and Protection Services (Annexure 5).

FOR FURTHER DETAILS CONTACT:

NAME	Geraldine Mettler
POSITION	Municipal Manager
DIRECTORATE	Office of the Municipal Manager
CONTACT NUMBERS	021 808 8025
E-MAIL ADDRESS	mm@ Stellenbosch.gov.za
REPORT DATE	23 June 2025

ANNEXURE 1



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Performance Agreement

2025/26

Municipal Manager



PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN
STELLENBOSCH MUNICIPALITY AS HEREBY REPRESENTED BY:

THE EXECUTIVE MAYOR

Cllr Jeremy Fasser

(herein and after referred to as the Employer)

AND

MUNICIPAL MANAGER

Ms Geraldine Mettler

(herein and after referred to as the Employee)

FOR THE FINANCIAL YEAR:

01 JULY 2025 – 30 JUNE 2026

Municipal Manager
Ms Geraldine Mettler

Executive Mayor:
Cllr Jeremy Fasser



Table of Contents

1. Introduction	4
2. Purpose of this Agreement	4
3. Commencement and Duration.....	5
4. Performance Objectives.....	5
5. Performance Management System.....	6
6. Performance Assessment	7
7. Schedule for Performance Reviews	10
8. Developmental Requirements.....	11
9. Obligations of the Employer.....	11
10. Consultation	11
11. Reward.....	12
12. Management of Evaluation Outcomes	12
13. Dispute Resolution	13
14. General.....	13
Annexure A: Performance Plan	15
Annexure B: Competency Framework	23
Annexure C: Personal Development Plan.....	36

List of tables

Table 1: Strategic Focus Areas.....	6
Table 2: Leading and Core Competencies.....	7
Table 3: Performance rating scale	9
Table 4: Rating scale for Competencies.....	9
Table 5: Schedule for performance reviews.....	10
Table 6: Performance bonus calculations	12

Municipal Manager
Ms Geraldine Mettler

Executive Mayor:
Cllr Jeremy Fasser



1. INTRODUCTION

- 1.1 The Employer, duly represented by **Cllr Jeremy Fasser** in his capacity as the Executive Mayor has entered into a contract of employment with the Employee, **Ms Geraldine Mettler**, in terms of section 57(1)(a) of the Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act"). The Employer and the Employee are hereinafter referred to as "the Parties";
- 1.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the Parties to conclude an annual performance agreement;
- 1.3 The Parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will promote local government policy goals;
- 1.4 The Parties wish to ensure that there is compliance with Sections 57(4B) and 57(5) of the Systems Act;
- 1.5 In this Agreement, the following terms will have the meaning ascribed thereto:
- 1.5.1 "this Agreement" – means the performance agreement between the Employer and the employee and the Annexures thereto;
- 1.5.2 "the Executive Mayor" – means the **Executive Mayor** elected in terms of Section 55 of the Local Government: Municipal Structures Act 117 of 1998 ("the Structures Act") as represented by its chairperson, the Executive Mayor;
- 1.5.3 "the Employee" means the **Municipal Manager** appointed in terms of Section 54 (A) and 56 of the Systems Act;
- 1.5.4 "the Employer" means **Stellenbosch Municipality**; and
- 1.5.5 "the Parties" means the Employer and Employee.

2. PURPOSE OF THIS AGREEMENT

- 2.1 To comply with the provisions of Section 57(1)(b), (4B) and (5) of the Systems Act as well as the Contract of Employment entered into between the Parties;
- 2.2 To specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance targets and accountabilities;
- 2.3 To specify accountabilities as set out in the Performance Plan (Annexure A);
- 2.4 To monitor and measure performance against set targeted outputs and outcomes;
- 2.5 To establish a transparent and accountable working relationship;


.....
Municipal Manager
Ms Geraldine Mettler


.....
Executive Mayor:
Cllr Jeremy Fasser



- 2.6 To appropriately reward the employee in accordance with section 11 of this agreement; and
- 2.7 To give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining improved service delivery.

3. COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on **01 July 2025** and will remain in force until **30 June 2026**, whereafter a new Performance Agreement shall be concluded between the parties for the next financial year or any portion thereof;
- 3.2 The Parties will conclude a new Performance Agreement that replaces this Agreement at least once a year by not later than 31 July of the succeeding financial year;
- 3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason; and
- 3.4 The content of this Agreement may be revised at any time during the abovementioned period to determine the current applicability of the matters previously agreed upon.

4. PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan (Annexure A) sets out –
 - 4.1.1 The performance objectives and targets that must be met by the Employee;
 - 4.1.2 The time frames within which those performance objectives and targets must be met; and
 - 4.1.3 The core competency requirements (Annexure B – definitions) as the management skills regarded as critical to the position held by the Employee.
- 4.2 The performance objectives and targets reflected in Annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Employer, and shall include:
 - 4.2.1 Key objectives that describe the main tasks that need to be done;
 - 4.2.2 Key performance indicators (KPIs) that provide the details of the evidence that must be provided to show that a key objective has been achieved;
 - 4.2.3 Target dates that describe the timeframe in which the targets must be achieved; and


.....
Municipal Manager
Ms Geraldine Mettler


.....
Executive Mayor:
Cllr Jeremy Fasser



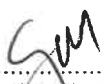
- 4.2.4 Weightings showing the relative importance of the key objectives to each other.
- 4.3 The Personal Development Plan (Annexure C) sets out the Employee's personal development requirements in line with the objectives and targets of the Employer; and
- 4.4 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

5. PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The Employee agrees to participate in the performance management system that the Employer has adopted for the employees of the Employer;
- 5.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the employees and service providers in performing to the standards required;
- 5.3 The Employer will consult the Employee about the specific performance standards and targets that will be included in the performance management system applicable to the Employee;
- 5.4 The Employee undertakes to actively focus on the promotion and implementation of the Strategic Focus Areas (SFAs) (including special projects relevant to the employee's responsibilities) within the local government framework;
- 5.5 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, SFAs and Competency Framework requirements as per the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, both of which shall be contained in the Performance Agreement;
- 5.6 The Employee's assessment will be based on his performance in terms of the outputs / outcomes (KPIs) identified as per the attached Performance Plan (Annexure A), which are linked to the SFAs applicable to the Employee and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee.

Table 1: Strategic Focus Areas

Strategic Focus Areas
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


Municipal Manager
Ms Geraldine Mettler


Executive Mayor:
Cllr Jeremy Fasser



- 5.7 The competency requirements for senior managers as per Regulation 9 of Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers will make up the other 20% of the Employee's assessment score. The competencies will be assessed every six (6) months (January and July).

Table 2: Leading and Core Competencies

Leading and Core Competencies		
1.	Strategic direction and leadership	<ul style="list-style-type: none"> • Impact and influence • Institutional performance management • Strategic planning and management • Organisational awareness • Human capital planning and development
2.	People management	<ul style="list-style-type: none"> • Diversity management • Employee relations management • Negotiation and dispute management
3.	Programme and project management	<ul style="list-style-type: none"> • Programme and project planning and implementation • Service delivery management • Program and project monitoring and evaluation
4.	Financial management	<ul style="list-style-type: none"> • Budget planning and execution • Financial strategy and delivery • Financial reporting and delivery
5.	Change leadership	<ul style="list-style-type: none"> • Change vision and strategy • Process design and improvement • Change impact monitoring and evaluation
6.	Governance leadership	<ul style="list-style-type: none"> • Policy formulation • Risk and compliance management • Cooperative Governance
7.	Moral competence	<ul style="list-style-type: none"> • Core Competency
8.	Planning and organising	<ul style="list-style-type: none"> • Core Competency
9.	Analysis and innovation	<ul style="list-style-type: none"> • Core Competency
10.	Knowledge and information management	<ul style="list-style-type: none"> • Core Competency
11.	Communication	<ul style="list-style-type: none"> • Core Competency
12.	Results and quality focus	<ul style="list-style-type: none"> • Core Competency

6. PERFORMANCE ASSESSMENT

- 6.1 The Performance Plan (Annexure A) to this Agreement sets out –
- 6.1.1 The standards and procedures for evaluating the Employee's performance; and
- 6.1.2 The intervals for the evaluation of the Employee's performance.
- 6.2 Despite the establishment of agreed intervals for evaluation, the Employer may, in addition, review the Employee's performance at any stage while the contract of employment remains in force;



 Municipal Manager
Ms Geraldine Mettler



 Executive Mayor:
Cllr Jeremy Fasser



- 6.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan, as well as the actions agreed to, and implementation must take place within set time frames;
- 6.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan (IDP) as described in 6.6 – 6.12 below;
- 6.5 The Employee will submit quarterly performance reports (SDBIP) and a comprehensive annual performance report at least one week prior to the performance assessment meetings to the Evaluation Panel Chairperson for distribution to the panel members for preparation purposes;
- 6.6 Assessment of the achievement of results as outlined in the performance plan:
- 6.6.1 Each KPI or group of KPIs shall be assessed according to the extent to which the specified standards or performance targets have been met and with due regard to ad-hoc tasks that had to be performed under the KPI;
 - 6.6.2 A rating on the five-point scale shall be provided for each KPI or group of KPIs, which will then be multiplied by the weighting to calculate the final score;
 - 6.6.3 The Employee will submit their self-evaluation to the Employer before the formal assessment;
 - 6.6.4 In the instance where the employee could not perform due to reasons outside the control of the employer and employee, the KPI will not be considered during the evaluation. The employee should provide sufficient evidence in such instances; and
 - 6.6.5 An overall score will be calculated based on the total of the scores calculated above.
- 6.7 Assessment of the Competencies:
- 6.7.1 Each Competency shall be assessed in terms of the description provided in (Annexure B);
 - 6.7.2 A rating shall be provided for each Competency, which will then be multiplied by the weighting to calculate the final score; and
 - 6.7.3 An overall score will be calculated based on the total of the scores calculated above.
- 6.8 Overall rating
- 6.8.1 An overall rating is calculated by adding the overall scores as calculated in 6.6.5 and 6.7.3 above; and



6.8.2 Such an overall rating represents the outcome of the performance appraisal.

6.9 The assessment of the performance of the Employee will be based on the following rating scales for SFAs and Competencies respectively:

6.9.1 Rating scale for SFAs - as mentioned in paragraph 5.6:

Table 3: Performance rating scale

Level	Terminology	Description
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has achieved effective results against all significant performance criteria and indicators specified in the PA and Performance Plan.
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against more than half of the key performance criteria and indicators as specified in the PA and Performance Plan.
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against almost all the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.

6.9.2 Rating scale for Competencies -as mentioned in paragraph 5.7:

Table 4: Rating scale for Competencies

Level	Achievement Levels	Description
5	Superior	Has a comprehensive understanding of local government operations, critical in shaping strategic direction and change, develops, and applies comprehensive concepts and methods
4	Advanced	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in-depth analyses


Municipal Manager
Ms Geraldine Mettler


Executive Mayor:
Cllr Jeremy Fasser



Level	Achievement Levels	Description
3	Competent	Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analyses
2	Basic	Applies basic concepts, methods, and understanding of local government operations, but requires supervision and development intervention
1	Sub Standard	Applies little to no basic concepts, methods, and understanding of local government operations.

6.10 For purposes of evaluating the performance of the Employee for the year-end reviews, an evaluation panel constituted of the following persons will be established–

6.10.1 Executive Mayor;

6.10.2 Mayor from another municipality;

6.10.3 Chairperson of the Performance Audit Committee or in his / her absence thereof, the Chairperson of the Audit Committee; and

6.10.4 The Member of the Mayoral Committee (Portfolio Chairperson).

6.10.5 A Member of a ward committee as nominated by the Executive Mayor.

6.11 The Executive Mayor will evaluate the performance of the Employee as at the end of the 1st, and 3rd quarters; and

6.12 The Executive Mayor will give performance feedback to the Employee within five (5) working days after each quarterly and annual assessment meeting.

7. SCHEDULE FOR PERFORMANCE REVIEWS

7.1 The performance of the Employee in relation to his performance agreement shall be reviewed on the following dates.

Table 5: Schedule for performance reviews

Quarter	Review Period	Review to be completed by
1	July – September	October / November 2025 (Informal)
2	October – December	January / February 2026 (Formal)
3	January – March	April / May 2026 (Informal)
4	April – June	After the receipt of the AGSA's Management Report

7.2 The Employer shall keep a record of the mid-year and year-end assessment meetings;

7.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance;


Municipal Manager
Ms Geraldine Mettler


Executive Mayor:
Cllr Jeremy Fasser



- 7.4 The Employer will be entitled to review and make reasonable changes to the provisions of Annexure A from time to time for operational reasons. The Employee will be fully consulted before any such change is made; and
- 7.5 The Employer may amend the provisions of Annexure A whenever the performance management system is adopted, implemented, and / or amended as the case may be. In that case, the Employee will be fully consulted before any such change is made.

8. DEVELOPMENTAL REQUIREMENTS

- 8.1 The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure C. Such a Plan may be implemented and / or amended as the case may be after each assessment. In that case, the Employee will be fully consulted before any such change or plan is made.

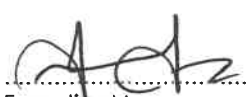
9. OBLIGATIONS OF THE EMPLOYER

- 9.1 The Employer shall-
- 9.1.1 Create an enabling environment to facilitate effective performance by the Employee;
 - 9.1.2 Provide access to skills development and capacity-building opportunities;
 - 9.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact the performance of the Employee;
 - 9.1.4 On the request of the Employee, delegate such powers reasonably required by the Employee to enable him to meet the performance objectives and targets established in terms of this Agreement; and
 - 9.1.5 Make available to the Employee such resources as the Employee may reasonably require from time to time, assisting him to meet the performance objectives and targets established in terms of this Agreement.

10. CONSULTATION

- 10.1 The Employer agrees to consult the Employee timeously where the exercising of its powers will have amongst others-
- 10.1.1 A direct effect on the performance of any of the Employee's functions;
 - 10.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer; and
 - 10.1.3 A substantial financial effect on the Employer.


.....
Municipal Manager
Ms Geraldine Mettler


.....
Executive Mayor:
Cllr Jeremy Fasser



- 10.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in clause 12.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

11. REWARD

- 11.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance;
- 11.2 The payment of the performance bonus is determined by the performance score obtained during the 4th quarter and as informed by the quarterly performance assessments;
- 11.3 A performance bonus of between 5% to 14% of the all-inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance to be constituted as follows:

Table 6: Performance bonus calculations

Performance Rating		Bonus Calculation
0% - 64%	Poor Performance	0% of the total package
65% - 69%	Average Performance	5% of the total package
70% - 74%	Fair Performance	9% of the total package
75% - 79%	Good Performance	11% of the total package
80% - 100%	Excellent Performance	14% of the total package

- 11.4 In the event of the Employee terminating his services during the validity period of this Agreement, the Employee's performance will be evaluated for the portion during which he / she was employed, and he / she will be entitled to a pro-rata performance bonus based on his evaluated performance for the period of actual service; and
- 11.5 The Employer will submit the total score of the annual assessment and of the Employee to the full Council for the purpose of recommending the bonus allocation.

12. MANAGEMENT OF EVALUATION OUTCOMES

- 12.1 Where the Employer is, at any time during the Employee's employment, not satisfied with the Employee's performance with respect to any matter dealt with in this Agreement, the Employer will give notice to the Employee to attend a meeting;
- 12.2 The Employee will have the opportunity at the meeting to satisfy the Employer of the measures being taken to ensure that his performance becomes satisfactory and any programme, including any dates, for implementing these measures;
- 12.3 Where there is a dispute or difference as to the performance of the Employee under this Agreement, the Parties will confer with a view to resolving the dispute or difference; and


.....
Municipal Manager
Ms Geraldine Mettler


.....
Executive Mayor:
Cllr Jeremy Fasser



- 12.4 In the case of unacceptable performance, the Employer shall –
- 12.4.1 Provide systematic remedial or developmental support to assist the Employee to improve his performance; and
 - 12.4.2 After appropriate performance counselling and having provided the necessary guidance and / or support as well as a reasonable time for improvement in performance, the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his or her duties.

13. DISPUTE RESOLUTION

- 13.1 If the Employee is dissatisfied with any decision or action of the Employer in terms of this Agreement, or where a dispute or difference arises as to the extent to which the Employee has achieved the performance objectives and targets established in terms of this Agreement, the Employee may within 3 (three) business days, meet with the Employer with a view to resolving the issue. The Employer will record the outcome of the meeting in writing;
- 13.2 If the Parties cannot resolve the issues within 10 (ten) business days, an independent arbitrator, acceptable to both parties, shall be appointed to resolve the matter within 30 (thirty) business days; and
- 13.3 In the event that the mediation process contemplated above fails, the relevant clause of the Contract of Employment, together with the relevant laws and regulations, shall apply.

14. GENERAL

- 14.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer; and
- 14.2 Nothing in this agreement diminishes the obligations, duties, or accountabilities of the Employee in terms of his contract of employment, or the effects of existing or new regulations, circulars, policies, directives, or other instruments.

.....
Municipal Manager
Ms Geraldine Mettler

.....
Executive Mayor:
Cllr Jeremy Fasser



Thus, done and signed at Stellenbosch on the 20th day of June 2025

MUNICIPAL MANAGER

AS WITNESSES:

1.

2.

Thus, done and signed at Stellenbosch on the 20th day of June 2025

EXECUTIVE MAYOR

AS WITNESSES:

1.

2.



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Annexure A

Performance Plan

MUNICIPAL MANAGER


.....
Municipal Manager
Ms Geraldine Mettler


.....
Executive Mayor:
Cllr Jeremy Fasser



The Performance Plan sets out:

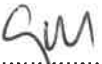
- Key Performance Areas that the employee should focus on, performance objectives, key performance indicators and targets that must be met within a specific timeframe; and
- The Competencies required from employees are prescribed in the Regulations on the appointment and conditions of employment of senior managers, R21 of 2014.

KEY PERFORMANCE INDICATORS

The key performance areas, performance objectives, key performance indicators and targets that must be met within the agreed timeframe are described below. The assessment of these performance indicators will account for 80% (**eighty per cent**) of the total employee assessment score.

Part 1: Implementation of Service Delivery and Budget Implementation Plan (80%)

MUNICIPAL MANAGER													
IDP / Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2023/24)	5-Year Target	2025/26	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2025/26)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Director: Corporate Services	Percentage of indicators of the Director: Corporate Services achieved, measured quarterly	Outcome	87.30%	80% per annum	80%	SM	80%	80%	80%	80%	5
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Chief Financial Officer (CFO)	Percentage of indicators of the CFO achieved, measured quarterly	Outcome	84.50%	80% per annum	80%	SM	80%	80%	80%	80%	5

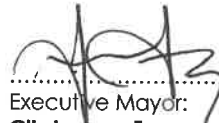

Municipal Manager
Ms Geraldine Mettler


Executive Mayor:
Cllr Jeremy Fasser



MUNICIPAL MANAGER													
IDP / Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2023/24)	5-Year Target	2025/26	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2025/26)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Director: Planning and Economic Development	Percentage of indicators of the Director: Planning and Economic Development achieved, measured quarterly	Outcome	67.82%	80% per annum	80%	SM	80%	80%	80%	80%	5
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Director: Infrastructure Services	Percentage of indicators of the Director: Infrastructure Services achieved, measured quarterly	Outcome	58.77%	80% per annum	80%	SM	80%	80%	80%	80%	5
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Director: Community and Protection Services	Percentage of indicators of the Director: Community and Protection Services achieved, measured quarterly	Outcome	53.27%	80% per annum	80%	SM	80%	80%	80%	80%	5
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Section: Internal Audit	Percentage of indicators of the Section: Internal Audit achieved, measured quarterly	Outcome	100%	80% per annum	80%	SM	80%	80%	80%	80%	3
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Section: IDP/PMS/PP	Percentage of indicators of the Section: IDP/PMS/PP achieved, measured quarterly	Outcome	80.19%	80% per annum	80%	SM	80%	80%	80%	80%	3
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Section: Communication	Percentage of indicators of the Section: Communication achieved, measured quarterly	Outcome	90.49%	80% per annum	80%	SM	80%	80%	80%	80%	3


.....
Municipal Manager
Ms Geraldine Mettler


.....
Executive Mayor:
Cllr Jeremy Fasser



MUNICIPAL MANAGER													
IDP / Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2023/24)	5-Year Target	2025/26	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2025/26)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Section: Risk Management	Percentage of indicators of the Section: Risk Management achieved, measured quarterly	Outcome	97.22%	80% per annum	80%	SM	80%	80%	80%	80%	3
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Section: Office of the Municipal Manager	Percentage of indicators of the Section: Office of the Municipal Manager achieved, measured quarterly	Outcome	100%	80% per annum	80%	SM	80%	80%	80%	80%	3
KPI044	SFA 5: Good Governance and Compliance	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	Outcome	67%	50% per annum	50%	SM	N/A	N/A	N/A	50%	3
KPI048	SFA 5: Good Governance and Compliance	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	Output	1	1 per annum	1	SM	N/A	N/A	N/A	1	2
KPI049	SFA 5: Good Governance and Compliance	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	Output	1	1 per annum	1	SM	N/A	N/A	1	N/A	2
KPI050	SFA 5: Good Governance and Compliance	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	Output	1	1 per annum	1	SM	N/A	N/A	N/A	1	2
KPI053	SFA 5: Good Governance and Compliance	Submission of the draft Integrated Development Plan (IDP) to the Council	Number of draft IDPs submitted to the Council by 31 March	Output	1	1 per annum	1	SM	N/A	N/A	1	N/A	3

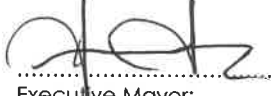

Municipal Manager
Ms Geraldine Mettler


Executive Mayor:
Cllr Jeremy Fasser



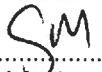
MUNICIPAL MANAGER													
IDP / Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2023/24)	5-Year Target	2025/26	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2025/26)				Weight
									Q1	Q2	Q3	Q4	
KPI054	SFA 5: Good Governance and Compliance	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	Output	1	1 per annum	1	SM	1	N/A	N/A	N/A	1
KPI059	SFA 5: Good Governance and Compliance	Submission of the revised Communication Policy to the MayCo	Number of revised Communication Policies submitted to the MayCo by 31 May	Output	1	1 per annum	1	SM	N/A	N/A	N/A	1	2
TBC	SFA 5: Good Governance and Compliance	Conclude performance agreements with the Chief Financial Officer (CFO) and Directors	Number of performance agreements with the CFO and Directors concluded by 31 July	Output	5	5 per annum	5	SM	5	N/A	N/A	N/A	2
TBC	SFA 5: Good Governance and Compliance	Conclude performance plans with all identified personnel	Number of performance plans with all identified personnel concluded by 30 July	Output	5	6 per annum	6	SM	6	N/A	N/A	N/A	2
TBC	SFA 5: Good Governance and Compliance	Conduct annual performance evaluations with the Chief Financial Officer (CFO) and Directors	Number of annual performance evaluations with the CFO and Directors conducted by 28 February	Output	10	6 per annum	6	SM	N/A	N/A	5	N/A	2
TBC	SFA 5: Good Governance and Compliance	Conduct mid-year performance evaluations with the Chief Financial Officer (CFO) and Directors	Number of mid-year performance evaluations conducted with the Chief Financial Officer (CFO) and Directors by 28 February	Output	New KPI	6 per annum	6	SM	N/A	N/A	5	N/A	2
TBC	SFA 5: Good Governance and Compliance	Conduct annual performance evaluations with all identified personnel	Number of annual performance evaluations conducted with all identified personnel by 31 August	Output	8	6 per annum	6	SM	6	N/A	N/A	N/A	2

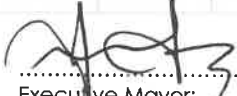

 Municipal Manager
 Ms Geraldine Mettler


 Executive Mayor:
 Cllr Jeremy Fasser



MUNICIPAL MANAGER													
IDP / Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2023/24)	5-Year Target	2025/26	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2025/26)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Conduct mid-year performance evaluations with all identified personnel	Number of mid-year performance evaluations conducted with all identified personnel by 31 January	Output	New KPI	6 per annum	6	SM	N/A	N/A	6	N/A	2
TBC	SFA 5: Good Governance and Compliance	Facilitation of Strategic Management meetings	Number of Strategic Management meetings facilitated per month	Output	36	20 per annum	20	SM	5 (5)	5 (10)	5 (15)	5 (20)	2
TBC	SFA 5: Good Governance and Compliance	Implementation of the Directors Forum resolutions	Percentage of the Directors Forum Resolutions implemented, measured quarterly	Output	85.36%	80% per annum	80%	SM	80%	80%	80%	80%	2
TBC	SFA 5: Good Governance and Compliance	Spend the Office of the Municipal Manager's approved Capital Budget	Percentage of the approved Capital Budget of the Office of the Municipal Manager actually spent by 30 June	Input	96.27%	90% per annum	90%	SM	10%	30%	60%	90%	3
TBC	SFA 5: Good Governance and Compliance	Develop an Annual Departmental Risk Register	Number of Annual Departmental Risk Registers developed by 31 July	Output	1	1 per annum	1	SM	1	N/A	N/A	N/A	1
TBC	SFA 5: Good Governance and Compliance	Evaluation of the Departmental Risk Register	Number of Departmental Risk Registers evaluated by 31 May	Output	2	2 per annum	2	SM	N/A	1 (1)	N/A	1 (2)	1
TBC	SFA 5: Good Governance and Compliance	Implementation of the Council resolutions	Percentage of the Council resolutions implemented, measured quarterly	Output	92.25%	70% per annum	70%	SM	70%	70%	70%	70%	2
TBC	SFA 5: Good Governance and Compliance	Submission of a combined assurance report to the Council	Number of combined assurance reports submitted to the Council by 30 September	Output	1	1 per annum	1	SM	1	N/A	N/A	N/A	1

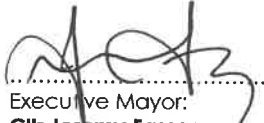

 Municipal Manager
 Ms Geraldine Mettler


 Executive Mayor:
 Cllr Jeremy Fasser



MUNICIPAL MANAGER													
IDP / Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2023/24)	5-Year Target	2025/26	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2025/26)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Implementation of the Directorate's actions as per the AGSA Audit Action Plan	Percentage of the Directorate's actions as per the AGSA Audit Action Plan implemented by 30 June	Output	100%	100% per annum	100%	SM	N/A	N/A	50%	100%	1
												Total	80


.....
Municipal Manager
Ms Geraldine Mettler


.....
Executive Mayor:
Cllr Jeremy Fasser



Part 2: Competency Requirements (20%)

Ref	Leading and Core Competencies	(January) 1 st Assessment	(July) Final Assessment	Weights	Comments
2.1	Strategic direction and leadership			1.66%	
2.2	People management			1.66%	
2.3	Programme and project management			1.66%	
2.4	Financial management			1.66%	
2.5	Change leadership			1.67%	
2.6	Governance leadership			1.67%	
2.7	Moral competence			1.67%	
2.8	Planning and organising			1.67%	
2.9	Analysis and innovation			1.67%	
2.10	Knowledge and information management			1.67%	
2.11	Communication			1.67%	
2.12	Results and quality focus			1.67%	
Total				20%	


.....
Municipal Manager
Ms Geraldine Mettler


.....
Executive Mayor:
Cllr Jeremy Fasser



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Annexure B

Competency Framework

MUNICIPAL MANAGER

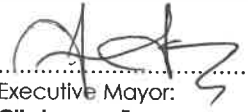

.....
Municipal Manager
Ms Geraldine Mettler


.....
Executive Mayor:
Cllr Jeremy Fasser



CLUSTER :		LEADING COMPETENCIES			
COMPETENCY NAME :		Strategic Direction and Leadership			
COMPETENCY DEFINITION :		Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate.			
ACHIEVEMENT LEVELS					
BASIC		COMPETENT		ADVANCED	
<ul style="list-style-type: none">Understand Institutional and departmental strategic objectives, butlacks the ability to inspire others to achieve set mandate.Describe how specific tasks link to institutional strategies but have limited influence in directing a strategy.Has a basic understanding of institutional performance management, but lacks the ability to integrate systems into a collective whole.Demonstrate basic understanding of key decision making.		<ul style="list-style-type: none">Give direction to a team in realising the institution's strategic mandate and set objectives.Has a positive impact and influence on the morale, engagement and participation of team members.Develop action plans to execute and guide strategy.Assist in defining performance measures to monitor the progress and effectiveness of the institution.Displays an awareness of institutional structures and political factors.Effectively communicate barriers to execution to relevant parties.Provide guidance to all stakeholders in the achievement of the strategic mandate.Understand the aim and objectives of the institution and relate it to own work.		<ul style="list-style-type: none">Evaluate all activities to determine value and alignment to strategic intent.Display in-depth knowledge and understanding of strategic planning.Align strategy and goals across all functional areas.Actively define performance measures to monitor the progress and effectiveness of the institution.Consistently challenge strategic plans to ensure relevance.Understand institutional structures and political factors, and the consequences of actions.Empower others to follow the strategic direction and deal with complex situations.Guide the institution through complex and ambiguous concern.Use understanding of power relationships and dynamic tensions among key players to frame communications and develop strategies, positions and alliances.	
		SUPERIOR			
		<ul style="list-style-type: none">Structure and position the institution to local government priorities.Actively use in-depth knowledge and understanding to develop and implement a comprehensive institutional framework.Hold self-accountable for strategy execution and results.Provide impact and influence through building and maintaining strategic relationships.Create an environment that facilitates loyalty and innovation. Display a superior level of self-discipline and integrity in actions.Integrate various systems into a collective whole to optimise institutional performance management.Uses understanding of competing interests to maneuver successfully to a win / win outcome.			

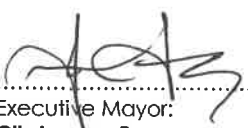

Municipal Manager
Ms Geraldine Mettler


Executive Mayor:
Cllr Jeremy Fasser



CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	People Management			
COMPETENCY DEFINITION :	Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">• Participate in team goalsetting and problem solving.• Interact and collaborate with people of diverse backgrounds.• Aware of guidelines for employee development, but requires support in implementing development initiatives.	<ul style="list-style-type: none">• Seek opportunities to increase team contribution and responsibility.• Respect and support the diverse nature of others and be aware of the benefits of a diverse approach.• Effectively delegate tasks and empower others to increase contribution and execute functions optimally.• Apply relevant employee legislation fairly and consistently.• Effectively identify capacity requirements to fulfill the strategic mandate.	<ul style="list-style-type: none">• Identify ineffective team and work processes and recommend remedial interventions.• Recognise and reward effective and desired behavior.• Provide mentoring and guidance to others in order to increase personal effectiveness.• Identify development and learning needs within the team.• Inspire a culture of performance excellence by giving positive and constructive feedback to the team.• Achieve agreement or consensus in adversarial environments.• Lead and unite diverse teams across divisions to achieve institutional objectives.	<ul style="list-style-type: none">• Develop and incorporate best practice people management processes, approaches and tools across the institution.• Foster a culture of discipline, responsibility and accountability.• Understand the impact of diversity in performance and actively incorporate a diversity strategy in the institution.• Develop comprehensive integrated strategies and approaches to human capital development and management.• Actively identify trends and predict capacity requirements to facilitate unified transition and performance management.	


Municipal Manager
Ms Geraldine Mettler


Executive Mayor:
Cllr Jeremy Fasser



CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	Programme and Project Management			
COMPETENCY DEFINITION :	Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Initiate projects after approval from higher authorities.Understand procedures of program and project management methodology, implications and stakeholder involvement.Understand the rational of projects in relation to the institution's strategic objectives.Document and communicate factors and risk associated with own work.Use results and approaches of successful project implementation as guide.	<ul style="list-style-type: none">Establish broad stakeholder involvement and communicate the project status and key milestones.Define the roles and responsibilities of the project team and create clarity around expectations.Find a balance between project deadline and the quality of deliverables.Identify appropriate project resources to facilitate the effective completion of the deliverables.Comply with statutory requirements and apply policies in a consistent manner.Monitor progress and use of resources and make needed adjustments to timelines, steps and resource allocation.	<ul style="list-style-type: none">Manage multiple programs and balance priorities and conflicts according to institutional goals.Apply effective risk management strategies through impact assessment and resource requirements.Modify project scope and budget when required without compromising the quality and objectives of the project.Involve top-level authorities and relevant stakeholders in seeking project buy-in.Identify and apply contemporary project management methodologyInfluence and motivate project team to deliver exceptional results.Monitor policy implementation and apply procedures to manage risks.	<ul style="list-style-type: none">Understand and conceptualise the long-term implications of desired project outcomes.Direct a comprehensive strategic macro and micro analysis and scope projects accordingly to realise institutional objectives.Influence people in positions of authority to implement outcomes of projectsLead and direct translation of policy into workable action plansEnsures that programs are monitored to track progress and optimal resource utilisation, and that adjustments are made as needed.	

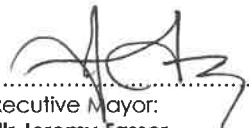
Municipal Manager
Ms Geraldine Mettler

Executive Mayor:
Cllr Jeremy Fasser



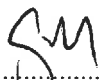
CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	Change Leadership			
COMPETENCY DEFINITION :	Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">• Display an awareness of change interventions and the benefits of transformation initiatives.• Able to identify basic needs for change.• Identify gaps between the current and desired state.• Identify potential risk and challenges to transformation, including resistance to change factors.• Participate in change programs and piloting change interventions.• Understand the impact of change interventions on the institution within the broader scope of local government.	<ul style="list-style-type: none">• Perform an analysis of the change impact on the social, political and economic environment.• Maintain calm and focus during change.• Able to assist team members during change and keep them focused on the deliverables.• Volunteer to lead change efforts outside of own work team.• Able to gain buy-in and approval for change from relevant stakeholders.• Identify change readiness levels and assist in resolving resistance to change factors.• Design change interventions that are aligned with the institution's strategic objectives and goals.	<ul style="list-style-type: none">• Actively monitor change impact and results and convey progress to relevant stakeholders.• Secure buy-in and sponsorship for change initiatives.• Continuously evaluate change strategy and design and introduce new approaches to enhance the institution's effectiveness.• Build and nurture relationships with various stakeholders to establish strategic alliance in facilitating change.• Take the lead in impactful change programmes.• Benchmark change interventions against best change practices.• Understand the impact and psychology of change and put remedial interventions in place to facilitate effective transformation.• Take calculated risk and seek new ideas from best practice scenarios and identify the potential for implementation.	<ul style="list-style-type: none">• Sponsor change agents and create a network of change leaders who support the interventions.• Actively adapt current structures and processes to incorporate the change interventions.• Mentor and guide team members on the effects of change, resistance factors and how to integrate change.• Motivate and inspire others around change initiatives.	


Municipal Manager
Ms Geraldine Mettler


Executive Mayor:
Cllr Jeremy Fasser



CLUSTER :		LEADING COMPETENCIES			
COMPETENCY NAME :		Financial Management			
COMPETENCY DEFINITION :		Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner			
ACHIEVEMENT LEVELS					
BASIC		COMPETENT		ADVANCED	
<ul style="list-style-type: none">Understand basic financial concepts and methods as they relate to institutional processes and activitiesDisplay awareness into the various sources of financial data, reporting mechanisms, financial governance, processes and systemsUnderstand the importance of financial accountabilityUnderstand the importance of asset control.		<ul style="list-style-type: none">Exhibit knowledge of general financial concepts, planning, budgeting and forecasting and how they interrelateAssess, identify and manage financial risks.Assume a cost-saving approach to financial management.Prepare financial reports based on specified formats.Consider and understand the financial implications of decisions and suggestions.Ensure that delegation and instructions as required by National Treasury guidelines are reviewed and updated.Identify and implement proper monitoring and evaluation practices to ensure appropriate spending against budget.		<ul style="list-style-type: none">Take active ownership of planning, budgeting and forecasting processes and provides credible answers to queries within own responsibility.Prepare budgets that are aligned to the strategic objectives of the institution.Address complex budgeting and financial management concerns.Put systems and processes in place to enhance the quality and integrity of financial management practices.Advise on policies and procedures regarding asset control.Promote National Treasury's regulatory framework for Financial Management.	
		SUPERIOR			
		<ul style="list-style-type: none">Develop planning tools to assist in evaluating and monitoring future expenditure trends.Set budget frameworks for the institution.Set strategic direction for the institution on expenditure and other financial processes.Build and nurture partnerships to improve financial management and achieve financial savings.Actively identify and implement new methods to improve asset control.Display professionalism in dealing with financial data and processes.			


Municipal Manager
Ms Geraldine Mettler


Executive Mayor:
Cllr Jeremy Fasser



CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	Governance Leadership			
COMPETENCY DEFINITION:	Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">• Display a basic awareness of risk, compliance and governance factors but require guidance and development in implementing such requirements.• Understand the structure of cooperative government but requires guidance on fostering workable relationships between stakeholders.• Provide input into policy formulation.	<ul style="list-style-type: none">• Display a thorough understanding of governance and risk and compliance factors and implement plans to address these.• Demonstrate understanding of the techniques and processes for optimising risk taking decisions within the institution.• Actively drive policy formulation within the institution to ensure the achievement of objectives.	<ul style="list-style-type: none">• Able to link risk initiatives into key institutional objectives and drivers.• Identify, analyse and measure risk, create valid risk forecasts and map risk profiles.• Apply risk control methodology and approaches to prevent and reduce risk that impede on the achievement of institutional objectives.• Demonstrate a thorough understanding of risk retention plans.• Identify and implement comprehensive risk management systems and processes.• Implement and monitor the formulation of policies, identify and analyse constraints and challenges with implementation and provide recommendations for improvement.	<ul style="list-style-type: none">• Demonstrate a high level of commitment in complying with governance requirements.• Implement governance and compliance strategy to ensure achievement of institutional objectives within the legislative framework.• Able to advise local government on risk management, best practice interventions and compliance management.• Able to forge positive relationships on cooperative governance level to enhance the effectiveness of local government.• Able to shape, direct and drive the formulation of policies on a macro level.	


 Municipal Manager
 Ms Geraldine Mettler


 Executive Mayor:
 Cllr Jeremy Fasser



CLUSTER :		CORE COMPETENCIES					
COMPETENCY NAME :		Moral Competence					
COMPETENCY DEFINITION :		Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behavior that reflects moral competence					
ACHIEVEMENT LEVELS							
BASIC		COMPETENT		ADVANCED			
SUPERIOR							
<ul style="list-style-type: none">Realise the impact of acting with integrity, but requires guidance and development in implementing principles.Follow basic rules and regulations of the institution.Able to identify basic moral situations, but requires guidance and development in understanding and reasoning with moral intent.		<ul style="list-style-type: none">Conduct self in alignment with the values of local government and the institution.Able to openly admit own mistakes and weaknesses and seek assistance from others when unable to deliver.Actively report fraudulent activity and corruption with local government.Understand and honor the confidential nature of matters without seeking personal gain.Able to deal with situations of conflict of interest promptly and in the best interest of local government.		<ul style="list-style-type: none">Identify, develop and apply measures of self-correction.Able to gain trust and respect through aligning actions with commitments.Make proposals and recommendations that are transparent and gain the approval of relevant stakeholders.Present values, beliefs and ideas that are congruent with the institution's rules and regulations.Takes an active stance against corruption and dishonesty when noted.Actively promote the value of the institution to internal and external stakeholders.Able to work in unity with a team and not seek personal gain.Apply universal moral principles consistently to achieve moral decisions.		<ul style="list-style-type: none">Create an environment conducive of moral practices.Actively develop and implement measures to combat fraud and corruption.Set integrity standards and shared accountability measures across the institution to support the objectives of local government.Take responsibility for own actions and decisions, even if the consequences are unfavorable.	


 Municipal Manager
 Ms Geraldine Mettler


 Executive Mayor:
 Cllr Jeremy Fasser



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Planning and Organising			
COMPETENCY DEFINITION :	Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">• Able to follow basic plans and organise tasks around set objectives.• Understand the process of planning and organising but requires guidance and development in providing detailed and comprehensive plans.• Able to follow existing plans and ensure that objectives are met.• Focus on short-term objectives in developing plans and actions• Arrange information and resources required for a task, but require further structure and organisation.	<ul style="list-style-type: none">• Actively and appropriately organise information and resources required for a task.• Recognise the urgency and importance of tasks.• Balance short and long-term plans and goals and incorporate into the team's performance objectives.• Schedule tasks to ensure they are performed within budget and with efficient use of time and resources.• Measures progress and monitor performance results.	<ul style="list-style-type: none">• Able to define institutional objectives, develop comprehensive plans, integrate and coordinate activities and assign appropriate resources for successful implementation.• Identify in advance required stages and actions to complete tasks.• Schedule realistic timelines, objectives and milestones for tasks and projects.• Produce clear, detailed and comprehensive plans to achieve institutional objectives.• Identify possible risk factors and design and implement appropriate contingency plans.• Adapt plans in light of changing circumstances.• Prioritise tasks and projects according to their relevant urgency and importance.	<ul style="list-style-type: none">• Focus on broad strategies and initiatives when developing plans and actions.• Able to protect and forecast short, medium and long term requirements of the institution and local government.• Translate policy into relevant projects to facilitate the achievement of institutional objectives.	

Municipal Manager
Ms Geraldine Mettler

Executive Mayor:
Cllr Jeremy Fasser



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Analysis and Innovation			
COMPETENCY DEFINITION :	Able to critically analyse information, challenges and trends to establish and implement fact-based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Understand the basic operation of analysis, but lack detail and thoroughness.Able to balance independent analysis with requesting assistance from others.Recommend new ways to perform tasks within own function.Propose simple remedial interventions that marginally challenges the status quo.Listen to the ideas and perspectives of others and explore opportunities to enhance such innovative thinking.	<ul style="list-style-type: none">Demonstrate logical problem solving techniques and approaches and provide rationale for recommendations.Demonstrate objectivity, insight and thoroughness when analysing problems.Able to break down complex problems into manageable parts and identify solutions.Consult internal and external stakeholders on opportunities to improve processes and service delivery.Clearly communicate the benefits of new opportunities and innovative solutions and stakeholders.Continuously identify opportunities to enhance internal processes.Identify and analyse opportunities conducive to innovative approaches and propose remedial intervention.	<ul style="list-style-type: none">Coaches team members on analytical and innovative approaches and techniques.Engage with appropriate individuals in analysing and resolving complex problems.Identify solutions on various areas in the institution.Formulate and implement new ideas throughout the institution.Able to gain approval and buy-in for proposed interventions from relevant stakeholders.Identify trends and best practices in process and service delivery and propose institutional application.Continuously engage in research to identify client needs.	<ul style="list-style-type: none">Demonstrate complex analytical and problem solving approaches and techniques.Create an environment conducive to analytical and fact-based problem solving.Analyse, recommend solutions and monitor trends in key challenges to prevent and manage occurrence.Create an environment that fosters innovative thinking and follows a learning organisation approach.Be a thought leader on innovative customer service delivery and process optimisation.Play an active role in sharing best practice solutions and engage in national and international local government seminars and conferences.	



 Municipal Manager
 Ms Geraldine Mettler



 Executive Mayor:
 Cllr Jeremy Fasser



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Knowledge and Information Management			
COMPETENCY DEFINITION :	Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">● Collect, categorise and track relevant information required for specific tasks and projects.● Analyse and interpret information to draw conclusions.● Seek new sources of information to increase the knowledge base.● Regularly share information and knowledge with internal stakeholders and team members.	<ul style="list-style-type: none">● Use appropriate information systems and technology to manage institutional knowledge and information sharing.● Evaluate data from various sources and use information effectively to influence decisions and provide solutions.● Actively create mechanisms and structures for sharing information.● Use external and internal resources to research and provide relevant and cutting-edge knowledge to enhance institutional effectiveness and efficiency.	<ul style="list-style-type: none">● Effectively predict future information and knowledge management requirements and systems.● Develop standards and processes to meet future knowledge management needs.● Share and promote best-practice knowledge management across various institutions.● Establish accurate measures and monitoring systems for knowledge and information management.● Create a culture conducive of learning and knowledge sharing.● Hold regular knowledge and information sharing sessions to elicit new ideas and share best practice approaches.	<ul style="list-style-type: none">● Create and support a vision and culture where team members are empowered to seek, gain and share knowledge and information.● Establish partnerships across local government to facilitate knowledge management.● Demonstrate a mature approach.● Recognise and exploit knowledge points in interactions with internal and external stakeholders.	

Municipal Manager
Ms Geraldine Mettler

Executive Mayor:
Cllr Jeremy Fasser



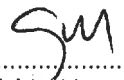
CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Communication			
COMPETENCY DEFINITION :	Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">• Demonstrate an understanding for communication levers and tools appropriate for the audience, but requires guidance in utilising such tools.• Express ideas in a clear and focused manner, but does not always take the audience into consideration.• Disseminate and convey information and knowledge adequately.	<ul style="list-style-type: none">• Express ideas to individuals and groups in formal and informal settings in a manner that is interesting and motivating.• Able to understand, tolerate and appreciate diverse perspectives, attitudes and beliefs.• Adapt communication content and style to suit the audience and facilitate optimal information transfer.• Deliver content in a manner that gains support, commitment and agreement from relevant stakeholders.• Compile clear, focused, concise and well-structured written documents.	<ul style="list-style-type: none">• Effectively communicate high-risk and sensitive matters to relevant stakeholders.• Develop a well-defined communication strategy.• Balance political perspectives with institutional needs when communicating viewpoints on complex issues.• Able to effectively direct negotiations around complex.• Market and promote the institution to external stakeholders and seek to enhance a positive image of the institution.• Able to communicate with the media with high levels of moral competence and discipline.	<ul style="list-style-type: none">• Regarded as a specialist in negotiations and representing the institution.• Able to inspire and motivate others through positive communication that is impactful and relevant.• Creates an environment conducive to transparent and productive communication and critical appreciate conversations.• Able to coordinate negotiations at different levels within local government and externally.	

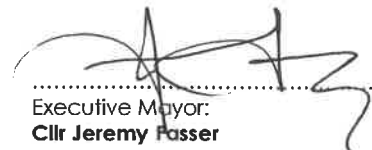
Municipal Manager
Ms Geraldine Mettler

Executive Mayor:
Cllr Jeremy Tasser



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Results and Quality Focus			
COMPETENCY DEFINITION :	Able to maintain high quality standards, focus on achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Understand quality of work but requires guidance in attending to important matters.Show a basic commitment to achieving the correct results.Produce the minimum level of results required in the role.Produce outcomes that is of a good standard.Focus on the quantity of output but requires development in incorporating the quality of work.Produce quality work in general circumstances, but fails to meet expectation when under pressure.	<ul style="list-style-type: none">Focus on high-priority actions and does not become distracted by lower-priority activities.Display firm commitment and pride in achieving the correct results.Set quality standards and design processes and tasks around achieving set standards.Produce output of high quality.Able to balance the quantity and quality of results in order to achieve objectives.Monitors progress, quality of work and use of resources; provide status updates and make adjustments as needed.	<ul style="list-style-type: none">Consistently verify own standards and outcomes to ensure quality output.Focus on the end result and avoids being distractedDemonstrate a determined and committed approach to achieving results and quality standards.Follow task and projects through to completion.Set challenging goals and objectives to self and team and display commitment to achieving expectations.Maintain a focus on quality outputs when placed under pressure.Establishing institutional systems for managing and assigning work, defining responsibilities, tracking, monitoring and measuring success, evaluating and valuing the work of the institution.	<ul style="list-style-type: none">Coach and guide others to exceed quality standards and results.Develop challenging, client-focused goals and sets high standards for personal performance.Commit to exceed the results and quality standards, monitor own performance and implement remedial interventions when required.Work with team to set ambitious and challenging team goals, communicating long- and short term expectations.Take appropriate risks to accomplish goals.Overcome setbacks and adjust action plans to realise goals.Focus people on critical activities that yield a high impact.	


.....
Municipal Manager
Ms Geraldine Mettler


.....
Executive Mayor:
Cllr Jeremy Passer



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Annexure C

Personal Development Plan

MUNICIPAL MANAGER

Municipal Manager
Ms Geraldine Mettler

Executive Mayor:
Cllr Jeremy Fasser



Skills Performance Gap	Outcomes Expected	Suggested training and / or development activity	Suggested mode of delivery	Suggested Time Frames	Work opportunity created to practice skill / development area	Support Person
------------------------	-------------------	--	----------------------------	-----------------------	---	----------------

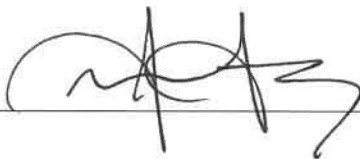
1. coaching & mentoring.
- 2.
- 3.

Signed and accepted by the Employee



Date: 20 June 2025

Signed by the Executive Mayor on behalf of the Municipality



Date: 20 June 2025

ANNEXURE 2



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Performance Agreement

2025/26

Chief Financial Officer

A handwritten signature in black ink, appearing to be a stylized 'K' followed by a long horizontal stroke.

Handwritten initials 'SM' in black ink.



PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN
STELLENBOSCH MUNICIPALITY AS HEREBY REPRESENTED BY:

THE MUNICIPAL MANAGER
Ms Geraldine Mettler
(herein and after referred to as the Employer)

AND

CHIEF FINANCIAL OFFICER
Mr Kevin Carolus
(herein and after referred to as the Employee)

FOR THE FINANCIAL YEAR:

01 JULY 2025 – 30 JUNE 2026


.....
Chief Financial Officer
Mr Kevin Carolus


.....
Municipal Manager:
Ms Geraldine Mettler



Table of Contents

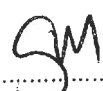
1. Introduction.....	4
2. Purpose of this Agreement.....	4
3. Commencement and Duration	5
4. Performance Objectives	5
5. Performance Management System	6
6. Performance Assessment	7
7. Schedule for Performance Reviews.....	10
8. Developmental Requirements.....	11
9. Obligations of the Employer	11
10. Consultation.....	11
11. Reward	12
12. Management of Evaluation Outcomes	12
13. Dispute Resolution	13
14. General.....	13
Annexure A: Performance Plan.....	16
Annexure B: Competency Framework.....	24
Annexure C: Personal Development Plan.....	38

List of Tables

Table 1: Strategic Focus Areas.....	6
Table 2: Leading and Core Competencies	7
Table 3: Performance rating scale	9
Table 4: Rating scale for Competencies	9
Table 5: Schedule for performance reviews	10
Table 6: Performance bonus calculations.....	12



 Chief Financial Officer
Mr Kevin Carolus



 Municipal Manager:
Ms Geraldine Mettler

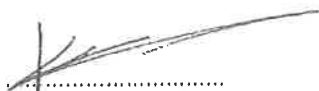


1. INTRODUCTION

- 1.1 The Employer, duly represented by **Ms Geraldine Mettler**, in her capacity as the Municipal Manager has entered into a contract of employment with the Employee, **Mr Kevin Carolus**, in terms of section 57(1)(a) of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) ("the Systems Act"). The Employer and the Employee are hereinafter referred to as "the Parties";
- 1.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the Parties to conclude an annual performance agreement;
- 1.3 The Parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will promote local government policy goals;
- 1.4 The Parties wish to ensure that there is compliance with Sections 57(4B) and 57(5) of the Systems Act;
- 1.5 In this Agreement, the following terms will have the meaning ascribed thereto:
 - 1.5.1 "this Agreement" – means the performance agreement between the Employer and the employee and the Annexures thereto;
 - 1.5.2 "the **Municipal Manager**" – means the Municipal Manager of the Municipality appointed in terms of Section 54(A) of the Systems Act;
 - 1.5.3 "the Employee" means the **Chief Financial Officer** appointed in terms of Section 56 of the Systems Act;
 - 1.5.4 "the Employer" means the **Stellenbosch Municipality**; and
 - 1.5.5 "the Parties" means the Employer and Employee.

2. PURPOSE OF THIS AGREEMENT

- 2.1 To comply with the provisions of Section 57(1)(b), (4B) and (5) of the Systems Act as well as the Contract of Employment entered into between the Parties;
- 2.2 To specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance targets and accountabilities;
- 2.3 To specify accountabilities as set out in the Performance Plan (Annexure A);
- 2.4 To monitor and measure performance against set targeted outputs and outcomes;
- 2.5 To establish a transparent and accountable working relationship;



 Chief Financial Officer
Mr Kevin Carolus



 Municipal Manager:
Ms Geraldine Mettler



- 2.6 To appropriately reward the employee in accordance with section 11 of this agreement; and
- 2.7 To give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining improved service delivery.

3. COMMENCEMENT AND DURATION

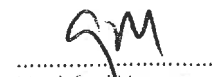
- 3.1 This Agreement will commence on **01 July 2025** and will remain in force until **30 June 2026**, whereafter a new Performance Agreement shall be concluded between the parties for the next financial year or any portion thereof;
- 3.2 The Parties will conclude a new Performance Agreement that replaces this Agreement at least once a year by not later than 31 July of the succeeding financial year;
- 3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason; and
- 3.4 The content of this Agreement may be revised at any time during the abovementioned period to determine the current applicability of the matters previously agreed upon.

4. PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan (Annexure A) sets out –
 - 4.1.1 The performance objectives and targets that must be met by the Employee;
 - 4.1.2 The time frames within which those performance objectives and targets must be met; and
 - 4.1.3 The core competency requirements (Annexure B – definitions) as the management skills regarded as critical to the position held by the Employee.
- 4.2 The performance objectives and targets reflected in Annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Employer, and shall include:
 - 4.2.1 Key objectives that describe the main tasks that need to be done;
 - 4.2.2 Key performance indicators (KPIs) that provide the details of the evidence that must be provided to show that a key objective has been achieved;
 - 4.2.3 Target dates that describe the timeframe in which the targets must be achieved; and



 Chief Financial Officer
 Mr Kevin Carolus



 Municipal Manager:
 Ms Geraldine Mettler



- 4.2.4 Weightings showing the relative importance of the key objectives to each other.
- 4.3 The Personal Development Plan (Annexure C) sets out the Employee's personal development requirements in line with the objectives and targets of the Employer; and
- 4.4 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

5. PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The Employee agrees to participate in the performance management system that the Employer has adopted for the employees of the Employer;
- 5.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the employees and service providers in performing to the standards required;
- 5.3 The Employer will consult the Employee about the specific performance standards and targets that will be included in the performance management system applicable to the Employee;
- 5.4 The Employee undertakes to actively focus on the promotion and implementation of the Strategic Focus Areas (SFAs) (including special projects relevant to the employee's responsibilities) within the local government framework;
- 5.5 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, SFAs and Competency Framework requirements as per the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, both of which shall be contained in the Performance Agreement;
- 5.6 The Employee's assessment will be based on his performance in terms of the outputs / outcomes (KPIs) identified as per the attached Performance Plan (Annexure A), which are linked to the SFAs applicable to the Employee and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee.

Table 1: Strategic Focus Areas

Strategic Focus Areas
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



 Chief Financial Officer
Mr Kevin Carolus



 Municipal Manager:
Ms Geraldine Mettler



- 5.7 The competency requirements for senior managers as per Regulation 9 of Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers will make up the other 20% of the Employee's assessment score. The competencies will be assessed every six (6) months (January and July).

Table 2: Leading and Core Competencies

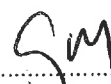
Leading and Core Competencies		
1.	Strategic direction and leadership	<ul style="list-style-type: none"> • Impact and influence • Institutional performance management • Strategic planning and management • Organisational awareness
2.	People management	<ul style="list-style-type: none"> • Human capital planning and development • Diversity management • Employee relations management • Negotiation and dispute management
3.	Programme and project management	<ul style="list-style-type: none"> • Programme and project planning and implementation • Service delivery management • Programme and project monitoring and evaluation
4.	Financial management	<ul style="list-style-type: none"> • Budget planning and execution • Financial strategy and delivery • Financial reporting and delivery
5.	Change leadership	<ul style="list-style-type: none"> • Change vision and strategy • Process design and improvement • Change impact monitoring and evaluation
6.	Governance leadership	<ul style="list-style-type: none"> • Policy formulation • Risk and compliance management • Cooperative Governance
7.	Moral competence	<ul style="list-style-type: none"> • Core Competency
8.	Planning and organising	<ul style="list-style-type: none"> • Core Competency
9.	Analysis and innovation	<ul style="list-style-type: none"> • Core Competency
10.	Knowledge and information management	<ul style="list-style-type: none"> • Core Competency
11.	Communication	<ul style="list-style-type: none"> • Core Competency
12.	Results and quality focus	<ul style="list-style-type: none"> • Core Competency

6. PERFORMANCE ASSESSMENT

- 6.1 The Performance Plan (Annexure A) to this Agreement sets out –
- 6.1.1 The standards and procedures for evaluating the Employee's performance; and
- 6.1.2 The intervals for the evaluation of the Employee's performance.
- 6.2 Despite the establishment of agreed intervals for evaluation, the Employer may, in addition, review the Employee's performance at any stage while the contract of employment remains in force;



 Chief Financial Officer
 Mr Kevin Carolus

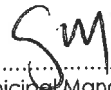


 Municipal Manager:
 Ms Geraldine Mettler



- 6.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan, as well as the actions agreed to, and implementation must take place within set time frames;
- 6.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan (IDP) as described in 6.6 – 6.12 below;
- 6.5 The Employee will submit quarterly performance reports (SDBIP) and a comprehensive annual performance report at least one week before the performance assessment meetings to the Evaluation Panel Chairperson for distribution to the panel members for preparation purposes;
- 6.6 Assessment of the achievement of results as outlined in the performance plan:
- 6.6.1 Each KPI or group of KPIs shall be assessed according to the extent to which the specified standards or performance targets have been met, and with due regard to ad-hoc tasks that had to be performed under the KPI;
- 6.6.2 A rating on the five-point scale shall be provided for each KPI or group of KPIs, which will then be multiplied by the weighting to calculate the final score;
- 6.6.3 The Employee will submit their self-evaluation to the Employer before the formal assessment;
- 6.6.4 In the instance where the employee could not perform due to reasons outside the control of the employer and employee, the KPI will not be considered during the evaluation. The employee should provide sufficient evidence in such instances; and
- 6.6.5 An overall score will be calculated based on the total of the scores calculated above.
- 6.7 Assessment of the Competencies:
- 6.7.1 Each Competency shall be assessed in terms of the description provided in (Annexure B);
- 6.7.2 A rating shall be provided for each Competency, which will then be multiplied by the weighting to calculate the final score; and
- 6.7.3 An overall score will be calculated based on the total of the scores calculated above.
- 6.8 Overall rating
- 6.8.1 An overall rating is calculated by adding the overall scores as calculated in 6.6.5 and 6.7.3 above; and


 Chief Financial Officer
Mr Kevin Carolus


 Municipal Manager:
Ms Geraldine Mettler



6.8.2 Such an overall rating represents the outcome of the performance appraisal.

6.9 The assessment of the performance of the Employee will be based on the following rating scales for SFAs and Competencies, respectively:

6.9.1 Rating scale for SFAs - as mentioned in paragraph 5.6:

Table 3: Performance rating scale

Level	Terminology	Description
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has achieved effective results against all significant performance criteria and indicators specified in the PA and Performance Plan.
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against more than half of the key performance criteria and indicators as specified in the PA and Performance Plan.
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against almost all the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.

6.9.2 Rating scale for Competencies -as mentioned in paragraph 5.7:

Table 4: Rating scale for Competencies

Level	Achievement Levels	Description
5	Superior	Has a comprehensive understanding of local government operations, critical in shaping strategic direction and change, develops, and applies comprehensive concepts and methods.
4	Advanced	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in-depth analyses.

Chief Financial Officer
Mr Kevin Carolus

Municipal Manager:
Ms Geraldine Mettler



Level	Achievement Level	Description
3	Competent	Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analyses.
2	Basic	Applies basic concepts, methods, and understanding of local government operations, but requires supervision and development intervention.
1	Sub Standard	Applies little to no basic concepts, methods, and understanding of local government operations.

6.10 For purposes of evaluating the performance of the Employee for the year-end reviews, an evaluation panel constituted of the following persons will be established–

6.10.1 Municipal Manager;

6.10.2 Municipal Manager from another municipality;

6.10.3 Chairperson of the Performance Audit Committee or, in his / her absence thereof, the Chairperson of the Audit Committee; and

6.10.4 The Member of the Mayoral Committee (Portfolio Chairperson).

6.11 The Municipal Manager will evaluate the performance of the Employee as at the end of the 1st, and 3rd quarters; and

6.12 The Municipal Manager will give performance feedback to the Employee within five (5) working days after each quarterly and annual assessment meeting.

7. SCHEDULE FOR PERFORMANCE REVIEWS

7.1 The performance of the Employee in relation to his performance agreement shall be reviewed on the following dates.

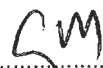
Table 5: Schedule for performance reviews

Quarter	Review Period	Review to be completed by
1	July - September	October / November 2025 (Informal)
2	October – December	January / February 2026 (Formal)
3	January – March	April / May 2026 (Informal)
4	April - June	After the receipt of the AGSA's Management Report

7.2 The Employer shall keep a record of the mid-year and year-end assessment meetings;

7.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance;


 Chief Financial Officer
Mr Kevin Carolus


 Municipal Manager:
Ms Geraldine Mettler



- 7.4 The Employer will be entitled to review and make reasonable changes to the provisions of Annexure A from time to time for operational reasons. The Employee will be fully consulted before any such change is made; and
- 7.5 The Employer may amend the provisions of Annexure A whenever the performance management system is adopted, implemented, and / or amended as the case may be. In that case, the Employee will be fully consulted before any such change is made.

8. DEVELOPMENTAL REQUIREMENTS

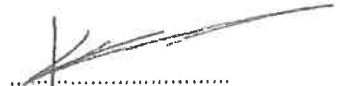
- 8.1 The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure C. Such a Plan may be implemented and / or amended as the case may be after each assessment. In that case, the Employee will be fully consulted before any such change or plan is made.

9. OBLIGATIONS OF THE EMPLOYER

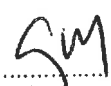
- 9.1 The Employer shall-
- 9.1.1 Create an enabling environment to facilitate effective performance by the Employee;
 - 9.1.2 Provide access to skills development and capacity-building opportunities;
 - 9.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact the performance of the Employee;
 - 9.1.4 On the request of the Employee delegate such powers reasonably required by the Employee to enable him to meet the performance objectives and targets established in terms of this Agreement; and
 - 9.1.5 Make available to the Employee such resources as the Employee may reasonably require from time to time, assisting him to meet the performance objectives and targets established in terms of this Agreement.

10. CONSULTATION

- 10.1 The Employer agrees to consult the Employee timeously where the exercising of its powers will have amongst others-
- 10.1.1 A direct effect on the performance of any of the Employee's functions;
 - 10.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer; and
 - 10.1.3 A substantial financial effect on the Employer.



 Chief Financial Officer
Mr Kevin Carolus



 Municipal Manager:
Ms Geraldine Mettler



- 10.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in clause 12.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

11. REWARD

- 11.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance;
- 11.2 The payment of the performance bonus is determined by the performance score obtained during the 4th quarter and as informed by the quarterly performance assessments;
- 11.3 A performance bonus of between 5% to 14% of the all-inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance to be constituted as follows:

Table 6: Performance bonus calculations

Performance Rating		Bonus Calculation
0% - 64%	Poor Performance	0% of the total package
65% - 69%	Average Performance	5% of the total package
70% - 74%	Fair Performance	9% of the total package
75% - 79%	Good Performance	11% of the total package
80% - 100%	Excellent Performance	14% of the total package

- 11.4 In the event of the Employee terminating his services during the validity period of this Agreement, the Employee's performance will be evaluated for the portion during which he was employed, and he will be entitled to a pro-rata performance bonus based on his evaluated performance for the period of actual service; and
- 11.5 The Employer will submit the total score of the annual assessment and of the Employee to the full Council for the purpose of recommending a bonus allocation.

12. MANAGEMENT OF EVALUATION OUTCOMES

- 12.1 Where the Employer is, at any time during the Employee's employment, not satisfied with the Employee's performance with respect to any matter dealt with in this Agreement, the Employer will give notice to the Employee to attend a meeting;
- 12.2 The Employee will have the opportunity at the meeting to satisfy the Employer of the measures being taken to ensure that his performance becomes satisfactory and any programme, including any dates, for implementing these measures;


 Chief Financial Officer
 Mr Kevin Carolus


 Municipal Manager
 Ms Geraldine Mettler



- 12.3 Where there is a dispute or difference as to the performance of the Employee under this Agreement, the Parties will confer with a view to resolving the dispute or difference; and
- 12.4 In the case of unacceptable performance, the Employer shall –
- 12.4.1 Provide systematic remedial or developmental support to assist the Employee to improve his performance; and
 - 12.4.2 After appropriate performance counselling and having provided the necessary guidance and / or support as well as a reasonable time for improvement in performance, the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his or her duties.

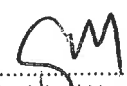
13. DISPUTE RESOLUTION

- 13.1 If the Employee is dissatisfied with any decision or action of the Employer in terms of this Agreement, or where a dispute or difference arises as to the extent to which the Employee has achieved the performance objectives and targets established in terms of this Agreement, the Employee may within 3 (three) business days, meet with the Employer with a view to resolving the issue. The Employer will record the outcome of the meeting in writing;
- 13.2 If the Parties cannot resolve the issues within 10 (ten) business days, an independent arbitrator, acceptable to both parties, shall be appointed to resolve the matter within 30 (thirty) business days; and
- 13.3 If the mediation process contemplated above fails, the relevant clause of the Contract of Employment, together with the relevant laws and regulations, shall apply.

14. GENERAL

- 14.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer; and
- 14.2 Nothing in this agreement diminishes the obligations, duties, or accountabilities of the Employee in terms of his contract of employment, or the effects of existing or new regulations, circulars, policies, directives, or other instruments.


 Chief Financial Officer
 Mr Kevin Carolus


 Municipal Manager:
 Ms Geraldine Mettler



Thus, done and signed at  on the 30th day of June 2025.

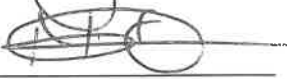

CHIEF FINANCIAL OFFICER

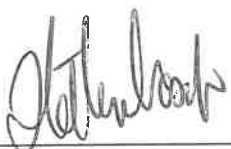
AS WITNESSES:

1.



2.



Thus, done and signed at  on the 30th day of June 2025.


MUNICIPAL MANAGER

AS WITNESSES:

1.



2.




.....
Chief Financial Officer
Mr Kevin Carolus

.....
Municipal Manager:
Ms Geraldine Mettler



MEMBER OF MAYORAL COMMITTEE
(Portfolio: Financial Services)
Cllr JC Anthony

.....
Chief Financial Officer
Mr Kevin Carolus

.....
Municipal Manager:
Ms Geraldine Mettler

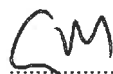


STELLENBOSCH
STELLENBOSCH • PNIEI • FRANSCHHOEK
MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Annexure A Performance Plan

CHIEF FINANCIAL OFFICER


.....
Chief Financial Officer
Mr Kevin Carolus


.....
Municipal Manager:
Ms Geraldine Mettler

**The Performance Plan sets out:**

- Key Performance Areas that the employee should focus on, performance objectives, key performance indicators and targets that must be met within a specific timeframe; and
- The Competencies required from employees are prescribed in the Regulations on the appointment and conditions of employment of senior managers, R21 of 2014.

KEY PERFORMANCE INDICATORS

The key performance areas, performance objectives, key performance indicators and targets that must be met within the agreed timeframe are described below. The assessment of these performance indicators will account for 80% (**eighty per cent**) of the total employee assessment score.

Part 1: Implementation of Service Delivery and Budget Implementation Plan (80%)

CHIEF FINANCIAL OFFICER													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2023/24)	5-Year Target	2025/26	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2025/26)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Department: Financial Management Services	Percentage of indicators of the Department: Financial Management Services achieved, measured quarterly	Outcome	80%	80% per annum	80%	SM	80%	80%	80%	80%	3
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Department: Revenue and Expenditure	Percentage of indicators of the Department: Revenue and Expenditure achieved, measured quarterly	Outcome	80%	80% per annum	80%	SM	80%	80%	80%	80%	3


 Chief Financial Officer
 Mr Kevin Carolus


 Municipal Manager:
 Ms Geraldine Mettler



CHIEF FINANCIAL OFFICER													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2023/24)	5-Year Target	2025/26	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2025/26)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Department: Supply Chain Management (SCM)	Percentage of indicators of the Department: Supply Chain Management (SCM) achieved, measured quarterly	Outcome	80%	80% per annum	80%	SM	80%	80%	80%	80%	3
KPI032	SFA 4 - Dignified Living	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	Outcome	100%	100% per annum	100%	SM	100%	100%	100%	100%	3
KPI033	SFA 4 - Dignified Living	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	Output	100%	100% per annum	100%	SM	100%	100%	100%	100%	3
KPI034	SFA 4 - Dignified Living	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	Output	100%	100% per annum	100%	SM	100%	100%	100%	100%	3
KPI035	SFA 4 - Dignified Living	Registered indigent formal households with access to free basic sanitation (NKPI Proxy - MSA, Reg. S10(a), (b))	Percentage of registered indigent formal households with access to free basic sanitation, measured quarterly	Output	100%	100% per annum	100%	SM	100%	100%	100%	100%	3
KPI036	SFA 4 - Dignified Living	Formal households with access to water (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to water, measured quarterly	Output	27 310	27 000 per annum	27 000	SM	27 000 (27 000)	27 000 (27 000)	27 000 (27 000)	27 000 (27 000)	3
KPI037	SFA 4 - Dignified Living	Formal households with access to electricity (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to electricity, measured quarterly	Output	27 310	27 000 per annum	27 000	SM	27 000 (27 000)	27 000 (27 000)	27 000 (27 000)	27 000 (27 000)	3

Chief Financial Officer
Mr Kevin Carolus

Municipal Manager:
Ms Geraldine Mettler

CHIEF FINANCIAL OFFICER													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2023/24)	5-Year Target	2025/26	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2025/26)				Weight
									Q1	Q2	Q3	Q4	
KPI038	SFA 4 - Dignified Living	Formal households with access to refuse removal (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to refuse removal, measured quarterly	Output	27 310	27 000 per annum	27 000	SM	27 000 (27 000)	27 000 (27 000)	27 000 (27 000)	27 000 (27 000)	3
KPI039	SFA 4 - Dignified Living	Formal households with access to sanitation (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to sanitation, measured quarterly	Output	27 310	27 000 per annum	27 000	SM	27 000 (27 000)	27 000 (27 000)	27 000 (27 000)	27 000 (27 000)	3
KPI040	SFA 5: Good Governance and Compliance	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	Input	85.88%	90% per annum	90%	SM	10%	30%	60%	90%	1
KPI042	SFA 5: Good Governance and Compliance	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)	Input	3.66	2 per annum	2 (months)	SM	N/A	N/A	N/A	2 (months)	3
KPI043	SFA 5: Good Governance and Compliance	Achieve an average payment percentage of 96% by 30 June (Gross Debtors Opening Balance + Billed Revenue - Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue x 100	(Gross Debtors Opening Balance + Billed Revenue - Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue x 100	Outcome	94.56%	96% per annum	96%	SM	N/A	N/A	N/A	96%	3
KPI046	SFA 5: Good Governance and Compliance	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	Outcome	32.26%	15% per annum	15%	SM	N/A	N/A	N/A	15%	3

Chief Financial Officer
Mr Kevin Carolus

Municipal Manager:
Ms Geraldine Mettler



CHIEF FINANCIAL OFFICER													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2023/24)	5-Year Target	2025/26	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2025/26)				Weight
									Q1	Q2	Q3	Q4	
KPI047	SFA 5: Good Governance and Compliance	Financial viability measured in terms of the outstanding service debtors (NKPI Proxy - MSA, Reg. S10(g)(iii))	Service debtors to revenue ratio – (Total outstanding service debtors / revenue received for services) measured by 30 June	Outcome	30.55%	27% per annum	27%	SM	N/A	N/A	N/A	27%	1
TBC	SFA 5: Good Governance and Compliance	Implementation of the Mayoral Outcomes in the Integrated Development Plan (IDP) for the 2025/26 financial year	Percentage of the Mayoral Outcomes in the IDP for the 2025/26 financial year implemented by 30 June	Outcome	80%	80% per annum	80%	SM	80%	80%	80%	80%	2
TBC	SFA 5: Good Governance and Compliance	Implementation of the Portfolio: Financial Services Outcomes in the Integrated Development Plan (IDP) for the 2025/26 financial year	Percentage of the Portfolio: Financial Services' Outcomes in the IDP for the 2025/26 financial year, implemented by 30 June	Outcome	90%	80% per annum	80%	SM	80%	80%	80%	80%	2
TBC	SFA 5: Good Governance and Compliance	Implementation of the Municipal Manager's Outcomes in the Integrated Development Plan (IDP) for the 2025/26 financial year	Percentage of the Municipal Manager's Outcomes in the IDP for the 2025/26 financial year implemented by 30 June	Outcome	80%	80% per annum	80%	SM	80%	80%	80%	80%	2
TBC	SFA 5: Good Governance and Compliance	Spend the Directorate: Financial Services' approved Capital Budget	Percentage of the approved Capital Budget of the Directorate: Financial Services actually spent by 30 June	Input	99%	90% per annum	90%	SM	10%	30%	60%	90%	10
TBC	SFA 5: Good Governance and Compliance	Submission of the final bid specifications for all capital projects to the Bid Specification Committee (BSC) (2026/27)	Percentage of the final bid specifications for all capital projects submitted to the BSC by 30 June (50% by 31 March 2026 and 100% by 30 June 2026 for the 2026/27 financial year)	Output	100%	100% per annum	100%	SM	N/A	N/A	50%	100%	3


 Chief Financial Officer
 Mr Kevin Carolus


 Municipal Manager:
 Ms Geraldine Mettler



CHIEF FINANCIAL OFFICER													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2023/24)	5-Year Target	2025/26	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2025/26)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Submission of detailed procurement needs for all operational projects to the Supply Chain Management (SCM) Department	Number of quarterly detailed procurement needs submitted to the SCM Department 10 days before the start of the quarter	Output	4	4 per annum	4	SM	1 (1)	1 (2)	1 (3)	1 (4)	1
TBC	SFA 5: Good Governance and Compliance	Conclude performance plans with all identified personnel	Number of performance plans concluded with all identified personnel by 30 July	Output	3	4 per annum	4	SM	4	N/A	N/A	N/A	1
TBC	SFA 5: Good Governance and Compliance	Conduct formal annual performance evaluations with all identified personnel	Number of formal annual performance evaluations conducted with all identified personnel by 31 August	Output	6	4 per annum	4	SM	4	N/A	N/A	N/A	1
TBC	SFA 5: Good Governance and Compliance	Conduct mid-year performance evaluations with all identified personnel	Number of mid-year performance evaluations conducted with all identified personnel by 31 January	Output	New KPI	4 per annum	6	SM	N/A	N/A	4	N/A	1
TBC	SFA 5: Good Governance and Compliance	Develop an Annual Departmental Risk Register	Number of Annual Departmental Risk Registers developed by 31 July	Output	1	1 per annum	1	SM	1	N/A	N/A	N/A	1
TBC	SFA 5: Good Governance and Compliance	Evaluation of the Departmental Risk Register	Number of Departmental Risk Registers evaluated by 31 May	Output	2	2 per annum	2	SM	N/A	1 (1)	N/A	1 (2)	1
TBC	SFA 5: Good Governance and Compliance	Implementation of the Directors Forum resolutions	Percentage of the Directors Forum Resolutions implemented in accordance with due dates	Output	New KPI	80% per annum	80%	SM	80%	80%	80%	80%	1
TBC	SFA 5: Good Governance and Compliance	Implementation of the Council resolutions	Percentage of the Council resolutions implemented, measured quarterly	Output	70%	70% per annum	70%	SM	70%	70%	70%	70%	2

Chief Financial Officer
Mr Kevin Carolus

Municipal Manager:
Ms Geraldine Mettler



CHIEF FINANCIAL OFFICER													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2023/24)	5-Year Target	2025/26	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2025/26)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Implementation of the adopted Revenue Enhancement Strategy	Number of actions implemented as identified in the Revenue Enhancement Strategy by 30 June	Output	4	4 per annum	4	SM	1 (1)	1 (2)	1 (3)	1 (4)	2
TBC	SFA 5: Good Governance and Compliance	Resolve formal revenue complaints received	Percentage of formal revenue complaints resolved within 10 working days after the date of receipt	Outcome	90%	90% per annum	90%	SM	90%	90%	90%	90%	1
TBC	SFA 5: Good Governance and Compliance	Implementation of the Directorate's actions as per the AGSA Audit Action Plan	Percentage of the Directorate's actions as per the AGSA Audit Action Plan implemented by 30 June	Outcome	100%	100% per annum	100%	MS	N/A	N/A	50%	100%	2
TBC	SFA 5: Good Governance and Compliance	Receive an unqualified audit opinion from the AGSA	Number of unqualified audit opinions from AGSA received by 30 November	Outcome	New KPI	1 per annum	1	MS	N/A	1	N/A	N/A	1
TBC	SFA 5: Good Governance and Compliance	Implementation of succession planning initiatives	Number of succession planning initiatives implemented by 30 June	Output	New KPI	1 per annum	1	SM	N/A	N/A	N/A	1	1
TBC	SFA 5: Good Governance and Compliance	Attend Universal Access Policy meetings	Number of Universal Access Policy meetings attended, measured quarterly	Output	New KPI	4 per annum	4	SM	1 (1)	1 (2)	1 (3)	1 (4)	1
Total													80

Chief Financial Officer
Mr Kevin Carolus

Municipal Manager:
Ms Geraldine Mettler

**Part 2: Competency Requirements (20%)**

Ref	Leading and Core Competencies	(January) 1 st Assessment	(July) Final Assessment	Weights	Comments
2.1	Strategic direction and leadership			1.66%	
2.2	People management			1.66%	
2.3	Programme and project management			1.66%	
2.4	Financial management			1.66%	
2.5	Change leadership			1.67%	
2.6	Governance leadership			1.67%	
2.7	Moral competence			1.67%	
2.8	Planning and organising			1.67%	
2.9	Analysis and innovation			1.67%	
2.10	Knowledge and information management			1.67%	
2.11	Communication			1.67%	
2.12	Results and quality focus			1.67%	
Total				20%	


.....
Chief Financial Officer
Mr Kevin Carolus


.....
Municipal Manager:
Ms Geraldine Mettler



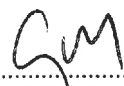
STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Annexure B

Competency Framework

CHIEF FINANCIAL OFFICER


.....
Chief Financial Officer
Mr Kevin Carolus


.....
Municipal Manager:
Ms Geraldine Mettler

CLUSTER :		LEADING COMPETENCIES					
COMPETENCY NAME :		Strategic Direction and Leadership					
COMPETENCY DEFINITION :		Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate.					
ACHIEVEMENT LEVELS							
BASIC		COMPETENT		ADVANCED		SUPERIOR	
<ul style="list-style-type: none">Understand Institutional and departmental strategic objectives, butlacks the ability to inspire others to achieve set mandate.		<ul style="list-style-type: none">Give direction to a team in realising the institution's strategic mandate and set objectives.		<ul style="list-style-type: none">Evaluate all activities to determine value and alignment to strategic intent.		<ul style="list-style-type: none">Structure and position the institution to local government priorities.	
<ul style="list-style-type: none">Describe how specific tasks link to institutional strategies but have limited influence in directing a strategy.		<ul style="list-style-type: none">Has a positive impact and influence on the morale, engagement and participation of team members.		<ul style="list-style-type: none">Display in-depth knowledge and understanding of strategic planning.		<ul style="list-style-type: none">Actively use in-depth knowledge and understanding to develop and implement a comprehensive institutional framework.	
<ul style="list-style-type: none">Has a basic understanding of institutional performance management, but lacks the ability to integrate systems into a collective whole.		<ul style="list-style-type: none">Develop action plans to execute and guide strategy.		<ul style="list-style-type: none">Align strategy and goals across all functional areas.		<ul style="list-style-type: none">Hold self-accountable for strategy execution and results.	
<ul style="list-style-type: none">Demonstrate basic understanding of key decision making.		<ul style="list-style-type: none">Assist in defining performance measures to monitor the progress and effectiveness of the institution.		<ul style="list-style-type: none">Actively define performance measures to monitor the progress and effectiveness of the institution.		<ul style="list-style-type: none">Provide impact and influence through building and maintaining strategic relationships.	
		<ul style="list-style-type: none">Displays an awareness of institutional structures and political factors.		<ul style="list-style-type: none">Consistently challenge strategic plans to ensure relevance.		<ul style="list-style-type: none">Create an environment that facilitates loyalty and innovation. Display a superior level of self-discipline and integrity in actions.	
		<ul style="list-style-type: none">Effectively communicate barriers to execution to relevant parties.		<ul style="list-style-type: none">Understand institutional structures and political factors, and the consequences of actions.		<ul style="list-style-type: none">Integrate various systems into a collective whole to optimise institutional performance management.	
		<ul style="list-style-type: none">Provide guidance to all stakeholders in the achievement of the strategic mandate.		<ul style="list-style-type: none">Empower others to follow the strategic direction and deal with complex situations.		<ul style="list-style-type: none">Uses understanding of competing interests to maneuver successfully to a win/win outcome.	
		<ul style="list-style-type: none">Understand the aim and objectives of the institution and relate it to own work.		<ul style="list-style-type: none">Guide the institution through complex and ambiguous concern.Use understanding of power relationships and dynamic tensions among key players			

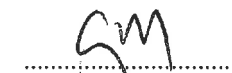
Chief Financial Officer
Mr Kevin Carolus

Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	LEADING COMPETENCIES		
COMPETENCY NAME :	Strategic Direction and Leadership		
COMPETENCY DEFINITION :	Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate.		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
		to frame communications and develop strategies, positions and alliances.	


 Chief Financial Officer
Mr Kevin Carolus


 Municipal Manager:
Ms Geraldine Mettler

CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	People Management			
COMPETENCY DEFINITION :	Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">• Participate in team goalsetting and problem solving.	<ul style="list-style-type: none">• Seek opportunities to increase team contribution and responsibility.	<ul style="list-style-type: none">• Identify ineffective team and work processes and recommend remedial interventions.	<ul style="list-style-type: none">• Develop and incorporate best practice people management processes, approaches and tools across the institution.	
<ul style="list-style-type: none">• Interact and collaborate with people of diverse backgrounds.	<ul style="list-style-type: none">• Respect and support the diverse nature of others and be aware of the benefits of a diverse approach.	<ul style="list-style-type: none">• Recognise and reward effective and desired behavior.	<ul style="list-style-type: none">• Foster a culture of discipline, responsibility and accountability.	
	<ul style="list-style-type: none">• Effectively delegate tasks and empower others to increase contribution and execute functions optimally.	<ul style="list-style-type: none">• Provide mentoring and guidance to others in order to increase personal effectiveness.	<ul style="list-style-type: none">• Understand the impact of diversity in performance and actively incorporate a diversity strategy in the institution.	
<ul style="list-style-type: none">• Aware of guidelines for employee development, but requires support in implementing development initiatives.	<ul style="list-style-type: none">• Apply relevant employee legislation fairly and consistently.	<ul style="list-style-type: none">• Identify development and learning needs within the team.	<ul style="list-style-type: none">• Develop comprehensive integrated strategies and approaches to human capital development and management.	
	<ul style="list-style-type: none">• Effectively identify capacity requirements to fulfill the strategic mandate.	<ul style="list-style-type: none">• Inspire a culture of performance excellence by giving positive and constructive feedback to the team.• Achieve agreement or consensus in adversarial environments.• Lead and unite diverse teams across divisions to achieve institutional objectives.	<ul style="list-style-type: none">• Actively identify trends and predict capacity requirements to facilitate unified transition and performance management.	

Chief Financial Officer
Mr Kevin Carolus

Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	Programme and Project Management			
COMPETENCY DEFINITION :	Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">• Initiate projects after approval from higher authorities.	<ul style="list-style-type: none">• Establish broad stakeholder involvement and communicate the project status and key milestones.	<ul style="list-style-type: none">• Manage multiple programs and balance priorities and conflicts according to institutional goals.	<ul style="list-style-type: none">• Understand and conceptualize the long-term implications of desired project outcomes.	
<ul style="list-style-type: none">• Understand procedures of program and project management methodology, implications and stakeholder involvement.	<ul style="list-style-type: none">• Define the roles and responsibilities of the project team and create clarity around expectations.	<ul style="list-style-type: none">• Apply effective risk management strategies through impact assessment and resource requirements.	<ul style="list-style-type: none">• Direct a comprehensive strategic macro and micro analysis and scope projects accordingly to realize institutional objectives.	
<ul style="list-style-type: none">• Understand the rational of projects in relation to the institution's strategic objectives.	<ul style="list-style-type: none">• Find a balance between project deadline and the quality of deliverables.	<ul style="list-style-type: none">• Modify project scope and budget when required without compromising the quality and objectives of the project.	<ul style="list-style-type: none">• Influence people in positions of authority to implement outcomes of projects	
<ul style="list-style-type: none">• Document and communicate factors and risk associated with own work.	<ul style="list-style-type: none">• Identify appropriate project resources to facilitate the effective completion of the deliverables.	<ul style="list-style-type: none">• Involve top-level authorities and relevant stakeholders in seeking project buy-in.	<ul style="list-style-type: none">• Lead and direct translation of policy into workable action plans	
<ul style="list-style-type: none">• Use results and approaches of successful project implementation as guide.	<ul style="list-style-type: none">• Comply with statutory requirements and apply policies in a consistent manner.• Monitor progress and use of resources and make needed adjustments to timelines, steps and resource allocation.	<ul style="list-style-type: none">• Identify and apply contemporary project management methodology• Influence and motivate project team to deliver exceptional results.• Monitor policy implementation and apply procedures to manage risks.	<ul style="list-style-type: none">• Ensures that programs are monitored to track progress and optimal resource utilization, and that adjustments are made as needed.	

.....
Chief Financial Officer
Mr Kevin Carolus

.....
Municipal Manager:
Ms Geraldine Mettler

CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	Change Leadership			
COMPETENCY DEFINITION :	Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">• Display an awareness of change interventions and the benefits of transformation initiatives.	<ul style="list-style-type: none">• Perform an analysis of the change impact on the social, political and economic environment.	<ul style="list-style-type: none">• Actively monitor change impact and results and convey progress to relevant stakeholders.	<ul style="list-style-type: none">• Sponsor change agents and create a network of change leaders who support the interventions.	
<ul style="list-style-type: none">• Able to identify basic needs for change.	<ul style="list-style-type: none">• Maintain calm and focus during change.	<ul style="list-style-type: none">• Secure buy-in and sponsorship for change initiatives.	<ul style="list-style-type: none">• Actively adapt current structures and processes to incorporate the change interventions.	
<ul style="list-style-type: none">• Identify gaps between the current and desired state.	<ul style="list-style-type: none">• Able to assist team members during change and keep them focused on the deliverables.	<ul style="list-style-type: none">• Continuously evaluate change strategy and design and introduce new approaches to enhance the institution's effectiveness.	<ul style="list-style-type: none">• Mentor and guide team members on the effects of change, resistance factors and how to integrate change.	
<ul style="list-style-type: none">• Identify potential risk and challenges to transformation, including resistance to change factors.• Participate in change programs and piloting change interventions.	<ul style="list-style-type: none">• Volunteer to lead change efforts outside of own work team.• Able to gain buy-in and approval for change from relevant stakeholders.• Identify change readiness levels and assist in resolving resistance to change factors.	<ul style="list-style-type: none">• Build and nurture relationships with various stakeholders to establish strategic alliance in facilitating change.• Take the lead in impactful change programs.		
<ul style="list-style-type: none">• Understand the impact of change interventions on the institution within the broader scope of local government.	<ul style="list-style-type: none">• Design change interventions that are aligned with the institution's strategic objectives and goals.	<ul style="list-style-type: none">• Benchmark change interventions against best change practices.• Understand the impact and psychology of change and put remedial interventions in place to facilitate effective transformation.• Take calculated risk and seek new ideas from best practice scenarios and identify the potential for implementation.	<ul style="list-style-type: none">• Motivate and inspire others around change initiatives.	

.....
Chief Financial Officer
Mr Kevin Carolus

.....
Municipal Manager:
Ms Geraldine Mettler



CLUSTER :		LEADING COMPETENCIES	
COMPETENCY NAME :		Financial Management	
COMPETENCY DEFINITION :		Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognized financial practices. Further to ensure that all financial transactions are managed in an ethical manner	
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none">• Understand basic financial concepts and methods as they relate to institutional processes and activities	<ul style="list-style-type: none">• Exhibit knowledge of general financial concepts, planning, budgeting and forecasting and how they interrelate	<ul style="list-style-type: none">• Take active ownership of planning, budgeting and forecasting processes and provides credible answers to queries within own responsibility.	<ul style="list-style-type: none">• Develop planning tools to assist in evaluating and monitoring future expenditure trends.
<ul style="list-style-type: none">• Display awareness into the various sources of financial data, reporting mechanisms, financial governance, processes and systems• Understand the importance of financial accountability	<ul style="list-style-type: none">• Assess, identify and manage financial risks.• Assume a cost-saving approach to financial management.	<ul style="list-style-type: none">• Prepare budgets that are aligned to the strategic objectives of the institution.• Address complex budgeting and financial management concerns.	<ul style="list-style-type: none">• Set budget frameworks for the institution.• Set strategic direction for the institution on expenditure and other financial processes.
	<ul style="list-style-type: none">• Prepare financial reports based on specified formats.• Consider and understand the financial implications of decisions and suggestions.	<ul style="list-style-type: none">• Put systems and processes in place to enhance the quality and integrity of financial management practices.• Advise on policies and procedures regarding asset control.	<ul style="list-style-type: none">• Build and nurture partnerships to improve financial management and achieve financial savings.• Actively identify and implement new methods to improve asset control.
<ul style="list-style-type: none">• Understand the importance of asset control.	<ul style="list-style-type: none">• Ensure that delegation and instructions as required by National Treasury guidelines are reviewed and updated.• Identify and implement proper monitoring and evaluation practices to ensure appropriate spending against budget.	<ul style="list-style-type: none">• Promote National Treasury's regulatory framework for Financial Management.	<ul style="list-style-type: none">• Display professionalism in dealing with financial data and processes.

.....
Chief Financial Officer
Mr Kevin Carolus

.....
Municipal Manager:
Ms Geraldine Mettler

CLUSTER :		LEADING COMPETENCIES			
COMPETENCY NAME :		Governance Leadership			
COMPETENCY DEFINITION:		Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualization of relevant policies and enhance cooperative governance relationships.			
ACHIEVEMENT LEVELS					
BASIC		COMPETENT		ADVANCED	
<ul style="list-style-type: none">Display a basic awareness of risk, compliance and governance factors but require guidance and development in implementing such requirements.		<ul style="list-style-type: none">Display a thorough understanding of governance and risk and compliance factors and implement plans to address these.		<ul style="list-style-type: none">Able to link risk initiatives into key institutional objectives and drivers.	
<ul style="list-style-type: none">Understand the structure of cooperative government but requires guidance on fostering workable relationships between stakeholders.		<ul style="list-style-type: none">Demonstrate understanding of the techniques and processes for optimising risk taking decisions within the institution.		<ul style="list-style-type: none">Identify, analyse and measure risk, create valid risk forecasts and map risk profiles.	
<ul style="list-style-type: none">Provide input into policy formulation.		<ul style="list-style-type: none">Actively drive policy formulation within the institution to ensure the achievement of objectives.		<ul style="list-style-type: none">Apply risk control methodology and approaches to prevent and reduce risk that impede on the achievement of institutional objectives.	
				<ul style="list-style-type: none">Demonstrate a thorough understanding of risk retention plans.	
				<ul style="list-style-type: none">Identify and implement comprehensive risk management systems and processes.	
				<ul style="list-style-type: none">Implement and monitor the formulation of policies, identify and analyse constraints and challenges with implementation and provide recommendations for improvement.	
				<ul style="list-style-type: none">Demonstrate a high level of commitment in complying with governance requirements.	
				<ul style="list-style-type: none">Implement governance and compliance strategy to ensure achievement of institutional objectives within the legislative framework.	
				<ul style="list-style-type: none">Able to advise local government on risk management, best practice interventions and compliance management.	
				<ul style="list-style-type: none">Able to forge positive relationships on cooperative governance level to enhance the effectiveness of local government.	
				<ul style="list-style-type: none">Able to shape, direct and drive the formulation of policies on a macro level.	

Chief Financial Officer
Mr Kevin Carolus

Municipal Manager:
Ms Geraldine Mettler



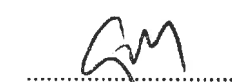
CLUSTER :		CORE COMPETENCIES	
COMPETENCY NAME :		Moral Competence	
COMPETENCY DEFINITION :		Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behavior that reflects moral competence	
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none">Realise the impact of acting with integrity, but requires guidance and development in implementing principles.Follow basic rules and regulations of the institution.	<ul style="list-style-type: none">Conduct self in alignment with the values of local government and the institution.Able to openly admit own mistakes and weaknesses and seek assistance from others when unable to deliver.	<ul style="list-style-type: none">Identify, develop and apply measures of self-correction.Able to gain trust and respect through aligning actions with commitments.	<ul style="list-style-type: none">Create an environment conducive of moral practices.Actively develop and implement measures to combat fraud and corruption.
<ul style="list-style-type: none">Able to identify basic moral situations, but requires guidance and development in understanding and reasoning with moral intent.	<ul style="list-style-type: none">Actively report fraudulent activity and corruption with local government.	<ul style="list-style-type: none">Make proposals and recommendations that are transparent and gain the approval of relevant stakeholders.	<ul style="list-style-type: none">Set integrity standards and shared accountability measures across the institution to support the objectives of local government.
	<ul style="list-style-type: none">Understand and honor the confidential nature of matters without seeking personal gain.	<ul style="list-style-type: none">Present values, beliefs and ideas that are congruent with the institution's rules and regulations.	
	<ul style="list-style-type: none">Able to deal with situations of conflict of interest promptly and in the best interest of local government.	<ul style="list-style-type: none">Takes an active stance against corruption and dishonesty when noted.Actively promote the value of the institution to internal and external stakeholders.Able to work in unity with a team and not seek personal gain.Apply universal moral principles consistently to achieve moral decisions.	<ul style="list-style-type: none">Take responsibility for own actions and decisions, even if the consequences are unfavorable.

Chief Financial Officer
Mr Kevin Carolus

Municipal Manager:
Ms Geraldine Mettler

CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Planning and Organising			
COMPETENCY DEFINITION :	Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">• Able to follow basic plans and organise tasks around set objectives.	<ul style="list-style-type: none">• Actively and appropriately organise information and resources required for a task.	<ul style="list-style-type: none">• Able to define institutional objectives, develop comprehensive plans, integrate and coordinate activities and assign appropriate resources for successful implementation.	<ul style="list-style-type: none">• Focus on broad strategies and initiatives when developing plans and actions.	
<ul style="list-style-type: none">• Understand the process of planning and organising but requires guidance and development in providing detailed and comprehensive plans.	<ul style="list-style-type: none">• Recognise the urgency and importance of tasks.	<ul style="list-style-type: none">• Identify in advance required stages and actions to complete tasks.	<ul style="list-style-type: none">• Able to protect and forecast short, medium and long term requirements of the institution and local government.	
<ul style="list-style-type: none">• Able to follow existing plans and ensure that objectives are met.	<ul style="list-style-type: none">• Balance short and long-term plans and goals and incorporate into the team's performance objectives.	<ul style="list-style-type: none">• Schedule realistic timelines, objectives and milestones for tasks and projects.	<ul style="list-style-type: none">• Translate policy into relevant projects to facilitate the achievement of institutional objectives.	
<ul style="list-style-type: none">• Focus on short-term objectives in developing plans and actions	<ul style="list-style-type: none">• Schedule tasks to ensure they are performed within budget and with efficient use of time and resources.	<ul style="list-style-type: none">• Produce clear, detailed and comprehensive plans to achieve institutional objectives.		
<ul style="list-style-type: none">• Arrange information and resources required for a task, but require further structure and organisation.	<ul style="list-style-type: none">• Measures progress and monitor performance results.	<ul style="list-style-type: none">• Identify possible risk factors and design and implement appropriate contingency plans.• Adapt plans in light of changing circumstances.• Prioritise tasks and projects according to their relevant urgency and importance.		

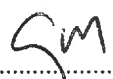

 Chief Financial Officer
 Mr Kevin Carolus


 Municipal Manager:
 Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Analysis and Innovation			
COMPETENCY DEFINITION :	Able to critically analyse information, challenges and trends to establish and implement fact-based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Understand the basic operation of analysis, but lack detail and thoroughness.	<ul style="list-style-type: none">Demonstrate logical problem-solving techniques and approaches and provide rationale for recommendations.	<ul style="list-style-type: none">Coaches team members on analytical and innovative approaches and techniques.	<ul style="list-style-type: none">Demonstrate complex analytical and problem-solving approaches and techniques.	
<ul style="list-style-type: none">Able to balance independent analysis with requesting assistance from others.	<ul style="list-style-type: none">Demonstrate objectivity, insight and thoroughness when analysing problems.	<ul style="list-style-type: none">Engage with appropriate individuals in analysing and resolving complex problems.	<ul style="list-style-type: none">Create an environment conducive to analytical and fact-based problem-solving.	
<ul style="list-style-type: none">Recommend new ways to perform tasks within own function.	<ul style="list-style-type: none">Able to break down complex problems into manageable parts and identify solutions.	<ul style="list-style-type: none">Identify solutions on various areas in the institution.	<ul style="list-style-type: none">Analyse, recommend solutions and monitor trends in key challenges to prevent and manage occurrence.	
<ul style="list-style-type: none">Propose simple remedial interventions that marginally challenges the status quo.	<ul style="list-style-type: none">Consult internal and external stakeholders on opportunities to improve processes and service delivery.	<ul style="list-style-type: none">Formulate and implement new ideas throughout the institution.	<ul style="list-style-type: none">Create an environment that fosters innovative thinking and follows a learning organisation approach.	
	<ul style="list-style-type: none">Clearly communicate the benefits of new opportunities and innovative solutions and stakeholders.	<ul style="list-style-type: none">Able to gain approval and buy-in for proposed interventions from relevant stakeholders.	<ul style="list-style-type: none">Be a thought leader on innovative customer service delivery and process optimisation.	
<ul style="list-style-type: none">Listen to the ideas and perspectives of others and explore opportunities to enhance such innovative thinking.	<ul style="list-style-type: none">Continuously identify opportunities to enhance internal processes.	<ul style="list-style-type: none">Identify trends and best practices in process and service delivery and propose institutional application.	<ul style="list-style-type: none">Play an active role in sharing best practice solutions and engage in national and international local government seminars and conferences.	
	<ul style="list-style-type: none">Identify and analyse opportunities conducive to innovative approaches and propose remedial intervention.	<ul style="list-style-type: none">Continuously engage in research to identify client needs.		


 Chief Financial Officer
 Mr Kevin Carolus


 Municipal Manager:
 Ms Geraldine Mettler

CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Knowledge and Information Management			
COMPETENCY DEFINITION :	Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">• Collect, categorise and track relevant information required for specific tasks and projects.	<ul style="list-style-type: none">• Use appropriate information systems and technology to manage institutional knowledge and information sharing.	<ul style="list-style-type: none">• Effectively predict future information and knowledge management requirements and systems.	<ul style="list-style-type: none">• Create and support a vision and culture where team members are empowered to seek, gain and share knowledge and information.	
<ul style="list-style-type: none">• Analyse and interpret information to draw conclusions.	<ul style="list-style-type: none">• Evaluate data from various sources and use information effectively to influence decisions and provide solutions.	<ul style="list-style-type: none">• Develop standards and processes to meet future knowledge management needs.	<ul style="list-style-type: none">• Establish partnerships across local government to facilitate knowledge management.	
<ul style="list-style-type: none">• Seek new sources of information to increase the knowledge base.	<ul style="list-style-type: none">• Actively create mechanisms and structures for sharing information.	<ul style="list-style-type: none">• Share and promote best-practice knowledge management across various institutions.	<ul style="list-style-type: none">• Demonstrate a mature approach.	
<ul style="list-style-type: none">• Regularly share information and knowledge with internal stakeholders and team members.	<ul style="list-style-type: none">• Use external and internal resources to research and provide relevant and cutting-edge knowledge to enhance institutional effectiveness and efficiency.	<ul style="list-style-type: none">• Establish accurate measures and monitoring systems for knowledge and information management.• Create a culture conducive of learning and knowledge sharing.• Hold regular knowledge and information sharing sessions to elicit new ideas and share best practice approaches.	<ul style="list-style-type: none">• Recognise and exploit knowledge points in interactions with internal and external stakeholders.	



 Chief Financial Officer
Mr Kevin Carolus



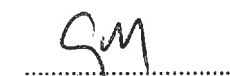
 Municipal Manager:
Ms Geraldine Mettler



CLUSTER :		CORE COMPETENCIES			
COMPETENCY NAME :		Communication			
COMPETENCY DEFINITION :		Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome.			
ACHIEVEMENT LEVELS					
BASIC		COMPETENT		ADVANCED	
<ul style="list-style-type: none">• Demonstrate an understanding for communication levers and tools appropriate for the audience, but requires guidance in utilising such tools.• Express ideas in a clear and focused manner, but does not always take the audience into consideration.		<ul style="list-style-type: none">• Express ideas to individuals and groups in formal and informal settings in a manner that is interesting and motivating.• Able to understand, tolerate and appreciate diverse perspectives, attitudes and beliefs.• Adapt communication content and style to suit the audience and facilitate optimal information transfer.		<ul style="list-style-type: none">• Effectively communicate high-risk and sensitive matters to relevant stakeholders.• Develop a well-defined communication strategy.• Balance political perspectives with institutional needs when communicating viewpoints on complex issues.	
<ul style="list-style-type: none">• Disseminate and convey information and knowledge adequately.		<ul style="list-style-type: none">• Deliver content in a manner that gains support, commitment and agreement from relevant stakeholders.• Compile clear, focused, concise and well-structured written documents.		<ul style="list-style-type: none">• Able to effectively direct negotiations around complex.• Market and promote the institution to external stakeholders and seek to enhance a positive image of the institution.• Able to communicate with the media with high levels of moral competence and discipline.	
				SUPERIOR	
				<ul style="list-style-type: none">• Regarded as a specialist in negotiations and representing the institution.• Able to inspire and motivate others through positive communication that is impactful and relevant.• Creates an environment conducive to transparent and productive communication and critical appreciate conversations.• Able to coordinate negotiations at different levels within local government and externally.	



 Chief Financial Officer
Mr Kevin Carolus



 Municipal Manager:
Ms Geraldine Mettler

CLUSTER :		CORE COMPETENCIES	
COMPETENCY NAME :		Results and Quality Focus	
COMPETENCY DEFINITION :		Able to maintain high quality standards, focus on achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives.	
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none">Understand quality of work but requires guidance in attending to important matters.Show a basic commitment to achieving the correct results.	<ul style="list-style-type: none">Focus on high-priority actions and does not become distracted by lower-priority activities.Display firm commitment and pride in achieving the correct results.	<ul style="list-style-type: none">Consistently verify own standards and outcomes to ensure quality output.Focus on the end result and avoids being distracted	<ul style="list-style-type: none">Coach and guide others to exceed quality standards and results.Develop challenging, client-focused goals and sets high standards for personal performance.
<ul style="list-style-type: none">Produce the minimum level of results required in the role.	<ul style="list-style-type: none">Set quality standards and design processes and tasks around achieving set standards.	<ul style="list-style-type: none">Demonstrate a determined and committed approach to achieving results and quality standards.	<ul style="list-style-type: none">Commit to exceed the results and quality standards, monitor own performance and implement remedial interventions when required.
<ul style="list-style-type: none">Produce outcomes that is of a good standard.	<ul style="list-style-type: none">Produce output of high quality.	<ul style="list-style-type: none">Follow task and projects through to completion.	<ul style="list-style-type: none">Work with team to set ambitious and challenging team goals, communicating long- and short-term expectations.
<ul style="list-style-type: none">Focus on the quantity of output but requires development in incorporating the quality of work.	<ul style="list-style-type: none">Able to balance the quantity and quality and quality of results in order to achieve objectives.	<ul style="list-style-type: none">Set challenging goals and objectives to self and team and display commitment to achieving expectations.	<ul style="list-style-type: none">Take appropriate risks to accomplish goals.
<ul style="list-style-type: none">Produce quality work in general circumstances, but fails to meet expectation when under pressure.	<ul style="list-style-type: none">Monitors progress, quality of work and use of resources; provide status updates and make adjustments as needed.	<ul style="list-style-type: none">Maintain a focus on quality outputs when placed under pressure.Establishing institutional systems for managing and assigning work, defining responsibilities, tracking, monitoring and measuring success, evaluating and valuing the work of the institution.	<ul style="list-style-type: none">Overcome setbacks and adjust action plans to realise goals.Focus people on critical activities that yield a high impact.


 Chief Financial Officer
 Mr Kevin Carolus


 Municipal Manager:
 Ms Geraldine Mettler



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Annexure C:

Personal Development Plan

CHIEF FINANCIAL OFFICER


.....
Chief Financial Officer
Mr Kevin Carolus


.....
Municipal Manager:
Ms Geraldine Mettler



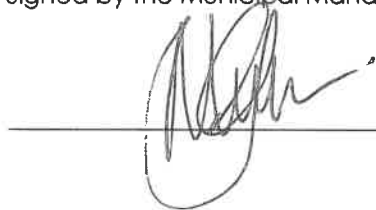
Skills Performance Gap	Outcomes Expected	Suggested training and / or development activity	Suggested mode of delivery	Suggested Time Frames	Work opportunity created to practice skill / development area	Support Person
1.						
2.						
3.						

Signed and accepted by the Employee



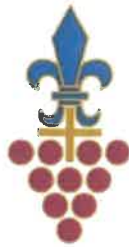
Date: 30/06/2025.

Signed by the Municipal Manager on behalf of the Municipality



Date: 30/06/2025.

ANNEXURE 3



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Performance Agreement

2025/26

Director: Planning and Economic Development



PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN
STELLENBOSCH MUNICIPALITY AS HEREBY REPRESENTED BY:

THE MUNICIPAL MANAGER
Ms Geraldine Mettler
(herein and after referred to as the Employer)

AND

DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT
Mr Anthony Barnes
(herein and after referred to as the Employee)

FOR THE FINANCIAL YEAR:

01 JULY 2025 – 30 JUNE 2026

.....
Director: Planning and Economic Development
Mr Anthony Barnes

.....
Municipal Manager
Ms Geraldine Mettler



Table of Contents

1. Introduction	4
2. Purpose of this Agreement	4
3. Commencement and Duration.....	5
4. Performance Objectives.....	5
5. Performance Management System.....	6
6. Performance Assessment	7
7. Schedule for Performance Reviews	10
8. Developmental Requirements	11
9. Obligations of the Employer.....	11
10. Consultation	11
11. Reward.....	12
12. Management of Evaluation Outcomes	12
13. Dispute Resolution	13
14. General.....	13
Annexure A: Performance Plan	16
Annexure B: Competency Framework	24
Annexure C: Personal Development Plan	38

List of Tables

Table 1: Strategic Focus Areas.....	6
Table 2: Leading and Core Competencies.....	7
Table 3: Performance rating scale	9
Table 4: Rating scale for Competencies.....	9
Table 5: Schedule for performance reviews.....	10
Table 6: Performance bonus calculations	12

Director: Planning and Economic Development
Mr Anthony Barnes

Municipal Manager
Ms Geraldine Mettler



1. INTRODUCTION

- 1.1 The Employer, duly represented by **Ms Geraldine Mettler**, in her capacity as the Municipal Manager has entered into a contract of employment with the Employee, **Mr Anthony Barnes**, in terms of section 57(1)(a) of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) ("the Systems Act"). The Employer and the Employee are hereinafter referred to as "the Parties";
- 1.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the Parties to conclude an annual performance agreement;
- 1.3 The Parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will promote local government policy goals;
- 1.4 The Parties wish to ensure that there is compliance with Sections 57(4B) and 57(5) of the Systems Act;
- 1.5 In this Agreement, the following terms will have the meaning ascribed thereto:
 - 1.5.1 "this Agreement" – means the performance agreement between the Employer and the employee and the Annexures thereto;
 - 1.5.2 "the **Municipal Manager**" – means the Municipal Manager of the Municipality appointed in terms of Section 54(A) of the Systems Act;
 - 1.5.3 "the Employee" means the **Director: Planning and Economic Development** appointed in terms of Section 56 of the Systems Act;
 - 1.5.4 "the Employer" means **Stellenbosch Municipality**; and
 - 1.5.5 "the Parties" means the Employer and Employee.

2. PURPOSE OF THIS AGREEMENT

- 2.1 To comply with the provisions of Section 57(1)(b), (4B) and (5) of the Systems Act as well as the Contract of Employment entered into between the Parties;
- 2.2 To specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance targets and accountabilities;
- 2.3 To specify accountabilities as set out in the Performance Plan (Annexure A);
- 2.4 To monitor and measure performance against set targeted outputs and outcomes;
- 2.5 To establish a transparent and accountable working relationship;


.....
Director: Planning and Economic Development
Mr Anthony Barnes


.....
Municipal Manager
Ms Geraldine Mettler



- 2.6 To appropriately reward the employee in accordance with section 11 of this agreement; and
- 2.7 To give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining improved service delivery.

3. COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on **01 July 2025** and will remain in force until **30 June 2026**, whereafter a new Performance Agreement shall be concluded between the parties for the next financial year or any portion thereof;
- 3.2 The Parties will conclude a new Performance Agreement that replaces this Agreement at least once a year by not later than 31 July of the succeeding financial year;
- 3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason; and
- 3.4 The content of this Agreement may be revised at any time during the abovementioned period to determine the current applicability of the matters previously agreed upon.

4. PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan (Annexure A) sets out –
 - 4.1.1 The performance objectives and targets that must be met by the Employee;
 - 4.1.2 The time frames within which those performance objectives and targets must be met; and
 - 4.1.3 The core competency requirements (Annexure B – definitions) as the management skills regarded as critical to the position held by the Employee.
- 4.2 The performance objectives and targets reflected in Annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Employer, and shall include:
 - 4.2.1 Key objectives that describe the main tasks that need to be done;
 - 4.2.2 Key performance indicators (KPIs) that provide the details of the evidence that must be provided to show that a key objective has been achieved;
 - 4.2.3 Target dates that describe the timeframe in which the targets must be achieved; and

Director: Planning and Economic Development
Mr Anthony Barnes

Municipal Manager
Ms Geraldine Mettler



- 4.2.4 Weightings showing the relative importance of the key objectives to each other.
- 4.3 The Personal Development Plan (Annexure C) sets out the Employee's personal development requirements in line with the objectives and targets of the Employer; and
- 4.4 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

5. PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The Employee agrees to participate in the performance management system that the Employer has adopted for the employees of the Employer;
- 5.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the employees and service providers to perform to the standards required;
- 5.3 The Employer will consult the Employee about the specific performance standards and targets that will be included in the performance management system applicable to the Employee;
- 5.4 The Employee undertakes to actively focus on the promotion and implementation of the Strategic Focus Areas (SFAs) (including special projects relevant to the employee's responsibilities) within the local government framework;
- 5.5 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, SFAs and Competency Framework requirements as per the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, both of which shall be contained in the Performance Agreement;
- 5.6 The Employee's assessment will be based on his performance in terms of the outputs / outcomes (KPIs) identified as per the attached Performance Plan (Annexure A), which are linked to the SFAs applicable to the Employee and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee.

Table 1: Strategic Focus Areas

Strategic Focus Areas
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

Director: Planning and Economic Development
Mr Anthony Barnes

Municipal Manager
Ms Geraldine Mettler



- 5.7 The competency requirements for senior managers as per Regulation 9 of Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers will make up the other 20% of the Employee's assessment score. The competencies will be assessed every six (6) months (January and July).

Table 2: Leading and Core Competencies

Leading and Core Competencies	
1. Strategic direction and leadership	<ul style="list-style-type: none"> Impact and influence Institutional performance management Strategic planning and management Organisational awareness
2. People management	<ul style="list-style-type: none"> Human capital planning and development Diversity management Employee relations management Negotiation and dispute management
3. Programme and project management	<ul style="list-style-type: none"> Programme and project planning and implementation Service delivery management Programme and project monitoring and evaluation
4. Financial management	<ul style="list-style-type: none"> Budget planning and execution Financial strategy and delivery Financial reporting and delivery
5. Change leadership	<ul style="list-style-type: none"> Change vision and strategy Process design and improvement Change impact monitoring and evaluation
6. Governance leadership	<ul style="list-style-type: none"> Policy formulation Risk and compliance management Cooperative governance
7. Moral competence	<ul style="list-style-type: none"> Core Competency
8. Planning and organising	<ul style="list-style-type: none"> Core Competency
9. Analysis and innovation	<ul style="list-style-type: none"> Core Competency
10. Knowledge and information management	<ul style="list-style-type: none"> Core Competency
11. Communication	<ul style="list-style-type: none"> Core Competency
12. Results and quality focus	<ul style="list-style-type: none"> Core Competency

6. PERFORMANCE ASSESSMENT

- 6.1 The Performance Plan (Annexure A) to this Agreement sets out –
- 6.1.1 The standards and procedures for evaluating the Employee's performance; and
- 6.1.2 The intervals for the evaluation of the Employee's performance.
- 6.2 Despite the establishment of agreed intervals for evaluation, the Employer may, in addition, review the Employee's performance at any stage while the contract of employment remains in force;

AB

Director: Planning and Economic Development
Mr Anthony Barnes

SM

Municipal Manager
Ms Geraldine Mettler



- 6.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan, as well as the actions agreed to, and implementation must take place within set time frames;
- 6.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan (IDP) as described in 6.6 – 6.12 below;
- 6.5 The Employee will submit quarterly performance reports (SDBIP) and a comprehensive annual performance report at least one week before the performance assessment meetings to the Evaluation Panel Chairperson for distribution to the panel members for preparation purposes;
- 6.6 Assessment of the achievement of results as outlined in the performance plan:
- 6.6.1 Each KPI or group of KPIs shall be assessed according to the extent to which the specified standards or performance targets have been met and with due regard to ad-hoc tasks that had to be performed under the KPI;
 - 6.6.2 A rating on the five-point scale shall be provided for each KPI or group of KPIs, which will then be multiplied by the weighting to calculate the final score;
 - 6.6.3 The Employee will submit their self-evaluation to the Employer before the formal assessment;
 - 6.6.4 In the instance where the employee could not perform due to reasons outside the control of the employer and employee, the KPI will not be considered during the evaluation. The employee should provide sufficient evidence in such instances; and
 - 6.6.5 An overall score will be calculated based on the total of the scores calculated above.
- 6.7 Assessment of the Competencies:
- 6.7.1 Each Competency shall be assessed in terms of the description provided in (Annexure B);
 - 6.7.2 A rating shall be provided for each Competency, which will then be multiplied by the weighting to calculate the final score; and
 - 6.7.3 An overall score will be calculated based on the total of the scores calculated above.
- 6.8 Overall rating
- 6.8.1 An overall rating is calculated by adding the overall scores as calculated in 6.6.5 and 6.7.3 above; and

Director: Planning and Economic Development
Mr Anthony Barnes

Municipal Manager
Ms Geraldine Mettler



6.8.2 Such an overall rating represents the outcome of the performance appraisal.

6.9 The assessment of the performance of the Employee will be based on the following rating scales for SFAs and Competencies, respectively:

6.9.1 Rating scale for SFAs - as mentioned in paragraph 5.6:

Table 3: Performance rating scale

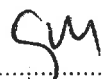
Level	Terminology	Description
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has achieved effective results against all significant performance criteria and indicators specified in the PA and Performance Plan.
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against more than half of the key performance criteria and indicators as specified in the PA and Performance Plan.
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against almost all the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.

6.9.2 Rating scale for Competencies -as mentioned in paragraph 5.7:

Table 4: Rating scale for Competencies

Level	Achievement Levels	Description
5	Superior	Has a comprehensive understanding of local government operations, critical in shaping strategic direction and change, develops, and applies comprehensive concepts and methods.
4	Advanced	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in-depth analyses.


Director: Planning and Economic Development
Mr Anthony Barnes


Municipal Manager
Ms Geraldine Mettler



Level	Achievement Levels	Description
3	Competent	Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analyses.
2	Basic	Applies basic concepts, methods, and understanding of local government operations, but requires supervision and development intervention.
1	Sub Standard	Applies little to no basic concepts, methods, and understanding of local government operations.

6.10 For purposes of evaluating the performance of the Employee for the year-end reviews, an evaluation panel constituted of the following persons will be established–

6.10.1 Municipal Manager;

6.10.2 Municipal Manager from another municipality;

6.10.3 Chairperson of the Performance Audit Committee or, in his / her absence thereof, the Chairperson of the Audit Committee; and

6.10.4 The Member of the Mayoral Committee (Portfolio Chairperson).

6.11 The Municipal Manager will evaluate the performance of the Employee as at the end of the 1st, and 3rd quarters; and

6.12 The Municipal Manager will give performance feedback to the Employee within five (5) working days after each quarterly and annual assessment meeting.

7. SCHEDULE FOR PERFORMANCE REVIEWS

7.1 The performance of the Employee in relation to his performance agreement shall be reviewed on the following dates.

Table 5: Schedule for performance reviews

Quarter	Review Period	Review to be completed by
1	July - September	October / November 2025 (Informal)
2	October – December	January / February 2026 (Formal)
3	January – March	April / May 2026 (Informal)
4	April - June	After the receipt of the AGSA's Management Report

7.2 The Employer shall keep a record of the mid-year and year-end assessment meetings;

7.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance;


.....
Director: Planning and Economic Development
Mr Anthony Barnes


.....
Municipal Manager
Ms Geraldine Mettler



- 7.4 The Employer will be entitled to review and make reasonable changes to the provisions of Annexure A from time to time for operational reasons. The Employee will be fully consulted before any such change is made; and
- 7.5 The Employer may amend the provisions of Annexure A whenever the performance management system is adopted, implemented, and / or amended as the case may be. In that case, the Employee will be fully consulted before any such change is made.

8. DEVELOPMENTAL REQUIREMENTS

- 8.1 The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure C. Such a Plan may be implemented and / or amended as the case may be after each assessment. In that case, the Employee will be fully consulted before any such change or plan is made.

9. OBLIGATIONS OF THE EMPLOYER

- 9.1 The Employer shall-
- 9.1.1 Create an enabling environment to facilitate effective performance by the Employee;
 - 9.1.2 Provide access to skills development and capacity building opportunities;
 - 9.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact the performance of the Employee;
 - 9.1.4 On the request of the Employee, delegate such powers reasonably required by the Employee to enable him to meet the performance objectives and targets established in terms of this Agreement; and
 - 9.1.5 Make available to the Employee such resources as the Employee may reasonably require from time to time, assisting him to meet the performance objectives and targets established in terms of this Agreement.

10. CONSULTATION

- 10.1 The Employer agrees to consult the Employee timeously where the exercising of its powers will have amongst others-
- 10.1.1 A direct effect on the performance of any of the Employee's functions;
 - 10.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer; and
 - 10.1.3 A substantial financial effect on the Employer.


.....
Director: Planning and Economic Development
Mr Anthony Barnes


.....
Municipal Manager
Ms Geraldine Mettler



- 10.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in clause 12.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

11. REWARD

- 11.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance;
- 11.2 The payment of the performance bonus is determined by the performance score obtained during the 4th quarter and as informed by the quarterly performance assessments;
- 11.3 A performance bonus of between 5% to 14% of the all-inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance to be constituted as follows:

Table 6: Performance bonus calculations

Performance Rating		Bonus Calculation
0% - 64%	Poor Performance	0% of the total package
65% - 69%	Average Performance	5% of the total package
70% - 74%	Fair Performance	9% of the total package
75% - 79%	Good Performance	11% of the total package
80% - 100%	Excellent Performance	14% of the total package

- 11.4 In the event of the Employee terminating his services during the validity period of this Agreement, the Employee's performance will be evaluated for the portion during which he was employed, and he will be entitled to a pro-rata performance bonus based on his evaluated performance for the period of actual service; and
- 11.5 The Employer will submit the total score of the annual assessment and of the Employee, to the full Council for purposes of recommending the bonus allocation.

12. MANAGEMENT OF EVALUATION OUTCOMES

- 12.1 Where the Employer is, at any time during the Employee's employment, not satisfied with the Employee's performance with respect to any matter dealt with in this Agreement, the Employer will give notice to the Employee to attend a meeting;
- 12.2 The Employee will have the opportunity at the meeting to satisfy the Employer of the measures being taken to ensure that his performance becomes satisfactory and any programme, including any dates, for implementing these measures;
- 12.3 Where there is a dispute or difference as to the performance of the Employee under this Agreement, the Parties will confer with a view to resolving the dispute or difference; and


.....
Director; Planning and Economic Development
Mr Anthony Barnes


.....
Municipal Manager
Ms Geraldine Mettler



- 12.4 In the case of unacceptable performance, the Employer shall –
- 12.4.1 Provide systematic remedial or developmental support to assist the Employee to improve his performance; and
- 12.4.2 After appropriate performance counselling and having provided the necessary guidance and / or support as well as a reasonable time for improvement in performance, the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his or her duties.

13. DISPUTE RESOLUTION

- 13.1 If the Employee is dissatisfied with any decision or action of the Employer in terms of this Agreement, or where a dispute or difference arises as to the extent to which the Employee has achieved the performance objectives and targets established in terms of this Agreement, the Employee may within 3 (three) business days, meet with the Employer with a view to resolving the issue. The Employer will record the outcome of the meeting in writing;
- 13.2 If the Parties cannot resolve the issues within 10 (ten) business days, an independent arbitrator, acceptable to both parties, shall be appointed to resolve the matter within 30 (thirty) business days; and
- 13.3 If the mediation process contemplated above fails, the relevant clause of the Contract of Employment, together with the relevant laws and regulations, shall apply.

14. GENERAL

- 14.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer; and
- 14.2 Nothing in this agreement diminishes the obligations, duties, or accountabilities of the Employee in terms of his contract of employment, or the effects of existing or new regulations, circulars, policies, directives, or other instruments.



Thus, done and signed at Stellenbosch on the 20th day of June 2025

DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT

AS WITNESSES:

1.

2.

Thus, done and signed at Stellenbosch on the 20th day of June 2025

MUNICIPAL MANAGER

AS WITNESSES:

1.

2.

.....
Director: Planning and Economic Development
Mr Anthony Barnes

.....
Municipal Manager
Ms Geraldine Mettler



MEMBER OF MAYORAL COMMITTEE

(Portfolio: Human Settlements)

Cllr R du Toit

MEMBER OF MAYORAL COMMITTEE

(Portfolio: Planning, Local Economic Development and Tourism)

Cllr M Slabbert

MEMBER OF MAYORAL COMMITTEE

(Portfolio: Rural and Environmental Management)

Cllr C Manuel

Director: Planning and Economic Development
Mr Anthony Barnes

Municipal Manager
Ms Geraldine Mettler



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Annexure A Performance Plan

DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT

.....
Director: Planning and Economic Development
Mr Anthony Barnes

.....
Municipal Manager
Ms Geraldine Mettler

**The Performance Plan sets out:**

- Key Performance Areas that the employee should focus on, performance objectives, key performance indicators and targets that must be met within a specific timeframe; and
- The Competencies required from employees are prescribed in the Regulations on the appointment and conditions of employment of senior managers, R21 of 2014.

KEY PERFORMANCE INDICATORS

The key performance areas, performance objectives, key performance indicators and targets that must be met within the agreed timeframe are described below. The assessment of these performance indicators will account for 80% (**eighty per cent**) of the total employee assessment score.

Part 1: Implementation of Service Delivery and Budget Implementation Plan (80%)

DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2023/24)	5-Year Target	2025/26	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2025/26)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Department: Development Management	Percentage of indicators of the Department: Development Management achieved, measured quarterly	Outcome	78.78%	80% per annum	80%	SM	80%	80%	80%	80%	5

Director: Planning and Economic Development
Mr Anthony Barnes

Municipal Manager
Ms Geraldine Mettler



DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2023/24)	5-Year Target	2025/26	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2025/26)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Department: Development Planning	Percentage of indicators of the Department: Development Planning achieved, measured quarterly	Outcome	86.27%	80% per annum	80%	SM	80%	80%	80%	80%	5
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Department: Integrated Human Settlements	Percentage of indicators of the Department: Integrated Human Settlements achieved, measured quarterly	Outcome	89.43%	80% per annum	80%	SM	80%	80%	80%	80%	6
KPI002	SFA 1: Valley of Possibility	Submission of the revised Economic Development Strategy to the Municipal Manager	Number of revised Economic Development Strategies submitted to the MayCo by 31 May	Output	New KPI	1 per annum	1	SM	N/A	N/A	N/A	1	3
KPI003	SFA 1: Valley of Possibility	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	Output	1 695	1 100 per annum	1 100	SM	330 (330)	660 (660)	990 (990)	1 100 (1 100)	4
KPI004	SFA 1: Valley of Possibility	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	Output	87.50%	80% per annum	80%	SM	80%	80%	80%	80%	4

Director: Planning and Economic Development
Mr Anthony Barnes

Municipal Manager
Ms Geraldine Mettler



DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2023/24)	5-Year Target	2025/26	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2025/26)				Weight
									Q1	Q2	Q3	Q4	
KPI005	SFA 1: Valley of Possibility	Provide training opportunities to entrepreneurs and Small, Medium and Micro Enterprises (SMMES)	Number of quarterly training opportunities provided to entrepreneurs and SMMES	Output	27	4 per annum	4	SM	1 (1)	1 (2)	1 (3)	1 (4)	3
KPI007	SFA 1: Valley of Possibility	Submission of the revised Housing Pipeline (document) to the MayCo	Number of revised Housing Pipelines (document) submitted to the MayCo by 31 May	Output	1	1 per annum	1	SM	N/A	N/A	N/A	1	3
KPI014	SFA 2: Green and Sustainable Valley	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	Outcome	62.86%	75% per annum	75%	SM	75%	75%	75%	75%	4
TBC	SFA 5: Good Governance and Compliance	Implementation of the Mayoral Outcomes in the Integrated Development Plan (IDP) for the 2025/26 financial year	Percentage of the Mayoral Outcomes in the IDP for the 2025/26 financial year implemented by 30 June	Outcome	75.56%	80% per annum	80%	SM	80%	80%	80%	80%	1
TBC	SFA 5 – Good Governance and Compliance	Implementation of the Portfolio: Planning, LED, and Tourism's Outcomes in the Integrated Development Plan (IDP) for the 2025/26 financial year	Percentage of the Portfolio: Planning, LED, and Tourism's Outcomes in the IDP for the 2025/26 financial year implemented by 30 June	Outcome	78.33%	80% per annum	80%	SM	80%	80%	80%	80%	1
TBC	SFA 5 – Good Governance and Compliance	Implementation of the Portfolio: Human Settlements' Outcomes in the Integrated Development Plan (IDP) for the 2025/26 financial year	Percentage of the Portfolio: Human Settlements' Outcomes in the IDP for the 2025/26 financial year implemented by 30 June	Outcome	87.58%	80% per annum	80%	SM	80%	80%	80%	80%	1

Director: Planning and Economic Development
Mr Anthony Barnes

Municipal Manager
Ms Geraldine Mettler



DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2023/24)	5-Year Target	2025/26	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2025/26)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5 – Good Governance and Compliance	Implementation of the Portfolio: Rural and Environmental Management Outcomes in the Integrated Development Plan (IDP) for the 2025/26 financial year	Percentage of the Portfolio: Rural and Environmental Management's Outcomes in the IDP for the 2025/26 financial year implemented by 30 June	Outcome	New KPI	80% per annum	80%	SM	80%	80%	80%	80%	1
TBC	SFA 5 – Good Governance and Compliance	Implementation of the Municipal Manager's Outcomes in the Integrated Development Plan (IDP) for the 2025/26 financial year	Percentage of the Municipal Manager's Outcomes in the IDP for the 2025/26 financial year implemented by 30 June	Outcome	75.56%	80% per annum	80%	SM	80%	80%	80%	80%	1
TBC	SFA 5: Good Governance and Compliance	Spend the Directorate: Planning and Economic Development's approved Capital Budget	Percentage of the approved Capital Budget of the Directorate: Planning and Economic Development actually spent by 30 June	Input	92.74%	90% per annum	90%	SM	10%	30%	60%	90%	20
TBC	SFA 5: Good Governance and Compliance	Submission of the final bid specifications for all capital projects to the Bid Specification Committee (BSC) (2026/27)	Percentage of the final bid specifications for all capital projects submitted to the BSC by 30 June (50% by 31 March 2026 and 100% by 30 June 2026 for the 2026/27 financial year)	Output	100%	100% per annum	100%	SM	N/A	N/A	50%	100%	3
TBC	SFA 5: Good Governance and Compliance	Submission of detailed procurement needs for all operational projects to the Supply Chain Management (SCM) Department	Number of quarterly detailed procurement needs submitted to SCM 10 days before the start of the quarter	Output	4	4 per annum	4	SM	1 (1)	1 (2)	1 (3)	1 (4)	1
TBC	SFA 5: Good Governance and Compliance	Conclude performance plans with all identified personnel	Number of performance plans concluded with all identified personnel by 30 July	Output	5	6 per annum	6	SM	6	N/A	N/A	N/A	1

Director: Planning and Economic Development
Mr Anthony Barnes

Municipal Manager
Ms Geraldine Mettler



DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2023/24)	5-Year Target	2025/26	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2025/26)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Conduct annual performance evaluations with all identified personnel	Number of annual performance evaluations conducted with all identified personnel by 31 August	Output	10	6 per annum	6	SM	6	N/A	N/A	N/A	1
TBC	SFA 5: Good Governance and Compliance	Conduct mid-year performance evaluations with all identified personnel	Number of mid-year performance evaluations conducted with all identified personnel by 31 January	Output	New KPI	6 per annum	6	SM	N/A	N/A	6	N/A	1
TBC	SFA 5: Good Governance and Compliance	Develop an Annual Departmental Risk Register	Number of Annual Departmental Risk Registers developed by 31 July	Output	1	1 per annum	1	SM	1	N/A	N/A	N/A	1
TBC	SFA 5: Good Governance and Compliance	Evaluation of the Departmental Risk Register	Number of Departmental Risk Registers evaluated by 31 May	Output	2	2 per annum	2	SM	N/A	1 (1)	N/A	1 (2)	1
TBC	SFA 5: Good Governance and Compliance	Implementation of the Directors Forum resolutions	Percentage of the Directors Forum Resolutions implemented in accordance with due dates	Output	New KPI	80% per annum	80%	SM	80%	80%	80%	80%	1
TBC	SFA 5: Good Governance and Compliance	Implementation of the Council resolutions	Percentage of the Council resolutions implemented, measured quarterly	Output	83.29%	70% per annum	70%	SM	70%	70%	70%	70%	1
TBC	SFA 5: Good Governance and Compliance	Raise / Collect Operating Budget revenue of the Department: Planning and Economic Development as per the approved budget	Percentage of the Department: Planning and Economic Development revenue raised / collected as per the approved budget by 30 June	Outcome	81.18%	96% per annum	96%	SM	25%	50%	75%	96%	1

Director: Planning and Economic Development
Mr Anthony Barnes

Municipal Manager
Ms Geraldine Mettler



DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2023/24)	5-Year Target	2025/26	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2025/26)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 1: Valley of Possibility	Submission of a revised Investment Prospectus to the Municipal Manager	Number of revised Investment Prospectuses submitted to the Municipal Manager by 30 June	Output	1	1 per annum	1	SM	N/A	N/A	N/A	1	3
TBC	SFA 5: Good Governance and Compliance	Implementation of the Directorate's actions as per the AGSA Audit Action Plan	Percentage of the Directorate's actions as per the AGSA Audit Action Plan implemented by 30 June	Output	100%	100% per annum	100%	SM	N/A	N/A	50%	100%	1
TBC	SFA 5: Good Governance and Compliance	Implementation of succession planning initiatives	Number of succession planning initiatives implemented by 30 June	Output	New KPI	1 per annum	1	SM	N/A	N/A	N/A	1	1
TBC	SFA 5: Good Governance and Compliance	Attend Universal Access Policy meetings	Number of Universal Access Policy meetings attended, measured quarterly	Output	New KPI	4 per annum	4	SM	1 (1)	1 (2)	1 (3)	1 (4)	1
												Total	80

Director: Planning and Economic Development
Mr Anthony Barnes

Municipal Manager
Ms Geraldine Mettler



Part 2: Competency Requirements (20%)

Ref	Leading and Core Competencies	(January) 1 st Assessment	(July) Final Assessment	Weights	Comments
2.1	Strategic direction and leadership			1.66%	
2.2	People management			1.66%	
2.3	Programme and project management			1.66%	
2.4	Financial management			1.66%	
2.5	Change leadership			1.67%	
2.6	Governance leadership			1.67%	
2.7	Moral competence			1.67%	
2.8	Planning and organising			1.67%	
2.9	Analysis and innovation			1.67%	
2.10	Knowledge and information management			1.67%	
2.11	Communication			1.67%	
2.12	Results and quality focus			1.67%	
Total				20%	

Director: Planning and Economic Development
Mr Anthony Barnes

Municipal Manager
Ms Geraldine Mettler



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Annexure B

Competency Framework

DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT

AB

.....
Director: Planning and Economic Development
Mr Anthony Barnes

GM

.....
Municipal Manager:
Ms Geraldine Mettler



CLUSTER :		LEADING COMPETENCIES			
COMPETENCY NAME :		Strategic Direction and Leadership			
COMPETENCY DEFINITION :		Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate.			
ACHIEVEMENT LEVELS					
BASIC		COMPETENT		ADVANCED	
<ul style="list-style-type: none">Understand Institutional and departmental strategic objectives, but lacks the ability to inspire others to achieve set mandate.Describe how specific tasks link to institutional strategies but have limited influence in directing a strategy.Has a basic understanding of institutional performance management, but lacks the ability to integrate systems into a collective whole.		<ul style="list-style-type: none">Give direction to a team in realising the institution's strategic mandate and set objectives.Has a positive impact and influence on the morale, engagement and participation of team members.Develop action plans to execute and guide strategy.Assist in defining performance measures to monitor the progress and effectiveness of the institution.Displays an awareness of institutional structures and political factors.		<ul style="list-style-type: none">Evaluate all activities to determine value and alignment to strategic intent.Display in-depth knowledge and understanding of strategic planning.Align strategy and goals across all functional areas.Actively define performance measures to monitor the progress and effectiveness of the institution.Consistently challenge strategic plans to ensure relevance.	
<ul style="list-style-type: none">Demonstrate basic understanding of key decision making.		<ul style="list-style-type: none">Effectively communicate barriers to execution to relevant parties.Provide guidance to all stakeholders in the achievement of the strategic mandate.Understand the aim and objectives of the institution and relate it to own work.		<ul style="list-style-type: none">Understand institutional structures and political factors, and the consequences of actions.Empower others to follow the strategic direction and deal with complex situations.Guide the institution through complex and ambiguous concern.Use understanding of power relationships and dynamic tensions among key players	
				<ul style="list-style-type: none">Structure and position the institution to local government priorities.Actively use in-depth knowledge and understanding to develop and implement a comprehensive institutional framework.Hold self-accountable for strategy execution and results.Provide impact and influence through building and maintaining strategic relationships.Create an environment that facilitates loyalty and innovation. Display a superior level of self-discipline and integrity in actions.Integrate various systems into a collective whole to optimise institutional performance management.Uses understanding of competing interests to maneuver successfully to a win/win outcome.	

AB

Director: Planning and Economic Development
Mr Anthony Barnes

SM

Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	Strategic Direction and Leadership			
COMPETENCY DEFINITION :	Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
		to frame communications and develop strategies, positions and alliances.		

AB

Director: Planning and Economic Development
Mr Anthony Barnes

GM

Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	People Management			
COMPETENCY DEFINITION :	Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">● Participate in team goalsetting and problem solving.● Interact and collaborate with people of diverse backgrounds.● Aware of guidelines for employee development, but requires support in implementing development initiatives.	<ul style="list-style-type: none">● Seek opportunities to increase team contribution and responsibility.● Respect and support the diverse nature of others and be aware of the benefits of a diverse approach.● Effectively delegate tasks and empower others to increase contribution and execute functions optimally.● Apply relevant employee legislation fairly and consistently.● Effectively identify capacity requirements to fulfill the strategic mandate.	<ul style="list-style-type: none">● Identify ineffective team and work processes and recommend remedial interventions.● Recognise and reward effective and desired behavior.● Provide mentoring and guidance to others in order to increase personal effectiveness.● Identify development and learning needs within the team.● Inspire a culture of performance excellence by giving positive and constructive feedback to the team.● Achieve agreement or consensus in adversarial environments.● Lead and unite diverse teams across divisions to achieve institutional objectives.	<ul style="list-style-type: none">● Develop and incorporate best practice people management processes, approaches and tools across the institution.● Foster a culture of discipline, responsibility and accountability.● Understand the impact of diversity in performance and actively incorporate a diversity strategy in the institution.● Develop comprehensive integrated strategies and approaches to human capital development and management.● Actively identify trends and predict capacity requirements to facilitate unified transition and performance management.	

AB

Director: Planning and Economic Development
Mr Anthony Barnes

GM

Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	Programme and Project Management			
COMPETENCY DEFINITION :	Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Initiate projects after approval from higher authorities.Understand procedures of program and project management methodology, implications and stakeholder involvement.Understand the rational of projects in relation to the institution's strategic objectives.Document and communicate factors and risk associated with own work.	<ul style="list-style-type: none">Establish broad stakeholder involvement and communicate the project status and key milestones.Define the roles and responsibilities of the project team and create clarity around expectations.Find a balance between project deadline and the quality of deliverables.Identify appropriate project resources to facilitate the effective completion of the deliverables.	<ul style="list-style-type: none">Manage multiple programs and balance priorities and conflicts according to institutional goals.Apply effective risk management strategies through impact assessment and resource requirements.Modify project scope and budget when required without compromising the quality and objectives of the project.Involve top-level authorities and relevant stakeholders in seeking project buy-in.	<ul style="list-style-type: none">Understand and conceptualise the long-term implications of desired project outcomes.	
<ul style="list-style-type: none">Use results and approaches of successful project implementation as guide.	<ul style="list-style-type: none">Comply with statutory requirements and apply policies in a consistent manner.Monitor progress and use of resources and make needed adjustments to timelines, steps and resource allocation.	<ul style="list-style-type: none">Identify and apply contemporary project management methodologyInfluence and motivate project team to deliver exceptional results.Monitor policy implementation and apply procedures to manage risks.	<ul style="list-style-type: none">Direct a comprehensive strategic macro and micro analysis and scope projects accordingly to realise institutional objectives.Influence people in positions of authority to implement outcomes of projectsLead and direct translation of policy into workable action plansEnsures that programs are monitored to track progress and optimal resource utilisation, and that adjustments are made as needed.	

AB

Director: Planning and Economic Development
Mr Anthony Barnes

SM

Municipal Manager:
Ms Geraldine Mettler



CLUSTER :		LEADING COMPETENCIES			
COMPETENCY NAME :		Change Leadership			
COMPETENCY DEFINITION :		Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community.			
ACHIEVEMENT LEVELS					
BASIC		COMPETENT		ADVANCED	
<ul style="list-style-type: none">• Display an awareness of change interventions and the benefits of transformation initiatives.• Able to identify basic needs for change.• Identify gaps between the current and desired state.• Identify potential risk and challenges to transformation, including resistance to change factors.• Participate in change programs and piloting change interventions.• Understand the impact of change interventions on the institution within the broader scope of local government.		<ul style="list-style-type: none">• Perform an analysis of the change impact on the social, political and economic environment.• Maintain calm and focus during change.• Able to assist team members during change and keep them focused on the deliverables.• Volunteer to lead change efforts outside of own work team.• Able to gain buy-in and approval for change from relevant stakeholders.• Identify change readiness levels and assist in resolving resistance to change factors.• Design change interventions that are aligned with the institution's strategic objectives and goals.		<ul style="list-style-type: none">• Actively monitor change impact and results and convey progress to relevant stakeholders.• Secure buy-in and sponsorship for change initiatives.• Continuously evaluate change strategy and design and introduce new approaches to enhance the institution's effectiveness.• Build and nurture relationships with various stakeholders to establish strategic alliance in facilitating change.• Take the lead in impactful change programs.• Benchmark change interventions against best change practices.• Understand the impact and psychology of change and put remedial interventions in place to facilitate effective transformation.• Take calculated risk and seek new ideas from best practice scenarios and identify the potential for implementation.	
		SUPERIOR			
		<ul style="list-style-type: none">• Sponsor change agents and create a network of change leaders who support the interventions.• Actively adapt current structures and processes to incorporate the change interventions.• Mentor and guide team members on the effects of change, resistance factors and how to integrate change.• Motivate and inspire others around change initiatives.			

AB

Director: Planning and Economic Development
Mr Anthony Barnes

SM

Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	Financial Management			
COMPETENCY DEFINITION :	Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Understand basic financial concepts and methods as they relate to institutional processes and activitiesDisplay awareness into the various sources of financial data, reporting mechanisms, financial governance, processes and systemsUnderstand the importance of financial accountabilityUnderstand the importance of asset control.	<ul style="list-style-type: none">Exhibit knowledge of general financial concepts, planning, budgeting and forecasting and how they interrelateAssess, identify and manage financial risks.Assume a cost-saving approach to financial management.Prepare financial reports based on specified formats.Consider and understand the financial implications of decisions and suggestions.Ensure that delegation and instructions as required by National Treasury guidelines are reviewed and updated.Identify and implement proper monitoring and evaluation practices to ensure appropriate spending against budget.	<ul style="list-style-type: none">Take active ownership of planning, budgeting and forecasting processes and provides credible answers to queries within own responsibility.Prepare budgets that are aligned to the strategic objectives of the institution.Address complex budgeting and financial management concerns.Put systems and processes in place to enhance the quality and integrity of financial management practices.Advise on policies and procedures regarding asset control.Promote National Treasury's regulatory framework for Financial Management.	<ul style="list-style-type: none">Develop planning tools to assist in evaluating and monitoring future expenditure trends.Set budget frameworks for the institution.Set strategic direction for the institution on expenditure and other financial processes.Build and nurture partnerships to improve financial management and achieve financial savings.Actively identify and implement new methods to improve asset control.Display professionalism in dealing with financial data and processes.	

Director: Planning and Economic Development
Mr Anthony Barnes

Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	Governance Leadership			
COMPETENCY DEFINITION:	Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">• Display a basic awareness of risk, compliance and governance factors but require guidance and development in implementing such requirements.• Understand the structure of cooperative government but requires guidance on fostering workable relationships between stakeholders.	<ul style="list-style-type: none">• Display a thorough understanding of governance and risk and compliance factors and implement plans to address these.• Demonstrate understanding of the techniques and processes for optimising risk taking decisions within the institution.	<ul style="list-style-type: none">• Able to link risk initiatives into key institutional objectives and drivers.• Identify, analyse and measure risk, create valid risk forecasts and map risk profiles.• Apply risk control methodology and approaches to prevent and reduce risk that impede on the achievement of institutional objectives.	<ul style="list-style-type: none">• Demonstrate a high level of commitment in complying with governance requirements.	
<ul style="list-style-type: none">• Provide input into policy formulation.	<ul style="list-style-type: none">• Actively drive policy formulation within the institution to ensure the achievement of objectives.	<ul style="list-style-type: none">• Demonstrate a thorough understanding of risk retention plans.• Identify and implement comprehensive risk management systems and processes.• Implement and monitor the formulation of policies, identify and analyse constraints and challenges with implementation and provide recommendations for improvement.	<ul style="list-style-type: none">• Implement governance and compliance strategy to ensure achievement of institutional objectives within the legislative framework.• Able to advise local government on risk management, best practice interventions and compliance management.• Able to forge positive relationships on cooperative governance level to enhance the effectiveness of local government.• Able to shape, direct and drive the formulation of policies on a macro level.	

AB

Director: Planning and Economic Development
Mr Anthony Barnes

GM

Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Moral Competence			
COMPETENCY DEFINITION :	Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behavior that reflects moral competence			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Realise the impact of acting with integrity, but requires guidance and development in implementing principles.Follow basic rules and regulations of the institution.Able to identify basic moral situations, but requires guidance and development in understanding and reasoning with moral intent.	<ul style="list-style-type: none">Conduct self in alignment with the values of local government and the institution.Able to openly admit own mistakes and weaknesses and seek assistance from others when unable to deliver.Actively report fraudulent activity and corruption with local government.Understand and honor the confidential nature of matters without seeking personal gain.Able to deal with situations of conflict of interest promptly and in the best interest of local government.	<ul style="list-style-type: none">Identify, develop and apply measures of self-correction.Able to gain trust and respect through aligning actions with commitments.Make proposals and recommendations that are transparent and gain the approval of relevant stakeholders.Present values, beliefs and ideas that are congruent with the institution's rules and regulations.Takes an active stance against corruption and dishonesty when noted.Actively promote the value of the institution to internal and external stakeholders.Able to work in unity with a team and not seek personal gain.Apply universal moral principles consistently to achieve moral decisions.	<ul style="list-style-type: none">Create an environment conducive of moral practices.Actively develop and implement measures to combat fraud and corruption.Set integrity standards and shared accountability measures across the institution to support the objectives of local government.Take responsibility for own actions and decisions, even if the consequences are unfavorable.	

AB

Director: Planning and Economic Development
Mr Anthony Barnes

SM

Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Planning and Organising			
COMPETENCY DEFINITION :	Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">• Able to follow basic plans and organise tasks around set objectives.• Understand the process of planning and organising but requires guidance and development in providing detailed and comprehensive plans.• Able to follow existing plans and ensure that objectives are met.• Focus on short-term objectives in developing plans and actions• Arrange information and resources required for a task, but require further structure and organisation.	<ul style="list-style-type: none">• Actively and appropriately organise information and resources required for a task.• Recognise the urgency and importance of tasks.• Balance short and long-term plans and goals and incorporate into the team's performance objectives.• Schedule tasks to ensure they are performed within budget and with efficient use of time and resources.• Measures progress and monitor performance results.	<ul style="list-style-type: none">• Able to define institutional objectives, develop comprehensive plans, integrate and coordinate activities and assign appropriate resources for successful implementation.• Identify in advance required stages and actions to complete tasks.• Schedule realistic timelines, objectives and milestones for tasks and projects.• Produce clear, detailed and comprehensive plans to achieve institutional objectives.• Identify possible risk factors and design and implement appropriate contingency plans.• Adapt plans in light of changing circumstances.• Prioritise tasks and projects according to their relevant urgency and importance.	<ul style="list-style-type: none">• Focus on broad strategies and initiatives when developing plans and actions.• Able to protect and forecast short, medium and long term requirements of the institution and local government.• Translate policy into relevant projects to facilitate the achievement of institutional objectives.	

AB

Director: Planning and Economic Development
Mr Anthony Barnes

GM

Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Analysis and Innovation			
COMPETENCY DEFINITION :	Able to critically analyse information, challenges and trends to establish and implement fact-based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Understand the basic operation of analysis, but lack detail and thoroughness.Able to balance independent analysis with requesting assistance from others.Recommend new ways to perform tasks within own function.Propose simple remedial interventions that marginally challenges the status quo.Listen to the ideas and perspectives of others and explore opportunities to enhance such innovative thinking.	<ul style="list-style-type: none">Demonstrate logical problem solving techniques and approaches and provide rationale for recommendations.Demonstrate objectivity, insight and thoroughness when analysing problems.Able to break down complex problems into manageable parts and identify solutions.Consult internal and external stakeholders on opportunities to improve processes and service delivery.Clearly communicate the benefits of new opportunities and innovative solutions and stakeholders.Continuously identify opportunities to enhance internal processes.Identify and analyse opportunities conducive to innovative approaches and propose remedial intervention.	<ul style="list-style-type: none">Coaches team members on analytical and innovative approaches and techniques.Engage with appropriate individuals in analysing and resolving complex problems.Identify solutions on various areas in the institution.Formulate and implement new ideas throughout the institution.Able to gain approval and buy-in for proposed interventions from relevant stakeholders.Identify trends and best practices in process and service delivery and propose institutional application.Continuously engage in research to identify client needs.	<ul style="list-style-type: none">Demonstrate complex analytical and problem solving approaches and techniques.Create an environment conducive to analytical and fact-based problem solving.Analyse, recommend solutions and monitor trends in key challenges to prevent and manage occurrence.Create an environment that fosters innovative thinking and follows a learning organisation approach.Be a thought leader on innovative customer service delivery and process optimisation.Play an active role in sharing best practice solutions and engage in national and international local government seminars and conferences.	

AB

Director: Planning and Economic Development
Mr Anthony Barnes

SM

Municipal Manager:
Ms Germaine Mettler



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Knowledge and Information Management			
COMPETENCY DEFINITION :	Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">● Collect, categorise and track relevant information required for specific tasks and projects.● Analyse and interpret information to draw conclusions.● Seek new sources of information to increase the knowledge base.● Regularly share information and knowledge with internal stakeholders and team members.	<ul style="list-style-type: none">● Use appropriate information systems and technology to manage institutional knowledge and information sharing.● Evaluate data from various sources and use information effectively to influence decisions and provide solutions.● Actively create mechanisms and structures for sharing information.● Use external and internal resources to research and provide relevant and cutting-edge knowledge to enhance institutional effectiveness and efficiency.	<ul style="list-style-type: none">● Effectively predict future information and knowledge management requirements and systems.● Develop standards and processes to meet future knowledge management needs.● Share and promote best-practice knowledge management across various institutions.● Establish accurate measures and monitoring systems for knowledge and information management.● Create a culture conducive of learning and knowledge sharing.● Hold regular knowledge and information sharing sessions to elicit new ideas and share best practice approaches.	<ul style="list-style-type: none">● Create and support a vision and culture where team members are empowered to seek, gain and share knowledge and information.● Establish partnerships across local government to facilitate knowledge management.● Demonstrate a mature approach.● Recognise and exploit knowledge points in interactions with internal and external stakeholders.	

AB

Director: Planning and Economic Development
Mr Anthony Barnes

GM

Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Communication			
COMPETENCY DEFINITION :	Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">• Demonstrate an understanding for communication levers and tools appropriate for the audience, but requires guidance in utilising such tools.• Express ideas in a clear and focused manner, but does not always take the audience into consideration.• Disseminate and convey information and knowledge adequately.	<ul style="list-style-type: none">• Express ideas to individuals and groups in formal and informal settings in a manner that is interesting and motivating.• Able to understand, tolerate and appreciate diverse perspectives, attitudes and beliefs.• Adapt communication content and style to suit the audience and facilitate optimal information transfer.• Deliver content in a manner that gains support, commitment and agreement from relevant stakeholders.• Compile clear, focused, concise and well-structured written documents.	<ul style="list-style-type: none">• Effectively communicate high-risk and sensitive matters to relevant stakeholders.• Develop a well-defined communication strategy.• Balance political perspectives with institutional needs when communicating viewpoints on complex issues.• Able to effectively direct negotiations around complex.• Market and promote the institution to external stakeholders and seek to enhance a positive image of the institution.• Able to communicate with the media with high levels of moral competence and discipline.	<ul style="list-style-type: none">• Regarded as a specialist in negotiations and representing the institution.• Able to inspire and motivate others through positive communication that is impactful and relevant.• Creates an environment conducive to transparent and productive communication and critical appreciate conversations.• Able to coordinate negotiations at different levels within local government and externally.	

AB

Director: Planning and Economic Development
Mr Anthony Barnes

GM

Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Results and Quality Focus			
COMPETENCY DEFINITION :	Able to maintain high quality standards, focus on achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Understand quality of work but requires guidance in attending to important matters.Show a basic commitment to achieving the correct results.Produce the minimum level of results required in the role.Produce outcomes that is of a good standard.Focus on the quantity of output but requires development in incorporating the quality of work.Produce quality work in general circumstances, but fails to meet expectation when under pressure.	<ul style="list-style-type: none">Focus on high-priority actions and does not become distracted by lower-priority activities.Display firm commitment and pride in achieving the correct results.Set quality standards and design processes and tasks around achieving set standards.Produce output of high quality.Able to balance the quantity and quality and quality of results in order to achieve objectives.Monitors progress, quality of work and use of resources; provide status updates and make adjustments as needed.	<ul style="list-style-type: none">Consistently verify own standards and outcomes to ensure quality output.Focus on the end result and avoids being distractedDemonstrate a determined and committed approach to achieving results and quality standards.Follow task and projects through to completion.Set challenging goals and objectives to self and team and display commitment to achieving expectations.Maintain a focus on quality outputs when placed under pressure.Establishing institutional systems for managing and assigning work, defining responsibilities, tracking, monitoring and measuring success, evaluating and valuing the work of the institution.	<ul style="list-style-type: none">Coach and guide others to exceed quality standards and results.Develop challenging, client-focused goals and sets high standards for personal performance.Commit to exceed the results and quality standards, monitor own performance and implement remedial interventions when required.Work with team to set ambitious and challenging team goals, communicating long- and short term expectations.Take appropriate risks to accomplish goals.Overcome setbacks and adjust action plans to realise goals.Focus people on critical activities that yield a high impact.	

AB

Director: Planning and Economic Development
Mr Anthony Barnes

GM

Municipal Manager:
Ms Geraldine Mettler



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Annexure C

Personal Development Plan

DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT

.....
Director: Planning and Economic Development
Mr Anthony Barnes

.....
Municipal Manager:
Ms Geraldine Mettler



Skills Performance Gap	Outcomes Expected	Suggested training and / or development activity	Suggested mode of delivery	Suggested Time Frames	Work opportunity created to practice skill / development area	Support Person
------------------------	-------------------	--	----------------------------	-----------------------	---	----------------

- 1.
- 2.
- 3.

Signed and accepted by the Employee

Date: 20 June 2025

Signed by the Municipal Manager on behalf of the Municipality

Date: 20 June 2025

ANNEXURE 4



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Performance Agreement

2025/26

Director:
Infrastructure Services



PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN
STELLENBOSCH MUNICIPALITY AS HEREBY REPRESENTED BY:

THE MUNICIPAL MANAGER
Ms Geraldine Mettler
(herein and after referred to as the Employer)

AND

DIRECTOR: INFRASTRUCTURE SERVICES
Mr Preshane Chandaka
(herein and after referred to as the Employee)

FOR THE FINANCIAL YEAR:

01 JULY 2025 – 30 JUNE 2026

.....
Director: Infrastructure Services
Mr Preshane Chandaka

.....
Municipal Manager:
Ms Geraldine Mettler



Table of Contents

1. Introduction	4
2. Purpose of this Agreement	4
3. Commencement and Duration.....	5
4. Performance Objectives.....	5
5. Performance Management System.....	6
6. Performance Assessment	7
7. Schedule for Performance Reviews	10
8. Developmental Requirements	11
9. Obligations of the Employer.....	11
10. Consultation	11
11. Reward.....	12
12. Management of Evaluation Outcomes	12
13. Dispute Resolution	13
14. General.....	13
Annexure A: Performance Plan	16
Annexure B: Competency Framework	25
Annexure C: Personal Development Plan.....	38

List of Tables

Table 1: Strategic Focus Areas.....	6
Table 2: Leading and Core Competencies.....	7
Table 3: Performance rating scale	9
Table 4: Rating scale for Competencies.....	9
Table 5: Schedule for performance reviews.....	10
Table 6: Performance bonus calculations	12



1. INTRODUCTION

- 1.1 The Employer, duly represented by **Ms Geraldine Mettler**, in her capacity as the Municipal Manager has entered into a contract of employment with the Employee, **Mr Shane Chandaka**, in terms of section 57(1)(a) of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) ("the Systems Act"). The Employer and the Employee are hereinafter referred to as "the Parties";
- 1.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the Parties to conclude an annual performance agreement;
- 1.3 The Parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will promote local government policy goals;
- 1.4 The Parties wish to ensure that there is compliance with Sections 57(4B) and 57(5) of the Systems Act;
- 1.5 In this Agreement, the following terms will have the meaning ascribed thereto:
- 1.5.1 "this Agreement" – means the performance agreement between the Employer and the employee and the Annexures thereto;
- 1.5.2 "the **Municipal Manager**" – means the Municipal Manager of the Municipality appointed in terms of Section 54(A) of the Systems Act;
- 1.5.3 "the Employee" means the **Director: Infrastructure Services** appointed in terms of Section 56 of the Systems Act;
- 1.5.4 "the Employer" means **Stellenbosch Municipality**; and
- 1.5.5 "the Parties" means the Employer and Employee.

2. PURPOSE OF THIS AGREEMENT

- 2.1 To comply with the provisions of Section 57(1)(b), (4B) and (5) of the Systems Act as well as the Contract of Employment entered into between the Parties;
- 2.2 To specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance targets and accountabilities;
- 2.3 To specify accountabilities as set out in the Performance Plan (Annexure A);
- 2.4 To monitor and measure performance against set targeted outputs and outcomes;
- 2.5 To establish a transparent and accountable working relationship;

Director: Infrastructure Services
Mr Preshane Chandaka

Municipal Manager:
Ms Geraldine Mettler



- 2.6 To appropriately reward the employee in accordance with section 11 of this agreement; and
- 2.7 To give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining improved service delivery.

3. COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on **01 July 2025** and will remain in force until **30 June 2026**, whereafter a new Performance Agreement shall be concluded between the parties for the next financial year or any portion thereof for the 2025/26 financial year;
- 3.2 The Parties will conclude a new Performance Agreement that replaces this Agreement at least once a year by not later than 31 July of the succeeding financial year;
- 3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason; and
- 3.4 The content of this Agreement may be revised at any time during the abovementioned period to determine the current applicability of the matters previously agreed upon.

4. PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan (Annexure A) sets out –
 - 4.1.1 The performance objectives and targets that must be met by the Employee;
 - 4.1.2 The time frames within which those performance objectives and targets must be met; and
 - 4.1.3 The core competency requirements (Annexure B – definitions) as the management skills regarded as critical to the position held by the Employee.
- 4.2 The performance objectives and targets reflected in Annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Employer, and shall include:
 - 4.2.1 Key objectives that describe the main tasks that need to be done;
 - 4.2.2 Key performance indicators (KPIs) that provide the details of the evidence that must be provided to show that a key objective has been achieved;
 - 4.2.3 Target dates that describe the timeframe in which the targets must be achieved; and

.....
Director: Infrastructure Services
Mr Preshane Chandaka

.....
Municipal Manager:
Ms Geraldine Mettler



- 4.2.4 Weightings showing the relative importance of the key objectives to each other.
- 4.3 The Personal Development Plan (Annexure C) sets out the Employee's personal development requirements in line with the objectives and targets of the Employer; and
- 4.4 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

5. PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The Employee agrees to participate in the performance management system that the Employer has adopted for the employees of the Employer;
- 5.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the employees and service providers in performing to the standards required;
- 5.3 The Employer will consult the Employee about the specific performance standards and targets that will be included in the performance management system applicable to the Employee;
- 5.4 The Employee undertakes to actively focus on the promotion and implementation of the Strategic Focus Areas (SFAs) (including special projects relevant to the employee's responsibilities) within the local government framework;
- 5.5 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, SFAs and Competency Framework requirements as per the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, both of which shall be contained in the Performance Agreement;
- 5.6 The Employee's assessment will be based on his performance in terms of the outputs / outcomes (KPIs) identified as per the attached Performance Plan (Annexure A), which are linked to the SFAs applicable to the Employee, and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee.

Table 1: Strategic Focus Areas

Strategic Focus Areas
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


.....
Director: Infrastructure Services
Mr Preshane Chandaka


.....
Municipal Manager:
Ms Geraldine Mettler



- 5.7 The competency requirements for senior managers as per Regulation 9 of Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers will make up the other 20% of the Employee's assessment score. The competencies will be assessed every six (6) months (January and July).

Table 2: Leading and Core Competencies

Leading and Core Competencies	
1. Strategic direction and leadership	<ul style="list-style-type: none"> Impact and influence Institutional performance management Strategic planning and management Organisational awareness
2. People management	<ul style="list-style-type: none"> Human capital planning and development Diversity management Employee relations management Negotiation and dispute management
3. Programme and project management	<ul style="list-style-type: none"> Programme and project planning and implementation Service delivery management Programme and project monitoring and evaluation
4. Financial management	<ul style="list-style-type: none"> Budget planning and execution Financial strategy and delivery Financial reporting and delivery
5. Change leadership	<ul style="list-style-type: none"> Change vision and strategy Process design and improvement Change impact monitoring and evaluation
6. Governance leadership	<ul style="list-style-type: none"> Policy formulation Risk and compliance management Cooperative Governance
7. Moral competence	<ul style="list-style-type: none"> Core Competency
8. Planning and organising	<ul style="list-style-type: none"> Core Competency
9. Analysis and innovation	<ul style="list-style-type: none"> Core Competency
10. Knowledge and information management	<ul style="list-style-type: none"> Core Competency
11. Communication	<ul style="list-style-type: none"> Core Competency
12. Results and quality focus	<ul style="list-style-type: none"> Core Competency

6. PERFORMANCE ASSESSMENT

- 6.1 The Performance Plan (Annexure A) to this Agreement sets out –
- 6.1.1 The standards and procedures for evaluating the Employee's performance; and
- 6.1.2 The intervals for the evaluation of the Employee's performance.
- 6.2 Despite the establishment of agreed intervals for evaluation, the Employer may, in addition, review the Employee's performance at any stage while the contract of employment remains in force;


Director: Infrastructure Services
Mr Preshane Chandaka


Municipal Manager:
Ms Geraldine Mettler



- 6.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan, as well as the actions agreed to, and implementation must take place within set time frames;
- 6.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan (IDP) as described in 6.6 – 6.12 below;
- 6.5 The Employee will submit quarterly performance reports (SDBIP) and a comprehensive annual performance report at least one week before the performance assessment meetings to the Evaluation Panel Chairperson for distribution to the panel members for preparation purposes;
- 6.6 Assessment of the achievement of results as outlined in the performance plan:
- 6.6.1 Each KPI or group of KPIs shall be assessed according to the extent to which the specified standards or performance targets have been met and with due regard to ad-hoc tasks that had to be performed under the KPI;
 - 6.6.2 A rating on the five-point scale shall be provided for each KPI or group of KPIs, which will then be multiplied by the weighting to calculate the final score;
 - 6.6.3 The Employee will submit their self-evaluation to the Employer before the formal assessment;
 - 6.6.4 In the instance where the employee could not perform due to reasons outside the control of the employer and employee, the KPI will not be considered during the evaluation. The employee should provide sufficient evidence in such instances; and
 - 6.6.5 An overall score will be calculated based on the total of the scores calculated above.
- 6.7 Assessment of the Competencies:
- 6.7.1 Each Competency shall be assessed in terms of the description provided in (Annexure B);
 - 6.7.2 A rating shall be provided for each Competency, which will then be multiplied by the weighting to calculate the final score; and
 - 6.7.3 An overall score will be calculated based on the total of the scores calculated above.
- 6.8 Overall rating
- 6.8.1 An overall rating is calculated by adding the overall scores as calculated in 6.6.5 and 6.7.3 above; and


.....
Director: Infrastructure Services
Mr Preshane Chandaka


.....
Municipal Manager:
Ms Geraldine Mettler



6.8.2 Such an overall rating represents the outcome of the performance appraisal.

6.9 The assessment of the performance of the Employee will be based on the following rating scales for SFAs and Competencies respectively:

6.9.1 Rating scale for SFAs - as mentioned in paragraph 5.6:

Table 3: Performance rating scale

Level	Terminology	Description
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has achieved effective results against all significant performance criteria and indicators specified in the PA and Performance Plan.
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against more than half of the key performance criteria and indicators as specified in the PA and Performance Plan.
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against almost all the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.

6.9.2 Rating scale for Competencies -as mentioned in paragraph 5.7:

Table 4: Rating scale for Competencies

Level	Achievement Levels	Description
5	Superior	Has a comprehensive understanding of local government operations, critical in shaping strategic direction and change, develops, and applies comprehensive concepts and methods
4	Advanced	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in-depth analyses


Director: Infrastructure Services
Mr Preshane Chandaka


Municipal Manager:
Ms Geraldine Mettler



Level	Achievement Levels	Description
3	Competent	Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analyses
2	Basic	Applies basic concepts, methods, and understanding of local government operations, but requires supervision and development intervention
1	Sub Standard	Applies little to no basic concepts, methods, and understanding of local government operations.

6.10 For purposes of evaluating the performance of the Employee for the year-end reviews, an evaluation panel constituted of the following persons will be established–

6.10.1 Municipal Manager;

6.10.2 Municipal Manager from another municipality;

6.10.3 Chairperson of the Performance Audit Committee or in his/her absence thereof, the Chairperson of the Audit Committee; and

6.10.4 The Member of the Mayoral Committee (Portfolio Chairperson).

6.11 The Municipal Manager will evaluate the performance of the Employee as at the end of the 1st, and 3rd quarters; and

6.12 The Municipal Manager will give performance feedback to the Employee within five (5) working days after each quarterly and annual assessment meeting.

7. SCHEDULE FOR PERFORMANCE REVIEWS

7.1 The performance of the Employee in relation to his performance agreement shall be reviewed on the following dates.

Table 5: Schedule for performance reviews

Quarter	Review Period	Review to be completed by
1	July - September	October / November 2025 (Informal)
2	October – December	January / February 2026 (Formal)
3	January – March	April / May 2026 (Informal)
4	April - June	After the receipt of the AGSA's Management Report

7.2 The Employer shall keep a record of the mid-year and year-end assessment meetings;

7.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance;


Director: Infrastructure Services
Mr Preshane Chandaka


Municipal Manager:
Ms Geraldine Mettler



- 7.4 The Employer will be entitled to review and make reasonable changes to the provisions of Annexure A from time to time for operational reasons. The Employee will be fully consulted before any such change is made; and
- 7.5 The Employer may amend the provisions of Annexure A whenever the performance management system is adopted, implemented, and/or amended as the case may be. In that case, the Employee will be fully consulted before any such change is made.

8. DEVELOPMENTAL REQUIREMENTS

- 8.1 The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure C. Such a Plan may be implemented and / or amended as the case may be after each assessment. In that case, the Employee will be fully consulted before any such change or plan is made.

9. OBLIGATIONS OF THE EMPLOYER

- 9.1 The Employer shall-
- 9.1.1 Create an enabling environment to facilitate effective performance by the employee;
 - 9.1.2 Provide access to skills development and capacity-building opportunities;
 - 9.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact the performance of the Employee;
 - 9.1.4 On the request of the Employee, delegate such powers reasonably required by the Employee to enable him to meet the performance objectives and targets established in terms of this Agreement; and
 - 9.1.5 Make available to the Employee such resources as the Employee may reasonably require from time to time, assisting him to meet the performance objectives and targets established in terms of this Agreement.

10. CONSULTATION

- 10.1 The Employer agrees to consult the Employee timeously where the exercising of its powers will have amongst others-
- 10.1.1 A direct effect on the performance of any of the Employee's functions;
 - 10.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer; and
 - 10.1.3 A substantial financial effect on the Employer.

Director: Infrastructure Services
Mr Preshane Chandaka

Municipal Manager:
Ms Geraldine Mettler



- 10.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in clause 12.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

11. REWARD

- 11.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance;
- 11.2 The payment of the performance bonus is determined by the performance score obtained during the 4th quarter and as informed by the quarterly performance assessments;
- 11.3 A performance bonus of between 5% to 14% of the all-inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance to be constituted as follows:

Table 6: Performance bonus calculations

Performance Rating		Bonus Calculation
0% - 64%	Poor Performance	0% of the total package
65% - 69%	Average Performance	5% of the total package
70% - 74%	Fair Performance	9% of the total package
75% - 79%	Good Performance	11% of the total package
80% - 100%	Excellent Performance	14% of the total package

- 11.4 In the event of the Employee terminating his services during the validity period of this Agreement, the Employee's performance will be evaluated for the portion during which he was employed, and he will be entitled to a pro-rata performance bonus based on his evaluated performance for the period of actual service; and
- 11.5 The Employer will submit the total score of the annual assessment and of the Employee, to the full Council for purposes of recommending the bonus allocation.

12. MANAGEMENT OF EVALUATION OUTCOMES

- 12.1 Where the Employer is, at any time during the Employee's employment, not satisfied with the Employee's performance with respect to any matter dealt with in this Agreement, the Employer will give notice to the Employee to attend a meeting;
- 12.2 The Employee will have the opportunity at the meeting to satisfy the Employer of the measures being taken to ensure that his performance becomes satisfactory and any programme, including any dates, for implementing these measures;
- 12.3 Where there is a dispute or difference as to the performance of the Employee under this Agreement, the Parties will confer with a view to resolving the dispute or difference; and


.....
Director: Infrastructure Services
Mr Preshane Chandaka


.....
Municipal Manager:
Ms Geraldine Mettler



- 12.4 In the case of unacceptable performance, the Employer shall –
- 12.4.1 Provide systematic remedial or developmental support to assist the Employee to improve his performance; and
- 12.4.2 After appropriate performance counselling and having provided the necessary guidance and / or support as well as reasonable time for improvement in performance, the Employer may consider steps to terminate the contract of employment of the Employee on the grounds of unfitness or incapacity to carry out his or her duties.

13. DISPUTE RESOLUTION

- 13.1 If the Employee is dissatisfied with any decision or action of the Employer in terms of this Agreement, or where a dispute or difference arises as to the extent to which the Employee has achieved the performance objectives and targets established in terms of this Agreement, the Employee may within 3 (three) business days, meet with the Employer with a view to resolving the issue. The Employer will record the outcome of the meeting in writing;
- 13.2 If the Parties cannot resolve the issues within 10 (ten) business days, an independent arbitrator, acceptable to both parties, shall be appointed to resolve the matter within 30 (thirty) business days; and
- 13.3 If the mediation process contemplated above fails, the relevant clause of the Contract of Employment, together with the relevant laws and regulations, shall apply.

14. GENERAL

- 14.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer; and
- 14.2 Nothing in this agreement diminishes the obligations, duties, or accountabilities of the Employee in terms of his contract of employment, or the effects of existing or new regulations, circulars, policies, directives, or other instruments.


.....
Director: Infrastructure Services
Mr Preshane Chandaka


.....
Municipal Manager:
Ms Geraldine Mettler



Thus, done and signed at Stellenbosch on the 20th day of June 2025

DIRECTOR: INFRASTRUCTURE SERVICES

AS WITNESSES:

1.

2.

Thus, done and signed at Stellenbosch on the 20th day of June 2025

MUNICIPAL MANAGER

AS WITNESSES:

1.

2.

Director: Infrastructure Services
Mr Preshane Chandaka

Municipal Manager:
Ms Geraldine Mettler



MEMBER OF MAYORAL COMMITTEE
(Portfolio: Infrastructure Services)
Cllr R Pheiffer

.....
Director: Infrastructure Services
Mr Preshane Chandaka

.....
Municipal Manager:
Ms Geraldine Mettler



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Annexure A Performance Plan

DIRECTOR: INFRASTRUCTURE SERVICES

.....
Director: Infrastructure Services
Mr Preshane Chandaka

.....
Municipal Manager:
Ms Geraldine Mettler



The Performance Plan sets out:

- Key Performance Areas that the employee should focus on, performance objectives, key performance indicators and targets that must be met within a specific timeframe; and
- The Competencies required from employees are prescribed in the Regulations on the appointment and conditions of employment of senior managers, R21 of 2014.

KEY PERFORMANCE INDICATORS

The key performance areas, performance objectives, key performance indicators and targets that must be met within the agreed timeframe are described below. The assessment of these performance indicators will account for 80% (**eighty per cent**) of the total employee assessment score.

Part 1: Implementation of Service Delivery and Budget Implementation Plan (80%)

DIRECTOR: INFRASTRUCTURE SERVICES													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2023/24)	5-Year Target	2025/26	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2025/26)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Department: Water and Wastewater Services	Percentage of indicators of the Department: Water and Wastewater Services achieved, measured quarterly	Outcome	61.40%	80% per annum	80%	SM	80%	80%	80%	80%	5
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Department: Infrastructure Planning, Development and Implementation	Percentage of indicators of the Department: Infrastructure Planning, Development and Implementation achieved, measured quarterly	Outcome	77.75%	80% per annum	80%	SM	80%	80%	80%	80%	3

Director: Infrastructure Services
Mr Preshane Chandaka

Municipal Manager:
Ms Geraldine Mettler



DIRECTOR: INFRASTRUCTURE SERVICES													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2023/24)	5-Year Target	2025/26	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2025/26)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Department: Roads, Transport and Storm Water (RTS)	Percentage of indicators of the Department: Roads, Transport and Storm Water (RTS) achieved, measured quarterly	Outcome	70.55%	80% per annum	80%	SM	80%	80%	80%	80%	5
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Department: Electrical Services	Percentage of indicators of the Department: Electrical Services achieved, measured quarterly	Outcome	82.75%	80% per annum	80%	SM	80%	80%	80%	80%	5
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Department: Waste Services	Percentage of indicators of the Department: Waste Services achieved, measured quarterly	Outcome	90.33%	80% per annum	80%	SM	80%	80%	80%	80%	5
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Section: Support Services	Percentage of indicators of the Section: Support Services achieved, measured quarterly	Outcome	92.22%	80% per annum	80%	SM	80%	80%	80%	80%	2
KPI009	SFA 2 - Green and Sustainable Valley	Construction of a new intake substation in Dwarsriver Valley	Number of new intake substations constructed in Dwarsriver Valley by 30 June	Outcome	New KPI	1 Per annum	1	SDM	N/A	N/A	N/A	1	1
KPI016	SFA 2 - Green and Sustainable Valley	Reduce organic waste	Percentage of organic waste reduced by 30 June	Output	19.88%	20% per annum	20%	SM	N/A	N/A	N/A	20%	1
KPI020	SFA 2 - Green and Sustainable Valley	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	Output	1	1 per annum	1	SM	N/A	N/A	N/A	1	1


Director: Infrastructure Services
Mr Preshane Chandaka


Municipal Manager:
Ms Geraldine Mettler



DIRECTOR: INFRASTRUCTURE SERVICES													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2023/24)	5-Year Target	2025/26	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2025/26)				Weight
									Q1	Q2	Q3	Q4	
KPI021	SFA 2 - Green and Sustainable Valley	Implementation of identified waste minimisation projects	Number of identified waste minimisation projects implemented by 30 June	Output	2	2 per annum	2	SM	N/A	N/A	1 (1)	1 (2)	1
KPI022	SFA 2 - Green and Sustainable Valley	Wastewater quality measured to 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	Outcome	48.67%	70% per annum	70%	SM	70%	70%	70%	70%	2
KPI028	SFA 4 - Dignified Living	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	Output	20	30 per annum	30	SM	N/A	N/A	N/A	30	1
KPI029	SFA 4 - Dignified Living	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	Outcome	5.65%	<9% per annum	<9%	SM	N/A	N/A	N/A	<9%	2
KPI030	SFA 4 - Dignified Living	Water quality measured quarterly to the SANS 241 physical and micro parameters	Percentage of water quality level as per the analysis certificate, measured quarterly	Outcome	95.25%	90% per annum	90%	SM	90%	90%	90%	90%	2
KPI031	SFA 4 - Dignified Living	Limit unaccounted water to less than 25%	Percentage of average unaccounted water, measured by 30 June	Outcome	31.29%	<25% per annum	<25%	SM	N/A	N/A	N/A	<25%	2

Director: Infrastructure Services
Mr Preshane Chandaka

Municipal Manager:
Ms Geraldine Mettler



DIRECTOR: INFRASTRUCTURE SERVICES													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2023/24)	5-Year Target	2025/26	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2025/26)				Weight
									Q1	Q2	Q3	Q4	
KPI055	SFA 5: Good Governance and Compliance	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	Output	1	1 per annum	1	SM	N/A	N/A	N/A	1	1
KPI056	SFA 5: Good Governance and Compliance	Submission of the revised Electrical Master Plan to the Council	Number of revised Electrical Master Plans submitted to the Council by 30 June	Output	1	1 per annum	1	SM	N/A	N/A	N/A	1	1
KPI060	SFA 5: Good Governance and Compliance	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 30 November	Output	1	1 per annum	1	SM	N/A	1	N/A	N/A	1
TBC	SFA 5: Good Governance and Compliance	Implementation of the Mayoral Outcomes in the Integrated Development Plan (IDP) for the 2025/26 financial year	Percentage of the Mayoral Outcomes in the IDP for the 2025/26 financial year implemented by 30 June	Outcome	70%	80% per annum	80%	SM	80%	80%	80%	80%	1
TBC	SFA 5: Good Governance and Compliance	Implementation of the Portfolio: Infrastructure Services Outcomes in the Integrated Development Plan (IDP) for the 2025/26 financial year	Percentage of the Portfolio: Infrastructure Services Outcomes in the IDP for the 2025/26 financial year implemented by 30 June	Outcome	90%	80% per annum	80%	SM	80%	80%	80%	80%	1
TBC	SFA 5: Good Governance and Compliance	Implementation of the Municipal Manager's Outcomes in the Integrated Development Plan (IDP) for the 2025/26 financial year	Percentage of the Municipal Manager's Outcomes in the IDP for the 2025/26 financial year implemented by 30 June	Outcome	80%	80% per annum	80%	SM	80%	80%	80%	80%	1

Director: Infrastructure Services
Mr Preshane Chandaka

Municipal Manager:
Ms Geraldine Mettler



DIRECTOR: INFRASTRUCTURE SERVICES													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2023/24)	5-Year Target	2025/26	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2025/26)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Spend the Directorate: Infrastructure Services' approved Capital Budget	Percentage of the approved Capital Budget of the Directorate: Infrastructure Services actually spent by 30 June	Input	85.56%	90% per annum	90%	SM	10%	30%	60%	90%	16
TBC	SFA 5: Good Governance and Compliance	Submission of the final bid specifications for all capital projects to the Bid Specification Committee (BSC) (2026/27)	Percentage of the final bid specifications for all capital projects submitted to the BSC by 30 June (50% by 31 March 2026 and 100% by 30 June 2026 for the 2026/27 financial year)	Output	69.23%	100% per annum	100%	SM	N/A	N/A	50%	100%	5
TBC	SFA 5: Good Governance and Compliance	Submission of detailed procurement needs for all operational projects to the Supply Chain Management (SCM) Department	Number of quarterly detailed procurement needs submitted to the SCM Department within 10 days before the start of the quarter	Output	4	4 per annum	4	SM	1 (1)	1 (2)	1 (3)	1 (4)	1
TBC	SFA 5: Good Governance and Compliance	Conclude performance plans with all identified personnel	Number of performance plans concluded with all identified personnel by 30 July	Output	6	7 per annum	7	SM	7	N/A	N/A	N/A	1
TBC	SFA 5: Good Governance and Compliance	Conduct annual performance evaluations with all identified personnel	Number of annual performance evaluations conducted with all identified personnel by 31 August	Output	12	7 per annum	7	SM	7	N/A	N/A	N/A	1
TBC	SFA 5: Good Governance and Compliance	Conduct mid-year performance evaluations with all identified personnel	Number of mid-year performance evaluations conducted with all identified personnel by 31 January	Output	New KPI	7 per annum	7	SM	N/A	N/A	7	N/A	1
TBC	SFA 5: Good Governance and Compliance	Develop an Annual Departmental Risk Register	Number of Annual Departmental Risk Registers developed by 31 July	Output	1	1 per annum	1	SM	1	N/A	N/A	N/A	1

Director: Infrastructure Services
Mr Preshane Chandaka

Municipal Manager:
Ms Geraldine Mettler



DIRECTOR: INFRASTRUCTURE SERVICES													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2023/24)	5-Year Target	2025/26	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2025/26)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Evaluation of the Departmental Risk Register	Number of Departmental Risk Registers evaluated by 31 May	Output	2	2 per annum	2	SM	N/A	1 (1)	N/A	1 (2)	1
TBC	SFA 5: Good Governance and Compliance	Implementation of the Directors Forum resolutions	Percentage of the Directors Forum Resolutions implemented in accordance with due dates	Output	New KPI	80% per annum	80%	SM	80%	80%	80%	80%	1
TBC	SFA 5: Good Governance and Compliance	Implementation of the Council resolutions	Percentage of the Council resolutions implemented, measured quarterly	Output	70%	70% per annum	70%	SM	70%	70%	70%	70%	1
TBC	SFA 5: Good Governance and Compliance	Raise / Collect Operating Budget revenue of the Directorate: Infrastructure Services as per the approved budget	Percentage of the Directorate: Infrastructure Services revenue raised / collected as per the approved budget by 30 June	Outcome	97.41%	96% per annum	96%	SM	25%	50%	75%	96%	1
TBC	SFA 2 - Green and Sustainable Valley	Construction of Non-Motorised Transport (NMT) facilities within the Stellenbosch Municipal area	Number of kms of the Non-Motorised Transport (NMT) facilities constructed within the Stellenbosch Municipal area by 30 April	Outcome	New KPI	2 km per annum	2	SM	N/A	N/A	N/A	1	1
TBC	SFA 2 - Green and Sustainable Valley	Implementation of the Integrated Waste Management Plan	Number of Integrated Waste Management Plan progress reports submitted to the Municipal Manager, measured bi-annually	Outcome	2	2 per annum	2	SM	N/A	1	N/A	1	1
TBC	SFA 5: Good Governance and Compliance	Resolve formal complaints received (As captured on the customer care system)	Percentage of formal complaints resolved within 10 working days after the date of receipt (As captured on the customer care system)	Outcome	72.71%	90% per annum	90%	SM	90%	90%	90%	90%	1

Director: Infrastructure Services
Mr Preshane Chandaka

Municipal Manager:
Ms Geraldine Mettler



DIRECTOR: INFRASTRUCTURE SERVICES													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2023/24)	5-Year Target	2025/26	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2025/26)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Implementation of the Directorate's actions as per the AGSA Audit Action Plan	Percentage of the Directorate's actions as per the AGSA Audit Action Plan implemented by 30 June	Outcome	100%	100% per annum	100%	SM	N/A	N/A	50%	100%	1
TBC	SFA 5: Good Governance and Compliance	Implementation of succession planning initiatives	Number of succession planning initiatives implemented by 30 June	Output	New KPI	1 per annum	1	SM	N/A	N/A	N/A	1	1
TBC	SFA 5: Good Governance and Compliance	Attend Universal Access Policy meetings	Number of Universal Access Policy meetings attended, measured quarterly	Output	New KPI	4 per annum	4	SM	1 (1)	1 (2)	1 (3)	1 (4)	1
												Total	80

Director: Infrastructure Services
Mr Preshane Chandaka

Municipal Manager:
Ms Geraldine Mettler



Part 2: Competency Requirements (20%)

Ref	Leading and Core Competencies	(January) 1 st Assessment	(July) Final Assessment	Weights	Comments
2.1	Strategic direction and leadership			1.66%	
2.2	People management			1.66%	
2.3	Programme and project management			1.66%	
2.4	Financial management			1.66%	
2.5	Change leadership			1.67%	
2.6	Governance leadership			1.67%	
2.7	Moral competence			1.67%	
2.8	Planning and organising			1.67%	
2.9	Analysis and innovation			1.67%	
2.10	Knowledge and information management			1.67%	
2.11	Communication			1.67%	
2.12	Results and quality focus			1.67%	
Total				20%	

Director: Infrastructure Services
Mr Preshane Chandaka

Municipal Manager:
Ms Geraldine Mettler



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Annexure B

Competency Framework

DIRECTOR: INFRASTRUCTURE SERVICES

.....
Director: Infrastructure Services
Mr Preshane Chandaka

.....
Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	Strategic Direction and Leadership			
COMPETENCY DEFINITION :	Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Understand Institutional and departmental strategic objectives, butlacks the ability to inspire others to achieve set mandate.Describe how specific tasks link to institutional strategies but have limited influence in directing a strategy.Has a basic understanding of institutional performance management, but lacks the ability to integrate systems into a collective whole.	<ul style="list-style-type: none">Give direction to a team in realising the institution's strategic mandate and set objectives.Has a positive impact and influence on the morale, engagement and participation of team members.Develop action plans to execute and guide strategy.Assist in defining performance measures to monitor the progress and effectiveness of the institution.Displays an awareness of institutional structures and political factors.Effectively communicate barriers to execution to relevant parties.Provide guidance to all stakeholders in the achievement of the strategic mandate.Understand the aim and objectives of the institution and relate it to own work.	<ul style="list-style-type: none">Evaluate all activities to determine value and alignment to strategic intent.Display in-depth knowledge and understanding of strategic planning.Align strategy and goals across all functional areas.Actively define performance measures to monitor the progress and effectiveness of the institution.Consistently challenge strategic plans to ensure relevance.Understand institutional structures and political factors, and the consequences of actions.Empower others to follow the strategic direction and deal with complex situations.Guide the institution through complex and ambiguous concern.Use understanding of power relationships and dynamic tensions among key players to frame communications and develop strategies, positions and alliances.	<ul style="list-style-type: none">Structure and position the institution to local government priorities.Actively use in-depth knowledge and understanding to develop and implement a comprehensive institutional framework.Hold self-accountable for strategy execution and results.Provide impact and influence through building and maintaining strategic relationships.Create an environment that facilitates loyalty and innovation. Display a superior level of self-discipline and integrity in actions.Integrate various systems into a collective whole to optimise institutional performance management.Uses understanding of competing interests to maneuver successfully to a win/win outcome.	

Director: Infrastructure Services
Mr Preshane Chandaka

Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	People Management			
COMPETENCY DEFINITION :	Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">● Participate in team goalsetting and problem solving.● Interact and collaborate with people of diverse backgrounds.● Aware of guidelines for employee development, but requires support in implementing development initiatives.	<ul style="list-style-type: none">● Seek opportunities to increase team contribution and responsibility.● Respect and support the diverse nature of others and be aware of the benefits of a diverse approach.● Effectively delegate tasks and empower others to increase contribution and execute functions optimally.● Apply relevant employee legislation fairly and consistently.● Effectively identify capacity requirements to fulfill the strategic mandate.	<ul style="list-style-type: none">● Identify ineffective team and work processes and recommend remedial interventions.● Recognise and reward effective and desired behavior.● Provide mentoring and guidance to others in order to increase personal effectiveness.● Identify development and learning needs within the team.● Inspire a culture of performance excellence by giving positive and constructive feedback to the team.● Achieve agreement or consensus in adversarial environments.● Lead and unite diverse teams across divisions to achieve institutional objectives.	<ul style="list-style-type: none">● Develop and incorporate best practice people management processes, approaches and tools across the institution.● Foster a culture of discipline, responsibility and accountability.● Understand the impact of diversity in performance and actively incorporate a diversity strategy in the institution.● Develop comprehensive integrated strategies and approaches to human capital development and management.● Actively identify trends and predict capacity requirements to facilitate unified transition and performance management.	

Director: Infrastructure Services
Mr Preshane Chandaka

Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	Programme and Project Management			
COMPETENCY DEFINITION :	Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Initiate projects after approval from higher authorities.Understand procedures of program and project management methodology, implications and stakeholder involvement.Understand the rational of projects in relation to the institution's strategic objectives.Document and communicate factors and risk associated with own work.	<ul style="list-style-type: none">Establish broad stakeholder involvement and communicate the project status and key milestones.Define the roles and responsibilities of the project team and create clarity around expectations.Find a balance between project deadline and the quality of deliverables.Identify appropriate project resources to facilitate the effective completion of the deliverables.	<ul style="list-style-type: none">Manage multiple programs and balance priorities and conflicts according to institutional goals.Apply effective risk management strategies through impact assessment and resource requirements.Modify project scope and budget when required without compromising the quality and objectives of the project.Involve top-level authorities and relevant stakeholders in seeking project buy-in.	<ul style="list-style-type: none">Understand and conceptualise the long-term implications of desired project outcomes.Direct a comprehensive strategic macro and micro analysis and scope projects accordingly to realise institutional objectives.Influence people in positions of authority to implement outcomes of projectsLead and direct translation of policy into workable action plans	
<ul style="list-style-type: none">Use results and approaches of successful project implementation as guide.	<ul style="list-style-type: none">Comply with statutory requirements and apply policies in a consistent manner.Monitor progress and use of resources and make needed adjustments to timelines, steps and resource allocation.	<ul style="list-style-type: none">Identify and apply contemporary project management methodologyInfluence and motivate project team to deliver exceptional results.Monitor policy implementation and apply procedures to manage risks.	<ul style="list-style-type: none">Ensures that programs are monitored to track progress and optimal resource utilisation, and that adjustments are made as needed.	

Director: Infrastructure Services
Mr Preshane Chandaka

Municipal Manager:
Ms Geraldine Mettler



CLUSTER :		LEADING COMPETENCIES	
COMPETENCY NAME :		Change Leadership	
COMPETENCY DEFINITION :		Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community.	
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
<ul style="list-style-type: none">• Display an awareness of change interventions and the benefits of transformation initiatives.• Able to identify basic needs for change.• Identify gaps between the current and desired state.• Identify potential risk and challenges to transformation, including resistance to change factors.• Participate in change programs and piloting change interventions.• Understand the impact of change interventions on the institution within the broader scope of local government.	<ul style="list-style-type: none">• Perform an analysis of the change impact on the social, political and economic environment.• Maintain calm and focus during change.• Able to assist team members during change and keep them focused on the deliverables.• Volunteer to lead change efforts outside of own work team.• Able to gain buy-in and approval for change from relevant stakeholders.• Identify change readiness levels and assist in resolving resistance to change factors.• Design change interventions that are aligned with the institution's strategic objectives and goals.	<ul style="list-style-type: none">• Actively monitor change impact and results and convey progress to relevant stakeholders.• Secure buy-in and sponsorship for change initiatives.• Continuously evaluate change strategy and design and introduce new approaches to enhance the institution's effectiveness.• Build and nurture relationships with various stakeholders to establish strategic alliance in facilitating change.• Take the lead in impactful change programs.• Benchmark change interventions against best change practices.• Understand the impact and psychology of change and put remedial interventions in place to facilitate effective transformation.• Take calculated risk and seek new ideas from best practice scenarios and identify the potential for implementation.	<ul style="list-style-type: none">• Sponsor change agents and create a network of change leaders who support the interventions.• Actively adapt current structures and processes to incorporate the change interventions.• Mentor and guide team members on the effects of change, resistance factors and how to integrate change.• Motivate and inspire others around change initiatives.

Director: Infrastructure Services
Mr Preshane Chandaka

Municipal Manager:
Ms Geraldine Mettler



CLUSTER :		LEADING COMPETENCIES					
COMPETENCY NAME :		Financial Management					
COMPETENCY DEFINITION :		Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner					
ACHIEVEMENT LEVELS							
BASIC		COMPETENT		ADVANCED		SUPERIOR	
<ul style="list-style-type: none">Understand basic financial concepts and methods as they relate to institutional processes and activitiesDisplay awareness into the various sources of financial data, reporting mechanisms, financial governance, processes and systemsUnderstand the importance of financial accountabilityUnderstand the importance of asset control.		<ul style="list-style-type: none">Exhibit knowledge of general financial concepts, planning, budgeting and forecasting and how they interrelateAssess, identify and manage financial risks.Assume a cost-saving approach to financial management.Prepare financial reports based on specified formats.Consider and understand the financial implications of decisions and suggestions.Ensure that delegation and instructions as required by National Treasury guidelines are reviewed and updated.Identify and implement proper monitoring and evaluation practices to ensure appropriate spending against budget.		<ul style="list-style-type: none">Take active ownership of planning, budgeting and forecasting processes and provides credible answers to queries within own responsibility.Prepare budgets that are aligned to the strategic objectives of the institution.Address complex budgeting and financial management concerns.Put systems and processes in place to enhance the quality and integrity of financial management practices.Advise on policies and procedures regarding asset control.Promote National Treasury's regulatory framework for Financial Management.		<ul style="list-style-type: none">Develop planning tools to assist in evaluating and monitoring future expenditure trends.Set budget frameworks for the institution.Set strategic direction for the institution on expenditure and other financial processes.Build and nurture partnerships to improve financial management and achieve financial savings.Actively identify and implement new methods to improve asset control.Display professionalism in dealing with financial data and processes.	

Director: Infrastructure Services
Mr Preshane Chandaka

Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	Governance Leadership			
COMPETENCY DEFINITION:	Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">• Display a basic awareness of risk, compliance and governance factors but require guidance and development in implementing such requirements.• Understand the structure of cooperative government but requires guidance on fostering workable relationships between stakeholders.	<ul style="list-style-type: none">• Display a thorough understanding of governance and risk and compliance factors and implement plans to address these.• Demonstrate understanding of the techniques and processes for optimising risk taking decisions within the institution.	<ul style="list-style-type: none">• Able to link risk initiatives into key institutional objectives and drivers.	<ul style="list-style-type: none">• Demonstrate a high level of commitment in complying with governance requirements.	
		<ul style="list-style-type: none">• Identify, analyse and measure risk, create valid risk forecasts and map risk profiles.• Apply risk control methodology and approaches to prevent and reduce risk that impede on the achievement of institutional objectives.	<ul style="list-style-type: none">• Implement governance and compliance strategy to ensure achievement of institutional objectives within the legislative framework.• Able to advise local government on risk management, best practice interventions and compliance management.	
		<ul style="list-style-type: none">• Demonstrate a thorough understanding of risk retention plans.• Identify and implement comprehensive risk management systems and processes.• Implement and monitor the formulation of policies, identify and analyse constraints and challenges with implementation and provide recommendations for improvement.	<ul style="list-style-type: none">• Able to forge positive relationships on cooperative governance level to enhance the effectiveness of local government.t	
<ul style="list-style-type: none">• Provide input into policy formulation.	<ul style="list-style-type: none">• Actively drive policy formulation within the institution to ensure the achievement of objectives.		<ul style="list-style-type: none">• Able to shape, direct and drive the formulation of policies on a macro level.	

Director: Infrastructure Services
Mr Preshane Chandaka

Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Moral Competence			
COMPETENCY DEFINITION :	Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behavior that reflects moral competence			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Realise the impact of acting with integrity, but requires guidance and development in implementing principles.Follow basic rules and regulations of the institution.	<ul style="list-style-type: none">Conduct self in alignment with the values of local government and the institution.Able to openly admit own mistakes and weaknesses and seek assistance from others when unable to deliver.Actively report fraudulent activity and corruption with local government.Understand and honor the confidential nature of matters without seeking personal gain.	<ul style="list-style-type: none">Identify, develop and apply measures of self-correction.Able to gain trust and respect through aligning actions with commitments.Make proposals and recommendations that are transparent and gain the approval of relevant stakeholders.Present values, beliefs and ideas that are congruent with the institution's rules and regulations.Takes an active stance against corruption and dishonesty when noted.Actively promote the value of the institution to internal and external stakeholders.Able to work in unity with a team and not seek personal gain.Apply universal moral principles consistently to achieve moral decisions.	<ul style="list-style-type: none">Create an environment conducive of moral practices.Actively develop and implement measures to combat fraud and corruption.Set integrity standards and shared accountability measures across the institution to support the objectives of local government.	
<ul style="list-style-type: none">Able to identify basic moral situations, but requires guidance and development in understanding and reasoning with moral intent.	<ul style="list-style-type: none">Able to deal with situations of conflict of interest promptly and in the best interest of local government.		<ul style="list-style-type: none">Take responsibility for own actions and decisions, even if the consequences are unfavorable.	

Director: Infrastructure Services
Mr Preshane Chandaka

Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Planning and Organising			
COMPETENCY DEFINITION :	Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">• Able to follow basic plans and organise tasks around set objectives.• Understand the process of planning and organising but requires guidance and development in providing detailed and comprehensive plans.• Able to follow existing plans and ensure that objectives are met.• Focus on short-term objectives in developing plans and actions• Arrange information and resources required for a task, but require further structure and organisation.	<ul style="list-style-type: none">• Actively and appropriately organise information and resources required for a task.• Recognise the urgency and importance of tasks.• Balance short and long-term plans and goals and incorporate into the team's performance objectives.• Schedule tasks to ensure they are performed within budget and with efficient use of time and resources.• Measures progress and monitor performance results.	<ul style="list-style-type: none">• Able to define institutional objectives, develop comprehensive plans, integrate and coordinate activities and assign appropriate resources for successful implementation.• Identify in advance required stages and actions to complete tasks.• Schedule realistic timelines, objectives and milestones for tasks and projects.• Produce clear, detailed and comprehensive plans to achieve institutional objectives.• Identify possible risk factors and design and implement appropriate contingency plans.• Adapt plans in light of changing circumstances.• Prioritise tasks and projects according to their relevant urgency and importance.	<ul style="list-style-type: none">• Focus on broad strategies and initiatives when developing plans and actions.• Able to protect and forecast short, medium and long term requirements of the institution and local government.• Translate policy into relevant projects to facilitate the achievement of institutional objectives.	

Director: Infrastructure Services
Mr Preshane Chandaka

Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Analysis and Innovation			
COMPETENCY DEFINITION :	Able to critically analyse information, challenges and trends to establish and implement fact-based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Understand the basic operation of analysis, but lack detail and thoroughness.Able to balance independent analysis with requesting assistance from others.Recommend new ways to perform tasks within own function.Propose simple remedial interventions that marginally challenges the status quo.Listen to the ideas and perspectives of others and explore opportunities to enhance such innovative thinking.	<ul style="list-style-type: none">Demonstrate logical problem solving techniques and approaches and provide rationale for recommendations.Demonstrate objectivity, insight and thoroughness when analysing problems.Able to break down complex problems into manageable parts and identify solutions.Consult internal and external stakeholders on opportunities to improve processes and service delivery.Clearly communicate the benefits of new opportunities and innovative solutions and stakeholders.Continuously identify opportunities to enhance internal processes.Identify and analyse opportunities conducive to innovative approaches and propose remedial intervention.	<ul style="list-style-type: none">Coaches team members on analytical and innovative approaches and techniques.Engage with appropriate individuals in analysing and resolving complex problems.Identify solutions on various areas in the institution.Formulate and implement new ideas throughout the institution.Able to gain approval and buy-in for proposed interventions from relevant stakeholders.Identify trends and best practices in process and service delivery and propose institutional application.Continuously engage in research to identify client needs.	<ul style="list-style-type: none">Demonstrate complex analytical and problem solving approaches and techniques.Create an environment conducive to analytical and fact-based problem solving.Analyse, recommend solutions and monitor trends in key challenges to prevent and manage occurrence.Create an environment that fosters innovative thinking and follows a learning organisation approach.Be a thought leader on innovative customer service delivery and process optimisation.Play an active role in sharing best practice solutions and engage in national and international local government seminars and conferences.	

Director: Infrastructure Services
Mr Preshane Chandaka

Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Knowledge and Information Management			
COMPETENCY DEFINITION :	Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">• Collect, categorise and track relevant information required for specific tasks and projects.• Analyse and interpret information to draw conclusions.• Seek new sources of information to increase the knowledge base.• Regularly share information and knowledge with internal stakeholders and team members.	<ul style="list-style-type: none">• Use appropriate information systems and technology to manage institutional knowledge and information sharing.• Evaluate data from various sources and use information effectively to influence decisions and provide solutions.• Actively create mechanisms and structures for sharing information.• Use external and internal resources to research and provide relevant and cutting-edge knowledge to enhance institutional effectiveness and efficiency.	<ul style="list-style-type: none">• Effectively predict future information and knowledge management requirements and systems.• Develop standards and processes to meet future knowledge management needs.• Share and promote best-practice knowledge management across various institutions.• Establish accurate measures and monitoring systems for knowledge and information management.• Create a culture conducive of learning and knowledge sharing.• Hold regular knowledge and information sharing sessions to elicit new ideas and share best practice approaches.	<ul style="list-style-type: none">• Create and support a vision and culture where team members are empowered to seek, gain and share knowledge and information.• Establish partnerships across local government to facilitate knowledge management.• Demonstrate a mature approach.• Recognise and exploit knowledge points in interactions with internal and external stakeholders.	

Director: Infrastructure Services
Mr Preshane Chandaka

Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Communication			
COMPETENCY DEFINITION :	Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">• Demonstrate an understanding for communication levers and tools appropriate for the audience, but requires guidance in utilising such tools.• Express ideas in a clear and focused manner, but does not always take the audience into consideration.	<ul style="list-style-type: none">• Express ideas to individuals and groups in formal and informal settings in a manner that is interesting and motivating.• Able to understand, tolerate and appreciate diverse perspectives, attitudes and beliefs.• Adapt communication content and style to suit the audience and facilitate optimal information transfer.• Deliver content in a manner that gains support, commitment and agreement from relevant stakeholders.• Compile clear, focused, concise and well-structured written documents.	<ul style="list-style-type: none">• Effectively communicate high-risk and sensitive matters to relevant stakeholders.• Develop a well-defined communication strategy.• Balance political perspectives with institutional needs when communicating viewpoints on complex issues.• Able to effectively direct negotiations around complex.• Market and promote the institution to external stakeholders and seek to enhance a positive image of the institution.• Able to communicate with the media with high levels of moral competence and discipline.	<ul style="list-style-type: none">• Regarded as a specialist in negotiations and representing the institution.• Able to inspire and motivate others through positive communication that is impactful and relevant.• Creates an environment conducive to transparent and productive communication and critical appreciate conversations.• Able to coordinate negotiations at different levels within local government and externally.	

Director: Infrastructure Services
Mr Preshane Chandaka

Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Results and Quality Focus			
COMPETENCY DEFINITION :	Able to maintain high quality standards, focus on achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Understand quality of work but requires guidance in attending to important matters.Show a basic commitment to achieving the correct results.Produce the minimum level of results required in the role.Produce outcomes that is of a good standard.Focus on the quantity of output but requires development in incorporating the quality of work.Produce quality work in general circumstances, but fails to meet expectation when under pressure.	<ul style="list-style-type: none">Focus on high-priority actions and does not become distracted by lower-priority activities.Display firm commitment and pride in achieving the correct results.Set quality standards and design processes and tasks around achieving set standards.Produce output of high quality.Able to balance the quantity and quality of results in order to achieve objectives.Monitors progress, quality of work and use of resources; provide status updates and make adjustments as needed.	<ul style="list-style-type: none">Consistently verify own standards and outcomes to ensure quality output.Focus on the end result and avoids being distractedDemonstrate a determined and committed approach to achieving results and quality standards.Follow task and projects through to completion.Set challenging goals and objectives to self and team and display commitment to achieving expectations.Maintain a focus on quality outputs when placed under pressure.Establishing institutional systems for managing and assigning work, defining responsibilities, tracking, monitoring and measuring success, evaluating and valuing the work of the institution.	<ul style="list-style-type: none">Coach and guide others to exceed quality standards and results.Develop challenging, client-focused goals and sets high standards for personal performance.Commit to exceed the results and quality standards, monitor own performance and implement remedial interventions when required.Work with team to set ambitious and challenging team goals, communicating long- and short term expectations.Take appropriate risks to accomplish goals.Overcome setbacks and adjust action plans to realise goals.Focus people on critical activities that yield a high impact.	

Director: Infrastructure Services
Mr Preshane Chandaka

Municipal Manager:
Ms Geraldine Mettler



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Annexure C

Personal Development Plan

DIRECTOR: INFRASTRUCTURE SERVICES

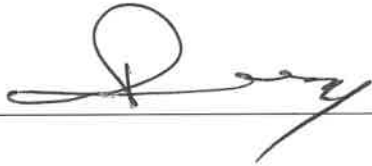
.....
Director: Infrastructure Services
Mr Preshane Chandaka

.....
Municipal Manager:
Ms Geraldine Mettler



Skills Performance Gap	Outcomes Expected	Suggested training and / or development activity	Suggested mode of delivery	Suggested Time Frames	Work opportunity created to practice skill / development area	Support Person
1.						
2.						
3.						

Signed and accepted by the Employee



Date: 20/06/2025

Signed by the Municipal Manager on behalf of the Municipality



Date: 20/06/2025

ANNEXURE 5



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Performance Agreement 2025/26

**Director:
Community and Protection Services**



PERFORMANCE AGREEMENT

MADE AND ENTERED INTO BY AND BETWEEN
STELLENBOSCH MUNICIPALITY AS HEREBY REPRESENTED BY:

THE MUNICIPAL MANAGER
Ms Geraldine Mettler
(herein and after referred to as the Employer)

AND

DIRECTOR: COMMUNITY AND PROTECTION SERVICES
Mr Gary Boshoff
(herein and after referred to as the Employee)

FOR THE FINANCIAL YEAR:

01 JULY 2025 – 30 JUNE 2026


.....
Director: Community and Protection Services
Mr Gary Boshoff


.....
Municipal Manager:
Ms Geraldine Mettler

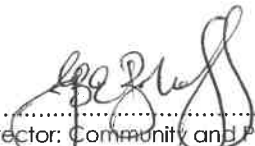


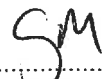
Table of Contents

1. Introduction	4
2. Purpose of this Agreement	4
3. Commencement and Duration.....	5
4. Performance Objectives.....	5
5. Performance Management System.....	6
6. Performance Assessment	7
7. Schedule for Performance Reviews	10
8. Developmental Requirements.....	11
9. Obligations of the Employer.....	11
10. Consultation	11
11. Reward.....	12
12. Management of Evaluation Outcomes	12
13. Dispute Resolution	13
14. General.....	13
Annexure A: Performance Plan	16
Annexure B: Competency Framework	24
Annexure C: Personal Development Plan	38

List of Tables

Table 1: Strategic Focus Areas.....	6
Table 2: Leading and Core Competencies.....	7
Table 3: Performance rating scale	9
Table 4: Rating scale for Competencies.....	9
Table 5: Schedule for performance reviews.....	10
Table 6: Performance bonus calculations	12


.....
Director: Community and Protection Services
Mr Gary Boshoff


.....
Municipal Manager:
Ms Geraldine Mettler

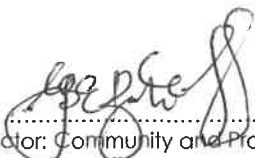


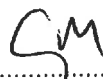
1. INTRODUCTION

- 1.1 The Employer, duly represented by **Ms Geraldine Mettler**, in her capacity as the Municipal Manager has entered into a contract of employment with the Employee, **Mr Gary Boshoff**, in terms of section 57(1)(a) of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) ("the Systems Act"). The Employer and the Employee are hereinafter referred to as "the Parties";
- 1.2 Section 57(1)(b) of the Systems Act, read with the Contract of Employment concluded between the parties, requires the Parties to conclude an annual performance agreement;
- 1.3 The Parties wish to ensure that they are clear about the goals to be achieved, and secure the commitment of the Employee to a set of outcomes that will promote local government policy goals;
- 1.4 The Parties wish to ensure that there is compliance with Sections 57(4B) and 57(5) of the Systems Act;
- 1.5 In this Agreement, the following terms will have the meaning ascribed thereto:
- 1.5.1 "this Agreement" – means the performance agreement between the Employer and the employee and the Annexures thereto;
- 1.5.2 "the **Municipal Manager**" – means the Municipal Manager of the Municipality appointed in terms of Section 54(A) of the Systems Act;
- 1.5.3 "the Employee" means the **Director: Community and Protection Services** appointed in terms of Section 56 of the Systems Act;
- 1.5.4 "the Employer" means **Stellenbosch Municipality**; and
- 1.5.5 "the Parties" means the Employer and Employee.

2. PURPOSE OF THIS AGREEMENT

- 2.1 To comply with the provisions of Section 57(1)(b), (4B) and (5) of the Systems Act as well as the Contract of Employment entered into between the Parties;
- 2.2 To specify objectives and targets established for the Employee and to communicate to the Employee the Employer's expectations of the Employee's performance targets and accountabilities;
- 2.3 To specify accountabilities as set out in the Performance Plan (Annexure A);
- 2.4 To monitor and measure performance against set targeted outputs and outcomes;
- 2.5 To establish a transparent and accountable working relationship;


.....
Director: Community and Protection Services
Mr Gary Boshoff


.....
Municipal Manager:
Ms Geraldine Mettler



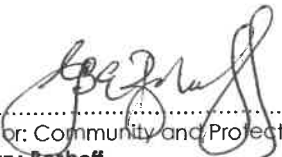
- 2.6 To appropriately reward the employee in accordance with section 11 of this agreement; and
- 2.7 To give effect to the Employer's commitment to a performance-orientated relationship with the Employee in attaining improved service delivery.

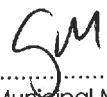
3. COMMENCEMENT AND DURATION

- 3.1 This Agreement will commence on **01 July 2025** and will remain in force until **30 June 2026**, whereafter a new Performance Agreement shall be concluded between the parties for the next financial year or any portion thereof;
- 3.2 The Parties will conclude a new Performance Agreement that replaces this Agreement at least once a year by not later than 31 July of the succeeding financial year;
- 3.3 This Agreement will terminate on the termination of the Employee's contract of employment for any reason; and
- 3.4 The content of this Agreement may be revised at any time during the abovementioned period to determine the current applicability of the matters previously agreed upon.

4. PERFORMANCE OBJECTIVES

- 4.1 The Performance Plan (Annexure A) sets out –
 - 4.1.1 The performance objectives and targets that must be met by the Employee;
 - 4.1.2 The time frames within which those performance objectives and targets must be met; and
 - 4.1.3 The core competency requirements (Annexure B – definitions) as the management skills regarded as critical to the position held by the Employee.
- 4.2 The performance objectives and targets reflected in Annexure A are set by the Employer in consultation with the Employee and based on the Integrated Development Plan, Service Delivery and Budget Implementation Plan (SDBIP) and the Budget of the Employer, and shall include:
 - 4.2.1 Key objectives that describe the main tasks that need to be done;
 - 4.2.2 Key performance indicators (KPIs) that provide the details of the evidence that must be provided to show that a key objective has been achieved;
 - 4.2.3 Target dates that describe the timeframe in which the targets must be achieved; and


.....
Director: Community and Protection Services
Mr Gary Boshoff


.....
Municipal Manager:
Ms Geraldine Mettler



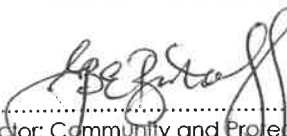
- 4.2.4 Weightings showing the relative importance of the key objectives to each other.
- 4.3 The Personal Development Plan (Annexure C) sets out the Employee's personal development requirements in line with the objectives and targets of the Employer; and
- 4.4 The Employee's performance will, in addition, be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan.

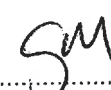
5. PERFORMANCE MANAGEMENT SYSTEM

- 5.1 The Employee agrees to participate in the performance management system that the Employer has adopted for the employees of the Employer;
- 5.2 The Employee accepts that the purpose of the performance management system will be to provide a comprehensive system with specific performance standards to assist the employees and service providers in performing to the standards required;
- 5.3 The Employer will consult the Employee about the specific performance standards and targets that will be included in the performance management system applicable to the Employee;
- 5.4 The Employee undertakes to actively focus on the promotion and implementation of the Strategic Focus Areas (SFAs) (including special projects relevant to the employee's responsibilities) within the local government framework;
- 5.5 The criteria upon which the performance of the Employee shall be assessed shall consist of two components, SFAs and Competency Framework requirements as per the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers, both of which shall be contained in the Performance Agreement;
- 5.6 The Employee's assessment will be based on his performance in terms of the outputs / outcomes (KPIs) identified as per the attached Performance Plan (Annexure A), which are linked to the SFAs applicable to the Employee and will constitute 80% of the overall assessment result as per the weightings agreed to between the Employer and Employee.

Table 1: Strategic Focus Areas

Strategic Focus Areas
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


.....
Director: Community and Protection Services
Mr Gary Boshoff


.....
Municipal Manager:
Ms Geraldine Mettler



- 5.7 The competency requirements for senior managers as per Regulation 9 of Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers will make up the other 20% of the Employee's assessment score. The competencies will be assessed every six (6) months (January and July).

Table 2: Leading and Core Competencies

Leading and Core Competencies	
1. Strategic Direction and Leadership	<ul style="list-style-type: none">• Impact and influence• Institutional performance management• Strategic planning and management• Organisational awareness
2. People management	<ul style="list-style-type: none">• Human capital planning and development• Diversity management• Employee relations management• Negotiation and dispute management
3. Programme and project management	<ul style="list-style-type: none">• Programme and project planning and implementation• Service delivery management• Programme and project monitoring and evaluation
4. Financial management	<ul style="list-style-type: none">• Budget planning and execution• Financial strategy and delivery• Financial reporting and delivery
5. Change leadership	<ul style="list-style-type: none">• Change vision and strategy• Process design and improvement• Change impact monitoring and evaluation
6. Governance leadership	<ul style="list-style-type: none">• Policy formulation• Risk and compliance management• Cooperative Governance
7. Moral competence	<ul style="list-style-type: none">• Core Competency
8. Planning and organising	<ul style="list-style-type: none">• Core Competency
9. Analysis and innovation	<ul style="list-style-type: none">• Core Competency
10. Knowledge and information management	<ul style="list-style-type: none">• Core Competency
11. Communication	<ul style="list-style-type: none">• Core Competency
12. Results and quality focus	<ul style="list-style-type: none">• Core Competency

6. PERFORMANCE ASSESSMENT

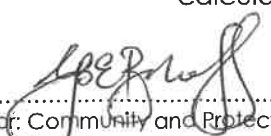
- 6.1 The Performance Plan (Annexure A) to this Agreement sets out –
- 6.1.1 The standards and procedures for evaluating the Employee's performance; and
- 6.1.2 The intervals for the evaluation of the Employee's performance.
- 6.2 Despite the establishment of agreed intervals for evaluation, the Employer may, in addition, review the Employee's performance at any stage while the contract of employment remains in force;

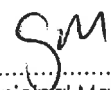
.....
Director: Community and Protection Services
Mr Gary Boshoff

.....
Municipal Manager:
Ms Geraldine Mettler



- 6.3 Personal growth and development needs identified during any performance review discussion must be documented in a Personal Development Plan, as well as the actions agreed to, and implementation must take place within set time frames;
- 6.4 The Employee's performance will be measured in terms of contributions to the goals and strategies set out in the Employer's Integrated Development Plan (IDP) as described in 6.6 – 6.12 below;
- 6.5 The Employee will submit quarterly performance reports (SDBIP) and a comprehensive annual performance report at least one week before the performance assessment meetings to the Evaluation Panel Chairperson for distribution to the panel members for preparation purposes;
- 6.6 Assessment of the achievement of results as outlined in the performance plan:
- 6.6.1 Each KPI or group of KPIs shall be assessed according to the extent to which the specified standards or performance targets have been met, and with due regard to ad-hoc tasks that had to be performed under the KPI;
- 6.6.2 A rating on the five-point scale shall be provided for each KPI or group of KPIs, which will then be multiplied by the weighting to calculate the final score;
- 6.6.3 The Employee will submit their self-evaluation to the Employer before the formal assessment;
- 6.6.4 In the instance where the employee could not perform due to reasons outside the control of the employer and employee, the KPI will not be considered during the evaluation. The employee should provide sufficient evidence in such instances; and
- 6.6.5 An overall score will be calculated based on the total of the scores calculated above.
- 6.7 Assessment of the Competencies:
- 6.7.1 Each Competency shall be assessed in terms of the description provided in (Annexure B);
- 6.7.2 A rating shall be provided for each Competency, which will then be multiplied by the weighting to calculate the final score; and
- 6.7.3 An overall score will be calculated based on the total of the scores calculated above.
- 6.8 Overall rating
- 6.8.1 An overall rating is calculated by adding the overall scores as calculated in 6.6.5 and 6.7.3 above; and


.....
Director: Community and Protection Services
Mr Gary Boshoff


.....
Municipal Manager:
Ms Geraldine Mettler



6.8.2 Such an overall rating represents the outcome of the performance appraisal.

6.9 The assessment of the performance of the Employee will be based on the following rating scales for SFAs and Competencies respectively:

6.9.1 Rating scale for SFAs - as mentioned in paragraph 5.6:

Table 3: Performance rating scale

Level	Terminology	Description
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level. The appraisal indicates that the Employee has achieved above fully effective results against all performance criteria and indicators as specified in the PA and Performance plan and maintained this in all areas of responsibility throughout the year.
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. The appraisal indicates that the Employee has achieved above fully effective results against more than half of the performance criteria and indicators and fully achieved all others throughout the year.
3	Fully effective	Performance fully meets the standards expected in all areas of the job. The appraisal indicates that the Employee has achieved effective results against all significant performance criteria and indicators specified in the PA and Performance Plan.
2	Not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against more than half of the key performance criteria and indicators as specified in the PA and Performance Plan.
1	Unacceptable performance	Performance does not meet the standard expected for the job. The review / assessment indicates that the employee has achieved below fully effective results against almost all the performance criteria and indicators as specified in the PA and Performance Plan. The employee has failed to demonstrate the commitment or ability to bring performance up to the level expected in the job despite management efforts to encourage improvement.

6.9.2 Rating scale for Competencies -as mentioned in paragraph 5.7:

Table 4: Rating scale for Competencies

Level	Achievement Levels	Description
5	Superior	Has a comprehensive understanding of local government operations, critical in shaping strategic direction and change, develops, and applies comprehensive concepts and methods.
4	Advanced	Develops and applies complex concepts, methods and understanding. Effectively directs and leads a group and executes in-depth analyses.

.....
Director: Community and Protection Services
Mr Gary Boshoff

.....
Municipal Manager:
Ms Geraldine Mettler



Level	Achievement Levels	Description
3	Competent	Develops and applies more progressive concepts, methods and understanding. Plans and guides the work of others and executes progressive analyses.
2	Basic	Applies basic concepts, methods, and understanding of local government operations, but requires supervision and development intervention.
1	Sub Standard	Applies little to no basic concepts, methods, and understanding of local government operations.

6.10 For purposes of evaluating the performance of the Employee for the year-end reviews, an evaluation panel constituted of the following persons will be established–

6.10.1 Municipal Manager;

6.10.2 Municipal Manager from another municipality;

6.10.3 Chairperson of the Performance Audit Committee or, in his / her absence thereof, the Chairperson of the Audit Committee; and

6.10.4 The Member of the Mayoral Committee (Portfolio Chairperson).

6.11 The Municipal Manager will evaluate the performance of the Employee as at the end of the 1st, and 3rd quarters; and

6.12 The Municipal Manager will give performance feedback to the Employee within five (5) working days after each quarterly and annual assessment meeting.

7. SCHEDULE FOR PERFORMANCE REVIEWS

7.1 The performance of the Employee in relation to his performance agreement shall be reviewed on the following dates.

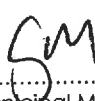
Table 5: Schedule for performance reviews

Quarter	Review Period	Review to be completed by
1	July - September	October / November 2025 (Informal)
2	October – December	January / February 2026 (Formal)
3	January – March	April / May 2026 (Informal)
4	April - June	After the receipt of the AGSA's Management Report

7.2 The Employer shall keep a record of the mid-year and year-end assessment meetings;

7.3 Performance feedback shall be based on the Employer's assessment of the Employee's performance;


.....
Director: Community and Protection Services
Mr Gary Boshoff


.....
Municipal Manager:
Ms Geraldine Mettler



- 7.4 The Employer will be entitled to review and make reasonable changes to the provisions of Annexure A from time to time for operational reasons. The Employee will be fully consulted before any such change is made; and
- 7.5 The Employer may amend the provisions of Annexure A whenever the performance management system is adopted, implemented, and / or amended as the case may be. In that case, the Employee will be fully consulted before any such change is made.

8. DEVELOPMENTAL REQUIREMENTS

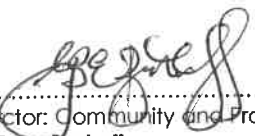
- 8.1 The Personal Development Plan (PDP) for addressing developmental gaps is attached as Annexure C. Such a Plan may be implemented and / or amended as the case may be after each assessment. In that case, the Employee will be fully consulted before any such change or plan is made.

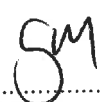
9. OBLIGATIONS OF THE EMPLOYER

- 9.1 The Employer shall-
- 9.1.1 Create an enabling environment to facilitate effective performance by the Employee;
 - 9.1.2 Provide access to skills development and capacity-building opportunities;
 - 9.1.3 Work collaboratively with the Employee to solve problems and generate solutions to common problems that may impact the performance of the Employee;
 - 9.1.4 On the request of the Employee delegate such powers reasonably required by the Employee to enable him to meet the performance objectives and targets established in terms of this Agreement; and
 - 9.1.5 Make available to the Employee such resources as the Employee may reasonably require from time to time, assisting him to meet the performance objectives and targets established in terms of this Agreement.

10. CONSULTATION

- 10.1 The Employer agrees to consult the Employee timeously where the exercising of its powers will have amongst others-
- 10.1.1 A direct effect on the performance of any of the Employee's functions;
 - 10.1.2 Commit the Employee to implement or to give effect to a decision made by the Employer; and
 - 10.1.3 A substantial financial effect on the Employer.


.....
Director: Community and Protection Services
Mr Gary Boshoff


.....
Municipal Manager:
Ms Geraldine Mettler



- 10.2 The Employer agrees to inform the Employee of the outcome of any decisions taken pursuant to the exercise of powers contemplated in clause 12.1 as soon as is practicable to enable the Employee to take any necessary action without delay.

11. REWARD

- 11.1 The evaluation of the Employee's performance will form the basis for rewarding outstanding performance or correcting unacceptable performance;
- 11.2 The payment of the performance bonus is determined by the performance score obtained during the 4th quarter and as informed by the quarterly performance assessments;
- 11.3 A performance bonus of between 5% to 14% of the all-inclusive annual remuneration package may be paid to the Employee in recognition of outstanding performance to be constituted as follows:

Table 6: Performance bonus calculations

Performance Rating		Bonus Calculation
0% - 64%	Poor Performance	0% of the total package
65% - 69%	Average Performance	5% of the total package
70% - 74%	Fair Performance	9% of the total package
75% - 79%	Good Performance	11% of the total package
80% - 100%	Excellent Performance	14% of the total package

- 11.4 In the event of the Employee terminating his services during the validity period of this Agreement, the Employee's performance will be evaluated for the portion during which he was employed, and he will be entitled to a pro-rata performance bonus based on his evaluated performance for the period of actual service; and
- 11.5 The Employer will submit the total score of the annual assessment and of the Employee, to the full Council for purposes of recommending the bonus allocation.

12. MANAGEMENT OF EVALUATION OUTCOMES

- 12.1 Where the Employer is, at any time during the Employee's employment, not satisfied with the Employee's performance with respect to any matter dealt with in this Agreement, the Employer will give notice to the Employee to attend a meeting;
- 12.2 The Employee will have the opportunity at the meeting to satisfy the Employer of the measures being taken to ensure that his performance becomes satisfactory and any programme, including any dates, for implementing these measures;
- 12.3 Where there is a dispute or difference as to the performance of the Employee under this Agreement, the Parties will confer with a view to resolving the dispute or difference; and

.....
Director: Community and Protection Services
Mr Gary Boshoff

.....
Municipal Manager:
Ms Geraldine Mettler



12.4 In the case of unacceptable performance, the Employer shall –

12.4.1 Provide systematic remedial or developmental support to assist the Employee to improve his performance; and

12.4.2 After appropriate performance counselling and having provided the necessary guidance and / or support as well as a reasonable time for improvement in performance, the Employer may consider steps to terminate the contract of employment of the Employee on grounds of unfitness or incapacity to carry out his or her duties.

13. DISPUTE RESOLUTION

13.1 If the Employee is dissatisfied with any decision or action of the Employer in terms of this Agreement, or where a dispute or difference arises as to the extent to which the Employee has achieved the performance objectives and targets established in terms of this Agreement, the Employee may within 3 (three) business days, meet with the Employer with a view to resolving the issue. The Employer will record the outcome of the meeting in writing;

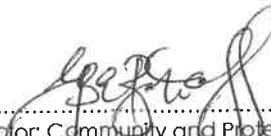
13.2 If the Parties cannot resolve the issues within 10 (ten) business days, an independent arbitrator, acceptable to both parties, shall be appointed to resolve the matter within 30 (thirty) business days; and

13.3 If the mediation process contemplated above fails, the relevant clause of the Contract of Employment, together with the relevant laws and regulations, shall apply.

14. GENERAL

14.1 The contents of this agreement and the outcome of any review conducted in terms of Annexure A may be made available to the public by the Employer; and

14.2 Nothing in this agreement diminishes the obligations, duties, or accountabilities of the Employee in terms of his contract of employment, or the effects of existing or new regulations, circulars, policies, directives, or other instruments.


.....
Director: Community and Protection Services
Mr Gary Boshoff


.....
Municipal Manager:
Ms Geraldine Mettler



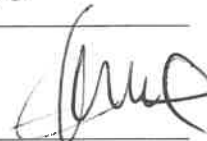
Thus, done and signed at STELLENBOSCH on the 20th day of JUNE 2025



DIRECTOR: COMMUNITY AND PROTECTION SERVICES

AS WITNESSES:

1. 

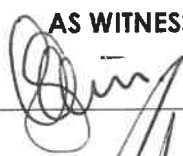
2. 

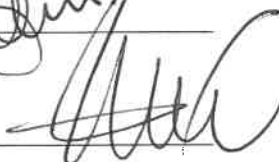
Thus, done and signed at Stellenbosch on the 20th day of June 2025

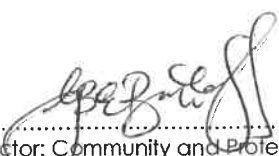


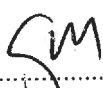
MUNICIPAL MANAGER

AS WITNESSES:

1. 

2. 


.....
Director: Community and Protection Services
Mr Gary Boshoff


.....
Municipal Manager:
Ms Geraldine Mettler



MEMBER OF MAYORAL COMMITTEE
(Portfolio: Protection Services)
Cllr J Williams

17

MEMBER OF MAYORAL COMMITTEE
(Portfolio: Parks and Open Spaces)
Cllr J N Olayi

MEMBER OF MAYORAL COMMITTEE
(Portfolio: Sport, Youth and Culture)
Cllr T Kumm

MEMBER OF MAYORAL COMMITTEE
(Portfolio: Community Services)
Cllr J N Olayi (Acting)

MEMBER OF MAYORAL COMMITTEE
(Portfolio: Rural and Environmental Management)
Cllr C Manual

.....
Director: Community and Protection Services
Mr Gary Boshoff

.....
Municipal Manager:
Ms Geraldine Mettler



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Annexure A

Performance Plan

DIRECTOR: COMMUNITY AND PROTECTION SERVICES

.....
Director: Community and Protection Services
Mr Gary Boshoff

.....
Municipal Manager:
Ms Geraldine Mettler



The Performance Plan sets out:

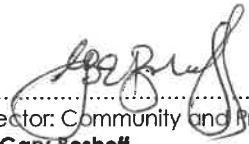
- Key Performance Areas that the employee should focus on, performance objectives, key performance indicators and targets that must be met within a specific timeframe; and
- The Competencies required from employees are prescribed in the Regulations on the appointment and conditions of employment of senior managers, R21 of 2014.

KEY PERFORMANCE INDICATORS

The key performance areas, performance objectives, key performance indicators and targets that must be met within the agreed timeframe are described below. The assessment of these performance indicators will account for 80% (**eighty per cent**) of the total employee assessment score.

Part 1: Implementation of the Service Delivery and Budget Implementation Plan (80%)

DIRECTOR: COMMUNITY AND PROTECTION SERVICES													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2023/24)	5-Year Target	2025/26	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2025/26)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Department: Protection Services	Percentage of indicators of the Department: Protection Services achieved, measured quarterly	Outcome	68.63%	80% per annum	80%	SM	80%	80%	80%	80%	5
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Department: Community Services	Percentage of indicators of the Department: Community Services achieved, measured quarterly	Outcome	53.63%	80% per annum	80%	SM	80%	80%	80%	80%	4


.....
Director: Community and Protection Services
Mr Gary Boshoff


.....
Municipal Manager:
Ms Geraldine Mettler



DIRECTOR: COMMUNITY AND PROTECTION SERVICES													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2023/24)	5-Year Target	2025/26	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2025/26)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Effective Management and Functional Supervision of the Section: Community Development	Percentage of indicators of the Section: Community Development achieved, measured quarterly	Outcome	91.07%	80%per annum	80%	SM	80%	80%	80%	80%	2
KPI024	SFA 3: Safe Valley	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	Output	1	1 per annum	1	SM	N/A	N/A	1	N/A	2
KPI025	SFA 3: Safe Valley	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	Output	1	1 per annum	1	SM	N/A	N/A	N/A	1	2
KPI026	SFA 3: Safe Valley	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	Output	1	1 per annum	1	SM	N/A	N/A	1	N/A	2
TBC	SFA 5: Good Governance and Compliance	Implementation of the Mayoral Outcomes in the Integrated Development Plan (IDP) for the 2025/26 financial year	Percentage of the Mayoral Outcomes in the IDP for the 2025/26 financial year implemented by 30 June	Outcome	73.27%	80% per annum	80%	SM	80%	80%	80%	80%	2
TBC	SFA 5: Good Governance and Compliance	Implementation of the Portfolio: Protection Services' Outcomes in the Integrated Development Plan (IDP) for the 2025/26 financial year	Percentage of the Portfolio: Protection Services' Outcomes in the IDP for the 2025/26 financial year implemented by 30 June	Outcome	100%	80% per annum	80%	SM	80%	80%	80%	80%	2
TBC	SFA 5: Good Governance and Compliance	Implementation of the Portfolio: Youth, Sport, and Culture's Outcomes in the Integrated Development Plan (IDP) for the 2025/26 financial year	Percentage of the Portfolio: Youth, Sport, and Culture's Outcomes in the IDP for the 2025/26 financial year implemented by 30 June	Outcome	100%	80% per annum	80%	SM	80%	80%	80%	80%	2

.....
Director: Community and Protection Services
Mr Gary Boshoff

.....
Municipal Manager:
Ms Geraldine Mettler



DIRECTOR: COMMUNITY AND PROTECTION SERVICES													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2023/24)	5-Year Target	2025/26	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2025/26)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Implementation of the Portfolio: Parks and Open Spaces Outcomes in the Integrated Development Plan (IDP) for the 2025/26 financial year	Percentage of the Portfolio: Parks and Open Spaces' Outcomes in the IDP for the 2025/26 financial year implemented by 30 June	Outcome	100%	80% per annum	80%	SM	80%	80%	80%	80%	2
TBC	SFA 5: Good Governance and Compliance	Implementation of the Portfolio: Rural and Environmental Management Outcomes in the Integrated Development Plan (IDP) for the 2025/26 financial year	Percentage of the Portfolio: Rural and Environmental Management's Outcomes in the IDP for the 2025/26 financial year implemented by 30 June	Outcome	New KPI	80% per annum	80%	SM	80%	80%	80%	80%	2
TBC	SFA 5: Good Governance and Compliance	Implementation of the Portfolio: Community Service Outcomes in the Integrated Development Plan (IDP) for the 2025/26 financial year	Percentage of the Portfolio: Community Services' Outcomes in the IDP for the 2025/26 financial year implemented by 30 June	Outcome	90%	80% per annum	80%	SM	80%	80%	80%	80%	2
TBC	SFA 5: Good Governance and Compliance	Implementation of the Municipal Manager's Outcomes in the Integrated Development Plan (IDP) for the 2025/26 financial year	Percentage of the Municipal Manager's Outcomes in the IDP for the 2025/26 financial year implemented by 30 June	Outcome	100%	80% per annum	80%	SM	80%	80%	80%	80%	2
TBC	SFA 5: Good Governance and Compliance	Spend the Directorate: Community and Protection Services' approved Capital Budget	Percentage of the approved Capital Budget of the Directorate: Community and Protection Services actually spent by 30 June	Input	81.69%	90% per annum	90%	SM	10%	30%	60%	90%	20
TBC	SFA 5: Good Governance and Compliance	Submission of the final bid specifications for all capital projects to the Bid Specification Committee (BSC) (2026/27)	Percentage of the final bid specifications for all capital projects submitted to the BSC by 30 June (50% by 31 March 2026 and 100% by 30 June 2026 for the 2026/27 financial year)	Output	100%	100% per annum	100%	SM	N/A	N/A	50%	100%	2

.....
Director: Community and Protection Services
Mr Gary Boshoff

.....
Municipal Manager:
Ms Geraldine Mettler



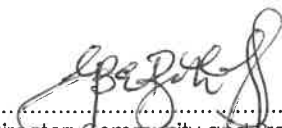
DIRECTOR: COMMUNITY AND PROTECTION SERVICES													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2023/24)	5-Year Target	2025/26	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2025/26)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Submission of detailed procurement needs for all operational projects to the Supply Chain Management (SCM) Department	Number of quarterly detailed procurement needs submitted to the SCM Department within 10 days before the start of the quarter	Output	4	4 per annum	4	SM	1 (1)	1 (2)	1 (3)	1 (4)	1
TBC	SFA 5: Good Governance and Compliance	Conclude performance plans with all identified personnel	Number of performance plans concluded with all identified personnel by 30 July	Output	3	4 per annum	4	SM	4	N/A	N/A	N/A	1
TBC	SFA 5: Good Governance and Compliance	Conduct annual performance evaluations with all identified personnel	Number of annual performance evaluations conducted with all identified personnel by 31 August	Output	6	4 per annum	4	SM	4	N/A	N/A	N/A	2
TBC	SFA 5: Good Governance and Compliance	Conduct mid-year annual performance evaluations with all identified personnel	Number of mid-year annual performance evaluations conducted with all identified personnel by 31 January	Output	New KPI	4 per annum	4	SM	N/A	N/A	4	N/A	2
TBC	SFA 5: Good Governance and Compliance	Develop an Annual Departmental Risk Register	Number of Annual Departmental Risk Registers developed by 31 July	Output	1	1 per annum	1	SM	1	N/A	N/A	N/A	2
TBC	SFA 5: Good Governance and Compliance	Evaluation of the Departmental Risk Register	Number of Departmental Risk Registers evaluated by 31 May	Output	2	2 per annum	2	SM	N/A	1 (1)	N/A	1 (2)	2
TBC	SFA 5: Good Governance and Compliance	Implementation of the Directors Forum resolutions	Percentage of the Directors Forum Resolutions implemented in accordance with due dates	Output	New KPI	80% per annum	80%	SM	80%	80%	80%	80%	2
TBC	SFA 5: Good Governance and Compliance	Implementation of the Council resolutions	Percentage of the Council resolutions implemented, measured quarterly	Output	117.5%	70% per annum	70%	SM	70%	70%	70%	70%	2

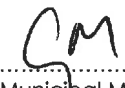
.....
Director: Community and Protection Services
Mr Gary Boshoff

.....
Municipal Manager:
Ms Geraldine Mettler



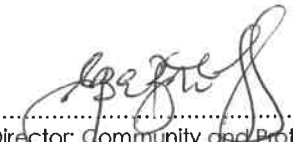
DIRECTOR: COMMUNITY AND PROTECTION SERVICES													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2023/24)	5-Year Target	2025/26	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2025/26)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 3 - Safe Valley	Spend the allocated CCTV camera budget	Percentage of the allocated CCTV Cameras budget actually spend by 30 June	Output	0%	90% per annum	90%	SM	10%	30%	60%	90%	1
TBC	SFA 5: Good Governance and Compliance	Raise / Collect Operating Budget revenue of the Department: Community and Protection Services as per the approved budget	Percentage of the Department: Community and Protection Services revenue raised / collected as per the approved budget by 30 June	Outcome	82.05%	96% per annum	96%	SM	25%	50%	75%	96%	2
TBC	SFA 3 - Safe Valley	Implementation of the Safety Plan	Percentage of actions implemented for the 2025/26 financial year as per the Safety Plan by 30 June	Outcome	98%	90% per annum	90%	SM	5%	30%	60%	90%	3
TBC	SFA 5: Good Governance and Compliance	Implementation of the Sport Facilities Management Plan	Percentage of actions implemented for the 2025/26 financial year as per the Sport Facilities Management Plan by 30 June	Outcome	100%	90% per annum	90%	SM	5%	30%	60%	90%	2
TBC	SFA 5: Good Governance and Compliance	Implementation of the Directorate's actions as per the AGSA Audit Action Plan	Percentage of the Directorate's actions as per the AGSA Audit Action Plan implemented by 30 June	Outcome	100%	100% per annum	100%	SM	N/A	N/A	50%	100%	2
TBC	SFA 5: Good Governance and Compliance	Implementation of succession planning initiatives	Number of succession planning initiatives implemented by 30 June	Output	New KPI	1 per annum	1	SM	N/A	N/A	N/A	1	1


 Director: Community and Protection Services
 Mr Gary Boshoff


 Municipal Manager:
 Ms Geraldine Mettler



DIRECTOR: COMMUNITY AND PROTECTION SERVICES													
IDP/ Ref No.	Strategic Focus Area (SFA)	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator type	Baseline (Actual 2023/24)	5-Year Target	2025/26	Funding Source	Service Delivery and Budget Implementation Plan (SDBIP 2025/26)				Weight
									Q1	Q2	Q3	Q4	
TBC	SFA 5: Good Governance and Compliance	Attend Universal Access Policy meetings	Number of Universal Access Policy meetings attended, measured quarterly	Output	New KPI	4`per annum	4	SM	1 (1)	1 (2)	1 (3)	1 (4)	2
												Total	80


.....
Director: Community and Protection Services
Mr Gary Boshoff


.....
Municipal Manager:
Ms Geraldine Mettler



Part 2: Competency Requirements (20%)

Ref	Leading and Core Competencies	(January) 1 st Assessment	(July) Final Assessment	Weights	Comments
2.1	Strategic direction and leadership			1.66%	
2.2	People management			1.66%	
2.3	Programme and project management			1.66%	
2.4	Financial management			1.66%	
2.5	Change leadership			1.67%	
2.6	Governance leadership			1.67%	
2.7	Moral competence			1.67%	
2.8	Planning and organising			1.67%	
2.9	Analysis and innovation			1.67%	
2.10	Knowledge and information management			1.67%	
2.11	Communication			1.67%	
2.12	Results and quality focus			1.67%	
Total				20%	



 Director: Community and Protection Services
Mr Gary Beshoff



 Municipal Manager:
Ms Geraldine Mettler



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Annexure B

Competency Framework

DIRECTOR: COMMUNITY AND PROTECTION SERVICES

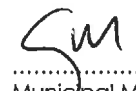

.....
Director: Community and Protection Services
Mr Gary Boshoff


.....
Municipal Manager:
Ms Geraldine Mettler



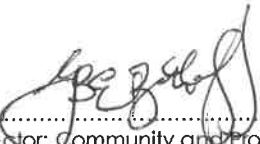
CLUSTER :		LEADING COMPETENCIES			
COMPETENCY NAME :		Strategic Direction and Leadership			
COMPETENCY DEFINITION :		Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate.			
ACHIEVEMENT LEVELS					
BASIC		COMPETENT		ADVANCED	
<ul style="list-style-type: none">Understand Institutional and departmental strategic objectives, but lacks the ability to inspire others to achieve set mandate.Describe how specific tasks link to institutional strategies but has limited influence in directing a strategy.Has a basic understanding of institutional performance management, but lacks the ability to integrate systems into a collective whole.		<ul style="list-style-type: none">Give direction to a team in realising the institution's strategic mandate and set objectives.Has a positive impact and influence on the morale, engagement and participation of team members.Develop action plans to execute and guide strategy.Assist in defining performance measures to monitor the progress and effectiveness of the institution.Displays an awareness of institutional structures and political factors.		<ul style="list-style-type: none">Evaluate all activities to determine value and alignment to strategic intent.Display in-depth knowledge and understanding of strategic planning.Align strategy and goals across all functional areas.Actively define performance measures to monitor the progress and effectiveness of the institution.Consistently challenge strategic plans to ensure relevance.	
<ul style="list-style-type: none">Demonstrate basic understanding of key decision making.		<ul style="list-style-type: none">Effectively communicate barriers to execution to relevant parties.Provide guidance to all stakeholders in the achievement of the strategic mandate.Understand the aim and objectives of the institution and relate it to own work.		<ul style="list-style-type: none">Understand institutional structures and political factors, and the consequences of actions.Empower others to follow the strategic direction and deal with complex situations.Guide the institution through complex and ambiguous concern.Use understanding of power relationships and dynamic tensions among key players	
				<ul style="list-style-type: none">Structure and position the institution to local government priorities.Actively use in-depth knowledge and understanding to develop and implement a comprehensive institutional framework.Hold self-accountable for strategy execution and results.Provide impact and influence through building and maintaining strategic relationships.Create an environment that facilitates loyalty and innovation. Display a superior level of self-discipline and integrity in actions.Integrate various systems into a collective whole to optimise institutional performance management.Uses understanding of competing interests to maneuver successfully to a win/win outcome.	


 Director: Community and Protection Services
Mr Gary Boshoff


 Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	LEADING COMPETENCIES		
COMPETENCY NAME :	Strategic Direction and Leadership		
COMPETENCY DEFINITION :	Provide and direct a vision for the institution, and inspire and deploy others to deliver on the strategic institutional mandate.		
ACHIEVEMENT LEVELS			
BASIC	COMPETENT	ADVANCED	SUPERIOR
		to frame communications and develop strategies, positions and alliances.	


.....
Director: Community and Protection Services
Mr Gary Boshoff


.....
Municipal Manager:
Ms Geraldine Mettler



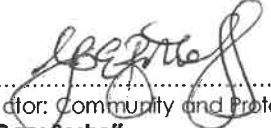
CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	People Management			
COMPETENCY DEFINITION :	Effectively manage, inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">• Participate in team goalsetting and problem solving.	<ul style="list-style-type: none">• Seek opportunities to increase team contribution and responsibility.	<ul style="list-style-type: none">• Identify ineffective team and work processes and recommend remedial interventions.	<ul style="list-style-type: none">• Develop and incorporate best practice people management processes, approaches and tools across the institution.	
<ul style="list-style-type: none">• Interact and collaborate with people of diverse backgrounds.	<ul style="list-style-type: none">• Respect and support the diverse nature of others and be aware of the benefits of a diverse approach.	<ul style="list-style-type: none">• Recognise and reward effective and desired behavior.	<ul style="list-style-type: none">• Foster a culture of discipline, responsibility and accountability.	
	<ul style="list-style-type: none">• Effectively delegate tasks and empower others to increase contribution and execute functions optimally.	<ul style="list-style-type: none">• Provide mentoring and guidance to others in order to increase personal effectiveness.	<ul style="list-style-type: none">• Understand the impact of diversity in performance and actively incorporate a diversity strategy in the institution.	
<ul style="list-style-type: none">• Aware of guidelines for employee development, but requires support in implementing development initiatives.	<ul style="list-style-type: none">• Apply relevant employee legislation fairly and consistently.	<ul style="list-style-type: none">• Identify development and learning needs within the team.	<ul style="list-style-type: none">• Develop comprehensive integrated strategies and approaches to human capital development and management.	
	<ul style="list-style-type: none">• Effectively identify capacity requirements to fulfill the strategic mandate.	<ul style="list-style-type: none">• Inspire a culture of performance excellence by giving positive and constructive feedback to the team.• Achieve agreement or consensus in adversarial environments.• Lead and unite diverse teams across divisions to achieve institutional objectives.	<ul style="list-style-type: none">• Actively identify trends and predict capacity requirements to facilitate unified transition and performance management.	

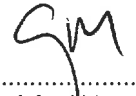

Director Community and Protection Services
Mr Gary Boshoff


Municipal Manager:
Ms Geraldine Mettler



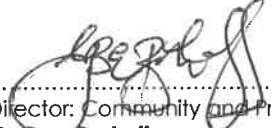
CLUSTER :		LEADING COMPETENCIES			
COMPETENCY NAME :		Programme and Project Management			
COMPETENCY DEFINITION :		Able to understand program and project management methodology; plan, manage, monitor and evaluate specific activities in order to deliver on set objectives.			
ACHIEVEMENT LEVELS					
BASIC		COMPETENT		ADVANCED	
<ul style="list-style-type: none">Initiate projects after approval from higher authorities.Understand procedures of program and project management methodology, implications and stakeholder involvement.Understand the rational of projects in relation to the institution's strategic objectives.Document and communicate factors and risk associated with own work.		<ul style="list-style-type: none">Establish broad stakeholder involvement and communicate the project status and key milestones.Define the roles and responsibilities of the project team and create clarity around expectations.Find a balance between project deadline and the quality of deliverables.Identify appropriate project resources to facilitate the effective completion of the deliverables.		<ul style="list-style-type: none">Manage multiple programs and balance priorities and conflicts according to institutional goals.Apply effective risk management strategies through impact assessment and resource requirements.Modify project scope and budget when required without compromising the quality and objectives of the project.Involve top-level authorities and relevant stakeholders in seeking project buy-in.	
<ul style="list-style-type: none">Use results and approaches of successful project implementation as guide.		<ul style="list-style-type: none">Comply with statutory requirements and apply policies in a consistent manner.Monitor progress and use of resources and make needed adjustments to timelines, steps and resource allocation.		<ul style="list-style-type: none">Identify and apply contemporary project management methodologyInfluence and motivate project team to deliver exceptional results.Monitor policy implementation and apply procedures to manage risks.	
				<ul style="list-style-type: none">Understand and conceptualise the long-term implications of desired project outcomes.Direct a comprehensive strategic macro and micro analysis and scope projects accordingly to realise institutional objectives.Influence people in positions of authority to implement outcomes of projectsLead and direct translation of policy into workable action plans	


Director: Community and Protection Services
Mr Gary Boshoff


Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	Change Leadership			
COMPETENCY DEFINITION :	Able to direct and initiate institutional transformation on all levels in order to successfully drive and implement new initiatives and deliver professional and quality services to the community.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">• Display an awareness of change interventions and the benefits of transformation initiatives.• Able to identify basic needs for change.	<ul style="list-style-type: none">• Perform an analysis of the change impact on the social, political and economic environment.• Maintain calm and focus during change.	<ul style="list-style-type: none">• Actively monitor change impact and results and convey progress to relevant stakeholders.• Secure buy-in and sponsorship for change initiatives.	<ul style="list-style-type: none">• Sponsor change agents and create a network of change leaders who support the interventions.	
<ul style="list-style-type: none">• Identify gaps between the current and desired state.• Identify potential risk and challenges to transformation, including resistance to change factors.• Participate in change programs and piloting change interventions.	<ul style="list-style-type: none">• Able to assist team members during change and keep them focused on the deliverables.• Volunteer to lead change efforts outside of own work team.• Able to gain buy-in and approval for change from relevant stakeholders.	<ul style="list-style-type: none">• Continuously evaluate change strategy and design and introduce new approaches to enhance the institution's effectiveness.• Build and nurture relationships with various stakeholders to establish strategic alliance in facilitating change.• Take the lead in impactful change programs.	<ul style="list-style-type: none">• Mentor and guide team members on the effects of change, resistance factors and how to integrate change.	
<ul style="list-style-type: none">• Understand the impact of change interventions on the institution within the broader scope of local government.	<ul style="list-style-type: none">• Identify change readiness levels and assist in resolving resistance to change factors.• Design change interventions that are aligned with the institution's strategic objectives and goals.	<ul style="list-style-type: none">• Benchmark change interventions against best change practices.• Understand the impact and psychology of change and put remedial interventions in place to facilitate effective transformation.• Take calculated risk and seek new ideas from best practice scenarios and identify the potential for implementation.	<ul style="list-style-type: none">• Motivate and inspire others around change initiatives.	


 Director: Community and Protection Services
Mr Gary Boshoff


 Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	Financial Management			
COMPETENCY DEFINITION :	Able to compile, plan and manage budgets, control cash flow, institute financial risk management and administer procurement processes in accordance with recognised financial practices. Further to ensure that all financial transactions are managed in an ethical manner			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">• Understand basic financial concepts and methods as they relate to institutional processes and activities• Display awareness into the various sources of financial data, reporting mechanisms, financial governance, processes and systems• Understand the importance of financial accountability• Understand the importance of asset control.	<ul style="list-style-type: none">• Exhibit knowledge of general financial concepts, planning, budgeting and forecasting and how they interrelate• Assess, identify and manage financial risks.• Assume a cost-saving approach to financial management.• Prepare financial reports based on specified formats.• Consider and understand the financial implications of decisions and suggestions.• Ensure that delegation and instructions as required by National Treasury guidelines are reviewed and updated.• Identify and implement proper monitoring and evaluation practices to ensure appropriate spending against budget.	<ul style="list-style-type: none">• Take active ownership of planning, budgeting and forecasting processes and provides credible answers to queries within own responsibility.• Prepare budgets that are aligned to the strategic objectives of the institution.• Address complex budgeting and financial management concerns.• Put systems and processes in place to enhance the quality and integrity of financial management practices.• Advise on policies and procedures regarding asset control.• Promote National Treasury's regulatory framework for Financial Management.	<ul style="list-style-type: none">• Develop planning tools to assist in evaluating and monitoring future expenditure trends.• Set budget frameworks for the institution.• Set strategic direction for the institution on expenditure and other financial processes.• Build and nurture partnerships to improve financial management and achieve financial savings.• Actively identify and implement new methods to improve asset control.• Display professionalism in dealing with financial data and processes.	

.....
Director: Community and Protection Services
Mr Gary Boshoff

.....
Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	LEADING COMPETENCIES			
COMPETENCY NAME :	Governance Leadership			
COMPETENCY DEFINITION:	Able to promote, direct and apply professionalism in managing risk and compliance requirements and apply a thorough understanding of governance practices and obligations. Further, able to direct the conceptualisation of relevant policies and enhance cooperative governance relationships.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">• Display a basic awareness of risk, compliance and governance factors but require guidance and development in implementing such requirements.• Understand the structure of cooperative government but requires guidance on fostering workable relationships between stakeholders.	<ul style="list-style-type: none">• Display a thorough understanding of governance and risk and compliance factors and implement plans to address these.• Demonstrate understanding of the techniques and processes for optimising risk taking decisions within the institution.	<ul style="list-style-type: none">• Able to link risk initiatives into key institutional objectives and drivers.	<ul style="list-style-type: none">• Demonstrate a high level of commitment in complying with governance requirements.	
		<ul style="list-style-type: none">• Identify, analyse and measure risk, create valid risk forecasts and map risk profiles.• Apply risk control methodology and approaches to prevent and reduce risk that impede on the achievement of institutional objectives.	<ul style="list-style-type: none">• Implement governance and compliance strategy to ensure achievement of institutional objectives within the legislative framework.• Able to advise local government on risk management, best practice interventions and compliance management.	
<ul style="list-style-type: none">• Provide input into policy formulation.	<ul style="list-style-type: none">• Actively drive policy formulation within the institution to ensure the achievement of objectives.	<ul style="list-style-type: none">• Demonstrate a thorough understanding of risk retention plans.• Identify and implement comprehensive risk management systems and processes.• Implement and monitor the formulation of policies, identify and analyse constraints and challenges with implementation and provide recommendations for improvement.	<ul style="list-style-type: none">• Able to forge positive relationships on cooperative governance level to enhance the effectiveness of local government.t• Able to shape, direct and drive the formulation of policies on a macro level.	

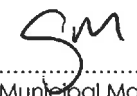

Director: Community and Protection Services
Mr Gary Boshoff


Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Moral Competence			
COMPETENCY DEFINITION :	Able to identify moral triggers, apply reasoning that promotes honesty and integrity and consistently display behavior that reflects moral competence			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Realise the impact of acting with integrity, but requires guidance and development in implementing principles.Follow basic rules and regulations of the institution.Able to identify basic moral situations, but requires guidance and development in understanding and reasoning with moral intent.	<ul style="list-style-type: none">Conduct self in alignment with the values of local government and the institution.Able to openly admit own mistakes and weaknesses and seek assistance from others when unable to deliver.Actively report fraudulent activity and corruption with local government.Understand and honor the confidential nature of matters without seeking personal gain.Able to deal with situations of conflict of interest promptly and in the best interest of local government.	<ul style="list-style-type: none">Identify, develop and apply measures of self-correction.Able to gain trust and respect through aligning actions with commitments.Make proposals and recommendations that are transparent and gain the approval of relevant stakeholders.Present values, beliefs and ideas that are congruent with the institution's rules and regulations.Takes an active stance against corruption and dishonesty when noted.Actively promote the value of the institution to internal and external stakeholders.Able to work in unity with a team and not seek personal gain.Apply universal moral principles consistently to achieve moral decisions.	<ul style="list-style-type: none">Create an environment conducive of moral practices.Actively develop and implement measures to combat fraud and corruption.Set integrity standards and shared accountability measures across the institution to support the objectives of local government.Take responsibility for own actions and decisions, even if the consequences are unfavorable.	


.....
Director, Community and Protection Services
Mr Gary Boshoff


.....
Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Planning and Organising			
COMPETENCY DEFINITION :	Able to plan, prioritise and organise information and resources effectively to ensure the quality of service delivery and build efficient contingency plans to manage risk.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">• Able to follow basic plans and organise tasks around set objectives.• Understand the process of planning and organising but requires guidance and development in providing detailed and comprehensive plans.• Able to follow existing plans and ensure that objectives are met.• Focus on short-term objectives in developing plans and actions• Arrange information and resources required for a task, but require further structure and organisation.	<ul style="list-style-type: none">• Actively and appropriately organise information and resources required for a task.• Recognise the urgency and importance of tasks.• Balance short and long-term plans and goals and incorporate into the team's performance objectives.• Schedule tasks to ensure they are performed within budget and with efficient use of time and resources.• Measures progress and monitor performance results.	<ul style="list-style-type: none">• Able to define institutional objectives, develop comprehensive plans, integrate and coordinate activities and assign appropriate resources for successful implementation.• Identify in advance required stages and actions to complete tasks.• Schedule realistic timelines, objectives and milestones for tasks and projects.• Produce clear, detailed and comprehensive plans to achieve institutional objectives.• Identify possible risk factors and design and implement appropriate contingency plans.• Adapt plans in light of changing circumstances.• Prioritise tasks and projects according to their relevant urgency and importance.	<ul style="list-style-type: none">• Focus on broad strategies and initiatives when developing plans and actions.• Able to protect and forecast short, medium and long term requirements of the institution and local government.• Translate policy into relevant projects to facilitate the achievement of institutional objectives.	



 Director: Community and Protection Services
Mr Gary Boshoff

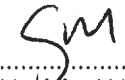


 Municipal Manager:
Ms Geraldine Mettler



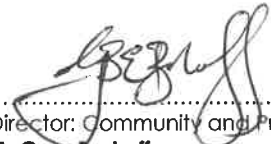
CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Analysis and Innovation			
COMPETENCY DEFINITION :	Able to critically analyse information, challenges and trends to establish and implement fact-based solutions that are innovative to improve institutional processes in order to achieve key strategic objectives			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">Understand the basic operation of analysis, but lack detail and thoroughness.Able to balance independent analysis with requesting assistance from others.Recommend new ways to perform tasks within own function.Propose simple remedial interventions that marginally challenges the status quo.Listen to the ideas and perspectives of others and explore opportunities to enhance such innovative thinking.	<ul style="list-style-type: none">Demonstrate logical problem solving techniques and approaches and provide rationale for recommendations.Demonstrate objectivity, insight and thoroughness when analysing problems.Able to break down complex problems into manageable parts and identify solutions.Consult internal and external stakeholders on opportunities to improve processes and service delivery.Clearly communicate the benefits of new opportunities and innovative solutions and stakeholders.Continuously identify opportunities to enhance internal processes.Identify and analyse opportunities conducive to innovative approaches and propose remedial intervention.	<ul style="list-style-type: none">Coaches team members on analytical and innovative approaches and techniques.Engage with appropriate individuals in analysing and resolving complex problems.Identify solutions on various areas in the institution.Formulate and implement new ideas throughout the institution.Able to gain approval and buy-in for proposed interventions from relevant stakeholders.Identify trends and best practices in process and service delivery and propose institutional application.Continuously engage in research to identify client needs.	<ul style="list-style-type: none">Demonstrate complex analytical and problem solving approaches and techniques.Create an environment conducive to analytical and fact-based problem solving.Analyse, recommend solutions and monitor trends in key challenges to prevent and manage occurrence.Create an environment that fosters innovative thinking and follows a learning organisation approach.Be a thought leader on innovative customer service delivery and process optimisation.Play an active role in sharing best practice solutions and engage in national and international local government seminars and conferences.	


Director: Community and Protection Services
Mr Gary Boshoff


Municipal Manager:
Ms Geraldine Mettler



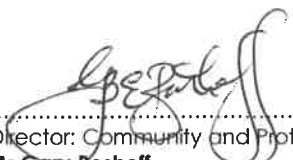
CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Knowledge and Information Management			
COMPETENCY DEFINITION :	Able to promote the generation and sharing of knowledge and information through various processes and media, in order to enhance the collective knowledge base of local government			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">● Collect, categorise and track relevant information required for specific tasks and projects.● Analyse and interpret information to draw conclusions.● Seek new sources of information to increase the knowledge base.● Regularly share information and knowledge with internal stakeholders and team members.	<ul style="list-style-type: none">● Use appropriate information systems and technology to manage institutional knowledge and information sharing.● Evaluate data from various sources and use information effectively to influence decisions and provide solutions.● Actively create mechanisms and structures for sharing information.● Use external and internal resources to research and provide relevant and cutting-edge knowledge to enhance institutional effectiveness and efficiency.	<ul style="list-style-type: none">● Effectively predict future information and knowledge management requirements and systems.● Develop standards and processes to meet future knowledge management needs.● Share and promote best-practice knowledge management across various institutions.● Establish accurate measures and monitoring systems for knowledge and information management.● Create a culture conducive of learning and knowledge sharing.● Hold regular knowledge and information sharing sessions to elicit new ideas and share best practice approaches.	<ul style="list-style-type: none">● Create and support a vision and culture where team members are empowered to seek, gain and share knowledge and information.● Establish partnerships across local government to facilitate knowledge management.● Demonstrate a mature approach.● Recognise and exploit knowledge points in interactions with internal and external stakeholders.	


.....
Director: Community and Protection Services
Mr Gary Boshoff


.....
Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Communication			
COMPETENCY DEFINITION :	Able to share information, knowledge and ideas in a clear, focused and concise manner appropriate for the audience in order to effectively convey, persuade and influence stakeholders to achieve the desired outcome.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">• Demonstrate an understanding for communication levers and tools appropriate for the audience, but requires guidance in utilising such tools.• Express ideas in a clear and focused manner, but does not always take the audience into consideration.	<ul style="list-style-type: none">• Express ideas to individuals and groups in formal and informal settings in a manner that is interesting and motivating.• Able to understand, tolerate and appreciate diverse perspectives, attitudes and beliefs.• Adapt communication content and style to suit the audience and facilitate optimal information transfer.• Deliver content in a manner that gains support, commitment and agreement from relevant stakeholders.• Compile clear, focused, concise and well-structured written documents.	<ul style="list-style-type: none">• Effectively communicate high-risk and sensitive matters to relevant stakeholders.• Develop a well-defined communication strategy.• Balance political perspectives with institutional needs when communicating viewpoints on complex issues.• Able to effectively direct negotiations around complex.• Market and promote the institution to external stakeholders and seek to enhance a positive image of the institution.• Able to communicate with the media with high levels of moral competence and discipline.	<ul style="list-style-type: none">• Regarded as a specialist in negotiations and representing the institution.• Able to inspire and motivate others through positive communication that is impactful and relevant.• Creates an environment conducive to transparent and productive communication and critical appreciate conversations.• Able to coordinate negotiations at different levels within local government and externally.	


 Director: Community and Protection Services
Mr Gary Boshoff


 Municipal Manager:
Ms Geraldine Mettler



CLUSTER :	CORE COMPETENCIES			
COMPETENCY NAME :	Results and Quality Focus			
COMPETENCY DEFINITION :	Able to maintain high quality standards, focus on achieving results and objectives while consistently striving to exceed expectations and encourage others to meet quality standards. Further, to actively monitor and measure results and quality against identified objectives.			
ACHIEVEMENT LEVELS				
BASIC	COMPETENT	ADVANCED	SUPERIOR	
<ul style="list-style-type: none">• Understand quality of work but requires guidance in attending to important matters.• Show a basic commitment to achieving the correct results.• Produce the minimum level of results required in the role.• Produce outcomes that is of a good standard.• Focus on the quantity of output but requires development in incorporating the quality of work.• Produce quality work in general circumstances, but fails to meet expectation when under pressure.	<ul style="list-style-type: none">• Focus on high-priority actions and does not become distracted by lower-priority activities.• Display firm commitment and pride in achieving the correct results.• Set quality standards and design processes and tasks around achieving set standards.• Produce output of high quality.• Able to balance the quantity and quality of results in order to achieve objectives.• Monitors progress, quality of work and use of resources; provide status updates and make adjustments as needed.	<ul style="list-style-type: none">• Consistently verify own standards and outcomes to ensure quality output.• Focus on the end result and avoids being distracted• Demonstrate a determined and committed approach to achieving results and quality standards.• Follow task and projects through to completion.• Set challenging goals and objectives to self and team and display commitment to achieving expectations.• Maintain a focus on quality outputs when placed under pressure.• Establishing institutional systems for managing and assigning work, defining responsibilities, tracking, monitoring and measuring success, evaluating and valuing the work of the institution.	<ul style="list-style-type: none">• Coach and guide others to exceed quality standards and results.• Develop challenging, client-focused goals and sets high standards for personal performance.• Commit to exceed the results and quality standards, monitor own performance and implement remedial interventions when required.• Work with team to set ambitious and challenging team goals, communicating long- and short term expectations.• Take appropriate risks to accomplish goals.• Overcome setbacks and adjust action plans to realise goals.• Focus people on critical activities that yield a high impact.	


.....
Director, Community and Protection Services
Mr Gary Boshoff


.....
Municipal Manager:
Ms Geraldine Mettler

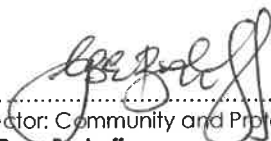


STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Annexure C:

Personal Development Plan

DIRECTOR: COMMUNITY AND PROTECTION SERVICES


.....
Director: Community and Protection Services
Mr Gary Boshoff


.....
Municipal Manager:
Ms Geraldine Mettler



Skills Performance Gap	Outcomes Expected	Suggested training and / or development activity	Suggested mode of delivery	Suggested Time Frames	Work opportunity created to practice skill / development area	Support Person
------------------------	-------------------	--	----------------------------	-----------------------	---	----------------

1.
2.
3.

Signed and accepted by the Employee



Date: 20 June 2025

Signed by the Municipal Manager on behalf of the Municipality



Date: 20 June 2025

8.	REPORTS SUBMITTED BY THE EXECUTIVE MAYOR
-----------	---

NONE

9.	URGENT MATTERS
-----------	-----------------------

NONE

10.	MATTERS TO BE CONSIDERED IN-COMMITTEE
------------	--

SEE PINK DOCUMENTATION