



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

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

2025-10-01

**NOTICE OF A
PARKS, OPEN SPACES AND ENVIRONMENT
COMMITTEE MEETING
WEDNESDAY: 2025-10-01**

TO Cllr J Williams [Chairperson]

COUNCILLORS I De Taillefer
M Nkopane
E Vermeulen

Ex officio Executive Mayor, Ald J Fasser

Notice is hereby given that a Parks, Open Spaces and Environment Committee meeting will be held on **Wednesday, 2025-10-01 at 15:00** via **MS TEAMS** to consider the items on the Agenda.

CLLR J WILLIAMS
CHAIRPERSON

AGENDA: PARKS, OPEN SPACES & ENVIRONMENT.2025-10-01/TS

A G E N D A
PARKS, OPEN SPACES AND ENVIRONMENT
COMMITTEE MEETING
2025-10-01

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	NONE	
9.	NOTICES OF MOTIONS AND NOTICES OF QUESTIONS RECEIVED BY THE MUNICIPAL MANAGER	
	NONE	
10.	CONSIDERATION OF URGENT MATTERS	
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	NONE	

1.	OPENING AND WELCOME
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2.	COMMUNICATION BY THE CHAIRPERSON	(3/4/3/6)
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3.	DISCLOSURE OF INTERESTS	(3/6/2/2)
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4.	APPLICATION FOR LEAVE OF ABSENCE
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5.	CONFIRMATION OF THE MINUTES	(3/4/3/5/2/4)
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The minutes of the Parks and Open Spaces Committee Meeting held on 2025-04-02 is attached as **APPENDIX 1**.

FOR CONFIRMATION

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

APPENDIX 1



STELLENBOSCH
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MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

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

2025-04-02

MINUTES

PARKS AND OPEN SPACES

2025-04-02 AT 15:00

MINUTES
PARKS AND OPEN SPACES COMMITTEE MEETING
2025-04-02

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	NONE	
7.	REPORTS FROM PARKS AND OPEN SPACES: (PC: N OLAYI)	
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	NONE	
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	NONE	
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	NONE	
10.	CONSIDERATION OF URGENT MATTERS	
	NONE	
11.	MATTERS TO BE CONSIDERED IN-COMMITTEE	
	NONE	

MINUTES PARKS AND OPEN SPACES COMMITTEE MEETING 2025-04-02

PRESENT Cllr N Olayi [Chairperson]

COUNCILLORS M Nkopane
 E Vermeulen

OFFICIALS: Director: Community and Protection Services (G Boshoff)
 Senior Manager: Community Services (A van der Merwe)
 Senior Admin Officer (T Samuels)

1.	OPENING AND WELCOME
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The Chairperson, Cllr N Olayi welcomed all present at the meeting.

3.	DISCLOSURE OF INTERESTS	(3/6/2/2)
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NONE

4.	APPLICATION FOR LEAVE OF ABSENCE
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NONE

5.	CONFIRMATION OF THE MINUTES	(3/4/3/5/2/4)
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The minutes of the Parks, Open Spaces and Environment Committee Meeting held on 2024-11-06 were **confirmed as correct without any changes.**

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

7.	PARKS AND OPEN SPACES COMMITTEE: [PC: CLLR N OLAY]
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7.1	NON-DELEGATED MATTERS
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NONE

7.2	DELEGATED MATTERS
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7.2.1	OCTOBER 2024 MONTHLY REPORT: PARKS AND CEMETERIES
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Collaborator No: 779694
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: 2 April 2025

1. **SUBJECT: OCTOBER 2024 MONTHLY REPORT: PARKS AND CEMETERIES**

2. **PURPOSE**

To notify the Committee of the monthly activities (**ANNEXURE A**) that was conducted by the Sections: Parks and Cemeteries for October 2024.

3. **DELEGATED AUTHORITY**

For notification by the Portfolio Committee.

4. **EXECUTIVE SUMMARY**

To present the monthly activity report of the Sections: Parks and Cemeteries for the month of October 2024 to the Committee for notification.

**PARKS, OPEN SPACES AND ENVIRONMENT SERVICES COMMITTEE: 2025-04-02:
ITEM 7.2.1**

NOTED

the monthly reports of the Sections: Parks and Cemeteries for the month of October 2024.

FOR FURTHER DETAILS CONTACT:

NAME	Albert van der Merwe
POSITION	Senior Manager: Community Services
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	Ext 8165
E-MAIL ADDRESS	albert.vandermerwe@ Stellenbosch.gov.za
REPORT DATE	

MINUTES PARKS AND OPEN SPACES COMMITTEE MEETING 2025-04-02

7.2.2	NOVEMBER 2024 MONTHLY REPORT: PARKS AND CEMETERIES
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Collaborator No:

IDP KPA Ref No:

Good Governance and Compliance

Meeting Date:

2 April 2025

**1. SUBJECT: NOVEMBER 2024 MONTHLY REPORT: PARKS AND
CEMETERIES**

2. PURPOSE

To notify the Committee of the monthly activities (**ANNEXURE A**) that was conducted by the Sections: Parks and Cemeteries for November 2024.

3. DELEGATED AUTHORITY

For notification by the Portfolio Committee.

4. EXECUTIVE SUMMARY

To present the monthly activity report of the Sections: Parks and Cemeteries for the month of November 2024 to the Committee for notification.

**PARKS, OPEN SPACES AND ENVIRONMENT SERVICES COMMITTEE: 2025-04-02:
ITEM 7.2.2**

NOTED

the monthly reports of the Sections: Parks and Cemeteries for the month of November 2024.

FOR FURTHER DETAILS CONTACT:

NAME	Albert van der Merwe
POSITION	Senior Manager: Community Services
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	Ext 8165
E-MAIL ADDRESS	albert.vandermerwe@ Stellenbosch.gov.za
REPORT DATE	

7.2.3	DECEMBER 2024 MONTHLY REPORT: PARKS AND CEMETERIES
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Collaborator No:

IDP KPA Ref No:

Good Governance and Compliance

Meeting Date:

2 April 2025

**1. SUBJECT: DECEMBER 2024 MONTHLY REPORT: PARKS AND
CEMETERIES**

2. PURPOSE

To notify the Committee of the monthly activities (**ANNEXURE A**) that was conducted by the Sections: Parks and Cemeteries for December 2024.

3. DELEGATED AUTHORITY

For notification by the Portfolio Committee.

4. EXECUTIVE SUMMARY

To present the monthly activity report of the Sections: Parks and Cemeteries for the month of December 2024 to the Committee for notification.

**PARKS, OPEN SPACES AND ENVIRONMENT SERVICES COMMITTEE: 2025-04-02:
ITEM 7.2.3**

the monthly reports of the Sections: Parks and Cemeteries for the month of December 2024.

FOR FURTHER DETAILS CONTACT:

NAME	Albert van der Merwe
POSITION	Senior Manager: Community Services
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	Ext 8165
E-MAIL ADDRESS	albert.vandermerwe@stellenbosch.gov.za
REPORT DATE	

7.2.4	JANUARY 2025 MONTHLY REPORT: PARKS AND CEMETERIES
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Collaborator No:

IDP KPA Ref No:

Good Governance and Compliance

Meeting Date:

2 April 2025

1. **SUBJECT: JANUARY 2025 MONTHLY REPORT: PARKS AND
CEMETERIES**
2. **PURPOSE**
To notify the Committee of the monthly activities (**ANNEXURE A**) that was conducted by the Sections: Parks and Cemeteries for January 2025.
3. **DELEGATED AUTHORITY**
For notification by the Portfolio Committee.
4. **EXECUTIVE SUMMARY**
To present the monthly activity report of the Sections: Parks and Cemeteries for the month of January 2025 to the Committee for notification.

**PARKS, OPEN SPACES AND ENVIRONMENT SERVICES COMMITTEE: 2025-04-02:
ITEM 7.2.4**

NOTED

the monthly reports of the Sections: Parks and Cemeteries for the month of January 2025.

FOR FURTHER DETAILS CONTACT:

NAME	Albert van der Merwe
POSITION	Senior Manager: Community Services
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	Ext 8165
E-MAIL ADDRESS	albert.vandermerwe@ Stellenbosch.gov.za
REPORT DATE	

8.	REPORTS SUBMITTED BY THE MUNICIPAL MANAGER
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NONE

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

10.	URGENT MATTERS
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NONE

11.	MATTERS TO BE CONSIDERED IN-COMMITTEE
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NONE

The meeting adjourned at 10:30.

CHAIRPERSON:

DATE:

Confirmed on: **with / without amendments**

7.	PARKS, OPEN SPACES AND ENVIRONMENT COMMITTEE: [PC: CLLR J WILLIAMS]
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7.1	NON-DELEGATED MATTERS
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NONE

7.2	DELEGATED MATTERS
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7.2.1	MONTHLY REPORT: PARKS AND CEMETERIES FOR JUNE 2025
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Collaborator No:

IDP KPA Ref No:

Good Governance and Compliance

Meeting Date:

1 October 2025

1. SUBJECT: MONTHLY REPORT: PARKS, AND CEMETERIES FOR JUNE 2025

2. PURPOSE

To notify the Committee of the monthly activities (**ANNEXURE A**) that was conducted by the Sections: Parks, and Cemeteries for June 2025.

3. DELEGATED AUTHORITY

For notification by the Portfolio Committee

4. EXECUTIVE SUMMARY

To present the monthly report of the sections Parks, and Cemeteries for the month of June 2025 to the Committee for notification.

5. RECOMMENDATION

that the monthly report: Parks, and Cemeteries for June 2025, be noted.

6. DISCUSSION / CONTENTS

6.1 Background

The Section: Parks and Cemeteries specialises in maintaining all parks and cemeteries in the WCO24.

6.2 Discussion

The Parks and Cemeteries section consists of one Manager, two Superintendents: Parks, one Superintendent: Ornamental Horticulture and one Foreperson: Cemeteries. They are responsible for overseeing and coordination of maintaining public open spaces and parks. The management team is responsible for the management of operational expenditure as well as capital projects. This Section is also responsible for the management and utilisation of cemeteries.

6.3 Financial Implications

As per the approved budget.

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

6.8.2 Director: Planning and Economic Development

No comments

6.8.3 Director: Protection and Community Services:

No comments

6.8.4 Director: Corporate Services:

No comments

6.8.5 Chief Financial Officer:

No comments

6.8.6 Municipal Manager:

No comments

ANNEXURES

Annexure A: Parks, and Cemeteries Monthly Report for June 2025

FOR FURTHER DETAILS CONTACT:

NAME	Albert Van der Merwe
POSITION	Senior Manager: Community Services
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	Ext 8165
E-MAIL ADDRESS	Albert.vandermerwe@ Stellenbosch.gov.za
REPORT DATE	10 JULY 2025

ANNEXURE A



MONTHLY REPORT

FOR

JUNE 2025

Parks & Cemeteries

Department

Community Services

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PARKS AND CEMETERIES

PARKS FRANSCHHOEK AND DWARSRIVIER

Sub section: Parks FHK

1. STAFF MATTERS

1.1 Staff Component

	Description	Totals	Comments
a	No of permanent staff	7	
b	No of vacancies	1	Operator
c	No of EPWP staff	5	
d	No of staff on suspension	0	
e	No of staff on Standby	8	
f	No of staff working Overtime	7	
g	No of staff IOD's	0	
h	No of Long Service awards	1	
i	No of staff resigned / retired	1	P,Bonkolo

2. OPERATIONAL MATTERS

2.1 Facilities upgraded this year

	Description	Repairs required	Comments
	Kastaaing Park		Fencing project completed.
	Marlei Park		Fencing project completed.
	Kastaaing Park		1 x Tree planted.
	Marlei Park		2 x trees Planted.
	Partysfontein park		3 x trees planted.
	Lambrecht Street Park		15 x trees planted.

3. CAPITAL PROJECTS

	Tenders	Comments
	All projects were completed.	Plants tender was awarded.
	Mowing tender.	Project up to date.

4. EVENTS

	Events	Type of Events	Comments
	Event for EPWP certificates.	EPWP award ceremony.	Femmer Jaques, Jacobs Sammy Aries, Bulelani Khadoyi, Mzamo Ndlelibanza, Keegan Arendse

5. TRAINING AND EDUCATION

	Description	Type	Comments
	None		

6. COMPLAINTS

	No of Complaints Received	Complaints Completed	No of complaints Open
	4	4	4

7. MEETINGS

	Meetings attended	Date	Comments
	Directorate OHS meeting attended		Meeting held at Klapmuts Sport Centre
	Central OHS meeting attended		Teams Meeting
	Parks Monthly meeting		Teams Meeting
	Parks OHS meeting		Teams Meeting
	Holiday program Groendal		Groendal Library

8. GENERAL

a	Illegal dumping remains a challenge in most public open spaces and parks.
b	Monthly play equipment and outdoor gym inspections are done.

PARKS STELLENBOSCH

9. STAFF MATTERS

9.1 Staff Component

	Description	Totals	Comments
a	No of permanent staff	35	
b	No of vacancies	1	Tractor Driver Supervisor
c	No of EPWP staff	13	
d	No of staff on suspension	0	
e	No of staff on Standby	29	
f	No of staff working Overtime	29	
g	No of staff IOD's	1	H. de Ruiter (Bee Stung)
h	No of Long Service awards	1	W. Solani (30 years service).
i	No of staff resigned / retired	0	

10. OPERATIONAL MATTERS

10.1 Facilities upgraded this year

	Description	Repairs required	Comments
a	Parks offices Beltana		Upgrading taking place.
b	Sonneblom park		Fencing project completed.
c	Longlands Park		Tree planting (6 trees).
d	Marius se Park		Tree planting (15 trees).
e	Kreefgat park		Fencing project completed.
f	Talana park		Gym repaired and pathway restored.
g	Raithby Park		Pathway restored.

11. CAPITAL PROJECTS

	Tenders	Comments
	All projects were completed.	Plants tender was awarded.
	Mowing tender.	Project up to date.

12. EVENTS

	Events	Type of Events	Comments
a	Longlands Park tree planting storytelling with libraries.	1	
b	Onder-Papegaaiberg tree planting.	1	

13. TRAINING AND EDUCATION

	Description	Type	Comment
	Haylee Daniels	Internship	Inservice Training.

14. COMPLAINTS

	No of Complaints Received	Complaints Completed	No of complaints Open
	18	11	7

15. MEETINGS

	Meetings attended	Date	Comments
	Directorate OHS meeting attended.		Meeting held at Klappmuts Sport Centre.
	Central OHS meeting attended.		Teams Meeting.
	Parks Monthly meeting.		Teams Meeting.
	Parks OHS meeting.		Teams Meeting.

16. GENERAL

a	Illegal dumping remains a challenge in most public open spaces and parks.
b	Monthly play equipment and outdoor gym inspections are done.
c	Parks team currently housed at Fire Department.
d	One container was hired for staff.

CEMETERIES

17. STAFF MATTERS

17.1 Staff Component

	Description	Totals	Comments
a	No of permanent staff	14	
b	No of vacancies	1	Supervisor
c	No of EPWP staff	3	
d	No of staff on suspension	0	
e	No of staff on Standby	2	Weekly
f	No of staff working Overtime		
g	No of staff IOD's	2	One general worker injured his ankle and one general worker injured his back as the sand collapsed on top of him.
h	No of Long Service awards	0	
i	No of staff resigned / retired	0	

18. OPERATIONAL MATTERS

18.1 Facilities

	Description	Repairs required	Comments
a	Jamestown Cemetery	Roof leakage and ceilings to be repaired in office and cloakroom.	Dry flowers removed from graves and black bags removed to landfill site. Cleaning of ditch and removal of litter to ensure that channels is not blocked. Fill up of collapsed graves. Underground water experienced in Old Park section and J/Plaas, due to loamy soil grave

			collapse in J/Plaas section.
b	Onderpappegaaienberg Cemetery	Ceiling was repaired and needs to be repaired again.	Alien invasive trees removed Collapsed graves fill up.
c	Pniel Cemetery		Cut grass and the removal of dry flowers and black bags to the landfill site.
d	Kylemore cemetery		Consolidation has been completed.
d	Wemmershoek Cemetery		
e	Groendal Cemetery		Illegal dumping is a challenge and the team removed daily litter. Process will be conducted in new financial year and the building will be demolished and staff cloakroom must be repaired.
f	Franschhoek South		
g	Calcutta cemetery		Phase 1 completed

19. CAPITAL PROJECTS

	Tenders	Comments
	Formal quotations	In the process to replace the entrance gate in the new financial year. In the process to demolish Groendal cemetery building in the new financial year.

20. EVENTS

	Events	Type of Events	Comments
	None.		

21. TRAINING AND EDUCATION

	Description	Type	Comment
	None.		

22. COMPLAINTS

Date	Complaints Received	Complaints Completed	No of complaints Open
24/06/25	Illegal dumping at Onder-Pappegaaiberg-Cemetery.	1	The privately owned cemetery and the United Reformed Church is responsible for the cleaning of the premises.

23. MEETINGS

	Meetings attended	Date	Comments
	Directorate OHS meeting attended.		Meeting held at Klappmuts Sport Centre.
	Central OHS meeting attended.		Teams Meeting.
	Parks Monthly meeting.		Teams Meeting.
	Parks OHS meeting.		Teams Meeting.

24. GENERAL

	None
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ORNAMENTAL HORTICULTURE**25. STAFF MATTERS****25.1 Staff Component**

	Description	Totals	Comments
a	No of permanent staff	20	
b	No of vacancies	1	General Worker
c	No of EPWP staff	16	
d	No of staff on suspension	0	
e	No of staff on Standby	4	
f	No of staff working Overtime	20	
g	No of staff IOD's	0	

h	No of Long Service awards	0	
i	No of staff resigned / retired	0	

26. OPERATIONAL MATTERS

26.1 Facilities

	Description	Repairs required	Comments
a	Nursery	Tiles require replacement and blinds must be installed.	

27. CAPITAL PROJECTS

	Tenders	Comments
	Formal quotations	In the process to replace the entrance gate in the new financial year. In the process to demolish Groendal cemetery building in the new financial year.

28. EVENTS

	Events	Type of Events	Comments
	Award Ceremony	EPWP operators	Four EPWP members received certificates.

29. TRAINING AND EDUCATION

	Description	Type	Comment
	None.		

30. COMPLAINTS

Date	Complaints Received	Complaints Completed	No of complaints Open
	None.		

31. MEETINGS

	Meetings attended	Date	Comments
	Directorate OHS meeting attended.		Meeting held at Klapmuts Sport Centre.
	Central OHS meeting attended.		Teams Meeting.
	Parks Monthly meeting.		Teams Meeting.
	Parks OHS meeting.		Teams Meeting.

32. GENERAL

	Voorgelegen Garden was upgraded.
	Staff replanted beds in Bird Street.
	Beds at Town Hall was upgraded.
	Plants at Ida's Valley Library were removed in preparation for upgrading of the landscape.
	All new EPWP staff commenced with duties.
	Nursery is involved with the ECD Gardens at Ida's Valley Library.
	Beautification team completed the pathways at Voorgelegen Garden
	Benches were installed along the pathways at Voorgelegen Garden
	Inverter and back up battery system was installed at the Nursery.

33. INCOME**CEMETERIES REVENUE****33.1. Cemeteries**

2024	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Average
Jamestown	R0,00	R55177,08	R80192,57	R74117,43	R113425,17	R101681,87							R424594,12	R70765,68
Jamestown Children	R0,00	R7453,93	R2810,28	R2810,28	R3733,68	R3733,66							R20541,83	R3423,63
Jamestown Self -digging	R0,00	R1137,39	R0,00	R0,00	R923,40	R0,00							R2060,79	R343,46
OnderPapegaaiberg	R82408,68	R25443,71	R3813,66	R11308,02	R4962,15	R6510,47							R138701,96	R23116,99
Wemmershoek	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00							R0,00	R0,00
Pniel	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00							R0,00	R0,00
Pniel Self -digging	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00							R0,00	R0,00
66.10Franschhoek Self	R7494,07	R0,00	R0,00	R0,00	R2127,78	R0,00							R9621,85	R1603,64
Franschhoek North	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00							R0,00	R0,00
Franschhoek South	R8160,50	R5687,45	R4121,78	R5473,34	R12710,46	R12602,08							R48755,61	R8126,00
Covid-19 Burials	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00							R0,00	R0,00
Total Amount	R98063,25	R94899,56	R90938,29	R93709,07	R136959,24	R124528,08							R643352,76	R107225,46

34.KPI (KEY PERFORMANCE): DEPARTMENT COMMUNITY SERVICES

Ref	Strategic Focus Areas	KPI	Unit of Measurement	Jun-25					Overall Performance for June 2025 to June 2025		
				Target	Target Description	Actual	R	Performance Comment	Target	Actual	R
D3366	SFA 5 - Good Governance and Compliance	Spend the Parks and Cemeteries approved Capital Budget	Percentage of approved Capital Budget of the Parks and Cemeteries actually spent by 30 June	90%		81.27%	O	Percentage capital spend is 81,27%.	90%	81.27%	O
D3367	SFA 5 - Good Governance and Compliance	Capital spending committed on the financial management system	Percentage Capital Budget committed by 31 March (30% by September, 60% by December and 90% by March)	0%		0%	N/A		0%	0%	N/A
D3368	SFA 5 - Good Governance and Compliance	Submission of final bid specifications for all capital projects to the Bid Specification Committee (BSC) (2025/26)	Percentage of final bid specifications for all capital projects submitted to the BSC by 30 June (50% by 31 March 2025 and 100% by 30 June 2025 for the 2025/26 financial year)	100%		100%	G	Completed	100%	100%	G
D3369	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 within 10 days before start of the quarter	1		1	G	See attached.	1	1	G
D3370	SFA 5 - Good Governance and Compliance	Attendance of Quarterly Occupation Health and Safety (OHS) meetings	Number of quarterly OHS meetings attended by the manager or seconded	1		1	G	See attached	1	1	G
D3371	SFA 2 - Green and Sustainable Valley	Inspection of all play parks in the Stellenbosch Municipal Area	Percentage of play parks inspected quarterly in the Stellenbosch Municipal Area	100%		100%	G	See attached.	100%	100%	G
D3372	SFA 5 - Good Governance and Compliance	Submission of a list of SOPs to be developed or reviewed to the Senior Manager: Community Services	Number lists of SOPs to be developed or review submitted to the Senior Manager: Community Services by 31 July	0		0	N/A		0	0	N/A
D3373	SFA 5 - Good Governance and Compliance	Develop or Review Standard Operating Procedures (SOPs) within the Section: Parks and Cemeteries	Percentage of SOPs Developed or Reviewed of which must 50% must be completed by December and 100% by 30 June	100%		100%	G	See attached.	100%	100%	G
D3460	SFA 5 - Good Governance and Compliance	Submission of quarterly reports of play parks to be developed and or upgraded to the Senior Manager: Community Services	Number of quarterly reports submitted to the Senior Manager: Community Services of play parks to be developed and or upgraded by 31 May	0		0	N/A		0	0	N/A
D4184	[Unspecified]	Submission of Section 80 monthly reports to the Senior Manager: Community Services	Number of monthly Section 80 reports within 10 working days after month end to the Senior Manager: Community Services	1		1	G	Completed	1	1	G
D4192	[Unspecified]	Submission of comments on the monthly Section 71 reports to the Senior Manager: Financial Management Services	Number of comments on the monthly Section 71 reports submitted to the Senior Manager: Financial Management Services	1		1	G	See attached	1	1	G

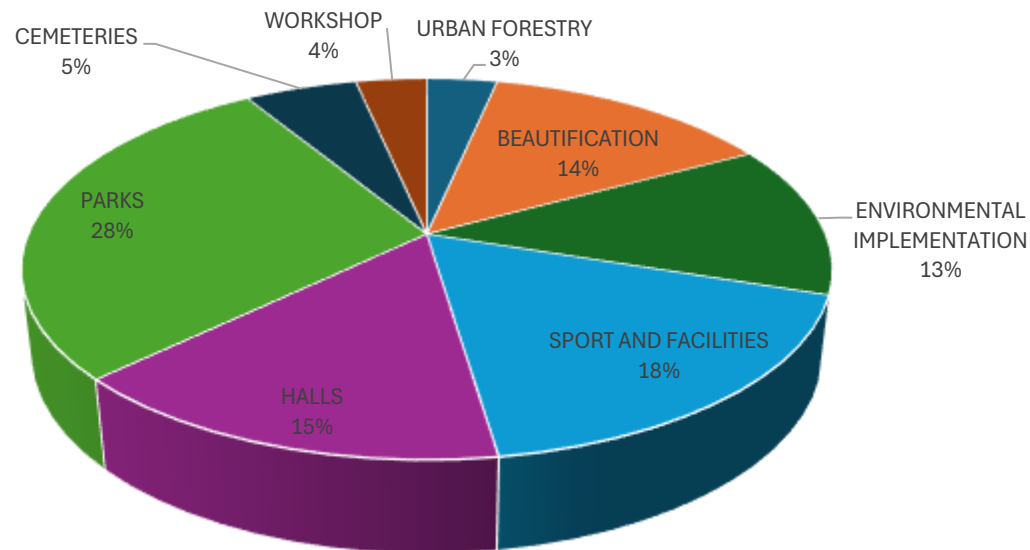
Overall Summary of Results

N/A	KPI Not Yet Applicable	KPIs with no targets or actuals in the selected period.	3
R	KPI Not Met	0% <= Actual/Target <= 74.999%	0
O	KPI Almost Met	75.000% <= Actual/Target <= 99.999%	1
G	KPI Met	Actual meets Target (Actual/Target = 100%)	7
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%	0
B	KPI Extremely Well Met	150.000% <= Actual/Target	0
N/A	KPI Did Not Occur	KPIs with a target which did not materialise	0
Total KPIs:			11

35. OVERTIME STATISTICS

OVERTIME & STANDBY HOURS WORKED	JAN	FEB	MAR	APRIL	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	182	228	128	137	60,5	98						
BEAUTIFICATION	708	657	703	654	568	403						
ENVIRONMENTAL IMPLEMENTATION	456	220	452	509	451	377						
SPORT AND FACILITIES	830	744,5	938,5	621	459	514						
HALLS	181	383	470	468,5	434	445,25						
PARKS	1012	1225	1246	1123,5	1210	829						
CEMETERIES	97,5	173,5	152,5	155,5	217	156,5						
WORKSHOP	147	130	63	197	89	99						
TOTAL	3613	3761	4153	3865,5	3488,5	2921,75						

Overtime Hours for June 2025



7.2.2	MONTHLY REPORT: ENVIRONMENTAL MANAGEMENT FOR JUNE 2025
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Collaborator No:

IDP KPA Ref No:

Good Governance and Compliance

Meeting Date:

1 October 2025

1. SUBJECT: MONTHLY REPORT: ENVIRONMENTAL MANAGEMENT FOR JUNE 2025

2. PURPOSE

To notify the Committee of the monthly activities (**Annexure A**) that was conducted by the Sections: Environmental Management for June 2025.

3. DELEGATED AUTHORITY

For notification by the Portfolio Committee.

4. EXECUTIVE SUMMARY

To present the monthly activity report of the Sections Environmental Management, for the month of June 2025 to the Committee for notification.

5. RECOMMENDATION

that the Monthly Report: Environmental Management for June 2025, be noted.

6. DISCUSSION / CONTENTS

6.1 Background

The Section: Environmental Management specialises in maintaining all nature reserves, natural areas, wetlands, and picnic sites in the WC024.

6.2 Discussion

The Environmental Management Section consists of one Manager and two Superintendents for the sub-sections, namely Environmental Planning, Environmental Management Implementation and Small Plant Maintenance. This section is responsible for the management of all horticultural and arboriculturally operations. This section is also responsible for the maintenance of the nature reserves, plantations, all municipal gardens, trees, air quality & noise pollution control, environmental planning, to manage the effective, efficient, and economical operation of small plant, minor repairs, and maintenance service to ensure the readily availability of Community's plant, machinery, and equipment.

6.3 Financial Implications

As per the approved budget.

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

6.8.2 Director: Planning and Economic Development

No comments

6.8.3 Director: Protection and Community Services

No comments

6.8.4 Director: Corporate Services

No comments

6.8.5 Chief Financial Officer

No comments

6.8.6 Municipal Manager

No comments

ANNEXURES

Annexure A: Environmental Management Monthly Report for June 2025

FOR FURTHER DETAILS CONTACT:

NAME	Albert Van der Merwe
POSITION	Senior Manager: Community Services
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	Ext 8165
E-MAIL ADDRESS	Albert.vandermerwe@ Stellenbosch.gov.za
REPORT DATE	10 JUNE 2025

ANNEXURE A



**MONTHLY REPORT
FOR
JUNE 2025**

**ENVIRONMENTAL
MANAGEMENT
SECTION**

**COMMUNITY
SERVICES**

TABLE OF CONTENT

1. URBAN FORESTRY

- 1.1** General
- 1.2** Highlights and achievements
- 1.3** Urban Forestry operations conducted.
- 1.4** Capital and operational expenditure
- 1.5** Public, private partnerships (PPP)
- 1.6** Incidents reported occupational health and safety.
- 1.7** Injury on duty
- 1.8** Epwp projects

2. ENVIRONMENTAL IMPLEMENTATION

- 2.1** General
- 2.2** Highlights and achievements operational functions
- 2.3** Capital and operational expenditure
- 2.4** Public, private partnerships (PPP)
- 2.5** Incidents reported occupational health and safety.
- 2.6** Injury on duty
- 2.7** Epwp projects

3. ENVIRONMENTAL PLANNING

4. OVERTIME WORKED FOR JUNE 2025: COMMUNITY SERVICES

5. CAPITAL EXPENDITURE : ENVIRONMENTAL MANAGEMENT (JUNE 2025)

6. KPI'S FOR JUNE 2025: ENVIRONMENTAL MANAGEMENT

7. HUMAN RESOURCES: ENVIRONMENTAL MANAGEMENT



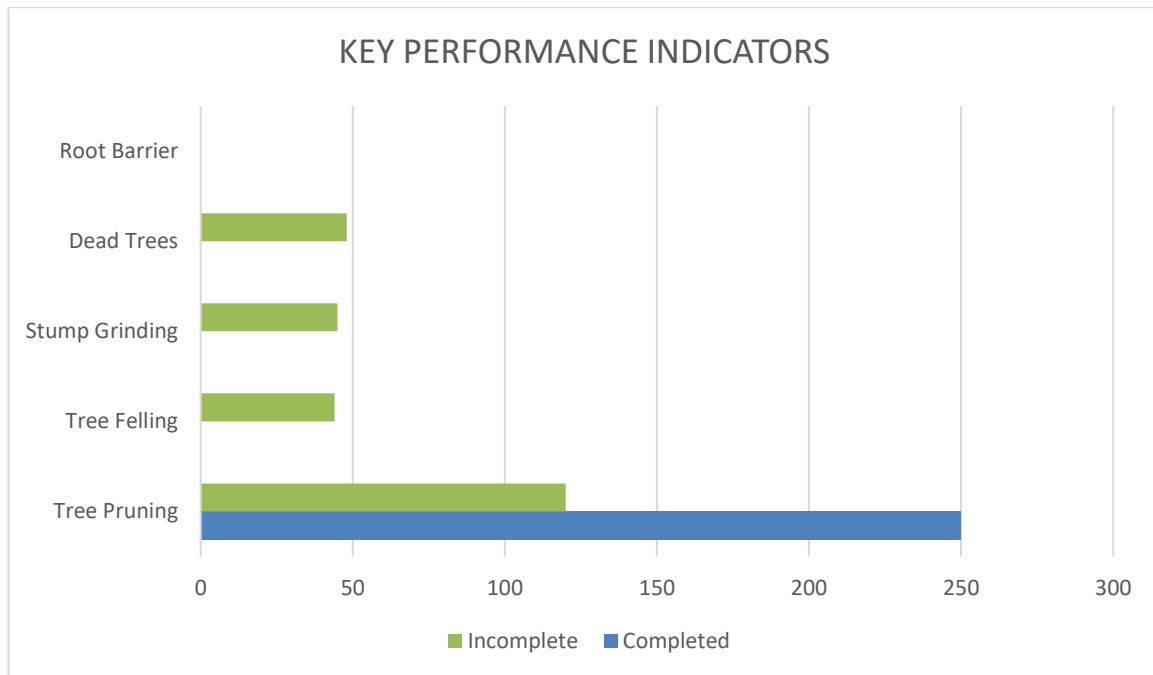
1. URBAN FORESTRY

URBAN FORESTRY

1.1 GENERAL

The sub-section is responsible for the maintenance of the urban forest with specific focus of trees. The sub-section is also responsible for the implementation of operational plans to pre-set standards and best practices in a sustainable manner. The operational team consist of 1 driver supervisor, 2 chainsaw operators and 9 EPWP beneficiaries.

1.2 URBAN FORESTRY OPERATION CONDUCTED



a. Management and Maintenance of Trees:

Trees are being managed on a proactive and reactive basis and according to the complaints register. This is done in line with the Tree Management Policy to ensure that trees are maintained sustainably. All incomplete tree maintenance is being prioritized with the appointment of Tree contractors appointed on BSM81/24.

Internal team also conducts tree felling and pruning requests based on service requests received.

b. Tree Basin Management:

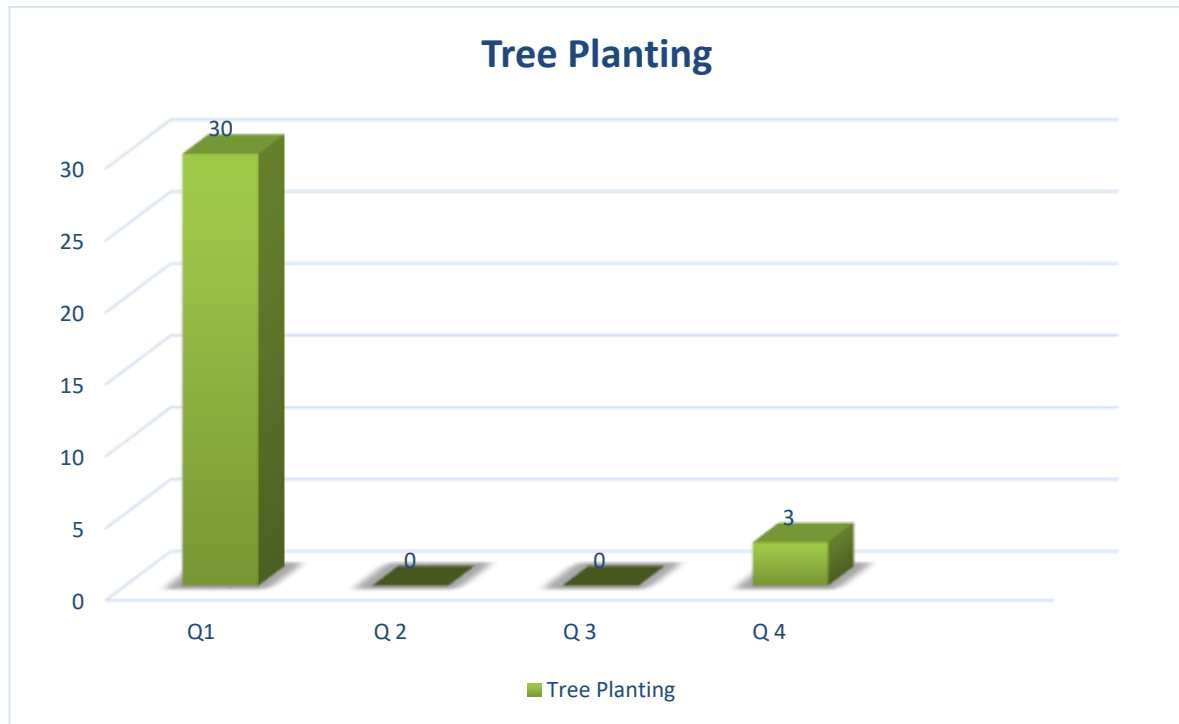
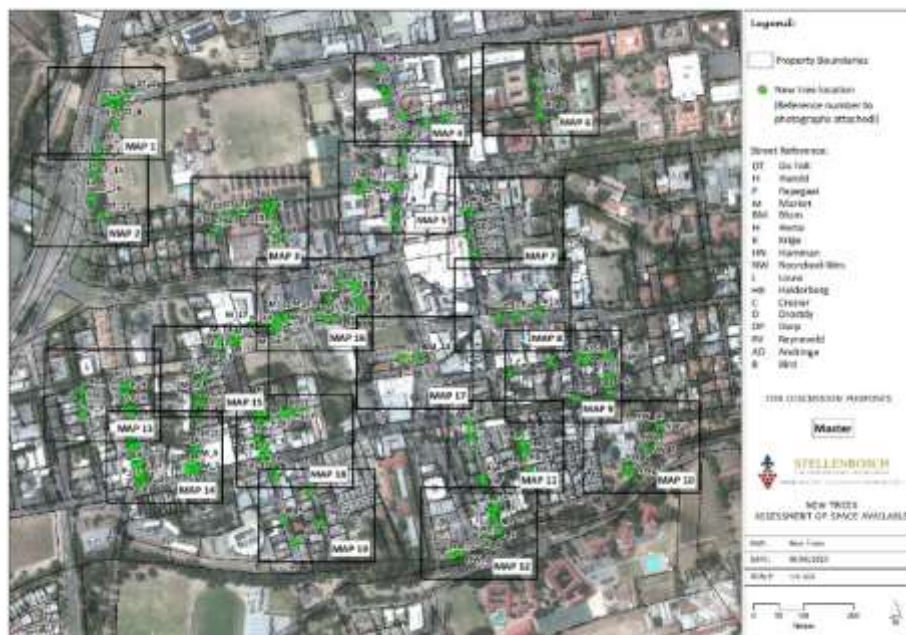
None.

c. Watering of trees:

No watering took place during June 2025, due to increase in rainy days.

d. Tree Planting Program:

No trees planted for June 2025.



1.3 CAPITAL AND OPERATIONAL EXPENDITURE

CAPITAL BUDGET	COMMENT	OPERATIONAL BUDGET	COMMENT
Design and implement electronic Urban Forestry management tool. (TRAMS)	Phase 3 of the project is underway	Forestry Contracted services	Tree felling, pruning and stump-grinding tender is active

1.4 PUBLIC, PRIVATE PARTNERSHIPS (PPP)

➤ None

1.5 INCIDENTS REPORTED OCCUPATIONAL HEALTH AND SAFETY (URBAN FORESTRY)

1.5.1 Injury On Duty

INJURY ON DUTY		
Short Description of incident	Date of Incident	Progress
None		

1.6 EPWP PROJECTS (URBAN FORESTRY)

Urban Forestry team – 8 Epwp beneficiaries are currently working with the team.



2. ENVIRONMENTAL IMPLEMENTATION

2.1 GENERAL

The sub-section is responsible for the nature reserves and other natural areas. The implementation of operational plans is conducted as per the Annual Plan of Operations.

2.2 HIGHLIGHTS AND ACHIEVEMENTS

- 3 EPWP received training as Operators as part of their project exit preparation.

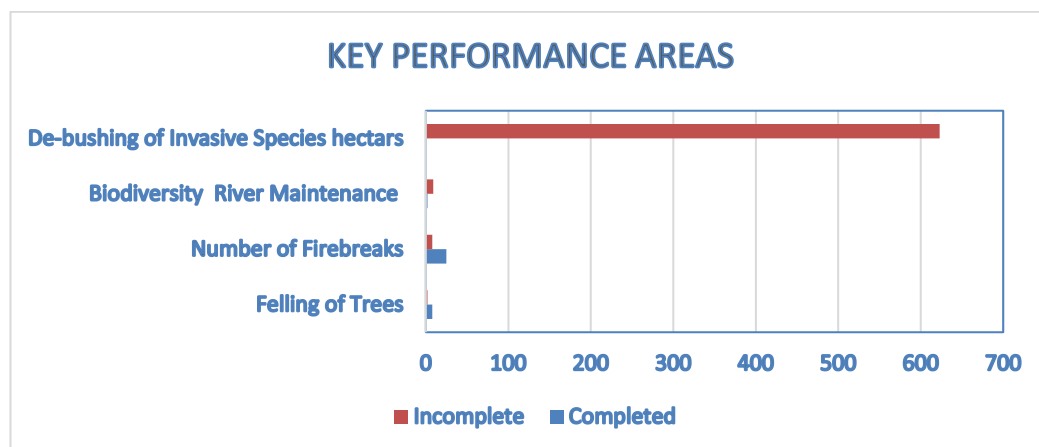


2.3 OPERATIONAL AND CAPITAL FUNCTIONS

- Team completed a Johannesdal firebreak.
- General maintenance and Event bookings at Jan Marais Nature Reserve are running smoothly.
- The Paradyskloof clubhouse is still closed for booking till further notice, the assessor for insurance claims is in the final stage of processing the claim.
- Attending to complaints from the Customer Care Portal.
- Orders for the BSM 81/24, were received and contractors have completed tree maintenance and felling requests.
- De-bushing of invasive species tender has been awarded to two bidders, the request for an order has been loaded and are waiting for a supply chain's approval.
- Partial PNQ4 items were delivered, we are waiting for more deliveries.
- Team is currently busy at the George Blake and Idas Valley riverbank.
- Termination letters were issued to the EPWP's personnel as they will exit the program at the end of June 2025

2.3.1 Operational Function

Description	Status	Completed	Incomplete
Felling of trees	Registered on customer care complaints	5	2
Firebreaks	Ongoing	21	7



2.3.2 Capital Function

- Equipment (Brush cutters) delivered.
- Grap Truck was purchased for operational needs.

2.4 PUBLIC, PRIVATE PARTNERSHIPS (PPP)

NAME OF STAKEHOLDER	MOU/Agreement Completed	Comment
StellCare	Yes	Riverbank Clearing of vegetation
MTO	Yes	Prescribed Burns in Jonkershoek
STF	Yes	Maintaining Trails
Ida's Valley Community Trails	Yes	Maintaining Trails
The Cape Leopard Trust	Mont Rochelle Nature Reserve	Leopard survey 2025

2.5 INCIDENTS REPORTED:

- 1 incident occurred and the section is busy with investigation.

2.6 OCCUPATIONAL HEALTH AND SAFETY

EPWP Team	Short Description of incident	Date of Incident	Progress
None			

2.7 EDUCATIONAL AND AWARENESS:

- Stellenbosch Primary School

2.8 EPWP PROJECT

EPWP PROJECTS	TOTAL	Comment
Biodiversity Project	10	2 employees went AWOL
TOTAL AMOUNT OF EPWP	12	



3. ENVIRONMENTAL PLANNING

The following matters are herewith reported on for the month of July 2025:

PROJECTS:

Project	Progress		Date of Completion
Management Plans	Papegaaiberg Nature Reserve Environmental Management Plan (EMP) reviewed and revised. Draft 2 completed. Document to be advertised for public input. Item to Council in this regard currently circulating.		July 2025
Policy and Legislation	Nature Reserve By-Law promulgated on 25 July 2025.		July 2025
Title	Approval Date	Status	
Stell. Environmental Man. Framework	Council Jun 2019	Revision in 2026.	
Stell. Municipality Invasive Alien Plant Man. Plan	Council Jul 2017 (Rev. 1). Council Nov 2022 (Rev. 2/ update)	Reviewed (5-year) document approved by Council. Next action required in 2026.	
Stell. Municipality Air Quality Man. Plan	Council Aug 2018 Council Nov 2022	Reviewed (5-year) document approved by Council. Next action required in 2026.	
Stell. Municipality Air Quality By-Law	Promulgated Feb 2019	No action required.	
Stell. Municipality Integrated Fire Man. Plan	Council Sept 2019	No action required. Revision in 2029.	
Noise Control Policy	Council Mar 2018	No action required.	
Papegaaiberg Nature Reserve EMP	Council 2011	Under revision. Copy sent to Cape Nature. Revision to be submitted to Council for approval.	July 2025
Jan Marais Park EMP		Draft	July 2025
Paradyskloof Nature Area EMP	Council May 2019	No action required. Revision in 2029.	
Mont Rochelle Nature Reserve EMP	Council Feb 2022	No action required. Revision in 2026.	
Idas Valley / Botmaskop Nature Area EMP		No action required. Revision in 2028.	

LAND USE / BUILDING CONTROL SUBMISSIONS:

Planning Official	Application	Date	Number
Monray Lourens	BP7039/2025 – MTO Fuel Tank	8 July	1
Monray Lourens	BP7072/2025 – Tokara House	21 July	1
Monray Lourens	BP7123/2025 – Kylemore House	24 July	1
Total			3

GIS ASSISTANCE PROVIDED:

Official Assisted	Matter	Date	Number
Dione Swartz	Jamestown Cemetery Property Details	9 July	1
Total			1

Area	Number
Stellenbosch	10
Franschhoek	0
Klapmuts	0
Jamestown	0
Pniel	0
Groot Drakenstein	0
Kylemore	0
Farms	1
Total	11

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

Complaint	Progress	Date of Completion	Comments
Loud music complaints: Emalahleni Tshisa Nyama, 756 Vineyard Street, Khayamandi, Stellenbosch.	<p>Various inspections were carried at various times of the night.</p> <p>The venue is open with no form of sound proofing. Music events is held regularly from an open deck from erf no. 756 in Khayamandi.</p> <p>No Entertainment Business License could be produced.</p>	On-going	<p>Case Docket prepared, discussed and handed over to the Public Prosecutor at the Municipal Court Stellenbosch.</p> <p>A Summons was served awaiting date to appear in Court.</p>
Generator noise complaint: Kruis Kerk, Cnr Victoria and Ryneveldt Street, Stellenbosch.	<p>The church is accommodating a backup generator for "Frogfoot" Telecommunications on their property.</p> <p>The generator is situated at the back end of the church's property, but near the Bergville apartment block. The closest point of the generator to the apartment building is less than 10m resulting to complaints when the generator kicked in during Eskom load shedding intervals.</p>	On-going	<p>An acoustic consultant was appointed to proceed with the implementation of noise abatement measures.</p> <p>Follow-up inspections will be done after installation of the proposed noise abatement measures.</p> <p>Working in progress.</p>
Loud music complaint; emanating from Dorp Pub, Andringa Street, Stellenbosch.	<p>Inspections carried out on Wed.14-05-2025 between 22h00 & 00h00 revealed the following:</p> <p>Three nighttime venues are playing loud music simultaneously.</p> <p>Complainant to indicate their location in relation to the Andringa Street noise.</p>	On-going	<p><u>Dorp Pub</u> Issued warning to address the noise. No entertainment Business License present.</p> <p>– Noise control measures inspected. Considered closed.</p> <p><u>Punk Pub</u> Issued warning to address the noise. No entertainment Business License present</p> <p>– Noise control measures inspected. Considered closed.</p>

Bohemia Restaurant & Pub

Issued warning to address the noise. No entertainment Business License present.

– **Noise control measures inspected. Considered closed.**

- Winelands Orthopaedic Hosp. De Boord, Stellenbosch

1. Generator noise:

Noise assessment will be conducted when Eskom load shedding returns.

On-going

Provided feedback to a very unhappy complainant.

a new generator plant equipped with sound attenuators are in the process to be build.

Working in progress.

- Winelands Orthopaedic Hosp. De Boord, Stellenbosch

2. HVAC System noise

Noise assessment conducted on 23 June 2025 between, 23h00 & 01h00.

On-going

The mechanical ventilation equipment are in process to be addressed.

Working in progress.

FELLBRIDGE CANNIBUS FARM, Vlaeberg Road, Lynedoch, Stellenbosch

1. Cooling Fan noise complaints

Neighbour (Mr Moolman) complaints about the noise caused by the cooling fans in operation during cannabis nursery process.

On-going

An inspection on Monday, 02 June 25 revealed the following:

The fans inside the cannabis nursery are being replaced with new fans.

Follow up inspection carried out on 24-07-25. New fans not yet commissioned.

Complaint about the PA System used for announcements during the Audacia Farm Park Run on Saturday mornings.

Went to Audacia Farm on Tuesday, 08 July 25 and discussed the concern with the park run organisers.

28-07-25

The handheld PA System was being discontinued.

No further complaints – considered closed.

Complaint about panel beating & spray-painting noise from 45 William Street, Cloeteville.

Visited 45 William on Thursday, 17 July 25. Observed signs of spray-painting and panel beating activities on-site.

On-going

Have spoken to Mr Chris Lewis and issued a verbal warning to refrain from working from home and causing a noise nuisance to neighbours.

Complainants were informed.

Follow-up inspection will follow.

Noise exemptions issued during July 2025:

Date	Type of Event	Location
12 July 2025	Franschoek Bastille Festival 2025	Cnr of Dirkie Uys Street, Franschoek
13 July 2025	Franschoek Bastille Festival 2025	Cnr of Dirkie Uys Street, Franschoek
23 July 2025	HMS Bloemhof Miss Festival Bloemhof Year	HMS Bloemhof Sporst Centre, Stellenbosch
26 July 2025	Boschendal Citrus Festival 2025	R310 Main Road, Pniel
27 July 2025	Boschendal Citrus Festival 2025	R310 Main Road, Pniel
21 July 2025	The Arts Department Cultural Awards	Stellenbosch Town Hall
25 July 2025	PRG vs Rondebosch Hockey	Coetzenburg Astro, Stellenbosch
26 July 2025	PRG vs Rondebosch Boys High Rugby Day	Markotter Sports Sportsgrounds.
25 July 2025	Wilgerhof Day	Wilgerhof Residence Stellenbosch
27 July 2025	Winter Trailrun	Knorhoek Wine Farm Stellenbosch

AIR QUALITY CONTROL:

The following air quality control matters have been investigated:

Complaint	Progress	Date of Completion	Comments
Complaint about Diesel fumes emanating from the generator installed at the Kruis Kerk, cnr Victoria and Ryneveld Street, Stellenbosch.	An inspection confirmed that the generator is situated at the back end of the church's property, but ± 10 m from the Bergville apartment block. Toxic fumes enters the complainant apartment when the generator activates.	On-going	The exhaust pipes of both generators are in process to be addressed. Working in progress.
Complaint from a cyclist about poor air quality along Annandale Road, Stellenbosch.	Complainant alleged that he can't breathe whenever he is cycling along Annandale Road.	28-07-25	Drove along Annandale Road & physically walked Annandale Road on the day of 22-07-25 between 10am & 12pm. Other than normal farming activities founded no signs of toxic or dangerous emissions. Feedback provided – considered closed.
Complaint about spray-painting fumes from 45 William Street, Cloeteville.	Visited 45 William on Thursday, 17 July 25. Observed signs of spray-painting and panel beating activities on-site.	Ongoing	Have spoken to Mr Chris Lewis and issued a verbal warning to refrain from working from home and

Complainants were informed.

Follow-up inspection will follow.

Fuel burning equipment compliance inspections conducted in respect of standby generators:

Facility Name	Facility Address	Supply
The Stellenbosch Hotel	Andringa Street, Stellenbosch	250 KVA Generator (new installation)
Mediclinic De Boord	Cnr Safraan Road & Rokewood Rd, SB	650 KVA prime (new installation in progress)

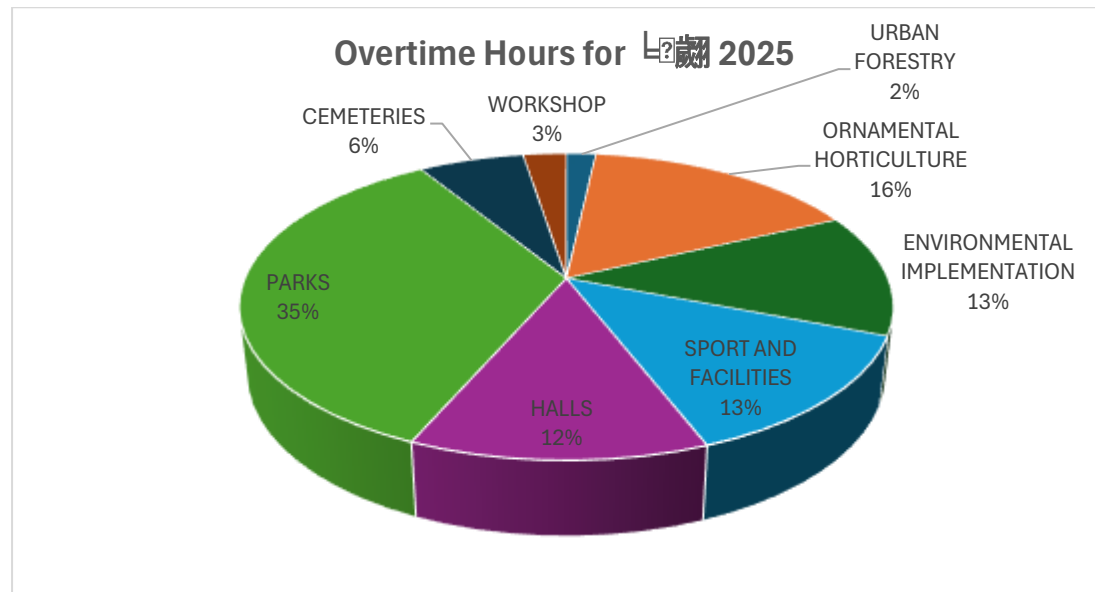
WORKGROUPS / STANDING MEETINGS:

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

- De Zalze SMA Trust Meeting
- Municipal Outreach Project (MOP) – DEADP
- Greater Cape Town Water Fund
- Western Cape Air Quality Officer Forum
- Western Cape Noise Control Forum
- GIS Forum

4. OVERTIME STATISTICS FOR COMMUNITY SERVICES DEPARTMENT

OVERTIME & STANDBY HOURS WORKED	JAN	FEB	MAR	APRIL	JUNE	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	182	228	128	137	60,5							
ORNAMENTAL HORTICULTURE	708	657	703	654	568							
ENVIRONMENTAL IMPLEMENTATION	456	220	452	509	451							
SPORT AND FACILITIES	830	744,5	938,5	621	459							
HALLS	181	383	470	468,5	434							
PARKS	1012	1225	1246	1123,5	1210							
CEMETERIES	97,5	173,5	152,5	155,5	217							
WORKSHOP	147	130	63	197	89							
TOTAL	3613	3761	4153	3865,5	3488,5							



5.CAPITAL EXPENDITURE : ENVIRONMENTAL MANAGEMENT : JUNE 2025

Environmental Management: Implementation		6 900 000	-1 073 166	-145 000	5 681 834	5 395 999	3 722 218	1 875 705	51 261	5 649 184	32 650	65.51%	99.43%
Design and implement electronic Urban Forestry management tool	CRR	250 000	133 999	26 950	410 949	352 949	204 864	166 452	-	371 316	39 633	49.85%	90.36%
Fencing :Urban Forestry	CRR	1 000 000	-1 000 000	-	-	-	-	-	-	-	-		
Furniture, Tools & Equipment: Environmental Management	CRR	150 000	-	2 708	152 708	150 000	89 498	12 175	48 000	149 673	3 035	58.61%	98.01%
Furniture, Tools & Equipment: Urban Forestry	CRR	1 500 000	-207 165	-145 000	1 147 835	920 000	1 146 046	-	-	1 146 046	1 789	99.84%	99.84%
Jonkershoek Picnic Site	CRR	200 000	-	-26 950	173 050	173 050	-	173 050	-	173 050	-	0.00%	100.00%
Specialized equipment: Urban Forestry	CRR	1 500 000	-	-39 105	1 460 895	1 463 603	1 457 312	-	-	1 457 312	3 583	99.75%	99.75%
Specialized Equipment: Workshop	CRR	1 500 000	-	-381 945	1 118 055	1 118 055	29 706	1 085 087	3 261	1 118 054	1	2.66%	100.00%
Vehicle Fleet: Workshop	CRR	800 000	-	418 342	1 218 342	1 218 342	794 790	438 941	-	1 233 732	-15 390	65.24%	101.26%

6. KPI'S FOR JUNE 2025: ENVIRONMENTAL MANAGEMENT

D4179 ty i ental ent	Manager - Environmental Management	Submission of Section 80 monthly reports to the Senior Manager: Community Services	Number of monthly Section 80 reports within 10 working days after month end to the Senior Manager: Community Services	Proof of submission to the Senior Manager: Community Services		Number	Accumulative	0	12	Environmental Management - 8 - Functional Duties	12 Section 80 reports per annum within 10 working days after month end to the Senior Manager: Community Services	1	0	R	⊗ ⊗ ⊗ ⊗	1	0	R	⊗ ⊗ ⊗ ⊗
D4180 ty i ental ent	Manager - Environmental Management	Submission of comments on the monthly Section 71 reports to the Senior Manager: Financial Management Services	Number of comments on the monthly Section 71 reports submitted to the Senior Manager: Financial Management Services	Proof of submission to the Senior Manager: Community Services		Number	Accumulative	0	12	Environmental Management - 8 - Functional Duties	Comments on the monthly Section 71 reports submitted to the Senior Manager: Financial Management Services, maximum	1	0	R	⊗ ⊗ ⊗ ⊗	1	0	R	⊗ ⊗ ⊗ ⊗

7. HUMAN RESOURCES : ENVIRONMENTAL MANAGEMENT

Departmental Human Resources:	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025
	JAN	FEB	MAR	APR	JUNE	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
STAFF COMPLEMENT (CURRENT PERMANENT)												
URBAN FORESTRY	5	5	5	5	5							
ORNAMENTAL HORTICULTURE	20	20	20	20	20							
ENVIRONMENTAL IMPLEMENTATION	18	18	18	18	18							
SPORT AND FACILITIES	34	34	34	34	34							
HALLS	14	14	14	14	14							
PARKS STB	34	34	34	34	34							
PARKS FHK	9	9	9	9	9							
CEMETERIES	13	13	13	13	13							
LIBRARIES	35	35	35	35	35							
WORKSHOP	2	2	2	2	2							
TOTAL	184	184	184	184	184							
FUNDED VACANCIES	JAN	FEB	MARCH	APRIL	JUNE	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	2	2	2	2	2							
ORNAMENTAL HORTICULTURE	2	2	2	2	2							
ENVIRONMENTAL IMPLEMENTATION	2	2	2	2	2							
SPORT AND FACILITIES	5	4	3	3	3							
HALLS	2	2	2	2	2							
PARKS	2	2	2	2	2							

LIBRARIES	7	7	7	7	7							
CEMETERIES	0	0	0	0	0							
WORKSHOP	1	1	1	1	1							
TOTAL	22	21	21	21	21							
EPWP STAFF	JAN	FEB	MAR	APR	JUNE	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
ORNAMENTAL HORTICULTURE & Free2Grow	16	16	20	20	20							
URBAN FORESTRY & MTP	0	0	0	0	0							
ENVIRONMENTAL IMPLEMENTATION	23	23	23	23	23							
SPORT AND FACILITIES	13	13	13	13	13							
HALLS	0	0	0	0	0							
PARKS & CEMETERIES	32	32	38	20	20							
WORKSHOP	0	0	0	0	0							
TOTAL	84	84	94	76	76							
TEMPORARY + RELIEVE STAFF	JAN	FEB	MAR	APR	JUNE	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	0	0	0	0	0							
ORNAMENTAL HORTICULTURE	0	0	0	0	0							
ENVIRONMENTAL IMPLEMENTATION	0	0	0	0	0							
SPORT AND FACILITIES	11	11	11	11	2							
HALLS	0	0	0	0	0							
PARKS	0	0	0	0	0							
LIBRARIES	0	0	0	0	0							
WORKSHOP	0	0	0	0	0							
TOTAL	11	11	11	11	2							

RETIREMENTS / RESIGNATIONS	JAN	FEB	MAR	APR	JUNE	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Retirement												
HALLS	0	0	0	0	0							
SPORT	0	0	0	0	0							
Retirement	JAN	FEB	MAR	APR	JUNE	JUN	JUOL	AUG	SEPT	OCT	NOV	DEC
PARKS	0	0	0	0	0							
Resignation	JAN	FEB	MAR	APR	JUNE	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
WORKSHOP	0	0	0	0	0							
TOTAL	0	0	0	0	0							
DISMISSALS	JAN	FEB	MAR	APR	JUNE	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
RETRENCHMENTS	0	0	0	0	0							
INCAPACITIES	0	0	0	0	0							
DISABLED / CHRONIC ILLNESSES	0	0	0	0	0							
TOTAL	0	0	0	0	0							
INJURY ON DUTY	JAN	FEB	MAR	APR	JUNE	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	0	0	0	0	0							
ORNAMENTAL HORTICULTURE	0	0	0	0	0							
ENVIRONMENTAL IMPLEMENTATION	0	0	0	0	0							
SPORT AND FACILITIES	0	0	0	0	0							
HALLS	0	0	0	0	0							
PARKS	0	0	0	0	0							
LIBRARIES	0	0	0	0	0							
TOTAL	0	0	0	0	0							
TRAINING	JAN	FEB	MAR	APR	JUNE	JUNE	JUL	AUG	SEPT	OCT	NOV	DEC

URBAN FORESTRY	0	0	0	0	0							
ORNAMENTAL HORTICULTURE	0	0	0	0	0							
ENVIRONMENTAL IMPLEMENTATION	0	0	0	0	0							
SPORT AND FACILITIES	0	0	0	7	0							
PARKS STB & FHK1	0	0	0	0	0							
LIBRARIES	0	0	0	0	0							
HALLS	0	0	0	0	0							
TOTAL	0	0	0	7	0							
OVERTIME PRE-APPROVALS & STANDBY	JAN	FEB	MAR	APR	JUNE	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	4	4	4	4	4							
BEAUTIFICATION	18	18	18	18	18							
ENVIRONMENTAL IMPLEMENTATION	9	9	9	9	9							
SPORT AND FACILITIES	32	32	32	32	32							
HALLS	12	12	12	12	12							
PARKS	45	45	45	45	45							
CEMETERIES	13	13	13	13	13							
WORKSHOP	2	2	2	2	2							
TOTAL	135	135	135	135	135							

7.2.3	QUARTERLY REPORT: PARKS AND CEMETERIES (JULY 2025 - SEPTEMBER 2025)
-------	--

Collaborator No:

IDP KPA Ref No:

Good Governance and Compliance

Meeting Date:

1 October 2025

1. SUBJECT: QUARTERLY REPORT: PARKS, AND CEMETERIES (JULY 2025 -SEPTEMBER 2025)

2. PURPOSE

To notify the Committee of the monthly activities (**Annexure A**) that was conducted by the Sections: Parks, and Cemeteries for July 2025 - September 2025.

3. DELEGATED AUTHORITY

For notification by the Portfolio Committee

4. EXECUTIVE SUMMARY

To present the monthly report of the sections Parks, and Cemeteries for the month of July 2025 – September 2025 to the Committee for notification.

5. RECOMMENDATION

That the monthly reports be noted by the Committee.

6. DISCUSSION / CONTENTS

6.1 Background

The Section: Parks and Cemeteries specialises in maintaining all parks and cemeteries in the WCO24.

6.2 Discussion

The Parks and Cemeteries section consists of one Manager, two Superintendents: Parks, one Superintendent: Ornamental Horticulture and one Foreperson: Cemeteries. They are responsible for overseeing and coordination of maintaining public open spaces and parks. The management team is responsible for the management of operational expenditure as well as capital projects. This Section is also responsible for the management and utilisation of cemeteries.

6.3 Financial Implications

As per the approved budget.

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

6.8.2 Director: Planning and Economic Development

No comments

6.8.3 Director: Protection and Community Services

No comments

6.8.4 Director: Corporate Services

No comments

6.8.5 Chief Financial Officer

No comments

6.8.6 Municipal Manager

No comments

ANNEXURES

Annexure A: Quarterly Report: Parks, and Cemeteries (July 2025 - September 2025)

FOR FURTHER DETAILS CONTACT:

NAME	Albert Van der Merwe
POSITION	Senior Manager: Community Services
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	Ext 8165
E-MAIL ADDRESS	Albert.vandermerwe@ Stellenbosch.gov.za
REPORT DATE	18 SEPTEMBER 2025

ANNEXURE A



QUARTERLY REPORT
FOR JULY 2025-
SEPTEMBER 2025

Parks & Cemeteries
Section

Community Services

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PARKS, ORNAMENTAL HORTICULTURE AND CEMETERIES

1. STAFF MATTERS

1.1 Staff Component: Parks Franschhoek, Dwarsrivier, Klapmuts

	Description	Totals	Comments
a	No of permanent staff	7	
b	No of vacancies	1	Operator
c	No of EPWP staff	5	
d	No of staff on suspension	0	
e	No of staff on Standby	8	
f	No of staff working Overtime	7	
g	No of staff IOD's	0	
h	No of Long Service awards	1	
i	No of staff resigned / retired	1	P.Bonkolo

1.2 Staff Component: Parks Stellenbosch

	Description	Totals	Comments
a	No of permanent staff	35	
b	No of vacancies	1	Tractor Driver/ Supervisor
c	No of EPWP staff	13	
d	No of staff on suspension	0	
e	No of staff on Standby	29	
f	No of staff working Overtime	29	
g	No of staff IOD's	1	H. De Ruiter
h	No of Long Service awards	1	W.Solani (30 Year service)
i	No of staff resigned / retired	0	

1.3 Staff Component: Cemeteries

	Description	Totals	Comments
a	No of permanent staff	14	
b	No of vacancies	1	Supervisor
c	No of EPWP staff	5	.
d	No of staff on suspension	0	
e	No of staff on Standby	2	Weekly
f	No of staff working Overtime		
g	No of staff IOD's	0	
h	No of Long Service awards	0	
i	No of staff resigned / retired	0	

1.4 Staff Component: Ornamental Horticulture

	Description	Totals	Comments
a	No of permanent staff	20	
b	No of vacancies	1	General Worker
c	No of EPWP staff	16	
d	No of staff on suspension	0	
e	No of staff on Standby	4	
f	No of staff working Overtime	20	Planting/mowing/spraying
g	No of staff IOD's	1	The sap of the plant got into the workers eye and caused irritation. The IOD was submitted.
h	No of Long Service awards	0	
i	No of staff resigned / retired	0	

2. OPERATIONAL MATTERS

2.1 Facilities upgraded from July 2025 - 17 September 2025

Section	Description	Comments
Parks Franschhoek	La Motte POS	Trees were planted.
Parks Franschhoek	White City Park	Trees were planted.
Parks Franschhoek	Kastaaing Park	Fencing project completed and one tree were planted.
Parks Franschhoek	Marlei Park	Fencing project completed and two trees were planted.
Parks Franschhoek	Partysfontein park	Three trees planted.
Parks Franschhoek	Lambrecht Street Park	Fifteen trees planted.
Ornamental Horticulture	Mayoral Garden Competition	Permission was given to proceed with the project. Draft flyer was presented. Competition to commence 13 th September 2025.
Ornamental Horticulture	Garden Town	Permission was received to continue with the project. Planning for activation has begun, which includes: Voorlegegen Garden, all pots, Meulplein, Bird Street, various trees and

		Town Hall grassed area.
Ornamental Horticulture	Eerste River Gardens	All beds were cleaned.
Ornamental Horticulture	Flowering Pots	All pots received foliar feed.
Ornamental Horticulture	Machinery	Inspection on all machinery was held, and all broken machines will be written off.
Ornamental Horticulture	Vehicles	Monthly check on all vehicles was done.
Parks Stellenbosch	Raithby Park	Gym repaired and pathway restored
Parks Stellenbosch	Parks offices Beltana	Upgrading taking place.
Parks Stellenbosch	Sonneblom park	Fencing project completed.
Parks Stellenbosch	Longlands Park	Tree planting (6 trees).
Parks Stellenbosch	Marius se Park	Tree planting (15 trees).
Parks Stellenbosch	Kreefgat park	Fencing project completed.
Parks Stellenbosch	Talana park	Gym repaired and pathway restored.
Cemeteries	Onder-Pappegaaiberg Cemetery	Ceiling was repaired.
Cemeteries	Calcutta Cemetery	Phase one completed.

3. CAPITAL PROJECTS

Section	Tenders	Comments
Cemeteries	BSM <u>36/25: Construction of Calcutta Cemetery Memorial Park.</u>	Received Order 46536 (R4,732 250-00).
Ornamental Horticulture	<u>BSM:88/24: Supply and Installation of Artificial Grass</u>	Artificial grass has been installed on the R44.
Parks & Cemeteries	BSM 80/24: Grass Cutting	Active
Parks & Cemeteries	<u>BSM</u> 87/24: Supply and Install Gym Equipment	Active
Ornamental Horticulture	BSM 106/25: Supply and Deliver indoor and outdoor plants and horticulture essentials.	Active
Ornamental Horticulture	BSM 91/20: Garden Maintenance	Active

Parks Franschhoek	BSM 6/25: Supply and construction of various types of fences as and when needed till 30 June 2027.	Site meeting will be held on 9 th September 2025.
Parks Franshhoek	FQ 15/26: Supply and installation of Steel Play Equipment in Parks.	Received order 25408, R91200,00.
Cemeteries	Clear-Vu Fencing	Received order 25321.
Parks Stellenbosch	BSM 88/24: <u>Supply and Installation of Artificial Grass</u>	Loaded requisition 47060 for installation of artificial grass in Longlands Park.
Parks Stellenbosch	FQ 20/26: Supply and Delivery of Truck Canopies	The FQ was advertised and closing date is 6 th August 2025.

3.1 CAPITAL EXPENDITURE REPORT

Projects	Fund	Original Budget 2025/2026	Adjustments Budget	Amended Budget	Planned Expenditure	Actual Expenditure	Shadows (Orders)	Provisional Cost	Actuals + Shadows & Provisional	Balance R	Actual Exp %	Committed %	Universal Key (Ukey)
Cemeteries		48 820 550	-	48 820 550	11 000 000	9 120 825	26 919 175	-	36 040 000	12 780 550	18,68%	73,82%	
Calcutta Memorial Park	CRR	38 020 072	-	38 020 072	11 000 000	765 294	24 474 229	-	25 239 522	12 780 550	2,01%	66,38%	20220630077660
Calcutta Memorial Park	IUDG	10 800 478	-	10 800 478	-	8 355 532	2 444 946	-	10 800 478	-	77,36%	100,00%	20220630077663
Parks and Cemeteries		4 031 963	-	4 031 963	-	359 655	1 021 268	-	1 380 923	2 651 040	8,92%	34,25%	
Beautification of Parks and Cemeteries	IUDG	782 609	-	782 609	-	260 040	271 874	-	531 914	250 695	33,23%	67,97%	20250701027640
Beautification of Parks and Cemeteries	CRR	117 391	-	117 391	-	-	-	-	-	117 391	0,00%	0,00%	20250701027631
Fencing :Parks and Gardens	IUDG	869 565	-	869 565	-	-	219 706	-	219 706	649 859	0,00%	25,27%	20250701027114
Fencing :Parks and Gardens	CRR	130 435	-	130 435	-	-	-	-	-	130 435	0,00%	0,00%	20250701027141
Upgrading of Parks	CRR	1 031 963	-	1 031 963	-	-	293 600	-	293 600	738 363	0,00%	28,45%	20250701027643
Vehicle Fleet: Parks & Cemeteries	CRR	1 000 000	-	1 000 000	-	-	236 088	-	236 088	763 912	0,00%	23,61%	20250701027117
Urban Greening: Beautification: Main Routes and Tourist Routes	CRR	100 000	-	100 000	-	99 615	-	-	99 615	385	99,62%	99,62%	20250701027637
TOTAL - Capital		642 490 175	35 118 649	677 608 824	106 584 630	33 186 028	258 756 593	27 681 300			4,90%	0,00%	

4. EVENTS

Section	Events	Comments
Ornamental Horticulture	Decoration	Home Loan expo at the Town Hall was held on 18 th August 2025.
Ornamental Horticulture	Decoration	Eikestad Town Hall for memorial service.
All	Handover of EPWP certificates.	None
Ornamental Horticulture	Garden Town competition was advertised.	Event will take place from 31 st October 2025 - 9 th November 2025.

5. TRAINING AND EDUCATION

Section	Description	Comments
Ornamental Horticulture	Transplanting of shrubs and cleaning of beds	Inhouse Training.
Ornamental Horticulture	Safety Rep Training	Jolene Klaasen received training.
Cemeteries	Transplanting of lilies, agapanthus, gazania's, watsonias in flower beds.	Inhouse Training.

6. COMPLAINTS

Section	No of Complaints Received	Complaints Completed	No of complaints Open
Parks Franschhoek	12	8	4
Parks Stellenbosch	47	29	18
Cemeteries	2	2	0
Ornamental Horticulture	2	2	2
Overall Total	63	41	24

7. MEETINGS

Section	Meetings attended	Date	Comments
All	Superintendent Meeting	July 2025	All Superintendents must submit their signed performance reviews of their teams on or before 31 July 2025.
All	Superintendent Meeting	20 th August 2025	
All	Directorate OHS Meeting	17 th September 2025	

8. TOTAL BURIALS

2025	31 Jan	28 Feb	31 Mar	30 Apr	31 May	30 Jun	31 Jul	31 Aug	30 Sept	30 Oct	30 Nov	31 Dec	Total	Average
Jamestown	0	15	27	24	41	30	28	31	12				208	23,1
Jamestown Children	0	4	2	2	3	3	3	2	2				21	2,3
Jamestown Self -digging	0	1	0	0	1	0	0	1	0				3	0,3
Onder Papegaaiberg	28	7	4	5	5	2	3	5	4				63	7
Onder Pappegaai Self-digging	0	0	0	0	0	0	0	0	0				0	0
Wemmershoek	0	0	1	0	0	0	0	0	0				1	0,1
Pniel	0	0	0	0	0	0	0	0	0				0	0
Pniel Self -digging	0	0	0	3	0	0	1	0	0				4	0,5
Franschhoek	3	0	0	0	1	0	0	2	1				7	0,7
Franschhoek North self -digging	0	0	6	0	4	0	2	1	0				13	1,6
Franschhoek South self-digging	6	5	5	5	13	12	11	12	4				73	8,1
Pauper Burials	0	0	0	0	0	2	1	0	0				3	0,3
Covid -19 Burials	0	0	0	0	0	0	0	0	0				0	0
Total burials/ Internments	37	32	45	39	68	49	49	54	23				396	44

9. INCOME

CEMETERIES REVENUE

9.1. Cemeteries

2024	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Average
Jamestown	R0,00	R55177,08	R80192,57	R74117,43	R113425,17	R101681,87	R91368,50	R118681,00	R36142,00				R670785,62	R74531,73
Jamestown Children	R0,00	R7453,93	R2810,28	R2810,28	R3733,68	R3733,66	R6316,00	R2934,00	R1754,00				R31545,83	R3505,09
Jamestown Self -digging	R0,00	R1137,39	R0,00	R0,00	R923,40	R0,00	R0,00	R313,50	R0,00				R2374,29	R263,81
OnderPapegaalberg	R82408,68	R25443,71	R3813,66	R11308,02	R4962,15	R6510,47	R6933,00	R11976,50	R11241,50				R168853,00	R18761,44
Wemmershoek	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00				R0,00	R0,00
Pniel	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00				R0,00	R0,00
Pniel Self -digging	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R313,50	R0,00	R313,50				R313,50	R34,83
66.10Franschhoek Self	R7494,07	R0,00	R0,00	R0,00	R2127,78	R0,00	R0,00	R13714,00	R2035,00				R25370,85	R2819,00
Franschhoek North	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R807,50	R17185,00	R6876,50				R24869,00	R2763,00
Franschhoek South	R8160,50	R5687,45	R4121,78	R5473,34	R12710,46	R12602,08	R15393,50	R313,50	R0,00				R64462,61	R7162,51
Covid-19 Burials	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00	R0,00				R0,00	R0,00
Total Amount	R98063,25	R94899,56	R90938,29	R93709,07	R136959,24	R124528,08	R121132,00	R165117,50	R58362,50				R988574,70	R109841,63

10. KPI (KEY PERFORMANCE): DEPARTMENT COMMUNITY SERVICES

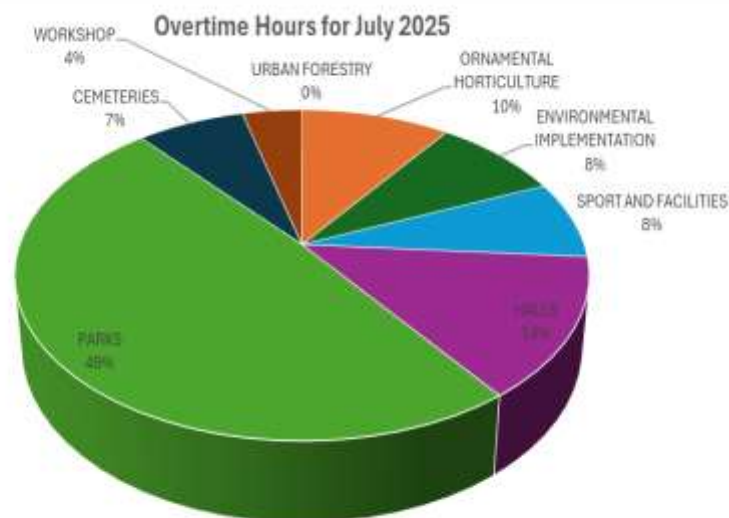
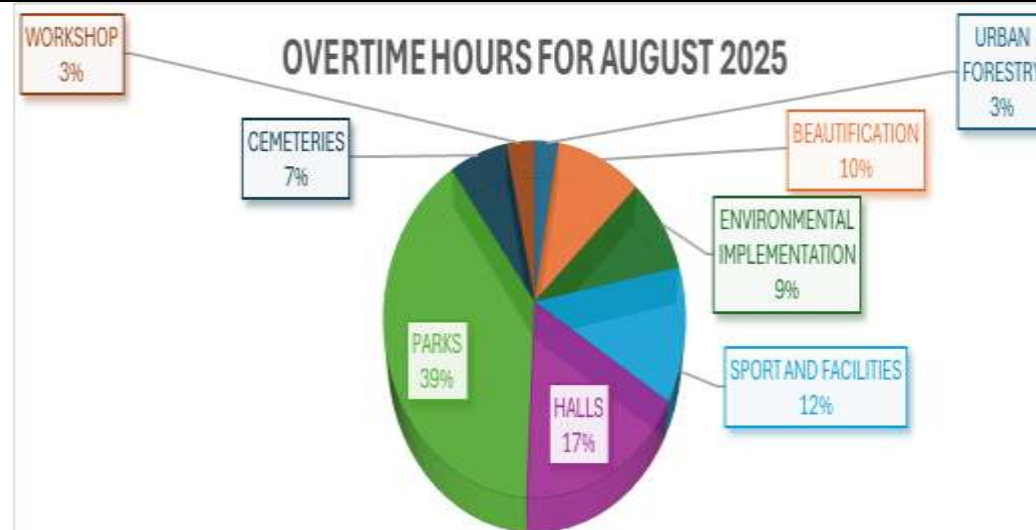
Ref	Responsible Department	KPI	Unit of Measurement	Jul-25					Aug-25					Overall Performance for July 2025 to August 2025			
				Original Target	Target	Target Description	Actual	R	Original Target	Target	Target Description	Actual	R	Original Target	Target	Actual	R
D4853	Community and Protection Services - Parks and Cemeteries	Spend the Parks and Cemeteries approved Capital Budget	Percentage of approved Capital Budget of the Parks and Cemeteries actually spent by 30 June	0%	0%		0%	N/A	0%	0%		0%	N/A	0%	0%	0%	N/A
D4854	Community and Protection Services - Parks and Cemeteries	Capital spending committed on the financial management system	Percentage Capital Budget committed by 31 March (30% by September, 60% by December and 90% by March)	0%	0%		0%	N/A	0%	0%		0%	N/A	0%	0%	0%	N/A
D4855	Community and Protection Services - Parks and Cemeteries	Submission of final bid specifications for all capital projects to the Bid Specification Committee (BSC) (2026/27)	Percentage of 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)	0%	0%		0%	N/A	0%	0%		0%	N/A	0%	0%	0%	N/A
D4856	Community and Protection Services - Parks and Cemeteries	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 within 10 days before start of the quarter	0	0		0	N/A	0	0		0	N/A	0	0	0	N/A
D4857	Community and Protection Services - Parks and Cemeteries	Attendance of Quarterly Occupation Health and Safety (OHS) meetings	Number of quarterly OHS meetings attended by the manager or secondee	0	0		0	N/A	0	0		0	N/A	0	0	0	N/A
D4858	Community and Protection Services - Parks and Cemeteries	Inspection of all play parks in the Stellenbosch Municipal Area	Percentage of play parks inspected quarterly in the Stellenbosch Municipal Area	0%	0%		0%	N/A	0%	0%		0%	N/A	0%	0%	0%	N/A
D4859	Community and Protection Services - Parks and Cemeteries	Submission of a list of SOPs to be developed or reviewed to the Senior Manager: Community Services	Number lists of SOPs to be developed or review submitted to the Senior Manager: Community Services by 31 July	1	1		1	G	0	0		0	N/A	1	1	1	G
D4860	Community and Protection Services - Parks and Cemeteries	Develop or Review Standard Operating Procedures (SOPs) within the Section: Parks and Cemeteries	Percentage of SOPs Developed or Reviewed of which must 50% must be completed by December and 100% by 30 June	0%	0%		0%	N/A	0%	0%		0%	N/A	0%	0%	0%	N/A
D4944	Community and Protection Services - Parks and Cemeteries	Submission of quarterly reports of play parks to be developed and or upgraded to the Senior Manager: Community Services	Number of quarterly reports submitted to the Senior Manager: Community Services of play parks to be developed and or upgraded by 31 May	1	1		1	G	0	0		0	N/A	1	1	1	G
D5616	Community and Protection Services - Parks and Cemeteries	Submission of MSA Section 80 quarterly reports to the Senior Manager: Community Services	Number of quarterly MSA Section 80 reports to the Senior Manager: Community Services	10	10		1	R	0	0		0	N/A	10	10	1	R
D5623	Community and Protection Services - Parks and Cemeteries	Submission of comments on the monthly MFMA Section 71 reports to the Senior Manager: Financial Management Services	Number of comments on the monthly MFMA Section 71 reports submitted to the Senior Manager: Financial Management Services	1	1		1	G	1	1		1	G	2	2	2	G
D5725	Community and Protection Services - Parks and Cemeteries	Submission of signed municipal fleet and inspection logbooks within ten working days after the previous month to Fleet Management	Percentage of signed municipal fleet and inspection logbooks submitted to the Fleet Management within ten working days after the previous month	100%	100%		100%	G	100%	100%		100%	G	100%	100%	100%	G
D5726	Community and Protection Services - Parks and Cemeteries	Conclude performance plans with all identified personnel	Number of performance plans concluded with all identified personnel by 30 July	4	4		4	G	0	0		0	N/A	4	4	4	G
D5727	Community and Protection Services - Parks and Cemeteries	Conduct mid-year performance evaluations with all identified personnel	Number of mid-year performance evaluations conducted with all identified personnel by 31 January	0	0		0	N/A	0	0		0	N/A	0	0	0	N/A
D5728	Community and Protection Services - Parks and Cemeteries	Conduct annual performance evaluations with all identified personnel	Number of annual performance evaluations conducted with all identified personnel by 31 August	0	0		0	N/A	4	4		4	G	4	4	4	G

Overall Summary of Results

N/A	KPI Not Yet Applicable	KPIs with no targets or actuals in the selected period.	8
R	KPI Not Met	0% <= Actual/Target <= 74.999%	1
O	KPI Almost Met	75.000% <= Actual/Target <= 89.999%	0
G	KPI Met	Actual meets Target (Actual/Target = 100%)	6
G2	KPI Well Met	100.001% <= Actual/Target <= 149.999%	0
B	KPI Extremely Well Met	150.000% <= Actual/Target	0
N/A	KPI Did Not Occur	KPIs with a target which did not materialise	0
Total KPIs:			15

11. OVERTIME STATISTICS

OVERTIME & STANDBY HOURS WORKED	JAN	FEB	MAR	APRIL	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	182	228	128	137	60,5	98	0	79	N/A			
BEAUTIFICATION	708	657	703	654	568	403	217	282	N/A			
ENVIRONMENTAL IMPLEMENTATION	456	220	452	509	451	377	185	251	N/A			
SPORT AND FACILITIES	830	744,5	938,5	621	459	514	165	342	N/A			
HALLS	181	383	470	468,5	434	445,25	295,75	471,5	N/A			
PARKS	1012	1225	1246	1123,5	1210	829	1058	1098	N/A			
CEMETERIES	97,5	173,5	152,5	155,5	217	156,5	157	190,5	N/A			
WORKSHOP	147	130	63	197	89	99	87	93	N/A			
TOTAL	3613	3761	4153	3865,5	3488,5	2921,75	2164,75	2997,5	N/A			



7.2.4	QUARTERLY REPORT: ENVIRONMENTAL MANAGEMENT (JULY 2025 - SEPTEMBER 2025)
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Collaborator No:

IDP KPA Ref No:

Good Governance and Compliance

Meeting Date:

1 October 2025

1. SUBJECT: QUARTERLY REPORT: ENVIRONMENTAL MANAGEMENT (JULY 2025 - SEPTEMBER 2025)

2. PURPOSE

To notify the Committee of the monthly activities (**Annexure A**) that was conducted by the Sections: Environmental Management for July 2025 - September 2025.

3. DELEGATED AUTHORITY

For notification by the Portfolio Committee.

4. EXECUTIVE SUMMARY

To present the monthly activity report of the Sections Environmental Management, for the month of July 2025 - September 2025 to the Committee for notification.

5. RECOMMENDATION

that the Quarterly Report: Environmental Management (July 2025 - September 2025), be noted.

6. DISCUSSION / CONTENTS

6.1 Background

The Section: Environmental Management specialises in maintaining all nature reserves, natural areas, wetlands, and picnic sites in the WC024.

6.2 Discussion

The Environmental Management Section consists of one Manager and two Superintendents for the sub-sections, namely Environmental Planning, Environmental Management Implementation and Small Plant Maintenance. This section is responsible for the management of all horticultural and arboriculturally operations. This section is also responsible for the maintenance of the nature reserves, plantations, all municipal gardens, trees, air quality & noise pollution control, environmental planning, to manage the effective, efficient, and economical operation of small plant, minor repairs, and maintenance service to ensure the readily availability of Community's plant, machinery, and equipment.

6.3 Financial Implications

As per the approved budget.

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

6.8.2 Director: Planning and Economic Development

No comments

6.8.3 Director: Protection and Community Services

No comments

6.8.4 Director: Corporate Services

No comments

6.8.5 Chief Financial Officer

No comments

6.8.6 Municipal Manager

No comments

ANNEXURES

Annexure A: Quarterly Report: Environmental Management (July 2025 - September 2025)

FOR FURTHER DETAILS CONTACT:

NAME	Albert Van der Merwe
POSITION	Senior Manager: Community Services
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	Ext 8165
E-MAIL ADDRESS	Albert.vandermervew@ Stellenbosch.gov.za
REPORT DATE	18 September 2025

ANNEXURE A



**QUARTERLY
REPORT
FOR
JULY, AUGUST,
SEPTEMBER 2025**

**ENVIRONMENTAL
MANAGEMENT
SECTION**

**DEPARTMENT
COMMUNITY
SERVICES**

TABLE OF CONTENT**1. URBAN FORESTRY**

- 1.1 General
- 1.2 Highlights and achievements.
- 1.3 Urban Forestry Operations.
- 1.4 Public, private partnerships (PPP).
- 1.5 Occupational health and safety.
 - 1.5.1 Injury on duty.
- 1.6 EPWP project.

2. ENVIRONMENTAL IMPLEMENTATION

- 2.1 General
- 2.2 Highlights and achievements.
- 2.3 Environmental Operations.
- 2.4 Operational expenditure.
- 2.5 Public, private partnerships (PPP).
- 2.6 Incidents reported occupational health and safety.
- 2.7 Occupational health and safety.
 - 2.7.1 Injury on duty.
- 2.8 EPWP project.

3. ENVIRONMENTAL PLANNING

- 3.1 General
- 3.2 Status Of Management Plans
- 3.3 Land Use / Building Control Submissions
- 3.4 GIS Assistance Provided
- 3.5 Noise Control
- 3.6 Air Quality Control
- 3.7 Noise Exemptions Issued and Supported During June 2025
- 3.8 Fuel Burning Equipment Compliance Inspections Conducted in Respect of Standby Generators
- 3.9 Work Groups/ Standing Meetings

4. OVERTIME WORKED FOR JULY-SEPTEMBER 2025: COMMUNITY SERVICES
5. CAPITAL EXPENDITURE : ENVIRONMENTAL MANAGEMENT JULY- SEPTMBER 2025
6. KPI'S FOR JULY-SEPTEMBER 2025: ENVIRONMENTAL MANAGEMENT
7. HUMAN RESOURCES: ENVIRONMENTAL MANAGEMENT

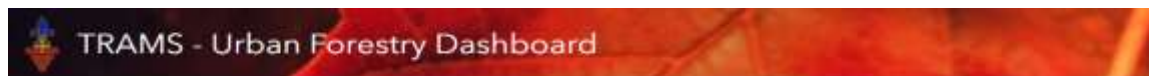
1. URBAN FORESTRY SUB-SECTION

1.1 General

To ensure that trees remain a vital component of Stellenbosch's asset base trees are managed according to the guiding principles of the Tree Management Policy. Trees provide social, economic, and environmental benefits that create a healthy and enriching environment.

The core principles guiding tree management approaches are sustainability and preservation. Through these practices, the Town aims to achieve a zero net loss of tree canopy cover and, through strategic planting initiatives, significantly increase urban forest cover.

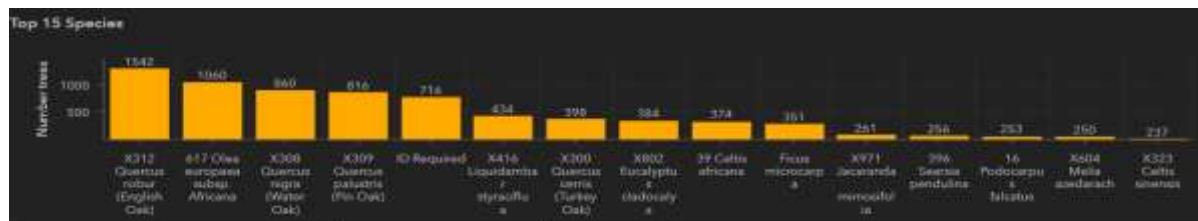
All efforts will align with established best practices in urban forest management and maintenance. This includes a strong focus on developing the skills and competencies of both municipal staff and service providers involved in tree care and urban greening.



Trees within Stellenbosch are managed proactively through a scheduled Annual Plan of Operations. The Tree Risk Application Management System (TRAMS) is an electronic tree management tool utilized to support maintenance activities in accordance with predefined schedules and priorities.

In addition, to planned maintenance, reactive work is undertaken in response to service requests or complaints submitted via the municipal Customer Care Portal. All tree-related activities are guided by the provisions of the Tree Management Policy.

For strategic effectiveness planning operations are also planned by using the IDP requests and prioritise that comes from the community.



1.2 Highlights and Achievements

The section Environmental Management welcomes Mr Alungile Nondlwana as the Newly Appointment: Assistant Superintendent of Urban Forestry.

The tree pruning, felling and stump-grinding and root-cutting has been awarded to complaint bidders.

The sub-section planted 23 Trees in this quarter.

Arbour Month celebrations kicked off from the 1 September and will end on the 30 September 2025. The section was commemorated the Arbour celebration by planting trees with the Portfolio Councillor of Environment, Parks and Open spaces and with the Ward Councillor of Ward 23. Councillor Ferns from Ward 7 Hosted the Fynbos 5miler event at Stellenbosch High School. These events was successful and created positive energy.

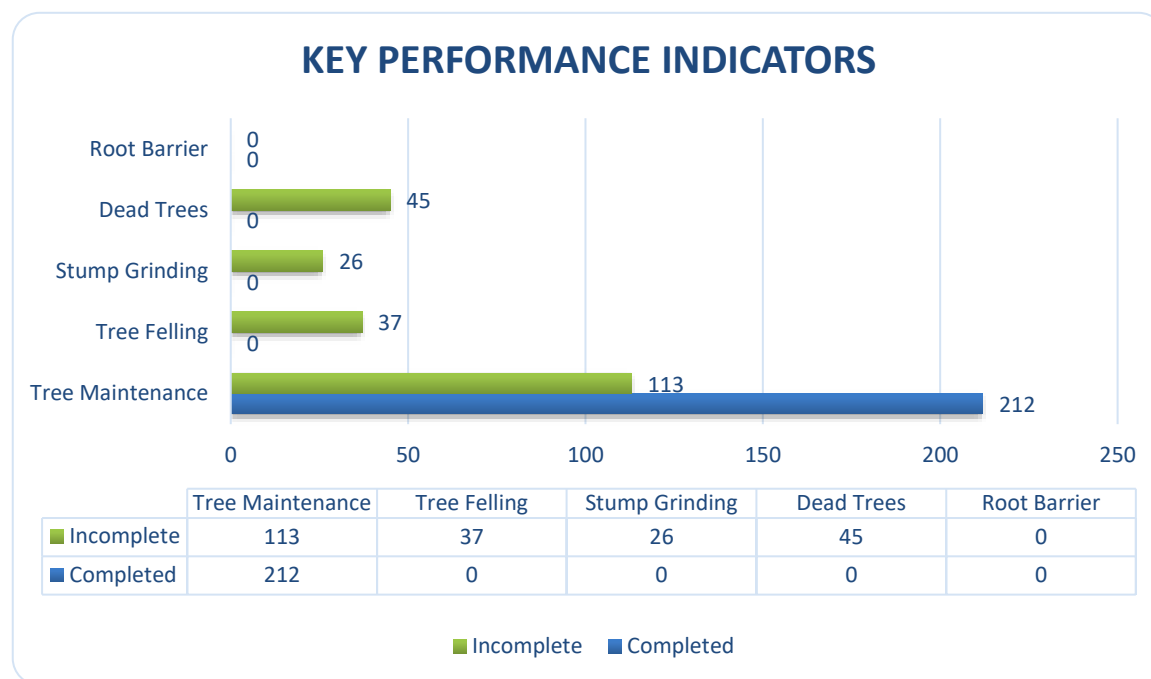
The sub-section has a EPWP programme called: Urban Forestry which comprises of 10 EPWP Workers from different wards within WCO24.

WARDS	NUMBER OF EPWP's
Ward 16	3
Ward 13 &14	4
Ward 4	1
Ward 20	2

1.3 Urban Forestry Operations

1.3.1 Maintenance of Trees

Tree maintenance is conducted as per the Annual Plan of Operation in municipal wards. This includes tree pruning, felling, stump-grinding, basin maintenance and decompaction, root barrier installation. The table below depicts the outputs for the month.



1.3.2 Watering Programme

To ensure the establishment of trees, a watering program is divided into two sub-programmes namely

- a) Watering schedule for trees younger than 3 years: A seasonal watering schedule has been established for young trees (under three years old) during the summer and autumn months. Each tree receives approximately 100 litres of water per week to support healthy establishment and growth. The detailed watering schedule will be made available and implemented specifically during these periods, depending on weather conditions and water availability
- b) Watering schedule for trees older than 3 years: The implementation of the watering schedule for trees older than three years will be weather-dependent and activated only when necessary, based on prevailing climatic conditions.

Effective watering methods may include the use of groundwater, harvested rainwater during the winter and spring seasons, and non-potable water supplied by a municipal water truck. These approaches support sustainable water use while ensuring the health and vitality of the urban forest.

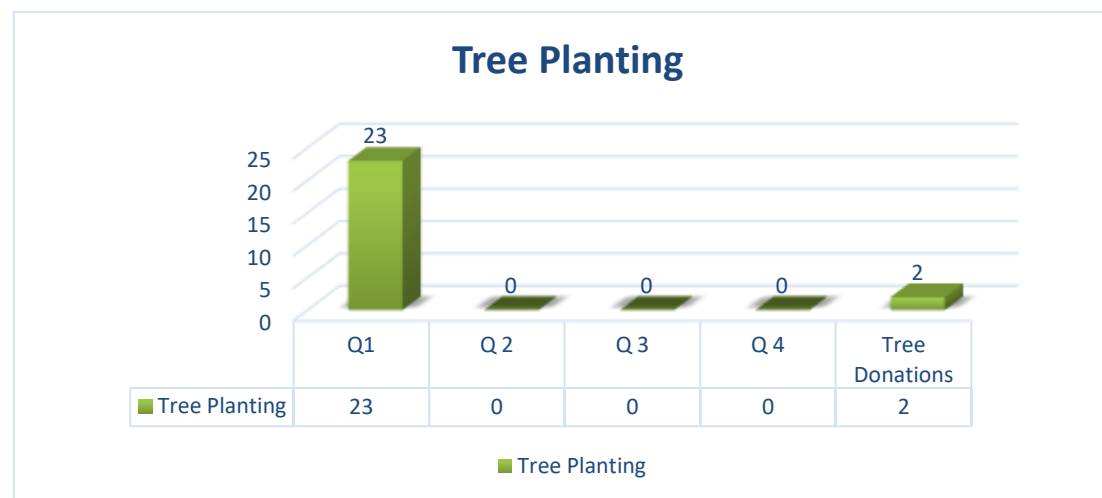
1.3.3 Integrated Greening and Tree Planting Programmes

Stellenbosch's integrated greening and tree planting programmes support the planting of new trees through both replacement planting and blanking.

Replacement planting occurs when tree removals have been approved in accordance with the Tree Felling Application process.

Blanking refers to the replanting or filling in of trees in locations where trees have previously died or been removed, typically within rows, avenues, or grouped plantings to maintain the visual and ecological integrity of the area.

Additionally, tree donations are recorded as part of the municipality's planting statistics.



1.4 Public, Private Partnerships (PPP)

NAME OF STAKEHOLDER	MOU/AGREEMENT COMPLETED	COMMENT
Depart of Forestry, Fisheries and Agriculture and Environment	Intergovernmental agreement	Active
Friends of the Arboretum	MOU	Active
Stellenbosch Botanical Gardens	MOU	Under Review

1.5 Occupational Health and Safety

1.5.1 Injury On Duty

No injuries reported for this month.

1.6 Extended Public Works Programme (EPWP)

The sub-section has a EPWP programme called: Urban Forestry which comprises of 10 EPWP Workers from different wards within WCO24.

WARDS	NUMBER OF EPWP's
Ward 16	3
Ward 13 &14	4
Ward 4	1
Ward 20	2

2. ENVIRONMENTAL IMPLEMENTATION

2.1 General

The sub-section is responsible for the nature reserves and other natural areas. The implementation of operational plans is conducted as per the Annual Plan of Operation which is captured in the Nature Reserves and Areas Management Plans.

2.2 Highlights and Achievements

Nature Areas and Reserves By-Law was gazetted.

Professor Gilomee who has been part of the Friends Jan Marais Group, has retired from the Friends Group and the Jan Marais Trust. A statue was installed at Jan Marais Nature Reserve in honour of the retired Professor.

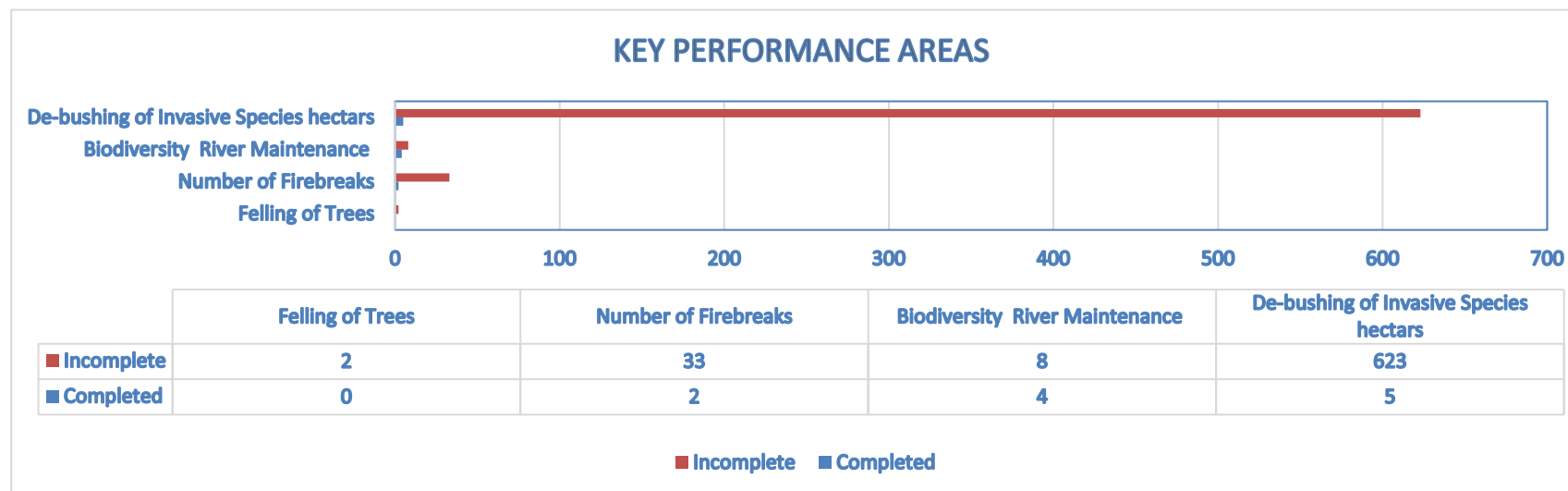
The sub-section has a EPWP programme called: Biodiversity Management which comprises of 9 EPWP Workers from different wards within WCO24.

WARDS	NUMBER OF EPWP's
Ward 18	2
Ward 13 &14	6
Ward 20	1

2.3 Environmental implementation operations

The sub-section functions according to operational plans in relation to the following key performance areas:

- a) De-bushing of invasive species Alien Clearing this alien clearing will be done in natural areas. This work will be performed by internal team and contractor against tender BSM: 35/25. This tender was awarded to two services.
- b) Biodiversity River Maintenance is conducted as and when required in all municipal wards. Not all rivers and the maintenance thereof is the responsibility of the Municipality. Riverbanks are subjected to the ownership of the respective riparian (riverbank) landowner therefore it can be private land or municipal land. In this instance where the riverbank is enclosed with a boundary fence it is deemed as private property. Team completed river maintenance at George Blake (Plankenberg River)) and Idas Valley riverbank. The team is currently conducting river maintenance at Mooiwater in Franschhoek.
- c) Firebreak Maintenance are conducted before the summer season to mitigate wildfires. Team completed a Johannesdal firebreak.
- d) All tree related complaints in area of responsibility will be attended once the Tree felling, pruning, stump-grinding and root-cutting is active.
- e) Vandalism along Papegaaiberg Nature Reserve boundary fence was reported.



2.4 Capital and Operational Expenditure for FY 25/26

Capital Project: Furniture, Tools & Equipment: Environmental Management, successfully spend the budget for FY 25/26 Month.

CAPITAL PROJECT	ALLOCATION COMMENT	EXPENDITURE
Furniture, Tools & Equipment: Environmental Management	Tools were procured for the operations to be conducted	R 54 470.00

The operational budget for Environmental Implementation as per the MSCOA description is Commonage and Plantations. This Ukey that is used for all operational work is: Forestry Contractors

OPERATIONAL	ALLOCATION COMMENT	EXPENDITURE AGAINST
-------------	--------------------	---------------------

PROJECT		TENDERS
BSM TENDER BSM 35/25	De-bushing of invasive species	R0

2.5 Public, Private Partnerships (PPP)

NAME OF STAKEHOLDER	MOU/Agreement Status	Comment
StellCare	Under review	Riverbank Clearing of vegetation
MTO	Singed and approved	Prescribed Burns in Jonkershoek
STF	Under review	Maintaining Trails
Ida's Valley Community Trails	Under review	Maintaining Trails
The Cape Leopard Trust	Mont Rochelle Nature Reserve	Leopard survey 2025
Stellenbosch Botanical Gardens	Pending signatures	Indigenous Biodiversity Research

2.6 Occupational Health and Safety

Injury On Duty: No injuries reported for the period of July-September 2025.

2.7 Educational and Awareness

No educational and awareness training was conducted.

2.8 Extended Public Works Project (EPWP)

EPWP PROJECTS	TOTAL	Comment
Biodiversity Project	8	
TOTAL AMOUNT OF EPWP	8	

3. ENVIRONMENTAL PLANNING

3.1 General

The Environmental Planning works closely with the Department of Environmental Affairs and Development Planning concerning local government compliance and adherence to legislation. Implementation of operational plans concerning management plans is executed within the area of responsibility.

3.2 Status of Management Plans

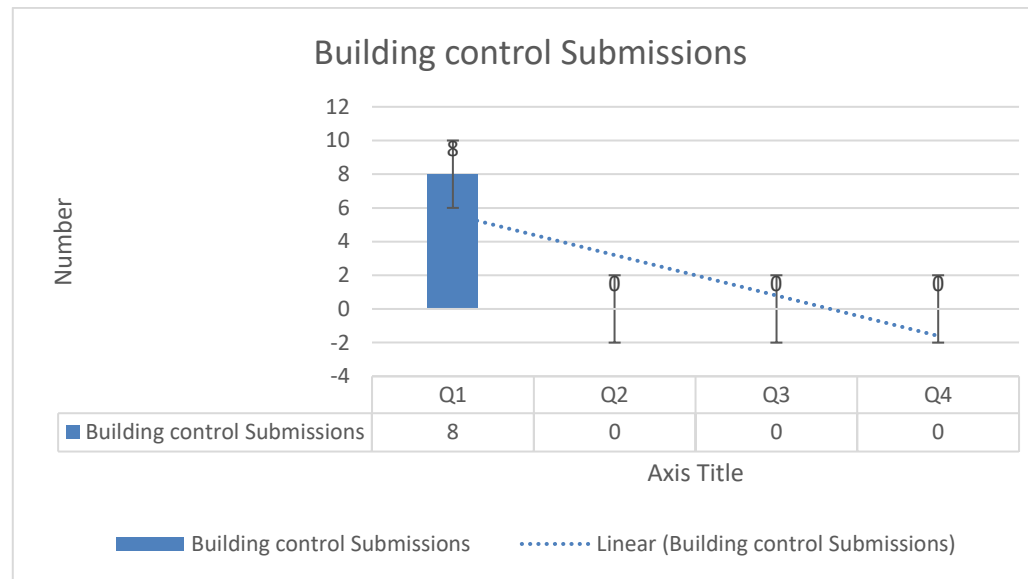
Project	Progress	Date of Completion
Management Plans	Papegaaiberg Nature Reserve Environmental Management Plan (EMP) reviewed and revised. Draft 2 completed. Document to be advertised for public input. Item to Council in this regard currently circulating.	July 2025
Policy and Legislation	Nature Reserve By-Law promulgated on 25 July 2025.	July 2025
Management Plans	Papegaaiberg Nature Reserve Environmental Management Plan (EMP) reviewed and revised. Draft 2 completed. Document to be advertised for public input. Item to Council in this regard served on 25 August 2025 and resolutions adopted. Cape Nature to advertise the draft document on 5 September 2025.	Aug 2025
	Jan Marais NR EMP being revised.	Dec 2025
Title	Approval Date	Status
Stell. Environmental Man. Framework	Council Jun 2019	Revision in 2026.
Stell. Municipality Invasive Alien Plant Man. Plan	Council Jul 2017 (Rev. 1). Council Nov 2022 (Rev. 2/ update)	Reviewed (5-year) document approved by Council. Next action required in 2026.
Stell. Municipality Air Quality Man. Plan	Council Aug 2018 Council Nov 2022	Reviewed (5-year) document approved by Council. Next action required in 2026.

Stell. Municipality Air Quality By-Law	Promulgated Feb 2019	No action required.	
Stell. Municipality Integrated Fire Man. Plan	Council Sept 2019	No action required. Revision in 2029.	
Noise Control Policy	Council Mar 2018	No action required.	
Papegaaiberg Nature Reserve EMP	Council 2011	Under revision. Copy sent to Cape Nature. Revision to be submitted to Council for approval.	July 2025
Jan Marais Park EMP		Draft	July 2025
Paradyskloof Nature Area EMP	Council May 2019	No action required. Revision in 2029.	
Mont Rochelle Nature Reserve EMP	Council Feb 2022	No action required. Revision in 2026.	
Idas Valley / Botmaskop Nature Area EMP		No action required. Revision in 2028.	

3.3 Land Use / Building Control Submissions

Planning Official	Application	Date	Number
Monray Lourens	BP7039/2025 – MTO Fuel Tank	8 July	1
Monray Lourens	BP7072/2025 – Tokara House	21 July	1
Monray Lourens	BP7123/2025 – Kylemore House	24 July	1
Total for July			3
Monray Lourens	BP7171/2025 – Faure Industrial	5 August	1
Monray Lourens	BP6668/2025 – Banhoek Shed	5 August	1
Monray Lourens	BP6925/2025 – Videira Estate	12 August	1
Monray Lourens	BP7295/2025	18 August	1

Monray Lourens	BP7272/2025 – Farm 502	27 August	1
Total for August			5



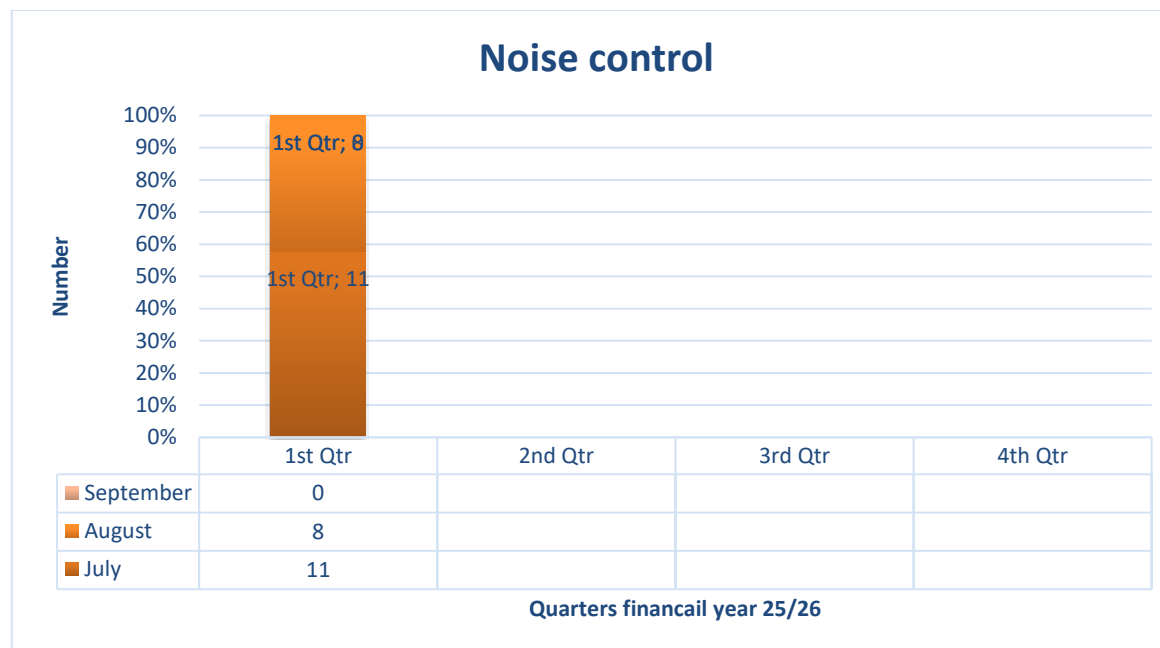
3.4 GIS Assistance Provided

Maps are created based on the requirements received from the section within Community Services Department.

Official Assisted	Matter	Date	Number
Albert vd Merwe	Louwsbos Property Ownership	31 July	1
Joswin Paulse	Medi-Clinic River Damage Ownership / Zoning	5 August	1
Hannetjie de Plessies	Kat-se-Pad Ownership	7 August	1
Albert vd Merwe	Culcattabos Surroundings	27 August	1
Total			4

3.5 Noise Control:

Area	Number
Stellenbosch	10
Franschhoek	0
Klapmuts	0
Jamestown	0
Pniel	0
Groot Drakenstein	0
Kylemore	0
Farms	1
Total for July	11
Area	Number
Stellenbosch	7
Franschhoek	0
Klapmuts	0
Jamestown	0
Pniel	0
Groot Drakenstein	0
Kylemore	0
Farms	1
Total for August	8



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

Complaints for July	Progress	Date of Completion	Comments
Loud music complaints: Emalahleni Tshisa Nyama, 756 Vineyard Street, Khayamandi, Stellenbosch.	<p>Various inspections were carried at various times of the night.</p> <p>The venue is open with no form of sound proofing. Music events is held regularly from an open deck from erf no. 756 in Khayamandi.</p> <p>No Entertainment Business License could be produced.</p>	On-going	<p>Case Docket prepared, discussed and handed over to the Public Prosecutor at the Municipal Court Stellenbosch.</p> <p>A Summons was served awaiting date to appear in Court.</p>

<p>Generator noise complaint: Kruis Kerk, Cnr Victoria and Ryneveldt Street, Stellenbosch.</p>	<p>The church is accommodating a backup generator for "Frogfoot" Telecommunications on their property.</p> <p>The generator is situated at the back end of the church's property, but near the Bergville apartment block. The closest point of the generator to the apartment building is less than 10m resulting to complaints when the generator kicked in during Eskom load shedding intervals.</p>	<p>On-going</p>	<p>An acoustic consultant was appointed to proceed with the implementation of noise abatement measures.</p> <p>Follow-up inspections will be done after installation of the proposed noise abatement measures.</p> <p>Working in progress.</p>
<p>Loud music complaint; emanating from Dorp Pub, Andringa Street, Stellenbosch.</p>	<p>Inspections carried out on Wed.14-05-2025 between 22h00 & 00h00 revealed the following:</p> <p>Three nighttime venues are playing loud music simultaneously.</p> <p>Complainant to indicate their location in relation to the Andringa Street noise.</p>	<p>On-going</p>	<p><u>Dorp Pub</u> Issued warning to address the noise. No entertainment Business License present.</p> <p>– Noise control measures inspected. Considered closed.</p> <p><u>Punk Pub</u> Issued warning to address the noise. No entertainment Business License present</p> <p>– Noise control measures inspected. Considered closed.</p> <p><u>Bohemia Restaurant & Pub</u> Issued warning to address the noise. No entertainment Business License present.</p> <p>– Noise control measures inspected. Considered closed.</p>

<ul style="list-style-type: none"> Winelands Orthopaedic Hosp. De Boord, Stellenbosch <p>1. <u>Generator noise:</u></p>	Noise assessment will be conducted when Eskom load shedding returns.	On-going	<p>Provided feedback to a very unhappy complainant.</p> <p>a new generator plant equipped with sound attenuators are in the process to be build.</p> <p>Working in progress.</p>
<ul style="list-style-type: none"> Winelands Orthopaedic Hosp. De Boord, Stellenbosch <p>2. <u>HVAC System noise</u></p>	Noise assessment conducted on 23 June 2025 between, 23h00 & 01h00.	On-going	<p>The mechanical ventilation equipment are in process to be addressed.</p> <p>Working in progress.</p>
<p><u>FELLBRIDGE CANNIBUS FARM</u>, Vlaeberg Road, Lynedoch, Stellenbosch</p> <p>1. Cooling Fan noise complaints</p>	Neighbour (Mr Moolman) complaints about the noise caused by the cooling fans in operation during cannabis nursery process.	On-going	<p>An inspection on Monday, 02 June 25 revealed the following:</p> <p>The fans inside the cannabis nursery are being replaced with new fans.</p> <p>Follow up inspection carried out on 24-07-25. New fans not yet commissioned.</p>
Complaint about the PA System used for announcements during the Audacia Farm Park Run on Saturday mornings.	Went to Audacia Farm on Tuesday, 08 July 25 and discussed the concern with the park run organisers.	28-07-25	<p>The handheld PA System was being discontinued.</p> <p>No further complaints – considered closed.</p>
Complaint about panel beating & spray-painting noise from 45 William Street, Cloeteville.	Visited 45 William on Thursday, 17 July 25. Observed signs of spray-painting and panel beating activities on-site.	On-going	<p>Have spoken to Mr Chris Lewis and issued a verbal warning to refrain from working from home and causing a noise nuisance to neighbours.</p> <p>Complainants were informed.</p> <p>Follow-up inspection will follow.</p>

Complaint for August	Progress	Date of Completion	Comments
Loud music complaints: Emalahleni Tshisa Nyama, 756 Vineyard Street, Khayamandi, Stellenbosch.	<p>Various inspections were carried at various times of the night.</p> <p>The venue is open with no form of sound proofing. Music events is held regularly from an open deck from erf no. 756 in Khayamandi.</p> <p>No Entertainment Business License could be produced.</p>	On-going	<p>Case Docket prepared, discussed and handed over to the Public Prosecutor at the Municipal Court Stellenbosch.</p> <p>A Summons was served awaiting date to appear in Court.</p>
Complaint about panel beating & spray-painting noise from 45 William Street, Cloetesville.	<p>Visited 45 William on Thursday, 17 July 25. Observed signs of spray-painting and panel beating activities on-site.</p>	On-going	<p>Have spoken to Mr Chris Lewis and issued a verbal warning to refrain from working from home and causing a noise nuisance to neighbours.</p> <p>Complainants were informed.</p> <p>No further complaints received. Considered closed.</p>
Complaints from the Lyndoch and adjacent farms & property owners about the noise caused by the “ <i>air cannons</i> ” installed at Limberlost strawberry farm	<p>Various inspections were carried out in the vicinity of the strawberry farm and adjacent properties and smallholdings.</p> <p>X 5 “<i>air cannons</i>” are installed at Limberlost strawberry farm scarring bird and other pets from eating or damaging strawberries.</p>	On-going	<p>Matter referred to the Municipal Court, Stellenbosch for legal action to be taken.</p> <p>A court appearance date was set for 02 October 2025.</p> <p>All complainants have been informed.</p>

	The <i>cannons</i> is set on a timer firing at approximately 30-second intervals & begins around 8am till 5pm everyday		
Complaints from the Idasvalley residents about the noise caused by wood chopping activities taking place on a daily basis from 17 Rustenburg Road, Idasvalley, Stellenbosch.	Noise level inspections carried out confirmed that a disturbing noise is caused every time wood chopping associated with the use of chain saws is being done.	On-going	Matter referred to the Municipal Court, Stellenbosch for legal action to be taken. Still awaiting a date to appear in Court. Complainants were informed.
Noise complaints received because of the newly installed extract fans serving the Akker Restaurant in Dorp Street, Stellenbosch.	Inspection was carried out on 19—8-25 during the day. Complainant was not at home to allow for measurements to be taken.	On-going	Complainant to contact for a follow-up inspection to be conducted.
Noise complaints received because of the newly installed kitchen extract fan serving the Panda Café inside the Litho Building in 17 De Beer Street, Stellenbosch.	Noise inspections were carried out on 26-08-25 with the fan in operation. A disturbing noise and noise nuisance is confirmed	On-going	Disturbance notice was issued on 27-08-25. The owner acknowledged the complaint and undertook to address the noise as soon as practically possible. Follow-up inspections pending.
Complaints about noise nuisance (humming noise) emanating from the Telkom exchange centre in Paradyskloof, Stellenbosch.	Inspections carried out on 19-08-25 revealed the following: – No humming sounds were audible at the time of inspection.	27-08-25	Complainant were informed, will monitor the situation and report back if necessary. Considered closed.

3.6 Air Quality Control:

The following air quality control matters have been investigated in July and August 2025:

July Complaints	Progress
Complaint about Diesel fumes emanating from the generator installed at the Kruis Kerk, cnr Victoria and Ryneveld Street, Stellenbosch.	An inspection confirmed that the generator is situated at the back end of the church's property, but ±10m from the Bergville apartment block. Toxic fumes enters the complainant apartment when the generator activates.
Complaint from a cyclist about poor air quality along Annandale Road, Stellenbosch.	Complainant alleged that he can't breathe whenever he is cycling along Annandale Road.

August Complaint	Progress	Date of Completion	Comments
Complaint about spray-painting fumes from 45 William Street, Cloetesville.	Visited 45 William on Thursday, 17 July 25. Observed signs of spray-painting and panel beating activities on-site.	Ongoing	Have spoken to Mr Chris Lewis and issued a verbal warning to refrain from working from home and causing an "air pollution nuisance" to neighbours. Complainants were informed. No further complaints received. Matter is considered closed.

3.7 Noise Exemptions Issued During July-August 2025:

Date	Type of Event	Location
12 July 2025	Franschoek Bastille Festival 2025	Cnr of Dirkie Uys Street, Franschoek
13 July 2025	Franschoek Bastille Festival 2025	Cnr of Dirkie Uys Street, Franschoek

23 July 2025	HMS Bloemhof Miss Festival Bloemhof Year	HMS Bloemhof Sporst Centre, Stellenbosch
26 July 2025	Boschendal Citrus Festival 2025	R310 Main Road, Pniel
27 July 2025	Boschendal Citrus Festival 2025	R310 Main Road, Pniel
21 July 2025	The Arts Department Cultural Awards	Stellenbosch Town Hall
25 July 2025	PRG vs Rondebosch Hockey	Coetzenburg Astro, Stellenbosch
26 July 2025	PRG vs Rondebosch Boys High Rugby Day	Markotter Sports Sportsgrounds.
25 July 2025	Wilgerhof Day	Wilgerhof Residence Stellenbosch
27 July 2025	Winter Trailrun	Knorhoek Wine Farm Stellenbosch
Total		10
Date	Type of Event	Location
02 Aug.2025	The Zena Experience	Morgenhoff Wine Farm, Stellenbosch
02 Aug.2025	Stellenbosch Wine Festival	Stellenbosch Town Hall
08 Aug.2025	Rhenish U14 Top 12 Hockey	Rhenish Girls High, Stellenbosch
09 Aug.2025	Rhenish U14 Top 12 Hockey	Rhenish Girls High, Stellenbosch
10 Aug.2025	Rhenish U14 Top 12 Hockey	Rhenish Girls High, Stellenbosch
16 Aug. 2025	MTN 8 Semi Final 1 st Leg, Stell FC vs Sekhukhune	Danie Craven Stadium, Stellenbosch
16 Aug. 2025	Interschools Groendal vs Kylemore	Groendal Sports Grounds, Franschhoek
23 Aug. 2025	Luckhoff High Inter Schools	Van Der Stel Sportsgrounds, Stellenbosch
24 Aug.2025	Varsity Netball 2025	Coetzenburg Indoor Centre, Stellenbosch
25 Aug. 2025	Varsity Netball 2025	Coetzenburg Indoor Centre, Stellenbosch
26 Aug.2025	Stellenbosch FC vs Marumo Gallants FC	Danie Craven Stadium, Stellenbosch
31 Aug.2025	Change of Season Trial Run	Lavin air Wine Estate Stellenbosch

30 Aug.2025	Titan OCR	Uitspan Farm, Klapmuts
Total		14

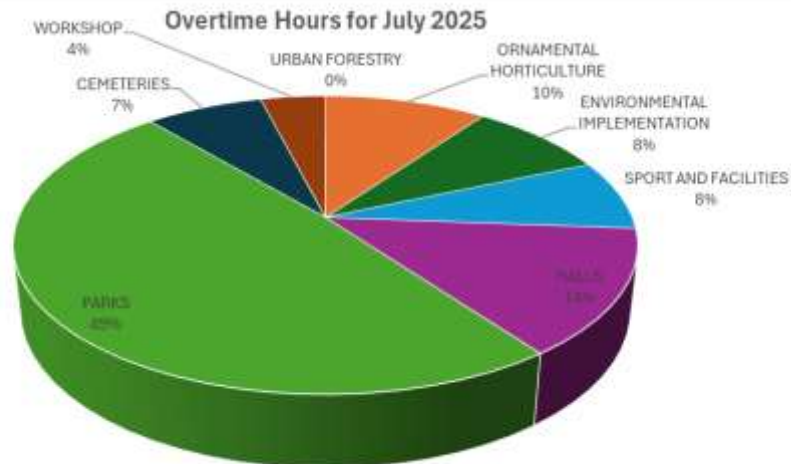
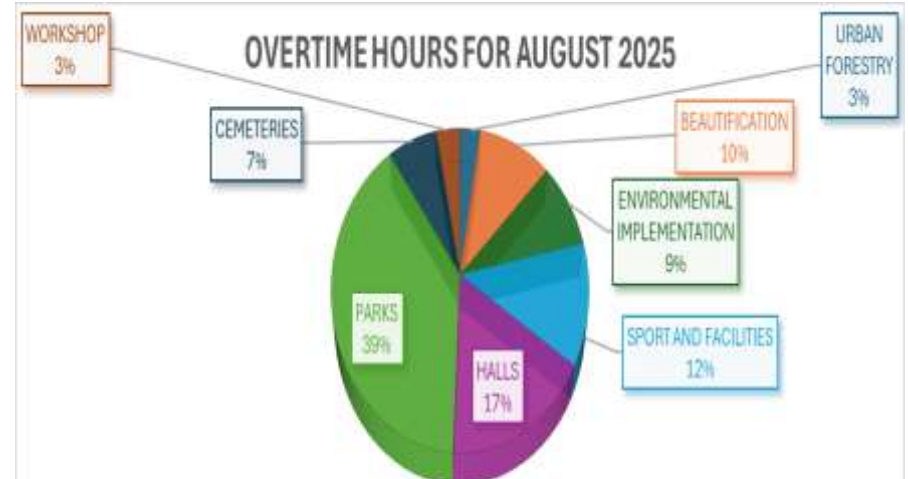
WORKGROUPS / STANDING MEETINGS:

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

- De Zalze SMA Trust Meeting
- Municipal Outreach Project (MOP) – DEADP
- Greater Cape Town Water Fund
- Western Cape Air Quality Officer Forum
- Western Cape Noise Control Forum
- GIS Forum

4. Overtime Statistics for Community Services Department

OVERTIME & STANDBY HOURS WORKED	JAN	FEB	MAR	APRIL	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
URBAN FORESTRY	182	228	128	137	60,5	98	0	79	N/A			
BEAUTIFICATION	708	657	703	654	568	403	217	282	N/A			
ENVIRONMENTAL IMPLEMENTATION	456	220	452	509	451	377	185	251	N/A			
SPORT AND FACILITIES	830	744,5	938,5	621	459	514	165	342	N/A			
HALLS	181	383	470	468,5	434	445,25	295,75	471,5	N/A			
PARKS	1012	1225	1246	1123,5	1210	829	1058	1098	N/A			
CEMETERIES	97,5	173,5	152,5	155,5	217	156,5	157	190,5	N/A			
WORKSHOP	147	130	63	197	89	99	87	93	N/A			
TOTAL	3613	3761	4153	3865,5	3488,5	2921,75	2164,75	2997,5	N/A			



5. Capital Expenditure : Environmental Management : July, August, September 2025

Environmental Management: Implementation			1 250 000	-	-	1 250 000	50 000	11 009	21 520	63 000	95 530	1 154 470	0,88%	7,64%
Furniture, Tools & Equipment: Environmental Management	CRR		150 000	-	-	150 000	50 000	11 009	21 520	63 000	95 530	54 470	7,34%	63,69%
Furniture, Tools & Equipment: Air and Noise Control	CRR		100 000	-	-	100 000	-	-	-	-	-	100 000	0,00%	0,00%
Fencing, Urban Forestry	CRR		1 000 000	-	-	1 000 000	-	-	-	-	-	1 000 000	0,00%	0,00%

6. KPI'S for June-September 2025: Environmental Management

Ref	Internal Ref / Indicator Code	Responsible Department	Responsible Owner	KPI	Unit of Measurement	Source of Evidence	Top Layer KPI	Target Type	Calculation Type	Original Annual Target	Revised Annual Target	Performance KPA	Performance Standard	July 2025				August 2025*			
														Target	Actual	R	Status	Target	Actual	R	Status
D4939	D3659	Community and Protection Services - Environmental Management	Manager - Environmental Management	Submission of signed municipal fleet and inspection logbooks within ten working days after the previous month to Fleet Management	Percentage of signed municipal fleet and inspection logbooks submitted to the Fleet Management within ten working days after the previous month	Proof of submission to the Fleet Management		Percentage	Stand-Alone	100 %	100 %	Environmental Management - 1 - Asset Management	100% signed municipal fleet and inspections logbooks submitted to the Fleet Management within ten working days after the previous month	100 %	100 %	G	✓	100 %	100 %	G	✓
D5221	D1111	Community and Protection Services - Environmental Management	Manager - Environmental Management	Submit a list of SOPs to be developed or reviewed to the Senior Manager; Community Services	Number lists of SOPs to be developed or review submitted to the Senior Manager; Community Services by 31 July	Proof of submission to the Senior Manager; Community Services		Number	Carry Over	1	1	Environmental Planning - 1 - Management	1 list of SOPs to be developed or review submitted to the Senior Manager; Community Services by 31 July	1	1	G	✓	0	0	NA	○

D5611	D3412	Community and Protection Services - Environmental Management	Manager - Environmental Management	Submission of MSA Section 80 quarterly reports to the Senior Manager: Community Services	Number of quarterly MSA Section 80 reports submitted to the Senior Manager: Community Services	Proof of submission to the Senior Manager: Community Services		Number	Accumulative	4	4	Environmental Management - 8 - Functional Duties	4 MSA Section 80 reports submitted to the Senior Manager: Community Services	1	1	G	   	0	0	NA	   
D5612	D3413	Community and Protection Services - Environmental Management	Manager - Environmental Management	Submission of comments on the monthly MFMA Section 71 reports to the Senior Manager: Financial Management Services	Number of comments on the monthly MFMA Section 71 reports submitted to the Senior Manager: Financial Management Services	Proof of submission to the Senior Manager: Community Services		Number	Accumulative	11	11	Environmental Management - 8 - Functional Duties	11 MFMA Section 71 reports (comments) submitted to the Senior Manager: Financial Management Services	0	0	NA	   	1	1	G	   
D5718	D3416	Community and Protection Services - Environmental Management	Manager - Environmental Management	Conclude performance plans with all identified personnel	Number of performance plans concluded with all identified personnel by 30 July	Signed performance plans submitted to the PMS Unit (Digital / Signed)		Number	Carry Over	4	4	Environmental Management - 6 - Personnel Management	4 Performance plans signed with all identified personnel by 30 July	4	4	G	   	0	0	NA	   
D5719	D3417	Community and Protection Services - Environmental Management	Manager - Environmental Management	Conduct annual performance evaluations with all identified personnel	Number of annual performance evaluations conducted with all identified personnel by 31 August	Signed annual performance evaluation results by Manager and subordinate (Digital / Signed) - Ignite Report		Number	Carry Over	4	4	Environmental Management - 6 - Personnel Management	4 Annual performance evaluations conducted with all identified personnel by 31 August	0	0	NA	   	4	4	G	   

7. Human Resources: Environmental Management

DEPARTMENTAL HUMAN RESOURCES:				
STAFF COMPLEMENT (CURRENT PERMANENT)		JUL	AUG	SEPT
URBAN FORESTRY		5	5	5
ENVIRONMENTAL IMPLEMENTATION		14	14	14
WORKSHOP		3	3	3
ENVIRONMENTAL PLANNING		2	2	2
TOTAL		22	22	22
URBAN FORESTRY				
ENVIRONMENTAL IMPLEMENTATION				
WORKSHOP				
TOTAL				
URBAN FORESTRY				
ENVIRONMENTAL IMPLEMENTATION				
WORKSHOP				
RETIREMENTS / RESIGNATIONS				
URBAN FORESTRY		0	0	0
ENVIRONMENTAL IMPLEMENTATION		0	0	0
WORKSHOP		0	0	0
TOTAL		0	0	0
INCAPACITIES		0	0	0
DISABLED / CHRONIC ILLNESSES		0	0	0
TOTAL		0	0	0

	JUL	AUG	SEPT
INJURY ON DUTY			
URBAN FORESTRY	0	0	0
ENVIRONMENTAL IMPLEMENTATION	0	0	0
LIBRARIES	0	0	0
TOTAL			
OVERTIME & STANDBY HOURS WORKED	JUL	AUG	SEPT
URBAN FORESTRY			
ORNAMENTAL HORTICULTURE			
ENVIRONMENTAL IMPLEMENTATION			
SPORT AND FACILITIES			
HALLS			
PARKS			
CEMETERIES			
WORKSHOP			
TOTAL			

8.	REPORTS SUBMITTED BY THE MUNICIPAL MANAGER
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NONE

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

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