



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref no.3/4/2/5

2026-04-22

NOTICE OF THE 40TH MEETING OF THE COUNCIL OF STELLENBOSCH MUNICIPALITY WEDNESDAY, 2026-04-22 AT 13:00

TO

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

COUNCILLORS

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

Notice is hereby given in terms of Section 29, read with Section 18(2) of the *Local Government: Municipal Structures Act, 117 of 1998*, as amended, that the **40TH MEETING** of the **COUNCIL** of **STELLENBOSCH MUNICIPALITY** will be held in the **COUNCIL CHAMBER, PLEIN STREET, STELLENBOSCH** on **WEDNESDAY, 22 APRIL 2026** at **13:00** to consider the items on the Agenda.

**SPEAKER
CLLR Q SMIT**

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40TH MEETING OF COUNCIL
OF STELLENBOSCH MUNICIPALITY

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	NONE	
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	SEE PINK DOCUMENTATION	

AGENDA

40TH MEETING OF THE COUNCIL
OF STELLENBOSCH MUNICIPALITY

2026-04-22

1.	OPENING AND WELCOME
2.	MAYORAL ADDRESS
3.	COMMUNICATIONS BY THE SPEAKER
4.	COMMUNICATIONS BY THE MUNICIPAL MANAGER
5.	DISCLOSURE OF INTERESTS
6.	APPLICATION FOR LEAVE OF ABSENCE
7.	CONFIRMATION OF THE MINUTES OF PREVIOUS MEETING/S
7.1	39 TH COUNCIL MEETING: 2026-03-31

The minutes of the 39th Council meeting: 2026-03-31 is attached as **APPENDIX 1.**

FOR CONFIRMATION

APPENDIX 1



STELLENBOSCH
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MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref no.3/4/2/5

2026-03-31

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MINUTES

**39TH COUNCIL MEETING OF THE
COUNCIL OF STELLENBOSCH MUNICIPALITY**

2026-03-31 AT 10:00

**MINUTES
39TH MEETING OF COUNCIL
OF STELLENBOSCH MUNICIPALITY**

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	NONE	
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	NONE	
18.	MATTERS TO BE CONSIDERED IN-COMMITTEE	
	SEE PINK DOCUMENTATION	

PRESENT

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

COUNCILLORS

RA Adams (until 13:30)	EP Masimini
J Andrews	NE Mcombring (from 12:00)
Ald JC Anthony	XL Mdemka
R Cupido	L Nkamisa
M Danana (until 13:30)	N Ntsunguzi
JA Davids	N Olayi
I De Taillerfer	Z Olayi
R Du Toit	GA Petersen (until 13:30)
A Ferns	WC Petersen
AJ Hanekom	RO Pheiffer
SC Heneke	WF Pietersen
RB Hendrikse (until 13:30)	Ald JP Serdyn
J Joon	SR Schäfer
O Jooste	A Tomose
TO Kumm	RB Van Rooyen
N Mananga-Gugushe	M Van Stade (until 13:30)
C Manuel	J Williams

OFFICIALS

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

ALSO PRESENT

Mr P. Mqungwana: Audit Manager, Auditor-General

1.	OPENING AND WELCOME
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The Speaker welcomed all present at the 39th Council meeting which was held in the Council Chamber.

2.	MAYORAL ADDRESS
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NONE

3.	COMMUNICATIONS BY THE SPEAKER
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- Item 12.6 on the Agenda is withdrawn.
- The Appendix attached to item 8.3 serve for item 8.2 on agenda
- The Appendix attached to item 8.2 serve for item 8.3 on agenda
- Permission was given to Councillors NE Mcombring and E Groenewald to join the Council meeting via the MS Teams link.
- There is no interpreter present in the Council meeting, because the interpreter started a new job at Traffic Services Department.
- Seasonal school will take place from 6-7 July 2026 and the following Councillors were nominated:
 - Councillor Zintle Olayi
 - Councillor Grechard Petersen
 - Councillor Ayanda Tomose
 - Councillor Nombulelo Ntsunguzi
 - Councillor Nokuthula Gugushe

Amendments

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ITEMS FOR NOTING

8.6

CONSENSUS ITEMS

Items 10.6.1 and 10.6.2

BIRTHDAYS

The Speaker congratulated the following Councillors who celebrated their birthdays during the month of March:

Councillor I De Taillefer	– 6 March
Councillor S Heneke	– 11 March
Councillor M van Stade	– 15 March
Councillor G Petersen	– 19 March
Councillor M Rataza	– 25 March

4. COMMUNICATIONS BY THE MUNICIPAL MANAGER**Holy week**

Holy Week is the most sacred period in the Christian calendar, marking the final days of Jesus Christ's life, His crucifixion, and His resurrection. It begins with Palm Sunday and ends with Easter Sunday, forming a powerful spiritual journey of sacrifice, forgiveness, and victory. For many Christians, this week is not just a tradition it is a time for deep reflection, repentance, and renewed faith. Understanding the true meaning of [Holy Week](#) helps believers connect personally with the message of salvation and experience the hope that comes through the resurrection of Jesus.

- o [Sacrifice and Forgiveness](#)
- o [Salvation and Redemption](#)
- o [Resurrection and Hope](#)
- o [Personal Faith and Reflection](#)
- o [Spiritual Growth and Renewal](#)

Travelling during Easter

Some of the busiest time on our roads please take care on the roads and plan your routed and timing ahead. Make sure your vehicle is road worthy and prepare your vehicle. Important to take regular breaks and stay alert.

Youth Parliament

Two representatives of the Stellenbosch Youth Council were sworn in at the WC Youth Parliament on 28/03/2026. Byronne Scheepers (Groendal High) and Daniella Smit (Stellenbosch High) will represent Stellenbosch for 12 months. The issues they registered at the session as issues affecting youth from Stellenbosch include the following:

- Education
- Unemployment
- Mental health; and
- Cyber bullying

5. DISCLOSURE OF INTERESTS

NONE

6. APPLICATION FOR LEAVE OF ABSENCE

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

Cllr E Groenewald	- 31 March 2026
Cllr JC Macfarlane	- 31 March 2026
Cllr NM Mkhontwana	- 31 March 2026
Cllr NR Ndalasi	- 31 March 2026
Cllr M Nkopane	- 31 March 2026

- 6.2.1 Permission was granted to Cllr NE Mcombring to join the meeting later (at 12h00).

- 6.2.2 Permission was granted to the following Cllrs to leave the meeting earlier (at 13:30 respectively):

Councillors R Adams; MM Danana; RB Hendrikse; G Petersen and M Van Stade.

- 6.3 ABSENT:

Cllr MG Rataza - 31 March 2026

7.	CONFIRMATION OF THE MINUTES OF PREVIOUS MEETING/S
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7.1	38 TH COUNCIL MEETING: 2026-02-25
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The minutes of the 38th Council meeting: 2026-02-25 **were confirmed as correct without any changes.**

7.2	URGENT COUNCIL MEETING: 2026-03-05
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The minutes of the 38th Council meeting: 2026-03-05 **were confirmed as correct without any changes.**

8.	STATUTORY MATTERS
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8.1	ANNUAL REPORT OVERSIGHT REPORT 2024/25
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Collaborator No:

IDP KPA Ref No: Good Governance and Compliance

Date: 31 March 2026

1. SUBJECT: ANNUAL REPORT OVERSIGHT REPORT 2024/25

2. PURPOSE

To submit to the Council, the Annual Report Oversight Report 2024/25 for **Adoption**.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

The draft Annual Report 2024/25 was referred by the Council on 28 January 2026 to the Municipal Public Accounts Committee (MPAC), which fulfilled the oversight function on behalf of the Council. The appointment and mandate of the MPAC were informed as per Circular 32 of 2006, of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) (MFMA).

Committee members, including the two co-opted members, have scrutinised the draft Annual Report 2024/25 and requested, where required, responses from the relevant Directorates. The Annual Report 2024/25 was objectively reviewed by the MPAC members to determine whether it was a true and accurate reflection of the municipality's performance for the year under review.

The public was invited to attend a public hearing and submit any representations on the draft Annual Report 2024/25. All the councillors were invited to attend the public hearing, which was held on 17 February 2026, to comment on the draft Annual Report 2024/25.

39TH COUNCIL MEETING: 2026-03-31: ITEM 8.1

RESOLVED (nem con)

- (a) that the Council, having fully considered the Annual Report Oversight Report 2024/25 of the Stellenbosch Municipality, **ADOPTS** the Annual Report Oversight Report 2024/25;
- (b) that the Council, having fully considered the Annual Report 2024/25, attached as Annexure B to the Annual Report Oversight Report 2024/25, **APPROVES** the Annual Report 2024/25 without any reservations;

-
- (c) that the Annual Report Oversight Report 2024/25 be made public in accordance with Section 129(3) of the MFMA, and;
- (d) that the Annual Report Oversight Report 2024/25 be submitted in accordance with Sections 129(2) and 132(2) of the MFMA to the Auditor General of South Africa (AGSA), the Provincial Treasury: Western Cape, the Department of Local Government: Western Cape, and the Provincial Legislature: Western Cape.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Geraldine Mettler</i>
POSITION	<i>Municipal Manager</i>
DIRECTORATE	<i>Office of the Municipal Manager</i>
CONTACT NUMBERS	<i>021 – 808 8025</i>
E-MAIL ADDRESS	<i>municipal.manager@ Stellenbosch.gov.za</i>
REPORT DATE	<i>09 March 2026</i>

8.2	TABLING OF THE DRAFT 4th REVIEW OF THE 5th GENERATION INTEGRATED DEVELOPMENT PLAN (IDP) 2022 – 2027
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Collaborator No:

IDP KPA Ref No: Good Governance and Compliance

Meeting Date: 25 March 2026 and 31 March 2026

1. SUBJECT: TABLING OF THE DRAFT 4th REVIEW OF THE 5th GENERATION INTEGRATED DEVELOPMENT PLAN (IDP) 2022 – 2027

2. PURPOSE

To table to the Council for consideration and approval the draft 4th review of the 5th Generation IDP 2022–2027, attached as **ANNEXURE A**, to be released for public input / comments.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

Stellenbosch Municipality embarked on a public participation process in September 2025 to commence with the 4th review of the 5th Generation IDP 2022 – 2025. A consolidated report of community needs and input solicited from the public participation process was submitted to the Council on 26 November 2025 for consideration. This consolidated report served as baseline information in the IDP review process, in consultation with the internal departments.

The IDP review process was undertaken in accordance with Section 34(a)(i)(ii) of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) (MSA), which requires each municipal council to annually review its Integrated Development Plan aligned with an assessment of its performance measurements in terms of Section 41 of MSA and to the extent the changing circumstances so demand. Hence, considering the changing circumstances within the municipal environment, including the community's needs and priorities.

The draft 4th review of the 5th Generation IDP 2022 – 2027 informs the municipality's budget and specifies the municipality's intended plans to realise the vision, mission, strategic objectives, and needs of the community.

The municipal IDP must be reviewed annually to:

- assess the implementation progress made towards achieving the goals, objectives and implementation of development projects outlined in the IDP;
- for the municipality to identify any gaps or areas for improvement, allowing for revisions to be made to enhance service delivery and ensure effective and sustainable development; and
- communities are provided with an opportunity to review their community needs and to recommend changes to the ward priorities outlined in the municipality's IDP.

39TH COUNCIL MEETING: 2026-03-31: ITEM 8.2**RESOLVED** (nem con)

- (a) that the draft 4th review of the 5th Generation IDP 2022 – 2027 of Stellenbosch Municipality be approved in terms of Section 34 (a)(i)(ii) of the MSA for the purpose of obtaining public input and comments, attached as **ANNEXURE A**;
- (b) that an advertisement be placed on the official website of the municipality and the local newspaper notifying the public that the draft 4th review of the 5th Generation IDP 2022 – 2027 is open for public input and comments for a period of not less than 21 days in terms of Chapter 4, Section 15(3) of the Local Government: Municipal Planning and Performance Management Regulations, 2001; and
- (c) that the draft 4th review of the 5th Generation IDP 2022 – 2027 be submitted to the MEC for Local Government, Environmental Affairs and Development Planning, Western Cape: Department of Local Government, Western Cape: Provincial Treasury, the Cape Winelands District Municipality, and the Office of the Provincial Speaker for their comments.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Geraldine Mettler</i>
POSITION	<i>Municipal Manager</i>
DIRECTORATE	<i>Office of the Municipal Manager</i>
CONTACT NUMBERS	<i>021 – 808 8025</i>
E-MAIL ADDRESS	geraldine.mettler@ Stellenbosch.gov.za
REPORT DATE	<i>10 March 2026</i>

8.3	REVISED TOP LAYER SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN 2025/26
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Collaborator No: 802590
 IDP KPA Ref No: Good Governance and Compliance
 Meeting Date: 25 March 2026 and 31 March 2026

1. SUBJECT: REVISED TOP LAYER SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN 2025/26

2. PURPOSE

To obtain the Council's approval for the revision made to the Top Layer (TL) Service Delivery and Budget Implementation Plan (SDBIP) 2025/26.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

The first revised TL SDBIP 2025/26 was approved by the Council on 28 January 2026. It is common practice for a municipality, as provided for in the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) (MFMA), to review its performance indicators and targets after approving the adjustments budget.

A strikethrough and an underline, respectively, indicate all necessary changes that need deletion or amendment (for ease of reference). It should be noted that the TL SDBIP 2025/26 is the in-year plan of the municipality, and amendments made to the TL SDBIP 2025/26 must be read in conjunction with the Integrated Development Plan (IDP). Therefore, changes made in the Revised TL SDBIP 2025/26 are considered to be made in the IDP as well.

The reason for the amendment to the following Key Performance Indicator (KPI) is as follows:

- a) KPI002: The indicator description and the unit of measurement wording were revised to align with each other.

Any detected spelling, grammatical, and / or alignment errors in the document were also corrected where needed.

39TH COUNCIL MEETING: 2026-03-31: ITEM 8.3**RESOLVED** (nem con)

- (a) that the extract of the Revised TL Key Performance Indicator (KPI) of the TL SDBIP 2025/26 (page 5) be approved;
- (b) that the updated Revised TL SDBIP 2025/26 be published on the Municipal Website; and
- (c) that the updated Revised TL SDBIP 2025/26 be submitted to:
 - i. Internal Audit Unit (for notification);
 - ii Department of Local Government: Western Cape;
 - iii Provincial Treasury: Western Cape;
 - vi. Auditor General of South Africa; and
 - v. National Treasury.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Geraldine Mettler</i>
POSITION	<i>Municipal Manager</i>
DIRECTORATE	<i>Office of the Municipal Manager</i>
CONTACT NUMBERS	<i>021 – 808 8025</i>
E-MAIL ADDRESS	municipal.manager@ Stellenbosch.gov.za
REPORT DATE	<i>18 March 2026</i>

8.4	APPROVAL TO ADVERTISE THE REVISED AND UPDATED INTEGRATED CAPITAL EXPENDITURE FRAMEWORK, 2026/2027
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Collaborator No:

IDP KPA Ref No: Good Governance and Compliance

Meeting Date: Council: 26 March 2026

1. SUBJECT: APPROVAL TO ADVERTISE THE REVISED AND UPDATED INTEGRATED CAPITAL EXPENDITURE FRAMEWORK, 2026/2027

2. PURPOSE

To request Council approval to approve the advertising of the revised and updated Integrated Capital Expenditure Framework, 2026/2027 ("CEF") for public participation as part of the SDF / IDP / Budget.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

To provide Council with the pertinent facts to approve the commencement of a Public Participation Process ("PPP") for the Revised and Updated Integrated Capital Expenditure Framework ("CEF"), 2026/2027 as part of the SDF / IDP / Budget.

- Sections 29 of the Municipal Systems Act (Act 32 of 2000) ("MSA"); and –
- Section 21(1) of the Municipal Finance Management Act (Act 56 of 2003) ("MFMA").

39TH COUNCIL MEETING: 2026-03-31: ITEM 8.4

RESOLVED (nem con)

- (a) that Council **approves** the Revised and Updated Integrated Capital Expenditure Framework, as set out in **Appendix 1** for public release;
- (b) that Council specifically takes note of the Long-Term Financial Plan that contains the management principles for sound financial management that was considered for the compilation of the ten-year capital expenditure programme as set out in **Appendix 1- Annexure 7**.

FOR FURTHER DETAILS CONTACT:

NAME	Chantel Hauptfleisch
POSITION	Senior Spatial Planner
DIRECTORATE	Planning and Economic Development
CONTACT NUMBERS	021 808 8607
E-MAIL ADDRESS	Chantel.Hauptfleisch@ Stellenbosch.gov.za
REPORT DATE	20 March 2026

8.5	MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK 2026/2027-2028/2029
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Collaborator No:

IDP KPA Ref No: Good Governance and Compliance

Meeting Date: 25 March 2026 and 31 March 2026

1. SUBJECT: MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK 2026/2027-2028/2029

2. PURPOSE

The purpose of this report is as follows:

- a) The Executive Mayor to table the Medium-Term Revenue and Expenditure Framework (inclusive of property rates charges and taxes, tariffs and service charges), annexures and proposed amendments to the budget related policies and other policies to Council for approval in terms of Section 16(2) of the Municipal Finance Management Act, (Act 56 of 2003).
- b) That Council specifically note and consider the need to take up external loans to fund critically needed refurbishment of infrastructure to the amount of R437 million of which over the MTREF R222 million will be required in year one, R100 million in year two and R115 million in year three (refer to Section G: High Level Budget Overview and Table A1 Budget Summary) and confirms draft approval of same in order for the Chief Financial Officer to attend to the necessary legislative requirements.

3. DELEGATED AUTHORITY

FOR APPROVAL BY MUNICIPAL COUNCIL

4. EXECUTIVE SUMMARY

BUDGET

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

39TH COUNCIL MEETING: 2026-03-31: ITEM 8.5

The Speaker afforded the Executive Mayor the opportunity to deliver his Draft Budget Speech (attached as an **APPENDIX**).

RESOLVED (majority vote with 1 abstention)

- (a) that the Draft High Level Budget Summary, as set out in **APPENDIX 1 – PART 1 – SECTION C**; be approved for public release;
- (b) that the Draft Annual Budget Tables as prescribed by the Budgeting and Reporting Regulations, as set out in **APPENDIX 1 – PART 1 – SECTION D**, be approved for public release;
- (c) that the three-year Capital Budget for 2026/2027, 2027/2028 and 2028/2029, as set out in **APPENDIX 1 – PART 2 – SECTION N**, be approved for public release;

-
- (d) that the proposed draft rates on properties in WCO24, tariffs, tariff structures and service charges for water, electricity, refuse, sewage and other municipal services, as set out in **APPENDIX 3**, be approved for public release;
- (e) that the proposed amendments to existing budget related policies, other policies and By-laws as set out in **APPENDICES 4 - 36**, be approved for public release;
- (f) that Council specifically note and consider the need to take up an external loan, needed for investment in income generating infrastructure to the amount of R437 million of which R222 million will be required in year one, R100 million in year two and R115 million in year three (refer to Section G: High Level Budget Overview and Table A1 Budget Summary) and confirm approval of same;
- (g) that Council specifically take note of the fact that the proposed electricity charges and tariff structure is subject to NERSA approval that could change materially; and
- (h) that Council takes note of MFMA circulars 132 that was published to guide the MTREF for 2026/2027 to 2028/2029 as set out in **APPENDICES 37**.

FOR FURTHER DETAILS CONTACT:

NAME	KEVIN CAROLUS
POSITION	DIRECTOR: FINANCIAL SERVICES
DIRECTORATE	FINANCIAL SERVICES
CONTACT NUMBERS	021 808 8528
E-MAIL ADDRESS	kevin.carolus@ Stellenbosch.gov.za
REPORT DATE	19 March 2026

APPENDIX

BUDGET SPEECH BY EXECUTIVE MAYOR JEREMY FASSER

A BUDGET FOR ALL THE PEOPLE

COUNCIL MEETING: 31 MARCH 2026

Stellenbosch Council Chambers

Honourable Speaker,
Deputy Mayor,
Members of the Mayoral Committee,
Chief Whip,
Fellow Councillors,
Municipal Manager,
Chief Financial Officer,
Directors,
Esteemed Colleagues,
Members of Team Stellenbosch,
Guests,
and Members of the Public,

Goeiemôre, molweni, as-salamu alaykum, good morning.

It is once again my honour and privilege to table the proposed budget for the 2026/2027 financial year. This budget is the result of careful planning, responsible financial management, and meaningful engagement with our communities. It reflects our continued commitment to building a resilient, inclusive and prosperous Stellenbosch for all who call it home.

A BUDGET FOR ALL THE PEOPLE

Speaker, this is a budget that speaks to every resident in our municipal area — from Langrug to Lanquedoc, Kylemore to Kayamandi, Jamestown to Johannesburg, Mostertsdrift to Ida's Valley, Cloetesville to Klapmuts, and beyond.

As I have said before, and I repeat today: this must be a budget for ALL PEOPLE.

We table this budget at a time when the broader economic environment remains uncertain. South Africa continues to face slow growth, rising costs of living, unemployment pressures and infrastructure constraints. Yet, despite these challenges, Stellenbosch Municipality continues to stand strong.

We remain financially stable, well-governed and forward-looking. While many municipalities struggle with basic service delivery and financial sustainability, Stellenbosch continues to demonstrate that good governance, discipline and integrity deliver real results.

It is both an honour and a privilege for me to present the draft budget for the 2026/2027 financial year before this Council today. This is not merely a procedural step, but an important milestone in our governance process — one that now opens the door for meaningful public participation as part of our Integrated Development Plan process.

Speaker, this draft budget will be tabled for public comment, ensuring that every resident of Stellenbosch has the opportunity to engage, to contribute, and to shape the future of our municipality. This is participatory democracy in action — where the voices of our communities are not only heard, but actively inform the decisions we take.

As a municipality, we remain firmly committed to getting the basics done right. Our focus is clear: to improve and sustain the delivery of core municipal services to all communities, without exception. Whether it is water, sanitation, electricity, roads or waste management, our responsibility is to deliver consistently, efficiently and equitably.

We present this draft budget from a position of strength. Stellenbosch Municipality is fortunate to be in a stable and sound financial position, underpinned by strong governance, strict compliance and a proven track record of clean audits. This stability is not accidental — it is the result of disciplined financial management, accountability and an unwavering commitment to doing things right.

Because we do not waste public funds, because we insist on transparency, and because we maintain zero tolerance for mismanagement, we are able to direct our resources where they are needed most. This allows us to invest confidently in new projects, expand infrastructure, and maintain and upgrade our existing critical assets.

Speaker, this is the foundation upon which this draft budget is built — a foundation of trust, responsibility and service to our people.

I now present this draft budget to Council for consideration and for referral to our communities for their valuable input.

TOTAL BUDGET OVERVIEW

The total budget quantum for the 2026/2027 financial year stands at R3 652 455 261, of which:

R3 073 153 410 (84%) is allocated to the operating budget to ensure the continued delivery of essential municipal services.

R579 301 851 (16%) is dedicated to capital investment in infrastructure and long-term development.

This balanced approach ensures that we meet immediate service delivery needs while investing in the future of our municipality.

ECONOMIC OUTLOOK: STELLENBOSCH MUNICIPALITY

Speaker, according to the latest MERO 2024/25 report, Stellenbosch remains a key economic hub within the Cape Winelands District. Our local economy continues to show resilience, supported by a diverse and dynamic economic base.

Key sectors driving our economy include:

- Finance, Insurance, Real Estate and Business Services (29.3%)
- Wholesale and Retail Trade, Catering and Accommodation (16.2%)
- Manufacturing (15.5%)
- Agriculture and Agri-processing
- Tourism
- Education

This diversity is our strength. It positions Stellenbosch to weather economic shocks and sustain long-term growth.

However, we remain mindful of the challenges:

- Economic volatility
- Unemployment pressures
- Rapid urbanisation and infrastructure demand
- Spatial inequality
- Climate and environmental risks

STRATEGIC RESPONSE AND CAPITAL EXPENDITURE FRAMEWORK (CEF)

To address these challenges, we continue to utilise our Capital Expenditure Framework (CEF), aligned with our Integrated Development Plan and Spatial Development Framework.

Through this approach, we prioritise investment in areas that will have the greatest economic and social impact, particularly Priority Development Areas.

Our strategic interventions include:

Infrastructure Investment

Upgrading roads, electricity networks and bulk services

Expanding waste management and mobility infrastructure

Developing Local Economic Development hubs

Job Creation and Skills Development

Public employment programmes and EPWP initiatives

Local labour sourcing in municipal projects

Skills development aligned to key sectors

In this regard, we have committed R36 million per year from our own funding towards the Expanded Public Works Programme (EPWP) — a clear demonstration of our commitment to job creation and poverty alleviation.

Housing and Urban Development

Affordable housing programmes

Expansion of water and sanitation services

Development in Priority Development Areas

Renewable Energy and Sustainability

Investment in solar and alternative energy

Reducing reliance on Eskom

Climate resilience initiatives

Tourism and SME Support

Strengthening tourism infrastructure

Supporting small businesses and emerging farmers

CAPITAL BUDGET HIGHLIGHTS

Although the capital budget has slightly decreased to R579,3 million, infrastructure investment remains a priority, with Infrastructure Services showing a 10.25% increase in expenditure.

Key strategic investments include:

- Water: R243.2 million to expand and upgrade bulk supply and replace aging infrastructure
- Sanitation: R200.5 million for wastewater treatment upgrades
- Electricity and Energy: R485.2 million to strengthen energy security and invest in renewable solutions
- Roads and Transport: R325.3 million for road rehabilitation and mobility infrastructure
- Waste Management: R66 million for landfill expansion and recycling initiatives
- Human Settlements: R111.2 million for housing and integrated development
- Safety and Security: R80.3 million for law enforcement, fire services and surveillance

These investments are not just about infrastructure — they are about dignity, opportunity and economic growth.

TARIFF INCREASES AND RELIEF MEASURES

Speaker, we are acutely aware of the financial pressures facing our residents.

We have therefore kept tariff increases as low as possible:

- Property Rates: 6%
- Electricity: 10.71%
- Water: 5.50%
- Sanitation: 6.00%
- Refuse Removal: 6.00%

We continue to provide strong support to vulnerable households through our indigent policy.

Qualifying households earning R7 500 or less per month will receive:

Free sanitation services

Free refuse removal

6 kilolitres of free water per month

100 units of free electricity per month

We also continue to provide rebates for senior citizens and persons with disabilities.

This is how we ensure that no one is left behind.

GOOD GOVERNANCE AND ACCOUNTABILITY

Speaker, our municipality has once again demonstrated excellence in financial management, achieving six consecutive clean audits.

This is not by chance — it is the result of discipline, accountability and a zero-tolerance approach to corruption and mismanagement.

We are custodians of public funds, and we take this responsibility seriously. Every rand spent must deliver value. Every project must serve the people.

CLOSING REMARKS

Speaker, this budget is more than figures on paper — it is a reflection of who we are as a municipality.

It reflects:

Financial stability built on sound governance

A strong and resilient local economy

Responsible fiscal management

Transparent and accountable spending

A firm commitment to service delivery and infrastructure investment

We do not waste money.

We do not tolerate corruption.

We do not compromise on accountability.

Instead, we invest in what matters most — water, electricity, sanitation, roads, housing, safety and opportunity.

Stellenbosch Municipality continues to be a place of hope. A place where governance works. A place where communities are served. A place where the future is being built, responsibly and sustainably.

Let us continue to work together to protect what we have built and to grow it even further.

Honourable Speaker, I hereby proudly table the budget for the 2026/2027 financial year.

I call on all councillors to support this budget — because it is a budget for all the people.

Thank you.

Enkosi.

Baie dankie.

8.6	MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR 12 FEBRUARY 2026 TO 11 MARCH 2026
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Collaborator No:

IDP KPA Ref No: Good Governance and Compliance

Meeting Date: 25 March 2026 and 31 March 2026

1. SUBJECT: MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR 12 FEBRUARY 2026 TO 11 MARCH 2026

2. PURPOSE

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

3. DELEGATED AUTHORITY

Council

For noting.

4. EXECUTIVE SUMMARY

Regulation 36(2) of the Municipal Supply Chain Management Regulations and Section 36 of the Supply Chain Management Policy (2025/2026) stipulate that SCM deviations be reported to the Council. In compliance thereto, this report presents to the Council the SCM deviations that occurred during 12 February 2026 to 11 March 2026.

39TH COUNCIL MEETING: 2026-03-31: ITEM 8.5

NOTED

the deviations approved for the month of 12 February 2026 to 11 March 2026.

NAME	Dalleel Jacobs
POSITION	Senior Manager SCM
DIRECTORATE	Finance
CONTACT NUMBERS	021 808 8137
E-MAIL ADDRESS	Dalleel.Jacobs@ Stellenbosch.gov.za
REPORT DATE	03 March 2026

9.	ITEMS FOR NOTING
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9.1	REPORT/S BY THE EXECUTIVE MAYOR
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NONE

9.2	REPORT/S BY THE SPEAKER
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NONE

9.3	REPORT/S BY THE MUNICIPAL MANAGER [MS G METTLER]
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NONE

10.	CONSIDERATION OF ITEMS BY THE EXECUTIVE MAYOR: [CLLR J FASSER]
10.1	COMMUNITY & PROTECTION SERVICES: (PC: CLLR S HENEKE)
10.1.1	2026/2027 GRANT IN AID APPLICATIONS AND RECOMMENDED DONATIONS

Collaborator No: 802083

IDP KPA Ref No: Dignified Living

Meeting Date: 25 March 2026 and 2026-03-31

1. SUBJECT: 2026/2027 GRANT IN AID APPLICATIONS AND RECOMMENDED DONATIONS

2. PURPOSE

To obtain Council's approval for Grant-in-Aid (GiA) applications and recommended donations for the financial year 2026-2027.

3. DELEGATED AUTHORITY

FOR DECISION BY MUNICIPAL COUNCIL

In terms of Municipal Finance Management Act (MFMA), Act (56 of 2003) Section 17. (3) (e) relating to content of annual budgets and supporting documents.

4. EXECUTIVE SUMMARY

The Grant-in-Aid policy aims to provide a framework for Grant-in-Aid to non-governmental organisations (NGOs), community-based organisations (CBOs), non-profit organisations (NPOs) or non-profit companies (NPC), Public Benefit Organisations (PBO's) and bodies that are used by government as an agency to serve the poor, marginalised or otherwise vulnerable as envisaged by the Grant in Aid Policy approved at the Council Meeting in May 2025.

Grant in Aid is made possible through provisions in the MFMA and associated National Treasury Circular 131 using public funds. Legislation and municipal policy guiding Grant in Aid donations must meet all control measures as required by law when dealing with public funds. All decisions and processes relating to Sect 67 donations must be transparent and accountable to the public.

The recommendations were supported by the Grants Committee on 19-01-2026.

39TH COUNCIL MEETING: 2026-03-31: ITEM 10.1.1**RESOLVED** (majority vote with 4 abstentions)

- (a) that Council notes the organisations that are receiving funding are organisations or bodies serving the poor;
- (b) that Council notes that the Cat A donation allows for a maximum amount of R40 000 to be allocated per organisation;
- (c) that organisations who have NPO registration status as non-compliant, but which can be corrected be given the opportunity to do so;
- (d) that Council considers and approves the recommended donations to organizations as per attached detailed register; and
- (e) that the Accounting Officer certifies to the Auditor General that the compliance requirements in terms of section 67 (1) (a) of the MFMA are uneconomical and unreasonable for organisations receiving Cat A donation.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Michelle Aalbers</i>
POSITION	<i>Manager: Community Development</i>
DIRECTORATE	<i>Community and Protection Services</i>
CONTACT NUMBERS	<i>8408</i>
E-MAIL ADDRESS	<i>Michelle.aalbers@ Stellenbosch.gov.za</i>
REPORT DATE	<i>18/12/2025</i>

10.1.2	REQUEST FOR DEVIATION: STELLENBOSCH NIGHT SHELTER
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Collaborator No: 802086
 IDP KPA Ref No: Dignified Living
 Meeting Date: 25 March 2026 and 31 March 2026

1. SUBJECT: REQUEST FOR DEVIATION: STELLENBOSCH NIGHT SHELTER

2. PURPOSE

To consider and make a recommendation on the request by the Stellenbosch Night Shelter to deviate from the council approved business plan and subsequent approved Grant in Aid donation for 2025/26.

3. DELEGATED AUTHORITY

For approval by Council.

4. EXECUTIVE SUMMARY

A Category B Grant in Aid application was approved for the Stellenbosch Night Shelter for the 2025/26 financial year to the value of R1 646 121,12. The donation was based on a business plan submitted by the applicant and included activities to ensure continuous services at the shelter which were in line with the municipal Grant in Aid Policy. One of the activities were bookkeeping.

The committee of the Night Shelter has since made a decision that changed operations at the shelter. A request (**ANNEXURE A**) to deviate from the approved business plan to support their operational decision was received.

The Grants Committee considered the request (19-01-2026) and support the recommendation to Council.

39TH COUNCIL MEETING: 2026-03-31: ITEM 10.1.2

RESOLVED (nem con)

that the request to deviate from the approved business plan not be approved.

FOR FURTHER DETAILS CONTACT:

NAME	Michelle Aalbers
POSITION	Manager Community Development
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	8408
E-MAIL ADDRESS	Michelle.aalbers@ Stellenbosch.gov.za
REPORT DATE	09/12/2025

10.1.3	USE OF A PORTION OF MOUNTAIN BREEZE CARAVAN PARK TO ESTABLISH THE CANINE UNIT KENNELS AS WELL AS DEPLOYMENT OFFICE FOR CANINE HANDLERS AND TRAINING AREA FOR THE TACTICAL RESPONSE UNIT OF LAW ENFORCEMENT
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good governance and compliance

25 March 2026

1. SUBJECT: USE OF A PORTION OF MOUNTAIN BREEZE CARAVAN PARK TO ESTABLISH THE CANINE UNIT KENNELS AS WELL AS DEPLOYMENT OFFICE FOR CANINE HANDLERS AND TRAINING AREA FOR THE TACTICAL RESPONSE UNIT OF LAW ENFORCEMENT

2. PURPOSE

To request Council approval for the use of a portion of Mountain Breeze caravan park for:

1. The establishment of a K9 Unit Deployment Facility and training area for the Tactical Response Unit (TRU).
2. The construction of:
 - Purpose-built kennels
 - A canine dip tank
 - A service dog training area
 - A Tactical Response training area
 - A deployment office
3. The connection of municipal services (water, sewage and electricity).
4. The phased establishment of a municipal service dog breeding programme to support internal capacity and other municipal K9 units, as requested by the Department of Police Oversight and Community Safety (POCS).
5. The portion of land identified will not impact on the current use of the caravan park and can still go ahead as council envisage.
6. The identified portion used for the K9 kennels and TRU training area, to operate as a stand-alone with no impact on established park.

3. DELEGATED AUTHORITY

For decision by Council.

4. EXECUTIVE SUMMARY

The Municipality continues to experience increasing operational demands relating to:

- Theft and vandalism of municipal infrastructure
- Drug-related activity
- Public order incidents
- High-risk law enforcement operations
- Illegal occupation and trespassing

The K9 Unit and Tactical Response Unit play a critical role in addressing these challenges. However, the absence of a dedicated, purpose-built operational facility limits the efficiency, training capacity and sustainability of these specialised units.

A portion of Mountain Breeze Caravan Park has been identified as a strategically suitable municipal site for the establishment of a K9 Unit and training facility for the Tactical Response and serve as a deployment hub.

39TH COUNCIL MEETING: 2026-03-31: ITEM 10.1.3

Amended recommendations

RESOLVED (majority vote with 4 abstentions)

- (a) that Council Mandates the relevant departments to submit detailed costing and implementation timelines for inclusion in the municipal budget process and be presented to council for final approval; and
- (b) that a Land Use Application be submitted after the Council Approval to change the land use of the portion;
- (c) it be noted that Council approves/supports in-principle the establishment of a K9 Unit deployment Facility and Tactical Response Unit training facility at Mountain Breeze Caravan Park;
- (d) that Council supports in-principle the construction of kennels, dip tank, service dog training area, and
- (e) that Council Supports the phased implementation of a municipal service dog breeding programme to strengthen internal capacity and assist other municipal K9 units, as discussed and requested by POCS.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Charl Kitching</i>
POSITION	<i>Senior Manager: Protection Services</i>
DIRECTORATE	<i>Community and Protection Services</i>
CONTACT NUMBERS	<i>021 808 8815</i>
E-MAIL ADDRESS	charl.kitching@stellenbosch.gov.za
REPORT DATE	<i>24 February 2026</i>

10.1.4	CONSIDERATION BY SENIOR MANAGEMENT FOR THE PRIVATISATION OF THE STELLENBOSCH VEHICLE TESTING STATION AT STELLENBOSCH TRAFFIC SERVICES, IN STELLENBOSCH
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Collaborator No: 802598
 IDP KPA Ref No: Safest Valley
 Meeting Date: 25 March 2026 and 31 March 2026

1. SUBJECT: CONSIDERATION BY SENIOR MANAGEMENT FOR THE PRIVATISATION OF THE STELLENBOSCH VEHICLE TESTING STATION AT STELLENBOSCH TRAFFIC SERVICES, IN STELLENBOSCH

2. PURPOSE

To obtain Council's approval to lease the VTS for ten (10) years and to consult with the public of Stellenbosch Municipality on the proposed leasing of the VTS.

3. DELEGATED AUTHORITY

For decision by the Stellenbosch Municipal Council in terms of Section 59 of the Local Government: Municipal Systems Act 2000 stipulates that: (1) "A municipal council must develop a system of delegations that will maximize administrative and operational efficiency and provide for adequate checks and balances and in accordance with that system.

4. EXECUTIVE SUMMARY

The Stellenbosch VTS currently operates at a financial loss to the municipality. The budget deficiencies over the past financial years for the Traffic Department can in part be attributed to the loss-making VTS. This is so as Regulation 139(1)(b) prohibits Local Government from setting its own tariffs. The Regulation gives the authority to the Provincial Minister responsible for transport. The relatively low tariffs imposed by the MEC resulted in losses incurred by the Municipality as the tariffs do not take the running cost of the facility into account.

Private testing stations are pardoned from predetermined tariffs set by the MEC, hence private operators' appetite to run VTSS.

If our recent visit to the Vredendal Municipality is anything to go by, Stellenbosch Municipality could make a profit from the facility for the first time. Vredendal Municipality has been leasing its facility to the private sector for more than 10 years.

Furthermore, another municipality, namely Mossel Bay Municipality, has also been leasing its facility to the private sector for more than 20 years.

39TH COUNCIL MEETING: 2026-03-31: ITEM 10.1.4**RESOLVED** (majority vote)

- (a) that the Council approves leasing the facility using a tender process in terms of the Supply Chain Management Regulations and Policy for a period of 10 years to be utilized for a VTS;
- (b) that Council consult the community of Stellenbosch in terms of section 16 of the MSA, act 32 of 2000, before going out on tender by placing a notice in the local newspaper and on the Municipality's website; and
- (c) that both license holders and non-license holders are invited to tender, but that preference will be given to license holders through a point system.

FOR FURTHER DETAILS CONTACT:

NAME	Gavin Solomons
POSITION	Chief: Traffic Services
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	021 808 8801
E-MAIL ADDRESS	Gavin.Solomons@ Stellenbosch.gov.za
REPORT DATE	25 February 2026

10.2	SPORT, YOUTH AND CULTURE: (PC: CLLR N OLAYI)
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NONE

10.3	CORPORATE SERVICES: (PC: CLLR L NKAMISA)
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10.3.1	RETURN ITEM: DISPOSAL OF ERF 748 FRANSCHHOEK
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Collaborator No:

IDP KPA Ref No: Good Governance

Meeting Date: 25 March 2026 and 31 March 2026

1. SUBJECT: RETURN ITEM: DISPOSAL OF ERF 748 FRANSCHHOEK

2. PURPOSE

To provide feedback and obtain Council's final approval for the sale of Erf 748 Franschhoek situated in Cabriere Street in Franschhoek.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

On 30 July 2024 Council considered an application by GH Building Supplies to lease Erf 748 Franschhoek for private business purposes. It was however resolved that the property was not needed to provide basic municipal services and that same should be sold on auction and a valuation needs to be obtained to determine a fair market value. A valuation report was obtained, and the auctioneer was instructed to proceed with the auction.

On 31 March 2025 an auction was held at the property by Ikapa Auctioneers and the highest bid received on the day was from Space Link Capital (Pty) Ltd in the amount of R2.55 million. The purchaser was able to pay the deposit on the day to secure the purchase.

An item was before Council for consideration of the offer on 30 April 2025. Council resolved, *inter alia*, that the offer cannot be accepted as it is not market related and granted the purchaser the opportunity to make a higher offer. The purchaser initially indicated that they are willing to make a higher offer but, in the end, decided to not make a higher offer.

A further auction was held on 13 July 2025 and the highest bid received on the day was R2 950 000.00, which offer is market related. The purchaser has made the offer subject to the following three conditions:

1. The Municipality needs to ensure that there is water services supplied to the property;
2. Confirmation that 3-phase power (80kVA) will be provided to the property; and
3. The cell phone tower on the property needs to be removed within three months of accepting the offer.

Council needs to consider whether or not they are accepting the offer and suspensive conditions and continuing with the sale of the property, alternatively provide guidance on the way forward with the property. It is important to note that the connection of services is usually for the account of the owner of the property and not the Municipality.

39TH COUNCIL MEETING: 2026-03-31: ITEM 10.3.1

RESOLVED (majority vote with 9 abstentions)

- (a) that Council takes note of the auction of Erf 748 Franschhoek which was held on 31 March 2025;
- (b) that Council accepts the offer received from Altitude Property Investments (Pty) Ltd which is attached to the item as APPENDIX 2 and approves the sale of Erf 748 Franschhoek, subject to the costs of the connection of the required services being for the account of the buyer; and
- (c) that Council confirms that Helios Towers be informed that the lease agreement is terminated and that the telecommunications tower needs to be deconstructed.

FOR FURTHER DETAILS CONTACT:

NAME	Yolande van den Berg
POSITION	Head: Contract Management
DIRECTORATE	Corporate Services
CONTACT NUMBERS	021-8088073
E-MAIL ADDRESS	Yolande.vandenberg@ Stellenbosch.gov.za
REPORT DATE	23/02/2026

10.3.2	COUNCIL TO CONSIDER THE STATUS OF THE IN PRINCIPLE LEASE APPROVALS
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Collaborator No:

IDP KPA Ref No: Good Governance

Meeting Date: 25 March 2026 and 31 March 2026

1. SUBJECT: COUNCIL TO CONSIDER THE STATUS OF THE IN PRINCIPLE LEASE APPROVALS

2. PURPOSE

For Council to consider the status of the in principle lease approvals, since no competitive process was followed.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

In May 2025 the Municipality received written comments from National Treasury on one of the applications to lease Municipal owned land. In essence Treasury is saying the following:

1. The fact that the Policy on the Management of Stellenbosch Municipality's Immovable Property makes provision for deviation from the competitive process is not in line with the Municipal Finance Management Act and the Municipal Asset Transfer Regulations. In terms of legislation deviation from the competitive process is not allowed and all disposals of Municipal land should have been dealt with in a fair and competitive manner; and
2. The delegation given to the Executive Mayor in consultation with the Executive Mayoral Committee to decide on the disposal of Municipal owned property for a period less than ten years is in contradiction with the Municipal Finance Management Act. This delegation was created and accepted by Council in the updated System of Delegations in June 2022. This delegation is unlawful and should be removed from the System of Delegations as the decision to dispose of municipal land can only be made by Council.
3. The delegation has allowed for the Executive Mayor in consultation with the Executive Mayoral Committee to make decisions which should have been dealt with under the Supply Chain Management Regulations. This delegation allowed for councillors to make decisions on supply chain processes which is strictly prohibited in terms of Section 117 of the Municipal Finance Management Act.

Several applications to lease Municipal land was considered by the Executive Mayor in consultation with the Executive Mayoral Committee and two by Council, and in-principle approvals were given pending the finalisation of a public participation process. All these approvals were given in contradiction with the Municipal Finance Management Act and Municipal Asset Transfer Regulations and therefore needs to be reviewed and rescinded. Due to severe staff shortages in the Property Management Department over the last four years the public participation processes were not finalised and/or return items have not been prepared for final approval. Due to the fact that these approvals are not legal they cannot be implemented and therefore have to be rescinded. These in-principle approvals are for the following properties:

1. Stellenbosch Flying Club (Portion of Farm 502 Stellenbosch);
2. Stellenbosch Riding Club (Portion of Farm 502 Stellenbosch);
3. Technopark Parking (Portion of Erf 9190 Stellenbosch);
4. Happy Folks Parking (Portion of Erf 8116 Stellenbosch);
5. L'Abri Safehouse (Portion of Erf 3363 Stellenbosch);
6. Stellenbosch Animal Welfare (Portion of Farm 183 Stellenbosch);
7. New Apostolic Church La Motte (Erf 4 La Motte);
8. Joleen Pedro Shop (Portion of Erf 104 La Motte);
9. U-turn Homeless Shelter (Portion of Erf 235 Stellenbosch);
10. Mercedes Benz parking (Erf 52 Stellenbosch);
11. Hanna Charity (Portion of Erf 7271 Stellenbosch); and
12. FLX-EV Mini-Bus Taxi Electric Charging Station (Portion of Erf 235 Stellenbosch)

39TH COUNCIL MEETING: 2026-03-31: ITEM 10.3.2**RESOLVED** (majority vote with 4 abstentions)

- (a) that the Municipal Manager and the Executive Mayor as a matter of urgency, engage with National Treasury through the office of the MEC for Local Government in the Western Cape;
- (a) that with the assistance of the office of the MEC deliberations be facilitated with National Treasury; and
- (b) that the outcome of these deliberations and the way forward be presented to Council.

NAME	Yolande van den Berg
POSITION	Head: Contract Management
DIRECTORATE	Corporate Services
CONTACT NUMBERS	021-8088073
E-MAIL ADDRESS	Yolande.vandenberg@ Stellenbosch.gov.za
REPORT DATE	2026/03/09

10.4	FINANCIAL SERVICES: (PC: ALD JC ANTHONY)
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NONE

10.5	HUMAN SETTLEMENTS: (PC: CLLR R DU TOIT)
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10.5.1	ESTABLISHMENT OF A RENTAL HOUSING INFORMATION OFFICE (RHIO) AT STELLENBOSCH MUNICIPALITY
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Collaborator No: 802594
IDP KPA Ref No: Good Governance
Meeting Date: 25 March 2026 and 31 March 2026

1. SUBJECT: ESTABLISHMENT OF A RENTAL HOUSING INFORMATION OFFICE (RHIO) AT STELLENBOSCH MUNICIPALITY

2. PURPOSE

To submit to Council for consideration the proposal by Western Cape Department of Infrastructure: Human Settlements Branch for the Stellenbosch Municipality to establish a Rental Housing Information Office (RHIO) (**APPENDIX 1 & 2**).

3. DELEGATED AUTHORITY

The delegated authority for the approval of establishment of additional functions on the organisational structure is Council.

4. EXECUTIVE SUMMARY

The Western Cape Department of Infrastructure: Human Settlements Branch through the Western Cape Rental Housing Tribunal (WCRHT) had various correspondence with the Office of the Municipal Manager and conducted a presentation to Directorate: Planning and Economic Development on the establishment of the Rental Housing Information Office (RHIO) by the Municipality. The WCHRT in their presentation explained that:

- WCHRT as a legislated institution whose role is to resolve rental housing disputes between landlords and tenants and to educate landlords and tenants about their rights and obligations.
- With the amendment of section 14 of the Rental Housing Act 50 of 1999, it is required that every local municipality establishes RHIOs to bring the services of the Tribunal closer to the citizens.
- They seek to identify areas of collaboration between WCHRT and the Municipality to market the services of the Tribunal through conducting public awareness sessions and community outreach programs.

39TH COUNCIL MEETING: 2026-03-31: ITEM 10.5.1**RESOLVED** (majority vote with 1 abstention)

that Council do not support the establishment of the Rental Housing Information Office in Stellenbosch Municipality.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Anthony Barnes</i>
POSITION	<i>Director Planning and Economic Development</i>
DIRECTORATE	<i>Planning and Economic Development</i>
CONTACT NUMBERS	<i>021-808 8493</i>
E-MAIL ADDRESS	<i>Anthony.Barnes@stellenboch.gov.za</i>
REPORT DATE	<i>16 March 2026</i>

10.6	INFRASTRUCTURE SERVICES : (PC : R PHEIFFER)
10.6.1	DRAFT WASTE RECLAIMER STRATEGY FOR STELLENBOSCH MUNICIPALITY

Collaborator No:

IDP KPA Ref No:

Green & Sustainable Valley

Meeting Date:

25 March 2026 and 31 March 2026

1. SUBJECT: DRAFT WASTE RECLAIMER STRATEGY FOR STELLENBOSCH MUNICIPALITY

2. PURPOSE

Is to obtain approval for the Draft Waste Reclaimer Strategy to be implemented by the Municipality.

3. DELEGATED AUTHORITY

Municipal Council.

4. EXECUTIVE SUMMARY

Stellenbosch Municipality, like other Municipalities in the country have informal waste reclaimers who reclaim waste from bins at households and businesses. These waste reclaimers can also be found on landfill, as in the case with Stellenbosch Municipality.

The National Government has accepted that waste reclaimers are a sector within waste management that needs to be formally recognised, supported, and integrated into the formal waste management sector. For this, national legislative requirements, particularly the National Environmental Management: Waste Act (2008), the National Waste Management Strategy (2020), and the Waste Reclaimer Integration Guideline for South Africa, mandates the progressive integration of informal waste reclaimers into formal waste and recycling systems

Waste reclaimers already play a critical and indispensable role in Stellenbosch's waste economy by recovering high-value recyclable materials from households, businesses and the municipal landfill, thereby reducing landfill disposal volumes, extending landfill lifespan and contributing to environmental protection and climate change mitigation. Despite this contribution, most reclaimers currently operate on the margins of the formal waste management system, without legal recognition, adequate infrastructure, occupational health and safety protection, or structured engagement with the Municipality.

The Draft strategy proposes a structured and phased approach to waste reclaimer integration, centred on strengthening and expanding the role of reclaimers through separation at source, improved market access and formal recognition. Key strategic interventions include the registration and accreditation of reclaimers, provision of identifiable uniforms and PPE, allocation of defined collection routes, establishment of safe and appropriately located sorting facilities, upgrading of landfill-based reclaimer facilities, and enhanced collaboration with Producer Responsibility Organisations, buy-back centres and private sector partners. The strategy also emphasises public awareness campaigns, by-law alignment, data sharing and inclusion of reclaimers as recognised stakeholders in municipal planning and decision-making processes.

39TH COUNCIL MEETING: 2026-03-31: ITEM 10.6.1**RESOLVED** (nem con)

- (a) that Council notes the draft Waste Reclaimer Strategy and supports that the Strategy be circulated for public comments;
- (b) that the draft Waste Reclaimer Strategy be recommended to Council to approve the public participation process; and
- (c) that the relevant comments be incorporated into the document and resubmitted to Council for adoption.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Clayton Hendricks</i>
POSITION	<i>Senior Manager: Waste Management</i>
DIRECTORATE	<i>INFRASTRUCTURE SERVICES</i>
CONTACT NUMBERS	<i>021 -808 8228</i>
E-MAIL ADDRESS	<i>Clayton.hendricks@ Stellenbosch.gov.za</i>
REPORT DATE	<i>25 February 2026</i>

10.6.2	APPROVAL OF THE DRAFT WATER SERVICE DEVELOPMENT PLAN FOR 2025-2027 FOR PUBLIC PARTICIPATION
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Collaborator No: 802672
 IDP KPA Ref No: Good Governance & Compliance
 Meeting Date: 25 March 2026 and 31 March 2026

1. SUBJECT: APPROVAL OF THE DRAFT WATER SERVICE DEVELOPMENT PLAN FOR 2025-2027 FOR PUBLIC PARTICIPATION

2. PURPOSE

To submit the proposed draft 2025-2027 Update of the Water Services Development Plan to Council for approval of the public participation process.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

The Water Services Development Plan contains provisions in support of basic human services, replacement and upgrading of old infrastructure, cleaned piped water, sanitation services and procedures relating to service connections to consumers, services specifications, compliance regulations and obligation matters relating to municipality's Constitutional obligation to effective service delivery, to all relevant legislation.

The Water Services Development Plan (WSDP) must be updated every five years in line with the 5th Generation IDP (Integrated Development Plan) (2022-2027) and 2022-2025 SDF (Spatial Development Framework) as directed by the Water Services Act (Act 108 of 1997) and regulations relating to the Revised Compulsory National Water and Sanitation Services Standards. Sections 12 and 13 of the Water Services Act (Act No 108 of 1997) place a duty on Water Services Authorities (WSA's) to prepare and maintain a WSDP, as part of the process of preparing and maintaining an IDP.

The attached version of the WSDP (2025-2027) aligns the previous WSDP with changes brought about by the continuous development and changes to the 5th Generation IDP and SDF.

A new WSDP will be designed once the new Council has debated and accepted the 6th Generation IDP in 2027 and will align to a 2027–2032-time span.

39TH COUNCIL MEETING: 2026-03-31: ITEM 10.6.2**RESOLVED** (nem con)

- (a) that the content of the 2025-2027 WSDP be noted;
- (b) that the attached Draft Water Service Development Plan (2025-2027) be approved by Council for the purposes of public participation;
- (c) that the Department: Water and Wastewater Services invite public comment on the Water Services Development Plan (2025-2027) by means of a notice in the local media for 21 days;
- (d) that the draft WSDP be made available on the Municipal website for the public participation process; and
- (e) that Water Services Development Plan (2025-2027) return to Council after public comment has been considered and incorporated as necessary.

FOR FURTHER DETAILS CONTACT:

NAME	Deon Louw
POSITION	<i>Acting Senior Manager: Water & Wastewater Services</i>
DIRECTORATE	<i>Infrastructure Services</i>
CONTACT NUMBERS	<i>021 808 8240</i>
E-MAIL ADDRESS	deon.louw@ Stellenbosch.gov.za
REPORT DATE	<i>22 February 2026</i>

10.7	PARKS, OPEN SPACES AND ENVIRONMENT: (PC: CLLR J WILLIAMS)
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NONE

10.8	PLANNING AND LOCAL ECONOMIC DEVELOPMENT AND TOURISM: (PC: CLLR T KUMM)
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10.8.1	CONSIDERATION OF SERVICE DELIVERY MECHANISMS FOR THE PROVISION OF THE TOURISM FUNCTION FOR STELLENBOSCH MUNICIPALITY
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Collaborator No: 802595
IDP KPA Ref No: Good Governance
Meeting Date: 25 March 2026 and 31 March 2026

**1. SUBJECT: CONSIDERATION OF SERVICE DELIVERY MECHANISMS FOR THE
PROVISION OF THE TOURISM FUNCTION FOR STELLENBOSCH MUNICIPALITY**

2. PURPOSE

To present to Council the findings of the Section 78(3) feasibility study and to consider the appropriate service delivery mechanism for the tourism function in Stellenbosch Municipality (WC024).

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

The Section 78 feasibility study considered the current service delivery arrangement and alternative mechanisms for the provision of the municipal destination marketing and tourism functions within the Stellenbosch Municipal area. The study was undertaken in compliance with the Municipal Systems Act and applied a mixed-method approach, combining financial analysis, operational assessment, performance review and institutional capacity evaluation.

The analysis indicates that, under current conditions, an external service delivery mechanism demonstrates comparatively lower operational costs and greater short-term flexibility than an internal delivery option.

Operational and performance assessments demonstrate that the external model has evolved beyond traditional marketing into a broader tourism service delivery role, incorporating visitor information centers, safety programmes, event coordination, sector development and reporting aligned to municipal objectives. This reflects the maturation of the tourism function rather than inefficiency or duplication.

The assessment indicates that internal delivery would present material challenges at this time, primarily due to institutional capacity constraints, skills availability and projected cost implications. An external service delivery mechanism is identified as the most viable option under current conditions, subject to strengthened governance, performance monitoring and contractual arrangements.

39TH COUNCIL MEETING: 2026-03-31: ITEM 10.8.1**RESOLVED** (nem con)

- (a) that Council notes the Feasibility Study which was advertised for a period of thirty (30) days;
- (b) that Council take note of the public comments in support of the external model submitted during the public participation process;
- (c) that Council take note that no feedback was received from the South African Municipal Workers' Union via the Local Labour Forum;
- (d) that Council note the feedback from the Independent Municipal and Allied Trade Union via the Local Labour Forum and notes the response from the Municipal Manager;
- (e) that Council take note of the recommendations from the Feasibility Study as listed under clause 6.2 of the Item; and
- (f) that Council authorises the Municipal Manager to advertise the tender for the appointment of an external service provider(s) to deliver the tourism function on behalf of Stellenbosch Municipality for a fixed term of three (3) years.

FOR FURTHER DETAILS CONTACT:

NAME	Lesley van Gensen
POSITION	<i>Manager: Economic Development and Tourism</i>
DIRECTORATE	<i>Planning and Economic Division</i>
CONTACT NUMBERS	021 808 8179
E-MAIL ADDRESS	Lesley.vangensen@ Stellenbosch.gov.za
REPORT DATE	March 2026

10.9	RURAL MANAGEMENT: (PC: CLLR C MANUEL)
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NONE

10.10	MUNICIPAL MANAGER (G METTLER)
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10.10.1	ADOPTION OF THE REVISED STRATEGIC AND OPERATIONAL RISK REGISTER FOR THE 2025/2026 FINANCIAL YEAR
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance and Compliance
25 March 2026

1. SUBJECT: ADOPTION OF THE REVISED STRATEGIC AND OPERATIONAL RISK REGISTER FOR THE 2025/2026 FINANCIAL YEAR

2. PURPOSE

To submit the Revised Strategic and Operational Risk Register for the 2025/2026 financial year for Council approval.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

The current crisis in the Middle East, which intensified in March 2026, has fundamentally altered the global risk landscape, necessitating an immediate and comprehensive revision of the Strategic Risk Register. This dispute has transcended the boundaries of a regional geopolitical conflict to become a major structural economic shock, creating a "new normal" that directly threatens the continuity and financial sustainability of municipal operations.

The escalation in evictions across the municipal area, compounded by a severe shortage of Temporary Emergency Accommodation (TEA), poses a certain risk for the municipality. Municipalities bear a mandatory constitutional obligation to provide alternative housing for vulnerable evictees.

MSCOA (Municipal Standard Chart of Accounts) is a uniform financial reporting framework aimed at enhancing transparency, accountability, and financial management within South African municipalities. While it has significant benefits, its implementation also poses emerging risks.

These risks are addressed in the revised Strategic and Operational Risk Register (**ANNEXURE A**).

39TH COUNCIL MEETING: 2026-03-31: ITEM 10.10.1**RESOLVED** (nem con)

that Council approves the Strategic and Operational Risk Register (**ANNEXURE A**) for the 2025/2026 financial year.

FOR FURTHER DETAILS CONTACT:

NAME	Helena Priem
POSITION	Chief Risk Officer
DIRECTORATE	Office of the Municipal Manager
CONTACT NUMBERS	8157
E-MAIL ADDRESS	helena.priem@ Stellenbosch.gov.za
REPORT DATE	19 March 2025

11.	CONSIDERATION OF ITEMS, REPORTS, COMMUNICATIONS, PETITIONS AND APPLICATIONS SUBMITTED VIA THE OFFICE OF THE MUNICIPAL MANAGER
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11.1	MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC): [CLLR WF PIETERSEN]
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NONE

12.	REPORTS BY THE MUNICIPAL MANAGER (G METTLER)
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12.1	APPOINTMENT OF SECUNDI'S FOR COUNCILLORS SERVING ON THE MUNICIPAL HONOURS AND MEDALS ADVISORY PANEL
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Collaborator No:

IDP KPA Ref No: *Good Governance and Compliance*

Meeting Date: 31 March 2026

1. SUBJECT: APPOINTMENT OF SECUNDI'S FOR COUNCILLORS SERVING ON THE MUNICIPAL HONOURS AND MEDALS ADVISORY PANEL

2. PURPOSE

To appoint two (2) secundi's for the councillors appointed by Council to serve on the Municipal Honours and Medals Advisory Panel in terms of clause 5 of the Stellenbosch Municipal Honours By-Law of 2025.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The Stellenbosch Municipal Council in 2025 promulgated The Municipal Honours By-Law (**Annexure A**) in terms of which Council can recognise and consider persons for exceptional achievements or for rendering of exceptional, meritorious service in the interest of the municipality. The By-law requires that a Municipal Honours Advisory Panel should advise Council on the conferral of Municipal Honours.

Council approved the appointment of five (5) councillors at the Council meeting on 25 February 2026 to serve on the Municipal Honours Advisory Panel. It is important for Council to appoint two (2) secundi's for the councillors appointed by Council to serve on the Municipal Honours and Medals Advisory Panel should any of the appointed councillors, for whichever reason, stop being a member appointed by Council to serve on the Municipal Honours and Medals Advisory Panel.

39TH COUNCIL MEETING: 2026-03-31: ITEM 12.1**RESOLVED** (nem con)

- (a) that Council appoints three (3) Councillors to serve as secundi's to the Councillors already appointed by Council to serve on the Municipal Honours and Medals Advisory Panel, namely:
- Cllrs XL Mdemka; WC Petersen and A Tomose;
- (b) that Councillors who are appointed by Council to serve on the Municipal Honours and Medals Advisory Panel submit, in writing to the Office of the Municipal Manager, reasons why they cannot continue to serve as a member of the Municipal Honours and Medals Advisory Panel;
- (c) that a secundi appointed by Council takes the place of the councillor who cannot continue to serve on the Municipal Honours and Medals Advisory Panel.

Name	Donovan Muller
Position	Manager: Councillor Support
Directorate	Corporate Services
Contact Numbers	021 808 8314
E-mail Address	Donovan.Muller@ Stellenbosch.gov.za
Report Date	12 March 2026

12.2	TREASURY CIRCULAR MUN NO. 12/2025: CONSISTENT ENFORCEMENT OF CREDIT CONTROL OVER THE FESTIVE SEASON
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Collaborator No: 8/1
 BUDGET KPA Ref No: Good Governance and Compliance
 Meeting Date: 31 March 2026

1. SUBJECT: TREASURY CIRCULAR MUN NO. 12/2025: CONSISTENT ENFORCEMENT OF CREDIT CONTROL OVER THE FESTIVE SEASON

2. PURPOSE

That Council takes note of Treasury Circular Mun No. 12/2025 issued by the Western Cape Government: Provincial Treasury regarding the consistent enforcement of credit control over the festive season.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

The Western Cape Government: Provincial Treasury issued Treasury Circular Mun No. 12/2025 to emphasise the importance of maintaining consistent and effective credit control measures during the festive season.

The circular highlights the risks associated with reduced revenue collection and increased debtor levels during this period and calls on municipalities to ensure that credit control and debt collection policies are applied consistently, fairly, and without exception.

This report is submitted to Council for noting.

39TH COUNCIL MEETING: 2026-03-31: ITEM 12.2

RESOLVED (nem con)

- (a) that Council notes the content of Treasury Circular Mun No. 12/2025: Consistent Enforcement of Credit Control over the Festive Season; and
- (b) Supports the continued strict and consistent implementation of the Municipality's Credit Control and Debt Collection Policy.

FOR FURTHER DETAILS CONTACT:

NAME	Kevin Carolus
POSITION	CFO
DIRECTORATE	Finance
CONTACT NUMBERS	021 808 8528
E-MAIL ADDRESS	Kevin.Carolus@ Stellenbosch.gov.za
REPORT DATE	26 March 2026

12.3	SUBMISSION OF ADJUSTED AND REVISED HUMAN RESOURCE MANAGEMENT POLICIES TO COUNCIL FOR APPROVAL
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance and Compliance

March 2026

1. SUBJECT: SUBMISSION OF ADJUSTED AND REVISED HUMAN RESOURCE MANAGEMENT POLICIES TO COUNCIL FOR APPROVAL

2. PURPOSE

To formally submit the following adjusted and/or revised Human Resource Management policies to Council for consideration and approval, following the completion of the prescribed collective consultation processes:

2.1 Adjustment of the Vehicle Allowance Policy; and

2.2 Performance Management Policy.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

The Municipality is legally obliged to ensure that its Human Resource Management policies remain current, legally compliant, operationally effective and aligned with applicable labour legislation, collective agreements and good governance principles. In pursuit of this obligation, the aforementioned policies were reviewed and/or adjusted to address operational requirements, legislative developments, organisational alignment and best practice within local government.

In compliance with section 23 of the Constitution of the Republic of South Africa, 1996, the Labour Relations Act 66 of 1995, the applicable collective agreements of the South African Local Government Bargaining Council (SALGBC), and the Municipality's consultative framework, the draft policies were referred to the Local Labour Forum (LLF) for consultation.

The LLF, exercising its consultative mandate, in turn referred the policies to the Human Resources Development Sub-Committee for detailed engagement and consultation. The Human Resources Development Sub-Committee convened on various dates since August 2025, during which the policies were substantively considered, debated and refined. The consultative process in respect of all the aforementioned policies was finalised on 28 January 2026, whereafter the policies were confirmed as consultatively concluded and suitable for submission to Council for approval.

Council is accordingly requested to consider and approve the policies as consultatively finalised.

39TH COUNCIL MEETING: 2026-03-31: ITEM 12.3**RESOLVED** (nem con)

- (a) that Council approves the Adjustment of the Vehicle Allowance Policy; and
- (b) that Council approves the Performance Management Policy

as consulted and finalised through the Local Labour Forum and the Human Resources Development Sub-Committee on 28 January 2026 and 12th March 2026 respectively.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Alexander Kannemeyer</i>
POSITION	<i>Senior Manager Human Resources</i>
DIRECTORATE	<i>Corporate Services</i>
CONTACT NUMBERS	<i>021 – 808 8751</i>
E-MAIL ADDRESS	Alexander.Kannemeyer@ Stellenbosch.gov.za
REPORT DATE	<i>16 MARCH 2026</i>

12.4	DRAFT SUSTAINABLE DEVELOPMENT GOALS (SDGs) VOLUNTARY LOCAL REVIEW (VLR) REPORT OF STELLENBOSCH MUNICIPALITY
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Collaborator No:

IDP KPA Ref No: Good Governance and Compliance

Date: Council- 31 March 2026

1. SUBJECT: DRAFT SUSTAINABLE DEVELOPMENT GOALS (SDGs) VOLUNTARY LOCAL REVIEW (VLR) REPORT OF STELLENBOSCH MUNICIPALITY

2. PURPOSE

To submit to the Council the draft Sustainable Development Goals (SDGs) Voluntary Local Review (VLR) Report, for consideration to be released for public participation.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

Stellenbosch Municipality was selected for Phase 2 of the SDG Localisation Programme, focusing on Voluntary Local Reviews (VLRs), asset management, and intergovernmental collaboration. The programme is a partnership between SALGA, the National Planning Commission (NPC), Stats SA, UN agencies, and other stakeholders.

The municipality recognises the strategic importance of this initiative for advancing sustainable development at the local level and reiterates its commitment to aligning municipal planning, implementation, and reporting processes with the broader national and global SDG agenda. In South Africa, the municipal-level VLR process is still emerging, with a few metros and local municipalities having undertaken their first reviews in 2023.

As part of the SDG Localisation Programme, the Stellenbosch Municipality is required to draft a VLR report which will highlight the municipality's contribution in achieving the targets set for the SDGs 2030. However, there are 17 SDGs, and the municipality cannot report on them all comprehensively. Consequently, only six (6) SDGs were selected on which the municipality can realistically report, given the timeframe set by the SDG Localisation programme in which the municipality is participating.

39TH COUNCIL MEETING: 2026-03-31: ITEM 12.4

RESOLVED (nem con)

- (a) that the Council takes note of the draft VLR report; and
- (b) that the Council Approves the draft VLR report to be released for public comment for a period of no less than 21 days.

FOR FURTHER DETAILS CONTACT:

NAME	Geraldine Mettler
POSITION	Municipal Manager
DIRECTORATE	Office of the Municipal Manager
CONTACT NUMBERS	021 – 808 8025
E-MAIL ADDRESS	municipal.manager@ Stellenbosch.gov.za
REPORT DATE	25 March 2026

12.5	NOTIFICATION TO COUNCIL OF THE COMPLETION OF THE 2026/27 ELECTRICITY CONSUMPTION TARIFFS PUBLIC PARTICIPATION PROCESS AS PER NATIONAL ENERGY REGULATOR OF SOUTH AFRICA (NERSA) REQUIREMENTS
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Collaborator No:

IDP KPA Ref No:

Good Governance and Compliance

Date:

Council- 31 March 2026

1. SUBJECT: NOTIFICATION TO COUNCIL OF THE COMPLETION OF THE 2026/27 ELECTRICITY CONSUMPTION TARIFFS PUBLIC PARTICIPATION PROCESS AS PER NATIONAL ENERGY REGULATOR OF SOUTH AFRICA (NERSA) REQUIREMENTS

2. PURPOSE

To notify Council of the outcome of the public participation process that was followed for the proposed Electricity Consumption Tariffs for the 2026-27 financial year as per the National Energy Regulator of South Africa's requirements.

3. DELEGATED AUTHORITY

Municipal Council.

4. EXECUTIVE SUMMARY

The Municipality normally public participates its proposed electricity tariffs for the coming financial year together with the budget process. However, the National Energy Regulator of South Africa (NERSA) has requested all Municipalities to submit their public participated draft tariffs to NERSA by 31 March 2026 for review.

In March 2023, Council adopted the Electricity Distribution Ringfencing and Cost of Supply Study (CoS) (Annexure B), which is valid for five years, and submitted such to NERSA on 25 June 2024.

In preparation for the 2026/27 financial year's electricity tariff application to NERSA, various workshops were held between the municipal appointed tariff modelling consultant, Financial Services and the Electrical Services Departments, and the revised set of proposed tariffs were interrogated in terms of the actual costs of providing the service, the proposals of the Cost of Supply Study which has been escalated per year, the affordability of the consumers, and the differing conditions of supply areas, etc.

Based on these factors, the simple average tariff increase of **10.71%** was proposed in this submission to the Council of 05 March 2026 for public participation, even though there are various different proposed percentage increases in the different tariff categories, as per Annexure A. Kindly note that this does not mean an increase across all categories of the above percentage, but rather the averaged increase for all the different categories of tariffs, which each have their own proposed increase as per the table in Annexure A.

A public participation process was followed by means of advertisements in the media (Die Burger – 10 March – 27 March 2026, Eikestad Nuus -12 March – 27 March 2026, municipal website and social media platforms (Lets Fix It and municipal whatsapp channel 06 March -27 March 2026). Hard copies of the proposed tariffs were also made available for the public to view at the municipal libraries (Annexure C). No input from the public was received.

39TH COUNCIL MEETING: 2026-03-31: ITEM 12.5**RESOLVED** (nem con)

- (a) that Council notes that no input from the public has been received.
- (b) that Council notes the average tariff increase of **10.71%** was public participated.
- (c) that Council approves that the 2026/27 consumption tariff application be submitted to NERSA for consideration and approval.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Nombulelo Zwane</i>
POSITION	<i>Senior Manager: Electrical Services</i>
DIRECTORATE	<i>Infrastructure Services</i>
CONTACT NUMBERS	<i>021 808 8335/ 021 808 8334</i>
E-MAIL ADDRESS	<i>nombulelo.zwane@ Stellenbosch.gov.za</i>
REPORT DATE	<i>27 March 2026</i>

12.6	EVICTIONS STATUS QUO AND PROPOSED TEMPORARY RELOCATION TO IDENTIFIED AREAS WITHIN THE STELLENBOSCH MUNICIPAL AREA (WCO24)
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Collaborator No:

IDP KPA Ref No: Good Governance and Compliance

Date: Council- 31 March 2026

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1. SUBJECT: EVICTIONS STATUS QUO AND PROPOSED TEMPORARY RELOCATION TO IDENTIFIED AREAS WITHIN THE STELLENBOSCH MUNICIPAL AREA (WCO24)

KINDLY NOTE: THIS ITEM WAS WITHDRAWN FROM THE AGENDA

13.	CONSIDERATION OF NOTICES OF QUESTIONS AND NOTICES OF MOTIONS RECEIVED BY THE SPEAKER
13.1	NOTICE OF A MOTION BY CLLR N NTSUNGUZI OF THE ANC: ENVIRONMENTAL CLEAN-UP OF STIEBEUEL RIVER AND LANGRUG AREA

A Notice of a Motion, dated 2026-03-12, was received from Councillor N Ntsunguzi regarding the environmental clean-up of Stiebeuel River and Langrug area.

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

FOR CONSIDERATION

39TH COUNCIL MEETING: 2025-10-23: ITEM 13.2

The Speaker allowed Cllr N Ntsunguzi to put her Motion, duly seconded. After the Motion was motivated, the Speaker allowed debate on the matter.

The matter was put to the vote, yielding a result of majority of Councillors not in support of the Motion.

RESOLVED (majority vote)

that this Motion not be accepted.

13.2	NOTICE OF A QUESTION BY CLLR G PETERSEN OF THE GOOD PARTY: OPENING OF KYLEMORE CEMETERY
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A Notice of a Question, dated 2026-02-02, was received from Councillor G Petersen regarding the opening of Kylemore cemetery.

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

39TH COUNCIL MEETING: 2026-03-31: ITEM 13.2

NOTED

that a response to the question by Cllr G Petersen was provided and the matter thus concluded in the absence of the member.

13.3	NOTICE OF A QUESTION BY CLLR G PETERSEN OF THE GOOD PARTY: SCRAPPING OF THE DWARSRIVER VALLEY SUBSTATION – ELECTRICAL OUTAGES
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A Notice of a Question, dated 2026-02-15, was received from Councillor G Petersen regarding the scrapping of the Dwarsriver Valley substation – electrical outages.

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

39TH COUNCIL MEETING: 2026-03-31: ITEM 13.3

NOTED

that a response to the question by Cllr G Petersen was provided and the matter thus concluded in the absence of the member.

13.4	NOTICE OF A QUESTION BY CLLR M VAN STADE OF THE GOOD PARTY: RESPONSIBILITY FOR MAINTENANCE OF OVERGROWN GRASS NEXT TO IDASVALLEI PRIMARY SCHOOL ALONG RUSTENBERG ROAD
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A Notice of a Question, dated 2026-03-19, was received from Councillor M van Stade regarding the responsibility for maintenance of overgrown grass next to Idasvallei Primary school along Rustenberg Road

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

39TH COUNCIL MEETING: 2026-03-31: ITEM 13.4

NOTED

that a response to the question by Cllr M van Stade was provided and the matter thus concluded in the absence of the member.

13.5	NOTICE OF A QUESTION BY CLLR M VAN STADE OF THE GOOD PARTY: MUNICIPAL LIABILITY FOR FLOODING OF RESIDENTIAL PROPERTIES IN MERRILHOF STREET DUE TO INADEQUATE STORMWATER INFRASTRUCTURE
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A Notice of a Question, dated 2026-03-19, was received from Councillor M van Stade regarding the municipal liability for flooding of residential properties in Merrilhof Street due to inadequate stormwater infrastructure.

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

39TH COUNCIL MEETING: 2026-03-31: ITEM 13.5

NOTED

that a response to the question by Cllr M van Stade was provided and the matter thus concluded in the absence of the member.

14. CONSIDERATION OF URGENT MOTIONS

NONE

15. URGENT MATTERS SUBMITTED BY THE MUNICIPAL MANAGER

NONE

16. REPORTS SUBMITTED BY THE SPEAKER

NONE

17. REPORTS SUBMITTED BY THE EXECUTIVE MAYOR

NONE

18. MATTERS TO BE CONSIDERED IN-COMMITTEE

(SEE PINK DOCUMENTATION)

The meeting adjourned at 14:40.

CHAIRPERSON:**DATE:****Confirmed on**

8.	STATUTORY MATTERS
8.1	MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR 11 MARCH 2026 TO 09 APRIL 2026

Collaborator No:

IDP KPA Ref No: Good Governance and Compliance

Meeting Date: 15 April 2026 and 22 April 2026

1. SUBJECT: MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR 11 MARCH 2026 TO 09 APRIL 2026**2. PURPOSE**

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

3. DELEGATED AUTHORITY

Council

For noting.

4. EXECUTIVE SUMMARY

Regulation 36(2) of the Municipal Supply Chain Management Regulations and Section 36 of the Supply Chain Management Policy (2025/2026) stipulate that SCM deviations be reported to the Council. In compliance thereto, this report presents to the Council the SCM deviations that occurred during 11 March 2026 to 09 April 2026.

5. RECOMMENDATION

that Council notes with the deviations approved for the month of 11 March 2026 to 09 April 2026.

6. DISCUSSION / CONTENTS**6.1. Background/Legislative Framework**

The regulation applicable is as follows:

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

36. (1) A supply chain management policy may allow the accounting officer.

(a) To **dispense with the official procurement processes** established by the policy and to procure any required goods or services through any convenient process, which may include direct negotiations, but only

(i) in an emergency.

(ii) if such goods or services are produced or available from a single provider only.

(iii) for the acquisition of special works of art or historical objects where specifications are difficult to compile.

(iv) acquisition of animals for zoos; or

(v) in any other exceptional case where it is impractical or impossible to follow the official procurement processes; and

(b) to ratify any minor breaches of the procurement processes by an official or committee acting in terms of delegated powers or duties which are purely of a technical nature.

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

6.2. Discussion

Reporting the deviations as approved by the Accounting Officer for 11 March 2026 to 09 April 2026:

No deviations were approved as indicated below:

6.3 Legal Implications

The regulation applicable is:

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

6.4 Staff Implications:

No staff implications

6.5 Previous / Relevant Council Resolutions:

None.

6.6 Risk Implications

That the market may not be tested.

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

6.7 Comments from Senior Management:

The item was not circulated for comment except to Municipal Manager

6.7.1 Municipal Manager

Supports the recommendations.

RECOMMENDATION FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2026-04-15: ITEM 6.1

that Council notes the were no deviations approved for the month of 11 March 2026 to 09 April 2026.

FOR FURTHER DETAILS CONTACT:

NAME	Dalleel Jacobs
POSITION	Senior Manager SCM
DIRECTORATE	Finance
CONTACT NUMBERS	021 808 8137
E-MAIL ADDRESS	Dalleel.Jacobs@ Stellenbosch.gov.za
REPORT DATE	02 April 2026

8.2	OVERSIGHT ROLE OF COUNCIL: SUPPLY CHAIN MANAGEMENT POLICY-REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY OF STELLENBOSCH MUNICIPALITY: QUARTER 3 (01 JANUARY 2026 – 31 MARCH 2026)
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Collaborator No:

IDP KPA Ref No:

Financial Sustainability

Meeting Date:

15 April 2026 and 22 April 2026

1. SUBJECT: OVERSIGHT ROLE OF COUNCIL: SUPPLY CHAIN MANAGEMENT POLICY-REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY OF STELLENBOSCH MUNICIPALITY: QUARTER 3 (01 JANUARY 2026 – 31 MARCH 2026)

2. PURPOSE

To submit to Management a report for the period 01 January 2026 – 31 March 2026 on the implementation of Council's Supply Chain Management Policy. The report covers the performance of the various delegated functions and the implementation thereof.

3. FOR DECISION BY MUNICIPAL COUNCIL

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

4. EXECUTIVE SUMMARY

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

5. RECOMMENDATIONS

- (a) that Council approves this report and **ANNEXURE A** attached to the report, and
- (b) that the report be made public in accordance with section 21A of the Municipal Systems Act.

6 DISCUSSION/CONTENTS

6.1 Background

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

6.2 Constitutional and Policy Implications

Paragraph 2(1) of Council's SCM Policy determines that all officials and other role players in the supply chain management system of the Stellenbosch Municipality must implement the SCM Policy in a way that gives effect to section 217 of the Constitution and Part 1 of Chapter 11 of the Municipal Finance Management Act (56 of 2003) and other applicable provisions of the Act; is fair, equitable, transparent, competitive and cost-effective; complies with the Regulations and any norms and standards that may be prescribed in terms of section 168 of the MFMA; is consistent with other applicable legislation; does not undermine the objective for uniformity in supply chain management systems between organs of state in all spheres; and is consistent with

national economic policy concerning the promotion of investments and doing business with the public sector.

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

6.3 Environmental implications

None.

6.4 Financial Implications

The financial implications are the transactions for the procurement of goods and services that were processed during the 01 January 2026 – 31 March 2026 and the payments that will derive from these commitments.

6.5 Legal Implications

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

6.6 Staff Implications

None.

6.7 Previous / Relevant Council Resolutions

None.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2026-04-15: ITEM 6.2

- (a) that Council approves this report and **ANNEXURE A** attached to the report, and
- (b) that the report be made public in accordance with section 21A of the Municipal Systems Act.

APPENDICES

ANNEXURE A: Report for the period 01 January 2026 – 31 March 2026 on the Implementation of Council's Supply Chain Management Policy

FOR FURTHER DETAILS CONTACT:

NAME	Dalleel Jacobs
CONTACT NUMBERS	8137
E-MAIL ADDRESS	Dalleel.Jacobs@Stellenbosch.gov.za
DIRECTORATE	Supply Chain Management
REPORT DATE	02 April 2026

ANNEXURE A

STELLENBOSCH MUNICIPALITY

IMPLEMENTATION OF SYSTEM – SUPPLY CHAIN MANAGEMENT

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

PERIOD: 01 JANUARY 2026 – 31 MARCH 2026

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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
5(2)(a)	Make a final award above R10 million (VAT included).	Accounting Officer (after considering recommendation of Bid Adjudication Committee)		YES	In the third quarter, there were two (2) final awards above R10 million.
5(2)(b)	Make a final award above R 300 000.00 (VAT included) but not exceeding R10 million (VAT included).	Accounting Officer	Bid Adjudication Committee	YES	In the third quarter, there were ten (10) final awards above R300 000.00 but not exceeding R10 million.
5(2)(c)	Make a final award not exceeding R300 000.00(VAT included) including the appointment of consultants	Accounting Officer	CFO and Senior Manager - SCM and Senior Accountants	YES	Operational Delegations are in place with clear segregation of duties as stipulated in MFMA section 115 (b)
5(3)	Submit to the officials referred to in regulation 5(4) within five days of the end of each month a written report containing particulars of each final award, except procurements made out of petty cash, made during that month, including – (a) the amount of the award. (b) The name of the person to whom the award was made. (c) The reason why the award was made to that person; and (d) the BEE/HDI status of that entity/person.	Bid Adjudication Committee (refer regulation 5(4)(a) Chief Financial Officer – 5(4)(b)	Chief Financial Officer Senior Manager SCM	YES	The awards made were submitted on the following dates within this quarter: 03 February 2026 03 March 2026 02 April 2026
6(1)	Maintain oversight over the implementation of the supply chain management policy	Municipal Council		YES	The Supply Chain Management policy was submitted to council in the last quarter of the previous financial year as part of the Budget Related policies as well as during the first quarter.

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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
14(1)(a)(ii)	Invite prospective providers of goods and services at least once a year through newspapers commonly circulating locally, the website of the municipality	Accounting Officer	Senior: Manager SCM	YES	Done
14(1)(b)	Specify the listing criteria for accredited prospective providers.	Accounting Officer	Chief Financial Officer	YES	Listing criteria are contained within the registration form.
14(1)(c)	Disallow the listing of any prospective provider whose name appears on the National Treasury's database as a person prohibited from doing business with the public sector.	Accounting Officer		YES	SCM consult National Treasury's database of defaulters before awarding tenders and quotations.
14(2)	Update the list of prospective providers at least quarterly to include any additional prospective providers and any new commodities or types of services.	Municipal Council	Chief Financial Officer	YES	Done
15	Requesting reconciliations on petty cash purchases on a monthly basis.	Chief Financial Officer	Manager: Expenditure section	YES	Done
16(c)	If it is not possible to obtain at least three written quotations, record and report quarterly to the accounting officer, or another official designated by the accounting officer, the reasons for this.	Accounting Officer	Chief Financial Officer	YES	This section has been repealed.
16(e)	Record the name of potential providers requested to provide written quotation with their quoted prices.	Accounting Officer	Chief Financial Officer	YES	This section has been repealed
17(1)(c)	Approve the recorded reasons for not obtaining at least three written price quotations.	Chief Financial Officer	Senior Manager SCM & CFO: below R200,000 Accountants: Acquisitions, Contracts and SCM: Accountant Demand and Chief Buyer: below R200,000	YES	Reports were submitted on the following dates within this quarter: 03 February 2026 03 March 2026 02 April 2026

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
17(1)(d)	Record the names of the potential formal written price quotation providers and their written quotations.	Accounting Officer	Senior Manager: Supply Chain Management	YES	
17(2)	Report to the CFO within three days at the end of the month on any approvals given during that month by that the designed official referred to in sub-regulation (1) (c).	Chief Financial Officer	Senior Manager: Supply Chain Management	YES	
18 (a)	All requirements in excess of R30,000 (VAT included) by means of formal written price quotations should be advertised for at least 7 days on the website and municipal official website.	Chief Financial Officer	Senior Manager: Supply Chain Management	YES	Done
18 (b)	When using the list of accredited prospective providers, it should promote ongoing competition amongst providers by inviting providers to submit quotations on a rotational basis.	Chief Financial Officer	Senior Manager: Supply Chain Management	YES	Done
18(c)	We must take all reasonable steps to ensure that the procurement of goods and services through written quotations or formal written price quotations is not abused.	Accounting Officer	Chief Financial Officer	YES	Quotations and Formal written quotations are placed on the website and only opened on the closing date and time and mitigate the risks during the call for quotations.
18(d)	Notify the Accounting Officer or CFO in writing on a monthly basis of all written quotations and formal written price quotations accepted by the official acting in terms of a sub-delegation	Chief Financial Officer	Senior Manager: Supply Chain Management	YES	Reports were submitted on the following dates within this quarter: 03 February 2026 03 March 2026 02 April 2026
22 (b) (i)	The publication notice must contain the closure date for the submission of bids, which may not be less than 3 weeks in case of transactions over R10m (VAT included), or which are of long-term nature, or 14 days in any other case, from date on which the advertisement is placed in a newspaper.	Accounting Officer	Bid Specifications Committee	YES	For the third quarter, sixty-nine (69) tenders specifications served before the Bid Specifications committee.

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
22(2)	The Accounting Officer may determine the closure date for the submission of bids which is less than the 30 days or 14 days requirement, but only if such shorter period can be justified on the grounds of urgency or emergency or any exceptional case where it is impractical or impossible to follow the official procurement process.	Accounting Officer		YES	None
23(a) (i)(ii)	The handling, opening and recording of bids should be (i) be opened in public (ii) must be opened at the same time and as soon as possible after the period for the submission of bids has expired;	Accounting Officer	Senior Manager: Supply Chain Management	YES	Done
23 (c)	(ii) make the register available for public inspection (iii) publish the entries in the register and the bid results on the website of the municipality	Accounting Officer	Senior Manager: Supply Chain Management	YES	Done
24(1)	Negotiate the final terms of a contract with bidders identified through a competitive bidding process as preferred bidders, provided that such negotiation – (a) does not allow any preferred bidder a second or unfair opportunity. (b) is not to the detriment of any other bidder; and (c) does not lead to a higher price than the bid submitted. Minutes of such negotiations must be kept.	Accounting Officer	Relevant user department Head of Department or Director	YES	Provision for the signing of a Form of Tender/Service Level Agreement with successful vendors is being made in the tender documents.
26(1)(b)	Appoint the members of the bid specification, evaluation and adjudication committees, taking into account Section 117 of the MFMA.	Accounting Officer		YES	Done

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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
29(1)(a)	Consider the report and recommendations of the bid evaluation committee.	Accounting Officer	Bid Adjudication Committee	YES	In the third quarter there were seven (7) BAC meetings
29(1)(b)(i)	For bids above R10 million, SCM BAC will make recommendation to the Municipal Manager to make the final award.	Accounting Officer		YES	In the third quarter there were two (2) final awards above R10 million.
29(1)(b)(ii)	Make another recommendation to the accounting officer on how to proceed with the relevant procurement.	Accounting Officer		YES	None.
29(3)	Appoint the chairperson of the bid adjudication committee.	Accounting Officer		YES	Done
29(5)(a)	<p>If a bid adjudication committee decides to award a bid other than the one recommended by the bid evaluation committee, the bid adjudication committee must prior to awarding the bid –</p> <p>(i) check in respect of the preferred bidder whether that bidder's municipal rates and taxes and municipal service charges are not in arrears; and</p> <p>(ii) notify the accounting officer.</p>	Bid Adjudication Committee		YES	None
29(5)(b)	<p>(i) After due consideration of the reasons for the deviation, ratify or reject the decision of the bid adjudication committee referred to in Regulation 29(5)(a); and</p> <p>(ii) If the decision of the bid adjudication committee is rejected, refer the decision of the adjudication committee back to that committee for reconsideration.</p>	Accounting Officer		YES	None

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

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

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

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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
38(1)(b)	Investigate any allegations against an official or other role player of fraud, corruption, favoritism, unfair or irregular practices or failure to comply with the supply chain management policy, and when justified – (i) take appropriate steps against such an official or other role player; or (ii) report any alleged criminal conduct to the South African Police Service.	Accounting Officer	Internal Audit	YES	None
38(1)(c)	Check the National Treasury's database prior to awarding any contract to ensure that no recommended bidder, or any of its directors, is listed as a person prohibited from doing business with the public sector.	Accounting Officer	Senior Manager: Supply Chain Management	YES	The National Treasury website information of the List of Defaulters is currently used to verify.
38(1)(d)	Reject any bid from a bidder – (i) if any municipal rates and taxes or municipal service charges owed by that bidder or any directors to the municipality are in arrears for more than three months. (ii) during the last five years has failed to perform satisfactorily on a previous contract with the municipality or any other organ of state after written notice was given to that bidder that performance was unsatisfactory.	Accounting Officer	Bid Adjudication Committee Senior Manager: Supply Chain Management	YES	Bid Evaluation checklist is in place
38(1)(e)	Reject a recommendation for the award of a contract if the recommended bidder, or any of its directors, has committed a corrupt or fraudulent act in competing for the particular contract.	Accounting Officer	Bid Adjudication Committee Senior Manager: Supply Chain Management	YES	Bid Evaluation checklist is in place
38(1)(f)	Cancel a contract awarded to a person if – the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract; or	Accounting Officer	Bid Adjudication Committee Senior Manager: Supply Chain Management	YES	Bid Evaluation checklist is in place

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

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

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

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

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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
54	In terms of Section 62 of the Municipal Systems Act (Act 32 of 2000 as amended), a person whose rights are affected by a decision taken by the Municipality, in terms of a delegated authority, in the implementation of its supply chain management system, may appeal against that decision by giving written notice of the appeal and reasons to the Municipal Manager within 21 days of the date of the notification of the decision	Accounting Officer	Corporate Services	YES	Done
55	The successful and unsuccessful bidders shall be notified in writing by the Supply Chain Management once a bid has been accepted	Accounting Officer	Senior Manager: Supply Chain Management	YES	Done
56	The Municipality will offer an unsuccessful bidder a debriefing upon request	Accounting Officer	Senior Manager: Supply Chain Management	YES	Done
57	Any failure to fulfil the deliverables in line with the contract or service levels constitutes a material breach or poor performance which will result in the termination of the contract and/or sanctions will be imposed in the form of suspension from the database	Accounting Officer	All Contract Owners	YES	Done
58	The municipality may, prior to the award of a tender, cancel the tender as per the prescribed circumstances	Accounting Officer	Senior Manager: Supply Chain Management	YES	Done
59	Tender documents must include a condition stating clearly that the award of the tender may be subject to price negotiation with the preferred tenderers	Accounting Officer		YES	Done

8.3**MFMA SECTION 52 REPORTING UP TO THE QUARTER ENDING MARCH 2026**

Collaborator No:

IDP KPA Ref No: Financial Sustainability

Meeting Date: 22 April 2026

1. SUBJECT: MFMA SECTION 52 REPORTING UP TO THE QUARTER ENDING MARCH 2026**2. PURPOSE**

To comply with Section 52(d) of the Municipal Finance Management Act and report to Council on the implementation of the budget; and service delivery budget plan of the Municipality for the 3rd Quarter of the 2025/2026 financial year.

3. DELEGATED AUTHORITY**THE EXECUTIVE MAYOR TO SUBMIT TO COUNCIL**

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

"The mayor of a municipality—

(d) must, within 30 days of the end of each quarter; submit a report to the council

4. EXECUTIVE SUMMARY

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

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

This report provides the overall performance of the Municipality for the period 1 January 2026 to 31 March 2026.

5. RECOMMENDATION

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

6. DISCUSSION / CONTENTS**6.1 Background**

To comply with section 52 (d) of the Municipal Finance Management Act and report to Council on the budget; financial and service delivery budget implementation plan of the Municipality for the 3rd quarter of the financial year. The report is indicated under **APPENDIX 1.**

6.2 Discussion

This report illustrates the implementation of the budget as well as the non-financial performance of the municipality for quarter 3.

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

6.3 Financial Implications

None.

6.4 Legal Implications

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

6.5 Staff Implications

This report has no staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions

None

6.7 Risk Implications

None

6.8 Comments from Senior Management

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

6.8.1 Municipal Manager

Supports the recommendations

ANNEXURES

Appendix 1 : Section 52 Report – Third Quarter

FOR FURTHER DETAILS CONTACT:

NAME	Monique Steyl
POSITION	Senior Manager Financial Management Services
DIRECTORATE	Financial Services
CONTACT NUMBER	021 – 808 8512
E-MAIL ADDRESS	Monique.Steyl@ Stellenbosch.gov.za
REPORT DATE	10 April 2026

APPENDIX 1



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QUARTERLY BUDGET MONITORING REPORT

3rd Quarter 2025/26



QUALITY CERTIFICATE

I, **Geraldine Mettler**, the Municipal Manager of Stellenbosch Municipality, hereby certify that the quarterly report the period ending March 2026 has been prepared in accordance with Section 52 of the Municipal Finance Management Act and regulations made under the Act and accordingly submit the required quarterly statement on the state of Stellenbosch Municipality's budget reflecting the particulars up until the end of March 2026.

Name: **Geraldine Mettler**

Municipal Manager of Stellenbosch Municipality- WC024

Signature _____



Date: 22 April 2026

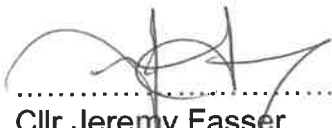
To Council

CERTIFICATE

QUALITY CI

In accordance with Section 52(d) of the Municipal Finance Management Act, I submit the required report on the implementation of the budget and the financial situation of Stellenbosch Municipality reflecting the particulars of the third quarter of the financial year 2025/26.

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



.....
Cllr Jeremy Fasser
Executive Mayor
Date: 22 April 2026

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1. Recommendations

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

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

2. Executive Summary

2.1 Introduction

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

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

2.2 Summary of 2025/26 budget progress / implementation

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

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

Detail	Capital Expenditure	Operating Expenditure	Operating Revenue (excluding capital transfers and contributions)
Original Budget	642 490 175	2 741 080 854	2 869 321 198
Adjustment Budget	594 994 274	2 831 662 033	2 919 127 431
Plan to Date (SDBIP)	376 744 094	1 735 214 668	1 948 113 494
Actual	252 850 425	1 620 902 996	2 077 810 265
Variance to SDBIP	(123 893 669)	(114 311 672)	129 696 771
Year to date % Variance to SDBIP	-32,89%	-6,59%	6,66%

QUARTERLY BUDGET STATEMENT FOR MARCH 2026

3. Operating Revenue

The following table shows the actual operating revenue per National Treasury Reporting regulations against that planned in the SDBIP for the 3rd Quarter of 2025/26.

Operating Revenue by Source

Description	ORIGINAL BUDGET	ADJUSTMENT BUDGET
Exchange Revenue		
Service charges - Electricity	1 215 948 763,00	1 240 948 763,00
Service charges - Water	201 453 009,00	213 953 009,00
Service charges - Waste Water Management	132 112 779,00	132 112 779,00
Service charges - Waste management	112 789 486,00	117 789 486,00
Sale of Goods and Rendering of Services	25 590 670,00	32 590 670,00
Agency services	3 961 303,00	3 961 303,00
Interest earned from Receivables	18 972 172,00	18 972 172,00
Interest earned from Current and Non Current Assets	63 979 577,00	52 979 577,00
Rental from Fixed Assets	14 249 488,00	14 249 488,00
Licence and permits	8 754 465,00	8 754 465,00
Operational Revenue	59 231 238,00	59 231 238,00
Non-Exchange Revenue		
Property rates	571 650 678,00	577 762 768,00
Fines, penalties and forfeits	173 402 829,00	173 402 829,00
Transfer and subsidies - Operational	260 585 383,00	265 779 526,00
Interest	3 425 825,00	3 425 825,00
Operational Revenue	3 213 533,00	3 213 533,00
Total Revenue (excluding capital transfers and contributions)	2 869 321 198	2 919 127 431

QUARTER 3 2025/26		
PLANNED	ACTUAL	VAR
225 673 742	252 117 730	12%
60 769 397	79 450 633	31%
27 216 402	31 429 252	15%
27 130 680	25 182 544	-7%
5 560 638	4 904 823	-12%
292 959	1 081 561	269%
4 796 039	5 743 897	20%
14 576 811	12 259 334	-16%
2 690 612	4 707 625	75%
1 429 717	2 751 132	92%
5 856 910	18 802 493	221%
		0%
133 084 532	124 573 352	-6%
65 380 458	87 951 919	35%
124 920 594	65 962 718	-47%
716 950	1 139 829	59%
719 781	1 378 005	91%
700 816 222	719 436 847	3%

QUARTER 3 2024/25		
PLANNED	ACTUAL	VAR
213 428 163	225 188 983	6%
60 908 420	59 322 756	-3%
27 597 719	30 610 337	11%
27 130 680	23 154 035	-15%
5 582 572	4 874 173	-13%
292 959	936 789	220%
4 796 039	6 537 254	36%
15 143 610	14 887 840	-2%
2 690 612	4 581 869	70%
1 429 717	2 067 448	45%
5 856 910	9 092 453	55%
34 331 350	113 745 905	231%
65 380 485	116 598 501	78%
65 966 619	97 602 836	48%
716 950	1 184 947	65%
-	-	
531 252 805	710 386 126	34%

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

Operating Revenue Variance Report

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

Revenue by Source

1.1 Property Rates

Property rates and service charges water are billed monthly. However, some consumers applied to have their property rates and service charges to be billed annually. This has resulted in an underperformance of R3 448 435 for property rates when compared to the year-to-date budget projections.

3.2 Service charges - Electricity

The municipality has billed R44 601 636 more electricity charges than initially anticipated. The largest overperformance variance was noted for Electricity Sales: Time of use tariffs R40 832 148 and Electricity Sales: Domestic High: Prepaid R14 535 197. This overperformance is a result of increases in consumption.

3.3 Service charges - Waste Water Management

The municipality has billed R17 046 835 more sanitation charges than initially anticipated. The largest overperformance variance was noted for Industrial Wastewater R4 399 573 and sanitation charges R6 927 748. This increase in billings is a result of an increase in usage.

3.3 Service charges - Water

The municipality has billed R15 995 765 more water charges than initially anticipated. The largest overperformance variance was noted for Water Sales: Conventional R12 431 056. This increase in billings is a result of an increase in usage.

3.4 Sale of Goods and Rendering of Services

An overperformance is noted for Sale of Goods and Rendering of Services to the amount of R3 507 850. The items that attributed to the overperformance are as follows:

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

An over performance of R2 410 167 has been noted. This is a result of more lease agreements entered into for encroachments therefore, more payments being received than initially anticipated.

3.4.2 Revenue: Exchange Revenue: Sales of Goods and Rendering of Services: Parking Fees

An over performance of R819 722 has been noted. This is a result of an increase in parking usage due to students being back on the University.

3.5 Transfer and subsidies - Operational

An underperformance is noted for transfers and subsidies to the amount of R6 574 871. The revenue is recognised as and when the conditions of the grants are met and is therefore dependent on the implementation of the grant projects.

3.6 Fines, penalties, and forfeits

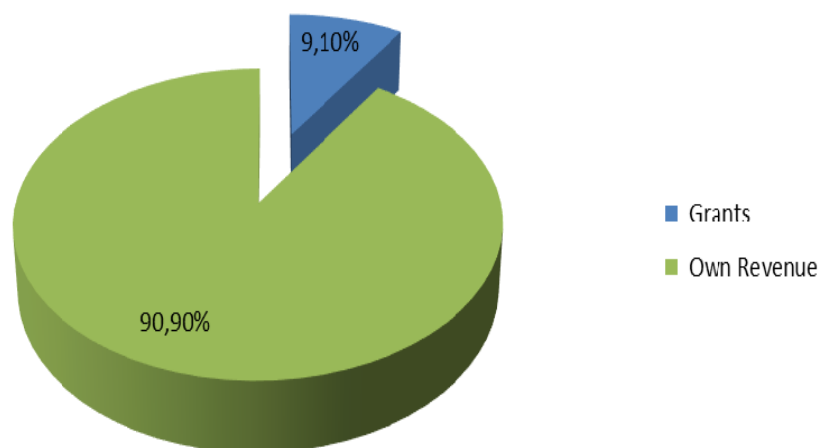
An overperformance was noted to the amount of R53 278 735. The recognition of traffic fines in terms of iGRAP 1 will be done monthly, including the journal processed on the financial system.

QUARTERLY BUDGET STATEMENT FOR MARCH 2026

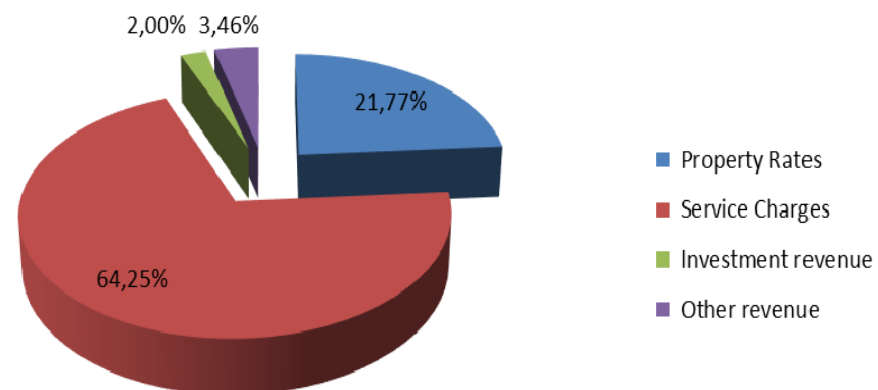
Stellenbosch municipality is not dependant on grant funding to fund the operating budget as is evident in the graph below.

Own revenue consists mainly of service charges at 64.25 per cent of the 2 653 347 905 billion own revenue budget.

Funding of the 2025/26 operating budget



Composition of own revenue



QUARTERLY BUDGET STATEMENT FOR MARCH 2026

4. Operating Expenditure

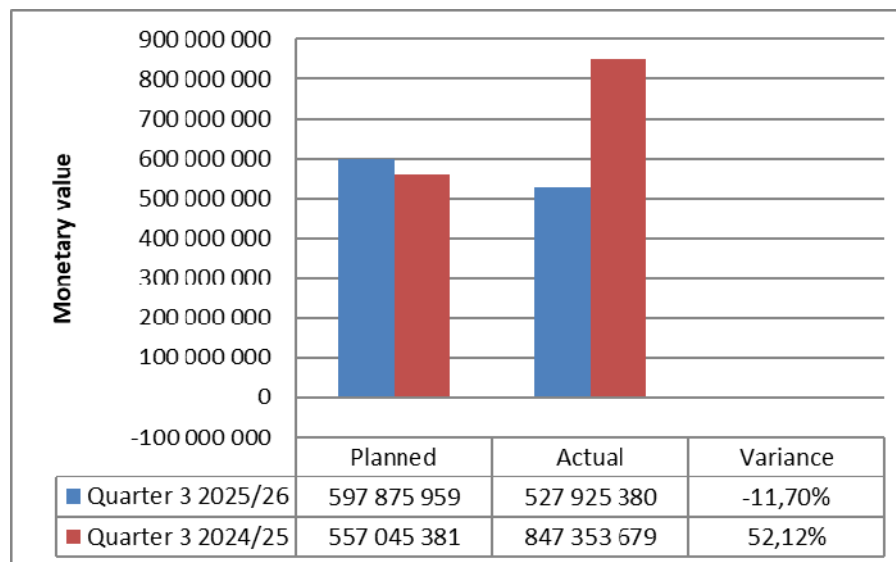
The following table illustrates the actual operating expenditure for each Directorate against planned expenditure in the SDBIP for the 3rd Quarter of 2025/26.

Operating Expenditure (Per Directorate):

DIRECTORATE	ORIGINAL BUDGET	AMENDED BUDGET	QUARTER 3 2025/26		QUARTER 3 2024/25		YEAR TO DATE 2025/26	
			PLANNED	ACTUALS	PLANNED	ACTUALS	PLANNED	ACTUALS
Municipal Manager	23 693 262	24 654 689	5 711 357	4 887 447	4 297 100	9 621 134	15 148 715	14 574 836
Planning & Development	130 807 404	134 714 474	35 192 652	24 454 237	25 349 356	55 078 485	90 603 557	77 651 760
Infrastructure Services	1 636 652 537	1 706 899 622	375 354 292	299 435 440	352 410 872	437 349 413	1 103 799 318	972 866 061
Community and Protection Services	568 392 787	578 103 041	108 573 580	93 632 298	99 107 829	200 009 067	294 987 205	284 739 795
Corporate Services	236 951 689	238 980 229	40 465 054	34 330 689	45 946 922	86 008 832	121 580 349	122 813 752
Financial Services	144 583 175	148 309 978	32 579 024	71 185 268	29 933 302	59 286 750	109 095 524	148 256 793
TOTALS	2 741 080 854	2 831 662 033	597 875 959	527 925 380	557 045 381	847 353 679	1 735 214 668	1 620 902 996

During the third quarter of the financial year the directorates spent R527 925 380, 11.7% less than the planned expenditure. At the same period last year, the directorates spent R847 353 679, 52% more than the planned expenditure.

QUARTERLY BUDGET STATEMENT FOR MARCH 2026



The year on year comparison for the third quarter is 88.30% actual spending rate of the planned operating budget for the financial year 2025/26, compared to a 152.12% actual spending rate for the same period in the previous financial year.

Operating Expenditure Variance Report

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

4.1 Planning and Development Services

The Planning and Development Services directorate planned to spend R90 603 557 of the amended budget. The year- to- date actual expenditure incurred amounted to R77 651 760 which resulted in an underperformance of R12 951 797. The items that attributed to the underperformance are as follows:

4.1.1 Expenditure: Contracted Services: Consultants and Professional Services: Business and Advisory: Project Management (Housing Administration)

The user department planned to spend R3 850 330 of the amended budget. No expenditure has been incurred to date. The user department indicated that a consultant has been appointed and is currently finalising the tender specifications for the appointment of a contractor. These are then expected to serve at the bid specifications committee in April 2026.

4.1.2 Expenditure: Contracted Services: Contractors: Management of Informal Settlements

The user department planned to spend R6 621 834 of the amended budget. The year-to-date actual expenditure incurred amounted to R3 201 650. Orders to the amount of R2 083 558 have been loaded onto the financial system. The user department indicated that the remaining funds will be used in May 2026 for evictions and provision of Wendy houses.

4.1.3 Expenditure: Contracted Services: Consultants and Professional Services: Business and Advisory: Project Management (Planning and development General)

The user department planned to spend R1 355 153 of the amended budget. The year-to-date actual expenditure incurred amounted to R233 452. Orders to the amount of R1 655 078 have been loaded onto the financial system. The user department indicated that a service provider has been appointed for the drafting of the water use licensing application.

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

The user department planned to spend R724 511 of the amended budget. No expenditure has been incurred to date. Orders to the amount of R1 050 235 have been loaded onto the financial system. The user department indicated that a service provider was appointed for the for the implementation of the building plans application management system.

4.1.5 Expenditure: Contracted Services: Consultants and Professional Services: Business and Advisory: Research and Advisory (Local Economic Development)

The user department planned to spend R415 108 of the amended budget. No expenditure has been incurred to date. The user department indicated a service provider was appointed for the drafting of the bi-annual economic intelligence report to be submitted in May 2026.

4.1.6 Expenditure: Inventory Consumed: Consumables: Zero Rated (Housing Administration)

The user department planned to spend R420 489 of the amended budget. The year-to-date actual expenditure incurred amounted to R137 319. The user department indicated that expenditure is incurred as-and-when needed.

4.1.7 Expenditure: Operating Leases: Furniture and Office Equipment (Planning and development General)

The user department planned to spend R611 685 of the amended budget. The year-to-date actual expenditure incurred amounted to R315 335. The user department indicated that the invoice for March 2026 will be submitted for payment in April 2026.

4.1.8 Expenditure: Contracted Services: Contractors: Maintenance of Buildings and Facilities (Local Economic Development)

The user department planned to spend R370 608 of the amended budget. The year-to-date actual expenditure incurred amounted to R141 915. The user department indicated that a service provider has been appointed, and work is expected to commence soon.

4.2 Infrastructure Services

The Infrastructure Services directorate planned to spend R1 103 799 318 of the amended budget. The year-to-date actual expenditure incurred amounted to R972 866 061 which resulted in an underperformance of R130 933 257. The items that attributed to the underperformance are as follows:

4.2.1 Expenditure: Bulk Purchases: Electricity: ESKOM

The user department planned to spend R576 857 144 of the amended budget. The year-to-date actual expenditure incurred amounted to R550 470 169. The user department indicated that the invoices for March 2026 will be received soon and submitted for payment in April 2026.

4.2.2 Expenditure: Contracted Services: Outsourced Services: Refuse Removal (Landfill Site)

The user department planned to spend R19 688 301 of the amended budget. The year-to-date actual expenditure incurred amounted to R13 085 441. Orders to the amount of R8 099 267 have been loaded onto the financial system. The user department indicated that the invoices for March 2026 have been received and will be processed in April 2026.

4.2.3 Expenditure: Inventory Consumed: Materials and Supplies (Engineering Services)

The user department planned to spend R2 000 000 of the amended budget. The year-to-date actual expenditure incurred amounted to R673 548. The user department indicated that expenditure is incurred as and when needed and the current month's expenditure has been lower than envisaged.

4.2.4 Expenditure: Contracted Services: Contractors: Maintenance of Unspecified Assets (Electrical engineering)

The user department planned to spend R1 488 177 of the amended budget. The year-to-date actual expenditure incurred amounted to R211 479. The user department indicated that expenditure is incurred as and when needed and the current month's expenditure has been lower than envisaged.

4.2.5 Expenditure: Contracted Services: Contractors: Prepaid Electricity Vendors

The user department planned to spend R4 173 320 of the amended budget. The year-to-date actual expenditure incurred amounted to R3 003 082. The user department indicated that there is an increase in vending services, and the invoices for the past two months will be submitted for payment.

4.2.6 Expenditure: Contracted Services: Contractors: Maintenance of Unspecified Assets (Storm Water)

The user department planned to spend R3 000 000 of the amended budget. The year-to-date actual expenditure incurred amounted to R1 813 761. Orders to the amount of R1 093 682 have been loaded onto the financial system. The user department indicated

QUARTERLY BUDGET STATEMENT FOR MARCH 2026

that work is currently in progress, and they are in the process of rolling out the winter readiness programme and expediting all maintenance interventions.

4.2.7 Expenditure: Depreciation and Amortisation: Depreciation: Machinery and Equipment

The user department planned to spend R132 480 954 of the amended budget. The year-to-date actual expenditure incurred amounted to R55 086 180. The user department indicated that the necessary amendments to the misalignment will reflect in the next reporting period.

4.3 Community and Protection Services

The Community and Protection Services directorate planned to spend R294 987 205 of the amended budget. The year-to-date actual expenditure incurred amounted to R284 739 795 which resulted in an underperformance of R10 247 410. The items that attributed to the underperformance are as follows:

4.3.1 Expenditure: Contracted Services: Outsourced Services: Traffic Management

The user department planned to spend R10 016 334 of the amended budget. The year-to-date actual expenditure incurred amounted to R6 852 503. The user department indicated that invoices have been submitted for payment. An improvement in expenditure will be seen in the next reporting period.

4.3.2 Expenditure: Transfers and Subsidies: Operational: Monetary Allocations: Households: Social Security Payments: Social Assistance: Grant in Aid

The user department planned to spend R5 800 000 of the amended budget. The year-to-date actual expenditure incurred amounted to R4 552 769. The user department indicated that the approved donation for U-Turn cannot be paid in full as they have not yet obtained a local facility, this has contributed to this variance. Invoices for March for all other approved donations will be received in April 2026.

4.3.3 Expenditure: Contracted Services: Outsourced Services: Business and Advisory: Project Management (Community Development)

The user department planned to spend R2 093 650 of the amended budget. The year-to-date actual expenditure incurred amounted to R553 085. The user department indicated that service providers have been appointed and the project is currently ongoing.

4.3.4 Expenditure: Contracted Services: Outsourced Services: Security Services

The user department planned to spend R46 668 686 of the amended budget. The year-to-date actual expenditure incurred amounted to R45 220 636. The user department indicated that they are awaiting invoices from service providers.

4.3.5 Expenditure: Contracted Services: Outsourced Services: Business and Advisory: Project Management

The user department planned to spend R1 020 175 of the amended budget. The year-to-date actual expenditure incurred amounted to R49 800. The user department indicated that a service provider was appointed for the consolidation of two erven and work is currently in progress.

4.3.6 Expenditure: Contracted Services: Contractors: Maintenance of Buildings and Facilities (Library: Plein Street)

The user department planned to spend R843 156 of the amended budget. The year-to-date actual expenditure incurred amounted to R12 800. The user department indicated that work is currently in progress.

4.4 Corporate Services

The Corporate Services directorate planned to spend R121 580 349 of the budget. The year-to-date actual expenditure incurred amounted to R122 813 752 which resulted in an overperformance of R1 233 403. The items that attributed to the overperformance are as follows:

4.4.1 Expenditure: Operational Cost: Skills Development Fund Levy

The user department planned to spend R2 970 802 of the amended budget. The year-to-date actual expenditure incurred amounted to R4 533 342. The user department indicated that the expenditure is still in line with the amended budget.

4.4.2 Expenditure: Contracted Services: Contractors: Maintenance of Buildings and Facilities

The user department planned to spend R472 924 of the amended budget. The year-to-date actual expenditure incurred amounted to R2 086 712. The user department indicated that there was an increase in maintenance requirements than initially anticipated.

4.5 Financial Services

The Financial Services directorate planned to spend R109 095 524 of the budget. The year-to-date actual expenditure incurred amounted to R148 256 793 which resulted in an overperformance of R39 161 269. The items that attributed to the overperformance are as follows:

4.5.1 Expenditure: Depreciation and Amortisation: Depreciation

The user department planned to spend R1 809 513 of the amended budget. The year-to-date actual expenditure incurred amounted to R47 642 916. The user department indicated that the necessary amendments to the misalignment will reflect in the next reporting period.

QUARTERLY BUDGET STATEMENT FOR MARCH 2026

5. Capital Expenditure

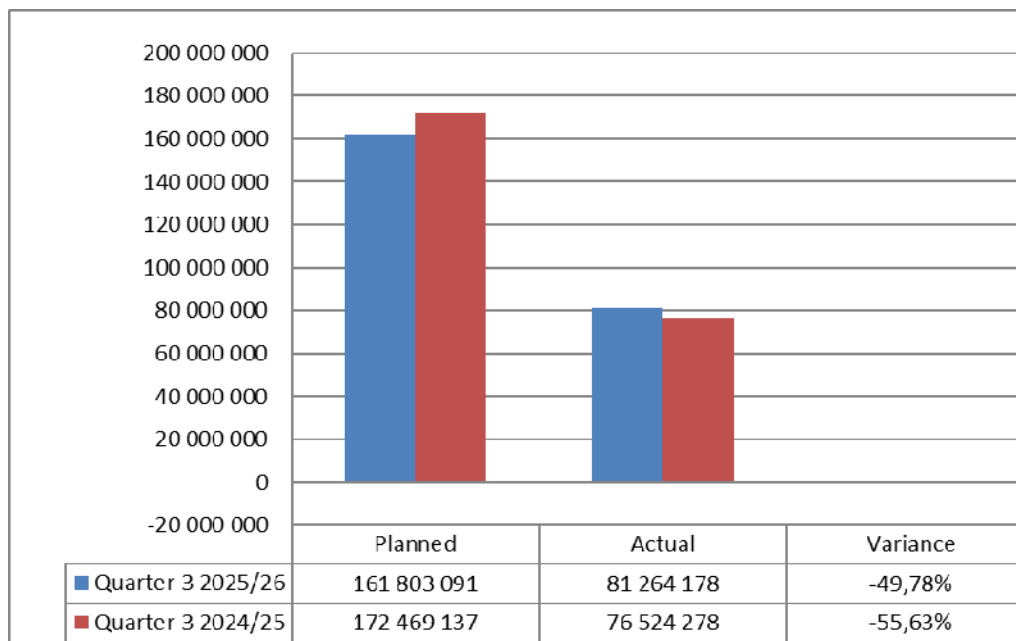
The following table illustrates the actual capital expenditure per directorate against the planned in the SDBIP for the 3rd Quarter of 2025/26.

DIRECTOR	ORIGINAL BUDGET	AMENDED BUDGET
Municipal Manager	100 000	100 000
Planning & Development	35 403 912	34 485 819
Infrastructure Services	470 181 540	404 059 707
Corporate Services	81 584 723	31 663 619
Community and Protection Services	50 920 000	120 385 129
Financial Services	4 300 000	4 300 000
TOTALS	642 490 175	594 994 274

QUARTER 3 2025/26		
PLANNED	ACTUAL EXPENDITURE	VAR %
20 000	312 693	1463%
8 924 428	1 169 238	-87%
108 346 793	60 553 508	-44%
3 571 481	3 744 543	5%
40 940 389	14 946 750	-63%
-	537 446	0%
161 803 091	81 264 178	-50%

QUARTER 3 2024/25		
PLANNED	ACTUAL EXPENDITURE	VAR %
1 198	-	-100%
12 533 604	7 120 729	-43%
124 088 242	52 521 868	-58%
16 440 379	6 763 914	-59%
19 066 210	9 073 313	-52%
339 504	1 044 454	208%
172 469 137	76 524 278	-56%

QUARTERLY BUDGET STATEMENT FOR MARCH 2026



The year-on-year comparison at the end of the third quarter indicates that **R81 264 178** of the planned **R161 803 091** was spent during the third quarter of the **2025/26 financial year**, reflecting a **50.22% expenditure rate**.

In comparison, expenditure for the same period in the **previous financial year** amounted to **R76 524 278** out of a planned **R172 469 137**, resulting in a significantly lower **spending rate of 44.37%**.

This represents a notable increase in the rate of expenditure in the current financial year when compared to the corresponding period of the previous year.

Capital Expenditure Variance Report

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

5.1 Planning and Development

The Directorate planned to spend R18 9321 392 of the amended budget. The year-to-date actual expenditure incurred amounted to R10 702 892. This resulted in an underperformance of R8 228 500. The projects that attributed to the underperformance are as follows:

5.1.1 Upgrading of Flats: General

The user department planned to spend R3 251 824 of the amended budget. The year-to-date actual expenditure incurred amounted to R2 251 824. The user department indicated that they will be utilising an existing tender for the resurfacing of the parking areas.

5.1.2 Rehabilitation of Langrug Dam and Engineering Services

The user department planned to spend R3 730 769 of the amended budget. The year-to-date actual expenditure incurred amounted to R1 078 344. Orders to the amount of R3 150 941 have been loaded onto the financial system. The user department indicated that a resolution was taken with regards to the environmental concerns raised and the project will continue within the bounds and scope given by the Department of environmental affairs and development planning.

5.1.3 Upgrading of Lapland wastewater

The user department planned to spend R1 500 000 of the amended budget. No expenditure has been incurred to date. The user department indicated that the tender for the upgrading of the Lapland sewer line connections has been cancelled due to the non-compliance of bidders. A new tender was advertised and closed at the end of March 2026.

5.1.4 Kayamandi Hostels

The user department planned to spend R896 128 of the amended budget. The year-to-date actual expenditure incurred amounted to R91 128. The user department indicated that the tender for the appointment of electrical consultants is expected to serve at the bid adjudication committee in April 2026.

5.1.5 ISSP Kayamandi

The user department planned to spend R652 180 of the amended budget. The year-to-date actual expenditure incurred amounted to R152 180. The user department indicated that the advert for the appointment of a contractor closed in February 2026 and is currently in the evaluation stage.

5.2 Community and Protection Services

The Directorate planned to spend R80 617 939 of the amended budget. The year-to-date actual expenditure incurred amounted to R57 482 863. This resulted in an underperformance of R23 135 076. The projects that attributed to the underperformance are as follows:

5.2.1 Upgrading: Early Childhood Development Centres on Municipal Land

The user department planned to spend R6 067 202 of the amended budget. The year-to-date actual expenditure incurred amounted to R958 692. Orders to the amount of R3 751 581 have been loaded onto the financial system. The user department indicated that a portion of the project is currently being implemented and they are awaiting invoices from the service provider. The advert of the tender for the second portion of the project was closed in March 2026 and is being evaluated.

5.2.2 Calcatta Memorial Park

The user department planned to spend R41 097 429 of the amended budget. The year-to-date actual expenditure incurred amounted to R31 929 650. Orders to the amount of R15 468 975 have been loaded onto the financial system. The user department indicated that a portion of the project has been completed and all invoices have been paid. A building contractor is currently on site, and the information & communications tender has been awarded.

5.2.3 Specialized Vehicles: Traffic

The user department planned to spend R5 353 018 of the amended budget. The year-to-date actual expenditure incurred amounted to R378 438. Orders to the amount of R4 349 278 have been loaded onto the financial system. The user department indicated that they are awaiting delivery of the vehicles.

5.2.4 Upgrade Stellenbosch Library

The user department planned to spend R5 380 697 of the amended budget. The year-to-date actual expenditure incurred amounted to R3 529 451. Orders to the amount of R480 652 have been loaded onto the financial system. The user department indicated that a service provider has been appointed for the remaining work to be done.

5.2.5 Upgrade of Sport Facilities

The user department planned to spend R5 655 708 of the amended budget. The year-to-date actual expenditure incurred amounted to R4 074 655. Orders to the amount of R994 986 have been loaded onto the financial system. The user department indicated that existing tenders will be utilised for both procurement and labour. A service provider for the procurement has been appointed.

5.3 Infrastructure Services

The Directorate planned to spend R251 340 691 the amended budget. The year-to-date actual expenditure incurred amounted to R168 319 351. This resulted in an underperformance of R83 021 340. The projects that attributed to the underperformance are as follows:

5.3.1 Bulk Water Supply Pipe and Reservoir: Stellenbosch

The user department planned to spend R45 896 981 of the amended budget. The year-to-date actual expenditure incurred amounted to R38 602 649. Orders to the amount of R36 358 538 have been loaded onto the financial system. The user department indicated that the project is in its construction phase, and the contractor is on site.

5.3.2 Bridge Assessment and Design - Lacotte River Flood Resilience

The user department planned to spend R3 000 000 of the amended budget. The year-to-date actual expenditure incurred amounted to R714 418. Orders to the amount of R2 284 493 have been loaded onto the financial system. The user department indicated that service providers have been appointed and work is in progress.

5.3.3 Upgrade of WWTW Wemmershoek

The user department planned to spend R34 250 000 of the amended budget. The year-to-date actual expenditure incurred amounted to R24 072 627. Orders to the amount of R6 646 844 have been loaded onto the financial system. The user department indicated that the contractor and consultant have been appointed and are currently on site and they envisage completion by 30 June 2026.

5.3.4 Upgrade transformers at Main substation 7.5MVA to 20MVA

The user department planned to spend R3 717 223 of the amended budget. The year-to-date actual expenditure incurred amounted to R599 451. Orders to the amount of R1 904 326 have been loaded onto the financial system. The user department indicated that tender BSM 24/26 is awaiting to serve at the bid adjudication committee.

5.3.5 Bien don 66/11kV substation new

The user department planned to spend R15 000 000 of the amended budget. The year-to-date actual expenditure incurred amounted to R242 805. Orders to the amount of R23 000 000 have been loaded onto the financial system. The user department indicated that a contractor has been appointed and work is currently underway, no invoices have been received from the service provider yet.

5.3.6 Bulk Water Supply Pipeline & Pumpstations: Franschhoek

The user department planned to spend R16 772 200 of the amended budget. The year-to-date actual expenditure incurred amounted to R13 067 565. Orders to the amount of R2 977 565 have been loaded onto the financial system. The user department indicated that the final inspection was conducted by the consultant in March 2026 and final payments will be made.

5.3.7 Major Drop-Offs: Construction – Franschhoek

The user department planned to spend R3 165 250 of the amended budget. The year-to-date actual expenditure incurred amounted to R514 665. Orders to the amount of R4 614 369 have been loaded onto the financial system. The user department indicated that they are awaiting invoices from the service provider for work done.

QUARTERLY BUDGET STATEMENT FOR MARCH 2026

5.3.8 Major Drop-Offs: Construction – Klapmuts,

The user department planned to spend R1 656 000 of the amended budget. No expenditure has been incurred to date. Orders to the amount of R241 825 have been loaded onto the financial system. The user department indicated that a contractor was appointed and is finalising the condition assessment report and cost estimates.

5.3.9 Electricity Network: Pniel

The user department planned to spend R2 300 000 of the amended budget. No expenditure has been incurred to date. Orders to the amount of R802 542 have been loaded onto the financial system. The user department indicated that service providers have been appointed and work is currently underway.

5.3.10 Energy Efficiency and Demand Side Management

The user department planned to spend R3 600 000 of the amended budget. No expenditure has been incurred to date. The user department indicated that they will be utilising the existing electrical labour tender for the implementation of the project.

5.3.11 Jan Marais Upgrade: Remove Existing Tx and replace with 20MVA

The user department planned to spend R3 600 000 of the amended budget. No expenditure has been incurred to date. The user department indicated that a service provider has been appointed and the project commenced in March 2026.

5.4 Corporate Services

The Directorate planned to spend R21 454 072 of the amended budget. The year-to-date actual expenditure incurred amounted to R12 459 331. This resulted in an underperformance of R8 994 741. The projects that attributed to the underperformance are as follows:

5.4.1 Kayamandi: Upgrading of Makapula Hall

The user department planned to spend R2 875 000 of the amended budget. No expenditure has been incurred to date. Orders to the amount of R302 920 have been loaded onto the financial system. The user

QUARTERLY BUDGET STATEMENT FOR MARCH 2026

department indicated that the tender is expected to serve at the bid evaluation committee in April 2026.

5.4.3 Fibre Optic Implementation

The user department planned to spend R2 000 000 of the amended budget. No expenditure has been incurred to date. The user department indicated that the tender was appealed which caused a delay, however, the tender has since been awarded, and work is expected to commence.

5.4.4 Purchase and Replacement of Computer/software and Peripheral devices

The user department planned to spend R3 000 000 of the amended budget. The year-to-date actual expenditure incurred amounted to R989 784. The user department indicated that they have applied for an updated business agreement with SETA.

5.4.5 Server Storage expansion and upgrades

The user department planned to spend R1 000 000 of the amended budget. No expenditure has been incurred to date. The user department indicated that the specifications for the procurement of hardware were approved and the tender will be advertised in April 2026.

QUARTERLY BUDGET STATEMENT FOR MARCH 2026

6. Investments and Borrowings**6.1 Investments**

ACC. NR	BANK	Type/ Period	INTEREST RATE	MATURITY DATE	OPENING BALANCE 01 JULY 2025	QUARTER 3		TOTAL INVESTMENTS/ WITHDRAWALS	INTEREST CAPITALISED FOR THE QUARTER UNDER REVIEW	INTEREST ACCRUED YTD	CLOSING BALANCE YTD
						INVEST	WITHDRAWAL				
93-6748-9415	<u>ABSA BANK</u>	CALL	7,200%		11 261 535,17	70 000 000,00	- 40 000 000,00	70 000 000,00	1 801 846,71	4 447 137,15	85 708 672,32
20-8179-5573	A#5573	9 MTHS	8,820%	07-Jul-25	169 344 970,14			- 169 575 720,88	-	230 750,74	0,00
20-8213-6172	A#6172	12 MTHS	8,150%	10-Jul-26	-			100 000 000,00	2 009 589,04	5 917 123,29	105 917 123,29
20-8242-2286	A#2286	12 MTHS	8,350%	24-Feb-27	-	150 000 000,00		150 000 000,00	205 890,41	205 890,41	150 205 890,41
					180 606 505,31	220 000 000,00	(40 000 000,00)	150 424 279,12	4 017 326,17	10 800 901,59	341 831 686,02
03/7881123974/036	<u>NEDBANK</u>	12 MTHS	8,695%	19-Mar-26	204 954 958,90		- 217 390 000,00	-	3 668 575,34	12 435 041,10	-
03/7881123974/037	N#037	10 MTHS	7,900%	19-Jun-26				100 000 000,00	1 947 945,21	4 848 219,18	104 848 219,18
					204 954 959,88		(217 390 000,00)	100 000 000,00	5 616 520,55	17 283 260,27	104 848 219,18
258489367-043	<u>SBSA</u>	9 MNTHS	8,775%	09-Jul-25	43 448 808,09			- 43 527 367,70	-	78 559,61	0,00
258489367-047	S#047	6 MNTHS	7,700%	21-Sep-26	-	120 000 000,00		120 000 000,00	177 205,48	177 205,48	120 177 205,48
258489367-046	S#046	6 MNTHS	8,300%	17-Nov-25	101 046 027,40			- 104 229 589,04	-	3 183 561,64	0,00
					144 494 835,49	120 000 000,00	-	(27 756 956,74)	177 205,48	3 439 326,73	120 177 205,48
INVESTMENT TOTAL					530 056 300,67	340 000 000,00	(257 390 000,00)	222 667 322,38	9 811 052,19	31 523 488,60	566 857 110,67

QUARTERLY BUDGET STATEMENT FOR MARCH 2026

6.2 Borrowings

Lending Institution	Balance 1/01/2026	Received Quarter 3	Interest Capitalised Quarter 3	Capital Repayments Quarter 3	Balance 31/03/2026	Percentage (%)	Sinking Funds
							(R'000)
DBSA	5 001 584	-	-	-	5 001 584	10.25%	
DBSA	42 002 386	-	-	-	42 002 386	9.74%	
NEDBANK	73 858 341	-	-	-	73 858 341	9.70%	
NEDBANK	67 205 231	-	-	-	67 205 231	6.73%	
STANDARD BANK	109 917 383	-	-	-	109 917 383	11.00%	
NEDBANK	58 095 553	-	-	-	58 095 553	9.70%	
NEDBANK	123 701 484	-	-	-	123 701 484	10.71%	
TOTAL	479 781 962	-	-	-	479 781 962		

QUARTERLY BUDGET STATEMENT FOR MARCH 2026

7. Allocations and grant receipts and expenditure for the 3rd Quarter of 2025/26

		EXPECTED	UNSPENT		ACCUMULATED	ACCUMULATED	QUARTER 3	QUARTER 3	UNSPENT
OPERATING & CAPITAL GRANTS	TOTAL 2025/26	ALLOCATION	CONDITIONAL GRANTS (ROLL OVERS)	CAPITAL DEBTORS	ACTUAL RECEIPTS	ACTUAL EXPENDITURE	ACTUAL RECEIPTS	ACTUAL EXPENDITURE	CONDITIONAL GRANTS - 31 March 2026
Unconditional Grant:Equitable Share	231 793 000	231 793 000	-		231 793 000	126 699 272	57 948 000	49 905 142	105 093 728
Grand Total (Unconditional Grants)	231 793 000	231 793 000	-	-	231 793 000	126 699 272	57 948 000	49 905 142	105 093 728
EPWP Integrated Grant for Municipalities	3 202 000	3 202 000			3 202 000	2 074 535	961 000	1 219 972	1 127 466
Local Government Financial Management Grant	1 700 000	1 700 000			1 700 000	495 354	-	279 354	1 204 646
	6 188 000								
Integrated National Electrification Programme (Municipal) Grant		6 188 000			6 188 000	3 709 283	2 165 000	2 649 318	2 478 717
Integrated Urban Development Grant	64 530 000	64 530 000			64 530 000	47 445 977	14 534 000	11 376 973	17 084 023
Energy Efficiency and Demand Side	5 000 000	5 000 000			5 000 000	-	2 000 000	-	5 000 000
Local Government, Water and Related Service SETA	550 000	550 000			-	351 621	-	-	-351 621
Community Development Workers Operational Support Grant	38 000	38 000			38 000	1 247	-	-	36 753
Community Library Service Grant	15 538 579	11 576 000	3 962 579		11 576 000	13 468 232	3 858 000	6 066 663	-1 892 232
Human Settlements Development Grant	17 283 614	16 000 000	1 283 614		-	306 573	-	-	-306 573
Informal Settlements Upgrading Partnership Grant: Provinces	15 912 485	14 212 000	1 700 485	-	7 218 000	2 028 644	-	298 569	5 189 356
Title Deeds Restoration Grant	1 162 000	1 162 000		-	482 767		482 767	-	482 767
Integrated Transport Planning	656 000	656 000			656 000	406 674	-	406 674	249 326
Maintenance and Construction of Transport Infrastructure	335 000	335 000			335 000	-	335 000	-	335 000
Regional Socio-Economic Project/violence through urban upgrading (RSEP/VPUU)	1 337 008	800 000							
			537 008		800 000	469 213	-	70 000	330 787
Cape Winelands Disaster Grant	500 000	500 000					-	-	-
Cape Wineland District Community safety	100 000	100 000				80 000	-	-	-80 000
Cape Winelands District Municipality(Local Economic Development)	250 000	250 000							
					250 000	75 000	250 000	75 000	175 000
Development of Sport and Recreational Facilities	300 000	300 000			300 000	226 843	300 000	-	73 157
Provincial Acceleration Grant	6 160 529		6 160 529			-	-	-	-
Khaya Lam Free Market Foundation	293 271		293 271		150 000		-	-	150 000
Global Environment Fund (GEF)	2 412 150	2 412 150	-		1 006 126	-	149 642	-	1 006 126
K9 Unit (Resource Funding for Establishment and support of K9 Unit)	400 000	400 000			400 000		400 000	-	400 000
Grand total (Conditional Grants)	143 848 636	129 911 150	13 937 486	-	103 831 892	71 139 195	25 435 408	22 442 523	32 292 697

QUARTERLY BUDGET STATEMENT FOR MARCH 2026

8. Personnel Expenditure

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

Employee - Related Costs	Original Budget	Adjustments Budget	Quarter 3 Budget	Quarter 3 Actual	YTD Budget	YTD Actual	YTD %
Basic Salary and Wages	428 933 361	430 290 560	107 293 054	111 935 298	317 647 813	320 464 521	1%
Bonus	35 332 275	35 332 275	8 833 071	580 447	26 499 213	31 174 808	18%
Acting and Post Related Allowances	963 892	963 892	240 975	168 285	722 925	227 257	-69%
Non Structured	46 078 463	46 078 463	11 519 604	12 868 169	34 558 812	39 163 703	13%
Standby Allowance	16 764 045	16 764 045	4 191 009	4 101 755	12 573 027	12 709 963	1%
Travel or Motor Vehicle	14 521 949	14 521 949	3 630 495	2 865 376	10 891 485	8 515 233	-22%
Accommodation, Travel and Incidental	65 930	67 215	16 806	3 681	50 418	13 145	-74%
Bargaining Council	231 436	230 151	57 546	3 555	172 638	145 301	-16%
Cellular and Telephone	3 381 116	3 381 116	845 283	616 910	2 535 849	1 811 202	-29%
Current Service Cost	6 285 000	8 671 000	-	-	-	-	0%
Essential User	926 862	926 862	231 714	193 699	695 142	576 288	-17%
Entertainment	-	-	-	-	-	-	0%
Fire Brigade	3 486 434	3 486 434	871 608	761 909	2 614 824	2 352 470	-10%
Group Life Insurance	6 523 464	6 523 464	1 630 869	2 276 844	4 892 607	6 540 388	34%
Housing Benefits	3 655 660	3 655 660	913 905	753 319	2 741 715	2 189 790	-20%
Interest Cost	24 676 000	26 331 561	-	-	-	-	0%
Leave Gratuity	10 370 784	4 972 024	-	568 210	-	2 273 585	0%
Leave Pay	-	-	-	-	-	-	0%
Long Term Service Awards	5 852 000	5 852 000	-	720 155	-	3 165 892	0%
Medical	34 527 989	34 527 989	8 631 975	8 367 708	25 895 925	25 988 722	0%
Non-pensionable	276 095	276 095	69 027	8 187	207 081	58 619	-72%
Pension	73 550 219	73 550 219	18 387 552	17 708 693	55 162 656	51 843 470	-6%
Scarcity Allowance	1 716 541	1 716 541	429 135	301 066	1 287 405	1 048 855	-19%
Shift Additional Remuneration	5 211 933	5 211 933	1 302 984	1 618 234	3 908 952	4 243 980	9%
Structured	2 921 902	2 921 902	730 476	774 978	2 191 428	2 166 065	-1%
Unemployment Insurance	3 381 543	3 381 543	845 373	665 397	2 536 119	1 968 925	-22%
Totals	729 634 893	729 634 893	170 672 461	167 861 873	507 786 034	518 642 184	2%

The total employee-related cost expenditure incurred for the year amounted to R518 642 184, against a planned expenditure of R507 786 034, resulting in a year-to-date budget overspending of 2%.

The variance is primarily attributable to bonus payments made in November. Despite this variance, the expenditure remains within the approved budget.

QUARTERLY BUDGET STATEMENT FOR MARCH 2026

9. Withdrawals

<i>Consolidated Quarterly Report for period 01/01/2026 to 31/03/2026</i>				
Date	Payee	Amount in R'000	Description and Purpose (including section reference e.g. sec 11(f))	Authorised by (name)
Monthly	Provincial Government Western Cape	9 385 633	The Municipality acts as an agent for PAWC for collection of licencing fees. S 11(e)(i)	Director: Community and Protection Services
Monthly	VERSO Group Insurance and Sanlam Group Insurance	2 607 611	Group Insurance. S11(e) (ii)	Council
Ad Hoc	Investment Management	340 000 000	Investment in accordance with the Cash Management and Investment Policy. S11(h)	Accounting Officer (Municipal Manager)

QUARTERLY BUDGET STATEMENT FOR MARCH 2026

10. Cost Containment Reporting

Measures	Cost Containment In - Year Report													
	Original Budget	Amended Budget	Quarter 1		Saving/ (Over spending)	Quarter 2		Saving/ (Overspending)	Quarter 3		Saving/ (Overspending)	YTD		Saving/ (Over spending)
			Budget	Actual		Budget	Actual		Budget	Actual		Total YTD Budget	Total YTD Actual	
Use of consultants	31 490 112	46 553 158	4 516 590	3 513 501	1 003 089	9 503 589	3 093 161	6 410 428	12 162 767	4 057 579	8 105 188	24 393 467	10 664 241	13 729 226
Vehicles used for political office - bearers	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Accomodation, Travel and Incidental costs	16 646 681	16 987 681	4 161 694	268 062	3 893 632	4 096 453	6 661 254	- 2 564 801	4 542 432	3 384 890	1 157 542	12 795 348	10 314 206	2 481 142
Sponsorships, events and catering	5 360 019	14 200 799	1 263 808	3 786 620	- 2 522 812	5 818 118	5 815 529	2 589	3 269 412	2 377 854	891 558	10 241 112	11 980 002	- 1 738 890
Communication	15 147 259	16 067 259	2 937 727	1 944 395	993 332	3 736 144	3 802 672	- 66 528	3 474 799	2 935 790	539 009	10 262 655	8 682 858	1 579 797
Other related expenditure items	54 263 706	54 263 706	13 572 954	-	13 572 954	13 553 064	30 312 368	- 16 759 304	13 553 142	15 261 381	- 1 708 239	40 679 160	45 573 749	- 4 894 589
Grand Total	122 907 777	148 072 603	26 452 773	9 512 578	16 940 195	36 707 368	49 684 984	- 12 977 616	37 002 552	28 017 494	8 985 058	98 371 742	87 215 056	11 156 686

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

QUARTERLY BUDGET STATEMENT FOR MARCH 2026

[illegible]

QUARTERLY BUDGET STATEMENT FOR MARCH 2026

Item for report	Item longcode	Description	Original Budget	Amended Budget	Quarter 1		Saving/ (Over spending)	Quarter 2		Saving/ (Overspending)	Quarter 3		YTD			Saving/ (Overspending)		
					Budget	Actual		Budget	Actual		Budget	Actual	Total YTD Budget	Total YTD Actual				
Accommodation, Travel and Incidental	IE0050010010010050050000000000000000	Allowance:Travel or Motor Vehicle	151 776	151 776	37 944	-	37 944	37 944	92 539	-	54 595	37 944	43 708	113 832	136 247	-	22 415	
	IE0050010020010050050000000000000000	Allowance:Travel or Motor Vehicle	324 799	324 799	81 201	-	81 201	81 201	120 000	-	38 799	81 201	90 000	243 603	210 000	-	33 603	
	IE0050010020010050070000000000000000	Allowance:Accommodation, Travel and Incidental	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	IE0050010040010050050000000000000000	Allowance:Travel or Motor Vehicle	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	IE0050010070010050050000000000000000	Allowance:Travel or Motor Vehicle	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	IE0050010090010050070000000000000000	Allowance:Accommodation, Travel and Incidental	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	IE0050010100010050050000000000000000	Allowance:Travel or Motor Vehicle	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	IE0050010110010050050000000000000000	Allowance:Travel or Motor Vehicle	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	IE0050010140010050070000000000000000	Allowance:Accommodation, Travel and Incidental	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	IE0050010170010050050000000000000000	Allowance:Travel or Motor Vehicle	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	IE0050020010050010000000000000000000	Allowances:Accommodation, Travel and Incidental	52 870	52 870	13 221	-	13 221	13 221	3 855	-	9 366	13 221	857	39 663	4 712	34 951		
	IE0050020010050060000000000000000000	Allowances:Travel or Motor Vehicle	13 817 354	13 817 354	3 454 344	-	3 454 344	3 454 344	5 407 133	-	1 952 789	3 454 344	2 716 668	10 363 032	8 123 801	2 239 231		
	IE0080010010030000000000000000000000	Allowances and Service Related Benefits:Travelling	212 360	212 360	53 091	-	53 091	53 091	90 000	-	36 909	53 091	45 000	159 273	135 000	24 273		
	IE0080020010030000000000000000000000	Allowances and Service Related Benefits:Travelling	21 205	21 205	5 301	-	5 301	5 301	83 978	-	78 677	5 301	41 989	15 903	125 968	-	110 065	
	IE0080030010030000000000000000000000	Allowances and Service Related Benefits:Travelling	212 360	212 360	53 091	-	53 091	53 091	91 892	-	38 801	53 091	45 992	159 273	137 884	21 389		
	IE0080040010030000000000000000000000	Allowances and Service Related Benefits:Travelling	-	-	-	-	-	-	-	-	-	-	24 000	-	24 000	-	24 000	
	IE0080050010030000000000000000000000	Allowances and Service Related Benefits:Travelling	190 852	190 852	47 712	-	47 712	47 712	209 519	-	161 807	47 712	107 500	143 136	317 019	-	173 883	
	IE0080060010030000000000000000000000	Allowances and Service Related Benefits:Travelling	212 794	212 794	53 199	-	53 199	53 199	133 017	-	79 818	53 199	37 897	159 597	170 915	-	11 318	
	IE0100390000000000000000000000000000	Travel Agency and Visa's	35 858	49 858	8 965	-	8 965	4 000	32 403	-	28 403	21 930	5 611	34 895	38 014	-	3 119	
	IE0100570010010000000000000000000000	Travel and Subsistence:Domestic:Accommodation	481 539	589 539	120 387	107 149	13 238	124 000	143 566	-	19 566	235 386	61 836	474 467	312 552	161 915		
	IE0100570010020000000000000000000000	Travel and Subsistence:Domestic:Daily Allowance	238 782	277 782	59 696	49 868	9 828	35 000	45 443	-	10 443	119 392	16 382	214 088	111 693	102 395		
	IE0100570010030000000000000000000000	Travel and Subsistence:Domestic:Food and Beverage (Served)	402 554	402 554	100 639	66 613	34 026	-	63 264	-	63 264	201 278	111 039	301 917	240 916	61 001		
	IE0100570010040000000000000000000000	Travel and Subsistence:Domestic:Incidental Cost	16 717	16 717	4 185	607	3 578	-	1 038	-	1 038	8 370	68	12 555	1 713	10 842		
	IE0100570010050010000000000000000000	Travel and Subsistence:Domestic:Transport without Operator	36 456	36 456	9 114	414	8 700	-	4 794	-	4 794	18 228	2 883	27 342	8 091	19 251		
	IE0100570010060010000000000000000000	Travel and Subsistence:Domestic:Transport with Operator:Oth	14 600	14 600	3 652	-	3 652	-	-	-	-	7 304	-	10 956	-	10 956		
	IE0100570010060020010000000000000000	Travel and Subsistence:Domestic:Transport with Operator:Put	223 805	403 805	55 952	43 412	12 540	134 349	138 812	-	4 463	131 440	33 458	321 816	215 682	106 134		
Sponsorships, events and catering	IE0030030100000000000000000000000000	Contractors:Catering Services	1 978 052	2 236 052	336 521	370 132	33 611	907 115	708 701	-	198 414	323 885	346 521	1 457 295	1 425 354	31 941		
	IE0030010068000000000000000000000000	Outsourced Services:Catering Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	IE0100020050000000000000000000000000	Advertising, Publicity and Marketing:Gifts and Pro	465 939	465 939	-	177 747	-	177 747	15 000	-	15 000	167 444	1 640	182 444	179 387	3 057		
	IE0030030140000000000000000000000000	Contractors:Event Promoters	2 916 028	11 498 808	927 287	3 238 740	2 311 453	4 896 003	5 106 828	-	210 825	2 778 083	2 029 693	8 601 373	10 375 261	-	1 773 888	
Communication	IE0100150010000000000000000000000000	Communication:Cellular Contract (Subscription and	2 928 720	2 928 720	336 177	522 785	-	186 608	505 278	-	253 705	673 579	474 553	1 515 034	1 756 320	-	241 286	
	IE0100150020000000000000000000000000	Communication:Licences (Radio and Television)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	IE0100150040000000000000000000000000	Communication:Radio and TV Transmissions	3 301 020	4 351 020	636 296	1 051 133	-	414 837	994 462	-	693 610	300 852	953 925	1 050 681	2 698 668	2 795 424	-	96 756
	IE0100150030000000000000000000000000	Communication:Postage/Stamps/Frinking Machines	2 294 250	2 164 250	646 749	203 919	442 830	646 749	512 213	-	134 536	581 470	359 797	1 874 968	1 075 929	799 039		
	IE0100150070000000000000000000000000	Communication:SMS Bulk Message Service	26 000	26 000	5 000	-	5 000	5 000	-	-	5 000	10 000	-	20 000	-	20 000		
	IE0100150090000000000000000000000000	Communication:Telemetric Systems	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	IE0050020010050030000000000000000000	Allowances:Cellular and Telephone	3 190 232	3 190 232	797 565	-	797 565	797 565	1 112 692	-	315 127	797 565	545 510	2 392 695	1 658 202	734 493		
	IE0100150080000000000000000000000000	Communication:Telephone, Fax, Telegraph and Telex	3 407 037	3 407 037	515 940	166 559	349 381	787 090	725 174	-	61 916	458 260	505 250	1 761 290	1 396 983	364 307		
Other related expenditure items	IE0100230030000000000000000000000000	Entertainment:Senior Management	30 600	30 600	18 200	-	18 200	-	-	-	-	-	-	18 200	-	18 200		
	IE0100230020000000000000000000000000	Entertainment:Total for All Other Councillors	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	IE0100230010000000000000000000000000	Entertainment:Executive Mayor	20 808	20 808	1 690	-	1 690	-	-	-	-	78	-	1 768	-	1 768		
	IE0100230040000000000000000000000000	Entertainment:Deputy Executive Mayor	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	IE0100230050000000000000000000000000	Entertainment:Speaker	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	IE0100230060000000000000000000000000	Entertainment:Chief Whip	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	IE0100230070000000000000000000000000	Entertainment:Executive Committee	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	IE0100230080000000000000000000000000	Entertainment:Section 79 committee chairperson	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	IE005002001005009012002000000000000000	Overtime:Non Structured	46 078 463	46 078 463	11 519 604	-	11 519 604	11 519 604	26 295 534	-	14 775 930	11 519 604	12 868 169	34 558 812	39 163 703	-	4 604 891	
	IE005002001005009012004000000000000000	Overtime:Shift Additional Remuneration	5 211 933	5 211 933	1 302 984	-	1 302 984	1 302 984	2 625 747	-	1 322 763	1 302 984	1 618 234	3 908 952	4 243 980	-	335 028	
	IE005002001005009012003000000000000000	Overtime:Structured	2 921 902	2 921 902	730 476	-	730 476	730 476	1 391 087	-	660 611	730 476	774 978	2 191 428	2 166 065	-	25 363	
Grand Total			122 907 777	148 072 603	26 452 773	9 512 578	16 940 195	36 707 368	49 684 984	-	12 977 616	37 002 552	28 017 494	98 371 742	87 215 056	11 156 686		

QUARTERLY BUDGET STATEMENT FOR MARCH 2026

11. Quarterly Budget Statements

Table C1: Quarterly Budget Statement Summary

WC024 Stellenbosch - Table C1 Monthly Budget Statement Summary - Q3 Third Quarter

Description	2024/25	Budget Year 2025/26							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Financial Performance									
Property rates	530 581	571 651	577 763	41 542	448 917	452 366	(3 448)	-1%	577 763
Service charges	1 465 254	1 662 304	1 704 804	133 646	1 090 634	1 015 838	74 796	7%	1 704 804
Investment revenue	61 434	63 980	52 980	4 085	38 747	41 064	(2 317)	-6%	52 980
Transfers and subsidies - Operational	234 414	260 585	265 780	58 707	247 503	254 078	(6 575)	-3%	265 780
Other own revenue	332 917	310 802	317 802	30 855	252 010	184 768	67 241	36%	317 802
Total Revenue (excluding capital transfers and	2 624 600	2 869 321	2 919 127	268 835	2 077 810	1 948 113	129 697	7%	2 919 127
Employee costs	667 075	729 635	729 635	50 452	518 642	507 786	10 856	2%	729 635
Remuneration of Councillors	22 989	24 593	24 593	5 273	20 541	18 445	2 096	11%	24 593
Depreciation and amortisation	206 749	225 960	225 960	-	130 478	169 470	(38 992)	-23%	225 960
Interest	72 867	77 649	70 951	-	25 340	32 352	(7 012)	-22%	70 951
Inventory consumed and bulk purchases	856 759	928 091	995 692	71 335	617 255	654 480	(37 225)	-6%	995 692
Transfers and subsidies	17 868	22 631	14 048	312	7 830	8 812	(982)	-11%	14 048
Other expenditure	655 539	732 522	770 783	34 380	300 817	343 870	(43 053)	-13%	770 783
Total Expenditure	2 499 847	2 741 081	2 831 662	161 752	1 620 903	1 735 215	(114 312)	-7%	2 831 662
Surplus/(Deficit)	124 753	128 240	87 465	107 083	456 907	212 899	244 008	115%	87 465
Transfers and subsidies - capital (monetary allocations)	125 957	98 415	96 121	8 832	55 391	77 013	(21 622)	-28%	96 121
Transfers and subsidies - capital (in-kind)	4 682	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers &	255 391	226 656	183 587	115 915	512 298	289 912	222 386	77%	183 587
Share of surplus/ (deficit) of associate	-	-	-	-	-	-	-	-	-
Surplus/ (Deficit) for the year	255 391	226 656	183 587	115 915	512 298	289 912	222 386	77%	183 587
Capital expenditure & funds sources									
Capital expenditure	473 053	642 490	594 994	33 963	252 850	376 744	(123 894)	-33%	594 994
Capital transfers recognised	157 500	118 636	102 584	9 460	67 382	83 069	(15 687)	-19%	102 584
Borrowing	109 725	198 019	198 019	14 626	64 782	103 601	(38 819)	-37%	198 019
Internally generated funds	201 145	325 835	294 391	9 878	120 686	190 074	(69 388)	-37%	294 391
Total sources of capital funds	468 371	642 490	594 994	33 963	252 850	376 744	(123 894)	-33%	594 994
Financial position									
Total current assets	1 048 095	932 399	865 999		1 446 369				865 999
Total non current assets	6 176 431	7 047 276	6 999 781		6 718 093				6 999 781
Total current liabilities	560 544	498 267	429 324		550 951				429 324
Total non current liabilities	824 107	1 168 172	1 166 288		824 108				1 166 288
Community wealth/Equity	6 276 842	6 313 236	6 270 167		6 277 096				6 270 167
Cash flows									
Net cash from (used) operating	1 021 622	572 998	455 345	27 483	929 817	351 859	(577 958)	-164%	2 831 053
Net cash from (used) investing	(486 602)	(738 582)	(694 702)	(35 560)	(354 631)	426 972	781 603	183%	694 702
Net cash from (used) financing	-	135 804	135 804	-	(20 325)	-	20 325		135 804
Cash/cash equivalents at the month/year end	1 863 617	649 027	575 254	-	2 314 980	1 457 638	(857 343)	-59%	5 421 678
Debtors & creditors analysis									
Debtors Age Analysis	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total
Total By Income Source	102 045	7 847	7 271	6 450	6 341	11 557	35 961	333 044	510 516
Creditors Age Analysis									
Total Creditors	23 845	-	-	-	-	-	-	-	23 845

QUARTERLY BUDGET STATEMENT FOR MARCH 2026

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

WC024 Stellenbosch - Table C2 Monthly Budget Statement - Financial Performance (functional classification) - Q3 Third Quarter

Description	Ref	2024/25	Budget Year 2025/26							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
Revenue - Functional									%	
<i>Governance and administration</i>		720 352	743 393	739 072	67 567	583 987	592 233	(8 246)	-1%	739 072
Executive and council		980	3 585	3 503	37	489	2 324	(1 835)	-79%	3 503
Finance and administration		719 372	739 808	735 569	67 531	583 498	589 908	(6 411)	-1%	735 569
Internal audit		-	-	-	-	-	-	-		-
<i>Community and public safety</i>		230 780	248 319	248 870	27 591	201 332	140 368	60 964	43%	248 870
Community and social services		13 895	18 523	22 561	5 000	24 905	14 473	10 432	72%	22 561
Sport and recreation		778	809	780	80	1 078	321	757	236%	780
Public safety		196 820	188 885	189 460	19 396	164 611	107 629	56 982	53%	189 460
Housing		19 288	40 102	36 069	3 115	10 738	17 944	(7 207)	-40%	36 069
Health		-	-	-	-	-	-	-		-
<i>Economic and environmental services</i>		120 534	96 123	104 946	5 681	71 321	89 669	(18 347)	-20%	104 946
Planning and development		98 633	81 016	89 839	5 046	64 916	80 360	(15 444)	-19%	89 839
Road transport		21 370	13 547	13 547	594	6 270	9 192	(2 922)	-32%	13 547
Environmental protection		530	1 560	1 560	41	135	117	18	16%	1 560
<i>Trading services</i>		1 683 572	1 879 901	1 922 361	176 828	1 276 561	1 202 857	73 703	6%	1 922 361
Energy sources		1 135 871	1 326 497	1 351 497	114 092	846 108	802 556	43 552	5%	1 351 497
Water management		245 639	236 747	249 247	29 508	179 599	164 336	15 263	9%	249 247
Waste water management		165 340	172 165	172 165	17 985	135 758	118 615	17 143	14%	172 165
Waste management		136 723	144 492	149 452	15 242	115 096	117 350	(2 255)	-2%	149 452
<i>Other</i>	4	-	-	-	-	-	-	-		-
Total Revenue - Functional	2	2 755 238	2 967 736	3 015 249	277 667	2 133 201	2 025 126	108 075	5%	3 015 249
Expenditure - Functional										
<i>Governance and administration</i>		367 218	397 039	401 777	22 147	278 472	236 844	41 628	18%	401 777
Executive and council		32 505	39 693	39 695	6 171	29 428	27 328	2 099	8%	39 695
Finance and administration		329 411	349 590	354 124	15 574	244 363	205 208	39 155	19%	354 124
Internal audit		5 302	7 756	7 958	401	4 682	4 308	373	9%	7 958
<i>Community and public safety</i>		535 232	639 347	652 198	30 015	306 124	342 865	(36 741)	-11%	652 198
Community and social services		29 809	57 081	58 477	3 105	36 269	40 908	(4 638)	-11%	58 477
Sport and recreation		73 303	81 539	81 004	4 697	46 044	57 258	(11 214)	-20%	81 004
Public safety		390 529	437 480	445 830	18 716	192 992	203 370	(10 378)	-5%	445 830
Housing		41 591	63 247	66 888	3 497	30 817	41 329	(10 511)	-25%	66 888
Health		-	-	-	-	-	-	-		-
<i>Economic and environmental services</i>		161 639	186 646	190 545	11 717	129 935	133 578	(3 643)	-3%	190 545
Planning and development		78 879	87 905	90 604	4 951	67 463	64 621	2 843	4%	90 604
Road transport		66 783	77 812	78 512	5 598	50 143	54 013	(3 869)	-7%	78 512
Environmental protection		15 977	20 929	21 429	1 167	12 329	14 945	(2 616)	-18%	21 429
<i>Trading services</i>		1 435 757	1 518 048	1 587 142	97 873	906 372	1 021 927	(115 555)	-11%	1 587 142
Energy sources		900 255	960 718	1 030 602	68 532	615 230	677 639	(62 409)	-9%	1 030 602
Water management		174 987	185 692	178 778	8 839	84 688	113 221	(28 533)	-25%	178 778
Waste water management		199 254	217 041	216 977	10 691	113 918	145 941	(32 023)	-22%	216 977
Waste management		161 262	154 598	160 785	9 811	92 536	85 127	7 409	9%	160 785
<i>Other</i>		-	-	-	-	-	-	-		-
Total Expenditure - Functional	3	2 499 847	2 741 081	2 831 662	161 752	1 620 903	1 735 215	(114 312)	-7%	2 831 662
Surplus/ (Deficit) for the year		255 391	226 656	183 587	115 915	512 298	289 912	222 386	77%	183 587

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

QUARTERLY BUDGET STATEMENT FOR MARCH 2026

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

WC024 Stellenbosch - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - Q3 Third Quarter

Vote Description	Ref	2024/25	Budget Year 2025/26							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands										
Revenue by Vote	1									
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER		-	2 412	2 412	-	-	1 809	(1 809)	-100,0%	2 412
Vote 2 - PLANNING AND DEVELOPMENT SERVICES		33 291	51 760	55 266	4 238	26 384	34 528	(8 145)	-23,6%	55 266
Vote 3 - INFRASTRUCTURE SERVICES		1 783 478	1 962 772	2 006 515	181 345	1 332 185	1 275 826	56 359	4,4%	2 006 515
Vote 4 - COMMUNITY AND PROTECTION SERVICES		202 004	209 812	214 396	24 517	190 644	122 540	68 104	55,6%	214 396
Vote 5 - CORPORATE SERVICES		14 493	13 891	13 809	765	8 795	6 850	1 945	28,4%	13 809
Vote 6 - FINANCIAL SERVICES		706 399	727 090	722 851	66 803	575 194	583 573	(8 380)	-1,4%	722 851
Vote 7 - [NAME OF VOTE 7]		-	-	-	-	-	-	-	-	-
Vote 8 - [NAME OF VOTE 8]		-	-	-	-	-	-	-	-	-
Vote 9 - [NAME OF VOTE 9]		-	-	-	-	-	-	-	-	-
Vote 10 - [NAME OF VOTE 10]		-	-	-	-	-	-	-	-	-
Vote 11 - [NAME OF VOTE 11]		-	-	-	-	-	-	-	-	-
Vote 12 - [NAME OF VOTE 12]		-	-	-	-	-	-	-	-	-
Vote 13 - [NAME OF VOTE 13]		-	-	-	-	-	-	-	-	-
Vote 14 - [NAME OF VOTE 14]		-	-	-	-	-	-	-	-	-
Vote 15 - [NAME OF VOTE 15]		-	-	-	-	-	-	-	-	-
Total Revenue by Vote	2	2 739 666	2 967 736	3 015 249	277 667	2 133 201	2 025 126	108 075	5,3%	3 015 249
Expenditure by Vote	1									
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER		16 728	23 693	24 655	1 130	14 575	15 149	(574)	-3,8%	24 655
Vote 2 - PLANNING AND DEVELOPMENT SERVICES		102 475	130 807	134 714	6 927	77 652	90 604	(12 952)	-14,3%	134 714
Vote 3 - INFRASTRUCTURE SERVICES		1 538 143	1 636 653	1 706 900	103 717	972 866	1 103 799	(130 933)	-11,9%	1 706 900
Vote 4 - COMMUNITY AND PROTECTION SERVICES		496 831	568 393	578 103	28 592	284 740	294 987	(10 247)	-3,5%	578 103
Vote 5 - CORPORATE SERVICES		195 729	236 952	238 980	12 678	122 814	121 580	1 233	1,0%	238 980
Vote 6 - FINANCIAL SERVICES		149 803	144 583	148 310	8 708	148 257	109 096	39 161	35,9%	148 310
Vote 7 - [NAME OF VOTE 7]		-	-	-	-	-	-	-	-	-
Vote 8 - [NAME OF VOTE 8]		-	-	-	-	-	-	-	-	-
Vote 9 - [NAME OF VOTE 9]		-	-	-	-	-	-	-	-	-
Vote 10 - [NAME OF VOTE 10]		-	-	-	-	-	-	-	-	-
Vote 11 - [NAME OF VOTE 11]		-	-	-	-	-	-	-	-	-
Vote 12 - [NAME OF VOTE 12]		-	-	-	-	-	-	-	-	-
Vote 13 - [NAME OF VOTE 13]		-	-	-	-	-	-	-	-	-
Vote 14 - [NAME OF VOTE 14]		-	-	-	-	-	-	-	-	-
Vote 15 - [NAME OF VOTE 15]		-	-	-	-	-	-	-	-	-
Total Expenditure by Vote	2	2 499 709	2 741 081	2 831 662	161 752	1 620 903	1 735 215	(114 312)	-6,6%	2 831 662
Surplus/ (Deficit) for the year	2	239 957	226 656	183 587	115 915	512 298	289 912	222 386	76,7%	183 587

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

QUARTERLY BUDGET STATEMENT FOR MARCH 2026

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

WC024 Stellenbosch - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - Q3 Third Quarter

Description	Ref	2024/25	Budget Year 2025/26							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
Revenue									%	
Exchange Revenue										
Service charges - Electricity		1 026 379	1 215 949	1 240 949	89 678	750 421	705 819	44 602	6%	1 240 949
Service charges - Water		209 832	201 453	213 953	24 774	153 383	137 388	15 996	12%	213 953
Service charges - Waste Water Management		127 606	132 113	132 113	10 791	101 973	84 926	17 047	20%	132 113
Service charges - Waste management		101 437	112 789	117 789	8 404	84 857	87 705	(2 848)	-3%	117 789
Sale of Goods and Rendering of Services		39 900	25 591	32 591	1 961	26 900	23 392	3 508	15%	32 591
Agency services		3 817	3 961	3 961	614	2 972	1 865	1 107	59%	3 961
Interest		-	-	-	-	-	-	-	-	-
Interest earned from Receivables		26 447	18 972	18 972	1 884	16 937	14 555	2 382	16%	18 972
Interest earned from Current and Non Current Assets		61 434	63 980	52 980	4 085	38 747	41 064	(2 317)	-6%	52 980
Dividends		-	-	-	-	-	-	-	-	-
Rent on Land		-	-	-	-	-	-	-	-	-
Rental from Fixed Assets		11 733	14 249	14 249	3 083	9 659	7 770	1 890	24%	14 249
Licence and permits		7 896	8 754	8 754	1 029	6 220	5 244	977	19%	8 754
Special rating levies		-	-	-	-	-	-	-	-	-
Operational Revenue		50 025	59 231	59 231	4 699	30 863	28 871	1 992	7%	59 231
Non-Exchange Revenue										
Property rates		530 581	571 651	577 763	41 542	448 917	452 366	(3 448)	-1%	577 763
Surcharges and Taxes		-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits		187 263	173 403	173 403	16 745	151 091	97 812	53 279	54%	173 403
Licence and permits		-	-	-	-	-	-	-	-	-
Transfer and subsidies - Operational		234 414	260 585	265 780	58 707	247 503	254 078	(6 575)	-3%	265 780
Interest		4 522	3 426	3 426	376	2 825	2 799	26	1%	3 426
Fuel Levy		-	-	-	-	-	-	-	-	-
Operational Revenue		-	3 214	3 214	464	4 217	2 461	1 756	71%	3 214
Gains on disposal of Assets		2 317	-	-	-	325	-	325	-	-
Other Gains		(1 003)	-	-	-	-	-	-	-	-
Discontinued Operations		-	-	-	-	-	-	-	-	-
Total Revenue (excluding capital transfers and Expenditure By Type)		2 624 600	2 869 321	2 919 127	268 835	2 077 810	1 948 113	-		2 919 127
Expenditure By Type										
Employee related costs		667 075	729 635	729 635	50 452	518 642	507 786	10 856	2%	729 635
Remuneration of councillors		22 989	24 593	24 593	5 273	20 541	18 445	2 096	11%	24 593
Bulk purchases - electricity		763 604	805 126	875 126	62 338	550 470	576 857	(26 387)	-5%	875 126
Inventory consumed		93 155	122 965	120 566	8 997	66 784	77 623	(10 838)	-14%	120 566
Debt impairment		24 479	77 289	(93 359)	-	-	-	-	-	(93 359)
Depreciation and amortisation		206 749	225 960	225 960	-	130 478	169 470	(38 992)	-23%	225 960
Interest		72 867	77 649	70 951	-	25 340	32 352	(7 012)	-22%	70 951
Contracted services		283 689	328 381	364 627	22 376	174 972	211 115	(36 143)	-17%	364 627
Transfers and subsidies		17 868	22 631	14 048	312	7 830	8 812	(982)	-11%	14 048
Irrecoverable debts written off		176 955	126 724	274 163	5	390	313	77	25%	274 163
Operational costs		161 886	199 498	224 722	11 999	125 455	132 443	(6 987)	-5%	224 722
Losses on Disposal of Assets		348	-	-	-	-	-	-	-	-
Other Losses		8 183	630	630	-	-	-	-	-	630
Total Expenditure		2 499 847	2 741 081	2 831 662	161 752	1 620 903	1 735 215	(114 312)	-7%	2 831 662
Surplus/(Deficit)		124 753	128 240	87 465	107 083	456 907	212 899	114 312	0	87 465
Transfers and subsidies - capital (monetary allocations)		125 957	98 415	96 121	8 832	55 391	77 013	(21 622)	(0)	96 121
Transfers and subsidies - capital (in-kind)		4 682	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & Income Tax		255 391	226 656	183 587	115 915	512 298	289 912	-	-	183 587
Surplus/(Deficit) after income tax		255 391	226 656	183 587	115 915	512 298	289 912	-	-	183 587
Share of Surplus/Deficit attributable to Joint Venture		-	-	-	-	-	-	-	-	-
Share of Surplus/Deficit attributable to Minorities		-	-	-	-	-	-	-	-	-
Surplus/(Deficit) attributable to municipality		255 391	226 656	183 587	115 915	512 298	289 912	-	-	183 587
Share of Surplus/Deficit attributable to Associate		-	-	-	-	-	-	-	-	-
Intercompany/Parent subsidiary transactions		-	-	-	-	-	-	-	-	-
Surplus/ (Deficit) for the year		255 391	226 656	183 587	115 915	512 298	289 912	-	-	183 587

QUARTERLY BUDGET STATEMENT FOR MARCH 2026

Table C5: Monthly Budget Statement – Capital Expenditure

WC024 Stellenbosch - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, functional classification and funding) - Q3 Third Quarter

Vote Description	Ref	2024/25	Budget Year 2025/26							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands	1									
Multi-Year expenditure appropriation	2									
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER		40	100	100	16	84	100	(16)	-16%	100
Vote 2 - PLANNING AND DEVELOPMENT SERVICES		29 731	29 824	31 106	631	8 518	15 935	(7 417)	-47%	31 106
Vote 3 - INFRASTRUCTURE SERVICES		338 562	447 282	382 202	25 067	164 717	243 055	(78 338)	-32%	382 202
Vote 4 - COMMUNITY AND PROTECTION SERVICES		32 523	66 675	90 487	4 208	48 059	58 431	(10 372)	-18%	90 487
Vote 5 - CORPORATE SERVICES		43 743	50 920	31 664	919	12 459	21 454	(8 995)	-42%	31 664
Vote 6 - FINANCIAL SERVICES		9 320	600	857	427	492	600	(108)	-18%	857
Vote 7 - [NAME OF VOTE 7]		-	-	-	-	-	-	-	-	-
Vote 8 - [NAME OF VOTE 8]		-	-	-	-	-	-	-	-	-
Vote 9 - [NAME OF VOTE 9]		-	-	-	-	-	-	-	-	-
Vote 10 - [NAME OF VOTE 10]		-	-	-	-	-	-	-	-	-
Vote 11 - [NAME OF VOTE 11]		-	-	-	-	-	-	-	-	-
Vote 12 - [NAME OF VOTE 12]		-	-	-	-	-	-	-	-	-
Vote 13 - [NAME OF VOTE 13]		-	-	-	-	-	-	-	-	-
Vote 14 - [NAME OF VOTE 14]		-	-	-	-	-	-	-	-	-
Vote 15 - [NAME OF VOTE 15]		-	-	-	-	-	-	-	-	-
Total Capital Multi-year expenditure	4,7	453 918	595 400	536 415	31 268	234 329	339 574	(105 245)	-31%	536 415
Single Year expenditure appropriation	2									
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER		-	-	-	-	-	-	-	-	-
Vote 2 - PLANNING AND DEVELOPMENT SERVICES		1 162	5 580	3 380	110	2 185	2 997	(812)	-27%	3 380
Vote 3 - INFRASTRUCTURE SERVICES		8 383	22 900	21 858	1 320	3 603	8 286	(4 683)	-57%	21 858
Vote 4 - COMMUNITY AND PROTECTION SERVICES		8 283	14 910	29 899	1 190	9 424	22 187	(12 764)	-58%	29 899
Vote 5 - CORPORATE SERVICES		64	-	-	-	-	-	-	-	-
Vote 6 - FINANCIAL SERVICES		1 242	3 700	3 443	74	3 310	3 700	(390)	-11%	3 443
Vote 7 - [NAME OF VOTE 7]		-	-	-	-	-	-	-	-	-
Vote 8 - [NAME OF VOTE 8]		-	-	-	-	-	-	-	-	-
Vote 9 - [NAME OF VOTE 9]		-	-	-	-	-	-	-	-	-
Vote 10 - [NAME OF VOTE 10]		-	-	-	-	-	-	-	-	-
Vote 11 - [NAME OF VOTE 11]		-	-	-	-	-	-	-	-	-
Vote 12 - [NAME OF VOTE 12]		-	-	-	-	-	-	-	-	-
Vote 13 - [NAME OF VOTE 13]		-	-	-	-	-	-	-	-	-
Vote 14 - [NAME OF VOTE 14]		-	-	-	-	-	-	-	-	-
Vote 15 - [NAME OF VOTE 15]		-	-	-	-	-	-	-	-	-
Total Capital single-year expenditure	4	19 134	47 090	58 579	2 695	18 521	37 170	(18 649)	-50%	58 579
Total Capital Expenditure	3	473 053	642 490	594 994	33 963	252 850	376 744	(123 894)	-33%	594 994
Capital Expenditure - Functional Classification										
<i>Governance and administration</i>		45 826	55 320	36 064	1 435	16 345	25 854	(9 509)	-37%	36 064
Executive and council		40	100	100	16	84	100	(16)	-16%	100
Finance and administration		45 786	55 220	35 964	1 420	16 262	25 754	(9 492)	-37%	35 964
Internal audit		-	-	-	-	-	-	-	-	-
<i>Community and public safety</i>		69 497	106 629	141 941	5 990	65 069	89 464	(24 394)	-27%	141 941
Community and social services		24 173	56 631	76 085	4 619	39 545	55 974	(16 428)	-29%	76 085
Sport and recreation		12 117	10 093	16 300	647	9 552	8 998	554	6%	16 300
Public safety		5 788	8 261	19 298	105	7 812	9 268	(1 456)	-16%	19 298
Housing		27 419	31 644	30 259	619	8 160	15 224	(7 063)	-46%	30 259
Health		-	-	-	-	-	-	-	-	-
<i>Economic and environmental services</i>		114 732	99 849	72 370	1 920	33 614	49 675	(16 060)	-32%	72 370
Planning and development		26 522	5 135	5 878	122	3 847	5 304	(1 457)	-27%	5 878
Road transport		85 532	94 464	66 242	1 780	29 573	44 171	(14 599)	-33%	66 242
Environmental protection		2 678	250	250	17	195	200	(5)	-2%	250
<i>Trading services</i>		242 998	380 693	344 620	24 618	137 821	211 752	(73 930)	-35%	344 620
Energy sources		73 910	126 332	144 846	6 830	43 816	79 882	(36 066)	-45%	144 846
Water management		73 254	148 159	113 988	12 977	54 773	71 757	(16 984)	-24%	113 988
Waste water management		59 260	87 200	55 927	4 548	32 574	44 223	(11 649)	-26%	55 927
Waste management		36 574	19 002	29 859	263	6 659	15 890	(9 232)	-58%	29 859
<i>Other</i>		-	-	-	-	-	-	-	-	-
Total Capital Expenditure - Functional Classification	3	473 053	642 490	594 994	33 963	252 850	376 744	(123 894)	-33%	594 994
Funded by:										
National Government		95 420	63 693	63 693	6 078	48 883	57 047	(8 164)	-14%	63 693
Provincial Government		27 322	21 885	19 890	2 754	6 507	10 760	(4 253)	-40%	19 890
District Municipality		-	-	-	-	-	-	-	-	-
Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educ Institutions)		34 759	33 057	19 000	628	11 992	15 261	(3 270)	-21%	19 000
Transfers recognised - capital		157 500	118 636	102 584	9 460	67 382	83 069	(15 687)	-19%	102 584
Borrowing		109 725	198 019	198 019	14 626	64 782	103 601	(38 819)	-37%	198 019
Internally generated funds		201 145	325 835	294 391	9 878	120 686	190 074	(69 388)	-37%	294 391
Total Capital Funding	7	468 371	642 490	594 994	33 963	252 850	376 744	(123 894)	-33%	594 994

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

QUARTERLY BUDGET STATEMENT FOR MARCH 2026

Table C6: Monthly Budget Statement – Financial Position

WC024 Stellenbosch - Table C6 Monthly Budget Statement - Financial Position - Q3 Third Quarter

Description	Ref	2024/25	Budget Year 2025/26			
		Audited Outcome	Original Budget	Adjusted Budget	YearTD Actual	Full Year Forecast
R thousands						
ASSETS	1					
Current assets						
Cash and cash equivalents		549 503	649 027	562 897	724 827	562 897
Trade and other receivables from exchange transactions		262 898	223 917	216 407	180 927	216 407
Receivables from non-exchange transactions		93 221	15 459	44 745	240 470	44 745
Current portion of non-current receivables		–	–	–	–	–
Inventory		44 244	34 328	44 034	63 850	44 034
VAT		41 970	3 707	(8 045)	182 810	(8 045)
Other current assets		56 258	5 961	5 961	53 485	5 961
Total current assets		1 048 095	932 399	865 999	1 446 369	865 999
Non current assets						
Investments		–	–	–	–	–
Investment property		415 993	425 813	425 813	415 760	425 813
Property, plant and equipment		5 743 605	6 605 601	6 557 758	6 285 542	6 557 758
Biological assets		2 800	5 877	5 877	2 800	5 877
Living and non-living resources		–	–	348	–	348
Heritage assets		1 313	1 313	1 313	1 313	1 313
Intangible assets		4 398	4 074	4 074	4 357	4 074
Trade and other receivables from exchange transactions		8 304	4 582	4 582	8 304	4 582
Non-current receivables from non-exchange transactions		17	17	17	17	17
Other non-current assets		–	–	–	–	–
Total non current assets		6 176 431	7 047 276	6 999 781	6 718 093	6 999 781
TOTAL ASSETS		7 224 525	7 979 675	7 865 780	8 164 462	7 865 780
LIABILITIES						
Current liabilities						
Bank overdraft		–	–	–	–	–
Financial liabilities		71 571	62 457	62 457	36 651	62 457
Consumer deposits		25 395	23 689	23 689	26 427	23 689
Trade and other payables from exchange transactions		318 728	334 833	302 925	169 280	302 925
Trade and other payables from non-exchange transactions		28 865	(4 638)	(26 865)	59 030	(26 865)
Provision		76 144	57 205	48 649	65 064	48 649
VAT		39 841	24 721	18 470	194 499	18 470
Other current liabilities		–	–	–	–	–
Total current liabilities		560 544	498 267	429 324	550 951	429 324
Non current liabilities						
Financial liabilities		443 131	775 285	775 285	443 131	775 285
Provision		176 222	161 010	160 669	176 223	160 669
Long term portion of trade payables		–	–	–	–	–
Other non-current liabilities		204 754	231 878	230 335	204 754	230 335
Total non current liabilities		824 107	1 168 172	1 166 288	824 108	1 166 288
TOTAL LIABILITIES		1 384 651	1 666 439	1 595 612	1 375 059	1 595 612
NET ASSETS	2	5 839 874	6 313 236	6 270 167	6 789 404	6 270 167
COMMUNITY WEALTH/EQUITY						
Accumulated Surplus/(Deficit)		5 941 121	5 950 789	5 878 281	5 941 376	5 878 281
Reserves and funds		335 720	362 447	391 886	335 720	391 886
Other		–	–	–	–	–
TOTAL COMMUNITY WEALTH/EQUITY	2	6 276 842	6 313 236	6 270 167	6 277 096	6 270 167

QUARTERLY BUDGET STATEMENT FOR MARCH 2026

Table C7: Monthly Budget Statement – Cash Flow

WC024 Stellenbosch - Table C7 Monthly Budget Statement - Cash Flow - Q3 Third Quarter

Description	Ref	2024/25	Budget Year 2025/26							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
CASH FLOW FROM OPERATING ACTIVITIES	1								%	
Receipts										
Property rates		1 149 536	548 788	554 656	115 397	874 404	434 846	439 558	101%	554 656
Service charges		1 270 229	1 858 920	1 903 096	99 352	1 036 471	1 154 759	(118 288)	-10%	1 903 096
Other revenue		114 956	230 996	236 346	4 595	80 682	124 197	(43 515)	-35%	236 346
Transfers and Subsidies - Operational		1 666	262 139	259 889	335	13 171	250 613	(237 441)	-95%	259 889
Transfers and Subsidies - Capital		8 002	98 415	89 921	14 534	88 997	74 876	14 122	19%	89 921
Interest		9 985	63 980	52 980	1 763	23 028	41 064	(18 037)	-44%	52 980
Dividends		-	-	-	-	-	-	-		-
Payments										
Suppliers and employees		(1 532 752)	(2 405 393)	(2 556 697)	(208 493)	(1 186 936)	(1 681 282)	(494 346)	29%	(180 989)
Interest		-	(62 215)	(62 215)	-	-	(32 352)	(32 352)	100%	(62 215)
Transfers and Subsidies		-	(22 631)	(22 631)	-	-	(14 862)	(14 862)	100%	(22 631)
NET CASH FROM/(USED) OPERATING ACTIVITIES		1 021 622	572 998	455 345	27 483	929 817	351 859	(577 958)	-164%	2 831 053
CASH FLOWS FROM INVESTING ACTIVITIES										
Receipts										
Proceeds on disposal of PPE		-	-	-	-	-	-	-		-
Decrease (increase) in non-current receivables		1 813	-	-	-	-	-	-		-
Decrease (increase) in non-current investments		-	-	-	-	-	-	-		-
Payments										
Capital assets		(488 415)	(738 582)	(694 702)	(35 560)	(354 631)	426 972	781 603	183%	694 702
NET CASH FROM/(USED) INVESTING ACTIVITIES		(486 602)	(738 582)	(694 702)	(35 560)	(354 631)	426 972	781 603	183%	694 702
CASH FLOWS FROM FINANCING ACTIVITIES										
Receipts										
Short term loans		-	-	-	-	-	-	-		-
Borrowing long term/refinancing		-	198 019	198 019	-	-	-	-		198 019
Increase (decrease) in consumer deposits		-	-	-	-	-	-	-		-
Payments										
Repayment of borrowing		-	(62 215)	(62 215)	-	(20 325)	-	20 325	0%	(62 215)
NET CASH FROM/(USED) FINANCING ACTIVITIES		-	135 804	135 804	-	(20 325)	-	20 325	0%	135 804
NET INCREASE/ (DECREASE) IN CASH HELD		535 020	(29 780)	(103 553)	(8 078)	554 861	778 831			3 661 559
Cash/cash equivalents at beginning:		1 328 597	678 807	678 807		1 760 119	678 807			1 760 119
Cash/cash equivalents at month/year end:		1 863 617	649 027	575 254		2 314 980	1 457 638			5 421 678

QUARTERLY BUDGET STATEMENT FOR MARCH 2026

12. Supporting Documentation

Debtors Age Analysis

Supporting Table SC3: Monthly Budget Statement - Aged Debtors

WC024 Stellenbosch - Supporting Table SC3 Monthly Budget Statement - aged debtors - Q3 Third Quarter

Description		Budget Year 2025/26										Actual Bad Debts Written Off against Debtors	Impairment - Bad Debts i.t.o Council Policy
NT Code	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total	Total over 90 days			
R thousands													
Debtors Age Analysis By Income Source													
Trade and Other Receivables from Exchange Transactions - Water	1200	24 442	3 776	3 142	2 848	2 823	2 402	17 170	109 489	166 091	134 731	-	-
Trade and Other Receivables from Exchange Transactions - Electricity	1300	56 439	538	562	357	410	438	1 362	12 104	72 211	14 672	-	-
Receivables from Non-exchange Transactions - Property Rates	1400	22 763	1 405	1 532	1 262	1 156	1 458	4 963	19 795	54 334	28 633	-	-
Receivables from Exchange Transactions - Waste Water Management	1500	8 245	693	653	619	592	1 530	3 180	28 726	44 237	34 646	-	-
Receivables from Exchange Transactions - Waste Management	1600	5 982	943	896	859	842	2 415	4 708	40 816	57 463	49 641	-	-
Receivables from Exchange Transactions - Property Rental Debtors	1700	988	250	234	222	219	216	1 485	14 551	18 165	16 692	-	-
Interest on Arrear Debtor Accounts	1810	103	123	173	194	228	521	2 431	94 379	98 151	97 752	-	-
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	1820	-	-	-	-	-	-	-	-	-	-	-	-
Other	1900	(16 918)	118	78	90	73	2 577	663	13 183	(135)	16 586	-	-
Total By Income Source	2000	102 045	7 847	7 271	6 450	6 341	11 557	35 961	333 044	510 516	393 353	-	-
2024/25 - totals only										-	-		
Debtors Age Analysis By Customer Group													
Organs of State	2200	1 620	565	503	486	421	2 298	1 531	10 113	17 537	14 849	-	-
Commercial	2300	40 304	502	524	367	463	917	2 164	41 608	86 848	45 519	-	-
Households	2400	50 545	6 465	6 077	5 461	5 261	7 055	31 526	268 178	380 567	317 480	-	-
Other	2500	9 577	316	166	136	196	1 287	740	13 145	25 563	15 505	-	-
Total By Customer Group	2600	102 045	7 847	7 271	6 450	6 341	11 557	35 961	333 044	510 516	393 353	-	-

Creditors Age Analysis

Supporting Table SC4: Monthly Budget Statement – Aged Creditors

WC024 Stellenbosch - Supporting Table SC4 Monthly Budget Statement - aged creditors - Q3 Third Quarter

Worksheet: Supporting Table 004 Monthly Budget Statement – aged creditors – Q3 final quarter										
Description	NT Code	Budget Year 2025/26								Total
		0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	151 - 180 Days	181 Days - 1 Year	Over 1 Year	
R thousands										
Creditors Age Analysis By Customer Type										
Bulk Electricity	0100	-	-	-	-	-	-	-	-	-
Bulk Water	0200	-	-	-	-	-	-	-	-	-
PAYE deductions	0300	10 727	-	-	-	-	-	-	-	10 727
VAT (output less input)	0400	-	-	-	-	-	-	-	-	-
Pensions / Retirement deductions	0500	-	-	-	-	-	-	-	-	-
Loan repayments	0600	-	-	-	-	-	-	-	-	-
Trade Creditors	0700	13 119	-	-	-	-	-	-	-	13 119
Auditor General	0800	-	-	-	-	-	-	-	-	-
Other	0900	-	-	-	-	-	-	-	-	-
Medical Aid deductions	0950	-	-	-	-	-	-	-	-	-
Total By Customer Type	1000	23 845	-	-	-	-	-	-	-	23 845

QUARTERLY BUDGET STATEMENT FOR MARCH 2026

Investments and Borrowings

Supporting Table SC5: Monthly Budget Statement – Investment Portfolio

WC024 Stellenbosch - Supporting Table SC5 Monthly Budget Statement - investment portfolio - Q3 Third Quarter

Investments by maturity Name of institution & investment ID	Ref	Period of Investment	Type of Investment	Capital Guarantee (Yes/ No)	Variable or Fixed interest rate	Interest Rate *	Commission Paid (Rands)	Commission Recipient	Expiry date of investment	Opening balance	Interest to be realised	Partial / Premature Withdrawal (4)	Investment Top Up	Closing Balance
R thousands		Yrs/Months												
<u>Municipality</u>														
A#9415		CALL ACCO	Deposits - Bank (03)	No	Yes	7,00%	No	No	30/06/2025	105 066	643	(20 000)	-	85 709
A#5573		9M	Deposits - Bank (03)	No	Yes	8,82%	No	No	10/07/2025	-	-		-	-
A#6172		1Y	Deposits - Bank (03)	No	Yes	8,15%	No	No	10/07/2026	105 225	692		-	105 917
A#2286		11M	Deposits - Bank (03)	No	Yes	8,35%	No	No	24/02/2027		206		150 000	150 206
N#036		1Y	Deposits - Bank (03)	No	Yes	8,65%	No	No	31/03/2025	216 532	858	(217 390)	-	(0)
N#037		10M	Deposits - Bank (03)	No	Yes	7,90%	No	No	19/06/2026	104 177	671		-	104 848
S#043		9M	Deposits - Bank (03)	No	Yes	8,80%	No	No	10/09/2025	-	-		-	-
S#046		6M	Deposits - Bank (03)	No	Yes	8,30%	No	No	17/11/2025	-			-	-
S#047		6M	Deposits - Bank (03)	No	Yes	7.7%	No	No	21/09/2026	-	177		120 000	120 177
Municipality sub-total										531 001	3 246	(237 390)	270 000	566 857
<u>Entities</u>														
TOTAL INVESTMENTS AND INTEREST	2									531 001	3 246	(237 390)	270 000	566 857

QUARTERLY BUDGET STATEMENT FOR MARCH 2026

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

WC024 Stellenbosch - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - Q3 Third Quarter

Description	Ref	2024/25	Budget Year 2025/26							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands										
RECEIPTS:	1,2									
Operating Transfers and Grants										
National Government:		221 280	239 166	239 166	57 948	236 695	237 323	(628)	-0,3%	239 166
Operational Revenue: General Revenue: Equitable Share		215 604	231 793	231 793	57 948	231 793	231 793	(0)	0,0%	231 793
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]		2 021	3 202	3 202	–	3 202	2 402	800	33,3%	3 202
Local Government Financial Management Grant [Schedule 5B]		1 600	1 700	1 700	–	1 700	1 275	425	33,3%	1 700
Programme and Project Preparation Support Grant		2 055	2 471	2 471	–	–	1 853	(1 853)	-100,0%	2 471
Provincial Government:		15 514	18 358	15 358	818	13 232	9 700	3 531	36,4%	15 358
Community Library Service Grant		11 333	10 023	10 023	–	11 576	7 517	4 059	54,0%	10 023
Municipal Accreditation and Capacity Building Grant		249	–	–	–	–	–	–	–	–
Title Deeds Restoration Grant		364	1 162	1 162	483	483	871	(389)	-44,6%	1 162
Maintenance and Construction of Transport Infrastructure		380	335	335	335	335	177	158	89,3%	335
Community Development Workers Operational Support Grant		38	38	38	–	38	29	9	33,3%	38
RSEP/ VPUU		–	800	800	–	800	800	–	–	800
Human Settlements Development Grant		3 150	6 000	3 000	–	–	307	(307)	-100,0%	3 000
District Municipality:		1 319	100	850	–	250	203	47	23,1%	850
Cape Winelands District Tourism Grant		–	100	100	–	–	78	(78)	-100,0%	100
Cape Winelands District Grant		–	–	500	–	–	100	(100)	-100,0%	500
CWDM Community Safety Grant		1 319	–	250	–	250	25	225	900,0%	250
Other grant providers:		2 133	2 962	2 962	–	1 467	2 222	(754)	-33,9%	2 962
Departmental Agencies and Accounts		–	550	550	–	–	413	(413)	-100,0%	550
Foreign Government and International Organisations		–	2 412	2 412	–	1 006	1 809	(803)	-44,4%	2 412
Households		–	–	–	–	–	–	–	–	–
Non-profit Institutions		–	–	–	–	150	–	150	–	–
Private Enterprises		2 133	–	–	–	311	–	311	–	–
Public Corporations		–	–	–	–	–	–	–	–	–
Higher Educational Institutions		–	–	–	–	–	–	–	–	–
Parent Municipality / Entity		–	–	–	–	–	–	–	–	–
Total Operating Transfers and Grants	5	240 246	260 585	258 335	58 766	251 644	249 448	2 197	0,9%	258 335
Capital Transfers and Grants										
National Government:		80 802	73 247	73 247	16 699	75 718	67 401	8 317	12,3%	73 247
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]		9 556	6 188	6 188	2 165	6 188	4 084	2 104	51,5%	6 188
Municipal Disaster Relief Grant		6 000	–	–	–	–	–	–	–	–
Metro Informal Settlements Partnership Grant		60 246	62 059	62 059	14 534	64 530	59 159	5 371	9,1%	62 059
Energy Efficiency and Demand Side Management Grant		5 000	5 000	5 000	–	5 000	4 158	842	20,3%	5 000
Provincial Government:		24 231	25 168	16 674	217	8 574	7 474	1 100	14,7%	16 674
K9 Unit (Resource Funding for Establishment and Support of K9)		–	–	400	400	400	–	400	–	400
Integrated Transport Planning		628	656	656	–	656	656	–	–	656
Human Settlements Development Grant		–	10 000	5 000	–	–	575	(575)	-100,0%	5 000
Development of Sport and Recreational Facilities		–	300	300	300	300	173	128	73,9%	300
Informal Settlements Upgrading Partnership Grant: Provinces (Beneficiaries)		22 103	14 212	10 318	(483)	7 218	6 071	1 147	18,9%	10 318
RSEP/ VPUU		1 500	–	–	–	–	–	–	–	–
District Municipality:		–	–	–	–	–	–	–	–	–
Other grant providers:		–	–	–	–	–	–	–	–	–
Departmental Agencies and Accounts		–	–	–	–	–	–	–	–	–
Foreign Government and International Organisations		–	–	–	–	–	–	–	–	–
Households		–	–	–	–	–	–	–	–	–
Non-Profit Institutions		–	–	–	–	–	–	–	–	–
Private Enterprises		–	–	–	–	–	–	–	–	–
Public Corporations		–	–	–	–	–	–	–	–	–
Higher Educational Institutions		–	–	–	–	–	–	–	–	–
Parent Municipality / Entity		–	–	–	–	–	–	–	–	–
Transfer from Operational Revenue		–	–	–	–	–	–	–	–	–
Total Capital Transfers and Grants	5	105 033	98 415	89 921	16 916	84 292	74 876	9 416	12,6%	89 921
TOTAL RECEIPTS OF TRANSFERS & GRANTS	5	345 279	359 001	348 257	75 682	335 936	324 323	11 613	3,6%	348 257

QUARTERLY BUDGET STATEMENT FOR MARCH 2026

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

WC024 Stellenbosch - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - Q3 Third Quarter

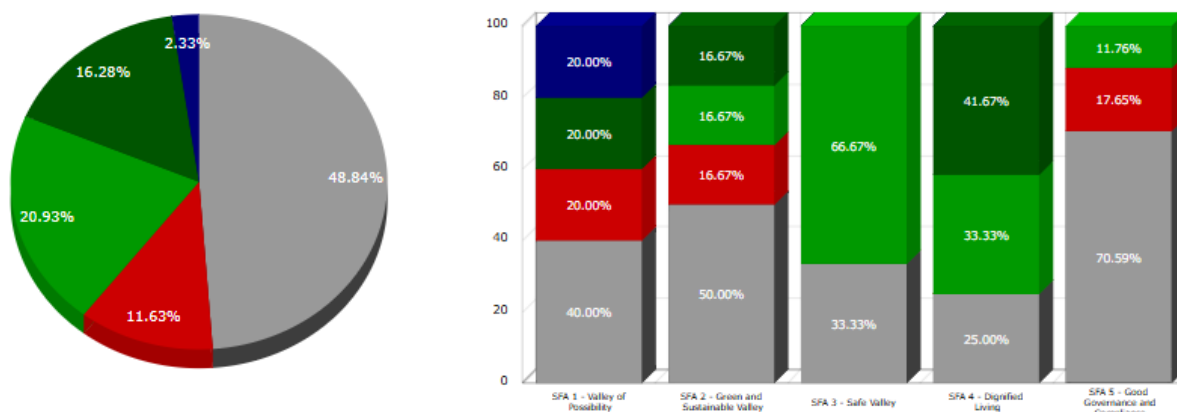
Description	Ref	2024/25	Budget Year 2025/26							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands										
EXPENDITURE										
Operating expenditure of Transfers and Grants										
National Government:		221 188	239 166	239 166	15 637	131 541	236 819	(105 278)	-44,5%	(239 166)
Operational Revenue:General Revenue:Equitable Share		215 604	231 793	231 793	15 232	126 699	231 793	(105 094)	-45,3%	(231 793)
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]		2 021	3 202	3 202	269	2 075	1 897	177	9,3%	(3 202)
Local Government Financial Management Grant [Schedule 5B]		1 509	1 700	1 700	36	495	1 275	(780)	-61,1%	(1 700)
Integrated National Electrification Programme Grant		2 055	2 471	2 471	100	2 272	1 853	419	22,6%	(2 471)
Provincial Government:		12 604	18 358	15 358	327	10 400	14 834	(4 434)	-29,9%	(22 802)
Community Library Service Grant		11 333	10 023	10 023	327	10 023	7 517	2 506	33,3%	(10 023)
Municipal Accreditation and Capacity Building Grant		249	-	-	-	-	-	-	-	-
Title Deeds Restoration Grant		364	1 162	1 162	-	-	871	(871)	-100,0%	(1 162)
Maintenance and Construction of Transport Infrastructure		380	335	335	-	-	177	(177)	-100,0%	(335)
Community Development Workers Operational Support Grant		38	38	38	-	1	29	(27)	-95,6%	(38)
RSEP/ VPUU		-	800	800	-	70	800	(730)	-91,3%	(800)
Provincial Acceleration Grant		239	-	-	-	-	-	-	-	-
Human Settlements Development Grant		-	6 000	3 000	-	307	5 441	(5 134)	-94,4%	(10 444)
District Municipality:		92	100	850	22	155	203	(48)	-23,7%	(850)
Cape Winelands District Tourism Grant		92	100	100	-	80	78	2	2,5%	(100)
Cape Winelands Distract Grant		-	-	500	-	-	100	(100)	-100,0%	(500)
CWDM Community Safety Grant		-	-	250	22	75	25	50	200,0%	(250)
Other grant providers:		182	2 962	2 962	9	360	2 222	(1 861)	-83,8%	(2 962)
Departmental Agencies and Accounts		-	550	550	-	352	413	(61)	-14,8%	(550)
Foreign Government and International Organisations		-	2 412	2 412	-	-	1 809	(1 809)	-100,0%	(2 412)
Households		-	-	-	-	-	-	-	-	-
Non-profit Institutions		67	-	-	-	-	-	-	-	-
Private Enterprises		115	-	-	9	9	-	9	-	-
Public Corporations		-	-	-	-	-	-	-	-	-
Higher Educational Institutions		-	-	-	-	-	-	-	-	-
Parent Municipality / Entity		-	-	-	-	-	-	-	-	-
Total operating expenditure of Transfers and Grants:		234 066	260 585	258 335	15 995	142 456	254 078	(111 621)	-43,9%	(265 780)
Capital expenditure of Transfers and Grants										
National Government:		97 411	73 247	73 247	6 078	48 883	67 401	(18 518)	-27,5%	(73 247)
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]		9 556	6 188	6 188	2 360	3 709	4 084	(375)	-9,2%	(6 188)
Municipal Disaster Relief Grant		25 375	-	-	-	-	-	-	-	-
Integrated Urban Development Grant		60 246	62 059	62 059	3 718	45 174	59 159	(13 985)	-23,6%	(62 059)
Energy Efficiency and Demand Side Management Grant		2 234	5 000	5 000	-	-	4 158	(4 158)	-100,0%	(5 000)
Provincial Government:		25 779	25 168	22 874	2 754	6 507	9 611	(3 104)	-32,3%	(22 874)
K9 Unit (Resource Funding for Establishment and Support of K9)		-	-	400	-	-	-	-	-	(400)
Library Service : Conditional Grant		173	-	3 963	2 657	3 446	1 600	1 846	115,4%	(3 963)
Human Settlements Development Grant		1 680	10 000	5 000	-	-	575	(575)	-100,0%	(5 000)
Development of Sport and Recreational Facilities		-	300	300	-	227	173	54	31,5%	(300)
Informal Settlements Upgrading Partnership Grant: Provinces(Beneficiaries)		22 335	14 212	12 018	98	2 029	6 071	(4 042)	-66,6%	(12 018)
Integrated Transport Planning		628	656	656	-	407	656	(249)	-38,0%	(656)
RSEP/ VPUU		963	-	537	-	399	537	(138)	-25,7%	(537)
District Municipality:		-	-	-	-	-	-	-	-	-
Other grant providers:		-	-	-	-	-	-	-	-	-
Departmental Agencies and Accounts		-	-	-	-	-	-	-	-	-
Foreign Government and International Organisations		-	-	-	-	-	-	-	-	-
Households		-	-	-	-	-	-	-	-	-
Non-Profit Institutions		-	-	-	-	-	-	-	-	-
Private Enterprises		-	-	-	-	-	-	-	-	-
Public Corporations		-	-	-	-	-	-	-	-	-
Higher Educational Institutions		-	-	-	-	-	-	-	-	-
Parent Municipality / Entity		-	-	-	-	-	-	-	-	-
Transfer from Operational Revenue		-	-	-	-	-	-	-	-	-
Total capital expenditure of Transfers and Grants		123 190	98 415	96 121	8 832	55 391	77 013	(21 622)	-28,1%	(96 121)
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS		357 256	359 001	354 457	24 827	197 847	331 090	(133 243)	-40,2%	(361 901)

QUARTERLY BUDGET STATEMENT FOR MARCH 2026

12. QUARTERLY PERFORMANCE ASSESSMENT REPORT 2025/26, Q3 (01 January – 31 March 2026)

12.1 OVERALL PERFORMANCE OF THE MUNICIPALITY

- (a) Dashboard summary per Municipal Strategic Focus Area (SFA) for the 3rd Quarter (01 January – 31 March 2026) of the 2025/26 financial year.



Stellenbosch Municipality		Municipal Strategic Focus Areas (SFAs)				
		SFA 1 - Valley of Possibility	SFA 2 - Green and Sustainable Valley	SFA 3 - Safe Valley	SFA 4 - Dignified Living	SFA 5 - Good Governance and Compliance
KPI Not Yet Measured	21 (48.84%)	2 (40%)	3 (50%)	1 (33.33%)	3 (25%)	12 (70.59%)
KPI Not Met	5 (11.63%)	1 (20%)	1 (16.67%)	-	-	3 (17.65%)
KPI Almost Met	-	-	-	-	-	-
KPI Met	9 (20.93%)	-	1 (16.67%)	2 (66.67%)	4 (33.33%)	2 (11.76%)
KPI Well Met	7 (16.28%)	1 (20%)	1 (16.67%)	-	5 (41.67%)	-
KPI Extremely Well Met	1 (2.33%)	1 (20%)	-	-	-	-
Total:	43	5	6	3	12	17
	100%	11.63%	13.95%	6.98%	27.91%	39.53%

Table: 1 Overall performance for Quarter 3 (01 January – 31 March 2026) per SFA

QUARTERLY BUDGET STATEMENT FOR MARCH 2026

13. ACTUAL PERFORMANCE AND CORRECTIVE MEASURES TO BE IMPLEMENTED**13.1 SFA 1 - Valley of Possibility**

SFA 1 - Valley of Possibility										
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 January – 31 March 2026				
						Target	Actual	R	Performance Comment	Corrective Measures
TL151	KPI002	Submission of the revised Economic Development Strategy to the Municipal Manager	Number of the revised Economic Development Strategies submitted to the Municipal Manager by 30 June	1	1	0	0	N/A		
TL152	KPI003	The number of jobs created through the municipality's local economic development initiatives including capital projects (NKPI Proxy - MSA, Reg. S10(d))	Number of job opportunities created through the municipality's local economic development initiatives including capital projects by 30 June	1 100	1 100	950	982	G2	The overperformance is due to excellent liaison and proactive coordination between the Section: Local Economic Development, and the various user departments. The annual target of 1 100 job opportunities for the 2025/26 financial year is not too low, as it is determined in line with the available budget for the municipality's EPWP programme.	
TL153	KPI004	Submission of Land-use applications to the Municipal Planning Tribunal (MPT) within 120 days from the conclusion of the administrative processing of the application	Percentage of Land-use applications submitted to the MPT within 120 days from the conclusion of the administrative processing of the application	80%	80%	80%	50%	R	1 / 2 x 100 = 50%	Given the ongoing proliferation of new land-use applications, it is imperative to enhance personnel and management capacity. The Division: Development Management's proposed new organisational structure has been submitted and discussed with the Municipal Manager. It is now scheduled to be presented to the internal organisational restructuring committees by 30 June 2026.

QUARTERLY BUDGET STATEMENT FOR MARCH 2026

SFA 1 - Valley of Possibility										
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 January – 31 March 2026				
						Target	Actual	R	Performance Comment	Corrective Measures
TL154	KPI005	Provide training opportunities to entrepreneurs and Small, Medium and Micro Enterprises (SMMEs)	Number of quarterly training opportunities provided to entrepreneurs and SMMEs	1	21	20	37	B	The overperformance is due to a strategic partnership between the municipality and the Start-Up Tribe, whose online platform has allowed for overperformance. If the municipality maintains its strategic partnership with the Start-Up Tribe, it will consider upwardly adjusting the annual and quarterly targets for the 2026/27 financial year. This consideration will be done in the next round of KPI target discussions scheduled for May 2026.	
TL155	KPI007	Submission of the revised Housing Pipeline (document) to the MayCo	Number of revised Housing Pipelines (document) submitted to the MayCo by 31 May	1	1	0	0	N/A		

Summary of Results: SFA 1 - Valley of Possibility

N/A	KPI Not Yet Measured	2
R	KPI Not Met	1
O	KPI Almost Met	0
G	KPI Met	0
G2	KPI Well Met	1
B	KPI Extremely Well Met	1
Total KPIs		5

13.2 SFA 2 - Green and Sustainable Valley

QUARTERLY BUDGET STATEMENT FOR MARCH 2026

SFA 2 - Green and Sustainable Valley										
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 January – 31 March 2026				
						Target	Actual	R	Performance Comment	Corrective Measures
TL158	KPI019	Conduct an external audit of the Stellenbosch Municipal Waste Disposal Facilities	Number of external audits of the Stellenbosch Municipal Waste Disposal Facilities conducted by 30 June	1	1	0	0	N/A		
TL159	KPI021	Implementation of identified waste minimisation projects	Number of identified waste minimisation projects implemented by 30 June	2	2	1	1	G		
TL160	KPI014	Process building plan applications of <500sqm within 30 days after the date of receipt	Percentage of building plan applications of <500sqm processed within 30 days after the date of receipt	75%	75%	75%	92.16%	G2	435 / 472 x 100 = 92.16% Improved management of building plan applications contributed to the overperformance.	
TL161	KPI022	Wastewater quality measured to the Department of Water and Sanitation's License Conditions for physical and micro parameters	Percentage of wastewater quality compliance as per the analysis certificate, measured quarterly	70%	70%	70%	49%	R	January 2026, 58%; February 2026, 38%; and March 2026, 51% / 3 = 49% Average: 49% Licence limits are set at special limits by the Department of Water and Sanitation (DWS). In addition, critical staff vacancies are hampering progress. Plant upgrades are also required.	The municipality is in the process of engaging DWS to relax the current licence limits for the municipality. The municipality is in the process of filling critical vacancies. The Senior Manager Water and Wastewater Services position is at the offer stage and should be concluded by 31 May 2026. Plant upgrades are in process. The Wemmershoek Phase 2 plant upgrade is due to be completed by June 2026. A service provider is currently deployed to the Stellenbosch and Wemmershoek plants to assist with operations and maintenance.
TL162	KPI016	Reduce organic waste	Percentage of organic waste reduced by 30 June	20%	20%	0%	0%	N/A		

QUARTERLY BUDGET STATEMENT FOR MARCH 2026

SFA 2 - Green and Sustainable Valley										
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 January – 31 March 2026				
						Target	Actual	R	Performance Comment	Corrective Measures
TL193	TL009	Upgrading of the telemetry SCADA at the Franschoek intake substation	Number of telemetry SCADAs upgraded at the Franschoek intake substation by 30 June	1	1	0	0	N/A		

Summary of Results: SFA 2 - Green and Sustainable Valley

N/A	KPI Not Yet Measured	3
R	KPI Not Met	1
O	KPI Almost Met	0
G	KPI Met	1
G2	KPI Well Met	1
B	KPI Extremely Well Met	0
Total KPIs		6

QUARTERLY BUDGET STATEMENT FOR MARCH 2026

13.3 SFA 3 - Safe Valley

SFA 3 - Safe Valley										
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 January – 31 March 2026				
						Target	Actual	R	Performance Comment	Corrective Measures
TL163	KPI024	Submission of the revised Disaster Management Plan to the Municipal Manager	Number of revised Disaster Management Plans submitted to the Municipal Manager by 31 March	1	1	1	1	G	The Disaster Management Plan was submitted to the Municipal Manager on 31 March 2026.	
TL164	KPI025	Submission of the revised Safety and Security Strategy to the Municipal Manager	Number of revised Safety and Security Strategies submitted to the Municipal Manager by 30 April	1	1	0	0	N/A		
TL165	KPI026	Submission of the revised Traffic Management Plan to the Municipal Manager	Number of revised Traffic Management Plans submitted to the Municipal Manager by 31 March	1	1	1	1	G	The Traffic Management Plan was submitted to the Municipal Manager on 31 March 2026.	

Summary of Results: SFA 3 - Safe Valley

N/A	KPI Not Yet Measured	1
R	KPI Not Met	0
O	KPI Almost Met	0
G	KPI Met	2
G2	KPI Well Met	0
B	KPI Extremely Well Met	0
Total KPIs		3

QUARTERLY BUDGET STATEMENT FOR MARCH 2026

13.4 SFA 4 - Dignified Living

SFA 4 - Dignified Living										
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 January – 31 March 2026				
						Target	Actual	R	Performance Comment	Corrective Measures
TL166	KPI028	Provision of waterborne toilet facilities in informal settlements as identified by the Department: Integrated Human Settlements	Number of waterborne toilet facilities provided in Informal settlements as identified by the Department: Integrated Human Settlements by 30 June	30	20	0	0	N/A		
TL167	KPI032	Registered indigent formal households with access to free basic water (NKPI Proxy - MSA, Reg. S10(a), (b))	Percentage of registered indigent formal households with access to free basic water, measured quarterly	100%	100%	100%	100%	G	6 679 / 6 679 x 100 = 100%	
TL168	KPI029	Limit unaccounted electricity to less than 9% annually {(Number of Electricity Units Purchased and / or Generated - Number of Electricity Units Sold (incl. Free basic electricity)) / Number of Electricity Units Purchased and/or Generated} x 100}	Percentage of average electricity losses, measured by 30 June	<9%	<9%	0%	0%	N/A		
TL169	KPI030	Water quality measured quarterly to the SANS 241 physical and micro parameters	Percentage of water quality level as per the analysis certificate, measured quarterly	90%	90%	90%	95.80%	G2	January 2026, 97.90%; February 2026, 95.10%; and March 2026, 94.50% / 3 = 95.80% Average: 95.80%	
TL170	KPI031	Limit unaccounted water to less than 25%	Percentage of average unaccounted water, measured by 30 June	<25%	<25%	0%	0%	N/A		
TL171	KPI033	Registered indigent formal households with access to free basic electricity provided by the municipality (NKPI Proxy - MSA, Reg. S10(a), (b))	Percentage of registered indigent formal households with access to free basic electricity provided by the municipality, measured quarterly	100%	100%	100%	100%	G	6 679 / 6 679 x 100 = 100%	
TL172	KPI034	Registered indigent formal households with access to free basic refuse removal (NKPI Proxy - MSA, Reg. S10(a), (b))	Percentage of registered indigent formal households with access to free basic refuse removal, measured quarterly	100%	100%	100%	100%	G	6 679 / 6 679 x 100 = 100%	

QUARTERLY BUDGET STATEMENT FOR MARCH 2026

SFA 4 - Dignified Living										
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 January – 31 March 2026				
						Target	Actual	R	Performance Comment	Corrective Measures
TL173	KPI035	Registered indigent formal households with access to free basic sanitation (NKPI Proxy - MSA, Reg. S10(a), (b))	Percentage of registered indigent formal households with access to free basic sanitation, measured quarterly	100%	100%	100%	100%	G	6 679 / 6 679 x 100 = 100%	
TL174	KPI036	Formal households with access to water (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to water, measured quarterly	27 000	27 000	27 000	28 609	G2		
TL175	KPI037	Formal households with access to electricity (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to electricity, measured quarterly	27 000	27 000	27 000	28 609	G2		
TL176	KPI038	Formal households with access to refuse removal (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to refuse removal, measured quarterly	27 000	27 000	27 000	28 609	G2		
TL177	KPI039	Formal households with access to sanitation (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to sanitation, measured quarterly	27 000	27 000	27 000	28 609	G2		

Summary of Results: SFA 4 - Dignified Living

N/A	KPI Not Yet Measured	3
R	KPI Not Met	0
O	KPI Almost Met	0
G	KPI Met	4
G2	KPI Well Met	5
B	KPI Extremely Well Met	0
Total KPIs		12

QUARTERLY BUDGET STATEMENT FOR MARCH 2026

13.5 SFA 5 - Good Governance and Compliance

SFA 5 - Good Governance and Compliance										
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 January – 31 March 2026				
						Target	Actual	R	Performance Comment	Corrective Measures
TL147	KPI059	Submission of the revised Communication Policy to the MayCo	Number of revised Communication Policies submitted to the MayCo by 31 May	1	1	0	0	N/A		
TL148	KPI044	Employment equity appointments made within the financial year in the three highest levels of management	Percentage of employment equity appointments made within the financial year in the three highest levels of management, measured by 30 June	50%	50%	0%	0%	N/A		
TL149	KPI049	Submission of the Auditor General of South Africa (AGSA) Audit Action Plan (AAP) to the APAC	Number of AGSA Audit Action Plans submitted to the APAC by 31 March	1	1	1	1	G	The AGSA Audit Action Plan was tabled before the APAC on 05 March 2026.	
TL150	KPI053	Submission of the draft Integrated Development Plan (IDP) to the Council	Number of draft IDPs submitted to the Council by 31 March	1	1	1	1	G	The draft 4 th review of the 5 th Generation Integrated Development Plan (IDP) 2022 – 2027 was submitted to the Council on 31 March 2026.	
TL156	KPI055	Submission of the revised Sewer Master Plan to the Municipal Manager	Number of revised Sewer Master Plans submitted to the Municipal Manager by 30 June	1	1	0	0	N/A		
TL157	KPI060	Submission of the updated Comprehensive Integrated Transport Plan (CITP) 2023 - 2028 to the Municipal Manager	Number of updated CITPs 2023 - 2028 submitted to the Municipal Manager by 30 June	1	1	0	0	N/A		
TL178	KPI042	Financial viability measured in terms of the available cash to cover fixed operating expenditure (NKPI Proxy - MSA, Reg. S10(g)(iii))	Cost coverage as at 30 June annually [(Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft) + Short Term Investment) / Monthly Fixed Operational Expenditure excluding (Depreciation)	2	2	0	0	N/A		

QUARTERLY BUDGET STATEMENT FOR MARCH 2026

SFA 5 - Good Governance and Compliance										
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 January – 31 March 2026				
						Target	Actual	R	Performance Comment	Corrective Measures
TL179	KPI043	Achieve an average payment percentage of 96% by 30 June (Gross Debtors Opening Balance + Billed Revenue - Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue x 100	(Gross Debtors Opening Balance + Billed Revenue - Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue x 100	96%	96%	0%	0%	N/A		
TL180	KPI040	Actual expenditure of the approved Capital Budget for the municipality by 30 June (NKPI - MSA, Reg. S10(c))	Percentage of the approved Capital Budget for the municipality actually spent by 30 June	90%	90%	60%	42.50%	R	R252 850 425 / R594 994 274 x 100 = 42.50% The underspending on the capital expenditure budget is mainly attributable to delays in the appointment of service providers to implement capital projects, as well as the late submission of project specifications in accordance with the timeframes set out in the Demand Management Plan (DMP).	The Directorate: Financial Services is facilitating sessions with the relevant directorates to assist in prioritising critical tenders.
TL181	KPI045	The percentage of the payroll budget spent on implementing the Municipal Workplace Skills Plan (NKPI Proxy- MSA, Reg. S10(f))	Percentage of the municipality's payroll budget spent on implementing its Workplace Skills Plan ((Total Actual Training Expenditure / Total Annual payroll Budget) x 100), measured by 30 June	0.20%	0.20%	0%	0%	N/A		
TL182	KPI046	Financial viability measured in terms of the municipality's ability to meet its service debt obligations (NKPI Proxy - MSA, Reg. S10(g)(i))	Debt coverage ratio ((Total operating revenue - operating grants received) / (Debt service payments due within the year)) measured by 30 June	15%	15%	0%	0%	N/A		
TL183	KPI047	Financial viability measured in terms of the outstanding service debtors (NKPI Proxy - MSA, Reg. S10(g)(ii))	Service debtors to revenue ratio - (Total outstanding service debtors / revenue received for services) measured by 30 June	27%	27%	0%	0%	N/A		
TL184	KPI054	Submission of the IDP / Budget / SDF time schedule (process plan) to the Council	Number of IDP / Budget / SDF time schedules (process plan) submitted to the Council by 31 August	1	1	0	0	N/A		

QUARTERLY BUDGET STATEMENT FOR MARCH 2026

SFA 5 - Good Governance and Compliance										
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 January – 31 March 2026				
						Target	Actual	R	Performance Comment	Corrective Measures
TL185	KPI051	Submission of the revised Information and Communication Technology (ICT) Backup Disaster Recovery Plan to the ICT Steering Committee	Number of revised ICT Backup Disaster Recovery Plans submitted to the ICT Steering Committee by 31 March	1	1	1	0	R	The target was achieved in the second quarter of the 2025/26 financial year. The revised ICT Backup Disaster Recovery Plan was submitted to the ICT Steering Committee on 12 November 2025.	No corrective action(s) required.
TL186	KPI052	Submission of the revised Strategic ICT Plan to the ICT Steering Committee	Number of revised Strategic ICT Plans submitted to the ICT Steering Committee by 31 March	1	1	1	0	R	The target was achieved in the second quarter of the 2025/26 financial year. The revised Strategic ICT Plan was submitted to the ICT Steering Committee on 12 November 2025.	No corrective action(s) required.
TL187	KPI048	Submission of the revised Risk-Based Audit Plan (RBAP) to the Audit and Performance Audit Committee (APAC)	Number of revised RBAPs submitted to the APAC by 30 June	1	1	0	0	N/A		
TL188	KPI050	Submission of the revised Strategic Risk Register (SRR) to the Ethics, Risk, and Fraud Management Committee	Number of revised SRRs submitted to the Ethics, Risk, and Fraud Management Committee by 30 June	1	1	0	0	N/A		

Summary of Results: SFA 5 - Good Governance and Compliance

N/A	KPI Not Yet Measured	12
R	KPI Not Met	3
O	KPI Almost Met	0
G	KPI Met	2
G2	KPI Well Met	0
B	KPI Extremely Well Met	0
Total KPIs		17

14. STRATEGIC PERFORMANCE CONCLUSION

- (a) Out of the 43 Key Performance Indicators (KPIs) listed on the Top layer SDBIP 2025/26 for quarter 3, 21 were not measured (01 January – 31 March 2026). 5 of the KPIs show as not achieved. However, KPIs 051 and 052 were achieved in quarter 2 of the 2025/26 financial year. Therefore, only three KPIs in quarter 3 were not achieved. Consequently, out of the 22 KPIs measured in quarter 3 of the 2025/26 financial year, 3 were not achieved. This translates to an achievement of 86.36% of planned targets achieved for quarter 3 of the 2025/26 financial year.

It should also be noted that 09 KPIs were met, and 7 were well met.

N/A	KPI Not Yet Measured	21
R	KPI Not Met	5
O	KPI Almost Met	0
G	KPI Met	9
G2	KPI Well Met	7
B	KPI extremely well met	1
Total KPIs		43

Summary of Results: Strategic Focus Areas 1 - 5

9.	ITEMS FOR NOTING
9.1	REPORT/S BY THE EXECUTIVE MAYOR
9.1.1	REPORT ON THE DECISIONS TAKEN BY THE EXECUTIVE MAYOR ON MATTERS RESOLVED UNDER AUTHORITY DELEGATED TO THE EXECUTIVE MAYOR IN CONSULTATION WITH THE MAYORAL COMMITTEE [JANUARY 2026 – MARCH 2026]

Collaborator No:

IDP KPA Ref No: Good Governance

Meeting Date: 22 April 2026

1. **SUBJECT: REPORT ON THE DECISIONS TAKEN BY THE EXECUTIVE MAYOR ON MATTERS RESOLVED UNDER AUTHORITY DELEGATED TO THE EXECUTIVE MAYOR IN CONSULTATION WITH THE MAYORAL COMMITTEE [JANUARY 2026 – MARCH 2026]**

2. **PURPOSE**

To inform Council of the decisions taken by the Executive Mayor on matters resolved under the authority delegated to the Executive Mayor, in consultation with the Mayoral Committee, for meetings from January 2026 to March 2026 (see **APPENDIX 1**).

3. **DELEGATED AUTHORITY**

As per the delegations from Council and powers vested in the Executive Mayor by legislation. In terms of the Stellenbosch Municipality System of Delegations (2019) EM12 and section 56(5) of the Structures Act, the Executive Mayor must report to Council at such intervals as the latter may determine on decisions taken.

The Executive Mayor is herewith reporting on the decisions taken by the Executive Mayor in consultation with the Mayoral Committee.

4. **EXECUTIVE SUMMARY**

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

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

5. **RECOMMENDATION**

that Council take note of the decisions taken by the Executive Mayor taken in consultation with the Mayoral committee meeting from January 2026 until March 2026.

6. **DISCUSSION / CONTENTS**

- 6.1 Background and discussion.

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

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

Council approved delegations to the Executive Mayor as per EM 12 of the Stellenbosch Municipality Systems of Delegations, and legislation also contains powers that are vested in the Executive Mayor on which reports are made for notification.

6.3 **Financial Implications**

Dealt with in terms of the approved budget.

6.4 **Legal Implications**

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

6.5 **Staff Implications**

This report has no additional staff implications to the Municipality.

6.6 **Previous / Relevant Council Resolutions**

Item 9.1.2 – Council meeting: 2026-01-28.

6.7 **Risk Implications**

Addressed through the content of the item.

6.8 **Comments from Senior Management**

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

ANNEXURES

Appendix 1: Decisions taken by the Executive Mayor in the period January 2026 to March 2026 at Mayoral Committee meetings.

FOR FURTHER DETAILS CONTACT:

NAME	DONOVAN MULLER
POSITION	MANAGER: COUNCIL SUPPORT
DIRECTORATE	CORPORATE SERVICES
CONTACT NUMBERS	021 8088314
E-MAIL ADDRESS	Donovan.Muller@ Stellenbosch.gov.za
REPORT DATE	10 April 2026

APPENDIX 1

**MATTERS RESOLVED UNDER AUTHORITY DELEGATED TO THE MAYOR / MAYORAL COMMITTEE:
JANUARY 2026 – MARCH 2026**

MAYCO Meeting Date	Agenda Item no.	Report Subject	Date Resolved	Resolution
2026-01-22	7.8.1	TO OBTAIN APPROVAL TO ALLOCATE IDENTIFIED MARKET TRADING SITES TO SERVICE PROVIDERS SUBSEQUENT TO A CALL FOR PROPOSAL	2026-01-22	EXECUTIVE MAYORAL COMMITTEE: 2026-01-22: ITEM 7.7.1 RESOLVED That this item stands over till the February 2026 Mayoral committee meeting.
2026-02-18	7.3.1	RETURN ITEM: REPORT ON ERF 286 GROENDAL (LE ROUX)	2026-02-18	EXECUTIVE MAYORAL COMMITTEE: 2026-02-18: ITEM 7.3.1 RESOLVED That this item is withdrawn from the agenda.
2026-02-18	7.8.1	TO OBTAIN APPROVAL TO ALLOCATE IDENTIFIED MARKET TRADING SITES TO SERVICE PROVIDERS SUBSEQUENT TO A CALL FOR PROPOSAL	2026-02-18	EXECUTIVE MAYORAL COMMITTEE: 2026-02-18: ITEM 7.8.1 RESOLVED That this item is withdrawn from the agenda.
2026-03-25	7.2.1	ADOPTION OF THE STELLENBOSCH MUNICIPALITY SPORT ASSET MANAGEMENT POLICY	2026-03-25	EXECUTIVE MAYORAL COMMITTEE: 2026-03-25: ITEM 7.2.1 RESOLVED That this item is withdrawn from the agenda.
2026-03-25	7.8.1	RENAMING OF THE NPK BUILDING	2026-03-25	EXECUTIVE MAYORAL COMMITTEE: 2026-03-25: ITEM 7.8.1 RESOLVED That this item is withdrawn from the agenda.

**MATTERS RESOLVED UNDER AUTHORITY DELEGATED TO THE MAYOR / MAYORAL COMMITTEE:
JANUARY 2026 – MARCH 2026**

2026-03-25	7.8.2	FEEDBACK ON OUTSOURCING OF INFORMAL TRADING HUBS	2026-03-25	EXECUTIVE MAYORAL COMMITTEE: 2026-03-25: ITEM 7.8.2 RESOLVED That this item is withdrawn from the agenda.
2026-03-25	7.9.1	REQUEST TO UNDERTAKE THE PROCESS OF ADVERTISING VACANT MUNICIPAL AGRICULTURAL LAND TO SMALL SCALE FARMERS AS IN TERMS OF THE POLICY FOR THE MANAGEMENT OF MUNICIPAL AGRICULTURAL LAND	2026-03-25	EXECUTIVE MAYORAL COMMITTEE: 2026-03-25: ITEM 7.9.1 RESOLVED That this item is withdrawn from the agenda.

9.1.2	REPORT ON THE DECISIONS TAKEN BY THE EXECUTIVE MAYOR FOR THE QUARTER: JANUARY – MARCH 2026
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Collaborator No:

IDP KPA Ref No: Good Governance

Meeting Date: 22 April 2026

1. SUBJECT: REPORT ON THE DECISIONS TAKEN BY THE EXECUTIVE MAYOR FOR THE QUARTER: JANUARY – MARCH 2026

2. PURPOSE

To inform Council of the decisions taken by the Executive Mayor from January 2026 to March 2026 (see **APPENDIX 1**).

3. DELEGATED AUTHORITY

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

For Notification

4. EXECUTIVE SUMMARY

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

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

5. RECOMMENDATION

that Council take note of the decisions taken by the Executive Mayor.

6. DISCUSSION / CONTENTS

6.1 Background

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

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

6.2 Discussion

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

The Executive Mayor also takes decisions in consultation with the Mayoral committee. The decisions of the 2025/26 financial year will be reported in a separate item.

6.3 Financial Implications

Dealt with in terms of the approved budget.

6.4 Legal Implications

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

6.5 Staff Implications

This report has no additional staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions

Item 9.1.3 – Council meeting: 2026-01-28

6.7 Risk Implications

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

6.8 Comments from Senior Management

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

ANNEXURES

Annexure 1: Decisions taken by the Executive Mayor in the period January 2026 to March 2026.

Appendix 1 – Appeal lodged in terms of section (79)2 of the Stellenbosch Municipal Land Use Planning by-law: Application for consent use on farm no.124/11, Stellenbosch Division (LU/16296)

FOR FURTHER DETAILS CONTACT:

NAME	DONOVAN MULLER
POSITION	MANAGER: COUNCILLOR SUPPORT
DIRECTORATE	CORPORATE SERVICES
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REPORT DATE	09 April 2026

ANNEXURE 1

DELEGATIONS EXERCISED FOR PERIOD [JANUARY - MARCH 2026]**EXECUTIVE MAYOR**

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
LUP 63	PLANNING	Appeal lodged in terms of section 79(2) of the Stellenbosch Municipal Land Use Planning By-law: Application for consent use on farm no. 124/11, Stellenbosch Division (LU/16296)	14/01/2026	16/01/2026	REVOKE [see attached document – Appendix 1]

APPENDIX 1



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

NOTICE OF DECISION OF APPEAL AUTHORITY

APPEAL LODGED IN TERMS OF SECTION 79(2) OF THE STELLENBOSCH MUNICIPAL LAND USE PLANNING BY-LAW: APPLICATION FOR CONSENT USE ON FARM NO. 124/11, STELLENBOSCH DIVISION (LU/16296)

DECISION OF APPEAL AUTHORITY

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

Tick the appropriate box:

CONFIRM		VARY		REVOKE	X
THE DECISION OF THE MUNICIPAL PLANNING TRIBUNAL ON 29 NOVEMBER 2024, IN TERMS OF SECTION 60 OF THE STELLENBOSCH MUNICIPAL LAND USE PLANNING BY-LAW TO REFUSE THE APPLICATION FOR CONSENT USE ON FARM NO. 124/11, STELLENBOSCH DIVISION (LU/16296)					

A. BACKGROUND

1. The abovementioned Appeal refers.
2. The Municipal Planning Tribunal, on the 29th of November 2024 and in terms of Section 60 of the Stellenbosch Municipal Land Use Planning By-law, refused the application for consent use on of Farm No. 124/11, Stellenbosch Division for a tourist accommodation establishment to allow the existing structures to be converted into ten (10) self-catering units.
3. An Appeal was received in respect of the above decision on the 22nd of December 2024 in terms of Section 79(2) of the Stellenbosch Municipal Land Use



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Planning By-law from M. Bolz of Arch Town Planners in conjunction with J. Du Plessis of Du Plessis Hofmeyr Malan Incorporated on behalf of the registered owner of Farm no. 124/11.

4. The Objector was afforded the opportunity to comment on the appeal, but no comments were received.
5. The appeal assessment report was submitted to the Appellant in terms of Section 81(6) of the Stellenbosch Municipal Land Use Planning By-law for comment on the 11th of June 2025. The Appellant submitted comments on the 17th of June 2025.
6. A request for an oral hearing was granted, and the oral hearing was held on the 8th of December 2025. The Appellant and Objector was afforded an opportunity to submit written representations prior to the oral hearing date. The Appellant attended the oral hearing in-person. A site visit was also conducted by the Appeal Authority on the 17th of December 2025. The Objector was invited to the oral hearing and site visit but did not attend.
7. After careful perusal and consideration of all the relevant information, which included the relevant provisions of the By-law, the motivation and documentation submitted as part of the land use application, the written Appeal, the reports of the relevant Authorised Employees, the written submissions and representations received, the oral hearing proceedings and the site visit, I have taken the following decision.

B. APPEAL RESOLUTION

The Appeal submitted against the decision of the Municipal Planning Tribunal of the 29th of November 2024, in respect of the subject application LU/16296 **BE UPHELD**, and



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

1. That the application in terms of Section 15(2)(o) of the Stellenbosch Municipality Land Use Planning By-law for a consent use to permit a tourist accommodation establishment by converting the existing designated structures into ten (10) self-catering units on Farm No. 124/11, Stellenbosch Division,

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

2. The approval is subject to the following conditions imposed in terms of Section 66 of the said By-law:

- 2.1 The approval only applies to the proposed application under consideration and shall not be construed as authority to depart from any other legal prescriptions or requirements from Council or other legislation or By-laws or Regulations that may be applicable.
- 2.2 The approval granted shall not exempt the applicant from complying with any other legal prescriptions or requirements that might have a bearing on the proposed use.
- 2.3 The development be undertaken in accordance with the revised site development plan with reference A414/23/06, drawn by Collin Sherriff Architecture and dated 01/02/2024, attached as **Annexure A**.



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- 2.4 Building plans be submitted and approved by the Municipality for all existing unauthorised building works and/or changes of use in the existing buildings, as well as for any new or additional building works in accordance with this land use approval prior to the commencement of any building works, including the preparation of land, which building plans will only be approved when all relevant (or qualified) conditions of approval have been complied with.
- 2.5 The non-agricultural land uses hereby permitted must remain subservient to and not adversely impact the primary agricultural land use activities or natural environment on the subject property or surrounding properties.
- 2.6 The tourist accommodation establishment is supported on the basis of the use of existing buildings and the approval is restricted to the existing buildings and no extension in the number of units or the size of its footprints are permitted, and the land use right for the tourist accommodation establishment may not be repurposed into any newly build or redeveloped structures, and the existing structures may also not be repurposed for any other non-agricultural use.
- 2.7 The self-catering units of the tourist accommodation establishment is restricted for the use as tourist dwelling units for transient guest and it is prohibited that the subject units be utilised as additional dwelling units to accommodate permanent residents.
- 2.8 The tourist accommodation establishment and all associated facilities is for the exclusive use of overnight transient guests and may not be used as a function venue or the hosting of events and for any such use or other purpose by any other visitors to the property.



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- 2.9 Sufficient onsite parking be provided in accordance with the provisions of the Zoning Scheme By-law to the satisfaction of the Municipality and that onsite parking be provided on the same land unit where the land use is located.
 - 2.10 Development charges are payable in accordance with the prevailing and applicable Council Tariffs at the time of payment prior to the approval of any building plans or as may be agreed on in writing with the Director Infrastructure Services.
 - 2.11 Conditions imposed by the Infrastructure Services Department as contained in the memorandum dated 28/05/2024, and attached as **Annexure B**, be complied with.
 - 2.12 The payment of a contravention penalty in accordance with the approved Council Tariffs within 30 days from this approval being issued for the unauthorised utilisation of land in pursuance of facilitating the approval of the land use activity.
3. The **reasons** for the above decision are as follows:
 - 3.1 Given that this was existing structures which was repurpose no new and or additional structures will be permitted.
 - 3.2 The property lends itself to this type of use and is in line with the surroundings especially the environmental considerations and fauna and flora.
 - 3.3 No functions and events will be allowed and thus will contribute to tranquillity and not disturb the environment and surrounding uses.



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4. **Matters** to be noted:

- 4.1 No directorial, advertisement, or any other signs or flags may be erected on the subject property or in any road reserve prior to the approval of Stellenbosch Municipality or the authorised authority.
- 4.2 All electrical requirements be directed to Eskom.
- 4.3 Should the premises be used for a category of business which is required to be licensed in terms of the Business Act, No 71 of 1991 i.e. sale and supply of meals, health and entertainment, etc, then application must be made for the relevant business license.
- 4.4 Should food be prepared or handled, then application must also be made in writing to the Municipal Health Services Department of the Cape Winelands District Municipality for a Certificate of Acceptability for food premises in terms Regulation 638 of 22 June 2018 promulgated under the Foodstuffs, Cosmetics and Disinfectants Act, No 54 of 1972. These requirements come into effect once the Municipality has approved the land use application.
- 4.5 A liquor license be obtained from the authorised authority if required.
- 4.6 Should, after following due process -
 - a. The subject approval remains in breach of complying with any of the conditions of approval required for the vesting of the subject approval, and/ or



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- b. The use of the property be in breach of any of the conditions of approval, inclusive of persistent complaints of undue noise levels, and/ or
- c. The traffic levels with ineffective control in surrounding roads and the right of way servitude become a potential traffic nuisance or safety hazard, and/ or
- d. The property be used for any unauthorised uses not permitted in terms of this approval,

the authorised official of the Municipality will exercise its discretion in terms of Section 90(c) of the Stellenbosch Municipal Land Use Planning By-law to withdraw the subject approval granted and the use of the property to be reverted to its original use.

SIGNATURE: _____

DATE: _____

2026 | 01 | 16

Ald. Jeremy Fasser

Executive Mayor

(Appeal Authority in terms of Section 79(1) of the Stellenbosch Municipal Land Use Planning By-law)

9.2	REPORT/S BY THE SPEAKER
9.2.1	QUARTERLY REPORT – WARD COMMITTEE FUNCTIONING 3RD QUARTER OF 2025/2026 FINANCIAL YEAR

Collaborator No:

IDP KPA Ref No: Good Governance

Meeting Date: 22 April 2026

1. SUBJECT: QUARTERLY REPORT – WARD COMMITTEE FUNCTIONING 3RD QUARTER OF 2025/2026 FINANCIAL YEAR

2. PURPOSE

For Council to take note of the Functioning of Ward Committees within the Stellenbosch municipal areas.

3. DELEGATED AUTHORITY

For notification by Municipal Council.

4. EXECUTIVE SUMMARY

In terms of Section 73 of the Local Government: Municipal Structures Act, no 117 of 1998 and Regulations, Ward Committees must be established for each ward within the municipal area within 120 days after the election.

The System of Delegations of the Stellenbosch Municipality (S6 and S7) designates the Speaker of Stellenbosch Municipality to facilitate the establishment of Ward Committees in line with the provisions and stipulations of the Municipal Structures Act and Council's policy for the establishment of Ward Committees.

At the Council meeting of 30 March 2022, Council noted the establishment of Ward Committees for all 23 wards within the Stellenbosch Municipality.

Wards who did not have the full complement of Ward Committees members were allowed to co-opt members in line with Council Policy and Procedures for Ward Committees. All ward committees are fully functional and are performing all duties as set out in the Policy and Procedures for Ward Committees.

Attached herewith as ANNEXURE A is a table outlining the functioning of all Ward Committees for the period January - March 2026, including dates and number of Ward Committee meetings held to date.

5. RECOMMENDATIONS

- (a) that Council notes the functioning of Ward Committees in all 23 wards;
- (b) that Council takes note of the number of Ward Committee and Sector meetings held to date in all 23 wards from January - March 2026.

6. DISCUSSION / CONTENTS

6.1 Background

In terms of the Policy and Procedures for Ward Committees amended and adopted by Council on 23 November 2021, the Speaker of Council is the custodian of Ward Committees. The Speaker must, in collaboration with Ward Councillors, regulate and monitor the frequency of ward committee and community report back meetings and

must through his/her office ensure functionality of ward committees, as outlined in paragraphs 15(1) and 15(3 and 4) of Council's Policy and Procedures for Ward Committees.

In terms of section 73 of the Local Government: Municipal Structures Act, no 117 of 1998 and Regulations, Ward Committees must be established for each ward within the municipal area within 120 days after the election.

6.2 Discussion

At the meeting of 30 March 2022 Council noted the establishment of Ward Committees for all 23 wards within the Stellenbosch Municipality. Wards who did not have the full complement of Ward Committees members were allowed to co-opt members in line with Council Policy and Procedures for Ward Committees.

All ward committees are fully functional and are performing all duties as set out in the Policy and Procedures for Ward Committees.

Attached herewith as ANNEXURE A is a table outlining the functioning of all Ward Committees, including dates and number of Ward Committee meetings for the period January - March 2026.

6.3 Financial Implications

As per the approved budget.

6.4 Legal Implications

The recommendations in this report comply with approved delegations, legislation and Council policies.

6.5 Staff Implications

Ward Administrators have been appointed to assist with the functioning of Ward Committees. Where vacancies exist, there are processes in place to fill the vacancies.

6.6 Previous / Relevant Council Resolutions

37th COUNCIL MEETING: 2026-01-28: ITEM 16.1.

6.7 Risk Implications

This report addresses the risk implications for the Municipality.

6.8 Comments from Senior Management

The report was not circulated for comment.

ANNEXURES

Annexure A: Summary of Ward Committee and Public Meetings held: January – March 2026

FOR FURTHER DETAILS CONTACT:

NAME	Jacqueline Beerwinkel
POSITION	EXECUTIVE SUPPORT OFFICER
DIRECTORATE	CORPORATE SERVICES
CONTACT NUMBERS	021808 8618
E-MAIL ADDRESS	Jacqueline.Beerwinkel@ Stellenbosch.gov.za
REPORT DATE	08 April 2026

ANNEXURE A

**ANNEXURE A: SUMMARY OF WARD COMMITTEE AND PUBLIC MEETINGS HELD:
JANUARY – MARCH 2026**

WARD COMMITTEE MEETINGS: JANUARY – MARCH 2026					
Wards	No of WC Members	No of WC Meetings	Meeting dates (WC)	Public / Report back meetings	IDP attendance of w comm
1	9	2	11/02/2026; 18/03/2026		
2	9	2	26/02/2026; 26/03/2026	24/02/2026	
3	8	3	22/01/2026; 26/02/2026; 26/03/2026		
4	8	3	27/01/2026; 17/02/2026; 10/03/2026		
5	10	2	20/01/2026; 10/02/2026	05/03/2026	
6	10	2	04/02/2026; 04/03/2026		
7	10	3	21/01/2026; 11/02/2026; 11/03/2026		
8	9	2	26/02/2026; 26/03/2026	18/03/2026	
9	9	2	10/02/2026; 19/02/2026	18/03/2026	
10	7	1	10/02/2026		
11	10	2	12/02/2026; 12/03/2026		
12	10	2	19/01/2026; 11/03/2026	18/02/2026	
13	9	3	27/01/2026; 18/02/2026; 10/03/2026		

Wards	No of WC Members	No of WC Meetings	Meeting dates (WC)	Public / Report back meetings	IDP attendance of w comm
14	10	3	16/01/2026; 19/02/2026; 19/03/2026		
15	10	3	28/01/2026; 18/02/2026; 11/03/2026		
16	9	3	27/01/2026; 04/02/2026; 25/02/2026		
17	7	3	19/01/2026; 02/02/2026; 23/03/2026		
18	9	3	15/01/2026; 02/02/2026; 02/03/2026		
19	8	2	16/02/2026; 09/03/2026	17/03/2026	
20	8	2	10/02/2026; 10/03/2026		
21	7	2	10/02/2026; 03/03/2026		
22	7	3	19/01/2026; 11/02/2026; 11/03/2026		
23	9	2	02/02/2026; 23/02/2026		

AGENDA

40TH MEETING OF THE COUNCIL
OF STELLENBOSCH MUNICIPALITY

2026-04-22

9.3	REPORT/S BY THE MUNICIPAL MANAGER [MS G METTLER]
9.3.1	DECISIONS TAKEN BY DIRECTORATES IN TERMS OF DELEGATED AUTHORITY FROM 1 JANUARY 2026 UNTIL 31 MARCH 2026

Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance and Compliance

22 April 2026

1. SUBJECT: DECISIONS TAKEN BY DIRECTORATES IN TERMS OF DELEGATED AUTHORITY FROM 1 JANUARY 2026 UNTIL 31 MARCH 2026**2. PURPOSE**

To submit a report to Council on decisions taken by the Municipal Manager and Directors in accordance with Council's System of Delegations for the period 1 January 2026 to 31 March 2026, in compliance with Section 63 of the Local Government: Municipal Systems Act, read together with the System of Delegations approved by Council.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

In view of the applicable legislative stipulations, attached hereto as **Annexure 1** is a consolidated summary of the decisions taken by each Directorate during the reporting period.

Furthermore, it should be noted that this summary reflects only those delegations exercised by Senior Managers, as duly authorised by Council in terms of the approved System of Delegations.

5. RECOMMENDATIONS

that Council takes note of the decisions taken for the period 1 January 2026 until 31 March 2026, by the following Section 56 Managers:

- Municipal Manager and Acting Director Corporate Services - Ms G Mettler (1 January 2026 – 31 March 2026);
- Chief Financial Officer – Mr Kevin Carolus (1 January 2026 – 31 March 2026);
- Director Infrastructure Services – Mr S Chandaka (1 January 2026 – 31 March 2026);
- Director Planning and Economic Development – Mr A Barnes (1 January 2026 – 31 March 2026);
- Director Community and Protection Services – Mr G Boshoff (1 January 2026 – 31 March 2026).

6. DISCUSSION / CONTENTS**6.1 Background**

Section 63 of the Local Government: Municipal Systems Act, No. 32 of 2000, provides as follows:

"A political structure, political office bearer, Councillor, or staff member of a municipality to whom a delegating authority has delegated or sub-delegated a power or duty, must report to the delegating authority, at such intervals as the delegating authority may require, on decisions taken in terms of that delegated or sub-delegated power or duty since the last report."

In line with this requirement, the present report outlines the delegations exercised by the various Senior Managers, as duly authorised and delegated to them by Council in terms of the approved System of Delegations.

6.2 **Discussion**

The report outlines the delegations exercised by the various Senior Managers as delegated by Council.

6.3 **Financial Implications**

As per approved budget.

6.4 **Legal Implications**

Compliance with Council's System of Delegations and all applicable legislation.

6.5 **Staff Implications**

The report does not have any staff implications.

6.4 **Previous / Relevant Council Resolutions:**

33rd Council Meeting: 2025-07-30: Item 9.3.1.

6.5 **Risk Implications**

None, either than the decisions that were taken by the Senior Managers as delegated by Council.

6.6 **Comments from Senior Management**

No comments were required from Senior Manager.

ANNEXURES

Delegations exercised by Directorates: 1 January 2026 – 31 March 2026.

FOR FURTHER DETAILS CONTACT:

NAME	G Mettler
POSITION	Municipal Manager
DIRECTORATE	Office of the Municipal Manager
CONTACT NUMBERS	021 808 8025
E-MAIL ADDRESS	municipal.manager@ Stellenbosch.gov.za
REPORT DATE	1 April 2026

ANNEXURE A

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

DELEGATION	CATEGORY	REPORT SUBJECT AND RECOMMENDATIONS	DATE RECEIVED	DATE RESOLVED	RESOLUTION AND COMMENTS
C70	Section 34(1), MFMA	MOA – Stellenbosch Municipality//CCT – Safety Security Training Services	12/01/2026	12/01/2026	Signed
MM85	Section 67(1), MFMA	Permission for vehicle sponsorship with private dealership	12/01/2026	12/01/2026	Approved
MM85	Section 67(1), MFMA	MOA – Rent a Cop deployment – Stellenbosch Municipality//University of Stellenbosch	12/01/2026	12/01/2026	Signed
MM9	Section 55(1)(e), Systems Act	Extension of Fire Fighters Contracts – Staff shortages	12/01/2026	12/01/2026	Approved
MM84	Section 66, MFMA	Approval of Standby – Chief Fire Officer – Feb 2026	12/01/2026	12/01/2026	Approved
VPR2	Paragraph 6f	Approval of Virementation – Hire charges	12/01/2026	12/01/2026	Approved
VPR2	Paragraph 6f	Approval of Virementation – Standard Rated	12/01/2026	12/01/2026	Approved
EL1		EEDSM Monthly Report – Dec 2025	12/01/2026	12/01/2026	Approved
EL1		INEP Monthly Report Dec 2025	12/01/2026	12/01/2026	Approved
MM99	Section 71(5), MFMA	Approval of FMG Report – Dec 2025	15/01/2026	15/01/2026	Approved
SCM		DMP2025/26 Report (July – Dec 2025)	15/01/2026	15/01/2026	Approved
MM98	Section 71(1), MFMA	S71 Monthly Budget Monitoring Report – Dec 2025	15/01/2026	15/01/2026	Approved
MM9	Section 55(1)(e), Systems Act	Approval of appointment – Snr Admin Officer - BDM	16/01/2026	16/01/2026	Approved
LPC5		Approval of poster application – Franschhoek Chamber Music Festival	16/01/2026	16/01/2026	Approved
LPC5		Approval of poster application – SAADA Cape Fair 2026 - Franschhoek	16/01/2026	16/01/2026	Approved
MM24	Section 66(1)(d), Systems Act	Comments on outcomes of Chief Fire and Disaster Management, Assistant Chief and Deputy Fire Chief T grades	20/01/2026	20/01/2026	To HR for processing and input. Unclear if post at other municipalities referred to was task evaluated. Don't necessarily

					agree with the proposal made
HR2	Conditions of Service (SALGBC)	Timesheet – Clerk Municipal Court – Dec 2025/Jan 2026	20/01/2026	20/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Timesheet – Cashier Municipal Court – Dec 2025/Jan 2026	20/01/2026	20/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Timesheet – Court Interpreter Municipal Court – Dec 2025/Jan 2026	20/01/2026	20/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Timesheet – Prosecutor Municipal Court – Dec 2025/Jan 2026	20/01/2026	20/01/2026	Approved
LPC5		Approval of poster application – Donate Blood	20/01/2026	20/01/2026	Approved
LPC5		Approval of poster application – Stellenbosch University - Welcoming 2026	20/01/2026	20/01/2026	Approved
MM84	Section 66, MFMA	Approval of standby – Snr Technician ICT X2	20/01/2026	20/01/2026	Approved
MM84	Section 66, MFMA	Approval of standby – Technician ICT X2	20/01/2026	20/01/2026	Approved
MM9	Section 55(1)(e), Systems Act	Approval of acting appointment of Snr Manager Budget and Expenditure as CFO – 1-19 Dec 2025	21/01/2026	21/01/2026	Approved
MM9	Section 55(1)(e), Systems Act	Appointment of temporary staff – Waste Management Services – 4X Operators and 1X General Workers	21/01/2026	21/01/2026	Approved
MM9	Section 55(1)(e), Systems Act	Offer of employment – Store Assistant	21/01/2026	21/01/2026	Approved. Please check whether salary etc. is correct.
MM9	Section 55(1)(e), Systems Act	Confirmation of employment – Small plant Operator	21/01/2026	21/01/2026	Approved. Please check whether salary etc. is correct
C50	Section 14(2) of the MFMA (read with section 90, MFMA)	Replacement of Deed of Transfer – Erf 1714 Kayamandi	21/01/2026	21/01/2026	Approved
	Regulations on Cost containment	Request for catering for farewell – Mr D Duisel – Water Reticulation	21/01/2026	21/01/2026	Approved
C86	Section 83(2), MFMA	MMCL Report (July-Dec 2025)	21/01/2026	21/01/2026	Approved
MM9	Section 55(1)(e), Systems Act	Offer of employment – Manager Acquisitions Management	21/01/2026	21/01/2026	Approved
MM22	Section 66(1)(b), Systems Act	Approval of job description - CAE	21/01/2026	21/01/2026	Approved

MM9	Section 55(1)(e), Systems Act	Approval of appointment – Personal Assistant Deputy Executive Mayor			Not approved. Candidate does not meet the EE target group and did not meet the minimum requirement of 60%
MM 166C	Section 33	POA – Dorp Street Sunday Market	22/01/2026	22/01/2026	Signed
APP 1	Section 62(4)(a) MSA	Section 62 Appeal – Farm 689/9 Stellenbosch	22/01/2026	22/01/2026	Signed
HO2		Case No: 2025-019238 – Eviction – GVV Investments and others//Stellenbosch Municipality	22/01/2026	22/01/2026	Signed
MM99	Section 71(5), MFMA	Transfer Payment – RSEP: 1/04/2025 – 31/12/2025	23/01/2026	23/01/2026	Signed
HO2		Housing allocation - Rightsizing of Ms Isaacs to 302 Aurora	23/01/2026	23/01/2026	Approved
MM138	Section 127(5)(a), MFMA	Public Notice – Draft Annual Report 2024/25	23/01/2026	23/01/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Approval of Invoice – Madge Computers 30/01/2026	23/01/2026	23/01/2026	Approved
MM9	Section 55(1)(e), Systems Act	Offer of employment – Assistant Technician Electrical Services	23/01/2026	23/01/2026	Approved
MM9	Section 55(1)(e), Systems Act	Offer of employment – Admin Officer – Land Use	23/01/2026	23/01/2026	Approved
MM141	Section 129(2)(b), MFMA	Tabling of the Draft Annual Report 2024/25 - AG	23/01/2026	23/01/2026	Signed
VPR2	Paragraph 6f	Approval of virementation – Community Development Initiatives	26/01/2026	26/01/2026	Approved
LPC5		Approval of poster application – Investec SA Open	26/01/2026	26/01/2026	Approved
LPC5		Approval of poster application – Shofair Christian Church Stellenbosch	26/01/2026	26/01/2026	Approved
APP 1	Section 62(4)(a) MSA	Section 62 Appeal – Erven 4589 and 9538 Idasvalley – JP du Plessis	26/01/2026	26/01/2026	Signed
VPR2	Paragraph 6f	Approval of virementation – Historic Buildings	26/01/2026	26/01/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Approval of Invoice – Octofin – 31/01/2026	26/01/2026	26/01/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Approval of request to issue purchase order – Supervision Training	26/01/2026	26/01/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Approval of Invoice - BSM25/25 (Claim 10) – Pan Care 9/12/2025	26/01/2026	26/01/2026	Approved

LPC5		Approval of poster application – Versus Road Run Party	27/01/2026	27/01/2026	Approved
MM9	Section 55(1)(e), Systems Act	Approval of appointment of selection panel – Internal Auditor	27/01/2026	27/01/2026	Approved
LPC5		Approval of poster application – Stellenbosch University open day	27/01/2026	27/01/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Approval of Invoice – FNB December 2025	27/01/2026	27/01/2026	Approved
SC6	5 (2)(a)	BSM 23/26 – Replacement of Power Transformers at Jan Marais 66/11kv substation	27/01/2026	27/01/2026	Approved
C50	Section 14(2) of the MFMA (read with section 90, MFMA)	Transfer documents – Protea Hotel	27/01/2026	27/01/2026	Signed
MM9	Section 55(1)(e), Systems Act	Approval of appointment of temporary Ward Administrator – Ward 1	27/01/2026	27/01/2026	Approved
MM84	Section 66, MFMA	Approval of standby – Snr Manager Protection Services – February 2026	27/01/2026	27/01/2026	Approved
MM84	Section 66, MFMA	Approval of standby – Manager Traffic and Law Enforcement Services – February 2026	27/01/2026	27/01/2026	Approved
MM85	Section 67(1), MFMA	Lease Agreement – STB Mun//Stelmark Parking -	27/01/2026	27/01/2026	Approved
	Regulations on Cost containment	Request for catering services – Strategic Planning Session with Ward Administrators – 27/02/2026	27/01/2026	27/01/2026	Approved
SCM		Declaration of Gift register – Chief Whip - Crawley	27/01/2026	27/01/2026	Approved
	Regulations on Cost containment	Request for catering services – Community Safety Forum workshop – 18 March 2026	28/01/2026	28/01/2026	Approved
TR1	Skills Development Act /MSA	Motivation for enrolment for the MMCL Training – Technical Officer and Principal Administrative Officer – Housing Admin	28/01/2026	28/01/2026	Approved. Please check the available budget first
HR2	Conditions of Service (SALGBC)	Approval of appointment of selection panel – Messenger/Driver	28/01/2026	28/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Approval of appointment of selection panel – Office Assistant / Cleaner	28/01/2026	28/01/2026	Approved
MM 166C	Section 33	Approval of POA – Erf 2436 Kayamandi	28/01/2026	28/01/2026	Signed
MM 166C	Section 33	Approval of POA – As built plans (FQ10/26	28/01/2026	28/01/2026	Signed
MM 166C	Section 33	Approval of POA – Dorp Street Market	28/01/2026	28/01/2026	Signed
MM9	Section 55(1)(e), Systems Act	Confirmation of employment – Snr Disaster Coordinator	29/01/2026	29/01/2026	Approved

MM9	Section 55(1)(e), Systems Act	Revised offer of employment – Chief Clerk – Traffic services	29/01/2026	29/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Approval of Fixed Term Contract – Temp Admin Officer – Informal Settlements	29/01/2026	29/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Approval of Fixed Term Contract – Ward Administrators X2	29/01/2026	29/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Approval of Fixed Term Contract – Executive Secretary – Mayoral Support	29/01/2026	29/01/2026	Approved
MM9	Section 55(1)(e), Systems Act	Confirmation of Offer of employment Admin Officer – Land use Management	29/01/2026	29/01/2026	Approved
MM9	Section 55(1)(e), Systems Act	Confirmation of Offer of employment – Process Controller Calss IV	29/01/2026	29/01/2026	Approved
MM9	Section 55(1)(e), Systems Act	Confirmation of Offer of employment – Fire Fighter	29/01/2026	29/01/2026	Approved
MM9	Section 55(1)(e), Systems Act	Confirmation of Offer of employment – Assistant Technician – Electrical Services	29/01/2026	29/01/2026	Approved
MM9	Section 55(1)(e), Systems Act	Offer of employment – Snr Admin Officr – Building Development	29/01/2026	29/01/2026	Approved
MM10	Section 55(1)(f)-(h), Systems Act	Appointment of Initiator for disciplinary process – Manager Support Services – Infrastructure Services	29/01/2026	29/01/2026	Approved
MM10	Section 55(1)(f)-(h), Systems Act	Appointment of Initiator for disciplinary process – Manager Support Services – Infrastructure Services	29/01/2026	29/01/2026	Approved
LEG 1	General	Appointment of legal service provider – Eviction process – G3 Long street Cloeteville	29/01/2026	29/01/2026	Approved
LEG 1	General	Appointment of legal service provider – Management of Mont Rochelle Nature Reserve	29/01/2026	29/01/2026	Approved
LEG 1	General	Appointment of legal service provider – Illegal occupation – 6 Dan Pienaar La Colline STB	29/01/2026	29/01/2026	Approved
LEG 1	General	Appointment of legal service provider – Illegal occupation – 13 Dr Malan Street, La Colline STB	29/01/2026	29/01/2026	Approved
MM 166A		Appointment of legal service provider – Registration of servitude – Erf 3666 Franschoek	29/01/2026	29/01/2026	Approved
TR1	Skills Development Act /MSA	Application for Employee Bursary 2026 – Snr Internal Auditor	29/01/2026	29/01/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Approval of Invoice (Claim 8) – BSM70/25	29/01/2026	29/01/2026	Approved

MM82	Section 62(1)(f)(iv), MFMA	Approval of Invoice – Eskom January 2026 – Mountain Breeze	29/01/2026	29/01/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Approval of Invoice – Eskom January 2026 – 172 Merchant Street, Erf 342 Klapmuts	29/01/2026	29/01/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Approval of purchase order – BSM94/25 – Supply, delivery, installation, assessment and maintenance of air conditioners 1/07/2026 – 30/06/2028	29/01/2026	29/01/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Approval of Invoice (Claim 9) – BSM24/25	29/01/2026	29/01/2026	Approved
LPC5		Approval of poster application – Stellenbosch Family Fellowship	29/01/2026	29/01/2026	Approved
LPC5		Approval of poster application – Classical Kaleidoscope	29/01/2026	29/01/2026	Approved
EL1		Approval of EEDSM Monthly Report – January 2026	29/01/2026	29/01/2026	Approved
EL1		Approval of INEP Monthly Report – January 2026	29/01/2026	29/01/2026	Approved
MM91	Section 69(1)(a), MFMA	Approval of Revised TL SDBIP 2025/26	29/01/2026	29/01/2026	Approved
RM1	Section 9(5)(a) & Part 4, Provincial Archives Act, 2005 / CR 10/09/2008	Destruction of records application – D5/2026	29/01/2026	29/01/2026	Approved
TR1	Skills Development Act /MSA	Application for Employee Bursary 2026 – Data Capturer Corporate Services	29/01/2026	29/01/2026	Approved
HO2		Departmental Report - Eviction	29/01/2026	29/01/2026	Approved
MM19	Section 65(1)(a), Systems Act	Approval of delegations exercised – PED – December 2025	29/01/2026	29/01/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Approval of Invoice – Fatima Nell t/a Cinnamon Caterers – 16/01/2026	29/01/2026	29/01/2026	Approved
SC18	27(2)(g)	Approval of specifications – Appointment of quantity surveyor to act as Principal Agent for the Franschoek Admin Office and Townhall renovations	30/01/2026	30/01/2026	Approved
MM9	Section 55(1)(e), Systems Act	Interim appointment – Snr Manager Water and Wastewater Services	30/01/2026	30/01/2026	Approved
SC27	32(1)	Application to participate in Transversal Contract RT46	30/01/2026	30/01/2026	Approved
MM84	Section 66, MFMA	Request for approval – additional allowance – Clerk Metering	30/01/2026	30/01/2026	Approved

MM9	Section 55(1)(e), Systems Act	Confirmation of offer of employment – Process Controller Class IV	30/01/2026	30/01/2026	Approved
MM9	Section 55(1)(e), Systems Act	Confirmation of offer of employment – Snr Admin Officer – Land use	30/01/2026	30/01/2026	Approved
MM9	Section 55(1)(e), Systems Act	Confirmation of offer of employment – chief Clerk Traffic Fines	30/01/2026	30/01/2026	Approved
DELEGATION	CATEGORY	REPORT SUBJECT AND RECOMMENDATIONS	DATE RECEIVED	DATE RESOLVED	RESOLUTION AND COMMENTS
MM82	Section 62(1)(f)(iv), MFMA	Approval of invoice – Klaassen Cleaning - BSM91/23 – Traffic offices	3/02/2026	3/02/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Approval of invoice – Klaassen Cleaning - BSM91/23 - Kayamandi	3/02/2026	3/02/2026	Approved
SCM		Termination of SLA – FQ63/26 – Diaries and Calendars 2026	3/02/2026	3/02/2026	Signed
MM84	Section 66, MFMA	Approval of standby – Snr ICT Technician – Feb 2026 X2	3/02/2026	3/02/2026	Approved
MM84	Section 66, MFMA	Approval of standby – ICT Technician – Feb 2026 X2	3/02/2026	3/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Approval of flexi-hours – Snr Heritage planner	3/02/2026	3/02/2026	Approved
SCM		Declaration of gift - MM	3/02/2026	3/02/2026	Approved
SC18	27(2)(g)	Approval of specifications – Appointment of service provider for the graphic design layout, formatting, proofreading and editing of the VLR for STB Mun	3/02/2026	3/02/2026	Approved
MM 166C	Section 33	Approval of POA – SRA JSRA &SITI	3/02/2026	3/02/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Approval of purchase order – BSM85/25	3/02/2026	3/02/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Approval of purchase order – FQ3/26	3/02/2026	3/02/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Approval of invoice – Platinum Suppliers	3/02/2026	3/02/2026	Approved
MM 166C	Section 33	Approval of POA and notarial deed of servitude – Portion 10 of Farm 393 STB	4/02/2026	4/02/2026	Approved
MM 166C	Section 33	Appointment of conveyancer – Erf 17670 (Portion of Erf 16489)	4/02/2026	4/02/2026	Approved
MM 166C	Section 33	Approval of POA – Addendum to Agreement – Erf 17670 Rhenish School	4/02/2026	4/02/2026	Approved

DELEGATIONS EXERCISED FOR PERIOD 1 JANUARY – 31 MARCH 2026

BC46	NBR Regulation A23(4)	Consent to registered owner - submission of building plan – Farm 502L STB – Hangar 78	4/02/2026	4/02/2026	Approved
	Regulations on Cost containment	Request for catering services – MPAC Meeting – 6/02/2026	4/02/2026	4/02/2026	Approved
MM10	Section 55(1)(f)-(h), Systems Act	Appointment of Presiding Officer and Employer Representative – Manager Support Services – S Pretorius	4/02/2026	4/02/2026	Approved
MM19	Section 65(1)(a), Systems Act	Approval of delegations exercised Jan 2026 - PED	4/02/2026	4/02/2026	Approved
MM84	Section 66, MFMA	Approval of cellphone allowance – Supervisor – Community and Protection Services	4/02/2026	4/02/2026	Approved
LPC5		Approval of poster application – Varsity Cup Home fixtures	4/02/2026	4/02/2026	Approved
LPC5		Approval of poster application – Stellenbosch University Open days	4/02/2026	4/02/2026	Approved
MM85	Section 67(1), MFMA	Ratification Agreement – Erf 15214 Cloeteville	4/02/2026	4/02/2026	Signed
MM 166C	Section 33	Approval of POA – Erf 15214 Cloeteville	4/02/2026	4/02/2026	Signed
MM84	Section 66, MFMA	Approval of cellphone allowance – Manager Library Services – temporary appointment	4/02/2026	4/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Approval of timesheet – Climate change Expert – Jan-Feb 2026	4/02/2026	4/02/2026	Approved
BC46	NBR Regulation A23(4)	Consent to registered owner - submission of building plan – Erf 9190 STB Protea Hotel	6/02/2026	6/02/2026	Approved
MM84	Section 66, MFMA	Approval of cellphone allowance – Assistant Technician – Infrastructure Services	6/02/2026	6/02/2026	Approved
MM84	Section 66, MFMA	Approval of cellphone allowance – Field Inspector - Infrastructure Services	6/02/2026	6/02/2026	Approved
MM84	Section 66, MFMA	Approval of cellphone allowance – Snr Superintendent - Infrastructure Services	6/02/2026	6/02/2026	Approved
MM19	Section 65(1)(a), Systems Act	Delegation of certain financial powers Corporate Services to Chief Financial Officer	6/02/2026	6/02/2026	Approved
MM9	Section 55(1)(e), Systems Act	Temporary appointment – Manager Library Services	6/02/2026	6/02/2026	Approved
MM84	Section 66, MFMA	Exceeded overtime hours –Jan 2026 - Law Enforcement	6/02/2026	6/02/2026	Approved
LPC5		Approval of poster application – Sumandi Campher	10/02/2026	10/02/2026	Approved

LPC5		Approval of poster application – Eikestad Musiek fees	10/02/2026	10/02/2026	Approved
MM10	Section 55(1)(f)-(h), Systems Act	Appointment of Presiding Officer and employment representative – ICT Technician – A Williams	10/02/2026	10/02/2026	Approved
LPC5		Approval of poster application – Spier Light Art	10/02/2026	10/02/2026	Approved
		Implementation of a 24-hour shift deployment model for Traffic and Law Enforcement Services	10/02/2026	10/02/2026	Approved
VPR2	Paragraph 6f	Approval of virementation – Historic buildings	10/02/2026	10/02/2026	Approved
MM9	Section 55(1)(e), Systems Act	Temporary appointment – Community Safety Forum Coordinator	10/02/2026	10/02/2026	Approved
MM10	Section 55(1)(f)-(h), Systems Act	Appointment of Presiding Officer and Initiator – Snr Manager HR – A Kannemeyer	10/02/2026	10/02/2026	Approved
		SLA – STB Mun//TMT Services and Supplies	10/02/2026	10/02/2026	Signed
	Regulations on Cost containment	Request for catering services – SDG Workshop – 25-26 February 2026	10/02/2026	10/02/2026	Approved
MM9	Section 55(1)(e), Systems Act	Approval of acting appointment – Driver/Supervisor: Parks STB	10/02/2026	10/02/2026	Approved
HR2	Conditions of Service (SALGBC)appointment	Approval of acting appointment – Foreman Parks STB	10/02/2026	10/02/2026	Approved
HR2	Conditions of Service (SALGBC)appointment	Motivation for allocation of an additional post – Admin Support – Cemeteries and Halls – (Micro-structure – Community Services	10/02/2026	10/02/2026	Approved. Refer to Restructuring Committee in line with the recommendation. 3.2 Snr Manager HR please ensure that this is on Restructuring Committee agenda
MM10	Section 55(1)(f)-(h), Systems Act	Implementation of disciplinary action – M Venu – Infrastructure Services	10/02/2026	10/02/2026	Approved
MM10	Section 55(1)(f)-(h), Systems Act	Implementation of disciplinary action – K Mogale – Infrastructure Services	10/02/2026	10/02/2026	Approved
MM10	Section 55(1)(f)-(h), Systems Act	Implementation of disciplinary action – R Anthony – Corporate Services	10/02/2026	10/02/2026	Approved
MM10	Section 55(1)(f)-(h), Systems Act	Implementation of disciplinary action – A Mogologeng – Infrastructure Services	10/02/2026	10/02/2026	Approved
LEG1	General	Appointment of legal service provider – Special Rating Area (SRA)	10/02/2026	10/02/2026	Approved

HR2	Conditions of Service (SALGBC)	Approval of flexi-hours – Snr Clerk - Indigent	10/02/2026	10/02/2026	Approved
LEG1	General	Appointment of legal service provider – Disciplinary action – A Kannemeyer	10/02/2026	10/02/2026	Approved
MM9	Section 55(1)(e), Systems Act	Temporary appointment – Relieve Ward Administrator – Ward 1	10/02/2026	10/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Request for filling of critical vacancies – Infrastructure Services	10/02/2026	10/02/2026	Finance to confirm the finance and funding for the post first.
HR2	Conditions of Service (SALGBC)	Rectification of placement on organogram – Housing Officer – Housing Admin and creation of additional Principal Clerk post	10/02/2026	10/02/2026	Signed
SC18	27(2)(g)	Approval of specification – Marketing material for SDG summit (25-26 Feb 2026)	10/02/2026	10/02/2026	Approved
MM10	Section 55(1)(f)-(h), Systems Act	Appointment of Presiding Officer and employer representative in the case of Ms Boonzaaier	12/02/2026	12/02/2026	Approved
EL1		Request to implement a cost of supply tariff increase for 2026/27	12/02/2026	12/02/2026	Approved
	Regulations on Cost containment	Request for catering services for farewell – General Worker Water Reticulation	12/02/2026	12/02/2026	Approved
EL1		Submission of IPP grid connection application to ESKOM: BSM60/24 – 20MW IPP	12/02/2026	12/02/2026	Signed
MM82	Section 62(1)(f)(iv), MFMA	Approval of Invoice – Kings Catering – 30/01/2026	12/02/2026	12/02/2026	Approved
MM9	Section 55(1)(e), Systems Act	Approval of appointment – Clerk Maintenance	12/02/2026	12/02/2026	Approved
MM99	Section 71(5), MFMA	Section 71 Implementation Report – January 2026	13/02/2026	13/02/2026	Signed
SC2	3(2)(c)	Deviation – Disciplinary action against Snr Manager HR - A Kannemeyer	13/02/2026	13/02/2026	Approved
MM24	Section 66(1)(d), Systems Act	Task Job Evaluation Objection application for Employer – Manager Fire Services and Disaster Management Customer Interface Officer Snr Admin Officer – Land use Compliance Snr Admin Officer – Land use Applications	13/02/2026	13/02/2026	Approved
VPR2	Paragraph 6f	Approval of virementation – Community Development initiatives	13/02/2026	13/02/2026	Approved

SC6	5 (2)(a)	BSM28/26 – Provision of licensed and complaint waste disposal facilities to receive and dispose of general waste from Stellenbosch municipal area from the date of the tender awarded until 30 June 2028	13/02/2026	13/02/2026	Approved
	Regulations on Cost containment	Request for catering services for retirement farewell M Solani	13/02/2026	13/02/2026	Approved
	Regulations on Cost containment	Request for catering services - Strategic session: 26-27 March 2026	13/02/2026	13/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Proposal for removal of Snr Clerk – Cemeteries and Halls – community Services	13/02/2026	13/02/2026	Matter must be submitted to the Restructuring Committee on the LLF
MM84	Section 66, MFMA	Approval of cellphone allowance – Supervisor Driver – Community Services	13/02/2026	13/02/2026	Approved
WSB23	Section 89(2)	Approval of water leak rebate – 10418903, 100019, 10914605	13/02/2026	13/02/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Purchase order approval – BSM99/25 – Supply, delivery, installation and setup of ICT structured cabling services and equipment at the Stellenbosch Municipality for 1/07/2025 – 30/06/2028	16/02/2026	16/02/2026	Approved
	Regulations on Cost containment	Request for catering services for retirement farewell Z Malan	16/02/2026	16/02/2026	Approved
MM 166C	Section 33	SSEG Application proxy letter – Jamestown Library BSM34/25 – Turnkey – EPC hybrid inverter battery storage system – STB Mun community buildings	16/02/2026	16/02/2026	Approved
SC6	5 (2)(a)	BSM45/26 – Kayamandi housing project – Zone O Phase 3 – Construction of 170 Top structures and associated works	16/02/2026	16/02/2026	Approved
MM9	Section 55(1)(e), Systems Act	Approval of appointment of temporary Ward Administrator Ward 6	16/02/2026	16/02/2026	Approved
VPR2	Paragraph 6f	Approval of virementation – External Computer Services – software licences	16/02/2026	16/02/2026	Approved
MM9	Section 55(1)(e), Systems Act	Approval of appointment – 2 additional data capturers	16/02/2026	16/02/2026	Approved
MM10	Section 55(1)(f)-(h), Systems Act	Appointment of Presiding Officer and Employer Representative – A Romano	16/02/2026	16/02/2026	Approved

MM9	Section 55(1)(e), Systems Act	Confirmation of offer of employment – Clerk Maintenance	16/02/2026	16/02/2026	Approved
MM84	Section 66, MFMA	Approval of cellphone allowance – Contract Driver – Infrastructure Services X2	20/02/2026	20/02/2026	Approved
MM84	Section 66, MFMA	Approval of cellphone allowance – Field Inspector – Infrastructure Services	20/02/2026	20/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Incapacity due to ill-health proceedings / C du Preez – temporary workplace accommodation and adjusted working arrangement	20/02/2026	20/02/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Approval of purchase order – BSM88/24 – Supply and installation and repairs of artificial grass in Stellenbosch until 30/06/2027 (municipal court)	20/02/2026	20/02/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Approval of Invoice – Eskom – February 2026 – La Motte office	20/02/2026	20/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Request for Principal Clerk Post to be funded - SCM	20/02/2026	20/02/2026	Approved
SCM		Approval of DMP 2025/26: July 2025 – January 2026	20/02/2026	20/02/2026	Approval. Full document with input was received on 19/02/2026.
HR2	Conditions of Service (SALGBC)	Request for approval and implementation of urgent mitigation actions to minimise extreme risks to the Water and Wastewater Department – Filling of vacancies	20/02/2026	20/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Approval of fixed term contracts – Data Capturers X2 - HR	20/02/2026	20/02/2026	Approved
MM 166C	Section 33	Approval of POA – Erf 8716 Stellenbosch	24/02/2026	24/02/2026	Signed
	Regulations on Cost containment	Request to conduct fundraising food sale for Financial Services year-end function	24/02/2026	24/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Termination of fix term contract – Ward Administrator Ward 16	24/02/2026	24/02/2026	Approved
	Regulations on Cost containment	Request for catering services – ICDL Steering Group Meeting – 27/02/2026	24/02/2026	24/02/2026	Approved
MM84	Section 66, MFMA	Approval of cellphone allowance – Snr Disaster Management Coordinator	24/02/2026	24/02/2026	Approved

DELEGATION	CATEGORY	REPORT SUBJECT AND RECOMMENDATIONS	DATE RECEIVED	DATE RESOLVED	RESOLUTION AND COMMENTS
MM84	Section 66, MFMA	Approval of overtime/pre-approval – Community Development – February 2026	9/03/2026	9/03/2026	Approved
MM84	Section 66, MFMA	Request for social relief of distress emergency overtime – February 2026	9/03/2026	9/03/2026	Approved
HR2	Conditions of Service (SALGBC)	Approval to appoint the selection panel Internal Auditor	11/03/2026	11/03/2026	Approved
SC18	27(2)(g)	Formal quotation request – Supply, delivery and installation of new air conditioners	19/03/2026	19/03/2026	Approved
HR2	Conditions of Service (SALGBC)	Recruitment of land use Town Planning Student Interns – Work Integrated Learn (WiL/Intern)	19/03/2026	19/03/2026	Approved
C70	Section 34(1), MFMA	LGSETA – Workplace vetting Report	19/03/2026	19/03/2026	Signed
C70	Section 34(1), MFMA	TPA – WCG via DPOCS//STB Mun	19/03/2026	19/03/2026	Signed
C70	Section 34(1), MFMA	TPA – WCG via DCAS//STB Mun	19/03/2026	19/03/2026	Signed

DIRECTORATE: FINANCIAL SERVICES

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
HR2	Conditions of Service (SALGBC)	Approval of Overtime Various Sections within Finance	5/01/2026	30/01/2026	Approved
VPR1	Paragraph 6f	Capital Virementation various Directorate's	5/01/2026	30/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Pre-approval is requested for Overtime in January 2026-Budget Office	5/01/2026	30/01/2026	Approved
VPR1	Paragraph 6f	Operational Virementation-Finance	5/01/2026	30/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Pre-approval is requested for Exceeding pre-approved overtime hours in January 2026- Payroll Office	5/01/2026	30/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Overtime pre-approval – Rates & Taxes section-Finance	5/01/2026	30/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Application for Bursary 2026: Various Employees within Finance	5/01/2026	30/01/2026	Approved

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
VPR2	Paragraph 6f	Capital Virementations – All Directorates	2/02/2026	27/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Standby / Overtime for SCM, Stores Creditors	2/02/2026	27/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Acting appointment: Jermaine Rhoda	2/02/2026	27/02/2026	Approved
Section 115(1)(a), MFMA	MM122	BSM 44/26 Appointment of an Advertising Agency for a Period Ending 30 June 2027f	2/02/2026	27/02/2026	Approved
Section 115(1)(a), MFMA	MM122	BSM 43/26 Appointment of a Service Provider for the Provision of Travel Management Services to Stellenbosch Municipality for a Period Ending 30 June 2027	2/02/2026	27/02/2026	Approved
CM3	General provisions	SCM letters approved Tenderers	2/02/2026	27/02/2026	Approved
Section 115(1)(a), MFMA	MM122	BSM 29/26 Repair of Two (2) Burned Low-Cost Houses plus Two (2) Rental Flats in Cloetesville	2/02/2026	27/02/2026	Approved

		and New Roofing in Two (2) Semi-Detached Housing Comprising of Four (4) Units in Idas Valley, Stellenbosch			
CM3	General provisions	SCM letters approved Tenderers	2/02/2026	27/02/2026	Approved
VPR2	Paragraph 6f	Capital Virementations – All Directorates	2/02/2026	27/02/2026	Approved
SC3	4(1)	Stores Requisition – SCM	2/02/2026	27/02/2026	Approved
Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
VPR1	Paragraph 6f	Capital Virementations – Various Directorates	2/03/2026	31/03/2026	Approved
HR2	Conditions of Service (SALGBC)	Standby / Overtime for SCM, Stores	2/03/2026	31/03/2026	Approved
HR2	Conditions of Service (SALGBC)	Approval to pay Acting Allowances: Jermaine Rhoda	2/03/2026	31/03/2026	Approved
Section 115(1)(a), MFMA	MM122	BSM 15/26 Upgrading of the Klapmuts Wastewater Treatment Works: Phase 1	2/03/2026	31/03/2026	Approved
CM3	General provisions	SCM letters approved Tenderers	2/03/2026	31/03/2026	Approved
Section 115(1)(a), MFMA	MM122	BSM 30/26 Appointment of a Suitable, Qualified, And Experienced Contractors for Carpentry and Joinery Labour Services (As and When Required) For A Period Ending 30 June 2028.	2/03/2026	31/03/2026	Approved
Section 115(1)(a), MFMA	MM122	BSM 32/26 Upgrading Of 146 Municipal Rental Flats in Kayamandi	2/03/2026	31/03/2026	Approved
Section 115(1)(a), MFMA	MM122	BSM 21/26 Design, Manufacture, Supply, Delivery, Installation and Commissioning of High Voltage (66kv) Circuit Breakers And 66kv Control Panels at Primary Substations Contract Period Ending 30 June 2028	2/03/2026	31/03/2026	Approved
Section 115(1)(a), MFMA	MM122	BSM 123/25 The Appointment of a Suitable and Highly Qualified Contractor for the Supply, Design and Installation of Optic Fiber Network from HQ to Wastewater Treatment Plant Offices	2/03/2026	31/03/2026	Approved

DIRECTORATE: INFRASTRUCTURE SERVICES

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
To exercise all powers conferred upon the Municipality by applicable legislation relating to the supply of water and matters incidental thereto	WS1 Section 11, WSA	Water restrictions exemption: Borehole registrations: 7– Application to drill 0 – Residential Applications 0– Commercial Applications 0 – Public Buildings Applications 0 – Grey water Applications MUNICIPAL NOTICE: Notice 4/2026 Interruption in water supply. Area affected: Koelenhof Farms and Bottelary Road, Stellenbosch 28/01/2026 from 10:00 – 16:00	21;27&29	21,27&30	Approved
		Notice 2/2026 Interruption in water supply. Area affected: ABSA Building, Oude Bloemhof Building, Cnr Plein and Ryneveld Str, Stellenbosch 22/01/2026 from 09:00 – 14:00	23/01/2026	23/01/2026	Approved
		Notice 5/2026 Interruption in water supply. Area affected: Raithby, Stellenbosch 29/01/2026 from 09:00 – 17:00	19/01/2026	19/01/2026	Approved
			26/01/2026	26/01/2026	Approved

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Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
To exercise all powers conferred upon the Municipality by applicable legislation relating to the supply of water and matters incidental thereto	WS1 Section 11, WSA	Water restrictions exemption: Borehole registrations: 6 – Application to drill 0 – Residential Applications 0 – Commercial Applications 0 – Public Buildings Applications 0 – Grey water Applications MUNICIPAL NOTICE: Notice 17/2026 Interruption in water supply. Area affected: Van Riebeeck-, Coetzenburg, Noordwal East Str and Coetzenburg Sports Complex, Stellenbosch Central, Stellenbosch 09/02/2026 from 09:00 – 17:00	02,04,12,17,18/ 02/2026	18/02/2026	Approved
		Notice 02/2026 Interruption in water supply. Area affected: Ryneveld and Victoria Str, Stellenbosch. 04/02/2026 from 18:00 – 23:00	05/02/2026	06/02/2026	Approved
		Notice 14/2026 Interruption in water supply. Area affected: Juffernbrucht Str, Idasvalley, Stellenbosch. 04/02/2026 from 09:00 – 14:00	02/02/2026	02/02/2026	Approved
To authorize a staff member, co to gain access to any property for the purpose of conducting	EL18 Section 10	MUNICIPAL NOTICE: Notice 06/2026 Disconnection of electricity supply to: L'Africa Estate, Hampton Square, Lilly Str, Calais Str and Reservoir East (From Lilly to Franschoek Estate) 18/02/2026	02/02/2026	02/02/2026	Approved

inspection, tests or maintenance works		09:00 – 16:00 Notice 07/2026 Eskom shutdown: Reservoir East (From Nerina Str to Lilly Str) Van Riebeeck Str, Water Pumpstation at the end of Van Riebeeck Str, (Between Reservoir Str and Van Riebeeck Str) 25/02/2026	02/02/2026	02/02/2026	Approved
		Notice 15/2026 Disconnection of electricity supply to: Lower Lea Smith Str, Groendal, Franschhoek 03/02/2026 09:00 – 13:00	03/02/2026	03/02/2026	Approved
		Notice 19/2026 Disconnection of electricity supply to: Newinbosch Estate. 18/02/2026 08:00 – 16:00	16/02/2026	16/02/2026	Approved
		Notice 24/2026 Disconnection of electricity supply to: Updating of pre-paid electricity vending system. 04/03/2026 20:00 – 21:00	25/02/2026	25/02/2026	Approved
		Notice 21/2026 Disconnection of electricity supply to: Octoplace, Technopark 20/02/2026 08:00 – 16:00	19/02/2026	19/02/2026	Approved
		Notice 23/2026 Disconnection of electricity supply to: Protea, Rustenburg, Luckhoff, Kahler and Juffernbruch Str, Idasvalley 26/02/2026 09:00 – 17:00			

To permit co-generation of electricity	EI12 Section 2(4)	SMALL-SCALE EMBEDDED GENERATION (SSEG) APPROVAL			
		Approval to connect 5 kVA grid-tied hybrid installation 85 Lovellaan, Die Boord, Stellenbosch	10/02/2026	10/02/2026	Approved
		Approval to connect 5 kVA grid-tied hybrid installation 7 Anesta Str, Paradyskloof, Stellenbosch	10/02/2026	10/02/2026	Approved
		Approval to connect 5 kVA grid-tied hybrid installation 20 Du Clair Str, Paradyskloof, Stellenbosch	10/02/2026	10/02/2026	Approved
		Approval to connect 10 kVA grid-tied hybrid installation 16 Mazot Str, Brandwacht, Stellenbosch	10/02/2026	10/02/2026	Approved
		Approval to connect 750 kVA grid-tied hybrid installation The Woodmill Centre, Vredenberg Road, Stellenbosch	10/02/2026	10/02/2026	Approved
		Approval to connect 8 kVA grid-tied hybrid installation 7 Otterkuil Str, Stellenbosch	13/02/2026	13/02/2026	Approved
		Approval to connect 8 kVA grid-tied hybrid installation 8 Libertas Avenue, Karindal, Stellenbosch	02/02/2026	16/02/2026	Approved

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
To exercise all powers conferred upon the Municipality by applicable legislation relating to the supply of water and matters incidental thereto	WS1 Section 11, WSA	Water restrictions exemption: 3 - Applications	13/03/2026	25/03/2026	Approved
		Borehole registrations: 9 Application to drill 5 Residential Applications 0 – Commercial Applications 0 – Public Buildings Applications 0 – Grey water Applications	5/03/2026 8/03/2026	31/03/2026 30/03/2026	Approved Registered
		MUNICIPAL NOTICE: Notice 32/2026 Planned construction works: upgrading and replacement of existing sewer network in Bird Str, Stellenbosch Area affected: Bird Str, Stellenbosch Starting: 16 March 2026 for +- 1 month	16/03/2026	16/03/2026	Approved
		Notice 38/2026 Planned construction works Area affected: Mostertsdrift, Stellenbosch 30/03/2026 for +- 3 months	27/03/2026	27/03/2026	Approved
To permit co-generation of electricity	EI12 Section 2(4)	SMALL-SCALE EMBEDDED GENERATION (SSEG) APPROVAL			
		Approval to connect 5 kVA grid-tied hybrid installation 49 Lovellaan, Die Boord, Stellenbosch	06/03/2026	06/03/2026	Approved
		Approval to connect 5 kVA grid-tied hybrid installation 57 van der Stel Str, Stellenbosch	06/03/2026	06/03/2026	Approved

	Approval to connect 5 kVA grid-tied hybrid installation 106 La Roche, Stellenbosch	06/03/2026	06/03/2026	Approved
	Approval to connect 24 kVA grid-tied hybrid installation 1 Zwaanswyk Road, Karindal, Stellenbosch	06/03/2026	06/03/2026	Approved
	Approval to connect 30 kVA grid-tied hybrid installation 1 La Rosa Str, La Ferme Chantelle, Franschhoek	20/03/2026	20/03/2026	Approved
	Approval to connect 3.6 kVA grid-tied hybrid installation 34 Soeteweide Str, Stellenbosch	20/03/2026	20/03/2026	Approved
	Approval to connect 100 kVA grid-tied hybrid installation 18 Techno Avenue, Techno Park, Stellenbosch	20/03/2026	20/03/2026	Approved
	Approval to connect 6 kVA grid-tied hybrid installation 9 Quantum Str, Unit 15, Technopark, Stellenbosch	20/03/2026	20/03/2026	Approved
	Approval to connect 3.6 kVA grid-tied hybrid installation 2 Kleineweide Str, Stellenbosch	20/03/2026	20/03/2026	Approved
	Approval to connect 3.6 kVA grid-tied hybrid installation 15 Cluver Way, Stellenbosch	20/03/2026	20/03/2026	Approved
	Approval to connect 3.6 kVA grid-tied hybrid installation 21 Cluver Way, Stellenbosch	20/03/2026	20/03/2026	Approved
	Approval to connect 33 kVA grid-tied hybrid installation	20/03/2026	20/03/2026	Approved

		19 Soeteweide Str, Stellenbosch			
		Approval to connect 33 kVA grid-tied hybrid installation 22 Dennesig Str, Stellenbosch	27/03/2026	27/03/2026	Approved
		Approval to connect 125 kVA grid-tied hybrid installation 4 Plein Str, Stellenbosch	27/03/2026	27/03/2026	Approved
		Approval to connect 5 kVA grid-tied hybrid installation 19 Buitekring Str, Stellenbosch	27/03/2026	27/03/2026	Approved
		Approval to connect 5 kVA grid-tied hybrid installation 4 Blenheim Road, Stellenbosch	27/03/2026	27/03/2026	Approved
		Approval to connect 5 kVA grid-tied hybrid installation 16 Paul Kruger Str, Stellenbosch	27/03/2026	27/03/2026	Approved
To exercise all powers conferred upon the municipality by applicable legislation and by-laws relating to the collection, removal, storage and disposal of refuse and other offensive or	Section 7 – 9, NEMWA	Notice 32/2024 Recycling / refuse removal schedule for Easter 2026.		04/03/2026	Approved

unhealthy items of waste					
To exercise all powers conferred upon the Municipality by applicable legislation relating to the supply of water and matters incidental thereto	WS1 Section 11, WSA	Water restrictions exemption: 3 - Applications	13/03/2026	25/03/2026	Approved
		Borehole registrations: 9 Application to drill 5 Residential Applications 0 – Commercial Applications 0 – Public Buildings Applications 0 – Grey water Applications	5/03/2026 8/03/2026	31/03/2026 30/03/2026	Approved Registered
		MUNICIPAL NOTICE: Notice 32/2026 Planned construction works: upgrading and replacement of existing sewer network in Bird Str, Stellenbosch Area affected: Bird Str, Stellenbosch Starting: 16 March 2026 for +- 1 month	16/03/2026	16/03/2026	Approved
		Notice 38/2026 Planned construction works Area affected: Mostertsdrift, Stellenbosch 30/03/2026 for +- 3 months	27/03/2026	27/03/2026	Approved

DIRECTORATE: PLANNING AND ECONOMIC DEVELOPMENT

DELEGATION	CATEGORY	REPORT SUBJECT AND RECOMMENDATIONS	DATE RECEIVED	DATE RESOLVED	RESOLUTION AND COMMENTS
M122	Section 115(1)(a), MFMA	BSM 50/23 the design, construction, and maintenance of sewer and water networks, including 30 waterborne toilets at Enkanini Informal Settlements, Kayamandi	14/1/2026	14/1/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Invoice: SA Council for Planners - SACPLAN reimbursement - Spatial Planner	14/1/2026	14/1/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Invoice: Western Cape Government	14/1/2026	14/1/2026	Approved
MM109	Section 79(1)(b), MFMA	Exceeding standby & overtime - Housing Admin	16/1/2026	16/1/2026	Approved
HR2	Conditions of Service (SALGBC)	Termination of EPWP contract: Rental stock maintenance	16/1/2026	16/1/2026	Signed
CM3	Authority to communicate the acceptance of tenders, quotations, or offers for the procurement of goods/services i.t.o council's supply chain policy, valued up to R200	FQ: Appointment of a Service Provider for the construction of basic services (water & sanitation) at zone 0 & 86 sites in Kayamandi	19/01/2026	19/1/2026	Approved

	000 (VAT inclusive)				
MM82	Section 62(1)(f)(iv), MFMA	Tax invoice: Bidvest Waltons Bulkstore	19/01/2026	19/1/2026	Approved
SC6	5(2)(b)	MBD 7.2 - Contract form: Rendering of services: BSM 50/23 - Rectification of 32 units in La Coline	19/01/2026	19/1/2026	Signed
MM109	Section 79(1)(b), MFMA	Approval of delegations exercised by the Director of Planning Services - December 2025	19/01/2026	19/1/2026	Supported
HR2	Conditions of Service (SALGBC)	1 x Application for employee bursary: 2026 studies - LUM	19/01/2026	19/1/2026	Signed
HR2	Conditions of Service (SALGBC)	Letter of appointment EPWP contract: rental stock maintenance	21/01/2025	21/1/2025	Signed
HR2	Conditions of Service (SALGBC)	Request for approval: Enrolment on MMCL programme	22/01/2025	22/1/2025	Supported
PAM10	Section 59 of MSA	Memo: Service level agreement between Cape Winelands District Municipality & Stellenbosch Municipality 25/26 Economic Recovery	23/01/2025	23/1/2025	Signed
HR2	Conditions of Service (SALGBC)	Letter of appointment EPWP contract: rental stock maintenance	23/01/2025	23/1/2025	Approved
MM109	Section 79(1)(b), MFMA	Overtime & standby pre-approval - Informal Settlements	23/01/2025	23/1/2025	Approved
C50	Section 14(2) of the MFMA (read with section 90, MFMA)	3 x Deeds of sale	23/01/2025	23/1/2025	Supported

DELEGATIONS EXERCISED FOR PERIOD 1 JANUARY – 31 MARCH 2026

M122	Section 115(1)(a), MFMA	Tender: BSM 61/26 Summary table of amended specification	26/01/2026	26/1/2026	Approved
HR2	Conditions of Service (SALGBC)	Approval of acting allowance: Acting for BCO - BDM	26/01/2026	26/1/2026	Approved
HR2	Conditions of Service (SALGBC)	Extension of existing EPWP contract: Picnic SHE Admin Assistant	26/01/2026	26/1/2026	Signed
LEG9	General	Signing a power of attorney (POA) to submit an as-built plans application for fencing for multiple sites, for Stellenbosch Municipality FQ: 10/26 & 27/01	26/01/2026	26/1/2026	Supported
SC6	5(2)(b)	MBD 7.2 BSM 50/23 Assessment & stabilization of the lean-to structure of the Landbousaal, Stellenbosch	27/01/2026	27/1/2026	Signed
LEG9	General	1 x Power of attorney	27/01/2026	27/1/2026	Supported
M122	Section 115(1)(a), MFMA	Tender: BSM 46/26 The provision of professional armed security services for a period ending June 2029	27/01/2026	27/1/2026	Signed
M122	Section 115(1)(a), MFMA	Tender: BSM 47/26 The supply, delivery & offloading of refused bags	27/01/2026	27/1/2026	Signed
MM82	Section 62(1)(f)(iv), MFMA	Tax invoice: Novus Media -Eikestad Nuus 16/10/2025	28/01/2026	28/1/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Tax invoice: Novus Media -Eikestad Nuus 23/10/2025	28/01/2026	28/1/2026	Approved
HR2	Conditions of Service (SALGBC)	Extension of existing EPWP contract - Caretaker	29/01/2026	29/1/2026	Signed
HR2	Conditions of Service (SALGBC)	Extension of existing EPWP contract - Office Assistant	29/01/2026	29/1/2026	Signed

AD3	General	Approval of advertisement - Senior Admin Officer (MPT)	29/01/2026	29/1/2026	Approved
AD3	General	Approval of advertisement - Customer Interface (LUM)	29/01/2026	29/1/2026	Approved
HO2		Departmental Report - case no 877/2024 - Eviction	29/01/2026	29/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Registration of municipal projects: EPWP program business plan 2026/2027 - BSM 09/26 & BSM 61/26	29/01/2026	29/1/2026	Approved
VPR2	Paragraph 6f	Virement of operational funds within a vote: Development Management	29/01/2026	29/1/2026	Approved
VPR2	Paragraph 6f	Virement of operational funds within a vote: Development Management	29/01/2026	29/1/2026	Approved
HR2	Conditions of Service (SALGBC)	Application for a bursary: 2026 studies – Housing Development	29/01/2026	29/1/2026	Approved
HR2	Conditions of Service (SALGBC)	Registration of municipal projects: EPWP program business plan 2026/2027 - LUM	30/01/2026	30/1/2026	Approved
MM84	Section 66, MFMA	Overtime pre-approval - Housing Admin	30/01/2026	30/1/2026	Approved
MM84	Section 66, MFMA	Overtime time-off - Housing Admin	30/01/2026	30/1/2026	Approved
MM84	Section 66, MFMA	Overtime & standby pre-approval - Housing Admin	30/01/2026	30/1/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Tax invoice: MTF Consultants	30/01/2026	30/1/2026	Approved

M122	Section 115(1)(a), MFMA	BSM 50/23 Request for technical proposal	30/01/2026	30/1/2026	Approved
HR2	Conditions of Service (SALGBC)	Approval of flexi hours - Spatial Planning	30/01/2026	30/1/2026	Approved
HR2	Conditions of Service (SALGBC)	Extension of existing EPWP contract - General Worker	30/01/2026	30/1/2026	Signed

DELEGATION	CATEGORY	REPORT SUBJECT AND RECOMMENDATIONS	DATE RECEIVED	DATE RESOLVED	RESOLUTION AND COMMENTS
LUP99	Section 24 of the BLUPBL Performing functions in terms of the "LUPO", "SPLUMA", "LUPA", "SLUPB", and "Zoning Schemes	Land Use Compliance: Farm 104 00201, portion 2, Paarl Division	2/2/2026	2/2/2026	Approved
LUP99	Section 24 of the BLUPBL Performing functions in terms of the "LUPO", "SPLUMA", "LUPA", "SLUPB", and "Zoning Schemes	Land Use Compliance: Erf 15 & 16 Klapmuts	2/2/2026	2/2/2026	Approved

LUP99	Section 24 of the BLUPBL Performing functions in terms of the “LUPO”, “SPLUMA”, “LUPA”, “SLUPB”, and “Zoning Schemes	Land Use Compliance: Erf 645, 102 Dorp Street, Stellenbosch	2/2/2026	2/2/2026	Approved
HR2	Conditions of Service (SALGBC)	Letter of appointment: EPWP contract - Admin Assistant	2/2/2026	2/2/2026	Signed
MM109	Section 79(1)(b), MFMA	Approval of delegations exercised by the Director of Planning Services - January 2026	3/2/2026	3/2/2026	Signed
LEG9	General	1 x Power of attorney	3/2/2026	3/2/2026	Supported
M122	Section 115(1)(a), MFMA	BSM 61/26 appointment of a Service Provider for the construction of basic services (water & sanitation) at Zone O & 86 Sites in Kayamandi	3/2/2026	3/2/2026	Signed
HR2	Conditions of Service (SALGBC)	Extension of existing EPWP contract - Cleaner	4/2/2026	4/2/2026	Signed
MM164	Regulations on Cost Containment	Application of a pool vehicle: Housing Development	4/2/2026	4/2/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Memo: Mr. Jara & Mr. Gwadiso EPWP Contract - reimbursement	4/2/2026	4/2/2026	Approved
C95	Section 120(1), MFMA	Approval of lease agreements for the Independent Electoral Commission (IEC)	5/2/2026	5/2/2026	Supported

C95	Section 120(1), MFMA	Approval of lease agreements for KL Tee Services (Pty) Ltd	5/2/2026	5/2/2026	Supported
LEG9	General	2 x Power of attorney	6/2/2026	6/2/2026	Supported
MM82	Section 62(1)(f)(iv), MFMA	Tax invoice: re-solve	9/2/2026	9/2/2026	Approved
MM84	Section 66, MFMA	Overtime & standby pre-approval - Informal Settlements	9/2/2026	9/2/2026	Approved
MM84	Section 66, MFMA	Exceeding overtime & standby - Housing Administration	9/2/2026	9/2/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Invoice: Triple S - training & development	9/2/2026	9/2/2026	Approved
HR2	Conditions of Service (SALGBC)	Termination letter of EPWP contract	11/2/2026	11/2/2026	Signed
M122	Section 115(1)(a), MFMA	Letter of appointment: BSM 50/23 to undertake the demolition, rebuilding, and construction monitoring of 5 burnt houses in Cloetesville	11/2/2026	11/2/2026	Approved
M122	Section 115(1)(a), MFMA	BSM 49/26, BSM 50/26, BSM 55/26, BSM 56/26, BSM 62/26, BSM 63/26, BSM 66/26	11/2/2026	11/2/2026	Approved
LUP99	Section 24 of the BLUPBL Performing functions in terms of the "LUPO", "SPLUMA", "LUPA", "SLUPB", and	Land Use Compliance, Erf 5500 Stellenbosch	12/2/2026	12/2/2026	Approved

	"Zoning Schemes				
HR2	Conditions of Service (SALGBC)	Changing/Updating Payday ESS - Informal Settlements	13/2/2026	13/2/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Tax invoice: IDS -Geographical Information Systems & Environmental Consultant Services	13/2/2026	13/2/2026	Approved
HR2	Conditions of Service (SALGBC)	Approval of flexi hours - Spatial Planning	13/2/2026	13/2/2026	Supported
HR2	Conditions of Service (SALGBC)	Letter of appointment: EPWP contract - General Worker x 2	13/2/2026	13/2/2026	Signed
VPR2	Paragraph 6f	Virement of operational funds within a vote: Informal Settlements	13/2/2026	13/2/2026	Approved
C95	Section 120(1), MFMA	Deferring the signing of the new lease agreement for La Colline rental stock	13/2/2026	13/2/2026	Supported
CM3	Authority to communicate the acceptance of tenders, quotations, or offers for the procurement of goods/services i.t.o council's supply chain policy, valued up to R200 000 (VAT inclusive)	FQ: Uniform informal settlement structure numbering and GPS - based mapping service for the WC024 Municipal area for a period of three (3) years	13/2/2026	13/2/2026	Approved

LEG9	General cx	Power of attorney: Landowners consent form, Farm 81/2 & 81/9	13/2/2026	13/2/2026	Supported
MM82	Section 62(1)(f)(iv), MFMA	Invoice: Western Cape Government	16/2/2026	17/2/2026	Approved
LEG9	General cx	1 x Power of attorney	17/2/2026	17/2/2026	Supported
M122	Section 115(1)(a), MFMA	BSM 64/26 Appointment of a Service Provider for the unbundling of Infrastructure Assets for the period from 1 July 2026 to June 2029	18/2/2026	18/2/2026	Approved
SC6	5(2)(b)	MBD 7.2 Contract form - rendering of services: BSM 50/23 The demolition, Rebuilding, & Construction Monitoring of 5 burnt houses in Cloetesville	18/2/2026	18/2/2026	Signed
MM64	Section 62(1)(f)(iv), MFMA	Memo: D17 & D18 Fire Victims - Requesting the temporary suspension of rental & municipal service billing on the accounts of Ms. Wngyou & Mr. Pieterse with effect from Feb 2025 due to their rental units being declared uninhabitable following a fire incident	18/2/2026	18/2/2026	Supported
HR2	Conditions of Service (SALGBC)	Changing of reporting lines - Housing Administration	19/2/2026	19/2/2026	Approved
HR2	Conditions of Service (SALGBC)	EPWP incentive grant quarter 2 evaluation report 2025/26	19/2/2026	19/2/2026	Supported
HR2	Conditions of Service (SALGBC)	Termination of EPWP contract - Artisan Assistant	20/2/2026	20/2/2026	Signed
VPR2	Paragraph 6f	Virement of operational funds within a vote: Housing Administration	20/2/2026	20/2/2026	Approved
MM84	Section 66, MFMA	Overtime pre-approval for March 2026 - Informal Settlements	24/2/2026	24/2/2026	Approved

CM3	Authority to communicate the acceptance of tenders, quotations, or offers for the procurement of goods/services i.t.o council's supply chain policy, valued up to R200 000 (VAT inclusive)	FQ: Seeking a qualified Service Provider to install waterborne toilets & standpipes	24/2/2026	24/2/2026	Approved
CM3	Authority to communicate the acceptance of tenders, quotations, or offers for the procurement of goods/services i.t.o council's supply chain policy, valued up to R200 000 (VAT inclusive)	FQ: Seeking a qualified Service Provider to replace Kayaloo toilets with concrete slab toilets	24/2/2026	24/2/2026	Approved
CM3	Authority to communicate the acceptance of tenders, quotations, or offers for the	FQ: Upgrading of sewer lines connecting Lavanda, Aurora, and Phyllaria Flats	24/2/2026	24/2/2026	Approved

	procurement of goods/services i.t.o council's supply chain policy, valued up to R200 000 (VAT inclusive)				
LUP99	Section 24 of the BLUPBL Performing functions in terms of the "LUPO", "SPLUMA", "LUPA", "SLUPB", and "Zoning Schemes	Land Use Compliance, Erf 17368 Stellenbosch	24/2/2026	24/2/2026	Approved
HR2	Conditions of Service (SALGBC)	Letter of appointment EPWP contract: General worker	24/2/2026	24/2/2026	Signed
M122	Section 115(1)(a), MFMA	BSM 18/26 tender for the appointment of a clerk of works to monitor construction projects in the Stellenbosch Municipality area (WC024)	24/2/2026	24/2/2026	Approved
TR1	Skills Development Act /MSA	First Aid Training List - PED	24/2/2026	24/2/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Invoice: Jabulani Security (Pty) Ltd	25/2/2026	25/2/2026	Approved
HR2	Conditions of Service (SALGBC)	Termination of EPWP contract - Admin Assistant	25/2/2026	25/2/2026	Signed

HR2	Conditions of Service (SALGBC)	Letter of appointment EPWP contract - Labour Intensive Worker	25/2/2026	25/2/2026	Signed
MM84	Section 66, MFMA	Overtime & Standby pre-approval - Informal Settlements	26/02/2026	26/02/2026	Approved
H02		Memo: right size of rental unit 607 Aurora Flat	26/02/2026	26/02/2026	Supported
C50	Section 14(2) of the MFMA (read with section 90, MFMA)	6 x Deeds of sale	26/02/2026	26/02/2026	Signed
MM84	Section 66, MFMA	Overtime pre-approval - Housing Admin	27/02/2026	27/02/2026	Approved
MM84	Section 66, MFMA	Standby & overtime pre-approval - Housing Admin	27/02/2026	27/02/2026	Approved
DELEGATION	CATEGORY	REPORT SUBJECT AND RECOMMENDATIONS	DATE RECEIVED	DATE RESOLVED	RESOLUTION AND COMMENTS
MM82	Section 62(1)(f)(iv), MFMA	Tax invoice: Batsini	2/3/2026	2/3/2026	Approved
MM84	Section 66, MFMA	Overtime (time-off) - Housing Administration	2/3/2026	2/3/2026	Approved
MM109	Section 79(1)(b), MFMA	Monthly PED Delegations - February 2026	4/3/2026	4/3/2026	Signed
HR2	Conditions of Service (SALGBC)	Changing of reporting lines - Housing Administration	4/3/2026	4/3/2026	Approved

C50	Section 14(2) of the MFMA (read with section 90, MFMA)	4 x Deeds of sale	4/3/2026	4/3/2026	Supported
MM82	Section 62(1)(f)(iv), MFMA	Invoice: Stellies Heritage Foundation	4/3/2026	4/3/2026	Approved
M122	Section 115(1)(a), MFMA	BSM 50/23 letter of appointment -construction of sewer line connections at Lapland, Aurora, Phyllaria municipal flats	4/3/2026	4/3/2026	Supported
MM82	Section 62(1)(f)(iv), MFMA	Invoice: Stellfire	4/3/2026	4/3/2026	Approved
VPR2	Paragraph 6f	Virement of capital funds within a vote: Spatial Planning	5/3/2026	5/3/2026	Approved
MM84	Section 66, MFMA	Travel allowance: Human Settlements Urban Agenda Provincial Working Group Meeting - Cape Town - Informal Settlements	5/3/2026	5/3/2026	Approved
MM84	Section 66, MFMA	Travel allowance: Human Settlements Urban Agenda Provincial Working Group Meeting - Cape Town - Housing Development	5/3/2026	5/3/2026	Approved
Regulations on Cost Containment	Establishing the Stellenbosch Municipal Tribunal (MPT) is a requirement in Section 70(1) of the Stellenbosch Municipal Land Use Planning By-	Remuneration of the MPT - 27 February 2026	5/3/2026	5/3/2026	Supported

	Law. The MPT was appointed in alignment with the said Legislation.				
LUP29	Stellenbosch Municipality: Land Use Planning By-Law Sec 19(2)	Application for consent use, Farm 1832, Paarl Division	5/3/2026	5/3/2026	Supported
MM84	Section 66, MFMA	Exceeding standby & overtime - Housing Administration	6/3/2026	6/3/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Invoice: MTF Consultants	6/3/2026	6/3/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Tax invoice: The Markiewicz Redman Partnership	6/3/2026	6/3/2026	Approved
VPR2	Paragraph 6f	Virement of operational funds within a vote: Development Management	6/3/2026	6/3/2026	Approved
VPR2	Paragraph 6f	Creation of a New Ukey - Operational - Learnership & Internship	6/3/2026	6/3/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Invoice: Western Cape Government	9/3/2026	9/3/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Invoice: CPT Printer	9/3/2026	9/3/2026	Approved
LUP99	Section 24 of the BLUPBL Performing functions in	Land Use Compliance: Erf 12275, Stellenbosch	9/3/2026	9/3/2026	Approved

	terms of the “LUPO”, “SPLUMA”, “LUPA”, “SLUPB”, and “Zoning Schemes				
LUP99	Section 24 of the BLUPBL Performing functions in terms of the “LUPO”, “SPLUMA”, “LUPA”, “SLUPB”, and “Zoning Schemes	Land Use Compliance: Farm 82, portion 4, Stellenbosch	9/3/2026	9/3/2026	Approved
LUP99	Section 24 of the BLUPBL Performing functions in terms of the “LUPO”, “SPLUMA”, “LUPA”, “SLUPB”, and “Zoning Schemes	Land Use Compliance: Erf 645, 102 Dorp Street, Stellenbosch	9/3/2026	9/3/2026	Approved
M122	Section 115(1)(a), MFMA	BSM 67/26 Installation of bulk electrical infrastructure to service the Northern extension of Stellenbosch - Phase 2	10/3/2026	10/3/2026	Signed
RS 1	MSA	Recruitment of Land Use Town Planning Student Interns Work Integrated Learning (WIL)	10/3/2026	10/3/2026	Supported

LEG9	LEG9	5 x Power of Attorneys	10/3/2026	10/3/2026	Supported
LUP99	Section 24 of the BLUPBL Performing functions in terms of the “LUPO”, “SPLUMA”, “LUPA”, “SLUPB”, and “Zoning Schemes	Land Use Compliance, Farm 468/11 Stellenbosch	10/3/2026	10/3/2026	Approved
MM84	Section 66, MFMA	Approval of Overtime exceeding 40 hours - Informal Settlements	12/3/2026	12/3/2026	Approved
VPR2	Paragraph 6f	Virement of operational funds within a vote: Spatial Planning	12/3/2026	12/3/2026	Supported
MM82	Section 62(1)(f)(iv), MFMA	Tax Invoice: BVi Consulting Engineers	12/3/2026	12/3/2026	Approved
VPR2	Paragraph 6f	Virement of operational funds within a vote: Lapland wastewater key upgrading the flats - Housing Administration	12/3/2026	12/3/2026	Supported
H02		Rightsizing of rental units 502, 504, 507 Lavanda	12/3/2026	12/3/2026	Supported
H02		Legalization of rental unit 512 Lavanda	13/3/2026	13/3/2026	Supported
SC18	27(2)(g)	Summary table of amended specifications - BSM 95/26	16/3/2026	16/3/2026	Approved

MM82	Section 62(1)(f)(iv), MFMA	Tax Invoice: H2O	16/3/2026	16/3/2026	Approved
HR2	Conditions of Service (SALGBC)	Termination letter of EPWP contract	16/3/2026	16/3/2026	Signed
MM82	Section 62(1)(f)(iv), MFMA	Tax Invoice: Ayanda Mbanga	17/3/2026	17/3/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Tax Invoice: Ayanda Mbanga	17/3/2026	17/3/2026	Approved
MM84	Section 66, MFMA	Travel allowance: Provincial Consultation Workshop on the White Paper on the preservation & development of Agricultural Land Act 39 of 2024 regulations -Durbanville 1 st draft of the review of the white paper on local government - Spatial Planning	17/3/2026	17/3/2026	Approved
LUP1	Sections 14, 16, 18 of LUPO	Memo: Appeal against decision in relation to application for the rezoning of Erf 13500 Techno Park	17/3/2026	17/3/2026	Supported
VPR2	Paragraph 6f	Virement of operational funds within a vote: Request for emergency fire kits - Housing Administration	17/3/2026	17/3/2026	Approved
TR1	Skills Development Act /MSA	Personal Development Plan - Discretionary Grant application 2025/26 (bursaries) – STB Mun Mvuselelo Mpotololo	18/3/2026	18/3/2026	Signed
BC20	To permit a deviation or grant an exemption from any applicable	Deviation: Provision of professional services for the continued implementation & institutionalisation of the ATC project	18/3/2026	18/3/2026	Signed
H02		Memo: Motivation for Plans Examiner (Monray Lourens) Rental Staff Housing	18/3/2026	18/3/2026	Supported
M122	Section 115(1)(a), MFMA	BSM 87/26 Supply delivery & off-loading of toilet paper & towels from 1 July 2026 - 30	18/3/2026	18/3/2026	Approved

DELEGATIONS EXERCISED FOR PERIOD 1 JANUARY – 31 MARCH 2026

M122	Section 115(1)(a), MFMA	BSM 88/26 Supply delivery & off-loading of toilet paper & towels from 1 July 2026 - 30	18/3/2026	18/3/2026	Approved
Regulations on Cost Containment		Remuneration of the Stellenbosch Municipality Conservation Advisory Committee	19/3/2026	19/3/2026	Approved
M122	Section 115(1)(a), MFMA	BSM 50/23 Letter of appointment: The restoration of burnt houses in Kudu Street, North End Street, Housing Projects in Cloetesville	20/3/2026	20/3/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Tax invoice: Brand Universe (Pty) Ltd	20/3/2026	20/3/2026	Approved
LUP1	Sections 14, 16, 18 of LUPO	Application for subdivision, Erf 1145, Jamestown	20/3/2026	20/3/2026	Approved
HR2	Conditions of Service (SALGBC)	Limited duration contract - Graduate Intern, Stellenbosch Municipality: Informal Settlements	24/3/2026	24/3/2026	Signed
HR2	Conditions of Service (SALGBC)	Limited duration contract - Graduate Intern, Stellenbosch Municipality: Housing Administration	24/3/2026	24/3/2026	Signed
HR2	Conditions of Service (SALGBC)	Limited duration contract - Graduate Intern, Stellenbosch Municipality: Housing Development	24/3/2026	24/3/2026	Signed
Regulations on Cost Containment	Establishing the Stellenbosch Municipal Tribunal (MPT) is a requirement in Section 70(1) of the Stellenbosch Municipal Land Use Planning By-Law. The MPT	Request for approval for catering services - MPT sitting	24/3/2026	24/3/2026	Approved

	was appointed in alignment with the said Legislation.				
MM84	Section 66, MFMA	Overtime & standby pre-approval: Informal Settlements	24/3/2026	24/3/2026	Approved
SC18	27(2)(g)	FQ: To appoint a suitable, qualified, & experienced architectural professional service provider to draw concept design for Erf 7001, Cloetesville, for each of the five options, for Stellenbosch Municipality	24/3/2026	24/3/2026	Approved
HO2		Relocation of the Jacobs Family 410 Aurora	24/3/2026	24/3/2026	Supported
MM82	Section 62(1)(f)(iv), MFMA	Tax invoice: WEC Consult - BSM 50/23	24/3/2026	24/3/2026	Approved
C50	Section 34(1), MFMA	1 x Deed of Sale	24/3/2026	24/3/2026	Supported
SC18	27(2)(g)	FQ: Request for technical proposal for the appointment of a suitable, qualified & experienced professional Service Provider to update the traffic impact assessment for the proposed Kayamandi Town Centre Project, Stellenbosch Municipality (WC024)	24/3/2026	24/3/2026	Approved
MM84	Section 66, MFMA	Overtime & standby pre-approval: Housing Administration	25/3/2025	25/3/2025	Approved
MM84	Section 66, MFMA	Overtime pre-approval: Housing Administration	25/3/2025	25/3/2025	Approved
MM84	Section 66, MFMA	Overtime (time-off) pre-approval: Housing Administration	25/3/2025	25/3/2025	Approved
MM84	Section 66, MFMA	Overtime & standby approval for Housing Administration team personnel	25/3/2025	25/3/2025	Approved

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HO2		Relocation of multiple households 611, 510 Lavanda & A10 Kloof Street	25/3/2025	25/3/2025	Approved
MM82	Section 62(1)(f)(iv), MFMA	Tax invoice: City of choice Travel & Tours (Pty) Ltd	26/3/2026	26/3/2026	Approved
HO2		Allocation of public rental unit A10 Kloof Street, Cloetesville	26/3/2026	26/3/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Tax invoice: T Jeka Training matters (Pty) Ltd	27/3/2026	27/3/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Reimbursement of payment for the evictees' accommodation	27/3/2026	27/3/2026	
HR2	Conditions of Service (SALGBC)	Planning Interns: WIL Training Programme - 4 students	27/3/2026	27/3/2026	
M122	Section 115(1)(a), MFMA	BSM 95/26 Appointment of Service Provider for supply, delivery & construction of basic (water & sanitation) at a temporary location area, TRA, Alexander Street, Klappmuts	27/3/2026	27/3/2026	Signed
LUP1	Sections 14, 16, 18 of LUPO	Application for consent use, Farm 1252, Stellenbosch Division	30/3/2026	30/3/2026	Supported

DIRECTORATE: CORPORATE SERVICES

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
HR2	Conditions of Service (SALGBC)	Addendums to fixed term contracts for Mountain Breeze staff	8/01/2026	8/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Addendums to fixed term contracts (Municipal Court)	8/01/2026	8/01/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Invoice: Dr. C Serfontein for the amount of R920	12/01/2026	12/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Fixed term contract for C September	12/01/2026	12/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Fixed term contract for K Pasquallie	12/01/2026	12/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Standby authorization for (ICT technicians)	16/01/2026	16/01/2026	Approved
LPC5		Poster application for Stellenbosch University	16/01/2026	16/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Timesheets and attendance registers for Municipal Court staff	16/01/2026	16/01/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Invoice: Madge Computers for the amount of R683 574.95	21/01/2026	21/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Acting appointment of M Lourens	21/01/2026	21/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Acting allowance for B Louw	21/01/2026	21/01/2026	Approved

DELEGATIONS EXERCISED FOR PERIOD 1 JANUARY – 31 MARCH 2026

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HR2	Conditions of Service (SALGBC)	Fixed term contracts for L Britz and S Sopangisa	23/01/2026	23/01/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Direct payment for Octofin (February 2026) rent	27/01/2026	27/01/2026	Approved
LPC5		Poste Application for Stellenbosch University (Open day)	27/01/2026	27/01/2026	Approved
Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
HR2	Conditions of Service (SALGBC)	Invoice: Platinum Suppliers (microwave) in the amount of R11 316	3/02/2026	3/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Timesheets and attendance register for (municipal court staff)	6/02/2026	6/02/2026	Approved
LPC5		Poster Application for Eikestad Musiekfees.	6/02/2026	6/02/2026	Approved
LPC5		Poster Application f Spier light Art	10/02/2026	10/02/2026	Approved
VPR2	Paragraph 6f	Budget virement – (Xigombe – MIH JV tender BSM 24/22) in the amount of R28 000	16/02/2026	16/02/2026	Approved
LPC5		Purchase order approval for BSM 99/25	16/02/2026	16/02/2026	Approved
LPC5		Poster Application for Onelife church	16/02/2026	16/02/2026	Approved
LPC5		Poster Application for the Aleit Academy	16/02/2026	16/02/2026	Approved
LPC5		Poster Application for Kamers Makers	16/02/2026	16/02/2026	Approved
LPC5		Poster Application of r Claremont Auction	16/02/2026	16/02/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Direct payment for Octofin (March 2026) in the amount of R768 259.03	23/02/2026	23/02/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Invoice: Novus Media in the amount of R9 873.99	27/02/2026	27/02/2026	Approved

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
MM82	Section 62(1)(f)(iv), MFMA	Partial retention release: BSM 24/22 – upgrade maintenance of hygiene building (Invoice amount: R436 132.95)	3/03/2026	3/03/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Invoice: Matamela BSM 24/25 in the amount of R138 712.33	4/03/2026	4/03/2026	Approved
HR2	Conditions of Service (SALGBC)	Timesheets and attendance registers (Municipal court)	4/03/2026	4/03/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Invoice: Eskom (Mountain Breeze) for February 2026	13/03/2026	13/03/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	February 2026 payment – Horticulture maintenance at the traffic department	13/03/2026	13/03/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	February 2026 payment – Horticulture maintenance at the Kayamandi Corridor	13/03/2026	13/03/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Purchase order for tender BSM 95/23: replacement of reception counter in the NPK building	16/03/2026	16/03/2026	Approved
HR2	Conditions of Service (SALGBC)	Approval of Memorandum for EPWP workers for the Mountain Breeze facility on remainder/farm 528	16/03/2026	16/03/2026	Approved

DIRECTORATE: COMMUNITY AND PROTECTION SERVICES

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
MM82	Section 62(1)(f)(iv), MFMA	Conditional Grant: Monthly Expenditure Report: December 2025: Library Services	09/01/2026	09/01/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Invoice: SI03026: TMT for November 2025- R126 058.30	09/01/2026	09/01/2026	Approved
SC18	27(2)(g)	FQ: Questionnaire : Venter super 7FT- trailer (Libraries)	09/01/2026	09/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Memo: Late submission of Acting Chief: Traffic Services, Mr Radu documentation (5- 16 January 2026)	09/01/2026	09/01/2026	Approved
General	General	Memo: Request to remunerate undertaker Franschhoek Valley funeral Services for removal of Pauper in Enkanini on 08 January 2026	09/01/2026	09/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Memo: Appointment of Acting Chief: Traffic Services, Mr Radu documentation (5- 16 January 2026)	09/01/2026	09/01/2026	Approved
MM84	Section 66, MFMA	Memo: Approval for additional overtime hours and standby days for the month of December 2026: Environmental Management	12/01/2026	12/01/2026	Approved
VPR2	Paragraph 6f	Virement: R100 000 (Maintenance of Building and facilities to Uniform and Protective Clothing- Parks Stellenbosch)	12/01/2026	12/01/2026	Approved
VPR2	Paragraph 6f	Virement: R150 000 (Cleaning and Grass Cutting Services to Materials and Supplies- Parks Stellenbosch)	12/01/2026	12/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Employee Attendance Register: December 2025: Angelique George	13/01/2026	13/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Employee Attendance Register: December 2025: Kevin Alkaster	13/01/2026	13/01/2026	Approved
MM84	Section 66, MFMA	Memo: Amended overtime- 10 January 2026: Traffic Law Enforcement Officials	13/01/2026	13/01/2026	Approved
MM84	Section 66, MFMA	Memo: Planned overtime 17-18 January 2026: Traffic Law Enforcement officials	13/01/2026	13/01/2026	Approved

HR2	Conditions of Service (SALGBC)	Request form: ICT Resources: Sylvia Sopangisa (Traffic Services)	13/01/2026	13/01/2026	Approved
General	General	Request form: ICT Resources: Litania Britz (Traffic Services)	13/01/2026	13/01/2026	Approved
TR1	Skills Development Act /MSA	Training needs: Tactical Street survival training: Law Enforcement	13/01/2026	13/01/2026	Approved
MM84	Section 66, MFMA	Memo: After the fact overtime for rendering VIP Protection to the Mayor at a funeral in Cloetesville and conducting crime prevention in Cloetesville are- 10 January 2026 (TRU members- Law Enforcement)	13/01/2026	13/01/2026	Approved
MM84	Section 66, MFMA	Memo: Complaints attended after hours: 05- 12 January 2026: Law Enforcement	13/01/2026	13/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Employee Bursary Application 2026: Granville Petersen (Fire Services)	14/01/2026	14/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Employee Bursary Application 2026: Mzoxolo Radu (Traffic Services)	14/01/2026	14/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Conditional Grant Business Plan 2026/2027 (Library Staff personnel)	14/01/2026	14/01/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Conditional Grant Monthly Expenditure Report: November 2025: Library Services salaries	14/01/2026	14/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Memo: Organisation challenges stemming from MSR Interpretation (Law Enforcement and Traffic Services)	14/01/2026	14/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Employee Bursary for 2026 studies: Jacqueline Olivier (Fire Services)	14/01/2026	14/01/2026	Approved
CM3	Authority to communicate the acceptance of tenders, quotations, or offers for the procurement of	Addendum: Tender BSM 25/26: Remove existing refuse compaction Unit/s (on existing truck)- Law Enforcement	14/01/2026	14/01/2026	Approved

	goods/services i.t.o council's supply chain policy, valued up to R200 000 (VAT incl.)				
HR2	Conditions of Service (SALGBC)	Notice of Retirement- Manager: Library Services, Sarala Majudith (304801)	14/01/2026	14/01/2026	Approved
TR1	Skills Development Act /MSA	Training needs: Advance Driving: Parks Stellenbosch	14/01/2026	14/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Memo: Response to Comments on Memorandum Dated 15 October 2025 and Motivation for Allocation of an Additional Post: Administrative Support – Cemeteries and Halls (Microstructure: Community Services)	14/01/2026	14/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Memo: Late submission of Acting Senior Law Enforcement Services Documentation- Ms Lola Mclean (5- 26 January 2026)	15/01/2026	15/01/2026	Approved
TR1	Skills Development Act /MSA	Training needs: Advance Driving: Halls Section	15/01/2026	15/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Approval of advertisement: Assistant Superintendent: Traffic Law Enforcement x2	15/01/2026	15/01/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Invoice: 030315A: De Doornkraal (R8 800)- IMPS WC Forum Workshop in Riversdale 9-12 February 2026	15/01/2026	15/01/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Travel Allowance: IMPS WC Forum Workshop in Riversdale 9-12 February 2026- Mr C Kitching	15/01/2026	15/01/2026	Approved
TR1	Skills Development Act /MSA	Memorandum of Agreements: Tactical/ Street Survival training: Law Enforcement x37)	15/01/2026	15/01/2026	Approved
TR1	Skills Development Act /MSA	Memorandum of Agreement: Supervision training: Traffic Services x1 (Zingiswa Mlandeni)	15/01/2026	15/01/2026	Approved

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HR2	Conditions of Service (SALGBC)	Memo: Urgent advertisement of vacant position: Senior Administrative Officer: Community Development Section	16/01/2026	16/01/2026	Approved
TR1	Skills Development Act /MSA	Memorandum of Agreements: Tactical/ Street Survival training: Law Enforcement x1- Chris Koegelenberg)	16/01/2026	16/01/2026	Approved
MM84	Section 66, MFMA	Memo: Standby duties within Traffic Services: February 2026	16/01/2026	16/01/2026	Approved
MM84	Section 66, MFMA	Memo: Standby requirements: Law Enforcement Services	16/01/2026	16/01/2026	Approved
MM84	Section 66, MFMA	Memo: Planned overtime for weekend 17 and 18 January 2026: Law Enforcement	16/01/2026	16/01/2026	Approved
MM84	Section 66, MFMA	Memo: Standby requirements: Law Enforcement Services: February 2026	16/01/2026	16/01/2026	Approved
MM84	Section 66, MFMA	Memo: Request for funding of data connectivity at Mountain Breeze Hall for Law Enforcement	16/01/2026	16/01/2026	Approved
HR2	Conditions of Service (SALGBC)	EPWP Contract: Disaster Assistant: 19 Jan 2026 until 30 June 2026: Jonathan Menze	16/01/2026	16/01/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Request 53760: Office refreshments and cleaning materials for the office of the Director: C&P services (R1 313.98)	19/01/2026	19/01/2026	Approved
SC18	27(2)(g)	MBD 7.2: Contract Form- Rendering of Services (BSM 17/26: The construction of Calcutta Cemetery and Memorial Park on remainder farm 29, Stellenbosch- Phase 2- Chabane Technology Systems	19/01/2026	19/01/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Travel Allowance: IMPS WC Forum Workshop in Riversdale 9-12 February 2026- Mrs J Felix	19/01/2026	19/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Registration of project: EPWP Programme 2026/27: Disaster Management Assistant	19/01/2026	19/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Registration of Municipal Projects: EPWP Programme 2026/27: Disaster Management Assistant	19/01/2026	19/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Registration of project: EPWP Programme 2026/27: Fire Services Assistants	19/01/2026	19/01/2026	Approved

HR2	Conditions of Service (SALGBC)	Registration of Municipal project: EPWP Programme 2026/27: Fire Services Assistants	19/01/2026	19/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Approval of shortlist: Senior inspector x2: Law Enforcement (C/PRS/LE/27 and 28)	19/01/2026	19/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Approval of shortlist: Principal inspector (TRU and Operations: Law Enforcement (CP/PRS/LE/BL/05)	19/01/2026	19/01/2026	Approved
MM84	Section 66, MFMA	Memo: Planned overtime for weekend 17 and 18 January 2026: Law Enforcement Control Room Operations	19/01/2026	19/01/2026	Approved
MM84	Section 66, MFMA	Memo: Planned overtime for weekend 24 and 25 January 2026: Law Enforcement	19/01/2026	19/01/2026	Approved
MM84	Section 66, MFMA	Memo: Planned overtime for weekend 31 January 2026: Law Enforcement	19/01/2026	19/01/2026	Approved
MM84	Section 66, MFMA	Memo: Exceeding of 40 hours overtime threshold- D Jooste (Fire Services)	20/01/2026	20/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Memo: Acting Allowance: Law Enforcement Services documentation: 7-31 January 2026: Cobin Arendse	20/01/2026	20/01/2026	Approved
SC18	27(2)(g)	MBD 7.2: Contract Form - Rendering of Services (BSM 17/26: The construction of Calcutta Cemetery and Memorial Park on remainder farm 29, Stellenbosch- Phase 2- Chabane Technology Systems	20/01/2026	20/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Application for Employee Bursary: 2026 studies: Library Services (Ntombokholo Melane- Chitungo)	20/01/2026	20/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Application for Employee Bursary: 2026 studies: Library Services (Siphele Onke Nkunkwana)	20/01/2026	20/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Approval of advertisement: General Worker: Environmental Management (CP/CS/EM/EI/14)	20/01/2026	20/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Notice of retirement: Sport Section (Mabel Precious Solani)	20/01/2026	20/01/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Memo: Approval to utilize a pool vehicle from 26 until 30 January 2026: Halls Section (Roger Benn)	20/01/2026	20/01/2026	Approved

HR2	Conditions of Service (SALGBC)	Notice of Early retirement: Mr Z Malan (Fire Services0 Platoon Commander)	21/01/2026	21/01/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Slip: payment of police clearance: R190 - A van Zyl (Traffic Services)	21/01/2026	21/01/2026	Approved
MM84	Section 66, MFMA	Memo: Planned overtime for weekend 24 and 25 January 2026: Law Enforcement: Control Room Operations	22/01/2026	22/01/2026	Approved
MM84	Section 66, MFMA	Memo: After the fact overtime for rendering assistance to Franschhoek SAPS, conducting crime prevention, VCP with SAPS and Traffic 16 - 18 January 2026 (LE)	22/01/2026	22/01/2026	Approved
MM84	Section 66, MFMA	Memo: After the fact overtime for transporting of VIP (Mayor) and Councillor Kumm on 17 January 2026 (LE)	22/01/2026	22/01/2026	Approved
MM84	Section 66, MFMA	Memo: Planned overtime 24-25 January 2026: Traffic Law Enforcement	22/01/2026	22/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Application for Employee Bursary: 2026: Studies: Aiden Januarie (Law Enforcement)	22/01/2026	22/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Application for Employee Bursary: 2026: Studies: Abongile Mankayi (Law Enforcement)	22/01/2026	22/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Memo: Request for incapacitation: Ms R Olivier (370113) - Library Services	22/01/2026	22/01/2026	Approved
General	General	Memo: Festive Season 2025/26 Road Safety Outcome (Traffic Services)	22/01/2026	22/01/2026	Approved
MM84	Section 66, MFMA	Standby schedule: February 2026: Community Development	22/01/2026	22/01/2026	Approved
MM84	Section 66, MFMA	Pre-Approval: February 2026: Community Development (Funeka Mayembana)	22/01/2026	22/01/2026	Approved
MM84	Section 66, MFMA	Pre-Approval: February 2026: Community Development (Portia Jansen)	22/01/2026	22/01/2026	Approved
MM84	Section 66, MFMA	Pre-Approval: February 2026: Community Development (Priscilla Napoleon)	22/01/2026	22/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Employee Attendance Register: December 2025: Michelle Aalbers	22/01/2026	22/01/2026	Approved

HR2	Conditions of Service (SALGBC)	Termination of EPWP Contract: 1 July 2025- 31 Dec 2025 Ornamental Horticulture (Marco Spongo)	22/01/2026	22/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Termination of EPWP Contract: 1 July 2025- 31 Dec 2025 Ornamental Horticulture (Natasha Scholtz)	22/01/2026	22/01/2026	Approved
VPR2	Paragraph 6f	Virement: Clearing and Grass Cutting Services to Uniform and Protective Clothing: Cemeteries (R5 000)	22/01/2026	22/01/2026	Approved
VPR2	Paragraph 6f	Virement: Clearing and Grass Cutting Services to Materials and Supplies: Cemeteries (R20 000)	22/01/2026	22/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Memo: Motivation in support of a request to extent the current Community Development EPWP Contracts until June 2026 (Charlene Beukus and Paul Rass)	23/01/2026	23/01/2026	Approved
TR1	Skills Development Act /MSA	Training requirements: Digger Loader training: Parks Stellenbosch	23/01/2026	23/01/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Invoice: In006474: Amabamba Fencing: Supply, Delivery and installation of Clearvu double gate at Jamestown Cemetery (R52 586.06)	23/01/2026	23/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Memo: Establishment of K9 Unit - Law Enforcement Services	23/01/2026	23/01/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Invoice: INV0006307: Carpe Diem Civils (Construction of a pathway in Longlands Park- R122 282.28)	23/01/2026	23/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Extension of existing EPWP Contract: Picnic Site Admin Assistant: Jacques Daniels	23/01/2026	23/01/2026	Approved
MM84	Section 66, MFMA	Memo: Overtime request: General Complaints/ Land invasion, firearms (February 2026)	26/01/2026	26/01/2026	Approved
MM84	Section 66, MFMA	Memo: Overtime scheduled: February 2026: Traffic Administration: Court Section	26/01/2026	26/01/2026	Approved
MM84	Section 66, MFMA	Memo: Amended overtime- 24 January 2026: Traffic Law Enforcement	26/01/2026	26/01/2026	Approved
MM84	Section 66, MFMA	Memo: Planned overtime for integrated operation: Cloetesville and Kayamandi area on the 24 th of January 2026 from 20h00-04h00 (Law Enforcement)	26/01/2026	26/01/2026	Approved
MM84	Section 66, MFMA	Memo: Amended overtime 22-23 January 2026: Traffic Law Enforcement	26/01/2026	26/01/2026	Approved

DELEGATIONS EXERCISED FOR PERIOD 1 JANUARY – 31 MARCH 2026

MM84	Section 66, MFMA	Memo: after the fact for transporting of Cllr Kumm to function in Cape Town at City Auditorium- 20 January 2026 (Law Enforcement)	26/01/2026	26/01/2026	Approved
MM84	Section 66, MFMA	Memo: Amended overtime- 17 January 2026: Traffic Law Enforcement	26/01/2026	26/01/2026	Approved
MM84	Section 66, MFMA	Memo: Standby call out report 21-22 January 2026: Traffic Law Enforcement Services	26/01/2026	26/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Memo: Acting appointment of Cinthia Visagie as Chief: Law Enforcement (26 January 2026- 9 February 2026)	26/01/2026	26/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Registration of municipal projects: EPWP 2026/2027 (Law Enforcement and related services)	26/01/2026	26/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Registration of projects: EPWP 2026/2027 (Law Enforcement and related services)	26/01/2026	26/01/2026	Approved
TR1	Skills Development Act /MSA	MOA: Tactical/ Street Survival training: Law Enforcement (Ricardo Banies)	26/01/2026	26/01/2026	Approved
TR1	Skills Development Act /MSA	MOA: Handle and Resolve Conflict: Traffic Services (Lee-Shay Hine)	26/01/2026	26/01/2026	Approved
TR1	Skills Development Act /MSA	MOA: Handle and Resolve Conflict: Traffic Services (Yandiswa Bodlo)	26/01/2026	26/01/2026	Approved
TR1	Skills Development Act /MSA	MOA: Firearms: Regulations 21 training: Traffic Services (Gavin Solomons)	26/01/2026	26/01/2026	Approved
TR1	Skills Development Act /MSA	MOA: Firearms: Regulations 21 training: Traffic Services (Lindy Wilson)	26/01/2026	26/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Application for Employee Bursary 2026: Law Enforcement (Cinthia Visagie)	26/01/2026	26/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Application for Employee Bursary 2026: Law Enforcement (Ricardo Banies)	26/01/2026	26/01/2026	Approved
MM84	Section 66, MFMA	Memo: Standby requirements: Senior Manager: Protection Services, Mr Charl Kitching (February 2026)	26/01/2026	26/01/2026	Approved

MM84	Section 66, MFMA	Memo: Standby requirements: Manager: Traffic and Law Enforcement Services, Joan Felix (February 2026)	26/01/2026	26/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Memo: EPWP Project registration/ Funding Application 2026/27: Sport and Halls	26/01/2026	26/01/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Memo: Payment refund request for 1 January 2026: JHK Picnic Site (Ms Joslynn De Long (R307.00)	26/01/2026	26/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Application for Employee Bursary 2026: Libraries (Babalwa Tomose)	26/01/2026	26/01/2026	Approved
General	General	Letter: Exhumation of Human remains from grave: Late Aubrey Maki, date of death: 01/05/2018, grave nr: J/Plaas block D70 row 4 (Cemeteries)	26/01/2026	26/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Approval of advertisement: General worker: Sport and Halls (CP/CS/RS/HL/10)	26/01/2026	26/01/2026	Approved
HR2	Conditions of Service (SALGBC)	EPWP Contracts x3: Fire Assistants (2 Feb 2026- 30 June 2026- Vernico Lee-shay Lewis, Rafiek Ghalpie, Neil Valentine)	27/01/2026	27/01/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Memo: Refreshments for CSF-Community Safety Forum Workshop- 18 March 2026 (08h00-14h00)	27/01/2026	27/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Registration of project: EPWP 2026/2027 (Community Development- Office Assistant and Caretaker)	27/01/2026	27/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Termination of EPWP Contract: Stellenbosch Parks (Adriaan Brinkhuis)	28/01/2026	28/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Registration of Project: EPWP 2026/2027: Ornamental Horticulture	28/01/2026	28/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Registration of Project: EPWP 2026/2027: Cemeteries Maintenance and Clearing Alien Species	28/01/2026	28/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Registration of Project: EPWP 2026/2027: EPWP Machine Operators at Municipal Halls	28/01/2026	28/01/2026	Approved

HR2	Conditions of Service (SALGBC)	Registration of Project: EPWP 2026/2027: EPWP Halls Admin	28/01/2026	28/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Registration of Project: EPWP 2026/2027: EPWP Sport Facilities Assistants	28/01/2026	28/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Registration of Project: EPWP 2026/2027: Jonkershoek Picnic Site Activity facilitator	28/01/2026	28/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Registration of Project: EPWP 2026/2027: EPWP Swimming pool pump maintenance operator	28/01/2026	28/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Registration of Project: EPWP 2026/2027: EPWP irrigations	28/01/2026	28/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Registration of Project: EPWP 2026/2027: EPWP Sport Clerk	28/01/2026	28/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Application for Employee Bursary: 2026: Sabelo Kulati (Traffic Services)	28/01/2026	28/01/2026	Approved
SC18	27(2)(g)	Memo: Invitation officers from suitable qualifies and experience service providers for services. Goods (BSM 47/26; BSM: 51/26; BSM: 52/26; BSM: 53/26; BSM: 54/26)	28/01/2026	28/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Memo: Motivation for approval of planned overtime for 31 January 2026: GBVF Men Conference)	28/01/2026	28/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Application for Employee Bursary 2026: Tsepo Raba (Law Enforcement)	28/01/2026	28/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Reporting lines: Traffic Administration	28/01/2026	28/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Training requirements: Firearm training (Law Enforcement)	28/01/2026	28/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Application for employee bursary 2026: Asive Dantyi (Fire Services)	28/01/2026	28/01/2026	Approved

General	General	Memo: Feedback Report on Application - Lease of a portion of Erf 17030 Stellenbosch (Ida's Valley) of Mr. Calvyn Heynes	28/01/2026	28/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Application for employee bursary 2026: Clarence Lackay (Fire Services)	30/01/2026	30/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Memo: Late Submission of Acting memo for Leewyn Williams (7 January 2026- 23 January 2026)- Cemeteries	30/01/2026	30/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Application for employee bursary 2026: Tashlee Ismail (Community Services)	30/01/2026	30/01/2026	Approved
VPR2	Paragraph 6f	Virement: R20 000 (Libraries- Standard rated to Uniform and PPE)	30/01/2026	30/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Disciplinary complaint form: Riaan Joubert (Cemeteries)	30/01/2026	30/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Approval for the appointment of senior inspectors- Law Enforcement (CP/PRS/LE/BL/27 and 28)	30/01/2026	30/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Approval for the appointment of senior inspectors- Law Enforcement (CP/PRS/LE/TRU/02)	30/01/2026	30/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Approval for the appointment of Principle inspector: TRU- Law Enforcement (CP/PRS/LE/BL/05)	30/01/2026	30/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Approval for the appointment of Principle inspector: Law Enforcement (CP/PRS/LE/BL/03)	30/01/2026	30/01/2026	Approved
General	General	Memo: Impact of senior management eligibility requirements on internal career progression, succession planning and organisational sustainability (Protection Services)	30/01/2026	30/01/2026	Approved
MM84	Section 66, MFMA	Memo: Standby call out report- 24 January 2026: Traffic Law Enforcement	30/01/2026	30/01/2026	Approved
MM84	Section 66, MFMA	Memo: Amended overtime- 24 January 2026: Traffic Law Enforcement	30/01/2026	30/01/2026	Approved
MM84	Section 66, MFMA	Memo: Flexi hours: Fire Services	30/01/2026	30/01/2026	Approved

TR1	Skills Development Act /MSA	MOA: Supervision training- Lee-Aine Peterson (Traffic Services)	30/01/2026	30/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Application for employee bursary 2026: Lizelle Moses (Traffic Services)	30/01/2026	30/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Application for employee bursary 2026: Francios Ruiters (Fire Services)	30/01/2026	30/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Application for employee bursary 2026: Moenadia van der Merwe (Fire Services Services)	30/01/2026	30/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Application for employee bursary 2026: Sandile Mlindazwe (Fire Services)	30/01/2026	30/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Memo: Acting appointment of Kenny Alberts 1 February until 31 March 2026 (Fire Services)	30/01/2026	30/01/2026	Approved
TR1	Skills Development Act /MSA	MOA: Firearms: Regulation 21: Anthea Thorpe (Law Enforcement)	30/01/2026	30/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Application for employee bursary 2026: Conwin Webb (Law Enforcement Services)	30/01/2026	30/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Application for employee bursary 2026: Ludwe Mageleni (Law Enforcement Services)	30/01/2026	30/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Application for employee bursary 2026: Dwayne Titus (Traffic Services)	30/01/2026	30/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Application for employee bursary 2026: Sherwin Neels (Traffic Services)	30/01/2026	30/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Application for employee bursary 2026: Ruaan Opperman (Fire Services)	30/01/2026	30/01/2026	Approved
MM84	Section 66, MFMA	Memo: After the fact overtime: Transporting of mayor to Market at Cloetesville for inspection 25 January 2026: Law Enforcement	30/01/2026	30/01/2026	Approved

MM84	Section 66, MFMA	Memo: Amended Planned overtime for weekend 31 January 2026: Law Enforcement	30/01/2026	30/01/2026	Approved
MM84	Section 66, MFMA	Memo: Amended planned overtime for weekend 1 February 2026: Law Enforcement	30/01/2026	30/01/2026	Approved
MM84	Section 66, MFMA	Memo: Planned overtime for weekend 31 January 2026: Control Room Operations: Law Enforcement	30/01/2026	30/01/2026	Approved
MM84	Section 66, MFMA	Memo: Planned overtime for weekend 01 February 2026: Control Room Operations: Law Enforcement	30/01/2026	30/01/2026	Approved
MM84	Section 66, MFMA	Memo: Planned overtime for 28 January 2026- 01 February 2026: Traffic Services	30/01/2026	30/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Updating/ Changing Payday Reporting lines: Law Enforcement	30/01/2026	30/01/2026	Approved
General	General	Approval letter: Application in terms of the regulation of Gathering Act, act 2025 of 1993: Celebration and blessing of the harvest: 31 January 2026 (Law Enforcement)	30/01/2026	30/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Memo: Acting payment of H.E Daniels: Foreperson: Grass cutting Parks Stellenbosch (1 January 2026- 31 January 2026)	30/01/2026	30/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Standby schedule: February 2026: Community Services	30/01/2026	30/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Registration of projects: EPWP 2026/27: Parks Stellenbosch	30/01/2026	30/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Registration of projects: EPWP 2026/27: Ornamental Horticulture	30/01/2026	30/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Registration of projects: EPWP 2026/27: Parks Franschhoek	30/01/2026	30/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Registration of projects: Ornamental Horticulture	30/01/2026	30/01/2026	Approved
HR2	Conditions of Service (SALGBC)	Application for employee bursary 2026: Fernald Paulse (Traffic Services)	02/02/2026	02/02/2026	Approved

HR2	Conditions of Service (SALGBC)	Application for employee bursary 2026: Fundiswa Bhunge (Traffic Services)	02/02/2026	02/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Registration of municipal project: 2026/2027: Traffic Services Scholar patrol? EPWP Assistants and Parking marshals	02/02/2026	02/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Registration of municipal project: 2026/2027: Traffic Services Scholar patrol? EPWP Assistants and Parking marshals	02/02/2026	02/02/2026	Approved
MM84	Section 66, MFMA	Memo: Planned overtime for February 2026: Office Assistance: Traffic Services (Esmil Anthony and Jane Damane)	02/02/2026	02/02/2026	Approved
TR1	Skills Development Act /MSA	Memorandum of Agreements: Traffic officer RPL training (Z Dayeni; Wayne Valtyn; M Pelu; M Sindinga; O Gaga; M Fubu; W Ngqele; S Nani; M Ndlungwana; E Gous; T Jonga; J Sobashe)- Traffic Services	02/02/2026	02/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Memo: Acting appointment, Mr Francios Fortuin (1 Feb- 28 Feb 2026): Law Enforcement	02/02/2026	02/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Application for employee bursary 2026: Elrico Nicolas (Law Enforcement Services)	02/02/2026	02/02/2026	Approved
TR1	Skills Development Act /MSA	Memorandum of Agreements: Traffic officer RPL training (H Goldman; Hilton Manuel; B Smith; C Leibrandt; A Khati; C Koegelenberg; A Thorpe; B Mkhiwane; K Adams; L Mclean; K Booi; S Magwaza; N Williams; O Jumat; M Okkers; M Williams; S Copeland; S Somdaka; S Jagers; S Van Zyl; T Malgas; T Nomeva; X Sihlali; G Botes; E Janse van Rensburg; D Motsoane)- Law Enforcement	02/02/2026	02/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Disciplinary complaint form: Kelvin Adams (Law Enforcement)	02/02/2026	02/02/2026	Approved
HR2	Conditions of Service (SALGBC)	EPWP Contracts x2: Stellenbosch Parks (Xavier van Coller; Jacobus Melouw; Annelicia Diedericks, Lizo Xolo; Shaun Dumisani Lukani; Grahams Samuels	02/02/2026	02/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Employee Attendance register: January 2026: Angelique George	02/02/2026	02/02/2026	Approved

HR2	Conditions of Service (SALGBC)	Employee Attendance register: January 2026: Kevin Alkaster	02/02/2026	02/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Employee Attendance register: January 2026: Albert van der Merwe	02/02/2026	02/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Employee Attendance register: January 2026: Charl Kitching	02/02/2026	02/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Application for staff housing assistance: Anwar Jansen (Law Enforcement)	03/02/2026	03/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Resignation letter: Control Room Operator: Michael February	03/02/2026	03/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Application for employee bursary 2026: Anwar (Law Enforcement Services)	03/02/2026	03/02/2026	Approved
		Invoice: 0908094915: Konica printers for January 2026 for Community and Protection Services (R71 519.17)	03/02/2026	03/02/2026	Approved
SC18	27(2)(g)	Annexure E: Approval of final tender invitation document: BSM 50/26: Appointment of a Contractor for the demolition for an existing ECD Facility and the installation of an ABT structure at Karlin en Kandas in Die Boord, Stellenbosch (Community Development)	03/02/2026	03/02/2026	Approved
TR1	Skills Development Act /MSA	Training requirements Supervision training - Nelisiwe Madonsela (Traffic Services)	03/02/2026	03/02/2026	Approved
TR1	Skills Development Act /MSA	MOA: Supervision training - Nelisiwe Madonsela (Traffic Services)	03/02/2026	03/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Memo: Continuation of Medical Aid - Sarala Majudith (Libraries)	03/02/2026	03/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Cell phone application form: Sarala Majudith (Libraries)	03/02/2026	03/02/2026	Approved

HR2	Conditions of Service (SALGBC)	Cell phone application form: Kiron Davids (Parks and Cemeteries)	03/02/2026	03/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Cell phone application form: Lumko Mkiva (Parks and Cemeteries)	03/02/2026	03/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Cell phone application form: Michael Timotheus (Parks and Cemeteries)	03/02/2026	03/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Cell phone application form: Sydwell Gcwabe (Parks and Cemeteries)	03/02/2026	03/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Cell phone application form: Thanduxolo Ncoko (Parks and Cemeteries)	03/02/2026	03/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Cell phone application form: Zanobia Goeieman (Parks and Cemeteries)	03/02/2026	03/02/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Invoice: 383052889: Bigen Africa Services (R208 109.64) Regional Public Cemetery and Memorial Park, Farm 29 Stellenbosch	03/02/2026	03/02/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Invoice: 29/10/11/11: Umzali (R1 018 385.24) Regional Public Cemetery and Memorial Park, Farm 29 Stellenbosch	03/02/2026	03/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Memo: Request for Acting appointment: Assistant Superintendent: Traffic Services: Ms H Qutywa	03/02/2026	03/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Memo: Request for follow-up on incapacity process: Assistant superintendent: L Wilson (Traffic Services)	03/02/2026	03/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Memo: Request for follow-up on incapacity process: Assistant superintendent: C smit (Traffic Services)	03/02/2026	03/02/2026	Approved
MM84	Section 66, MFMA	Memo: Standby call out report: 29 January 2026: Traffic Services	03/02/2026	03/02/2026	Approved
MM84	Section 66, MFMA	Memo: After the fact overtime for weekend 1-2 February 2026: Law Enforcement	03/02/2026	03/02/2026	Approved

TR1	Skills Development Act /MSA	MOA: Tactical/ Street Survival training: Law Enforcement (Cameron Peteni)	03/02/2026	03/02/2026	Approved
TR1	Skills Development Act /MSA	MOA: Tactical/ Street Survival training: Law Enforcement (Bawinile Mkhwane)	03/02/2026	03/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Memo: Request for Acting Appointment: Assistant Superintendent: Ms H Qutywa (Traffic Services)	03/02/2026	03/02/2026	Approved
General	General	Memo: Extension of Kylemore Cemetery- Technical and Financial Feasibility Assessment			
HR2	Conditions of Service (SALGBC)	EPWP Contract: Admin Support: Traffic and Law Enforcement (Elmaine Rudolph)	04/02/2026	04/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Approval for the appointment of Law Enforcement inspector: CP/PRS/LE/BL/10	04/02/2026	04/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Acting appointment of Kiron Davids (3-28 February 2026): Parks Stellenbosch	04/02/2026	04/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Acting appointment of Thandisiwe Makhikihla (02-28 February 2026): Parks Stellenbosch	04/02/2026	04/02/2026	Approved
HR2	Conditions of Service (SALGBC)	3G/APN Access Request Form: Nazeema Mohamed (Parks and Cemeteries)	04/02/2026	04/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Changing/ Updating Payday ESS Reporting lines: EPWP: Community Development	04/02/2026	04/02/2026	Approved
MM84	Section 66, MFMA	Memo: Amended overtime- 2 February 2026: Traffic Law Enforcement	04/02/2026	04/02/2026	Approved
MM84	Section 66, MFMA	Memo: After the fact overtime for transporting the mayor to Harvest Festival 31 January 2026 and 2 February 2026 to Klapmuts Sportsground ward meeting (Law Enforcement)	04/02/2026	04/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Memo: Acting Appointment of Monray Okkers (Senior Inspector: Law Enforcement- 1-28 February 2026)	04/02/2026	04/02/2026	Approved

TR1	Skills Development Act /MSA	Memorandum of Agreement: Firearms Regulations 21: Charl Kitching (Protection Services)	06/02/2026	06/02/2026	Approved
TR1	Skills Development Act /MSA	Memorandum of Agreement: Firearms Regulations 21: Joan Felix (Traffic and Law Services)	06/02/2026	06/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Letter of conduct and motivation: Housing application- Yulanda Scholtz (Fire Services)	06/02/2026	06/02/2026	Approved
CM3	Authority to communicate the acceptance of tenders, quotations, or offers for the procurement of goods/services i.t.o council's supply chain policy, valued up to R200 000 (VAT incl.)	Annexure E: Approval of final tender invitation: BSM 49/26: Monitoring, prevention and demolition of structures related to illegal occupation/ invasion of municipal owned land, property and buildings for the period ending 30 June 2029	06/02/2026	06/02/2026	Approved
HR2	Conditions of Service (SALGBC)	EPWP Contracts x2: Urban Forestry (Ndzamela Sibongiseni and Xotyana Zukani)	06/02/2026	06/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Changing/ Updating Payday ESS Reporting lines (Fire and Disaster Management)	06/02/2026	06/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Application for employee bursary: 2026 studies (Nomthandazo Cuba- Fire Services)	06/02/2026	06/02/2026	Approved
SC18	27(2)(g)	Tender: Questionnaire: The Supply, licensing, delivery and off-loading of various types of firearms and ammunition for community and protection services until 30 June 2029.	09/02/2026	09/02/2026	Approved
SC18	27(2)(g)	Tender questionnaire: Archiving and storage of documents for period not exceeding 30 June 2029 (Traffic Services)	09/02/2026	09/02/2026	Approved
VPR2	Paragraph 6f	Virement: R200 000 (Cleaning and Grass cutting to Storage of files- Traffic Services)	09/02/2026	09/02/2026	Approved

VPR2	Paragraph 6f	Virement: R400 000 (Cleaning and Grass cutting to Standard Rated - Traffic Services)	09/02/2026	09/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Termination of EPWP Contract: Law Enforcement (Xoliseka Kiva)	09/02/2026	09/02/2026	Approved
MM84	Section 66, MFMA	Memo: After the fact overtime for transporting of Councillor to Paarl Town Hall to attend function obo of the Mayor 5 February 2026 (Law Enforcement)	09/02/2026	09/02/2026	Approved
MM84	Section 66, MFMA	Memo: After the fact overtime for transporting of Mayor to Pniel to attend Sevens Rugby opening 6 February 2026 (Law Enforcement)	09/02/2026	09/02/2026	Approved
VPR2	Paragraph 6f	Virement: R450 000: Cleaning and Grass Cutting to uniform and Protective Clothing (Traffic Services)	09/02/2026	09/02/2026	Approved
MM84	Section 66, MFMA	Memo: Planned overtime for weekend 7-8 February 2026: Law Enforcement	09/02/2026	09/02/2026	Approved
VPR2	Paragraph 6f	Virement: R100 000 (Cleaning and Grass Cutting to Materials and Supplies - Parks Stellenbosch)	09/02/2026	09/02/2026	Approved
VPR2	Paragraph 6f	Virement: R100 000 (Cleaning and Grass Cutting to Uniform and Protective Clothing - Parks Stellenbosch)	09/02/2026	09/02/2026	Approved
MM84	Section 66, MFMA	Fixed term contract: 1 February 2026 - 30 April 2026: Sarala Majudith	13/02/2026	13/02/2026	Approved
VPR2	Paragraph 6f	Virement: R2500 (Standard rated to Zero rated): Community Development	13/02/2026	13/02/2026	Approved
General	General	SOP: Stellenbosch Municipality partial Care Registration SOP (Community Development)	13/02/2026	13/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Acting appointment of Thandisizwe Makhikihla - Parks Stellenbosch (2 - 28 February 2026)	13/02/2026	13/02/2026	Approved
VPR2	Paragraph 6f	Virement: R50 000 (Materials and Supplies to Materials and Supplies - Sport and Halls)	16/02/2026	16/02/2026	Approved
VPR2	Paragraph 6f	Virement: R5 000 (Standard Rated to Standard rated): Community Development	16/02/2026	16/02/2026	Approved
VPR2	Paragraph 6f	Virement: R15 000 (Standard Rated to Standard rated): Community Development	16/02/2026	16/02/2026	Approved
CM3	Authority to communicate the acceptance of tenders,	Request 54538: BSM 17/26: The construction of Calcutta Cemetery and memorial park on remainder farm no 29 (R10 792 715.82) - Chabane Technology Systems	16/02/2026	16/02/2026	Approved

	quotations, or offers for the procurement of goods/services i.t.o council's supply chain policy, valued up to R200 000 (VAT incl.)				
MM84	Section 66, MFMA	Memo: Standby requirements: Law Enforcement Services: March 2026	16/02/2026	16/02/2026	Approved
MM84	Section 66, MFMA	Memo: Additional staff on overtime- Fire and Disaster Management- FF Pool- 16 February 2026	16/02/2026	16/02/2026	Approved
MM84	Section 66, MFMA	Memo: March 2026 standby: Fire and Disaster personnel	16/02/2026	16/02/2026	Approved
MM84	Section 66, MFMA	Memo: Planned overtime for weekend 14 and 15 February 2026: Law Enforcement	16/02/2026	16/02/2026	Approved
MM84	Section 66, MFMA	Memo: Planned overtime for weekend 14 February and 15 February 2026: Control Room Operations: Law Enforcement	16/02/2026	16/02/2026	Approved
SC18	27(2)(g)	Tender questionnaire and specifications: Supply, deliver and integrated training of four (4 narcotics detection canines and handlers)	16/02/2026	16/02/2026	Approved
SC18	27(2)(g)	Tender questionnaire and specifications: Supply, deliver of PPE and uniforms for Traffic, Law Enforcement, Fire and Disaster Management	16/02/2026	16/02/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Invoice: City of choice travel and tours- R19 167.93 (10- 12 February 2026) - Nazeema Mohamed and Harold Daniels	16/02/2026	16/02/2026	Approved
MM84	Section 66, MFMA	Memo: Standby requirements: Manager: Traffic and Law Enforcement (March 2026)	17/02/2026	17/02/2026	Approved
MM84	Section 66, MFMA	Memo: Standby requirements: Senior Manager: Protection Services (March 2026)	17/02/2026	17/02/2026	Approved
MM84	Section 66, MFMA	Memo: March 2026: Standby approval: Chief Fire and Disaster Manager	17/02/2026	17/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Termination letter: Ornamental Horticulture (1 January 2026 - 27 February 2026- Bukelwa Dlondolwana)	17/02/2026	17/02/2026	Approved

HR2	Conditions of Service (SALGBC)	Termination letter: Ornamental Horticulture (1 January 2026- 27 February 2026- Lee-shay Natasha Fortuin)	17/02/2026	17/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Termination letter: Ornamental Horticulture (1 January 2026- 27 February 2026 - Reneve Amber-Lin Deonne)	17/02/2026	17/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Termination letter: Ornamental Horticulture (1 January 2026- 27 February 2026 - Yongama Mbizweni)	17/02/2026	17/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Termination letter: Ornamental Horticulture (1 January 2026- 27 February 2026 - Ntombizandile Patu)	17/02/2026	17/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Termination letter: Ornamental Horticulture (1 January 2026- 27 February 2026- Thys Pietersen)	17/02/2026	17/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Termination letter: Ornamental Horticulture (1 January 2026- 27 February 2026 - Brendon Prins)	17/02/2026	17/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Termination letter: Ornamental Horticulture (1 January 2026- 27 February 2026 - Lindin Prins)	17/02/2026	17/02/2026	Approved
MM84	Section 66, MFMA	Memo: Amended overtime 13-14 February 2026: Traffic: Law Enforcement	17/02/2026	17/02/2026	Approved
MM84	Section 66, MFMA	Memo: Planned overtime 21-22 February 2026: Traffic Services	17/02/2026	17/02/2026	Approved
VPR2	Paragraph 6f	Virement: R67 131 (Vehicle fleet: Parks and Cemeteries to vehicle fleet: Fire Services)	17/02/2026	17/02/2026	Approved
VPR2	Paragraph 6f	Virement: R67 131 (Vehicle fleet: Parks and Cemeteries to vehicle fleet: Disaster Management)	17/02/2026	17/02/2026	Approved
MM84	Section 66, MFMA	Creation of ukey: Business and Advisory Services and virement: R1 200 000 (Cleaning and Grass Cutting Services: Traffic Services to Business and Advisory Services)	17/02/2026	17/02/2026	Approved
MM84	Section 66, MFMA	Memo: Motivation for approval of planned overtime for 21 February 2026: GBVF Community Awareness and Education event	18/02/2026	18/02/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Invoice: 617569560698: Eskom (Community Centre, School Str, Erf 435)- R2 846.33	18/02/2026	18/02/2026	Approved

HR2	Conditions of Service (SALGBC)	Approval of advertisement: Foreperson: Grass Cutting (CP/CS/PC/PPTW/03)	19/02/2026	19/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Approval of advertisement: General workers x2: Parks and Cemeteries (CP/CS/PC/PPTW/35 and CP/CS/PC/PPTW/36)	19/02/2026	19/02/2026	Approved
MM84	Section 66, MFMA	Memo: Emergency overtime: DLTC: Traffic Services (21-22 February 2026): Y Bodlo and L Visser	19/02/2026	19/02/2026	Approved
General	General	Letter to minister a Bredell-re: Future management of Van der Stel Sports Grounds and Status of sporting codes	19/02/2026	19/02/2026	Approved
HR2	Conditions of Service (SALGBC)	EPWP Contract: Fire Assistant: 23 Feb 2026- 30 June 2026: Brentino Pedro (Fire Services)	19/02/2026	19/02/2026	Approved
SC18	27(2)(g)	FQ: Specifications and questionnaire: Supply and deliver of truck canopies (Parks and Cemeteries)	19/02/2026	19/02/2026	Approved
SC18	27(2)(g)	FQ: Specifications and questionnaire: Supply and deliver of blower mowers (Parks and Cemeteries)	19/02/2026	19/02/2026	Approved
SC18	27(2)(g)	FQ: Specifications and questionnaire: Supply, deliver and place white cement as per specifications drawing for the period ending 30 June 2026 (Parks and Cemeteries)	19/02/2026	19/02/2026	Approved
MM84	Section 66, MFMA	Memo: Motivation for overtime for 21 February 2026: Community Development (N Puteni)	19/02/2026	19/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Memo: Approval for the appointment of selection panel: Senior Admin Officer: Community Development (CP/CS/CD/02)	19/02/2026	19/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Changing/ Updating Payday ESS reporting Lines: Halls Section (Lizelle Johannes)	19/02/2026	19/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Memo: Acting allowance authorisation: Appointment of Hilda Qutywa acting Assistant Superintendent: Traffic Law Enforcement (1 October 2025- 28 February 2026)	20/02/2026	20/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Payment of Police clearance (Department of Mobility- YM Bodlo (Traffic Services)	20/02/2026	20/02/2026	Approved
MM84	Section 66, MFMA	Memo: Amended overtime- 18 February 2026: Traffic Law Enforcement	20/02/2026	20/02/2026	Approved
SC18	27(2)(g)	Tender questionnaire and specifications: Archiving and storage of documents for a period not exceeding 30 June 2029 (Traffic Services)	20/02/2026	20/02/2026	Approved

MM84	Section 66, MFMA	Memo: Planned overtime for weekend 21 and 22 February 2026: Law Enforcement	20/02/2026	20/02/2026	Approved
MM84	Section 66, MFMA	Memo: After the fact overtime for 24-hour roadblock coverage monitoring and 13 and 14 February 2026: Law Enforcement	20/02/2026	20/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Termination of EPWP Contracts: Control Room Operator: Law Enforcement: Virginia Zita	20/02/2026	20/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Termination of EPWP Contracts: Learner LE Officer: Law Enforcement: Xoliseka Kiva	20/02/2026	20/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Termination of EPWP Contracts: Safety monitor: Law Enforcement: Fernall Williams	20/02/2026	20/02/2026	Approved
HR2	Conditions of Service (SALGBC)	EPWP Contract: Learner Law Enforcement officer (23 Feb 2026-30 June 2026: Sisamkele Kabayi	20/02/2026	20/02/2026	Approved
MM22	Section 66(1)(b), Systems Act	Task Job description x34 (Law Enforcement Officers)	20/02/2026	20/02/2026	Approved
General	General	Memo: request for reduction of Traffic Escort Fee- Funeral Procession (Klapmuts) - Ms Galant	20/02/2026	20/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Acting appointment of Leewyn John Williams (12 February 2026-28 February 2026): Supervisor: Cemeteries	20/02/2026	20/02/2026	Approved
VPR2	Paragraph 6f	Virement: R4 000 Printing to Domestic Daily Allowance (Community Development)	24/02/2026	24/02/2026	Approved
VPR2	Paragraph 6f	Virement: R4 000 Printing to Travel Agency and Visa (Community Development)	24/02/2026	24/02/2026	Approved
VPR2	Paragraph 6f	Virement: R12 000 Printing to Foreign Daily Allowance (Community Development)	24/02/2026	24/02/2026	Approved
MM84	Section 66, MFMA	Memo: Planned overtime for February 2026: Traffic Services (Esmil Anthony)	24/02/2026	24/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Memo: Flexi time- Fire Services	24/02/2026	24/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Disciplinary complaint form: S Mvawkwendlu (Traffic Services)	24/02/2026	24/02/2026	Approved

SC18	27(2)(g)	Tender: Specification and questionnaire: Servicing, installing fire extinguishers and equipment within all Stellenbosch Municipal Areas period ending 30 June 2029 (Fire Service)	24/02/2026	24/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Changing/ Updating of Payday ESS Reporting lines: Disaster Management	24/02/2026	24/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Cell phone Application form: Fiona Kruiwagen (Disaster Management)	24/02/2026	24/02/2026	Approved
SC18	27(2)(g)	Tender: Supply and Deliver of temporary structure and flood kits and photoelectric smoke detectors to Stellenbosch Municipality 1 July 2026 ending 30 June 2029 Disaster Management)	24/02/2026	24/02/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Invoice: INV-000620: Inala Medical (Laptop stand- R390)	25/02/2026	25/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Changing/ Updating of Payday ESS Reporting Lines" Parks Stellenbosch			
HR2	Conditions of Service (SALGBC)	Memo: Acting appointment of Leewyn John Williams (23 February 2026- 31 March 2026- Acting Supervisor: Cemeteries)	25/02/2026	25/02/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Invoice: 7934093667788: Eskom (Klapmuts Sportgrounds)- R40 368.58	25/02/2026	25/02/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Invoice: 930379006797: Eskom (Klapmuts Library in Merchant Str, Klapmuts)- R2 720.37	25/02/2026	25/02/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Invoice: 700175192698: Eskom- R13 378.96	25/02/2026	25/02/2026	Approved
HR2	Conditions of Service (SALGBC)	EPWP Contract: General worker: Ornamental Horticulture (Mogamat Jamiel Arnold- 2 March 2026- 30 June 2026)	25/02/2026	25/02/2026	Approved
MM84	Section 66, MFMA	Memo: Motivation- Officers exceeding 80 ours overtime- February 2026: Traffic Services	26/02/2026	26/02/2026	Approved
MM84	Section 66, MFMA	Memo: Amended overtime- 23 February 2026: Traffic Law Enforcement (D Titus and L Moses)	26/02/2026	26/02/2026	Approved

HR2	Conditions of Service (SALGBC)	Resignation letter: Charilene Koper (EPWP Parking Marshall-Traffic Services)	26/02/2026	26/02/2026	Approved
VPR2	Paragraph 6f	New Creation of ukey: Materials and supplies and Virement: R50 000 (Materials and supplies: Sport Section to Materials and supplies: Disaster Management)	26/02/2026	26/02/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Invoice: 09008141986: Konica printers for February 2026- Community and Protection Services	26/02/2026	26/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Memo: Approval for the appointment of selection panel: senior Examiner of driver's license x2: Ref: CP/PRS/TL/115 (Stellenbosch) & CP/PRS/TL/124 (Franschhoek)	26/02/2026	26/02/2026	Approved
SC18	27(2)(g)	Tender questionnaire and specifications: Supply and Deliver pf Social Relief of Distress (SRD) Resources: Food and beverages (Community Development)	26/02/2026	26/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Travel Allowance form: ICLD Human Rights Youth Network in Johannesburg 22- 27 March 2026: Michelle Aalbers	26/02/2026	26/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Travel Allowance form: ICLD Human Rights Youth Network in Johannesburg 22- 27 March 2026: Portia Jansen	26/02/2026	26/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Travel Allowance: Municipal partnership project between Jönköping and Stellenbosch Municipality in Sweden 14- 22 March 2026: Michelle Aalbers	26/02/2026	26/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Travel Allowance: Municipal partnership project between Jönköping and Stellenbosch Municipality in Sweden 14- 22 March 2026: Portia Jansen	26/02/2026	26/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Employee attendance register: January 2026 and February 2026: Michelle Aalbers	26/02/2026	26/02/2026	Approved
HR2	Conditions of Service (SALGBC)	EPWP Contract: Fire Assistant: Darryl Shaun Sampson (2 March 2026- 30 June 2026)	27/02/2026	27/02/2026	Approved
General	General	3G/ APN Access Request from: Ricardo barnies (Law Enforcement)	27/02/2026	27/02/2026	Approved
TR1	Skills Development Act /MSA	Training requirement: Shelf reading, Customer Services; Book knowledge; Basic Computer Skills; and book mending training- Reinette Olivier (Library Services)	27/02/2026	27/02/2026	Approved

TR1	Skills Development Act /MSA	Training requirement: Computer training: Advance Excel; Project Management; Book Selection; Digital Literacy; Mentorship and OSH' First Aid training- Busisiwe Yako (Library Services)	27/02/2026	27/02/2026	Approved
TR1	Skills Development Act /MSA	Training requirement: Strategic Planning; Emergency tend and technology in libraries; Financial and Budget Management for libraries; Facility management and Staff Development training- Unathi Mapongwana (Library Services)	27/02/2026	27/02/2026	Approved
TR1	Skills Development Act /MSA	Training requirement: Digital Literacy; Xhosa; Customer Services; Weeding; OHS: First Aid- Sulinda Petersen (Library Services)	27/02/2026	27/02/2026	Approved
TR1	Skills Development Act /MSA	Training requirement: Driver's license CB-EC and Computer training- MS Word intermediate training- Noma-Africa Sombo (Library Services)	27/02/2026	27/02/2026	Approved
TR1	Skills Development Act /MSA	Training requirement: Conflict Management; Customer Care Services; Supervisor Course; telephone Skills; OHS First Aid and Fire marshal training - Siphele Onke Nkunkwana (Library Services)	27/02/2026	27/02/2026	Approved
TR1	Skills Development Act /MSA	Training requirement: Driver's license; Business Writing; Computer: Advance Excel; Project Management; Supervision training - Cherilene Jonkers- Eksteen (Library Services)	27/02/2026	27/02/2026	Approved
TR1	Skills Development Act /MSA	Training requirement: Conflict Management; Project Management; Customer Care and Business Writing training- Neliswa Ngidi- Eksteen (Library Services)	27/02/2026	27/02/2026	Approved
TR1	Skills Development Act /MSA	Training requirement: Computer: MS Word intermediate training- Cathleen Swartz (Library Services)	27/02/2026	27/02/2026	Approved
TR1	Skills Development Act /MSA	Training requirement: Computer: MS Word intermediate training- Chantal Williams (Library Services)	27/02/2026	27/02/2026	Approved
TR1	Skills Development Act /MSA	Training requirement: Customer Care; Computer: Advance Excel and Book mending training- Ntombokholo Melane-Chitungo (Library Services)	27/02/2026	27/02/2026	Approved
TR1	Skills Development Act /MSA	Training requirement: Project management; Customer Care and Fire Warden training- Gailene Jonkers- Eksteen (Library Services)	27/02/2026	27/02/2026	Approved
HR2	Conditions of Service (SALGBC)	EPWP Contracts: Ornamental Horticulture 2 March 2026- 30 June 2026 (Nomsa Sokhetye; Noxolo Jolumpo; Keathon Emile Thompson; Shirley-Ann Malgas; Athi Dyantyi; Philani Masentse)	27/02/2026	27/02/2026	Approved

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MM84	Section 66, MFMA	Standby Scheduled for March 2026: Community Services	27/02/2026	27/02/2026	Approved
MM84	Section 66, MFMA	Memo: 10% shift allowance for tactical Response Unit Members (Law Enforcement)	27/02/2026	27/02/2026	Approved
MM84	Section 66, MFMA	Memo: Planned overtime 26 February 2026- 1 March 2026: Traffic Services	27/02/2026	27/02/2026	Approved
SC18	27(2)(g)	FQ: Specifications and questionnaire: Replacement of flooring at the Traffic Chief Office	27/02/2026	27/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Formal investigation and disciplinary form: S Mvakwendlu; L Wilson and C.K Jantjies)	27/02/2026	27/02/2026	Approved
HR2	Conditions of Service (SALGBC)	Employee attendance register: February 2026: Angelique George	02/03/2026	02/03/2026	Approved
HR2	Conditions of Service (SALGBC)	Employee attendance register: February 2026: Kevin Alkaster	02/03/2026	02/03/2026	Approved
HR2	Conditions of Service (SALGBC)	Confirmation of appointment certificate: Wongalethu Gamzana	02/03/2026	02/03/2026	Approved
HR2	Conditions of Service (SALGBC)	Acting appointment: of Yanga Cetywayo (2 March 2026- 31 March 2026) - Parks Stellenbosch	02/03/2026	02/03/2026	Approved
MM84	Section 66, MFMA	Memo: Planned overtime for weekend 28 February 2026 and 1 March 2026: Control Room Operations: Law Enforcement	02/03/2026	02/03/2026	Approved
MM84	Section 66, MFMA	Memo: Planned overtime for weekend 7 March 2026 and 8 March 2026: Control Room Operations: Law Enforcement	02/03/2026	02/03/2026	Approved
TR1	Skills Development Act /MSA	Memorandum of Agreement: Firearms: Regulations 21 training: Carmen Telemachus (Law Enforcement)	02/03/2026	02/03/2026	Approved
HR2	Conditions of Service (SALGBC)	Acting appointment of Hayley Daniels (800241) 2-31 March 2026 - Foreperson: Parks Stellenbosch	02/03/2026	02/03/2026	Approved
General	General	Approval letter: Application in terms of the Regulations of gathering Act, Act 205 of 1993: Cape Winelands 4 Palestine- 5 March 2026	03/03/2026	03/03/2026	Approved

MM84	Section 66, MFMA	Standby scheduled: March 2026: Community Development	03/03/2026	03/03/2026	Approved
MM84	Section 66, MFMA	Overtime/ standby pre-approval: March 2026: Funeka Mayembana (Community Development)	03/03/2026	03/03/2026	Approved
MM84	Section 66, MFMA	Overtime/ standby pre-approval: March 2026: Portia Jansen (Community Development)	03/03/2026	03/03/2026	Approved
MM84	Section 66, MFMA	Overtime/ standby pre-approval: March 2026: Priscilla Napoleon (Community Development)	03/03/2026	03/03/2026	Approved
MM84	Section 66, MFMA	Memo: Motivation for planned overtime for March 2026: Community Development	03/03/2026	03/03/2026	Approved
MM84	Section 66, MFMA	Overtime/ standby pre-approval: March 2026: Fundiswa Mgudwana (Community Development)	03/03/2026	03/03/2026	Approved
MM84	Section 66, MFMA	Overtime/ standby pre-approval: March 2026: Adri Hartogh (Community Development)	03/03/2026	03/03/2026	Approved
MM84	Section 66, MFMA	Pre-approval of planned/ In Lieu of leave overtime: March 2026: Portia Jansen (Community Development)	03/03/2026	03/03/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Invoice: 383053127: Bigen Afrika Services: Design, construction and monitoring of a Regional Public Cemetery and Memorial Park on remainder farm no. 29, Stellenbosch (R748 249.90)	03/03/2026	03/03/2026	Approved
SC18	27(2)(g)	Specifications and questionnaire: Small Plan parts tender (Environmental Management)	03/03/2026	03/03/2026	Approved
SC18	27(2)(g)	Tender specifications and questionnaire: Supply, delivery and integrated training of four (4) narcotics detection canine and handlers (Law Enforcement)	03/03/2026	03/03/2026	Approved
TR1	Skills Development Act /MSA	Training requirements: Conflict Management Training (Traffic Services)	03/03/2026	03/03/2026	Approved
TR1	Skills Development Act /MSA	Training requirements: Computer Course Training (Traffic Services)	03/03/2026	03/03/2026	Approved
HR2	Conditions of Service (SALGBC)	Changing/ Updating Payday ESS Reporting lines: EPWP Cemeteries	03/03/2026	03/03/2026	Approved
General	General	Voting station lease agreement: IEC South Africa (Halls Section)	03/03/2026	03/03/2026	Approved
HR2	Conditions of Service (SALGBC)	Employee attendance register: February 2026: Albert van der Merwe	03/03/2026	03/03/2026	Approved

DELEGATIONS EXERCISED FOR PERIOD 1 JANUARY – 31 MARCH 2026

HR2	Conditions of Service (SALGBC)	Memo: approval for the appointment of selection panel: Senior Administrative Officer: Ref: CP/CS/CD/02 (Temporary position 3 months)	03/03/2026	03/03/2026	Approved
MM84	Section 66, MFMA	Overtime pre-approval: February 2026: Anna Irene Cornelson (Community Development)	03/03/2026	03/03/2026	Approved
MM84	Section 66, MFMA	Overtime pre-approval: February 2026: Nolundi Puteni (Community Development)	03/03/2026	03/03/2026	Approved
VPR2	Paragraph 6f	Creation of unique key and virement: Consumable: Standard rated- R15 000 (Community Development)	03/03/2026	03/03/2026	Approved
MM84	Section 66, MFMA	Memo: Planned overtime for weekend 21 February- 23 February 2026: Control Room Operations (Law Enforcement)	03/03/2026	03/03/2026	Approved
HR2	Conditions of Service (SALGBC)	Memo: Request for payroll adjustment for Joshwin Duddle Bock-March 2026 payroll (Fire Services)	03/03/2026	03/03/2026	Approved
HR2	Conditions of Service (SALGBC)	Disciplinary complaint form and formal investigation report: Gert Botes (Law Enforcement)	03/03/2026	03/03/2026	Approved
HR2	Conditions of Service (SALGBC)	Disciplinary complaint form and formal investigation report: Turlo Deyzel (EPWP: peace Officer: Law Enforcement)	03/03/2026	03/03/2026	Approved
MM84	Section 66, MFMA	Memo: Additional staff on overtime- Fire and Disaster Management (FF C Swartz - March 2026)	04/03/2026	04/03/2026	Approved
TR1	Skills Development Act /MSA	Memorandum of Agreement: Firearms: Regulations 21: Hansley Goldman (Law Enforcement)	04/03/2026	04/03/2026	Approved
General	General	Memo: Handling of accident scene - Cloeterville 22 February 2026 (Traffic Services)	04/03/2026	04/03/2026	Approved
SC18	27(2)(g)	FQ specifications and questionnaire: Print, supply and installation of a series of high impact graphics (Libraries)	05/03/2026	05/03/2026	Approved
TR1	Skills Development Act /MSA	Training requirements: Firearms regulations 21: Charl Kitching and Joan Felix	05/03/2026	05/03/2026	Approved
General	General	Certificate of approval issues in term of Section 6 of the Stellenbosch Municipality Air Quality By-law, 2028 (no.80, 8 February 2019) - Installation of an AKSA, 100 KVA standby generator) - Ludus magnus- farming and guesthouse	05/03/2026	05/03/2026	Approved

General	General	Certificate of approval issues in term of Section 6 of the Stellenbosch Municipality Air Quality By-law, 2028 (no.80, 8 February 2019) - Installation of a fuel burning equipment- Terra Restaurant- wood fire for open flame cooking	05/03/2026	05/03/2026	Approved
General	General	Certificate of approval issues in term of Section 6 of the Stellenbosch Municipality Air Quality By-law, 2028 (no.80, 8 February 2019)- Installation of a Lister-petter, 250 KVA standby generator- Stellenbosch Hotel	05/03/2026	05/03/2026	Approved
HR2	Conditions of Service (SALGBC)	Memo: payment Acting Allowance authorisation: Appointment of Kenny Alberts as Acting Assistant Chief Fire Officer (1-28 February 2026)	05/03/2026	05/03/2026	Approved
TR1	Skills Development Act /MSA	Training requirements: First Aid Level 3: Christelle Andrews (Control Room Operator- Law Enforcement)	05/03/2026	05/03/2026	Approved
TR1	Skills Development Act /MSA	Training requirements: Emergency Control Room: (Control Room Operator- Law Enforcement)	05/03/2026	05/03/2026	Approved
HR2	Conditions of Service (SALGBC)	Memo: Request for precautionary suspension- Officer T Deyssel (EPWP law Enforcement officer)	05/03/2026	05/03/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Travel allowance: 17 February 2026 and 5 March 2026- Visa Application at office of VFS Global (Michelle Aalbers)	05/03/2026	05/03/2026	Approved
MM84	Section 66, MFMA	Overtime pre-approval: February 2026 - Anna Irene Cornelson (Community Development)	05/03/2026	05/03/2026	Approved
MM84	Section 66, MFMA	Overtime pre-approval: February 2026 - Nolundi Puteni (Community Development)	05/03/2026	05/03/2026	Approved
HR2	Conditions of Service (SALGBC)	Memo: Extension of lease contract: Stephanus Francois Winterbach (Fire Department)	05/03/2026	05/03/2026	Approved
MM84	Section 66, MFMA	Memo: After the fact overtime for issuing and booking in of firearms (Law Enforcement)	05/03/2026	05/03/2026	Approved
MM84	Section 66, MFMA	Memo: After the fact for transporting of VIP (mayor) to Stellenbosch Golf Course attending the opening of the Investec Golf Event, 26 February 2026- Law Enforcement	05/03/2026	05/03/2026	Approved
MM84	Section 66, MFMA	Memo: Planned overtime for weekend 28 February 2026 - Law Enforcement	05/03/2026	05/03/2026	Approved

MM84	Section 66, MFMA	Memo: After the fact overtime for transporting of VIP (Mayor) to Danie Craven Stadium, Coetzenburg for the Varsity Cup match, 23 of February 2026: La Enforcement	05/03/2026	05/03/2026	Approved
TR1	Skills Development Act /MSA	Training requirements: 2025/26: Law Enforcement: Armoured vehicles operator (Nyala)	05/03/2026	05/03/2026	Approved
TR1	Skills Development Act /MSA	Training requirements: 2025/26: Law Enforcement: First Aid Level 1	05/03/2026	05/03/2026	Approved
TR1	Skills Development Act /MSA	Training requirements: 2025/26: Law Enforcement: Road Traffic Law Enforcement Certificate	05/03/2026	05/03/2026	Approved
TR1	Skills Development Act /MSA	Training requirements: 2025/26: Law Enforcement: Xhosa (Language) training	05/03/2026	05/03/2026	Approved
TR1	Skills Development Act /MSA	Training requirements: 2025/26: Law Enforcement: Facilitator training	05/03/2026	05/03/2026	Approved
TR1	Skills Development Act /MSA	Training requirements: 2025/26: Law Enforcement: Dog handler training	05/03/2026	05/03/2026	Approved
TR1	Skills Development Act /MSA	Training requirements: 2025/26: Law Enforcement: Firearm Regulations 21 training	05/03/2026	05/03/2026	Approved
TR1	Skills Development Act /MSA	Training requirements: 2025/26: Law Enforcement: Bylaw refresher	05/03/2026	05/03/2026	Approved
TR1	Skills Development Act /MSA	Training requirements: 2025/26: Law Enforcement: Wellness and fitness program	05/03/2026	05/03/2026	Approved
TR1	Skills Development Act /MSA	Training requirements: 2025/26: Law Enforcement: Crowd management skills	05/03/2026	05/03/2026	Approved
TR1	Skills Development Act /MSA	Training requirements: 2025/26: Law Enforcement: Computer training (Word/ excel)	05/03/2026	05/03/2026	Approved
HR2	Conditions of Service (SALGBC)	Memo: Request for refund- Police clearance fees and registration of Examiner Driving Licenses (Traffic Services)	05/03/2026	05/03/2026	Approved

MM84	Section 66, MFMA	Memo: Planned overtime- March 2026- DLTC (Traffic Services)	05/03/2026	05/03/2026	Approved
MM84	Section 66, MFMA	Memo: Planned overtime for March 2026: office Assistance (Traffic Services)	05/03/2026	05/03/2026	Approved
MM84	Section 66, MFMA	Memo: Planned overtime 7-8 March 2026: Traffic Law Enforcement	05/03/2026	05/03/2026	Approved
HR2	Conditions of Service (SALGBC)	Updating/ Changing of ESS Payday Reporting lines (Court Section- Traffic Services)	05/03/2026	05/03/2026	Approved
TR1	Skills Development Act /MSA	MOA: handle and resolve conflict in the workplace (Zolelwa Maqhashu)- Traffic Services	05/03/2026	05/03/2026	Approved
TR1	Skills Development Act /MSA	MOA: handle and resolve conflicting in the workplace (Nelisiwe Madonsela) - Traffic Services	05/03/2026	05/03/2026	Approved
TR1	Skills Development Act /MSA	MOA: Handle and resolve conflict in the workplace (Zizipho)- Traffic Services	05/03/2026	05/03/2026	Approved
MM84	Section 66, MFMA	Memo: Overtime for February 2026: Traffic Law Enforcement	05/03/2026	05/03/2026	Approved
MM84	Section 66, MFMA	Memo: Approved overtime for the Traffic Administration Section from 1-28 February 2026	05/03/2026	05/03/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Creation of ukey: Seminars, conferences and workshops (Traffic Services)	05/03/2026	05/03/2026	Approved
VPR2	Paragraph 6f	Virement: R100 000- Grass Cutting to Seminars, conferences and workshops (Traffic Services)	05/03/2026	05/03/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Travel allowance form: Wiseman Ndamase: Disaster Management (10 March 2026)	11/03/2026	11/03/2026	Approved
MM84	Section 66, MFMA	Memo: Motivation for approval of planned overtime for 21 March 2026: Widow Empowerment Engagement Event- Funeka Mayembana and Andiswa Ndodo (Community Development)	13/03/2026	13/03/2026	Approved
SC18	27(2)(g)	Tender questionnaire: Horticulture maintenance, cleaning, clearing, weeding and litter picking of various municipal gardens and play parks through Stellenbosch (WC024)	16/03/2026	16/03/2026	Approved

SC18	27(2)(g)	Tender specifications and questionnaire: Appointment of a panel of service providers for the supply and delivery of turfgrass management and sport field preparations supplies until 30 June 2029 (Sport Section)	16/03/2026	16/03/2026	Approved
HR2	Conditions of Service (SALGBC)	Memo: payment of Acting allowance authorisation: Ms J Felix (16-27 March 2026)	16/03/2026	16/03/2026	Approved
MM84	Section 66, MFMA	Memo: Standby duties within Traffic Service: April 2026	16/03/2026	16/03/2026	Approved
MM84	Section 66, MFMA	Memo: Planned overtime for weekend 14 and 15 March 2026: Law Enforcement	16/03/2026	16/03/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Request 55844: Snack pack for 35 people: Stellenbosch Municipality RFQ Youth Anti-Bullying Program Catering- R2 975.00	17/03/2026	17/03/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Request 55853: Transport for Youth anti-bullying Programme 15x2 Seater For 17-18 March 2026: R3 750.00	17/03/2026	17/03/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Request 55867: Installation of fencing at Calcutta Cemetery and Memorial Park- R2 269 702.05	17/03/2026	17/03/2026	Approved
SC18	27(2)(g)	Annexure E: BSM: 89/26: Supply and delivery of temporary Structure and Flood Kits & Photoelectric Smoke Detectors to Stellenbosch Municipality for period ending 30 June 2029 (Disaster Management)	17/03/2026	17/03/2026	Approved
HR2	Conditions of Service (SALGBC)	Formal investigation report: Parks Stellenbosch: Alleged misconduct relating to loss of municipal equipment (grass cutting machine)	18/03/2026	18/03/2026	Approved
SC18	27(2)(g)	Tender questionnaire and specifications: Pruning, felling, stump grinding and root cutting for trees in Stellenbosch Municipality WC024 for period ending 30 June 2029	18/03/2026	18/03/2026	Approved
SC18	27(2)(g)	Tender questionnaire and specifications: Purchasing of small Plant parts (Environmental Management)	18/03/2026	18/03/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Check request: License fees 09/03/2026- 15/03/2026: TF1149/03/03 (R52 200.00)- Traffic Services	18/03/2026	18/03/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Check request: License fees 09/03/2026- 15/03/2026: LF1149/03/03 (R512 645.00)- Traffic Services	18/03/2026	18/03/2026	Approved

DELEGATIONS EXERCISED FOR PERIOD 1 JANUARY – 31 MARCH 2026

MM84	Section 66, MFMA	Memo: April 2026 standby: Fire and Disaster personnel	18/03/2026	18/03/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Memo: Refreshments for retirement farewell- Fire fighters Francois Winterbach- 30 March 2026	18/03/2026	18/03/2026	Approved
HR2	Conditions of Service (SALGBC)	Memo: Approval for the appointment of selectin panel: Assistant Superintendent: Municipal Properties and Rivers: Ref: CP/CS/EM/EI/05	18/03/2026	18/03/2026	Approved
TR1	Skills Development Act /MSA	Memorandum of Agreement: Backhoe/ loader (Digger): New training: Sport Section (Victor Mdala)	18/03/2026	18/03/2026	Approved
General	General	Memo: Approval to utilise a pool vehicle from 23 until 29 March 2026: Gerrit Afrika (halls Section)	18/03/2026	18/03/2026	Approved
General	General	Agreement for the use of Groendal Community Halls - Jesus Celebration International (Halls Section)	18/03/2026	18/03/2026	Approved
General	General	Agreement for the use of Groendal Community Halls- Spirit World Revival Ministries (Halls Section)	18/03/2026	18/03/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Invoice: CB0417: Chilli Bros Pty/ Red Bird catering (RFQ Youth Anti-Bullying Programme Catering- R2975.00- Community Development	19/03/2026	19/03/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Invoice: 18032026.95: Bonsolo trading (transport for youth event)- R3 750.00- Community Development	19/03/2026	19/03/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Invoice: 554: Wash it - table cloths x50 (R4 907.00)- Protection Services	19/03/2026	19/03/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Invoice: 4224: Platinum Suppliers Pty- 55l microwave oven (metallic, 90l bar fridge, defy 350l fridge freezer and 1/7 stainless steel cordless kettle)- R19 037.10 (Protection Services)	19/03/2026	19/03/2026	Approved
TR1	Skills Development Act /MSA	Memorandum of Agreement: Supervision training: Traffic Services- Nelisiwe Madonsela	19/03/2026	19/03/2026	Approved
MM84	Section 66, MFMA	Memo: Planned overtime 21-22 March 2026: Traffic Law Enforcement	20/03/2026	20/03/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Memo: Recommendation for a 50% reduction for funeral parking- St Mary Church- 21 March 2026 (Charmaine Segers)- Traffic Services	20/03/2026	20/03/2026	Approved

HR2	Conditions of Service (SALGBC)	Disciplinary complaint form: Traffic Services (L Wilson) Adam Tas Road and Dorp intersection- 21 February 2026	20/03/2026	20/03/2026	Approved
HR2	Conditions of Service (SALGBC)	Memo: Approval for the appointment of selection panel: Municipal Patrol officer (Rent a cop), Law Enforcement Services	20/03/2026	20/03/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Invoice: Gold wash- cleaning of municipal vehicle-R175 (Community Development)	20/03/2026	20/03/2026	Approved
HR2	Conditions of Service (SALGBC)	Approval of shortlist: Municipal Patrol Officer: Law Enforcement- 12 months	20/03/2026	20/03/2026	Approved
HR2	Conditions of Service (SALGBC)	Approval of shortlist: Senior Examiner of driver's license: Traffic Services x2 (CP/TL/TS/115 and CP/TL/TS/124)	20/03/2026	20/03/2026	Approved
SC18	27(2)(g)	Annexure E: Approval of final tender invitation, questionnaire and specifications: BSM 84/26: Installation, servicing and maintenance of Fire Extinguishers and equipment within all Stellenbosch Municipal Buildings and Stellenbosch Municipal Areas for period ending 30 June 2029.	20/03/2026	20/03/2026	Approved
MM84	Section 66, MFMA	Memo: Additional staff overtime: Fire and Disaster Management: K Alberts (20 March 2026- The Absa Cape Epic 2026 event)	20/03/2026	20/03/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Invoice: 99581453: Toyota South Africa- LC79 4.2 Diesel S/C 5MT (R756 470.36)- Fire Services	20/03/2026	20/03/2026	Approved
HR2	Conditions of Service (SALGBC)	Memo: Acting appointment of Kenny Alberts as Assistant Chief Officer: Fire Services (1- 30 April 2026)	20/03/2026	20/03/2026	Approved
HR2	Conditions of Service (SALGBC)	Memo: Acting appointment of Mncedi Mbobmo as Platoon Commander (1- 30 April 2026)	20/03/2026	20/03/2026	Approved
HR2	Conditions of Service (SALGBC)	Approval of advertisement: Manager Libraries (CP/CS/LS/01)	20/03/2026	20/03/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Invoice: 004099: E'Bees Food delights: Catering for the Community Safety Forum (R25 150)	20/03/2026	20/03/2026	Approved

HR2	Conditions of Service (SALGBC)	Resignation letter of Pease Officer: Asanda Sibozo (Law Enforcement)	20/03/2026	20/03/2026	Approved
MM84	Section 66, MFMA	Memo: Planned overtime for weekends 21 and 22 March 2026: Law Enforcement	20/03/2026	20/03/2026	Approved
MM84	Section 66, MFMA	Memo: Planned overtime for weekends 21, 22 and 23 March 2026: Control Room Operations: Law Enforcement	20/03/2026	20/03/2026	Approved
MM84	Section 66, MFMA	Memo: Complaints attended after hours: 13 March- 15 March 2026: Law Enforcement	20/03/2026	20/03/2026	Approved
MM84	Section 66, MFMA	Memo: After the fact overtime for booking out and back of official firearms to operational members on 17 and 18 March 2026: Law Enforcement	23/03/2026	23/03/2026	Approved
General	General	Vehicle use application/ Authorisation to undertake a journey outside WC024: To attend the GBVF Launch Gender Practice pepper club in Cape Town (Isuzu Bakkie CL 58751- 24/03/2026- Funeka Mayembana)	23/03/2026	23/03/2026	Approved
General	General	Approval letter: Application in terms of the Regulations of gathering Act, 2025 of 1993: Stellenbosch Backyard dwellers forum/ PMC- 24 March 2026	23/03/2026	23/03/2026	Approved
HR2	Conditions of Service (SALGBC)	Memo: Transfer of Mrs J Leibrandt 9Staff no 845109) from CP/CS/PC/PPTW/38 to CP/CS/RS/HL/10	23/03/2026	23/03/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Invoice: INV0001758: Memotek Trading CC- Wireless PA System, Wireless microphones, Tripod speaker stand and projector tripod screen (R78 394.81)- Protection Services	23/03/2026	23/03/2026	Approved
HR2	Conditions of Service (SALGBC)	Memo: Approval of appointment: Assistant Superintendent: Municipal properties and Rivers: CP/CS/EM/EI/05	24/03/2026	24/03/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Tax invoice: 451: Office for you- R26 565 (A4 trip 50sets compliance books)- Law Enforcement	24/03/2026	24/03/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Tax invoice 20791: Multinet Systems- R857.33 (Fist floor door at main building not opening- Call out fee)- Law Enforcement	24/03/2026	24/03/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Tax invoice: IN-WC0001340: Advance Infrastructure- R17 359.89 (Axis I5304 black and Axis TI5601 wall mount)- Law Enforcement	24/03/2026	24/03/2026	Approved

MM82	Section 62(1)(f)(iv), MFMA	Tax invoice: IN-WC0001341: Advance Infrastructure- R78 263.54 (wall mounts, Led video wall system, high speed HDMI cables, an)- Law Enforcement	24/03/2026	24/03/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Check request: LF1149/03/04 (16/03/2026- 22/03/2026) R599 873- Traffic Services	24/03/2026	24/03/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Check request: TF1149/03/04 (16/03/2026- 22/03/2026) R60 768- Traffic Services	24/03/2026	24/03/2026	Approved
MM84	Section 66, MFMA	Memo: Afterhours call out 22h00- 06h00: 16 March 2026- 22 March 2026: Law Enforcement	24/03/2026	24/03/2026	Approved
MM84	Section 66, MFMA	Memo: Amended overtime- 22 March 2026: Traffic: Law Enforcement	24/03/2026	24/03/2026	Approved
MM84	Section 66, MFMA	Memo: Planned overtime for March 2026: Traffic Administration: Esmil Anthony	24/03/2026	24/03/2026	Approved
MM84	Section 66, MFMA	Memo: Additional staff on overtime: Fire and Disaster Management	24/03/2026	24/03/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Request 56179: TMT payment for 1-28 February 2026: R1 124 316: Traffic Services	24/03/2026	24/03/2026	Approved
MM82	Section 62(1)(f)(iv), MFMA	Tax invoice: 0908219896: Konica printer for March 2026: C&P Services (R75 101.20)	24/03/2026	24/03/2026	Approved
General	General	Agreement for the use of Klappmuts Multi-purpose centre- Stellenbosch Municipality: Change Ability	25/03/2026	25/03/2026	Approved
HR2	Conditions of Service (SALGBC)	Resignation letter: EPWP peace officer: Law Enforcement (Madelein Bailey)	25/03/2026	25/03/2026	Approved
SC18	27(2)(g)	FQ: Questionnaire and specifications: Supply and deliver of library mascot- Library Services	26/03/2026	26/03/2026	Approved
MM84	Section 66, MFMA	Memo: Planned overtime for April 2026: Office Assistance: Traffic Services (Jane Damane and Esmil Anthony)	26/03/2026	26/03/2026	Approved
MM84	Section 66, MFMA	Memo: Emergency overtime - March 2026: Court Section: Traffic Services	26/03/2026	26/03/2026	Approved
HR2	Conditions of Service (SALGBC)	Cell phone application form: Inspector: Law Enforcement: Matthew Williams	26/03/2026	26/03/2026	Approved

HR2	Conditions of Service (SALGBC)	Cell phone application form: Senior Inspector: Law Enforcement: Cobin Arendse	26/03/2026	26/03/2026	Approved
HR2	Conditions of Service (SALGBC)	Cell phone application form: Senior Inspector: Law Enforcement: Lola Mclean	26/03/2026	26/03/2026	Approved
HR2	Conditions of Service (SALGBC)	Cell phone application form: Senior Inspector: Law Enforcement: Nadinica Williams	26/03/2026	26/03/2026	Approved
HR2	Conditions of Service (SALGBC)	Cell phone application form: Senior Inspector: Law Enforcement: Sabelo Kulati	26/03/2026	26/03/2026	Approved
HR2	Conditions of Service (SALGBC)	Cell phone application form: Senior Inspector: Law Enforcement: Dunyisa Motsomie	26/03/2026	26/03/2026	Approved
HR2	Conditions of Service (SALGBC)	Approval of appointment: Municipal Patrol Officer x4: Law Enforcement	26/03/2026	26/03/2026	Approved
HR2	Conditions of Service (SALGBC)	Memo: Refreshments for retirement farewell- Fire fighters Francois Winterbach- 30 March 2026	26/03/2026	26/03/2026	Approved
General	General	Authorisation to use a pool vehicle: Disaster Management: Fiona Kruywagen (23/03/2026- 29/03/2026)	27/03/2026	27/03/2026	Approved
General	General	Authorisation to use a pool vehicle: Disaster Management: Fiona Kruywagen (30/03/2026- 05/04/2026)	27/03/2026	27/03/2026	Approved
General	General	Authorisation to use a pool vehicle: Disaster Management: Fiona Kruywagen (06/04/2026- 12/04/2026)	27/03/2026	27/03/2026	Approved
General	General	Authorisation to use a pool vehicle: Disaster Management: Fiona Kruywagen (13/04/2026- 19/04/2026)	27/03/2026	27/03/2026	Approved
General	General	Authorisation to use a pool vehicle: Disaster Management: Fiona Kruywagen (20/04/2026- 26/04/2026)	27/03/2026	27/03/2026	Approved
General	General	Authorisation to use a pool vehicle: Disaster Management: Fiona Kruywagen (27/04/2026- 03/05/2026)	27/03/2026	27/03/2026	Approved
General	General	Authorisation to use a pool vehicle: Disaster Management: Fiona Kruywagen (04/05/2026- 10/05/2026)	27/03/2026	27/03/2026	Approved
General	General	Authorisation to use a pool vehicle: Disaster Management: Fiona Kruywagen (11/05/2026- 17/05/2026)	27/03/2026	27/03/2026	Approved
General	General	Authorisation to use a pool vehicle: Disaster Management: Fiona Kruywagen (18/05/2026- 24/05/2026)	27/03/2026	27/03/2026	Approved

General	General	Authorisation to use a pool vehicle: Disaster Management: Fiona Kruiwagen (25/05/2026- 31/05/2026)	27/03/2026	27/03/2026	Approved
General	General	Authorisation to use a pool vehicle: Disaster Management: Fiona Kruiwagen (01/06/2026- 07/06/2026)	27/03/2026	27/03/2026	Approved
General	General	Authorisation to use a pool vehicle: Disaster Management: Fiona Kruiwagen (08/06/2026- 14/06/2026)	27/03/2026	27/03/2026	Approved
General	General	Authorisation to use a pool vehicle: Disaster Management: Fiona Kruiwagen (15/06/2026- 21/06/2026)	27/03/2026	27/03/2026	Approved
General	General	Authorisation to use a pool vehicle: Disaster Management: Fiona Kruiwagen (22/06/2026- 28/06/2026)	27/03/2026	27/03/2026	Approved
MM84	Section 66, MFMA	Memo: Planned overtime- DLTC: Traffic Services for 17 March 2026	27/03/2026	27/03/2026	Approved
MM84	Section 66, MFMA	Memo: Planed overtime for weekends 28 and 29 March 2026: Law Enforcement	27/03/2026	27/03/2026	Approved
MM84	Section 66, MFMA	Memo: Planned overtime: Traffic Admin- April 2026: MVR Section: Traffic Services	27/03/2026	27/03/2026	Approved
MM84	Section 66, MFMA	Memo: Planned overtime for 27-29 March 2026: Traffic Law Enforcement	27/03/2026	27/03/2026	Approved
MM84	Section 66, MFMA	Memo: After the fact overtime for deployment to Lanquedoc to monitor areas for any unrest due to disconnections of illegal connections 25- 27 March 2026: Law Enforcement	27/03/2026	27/03/2026	Approved
MM84	Section 66, MFMA	Memo: Planned overtime for public holiday- 3 April 2026” Control Room: Law Enforcement	30/03/2026	30/03/2026	Approved
MM84	Section 66, MFMA	Memo: Planned overtime for weekend- 4- 5 April 2026: Control Room: Law Enforcement	30/03/2026	30/03/2026	Approved
MM84	Section 66, MFMA	Memo: Planned overtime for weekend 28- 29 March 2026: Control room: law Enforcement	30/03/2026	30/03/2026	Approved
HR2	Conditions of Service (SALGBC)	Termination of EPWP Contract: Parks Franschhoek and Cleaning: Sammy Arries	31/03/2026	31/03/2026	Approved
HR2	Conditions of Service (SALGBC)	Confirmation of appointment certificate: Operator: Grass Cutting: Parks Section (Kurt Matthew Bailey)	31/03/2026	31/03/2026	Approved
HR2	Conditions of Service (SALGBC)	Confirmation of appointment certificate: Operator: Grass Cutting: Parks Section (Hendrick Johannes De Ruiter)	31/03/2026	31/03/2026	Approved

HR2	Conditions of Service (SALGBC)	Confirmation of appointment certificate: Operator: Grass Cutting: Parks Section (Eugene Myron Breda)	31/03/2026	31/03/2026	Approved
HR2	Conditions of Service (SALGBC)	Request for approval of advertisement of Control Room Officer: Law Enforcement- CCTV Control and Security	31/03/2026	31/03/2026	Approved
SC18	27(2)(g)	Annexure E: BSM:108/26: Tree pruning and felling tender	31/03/2026	31/03/2026	Approved

AGENDA

40TH MEETING OF THE COUNCIL
OF STELLENBOSCH MUNICIPALITY

2026-04-22

10.	CONSIDERATION OF ITEMS BY THE EXECUTIVE MAYOR: [CLLR J FASSER]
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10.1	COMMUNITY & PROTECTION SERVICES: (PC: CLLR S HENEKE)
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NONE

10.2	SPORT, YOUTH AND CULTURE: (PC: CLLR N OLAYI)
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NONE

10.3	CORPORATE SERVICES: (PC: CLLR L NKAMISA)
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10.3.1	RETURN ITEM: FEEDBACK ON PUBLIC PARTICIPATION PROCESS AFTER THE PUBLICATION OF THE INFORMATION STATEMENT OF THE INTENTION TO DISPOSE OF A PORTION OF FARM 528 AND A PORTION OF FARM 529C STELLENBOSCH, ALSO FORMERLY KNOWN AS MOUNTAIN BREEZE CARAVAN PARK
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Collaborator No:

IDP KPA Ref No:

Good Governance

Meeting Date:

25 March 2026 and 22 April 2026

- 1. SUBJECT: RETURN ITEM: FEEDBACK ON PUBLIC PARTICIPATION PROCESS AFTER THE PUBLICATION OF THE INFORMATION STATEMENT OF THE INTENTION TO DISPOSE OF A PORTION OF FARM 528 AND A PORTION OF FARM 529C STELLENBOSCH, ALSO FORMERLY KNOWN AS MOUNTAIN BREEZE CARAVAN PARK**

2. PURPOSE

To provide feedback to Council after a Public Participation Process was followed to advertise the intention of Council to dispose of portions of Farm 528 and 529C Stellenbosch, also known as Mountain Breeze Caravan Park.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

Mountain Breeze was a very successful caravan park which sometimes had up to 70 camping sites occupied over the weekend or school holidays. The previous tenant terminated her lease agreement in 2021 and the property has since then been mostly vacant and had no lease agreement in place since then. An item was prepared for Council to consider a way forward with the property in July 2021. At the Council meeting held on 28 July 2021, Council decided to provide an opportunity for the public to submit written inputs on the future use of portions of Farm 528 and 529 Stellenbosch, before deciding on a way forward. The public notice requested inputs on/before 3 September 2021. Various written submissions were received. After taking the comments received into consideration Council resolved on 30 March 2022 as follows:

- (a) that Council take note of all the proposals received;
- (b) that Council identifies Portions 528 and 529C, Stellenbosch as not currently needed for minimum municipal services;
- (c) that a call for proposal for development of the facilities for Cycling, hiking groups, an Eco-education and Adventure centre for school groups along with overnight facilities be advertised;
- (d) that the existing buildings and infrastructure be use for the above purpose;
- (e) that the facility to be leased for a period of 5 years; and
- (f) that successful lessee enter into a rental agreement with the municipality and be responsible for the security, maintenance and the payment of all services of the facility.

The administration reported to council in October 2024 that there are several challenges in implementing the Council resolution dated 27 March 2022. Council reviewed and rescinded the decision of 27 March 2022 and took a new decision:

26TH COUNCIL MEETING: 2024-10-30: ITEM 10.3.2

RESOLVED (majority vote with 3 abstentions)

- (a) that the Council resolutions taken on 2022-07-27 be reviewed and rescinded;
- (b) that Portions 528 and 529C, Stellenbosch (also known as Mountain Breeze Caravan Park) be identified as land not needed for basic Municipal Services;
- (c) that an information statement be prepared for approval by council to indicate Council's intention to sell the property on auction to the highest bidder and that the item and information statement returns to Council for approval of the information statement;
- (d) that provision be made for a fall-back clause if the buyer wants to sell the property within 10 years;
- (e) that the property must be used as per the current zoning and will be sold voetstoots; and
- (f) that an updated property valuation report be obtained before the item be resubmitted to Council.

A valuation report has been received by the administration and is attached to the item. The current zoning is agricultural. It is situated in a mainly agricultural area and opposite the airfield. It is also situated outside the urban edge.

An official Notice was published in Die Burger on 13 December and in Eikestad Nuus on 12 December 2025. Several comments were received from the public which is summarised hereunder as well as attached to the item for consideration by Council. The matter was before the Executive Mayoral Committee in February 2025 however the valuation report was not available and the item was returned to the administration to obtain a valuation report before the matter returned to Council.

Two very important aspects to note before Council can make a final decision is the following:

1. The administration has not had sight of the Title Deeds, and it is therefore not clear if there might be any restrictive conditions registered against the properties; and

2. This portion of Farm 529 has not been subdivided from the main farm and does not have a separate Title Deed and the property can therefore not be sold until a sub-division has been registered. This will have to be done before an auction can take place and the Municipality will have to attend to the application and costs of the sub-division.

Council should further take note that several families having been residing on the property for several years. They have constructed wooden homes (cabins) around the camp site area. There are also two permanent occupants residing in caravans or tents. These occupants have in the past offered to pay rent for the use of the property however the previous Director Corporate Services would not allow same as she was of the opinion that this will legalise the occupation. These occupants are therefore not making any contribution to the monthly expenses at the property, however they have indicated their willingness to do so.

In terms of the zoning there are too many structures on the property taking into consideration the fact that there are several other houses and chalets on the property. It will therefore not be possible for the structures erected by the occupants to be approved by the building department. A further concern is the possible liability to the Municipality should something happen to one of the occupants or their structure, i.e. a tree falls on an occupant or person. Council should either decide whether to evict the 8 families from Mountain Breeze or legalise their occupation. Should the illegal occupation of the 8 families be legalised, the Municipality is on risk as these families will stay in structures that are illegal and building plans cannot be approved by the Municipality. Should their property or person be damaged these 8 families have potential legal/damages claims against the Municipality. Even if these 8 families provide indemnities to the Municipality, it will not have any legal standing as the structures erected on the property is illegal and cannot be legalised.

Should Council resolve to evict the 8 families the Municipality will have to provide emergency housing to the 8 families, should they be left destitute after an eviction order has been granted.

Council should consider a way forward with these occupants and decide on their future occupation of Mountain Breeze.

5. RECOMMENDATIONS

- (a) that Council takes note of the Official Notices which was published in Die Burger on 13 December 2024 in Eikestad Nuus on 12 December 2024;
- (b) that Council consider the inputs received from the members of the public during the public participation process; and
- (c) that Council approves the eviction of the occupants on the property who are residing there without lease agreements in structures that have not been approved by the building department.

6. BACKGROUND AND DISCUSSION

6.1 Background

The Mountain Breeze Caravan Park was a very successful Caravan Park and over weekends would have up to 70 campsites occupied. The lease agreement with the previous tenant was terminated in 2021 and Council had to consider a way forward with the property. At the Council meeting held on 28 July 2021, Council decided to provide an opportunity for the public to submit written inputs on the most possible future

use of the facility, before deciding on a way forward. The public notice requested inputs on/before 3 September 2021. Various written submissions were received. Council resolved on 30 March 2022:

- (a) that Council take note of all the proposals received;
- (b) that Council identifies Portions 528 and 529C, Stellenbosch as not currently needed for minimum municipal services;
- (c) that a call for proposal for development of the facilities for Cycling, hiking groups, an Eco-education and Adventure centre for school groups along with overnight facilities be advertised;
- (d) that the existing buildings and infrastructure be use for the above purpose;
- (e) that the facility to be leased for a period of 5 years; and
- (f) that successful lessee enter into a rental agreement with the municipality and be responsible for the security, maintenance and the payment of all services of the facility.

The administration reported to council in October 2024 that there are several challenges in implementing the Council resolution as intended on 30 March 2022. Council reviewed and rescinded the decision of 30 March 2022.

A new decision was taken on 30 October 2024:

- (a) that the Council resolutions taken on 2022-07-27 be reviewed and rescinded;
- (b) that Portions 528 and 529C, Stellenbosch (also known as Mountain Breeze Caravan Park) be identified as land not needed for basic Municipal Services;
- (c) that an information statement be prepared for approval by council to indicate Council's intention to sell the property on auction to the highest bidder and that the item and information statement returns to Council for approval of the information statement;
- (d) that provision be made for a fall back clause if the buyer wants to sell the property within 10 years;
- (e) that the property must be used as per the current zoning and will be sold voetstoots; and
- (f) that an updated property valuation report be obtained before the item be resubmitted to Council.

The current zoning is agricultural and rural, and it had a consent use for a camping site. See **APPENDIX 13**. It is situated in a mainly agricultural area and close to the airfield. It is also situated outside the urban edge.

Council approved an Information statement which was published and several comments as discussed hereunder were received by the administration for consideration by Council before a decision is made.

A valuation report has been obtained and is attached and discussed hereunder.

It is important to note that the administration has not had sight of the title deeds and there is a possibility that there might be restrictive conditions in the title deed. The portion of Farm 529 Stellenbosch has not been subdivided from the main Farm (which includes Stellenrust Wine Farm and Annandale Wine Farm) and can therefore not be sold if a subdivision is not registered. This process will have to be finalised before an auction can take place and it will have to be done by the administration and at the costs of the Municipality.

6.2 Discussion**6.2.1 Public Participation Process and Comments received**

An Information Statement was approved by Council and the Official Notice was published in Die Burger as well as Eikestad Nuus on 12 and 13 December 2024 calling on the public to provide comments, inputs or alternative proposals before close of business on 12 February 2025. A copy of the Notice which was published is attached hereto as **APPENDIX 1**.

This property is situated outside the urban edge and there is no existing lease for the caravan park. An auction process will be an open and fair process where everybody would be able to bid within the terms of the auction. After an auction the result of the highest bid comes back to council for an in principle decision, a further public participation process is followed and the inputs from National and Provincial treasury is elicited before a final decision is made.

Various comments were received from the public which is summarised and discussed hereunder.

APPENDIX 2 - From Brian Burgess

Mr. Burgess states that the Mountain Breeze Caravan Park has not been in use for a number of years and has rapidly deteriorated. It is currently housing illegal occupants and poses a great threat or danger to the surrounding area, landowners, public and tourists. He states that for the last 30 to 34 years the Municipality has been receiving nil or very little income from the property and the underutilized property has, and still is, creating a huge burden to the Municipal Budget as well as the taxpayers.

He is of the opinion that the decision to dispose of the property by auction could be seen as a positive step in the right direction and could lead to advantages and income for the Municipality. He says that new socio-economic advantages to the area could also be created from its future development stemming from its sale and rendering of future monthly Municipal levies and accounts, including job creation for the local community. The sale and its development could also assist in encouraging and stimulating positive growth of tourism in Stellenbosch. He states that this property should be an added attraction to the area rather than a public eyesore or danger discouraging tourists who pass by daily as it is situated on the R44 highway.

Mr. Burgess further gives alternative proposals which could positively assist with creating further, continuous financial advantages for the Municipality and also prevent and protect the property from falling back into its current unacceptable state with nil income and stagnation, together with illegal occupation. His alternative proposals include:

1. An international winelands tasting facility and accommodation;
2. Upgrading and conversion of existing structures to establish an Outreach Centre with accommodation, hiking and cycling trails;
3. International Convention Centre and accommodation; and
4. Educational / Training centre or School.

APPENDIX 3 - From Trevor Strydom

The submission received from Mr. Strydom involves retaining the property in two separate portions:

1. Portion A (Forest In-Perpetuity): This portion will be the portion on the Somerset West Side of the Stellenrust Road.

This portion to be retained as a heritage site Forest In-Perpetuity (as it currently is), but with indigenous trees planted to replace the stony pines as and when they fall due to old age. The property can be:

- a) Retained and owned by the Municipality to as a historical forest in-perpetuity to ensure the visual impact from the R44 highway and surroundings of the forest (known as Louw se Bos) is always retained as critical from a visual impact point of view; or
 - b) Sold to a member of the public, on the basis that the forest portion is retained as a forest in-perpetuity; or
 - c) Sold to Audacia wine farm, the adjacent property owner, on the basis that the portion is retained as a forest in-perpetuity.
2. Portion B (Caravan Park): The portion on the Stellenbosch side of Stellenrust Road.

It is suggested that the entrance on the R44 be closed and a new entrance be created 150m in on the Stellenrust road. It is recommended that the property be retained as a caravan park and venue, which is needed in Stellenbosch and can be operated with very little impact on the surrounding environment. The visual impact can also be improved. The property can be:

- A) Retained and owned by the Municipality and leased out as a caravan park; or
- B) Sold on the basis that the portion is retained as a caravan park.

APPENDIX 4 - From Sue McNaughton

Mrs. McNaughton suggests that the bottom portion (Somerset West side of Stellenrust road) be sub-divided in five one-hectare properties it would make more sense for the municipality as it would mean more income. She suggests that the neighbours would not challenge this as there is a precedent set by Audacia by selling off two portions.

APPENDIX 5 – From Franklin Adams

Mr. Adams vehemently objects against the proposal to sell the property. He is of the view that this decision will primarily protect the status quo that will not be in the interest of economic justice. He says that the land should rather be utilised for future municipal services that will include social services to the benefit of the previously disadvantage communities, especially located in Jamestown and the surrounding farm workers. He suggests that the Municipality conduct a transparent process with the Jamestown residents and adjoining farms to get their respective inputs as how best to utilize the land. He says that there is sufficient space to consider an integrated mixed-use development that will include all relevant social services e.g. social and affordable houses, economic development and eco-tourism.

APPENDIX 6 - From Cathleen Booysen

Mrs. Booysen objects to the disposal on the following grounds:

1. Lack of Public Consultation and Transparency – she says that fair participation from interested parties has been limited as a result of insufficient public consultation and disclosure of important information pertaining to the land in question;

2. Social and environmental issues – the land in question might be important to society and culture, or it might have environmental significance. Long-term harm could result from any lease renewal or allocation that does not include comprehensive environmental impact evaluations and stakeholder involvement;
3. Possible conflict of interest – there are worries that there might be conflicts of interest or partiality in the selection process for the proposals and/or lease renewal. To guarantee accountability and justice, a transparent and impartial review process should be put in place;
4. A different and more helpful use – there may be a more advantageous use for the land that would meet the needs of the community, including housing, public amenities, or conservation. A reassessment should be carried out before proceeding with any decision.

Based on the above she urges the Municipality to halt any further action regarding the call for proposals or lease extension until a thorough and transparent review is conducted. She further urges the Municipality to conduct meaningful public participation and consider alternatives that will serve the interest of the community and she asks that a fair and competitive process in the allocation of land be followed.

APPENDIX 7 - From Clifford Edward George Coombe:

Mr. Coombe represents the owners of Portion 1, Audacia – the adjacent property which will be used for residential purposes. The submission involves retaining the property in two separate portions:

1. Portion A (Forest In-Perpetuity):

This is the portion on the Somerset West side of Stellenrust Road. Mr. Coombe says that regardless of who the owner is, security is of paramount importance and securing the perimeter of the forest should be priority. It is suggested that this portion be retained as a Forest In-Perpetuity (as it currently is). It is a landmark in the area and had a major influence when the decision was taken to purchase the property referred to as Audacia 1. Converting the forest to an indigenous forest over the next 20-50 years should be done by planting indigenous trees in time to replace any of the stone pines that are lost due to old age. They suggest the following for this portion of land:

- A) This portion should be retained as a forest in-perpetuity;
- B) Should the property be sold it should remain a forest in-perpetuity and no residential development should be allowed by the new owner. The property can be used for eco-tourism, bird watching, educational facilities and similar activities that are complimentary to the caravan park; or
- C) The property can be made available to the Department Arts and Social Science of the University of Stellenbosch to be used for public art.

2. Portion B (Caravan Park):

This is the portion on the Stellenbosch side of the Stellenrust Road. Mr. Coombe states that the property should be retained as it will be in the best interest of promoting Stellenbosch as a destination for nature lovers and environmentally conscience tourists. It should however be upgraded to “best of industry standards”.

They suggest the following:

- A) The property can be retained by the Municipality and leased out as a Caravan Park, ensuring that the forest is retained and thereby protecting the various bird species; or
- B) The property could be sold on the basis that the portion be retained as a Caravan Park ensuring that the forest is retained as well as eco-tourism destination.

APPENDIX 8 - From John Andrews

Mr. Andrews objects to the proposed disposal of Mountain Breeze as he believes that this property has significant recreational and tourism value, and its disposal may not be in the best interest of the community. He further believes that the proposal requires further consideration and consultation with the community. He requests that the Municipality:

- 1. Provides more information about the proposed disposal;
- 2. Conducts Public Hearings and engages with the community to address concerns; and
- 3. Considers alternative options that prioritise community benefit and public interest.

APPENDIX 9 - Comments received from Southern Africa Aboriginal Congress:

The Southern Africa Aboriginal Congress states that they object to the disposal of Mountain Breeze on the grounds that the Municipality failed to take into account the historical Aboriginal Natives' land rights, further that the Municipality failed to take into account food security and food security zones. They also state that we failed to take into account culture and heritage impacts of destruction for plunder.

They state that they are of the intention to secure a long-term lease and transform the site into a cultural heritage centre and tourist attraction / destination and create job opportunities for the Aboriginal Natives resident in the area.

According to them historically, the property is situated on Aboriginal Native lands, and the land cannot be sold or transferred without their approval, as stipulated in the Coloured Persons Communal Reserve Land Trust Act 3 of 1961. Although Act 3 of 1961 was, according to them, unlawfully repealed by the national government without their consent, the Trust remains valid and cannot be dissolved without the agreement.

APPENDIX 10 - Comments received from United Sovereign Cape Kingdoms:

The United Sovereign Cape Kingdoms state that they are very unhappy and feel that the Municipality does not take the community of Stellenbosch in consideration when discussions and decisions affecting the community are being taken. They object to the proposed disposal of the property on the following grounds:

- 1. Lack of public participation and involvement;
- 2. No Transparency;
- 3. Fair participation;
- 4. Non disclose;
- 5. Proposals for leases; and
- 6. Disclosure of information.

APPENDIX 11 - Comments received from Sylvia Bell:

Mrs. Bell is objecting to the disposal of the property on the grounds that she is of the opinion that the Public Participation time frames are not efficient for the broader Stellenbosch Communities to take in what plans are at Council. She states that she became aware through Eikestad Media on 31 January 2025. She requests an extension of the timeframe for public participation.

APPENDIX 12 - Comments from Jacques de Villiers:

Mr. de Villiers is seeking clarity on the current structures on the property and whether or not Council will expect of the new owner to demolish the current structures in order for the property to align with the agricultural zoning and the number of structures allowed under agricultural zoning.

6.2.2 Valuation Report

A valuation report was obtained by the administration and is attached hereto as **APPENDIX 14**. In terms of the valuation report the fair market value of the property is R 31 550 000.00.

The valuation report also indicates that there are permanent “tenants” who have erected structures (wooden houses) on the premises. This was done in agreement with one of the previous tenants and these “tenants” have been living on the premises for several years. They have indicated their willingness to pay for the use of the premises however this has not been accepted by the Municipality pending the determination on the way forward with this property. It could be considered that short term lease agreements be entered into with these occupants in order to assist with the monthly expenses.

6.2.3 Locality and context

Mountain Breeze Caravan Park is situated on Lease Portions 528 and 529C, measuring 20.3ha in size, as indicated on Fig 1 and 2 below.

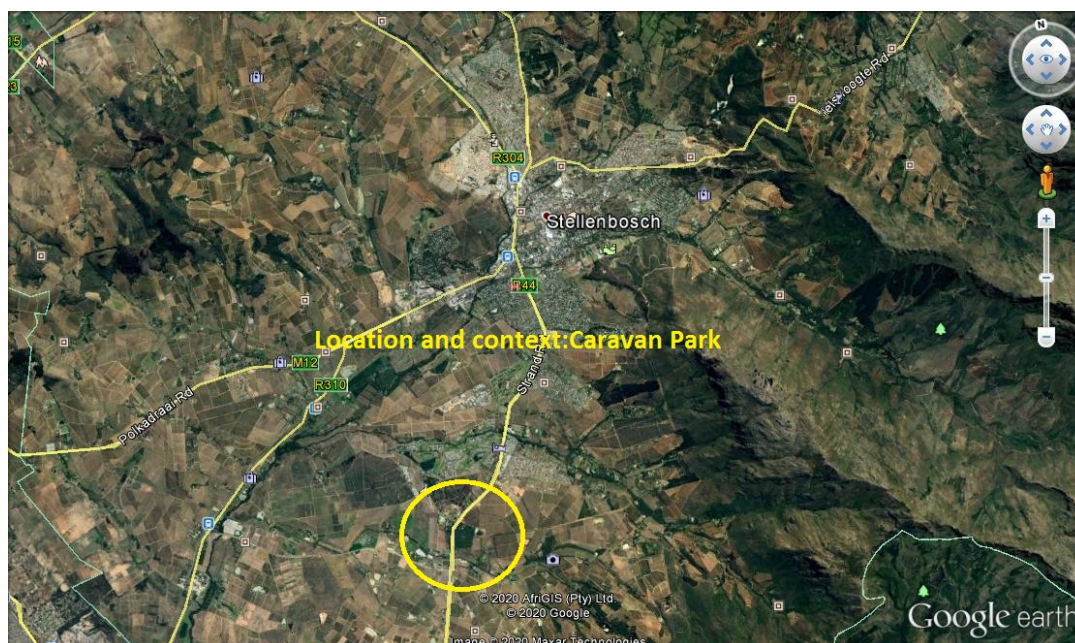


Fig 1: Location and regional context



Fig 2: Extent of property(s)

6.2.4 Ownership

The ownership of the two properties vests in Stellenbosch Municipality by virtue of Title Deeds STFH-891 and STFH6-4/1890, respectively.

6.2.5 Access

Access to the property is *via* a registered servitude access off the R44, over a portion of Farm 1166, Stellenbosch as shown on Fig 3, below.

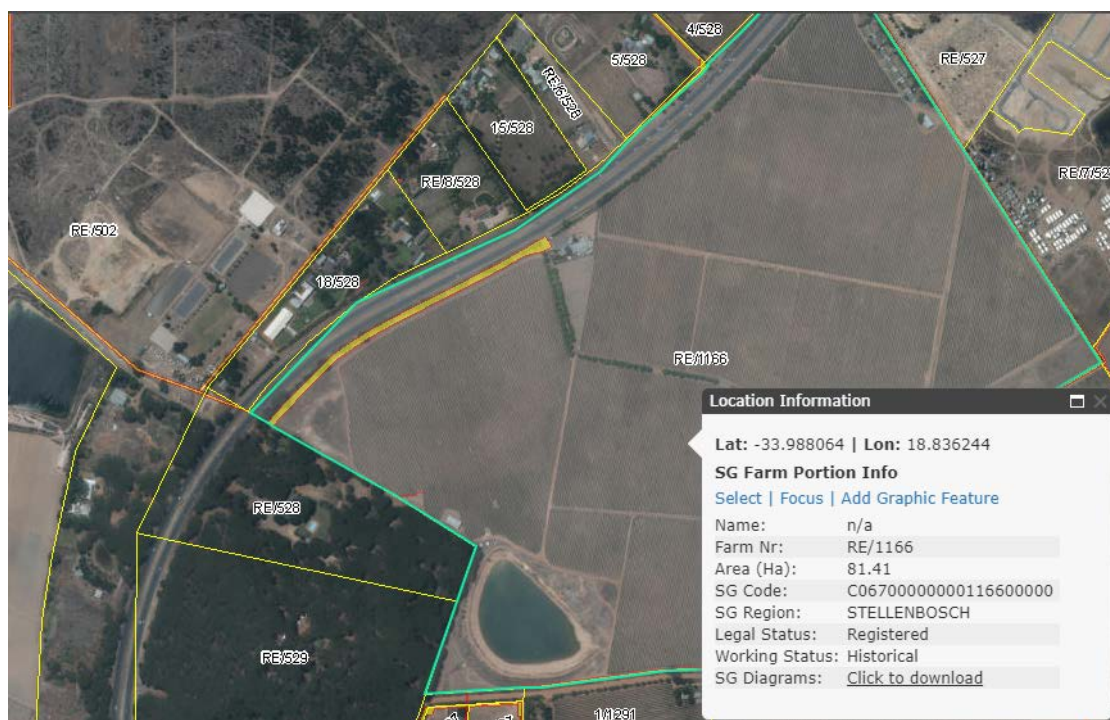


Fig 3: Access road

The servitude was registered at the Surveyor General in 1985, LG Diagram 8786/83.

6.2.6 Access to services

The property has access to irrigation water (Theewaterskloof) and is getting drinking water from a borehole situated on the neighbouring farm 1166 (Zettlers). Electricity is supplied by Eskom.

6.2.7 Improvements

There are various buildings on the site including some chalets, a swimming pool and a hall with a kitchen. Most of these buildings has been vandalised to the extent that they cannot be used. Most of the damage and vandalism occurred over the last year.

6.3 Financial Implications

The valuation report indicates that the property has a fair market value of R31 550 000.00. As indicated above the property will first have to be subdivided from the main farm and the costs of the subdivision application as well as registration with the Surveyor General will have to be paid by the Municipality.

6.4 Legal Implications

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

- "1)a) The accounting officer has, in terms of Regulation 35, concluded a public participation process regarding the proposed granting of the right; and*
- b) The municipal Council has approved in principle that the right may be granted.*
- 2) Sub-regulation (1)(a) must be complied with only if:*
 - a) the capital asset in respect of which the proposed right is to be granted has a value in excess of R10m; and*
 - b) a long-term right is proposed".*
- "3) a) Only a Municipal Council may authorise the public participation process referred to in sub-regulation (a)*
 - b) a request to the Municipal Council for the authorisation of a public participation process must be accompanied by an Information Statement*, stating:*
 - i) the reason for the proposal to grant a long term right to use, control or manage the relevant capital asset;*
 - ii) any expected benefit to the municipality that may result from the granting of the right;*
 - iii) any expected proceeds to be received by the municipality from the granting of the right; and*
 - iv) any expected gain or loss that will be realised or incurred by the municipality arising from the granting of the right".*

If Council resolved to sell the property, the item will be returned to council after the process for another process in terms of section 32 and 34 of the Asset transfer regulations during which the views of National and Provincial treasury need to be followed. After the second process only, Council can take a final decision on the selling of the property.

6.5 Staff Implications

There are currently two staff members employed on short term contracts until a final decision is taken. They are entrusted with cleaning of the ablution facilities and access control. The ablution facilities are used by the occupants of the private structures. The municipality has also appointed a security firm to deploy a security guard on a night shift to the property.

6.6 Previous / Relevant Council Resolutions

3RD COUNCIL MEETING: 2022-03-30: ITEM 11.2.2

RESOLVED (nem con)

- (a) that Council take note of all the proposals received;
- (b) that Council identifies Portions 528 and 529C, Stellenbosch as not currently needed for minimum municipal services;
- (c) that a call for proposal for development of the facilities for Cycling, hiking groups, an Eco-education and Adventure center for school groups along with overnight facilities be advertised;
- (d) that the existing buildings and infrastructure be use for the above purpose;
- (e) that the facility to be leased for a period of 5 years; and
- (f) that successful lessee enter into a rental agreement with the municipality and be responsible for the security, maintenance and the payment of all services of the facility.

5TH COUNCIL MEETING: 2022-05-25: ITEM 13.3

RESOLVED (nem con)

that Council approves the Information Statement for publication.

6TH COUNCIL MEETING: 2022-07-27: ITEM 11.3.2

RESOLVED (majority vote with abstentions)

- (a) that Council considered the input received on the Information Statement;
- (b) that Council confirms the decision to identify Portions 528 and 529C, Stellenbosch as land not needed for municipal services;
- (c) that a call for proposal for development of the facilities for Cycling, hiking groups, an Eco-education and Adventure centre for school groups along with overnight facilities be advertised;
- (d) that the existing buildings and infrastructure be used for the above purpose;
- (e) that the existing facility be leased for a period up to 9 years; and
- (f) the successful lessee must enter into a rental agreement with the municipality and be responsible for the security, maintenance and the payment of all services of the facility.

26TH COUNCIL MEETING: 2024-10-30: ITEM 10.3.2**RESOLVED** (majority vote with 3 abstentions)

- (a) that the Council resolutions taken on 2022-07-27 be reviewed and rescinded;
- (b) that Portions 528 and 529C, Stellenbosch (also known as Mountain Breeze Caravan Park) be identified as land not needed for basic Municipal Services;
- (c) that an information statement be prepared for approval by council to indicate Council's intention to sell the property on auction to the highest bidder and that the item and information statement returns to Council for approval of the information statement;
- (d) that provision be made for a fall back clause if the buyer wants to sell the property within 10 years;
- (e) that the property must be used as per the current zoning and will be sold voetstoots; and
- (f) that an updated property valuation report be obtained before the item be resubmitted to Council.

The following Councillors requested their votes of dissent be minuted:

Cllrs J Andrews; MM Danana; JA Davids; RB Hendrikse; N Mananga-Gugushe; EP Masimini; M Nkopane; N Ntsunguzi; GA Petersen; MG Rataza; A Tomose and M van Stade.

27TH COUNCIL MEETING: 2024-11-27: ITEM 10.3.4**RESOLVED**

- (a) that Council approves the Information Statement for public participation; and
- (b) that it be noted that the item will return to Council for the consideration of an in-principle decision after the public participation process.

6.7 Risk Implications

Vandalism and illegal occupation.

6.8 Recommendations from the Section 80 committee meeting**CORPORATE SERVICES COMMITTEE: 2026-02-052: ITEM 4.2****RESOLVED**

That the Section 80 Committee Recommends the following to the Mayor and Mayo

- a) That the previous Council resolution to sell the Mountain Breeze property be rescinded by Council, and
- b) That the Municipality explores a possibility of leasing (via a competitive process) the property to a private or non-government organisation to run the facility based on its historic use and zoning.

RECOMMENDATION FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2026-03-25: ITEM 7.3.3

that this item be referred straight to Council for consideration.

ANNEXURES:

- Appendix 1: Official Notice
- Appendix 2: Comments from Brian Burgess
- Appendix 3: Comments from Trevor Strydom
- Appendix 4: Comments from Susan McNaughton
- Appendix 5: Comments from Franklin Adams
- Appendix 6: Comments from Cathleen Booysen
- Appendix 7: Comments from Clifford Edward George Coombe
- Appendix 8: Comments from Johan Andrews
- Appendix 9: Comments from Southern Africa Aboriginal Congress
- Appendix 10: Comments from United Sovereign Cape Kingdoms
- Appendix 11: Comments from Sylvia Bell
- Appendix 12: Comments from Jacques de Villiers
- Appendix 13: Zoning Certificate
- Appendix 14: Valuation report

FOR FURTHER DETAILS CONTACT:

NAME	Yolande van den Berg
POSITION	Head: Contract Management
DIRECTORATE	Corporate Services
CONTACT NUMBERS	021-8088073
E-MAIL ADDRESS	yolande.vandenberg@ Stellenbosch.gov.za
REPORT DATE	2026/02/20

APPENDIX 1



STELLENBOSCH

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MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

LOCAL AUTHORITY NOTICE

OFFICIAL NOTICE AS CONTEMPLATED IN REGULATIONS 32, 33, 34 AND 35 OF THE MUNICIPAL ASSET TRANSFER REGULATIONS

PROPOSED DISPOSAL OF ASSET PORTIONS OF FARM 528 AND 529, STELLENBOSCH: MOUNTAIN BREEZE CARAVAN PARK

1. Introduction:

Notice is hereby given in terms of Regulations 32, 33, 34 and 35 of the Asset Transfer regulations (ATR) of 22 August 2008 that Council is considering possible disposal of portions of Farm 528 and 529, Stellenbosch, formerly known as Mountain Breeze Caravan Park.

2. Background / Reasons for proposed Awarding of Rights

2.1 Existing Contractual arrangements

Stellenbosch Municipality and Stellenbosch Caravan Park CC concluded a long term lease agreement during 1992 for a period of 30 years up until 31 March 2021. This agreement was ceded to Mountain Breeze Caravan Park and after expiration of the agreement was extended on a month-to-month basis. The lease agreement was terminated on 30 June 2021 whereafter the Municipality took over the day-to-day upkeep of the premises, but closed it to the public. In March 2022 after receiving comments from the public Council resolved to go out on call for proposal to use the facilities for cycling, hiking groups, eco education and an adventure centre for school groups with overnight facilities. During October 2024 the administration reported back to Council that there are many difficulties with implementing the Council resolution especially due to the services and zoning of the property. On 30 October 2024 resolved as follows:

- that the Council resolutions taken on 2022-07-27 be reviewed and rescinded;
- that Portions 528 and 529C, Stellenbosch (also known as Mountain Breeze Caravan Park) be identified as land not needed for basic Municipal Services;
- that an information statement be prepared for approval by council to indicate Council's intention to sell the property on auction to the highest bidder and that the item and information statement returns to Council for approval of the information statement;
- that provision be made for a fall-back clause if the buyer wants to sell the property within 10 years;
- that the property must be used as per the current zoning and will be sold voetstoots; and
- that an updated property valuation report be obtained before the item be resubmitted to Council

3. Discussion

3.1 Public Participation Process

In terms of Regulations 34 and 35 of the Asset Transfer Regulations, before Council makes a decision on disposing of property, Council requested the Municipal Manager to first conduct a public participation process.

3.2 Information Statement

When following the public participation process to consider to dispose of property, an Information Statement referred to in Regulation 34 is published.

The Information Statement contains the following:

1. The reasons for the proposal to dispose of the property

Council resolved on 30 October 2024 to review and rescind the resolution on 27 July 2022 and resolved inter alia:

- that the Council resolutions taken on 2022-07-27 be reviewed and rescinded;
- that Portions 528 and 529C, Stellenbosch (also known as Mountain Breeze Caravan Park) be identified as land not needed for basic Municipal Services;
- that provision be made for a fall-back clause if the buyer wants to sell the property within 10 years;
- that the property must be used as per the current zoning and will be sold voetstoots; and
- that an updated property valuation report be obtained before the item be resubmitted to Council

2. Any expected benefits to the municipality that may result from the granting of the right

The disposal of the property will bring in revenue that Council can use for other purposes. The facility is currently not used optimally and if disposed of and used within the Zoning rights approved can enhance the agricultural usages around it. The people that are currently illegally occupying the land will have to be removed by the new owner.

3. Any expected proceeds to be received by the Municipality from the granting of the rights

The land will be sold on auction and the municipality will set a reserve price that will not be less than the market value of the property. As this will be an open bidding process the highest price will encourage competition. A final decision by council will be taken after the auction to dispose of the property and council may at that stage decide not dispose of the property.

4. Any expected gain or loss that will be realised or incurred by the Municipality arising from the granting of the right.

The aim of the disposal is to get revenue from a piece of land that is currently not used optimally. The costs for the eviction of current illegal occupants will be for the cost of the bidder as well as the costs for the transfer.

3.3 Invitation to submit comments/inputs or alternative proposals

Interested and affected parties / individuals are hereby invited / called upon to submit comments / inputs or alternative proposals in respect of the possible granting of the rights referred to above.

Any such comments/inputs or alternative proposals must be in writing and must reach the office of Property Management by no later than 12 February 2025 at close of business at the address or e-mail listed below:

Physical address: 3rd Floor, NPK building, cnr Plein and Ryneveld Streets, Stellenbosch
For attention: Yolande van den Berg
Landline: 021 808 8073
Email: Municipal.Manager@stellenbosch.gov.za

Any queries can be addressed to: Yolande van den Berg at yolande.vandenberg@stellenbosch.gov.za

Please note that an Information Statement as contemplated in Regulation 34(3)(b) of the Asset Transfer Regulations as well as the agenda item that served before Council, are available on the Stellenbosch Municipality website together with this notice. The full item is contained in the Council Agenda of 30 October 2024 as well as 27 November 2024 that is also on the website.

3.4 Persons with disabilities

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

GERALDINE METTLER
MUNICIPAL MANAGER:
STELLENBOSCH MUNICIPALITY

APPENDIX 2

Yolande van den Berg

From: Brian Burgess <[REDACTED]>
Sent: Friday, 31 January 2025 15:49
To: Yolande van den Berg
Subject: [EX] MOUNTAIN BREEZE CARAVAN PARK STELLENBOSCH

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Att ; YOLANDE VAN DEN BERG
Head : Contract Management
Corporate Services.

RE : MOUNTAIN BREEZE CARAVAN PARK STELLENBOSCH

Good day Yolande,

With reference to the advertisement concerning the above, which appeared in the Eikestadnuus dated 12 Dec. 2024, I would like to confirm that the owner of the farm adjacent to the Caravan Park also known as Mountain Breeze farm, is interested in and intends placing a bid for the acquisition of the Mountain Breeze Caravan Park, when the auction date and details are publicly advertised.

In terms of the advertisement - **The Local Authority Notice - clause 4. - 3.3 Invitation to submit comments / inputs or alternative proposals**, as requested in the advert, here are the comments /inputs or alternative proposals for your consideration, as stated below :-

SUBMISSION OF - COMMENTS / INPUTS OR ALTERNATIVE PROPOSALS. as follows;-

Comments / inputs.

1. The Mountain Breeze Caravan Park has not been in use for a number of years.
2. It has rapidly deteriorated,
3. It is currently housing illegal occupants,
4. Poses a great threat or danger to the surrounding area, landowners, public and tourists alike.
- 5 For the past 30 to 34 years the Municipal finances and budget of Stellenbosch, has been receiving nil, or very little income or financial benefit from the ownership of this property.
- 6 The underutilized property has been, and is still creating a huge burden to the municipal budget and also to the public taxpayers and their money,
7. The decision to dispose of the property by auction could be seen as a positive step in the right direction and could lead to advantages and income for the Municipality and should be supported by all concerned with the future wellbeing and growth of the territory.
- 8.This action could mean great financial advantages and benefits to the Municipality's on-going Municipal accounts and budgeting programme.

9. New socio economic advantages to the area could also be created from its future development, stemming from its sale and rendering of future monthly Municipal levies and accounts , including job creation for the local community.

10. The sale and its development aspect could also assist in encouraging and stimulating positive growth of National , as well as International Tourism interests in Stellenbosch , including it's famous history and it's winelands ,

11. This property, should be an added attraction , rather than a public eyesore or danger , discouraging National as well as International visitors and tourists , who pass by the property daily , positioned and situated as it is on the R44 Highway and Stellenrust Road area, in the heart of the Stellenbosch winelands.

It is further noted that the advertisement extends its abovementioned request for comments to include -

ALTERNATIVE PROPOSALS. Which is mentioned in the advertisement ,could positively assist with creating further , continuous financial advantages for the Municipality in the longer term, and also preventing and protecting the property from falling back into its current unacceptable state with - nil income and stagnation, together with occupation by illegals.

As an example , the following future Alternative Proposals , would also tend to " **enhance the agricultural usages around it** " as mentioned in the advert ,and could be included in a later application to be considered by the Municipality , taking the form of one the following :-

ALTERNATIVE PROPOSALS.

- + An International winelands tasting facility. and accommodation.
- + Upgrading & conversion of existing structures to establish an Outreach Centre with accommodation, hiking & cycling trails.
- + International Convention Centre & accommodation.
- + Educational/ Training centre or School.

These suggested above proposals would all be supportive of the following aim, as stated by the Municipality in the information statement.

Refer INFORMATION STATEMENT CL 4. - "Aim of the disposal is to get revenue from a piece of land that is currently not used optimally. "

Consideration of any one of the above types of future proposals for the existing Caravan Park and its disposal , could be the vision and beginning of a continuous flow of income and financial advantages to the Stellenbosch Municipality, on an evergreen basis.

Refer INFORMATION STATEMENT CL2. " Any expected proceeds to be received by the Municipality from granting the rights.

It would innovative to consider here that the Municipality would not only receive a " once off " amount of income on the sale of the property but , by keeping the door open and including considerations of future proposals, such as the above mentioned examples ,could create and generate large amounts of secure , continuous, long term financial income to the Municipality

.....

Please let me know by confirming back to me as soon as possible , if the above mentioned details , comments, input and proposals are sufficient for your requirements concerning the above, which advertised the closing date of 12 February 2025 , as stated in the Local Authority Notice dated 12 December 2024. in the Eikestadnuus advertisement.

Kind regards,

Brian Burgess Consultant

QS UCT 1966.

**Authorised by Owner of adjacent
Mountain Breeze Farm**

Mobile: [REDACTED]

APPENDIX 3

Submission made by:

Trevor Strydom, Audacia Wines, R44 Highway, Stellenbosch

Phone: [REDACTED]

Cell: [REDACTED]

Email: [REDACTED]

06/08/2025

SUBMISSION AND INPUT IN TERMS OF THE PROPOSED DISPOSAL OF PORTIONS 528 AND 529, STELLENBOSCH (MOUNTAIN BREEZE CARAVAN PARK)

This submission is done in terms of the request from the Stellenbosch Municipality to get inputs from the public in terms of the official notice of proposed disposal of the asset portions of farm 528 and 529 Stellenbosch: Mountain Breeze Caravan Park.

The caravan park is situated on Portions 528 and 529, of the R44 Highway, as shown below:



PROPOSED ALTERNATIVE / FUTURE USE SUBMISSION INPUT:

This submission involves retaining the property in two separate portions:

- 1.) PORTION A (FOREST IN-PERPETUITY):** This portion will be the portion on the Somerset West Side of the Stellenrust Road.

This Portion to be retained as a heritage site **FOREST IN-PERPETUITY** (as it currently is), but with indigenous trees planted to replace the stony pines as and when they fall

due to old age. This historical forest portion be cleared of the current shack dwellers. The entrance to the property to be 150m from the R44 Highway.

The property can be:

- (a) Retained and owned by the municipality as a **historical forest in-perpetuity** to ensure the Visual impact from R44 Highway and Surroundings of the forest (known as Louw se Bos) is always retained as critical from a visual impact point of view.
- (b) Sold to a member of the public, on the basis that the forest portion is retained as a **forest in-perpetuity**.
- (c) Sold to Audacia Wine farm, the adjacent property owner, on the basis that the portion is retained as a **forest in-perpetuity**.

2.) PORTION B (CARAVAN PARK): This portion will make up the portion of property on the Stellenbosch side of the Stellenrust Road. It is recommended that the existing R44 Highway entrance to this portion be closed (for obvious reasons) and a new entrance to the property be opened on the Stellenrust Road, 150m from the R44 Highway intersection.

It is recommended that the property be retained as a caravan park as is, as a venue of as is, is needed in Stellenbosch and can be operated with little impact on the surrounding environment. Visual impact can also be improved.

The property can be:

- (a) Retained and owned by the municipality and leased out as a **Caravan Park**
- (b) Sold on the basis that the portion is retained as a **Caravan Park**



STELLENBOSCH

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LOCAL AUTHORITY NOTICE

OFFICIAL NOTICE AS CONTEMPLATED IN REGULATIONS 32, 33, 34 AND 35 OF THE MUNICIPAL ASSET TRANSFER REGULATIONS PROPOSED DISPOSAL OF ASSET PORTIONS OF FARM 528 AND 529, STELLENBOSCH: MOUNTAIN BREEZE CARAVAN PARK

1. Introduction:

Notice is hereby given in terms of Regulations 32, 33, 34 and 35 of the Asset Transfer regulations (ATR) of 22 August 2008 that Council is considering possible disposal of portions of Farm 528 and 529, Stellenbosch, formerly known as Mountain Breeze Caravan Park.

2. Background / Reasons for proposed Awarding of Rights

2.1 Existing Contractual arrangements

Stellenbosch Municipality and Stellenbosch Caravan Park CC concluded a long term lease agreement during 1992 for a period of 30 years up until 31 March 2021. This agreement was ceded to Mountain Breeze Caravan Park and after expiration of the agreement was extended on a month-to-month basis. The lease agreement was terminated on 30 June 2021 whereafter the Municipality took over the day-to-day upkeep of the premises, but closed it to the public. In March 2022 after receiving comments from the public Council resolved to go out on call for proposal to use the facilities for cycling, hiking groups, eco education and an adventure centre for school groups with overnight facilities. During October 2024 the administration reported back to Council that there are many difficulties with implementing the Council resolution especially due to the services and zoning of the property. On 30 October 2024 resolved as follows:

- (a) that the Council resolutions taken on 2022-07-27 be reviewed and rescinded;
- (b) that Portions 528 and 529C, Stellenbosch (also known as Mountain Breeze Caravan Park) be identified as land not needed for basic Municipal Services;
- (c) that an information statement be prepared for approval by council to indicate Council's intention to sell the property on auction to the highest bidder and that the item and information statement returns to Council for approval of the information statement;
- (d) that provision be made for a fall-back clause if the buyer wants to sell the property within 10 years;
- (e) that the property must be used as per the current zoning and will be sold voetstoots; and
- (f) that an updated property valuation report be obtained before the item be resubmitted to Council

3. Discussion

3.1 Public Participation Process

In terms of Regulations 34 and 35 of the Asset Transfer Regulations, before Council makes a decision on disposing of property, Council requested the Municipal Manager to first conduct a public participation process.

3.2 Information Statement

When following the public participation process to consider to dispose of property, an Information Statement referred to in Regulation 34 is published.

The Information Statement contains the following:

1. The reasons for the proposal to dispose of the property

Council resolved on 30 October 2024 to review and rescind the resolution on 27 July 2022 and resolved inter alia:

- (a) that the Council resolutions taken on 2022-07-27 be reviewed and rescinded;
- (b) that Portions 528 and 529C, Stellenbosch (also known as Mountain Breeze Caravan Park) be identified as land not needed for basic Municipal Services;
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- (e) that the property must be used as per the current zoning and will be sold voetstoots; and
- (f) that an updated property valuation report be obtained before the item be resubmitted to Council

2. Any expected benefits to the municipality that may result from the granting of the right

The disposal of the property will bring in revenue that Council can use for other purposes. The facility is currently not used optimally and if disposed of and used within the Zoning rights approved can enhance the agricultural usages around it. The people that are currently illegally occupying the land will have to be removed by the new owner.

3. Any expected proceeds to be received by the Municipality from the granting of the rights

The land will be sold on auction and the municipality will set a reserve price that will not be less than the market value of the property. As this will be an open bidding process the highest price will encourage competition. A final decision by council will be taken after the auction to dispose of the property and council may at that stage decide not dispose of the property.

4. Any expected gain or loss that will be realised or incurred by the Municipality arising from the granting of the right.

The aim of the disposal is to get revenue from a piece of land that is currently not used optimally. The costs for the

closed it to the public. In March 2022 after receiving comments from the public Council resolved to go out on call for proposal to use the facilities for cycling, hiking groups, eco education and an adventure centre for school groups with overnight facilities. During October 2024 the administration reported back to Council that there are many difficulties with implementing the Council resolution especially due to the services and zoning of the property. On 30 October 2024 resolved as follows:

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4. Any expected gain or loss that will be realised or incurred by the Municipality arising from the granting of the right.

The aim of the disposal is to get revenue from a piece of land that is currently not used optimally. The costs for the eviction of current illegal occupants will be for the cost of the bidder as well as the costs for the transfer.

3.3 Invitation to submit comments/inputs or alternative proposals

Interested and affected parties / individuals are hereby invited / called upon to submit comments / inputs or alternative proposals in respect of the possible granting of the rights referred to above.

Any such comments/inputs or alternative proposals must be in writing and must reach the office of Property Management by no later than 12 February 2025 at close of business at the address or e-mail listed below:

Physical address: 3rd Floor, NPK building, cnr Plein and Ryneveld Streets, Stellenbosch
For attention: Yolande van den Berg
Landline: 021 808 8073
Email: Municipal.Manager@ Stellenbosch.gov.za

Any queries can be addressed to: Yolande van den Berg at yolande.vandenberg@ Stellenbosch.gov.za

Please note that an Information Statement as contemplated in Regulation 34(3)(b) of the Asset Transfer Regulations as well as the agenda item that served before Council, are available on the Stellenbosch Municipality website together with this notice. The full item is contained in the Council Agenda of 30 October 2024 as well as 27 November 2024 that is also on the website.

3.4 Persons with disabilities

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

GERALDINE METTLER
MUNICIPAL MANAGER:
STELLENBOSCH MUNICIPALITY

APPENDIX 4

Yolande van den Berg

From: Susan McNaughton <[REDACTED]>
Sent: Friday, 07 February 2025 13:27
To: mm; Yolande van den Berg
Subject: [EX] Mountainbreeze Caravan Park. ERF's 528 and 529c

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear MM and Ms van den Berg

I have read your statements in respect of the disposal, by auction of the Mountainbreeze Caravan Park.

I have no comments, except, that if there was a way for the Municipality to have five, one hectare properties on the bottom portion, below Stellenrust Road, it makes sense. Much more income for the Municipality. The neighbours may not challenge this, as there is a precedent set by Audacia by selling off two portions. It is probably difficult to make more title deeds, but is worth the question.

Please if I can be included as an Interested and Effected Party, and on the mailing list for updates.

Yours sincerely

Susan McNaughton

Graceland Vineyards

APPENDIX 5

Why can't they at least utilize the Public Land to address the skew ownership pattern and economically empower the Previously Disadvantage Communities?

Objection 1. Die Stellenbosch Vliegvelde- Farm 502 L

1. I hereby object against the above-mentioned erven that's out for tender because I don't believe this will economically benefit on a sustainable basis the Previously Disadvantaged Individuals.
2. I am of the view that this decision will primarily protect the status quo that will not be in the interest of economic justice.
3. Under the leadership of the previous Mayor. Conrad Sidego, the Council made a conscious decision and resolve that Farm 502 L be advertised to ensure an open, equitable and transparent tender process. This is also prescribed by the MFMA.
4. This decision was then afterwards rescinded by the infamous Mayor Van Deventer who left our town under a cloud and the objective was to protect the current beneficiaries.
5. You had more than five years to rectify the above-mentioned decision.
6. I have No faith this will be an open and transparent and equitable process but is merely a tick in the box to once again benefit the DA connected and Apartheid Beneficiaries.
- 7. I propose that you should follow the prescribe of the MFMA and follow an open, equitable and transparent Tender Process.**
- 8. Failing in doing so, you will illustrate that you are against social justice and the guidelines of the MFMA and the Assets Transfer Regulation.**
- 9. Any disposal of Municipal land should consider the needs and the ambitions of the local PDI" S and this include economic transformation.**

- 10. Alternatively, if my proposal is dismissed then the Municipality must include in the Bid process a Condition of Approval which will secure at least a 30 % BEE partnership consisting of local residence within the WCO 24 residing here for more than 10 years.**

Objection 2: Mountain Breeze- Caravan Park. Erven 529, 537 and all relevant erven.

- 1. I vehemently object against any current proposals by the Stellenbosch Municipality and my reasons are as follow,**
 - a. I am of the view that this decision will primarily protect the status quo that will not be in the interest of economic justice.**
 - b. This land should rather be utilised for future Municipal Services that will include social services to the benefit of the Previously Disadvantage Communities, especially located in Jamestown and the surrounding farm workers.**
 - c. The fact that you prematurely decide that this land will not be needed for any Municipal Services is disingenuous and criminal.**
 - d. I proposed that you conduct a transparent process with the Jamestown residents and adjourning farms to get their respective inputs as how best to utilize this public land.**
 - e. There is sufficient space to consider an integrated mixed-use development that will include all relevant social services, e.g. social and affordable houses, economic developmental and eco- tourism**
 - f. Any disposal of Municipal land should consider the needs and the ambitions of the local PDI” S and this include economic transformation.**

ALUTA CONTINUA!!!!

APPENDIX 6

Yolande van den Berg

From: mm
Sent: Monday, 10 February 2025 10:52
To: Annalene De Beer
Cc: Nomie Tshefu; Yolande van den Berg; mm
Subject: FW: [EX] Public Participation Process: Objection to Disposal/Long term lease of Municipal Property

Good day Director

Herewith, please see sub-joined objection received on Mountain Breeze Caravan Park.

Kind regards,

Raydine Wenn
Personal Assistant
Office of the Municipal Manager

T: +27 21 808 8025 • F: +27 21 886 6749
71 Plein Street, Stellenbosch, 7600 • PO Box 17, Stellenbosch, 7599 www.stellenbosch.gov.za

-----Original Message-----

From: Cathleen Booysen <~~cathleen.booysen@ Stellenbosch.gov.za~~>
Sent: Friday, 07 February 2025 11:06
To: mm <Municipal.Manager@stellenbosch.gov.za>
Subject: [EX] Public Participation Process: Objection to Disposal/Long term lease of Municipal Property

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

This objection has reference to:

1. DISPOSAL: MOUNTAIN BREEZE- CARAVAN PARK. ERVEN 528, 529C
2. LONG TERM LEASE: FARM 502L, STELLENBOSCH
3. LONG TERM LEASE: PORTIONS OF THE TRANSVALIA COMPLEX (ERVEN 825, 1123, 1125, 1130, 1133, 1128, 1129, 1124, 1134, 1142 AND 1160 STELLENBOSCH)

Dear Municipal Manager

I'm writing to formally express my disapproval of the recent request for proposals and/or lease extensions for several parcels of property that fall within your purview. The following grounds form the basis of this objection:

1. Lack of Public Consultation and Transparency There has been a lack of transparency in the call for proposals and/or lease extension process. Fair participation from interested parties has been limited as a result of insufficient public consultation and disclosure of important information pertaining to the land in question.

2. Inexcusable Extension of Lease

There is no explicit justification for the proposed lease extension. To guarantee the most advantageous use of public land, proper due diligence should be carried out before to granting any lease extension, including public participation and a competitive bidding procedure.

3. Social and Environmental Issues

The land in question might be important to society and culture, or it might have environmental significance. Long-term harm could result from any lease renewal or allocation that does not include comprehensive environmental impact evaluations and stakeholder involvement.

The fourth is a possible conflict of interest.

There are worries that there might be conflicts of interest or partiality in the selection process for the proposals and/or lease renewal. To guarantee accountability and justice, a transparent and impartial review process should be put in place.

5. A Different and More Helpful Use

There may be a more advantageous use for the land that would meet the needs of the community, including housing, public amenities, or conservation. A reassessment should be carried out before proceeding with any decision.

Based on these concerns, I urge your office to: - Halt any further action regarding the call for proposals or lease extension until a thorough and transparent review is conducted.

- Conduct meaningful public participation and consider alternative options that best serve the interest of the community.

- Ensure fair and competitive processes in the allocation or lease of public land.

I appreciate your prompt attention to this matter and look forward to your response. Kindly acknowledge receipt of this objection and advise on the next steps to address these concerns.

Kind Regards

Cathleen Booysen



<https://lh3.googleusercontent.com/a/ACg8oclg4lxc_R20q4mxaVWhi_QDpT4JEdoMZ10J2KcCV4rczfMC0Q=s40-p-mo> ReplyForward

Add reaction

APPENDIX 7

Submission made by:

Clifford Edward George Coombe

Audacia 1, Stellenrust Road, Stellenbosch

Phone: [REDACTED]

Cell: [REDACTED]

Email: [REDACTED]

10 February 2025

SUBMISSION AND INPUT IN TERMS OF THE FUTURE USE OF PORTIONS 528A AND 528CC, STELLENBOSCH (FORMERLY KNOWN AS MOUNTAIN BREEZE CARAVAN PARK)

The writer represents the owners of Portion 1, Audacia and as the property will also be used for residential purposes, the owner has a very real interest in the use of the property and specifically the safety and security aspects relating thereto.

This submission is made in terms of the request from the Stellenbosch Municipality to get inputs from the public as to the possible future use of the Mountain Breeze Caravan Park.

The caravan park is situated on Portions 528 A and 529 C, of the R44 Highway, as shown below:

FUTURE USE SUBMISSION INPUT:

This submission involves retaining the property in two separate portions:

1.) PORTION A (FOREST IN-PERPETUITY):

This portion will be the portion on the Somerset West Side of the Stellenrust Road. **Security is of paramount importance and securing the perimeter of the forest should be a priority despite who the owner of the property will be in future.**

It is suggested that this Portion be retained as a **FOREST IN-PERPETUITY** (as it currently is), the forest is a landmark of the area and had a major influence on the decision that was taken to purchase the property referred to as Audacia 1, above. Converting the forest to an indigenous forest over the next 20-50 years should be done by planting indigenous trees in time to replace any of the stone pines that are lost due to old age.

We suggest the following in regard to the possible future use regarding this portion:

- (a) The forest is home to a number of owls as well as birds of prey and should be retained as a **forest in-perpetuity** (ensuring that the visual impact from the R44 and surrounding area is always retained).
- (b) Should the property be sold, security and access control would then become the responsibility of the owner. We suggest that it be retained as a **forest in-perpetuity** and that no residential development is allowed by the new owner. The property can be used for eco-tourism, bird watching, educational facilities and similar activities that are complimentary to the caravan park.
- (c) The Property could be made available to the Department Arts and Social Sciences of the University of Stellenbosch to be used as for public art with a number of local artists being given the opportunity to exhibit outdoor sculpture pieces at various locations throughout the forest.

2.) PORTION B (CARAVAN PARK):

This portion will make up the portion of land on the Stellenbosch side of the Stellenrust Road. **Security is of paramount importance and securing the perimeter of the forest should be a priority despite who the owner of the property will be in future.**

We believe that retaining the property as a caravan park will be in the interest of promoting Stellenbosch as a destination for nature lovers and

environmentally conscience tourists. The property should however be upgraded to “best of industry standards”.

We suggest the following in regard to the possible future use regarding this portion:

- (a) The property could be retained and owned by the municipality and leased out as a **Caravan Park**, ensuring that the forest is retained and thereby protecting the various bird species currently resident in this forest portion.
- (b) The property could be sold on the basis that the portion be retained as a **Caravan Park** ensuring that the forest is retained and thereby protecting the various bird species currently resident in this forest portion as well as educational facility as well as eco-tourism destination.

We look forward to receiving your reply to the above submission. Please note that the writer is prepared to attend a meeting for purposes of presentation and or participation in any discussions regarding the subject, should this be necessary.

Regards

APPENDIX 8

Yolande van den Berg

From: mm
Sent: Wednesday, 12 February 2025 08:44
To: Annalene De Beer
Cc: Yolande van den Berg; mm; Nomie Tshefu
Subject: FW: [EX] Objection to Disposal / Long term Leases of Municipal Properties

Good day Director

Herewith, please see sub-joined email for your attention.

Kind regards,

Raydine Wenn

Personal Assistant

Office of the Municipal Manager

T: +27 21 808 8025 • F: +27 21 886 6749

71 Plein Street, Stellenbosch, 7600 • PO Box 17, Stellenbosch, 7599

www.stellenbosch.gov.za

From: JOHN ANDREWS <john.andrews0026@gmail.com>
Sent: Friday, 07 February 2025 12:38
To: mm <Municipal.Manager@stellenbosch.gov.za>
Subject: [EX] Objection to Disposal / Long term Leases of Municipal Properties

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Municipal Manager,

I John Andrews writing to express my objection to the proposed disposal and long-term leases of municipal properties, as advertised in the public participation process. Specifically, I object to:

1. Disposal of Mauntian Breeze Caravan Park, Erf 528/528C*: I believe that this property has significant recreational and tourism value, and its disposal may not be in the best interest of the community.
2. Long-term Lease of Farm 5021, Stellenbosch: I am concerned that this lease may compromise the municipality's control over this valuable asset and potentially lead to unintended consequences.
3. Long-term Lease of Portion of Transvalia: I object to this lease due to concerns about the potential impact on the surrounding community and the environment.

As a concerned citizen, I believe that these proposals require further consideration and consultation with the community. I request that the municipality:

- Provides more information about the proposed disposal and leases
- Conducts public hearings and engages with the community to address concerns
- Considers alternative options that prioritize community benefit and public interest

I would appreciate the opportunity to discuss these objections further with the municipality.

According to the Municipal Finance Management Act, a public participation process is required for the disposal or long-term leasing of municipal properties¹. Additionally, leasing policies for municipally owned immovable property may require public participation for long-term leases or high-value assets.

Thank you for considering my objections

Sincerely

John Andrews

APPENDIX 9

Southern Africa Aboriginal Congress

ASPIRATIONS OF THE ABORIGINES FROM SOUTH AFRICA

Under Jurisdiction in Accordance with Act 3 of 1961



Stellenbosch Municipality

██████████ 3rd Floor WPK Building

Corner Ryneveld & Plein Streets

Stellenbosch 7600

Attention: Yolande Van Den Berg

APPEAL

DETAILS OF THE APPELLANT	DETAILS OF THE APPLICANT
Name of Appellant:	South African Aboriginal Congress Stellenbosch Aboriginal Council
Appellant's Representative:	Mr. Chandre Danaob Williams
Email Address:	██████████
Telephone Number:	██████████

Please take note the Southern Africa Aboriginal Congress (SAAC) Stellenbosch Aboriginal Council hereby lodge an official appeal on the disposal of Mountain Breeze Caravan Park erven 528, 529C. Long-term lease farm 502L, Stellenbosch. Long-term lease: portions of the Transvalia Complex Erven: 825, 1123, 1125, 1130, 1133, 1128, 1129, 1134, 1134, 1142, 1160.

GROUNDS OF APPEAL	RESPONDING STATEMENT BY THE APPLICANT	COMMENTS BY THE DEPARTMENT
Failure to take into account the historical Aboriginal Natives' land rights; Failure to take into account food security and food security zones; Failure to take into account culture and heritage impacts of destruction for plunder.	We, the SAAC Stellenbosch Aboriginal Council wish to appeal against the disposal of Mountain Breeze Caravan Park. It is our intention to secure a long-term lease and transform the site into a cultural heritage centre and tourist attraction/destination; and create job opportunities for the Aboriginal Natives resident to the area. We are also developing our own mobile application related to the services on offer to be commercialized on a global scale in collaboration with Tourism SA.	Disposal of land: Mountain Breeze Caravan Park Erven 528, 529C for the purpose of generating revenue and evicting the illegal occupants on the land.

The Southern Africa Natives (SAN), also known as Aborigines, hold our environment in the highest regard, valuing it in its pristine, untouched condition. Historically, the Mountain Breeze Caravan Park is situated on Aboriginal Native lands and the land cannot be sold or transferred without our approval, as stipulated by the Coloured Persons Communal Reserve Land Trust Act 3 of 1961. Although Act 3 of

1961 was unlawfully repealed by the national government without the consent of the Aboriginal Natives, the Trust remains valid and cannot be dissolved without our agreement.

Given these circumstances, we are optimistic and confident that the SAAC Stellenbosch Aboriginal Council will successfully realize the establishment of the Stellenbosch Native Cultural Hub, as we intend to name it.

Should you have any questions, kindly email us on: secretary@statal.snaa@gmail.com

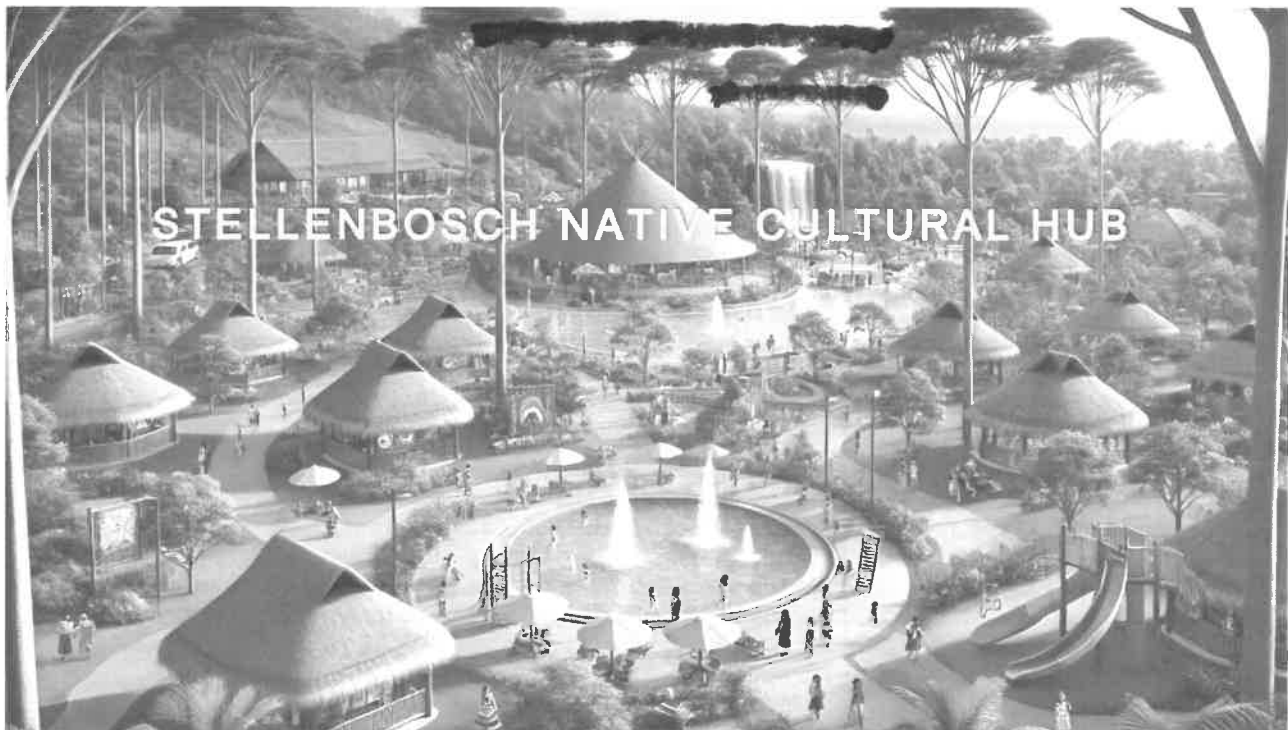
We await your urgent response.

Signature: _____
CHANDRE DANA OB WILLIAMS
S.A. ABORIGINAL CONGRESS
Stellenbosch Aboriginal Council



Date: 11 February, 2025

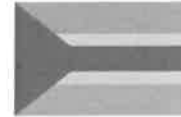
PROPOSED DRAFT



APPENDIX 10

024/425786/08 NPE 1/

UNITED SOVEREIGN CAPE KINGDOMS



Est 2024

USCK Administrators Office Kraaifontein Western Cape

LETTER OF AUTHORITY

Date 12 February 2025

Chief Leatitia Timmie (February)

Appointed Chief to represent USCK

Stellenbosch

For the Attention

The Municipality Stellenbosch

The following objections with reference to:

- 1) Longtem Lease on Transvalia Complex
- 2) Complex Erf 825, Erf 1123 , Erf 1130, Erf 1125. Erf 1133,Erf 1129,Erf 1160, Erf 1134 and Erf 1142.
- 3) Longterm lease Farm5021 Stellenbosch.

Dear Manager

We the USCK has appointed Chief Leatiria Timmie (February) as the mediator and negotiator in the Stellenbosch Region, to behalf our members in Stellenbosch.

Our Communitties are very unhappy and feel the the Municipality do not take the community of Stellenbosch in consideration, when discussions and decisions affecting our community are being taken.

We disapprove of the recent request for proposals /lease extentions of certain properties with in your purview.

Grounds of objections :

Lack of public participation and involvement.

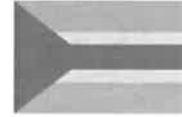
No Transparency

Fair Participation

A

2024/425786/08 NPC T/C

UNITED SOVEREIGN CAPE KINGDOMS



Non disclose

Proposals for leases

And disclosure of information

Kind regards

Administrator USCK

High Commissioner

Bradley Kruger

Please contact above Chief on Email [REDACTED] Cell [REDACTED]

A handwritten signature in black ink, appearing to read "Botha V".

SPC Gqona King Cornelius Botha V

APPENDIX 11

Yolande van den Berg

From: mm
Sent: Wednesday, 12 February 2025 14:12
To: Annalene De Beer
Cc: Yolande van den Berg
Subject: FW: [EX] Objections has Reference to :

Good day Director

FYA

From: Sylvia Bell [mailto:sylvia22@gmail.com]
Sent: Friday, 07 February 2025 14:03
To: mm <Municipal.Manager@stellenbosch.gov.za>
Subject: [EX] Objections has Reference to :

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Disposal / Longterm Leases of
Mountain Breeze / Caravan Park.

Dear MM Stellenbosch Municipality.

Hope all is well with you.

I am writing to you to place my Objections about the Following

1.Disposal of Mountain Breeze / Caravan Park Erven 528 529 C

2.Long term lease of : Farm 5021 Stellenbosch

3.Long term lease : Portions of Transvalia Complex...the following ervens...825 , 1129 , 1130 , 1133 , 1123 , 1125 , 1128 , as well as 1125.

I am of the Opinion that the Public Participation time frame are not efficient for the broader Stellenbosch Communities to take in what plans are at Council to the abovementioned Properties.

I became aware of abovementioned through Eikestad Media Last Friday 31 St of January 2025.Some of these Ervens Time frames for Objections are closing today 7 th February 2025.

Please Consider an Extension of All the abovementioned ervens For the Broader Public Participation from the Stellenbosch Municipality side.

I Thank you MM

&

I wish to hear from you in this Regard.

S.Bell


Regards.

APPENDIX 12

Yolande van den Berg

From: Jacques de Villiers <jdkdevilliers@gmail.com>
Sent: Friday, 14 February 2025 08:35
To: Yolande van den Berg
Subject: [EX] Mountain Breeze

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

More Yolande

Dankie dat jy my oproep gevat het - seker die mense maak jou mal oor die stuk grond, net n paar vrae:

1. Laat weet asseblief wanneer die veiling gaan gebeur
2. Kan die huidige stukture wat tans daar staan bly, is daar planne vir hulle, of gaan julle my dit laat afbreek om in lyn te kom met landbou zonerings?

Regards

Jacques de Villiers
0824487776
jdkdevilliers@gmail.com

APPENDIX 13



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

DIRECTORATE: PLANNING & ECONOMIC DEVELOPMENT

Our Ref : Farm 528 S
Contact per : Mbalentle Fikeni
Contact no. : 021) 808 8667

ZONING CERTIFICATE

**Farm No 528, Stellenbosch Division, Administrative District of Stellenbosch,
Province of the Western Cape**

1. ZONING SCHEME PROVISIONS APPLICABLE TO THE SUBJECT PROPERTY

In accordance with the Stellenbosch Zoning Scheme Bylaw 2019, the base zone allocated to the above property, is:

AGRICULTURE AND RURAL ZONE

In terms of the provisions of the said Bylaw, this base zone may provide for the following Primary, Additional and Consent land uses:

PRIMARY USES PERMITTED	ADDITIONAL USES Land development requiring technical approval in terms of Section 15 of the Stellenbosch Land Use Planning Bylaw, 2023	CONSENT USES Land development requiring approval in terms of Section 15 of the Stellenbosch Land Use Planning Bylaw, 2023
Agricultural building (≤2000m ²) Agriculture Dwelling house Forestry Natural environment Occasional use (one event/year) Private road Polytunnel (≤2000m ²) Second dwelling Employee housing (one unit)	Agricultural building (>2000m ²) Agricultural industry (<2000m ²) Bed and breakfast establishment Employee housing (exceeding one unit) Guest house Home day care centre Home occupation practice Polytunnel (≥2001m ² and ≤5000m ²) Rooftop base telecommunication station Tourist dwelling units Tourist facility (existing buildings)	Abattoir Additional dwelling units (max 4) Airfield Airstrip Agricultural industry (≥2000m ²) Camping site Day care centre Freestanding base telecommunication station Helicopter landing pad Intensive feed farming Kennel Market Occasional use (> one event/year) Plant nursery Polytunnel (>5000m ²) Renewable energy structure Service trade Tourist accommodation establishment Tourist facility (new buildings or exceeding threshold) Any additional use exceeding the threshold set out in this chapter

2. PERMITTED LAND USES ATTACHED TO THE SUBJECT PROPERTY

The land uses which are permitted on the subject property in accordance with the zoning provisions and the approvals granted and on record, are the following:

- a) All primary land uses as per the Zoning Scheme Bylaw. See **Annexure B**.
- b) With consent use for:
 - A Camping Site subject to conditions contained in the decision letter dated 13 May 1985, see **Annexure A**.
 - Tourist Accommodation Establishment.

3. LAND USE RESTRICTIONS

This property may only be used for the permitted land uses detailed above and for no other purpose.

The above land uses are subject to various definitions, development parameters and restrictions contained in the applicable zoning scheme, a copy of which is available on the Stellenbosch Municipality website at <https://stellenbosch.gov.za/planning-portal/>.

4. STATUS OF THE ZONING CERTIFICATE

- a) A Zoning Certificate is not a legal mechanism to vest any land use rights and where there are any discrepancies between the zoning information contained in this certificate and any current Municipal decision on the permitted land use rights and any qualification thereon, such Municipal decision on the land use rights will override the contents of this zoning certificate.
- b) The permitted land use rights attached to the subject property does not exempt the owner/occupier from compliance with any other statutory requirement which may be applicable to the subject property, inclusive of restrictive title deed conditions.


 For Director: Planning and Economic Development

19/12/2023
 Date:

Legend



Stellenbosch Municipality
Planning & Economic Development
Created by: Corporate GIS

Date: 2023/12/12



Author: Stellenbosch Municipality



Stellenbosch Municipality
Street Address:
71 Plein Street, Stellenbosch, 7600
Tel: 021 808 8658

This map is a professional work of the information contained herein is held by the Stellenbosch Municipality. While every effort has been made to ensure the accuracy of the product, Council accepts no responsibility for any errors or omissions or for any loss or damage arising in reliance on the information contained herein. The publication of this map and the information contained therein is not a result of a professional survey or other professional work. The information is provided as a guide only and should not be used for any other purpose.



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ANNEXURE A

Plaas 528

G.C. DE KLERK

13 Mei 1985

Mnr. D. Malan
Postbus 367
STELLENBOSCH
7600

Geagte Meneer

UITLEGPLAN VIR NUWE KARAVANPARK : PLAAS 528

Dit is vir my aangenaam om u mee te deel dat die Stadsraad op sy vergadering van 16 April 1985, u uitlegplan, soos voorgelê, goedgekeur het onderworpe aan die volgende voorwaardes:

- (i) alle strukture soos die toilette, ontspanningsale, wonings ensovoorts is onderworpe aan die Raad se goedkeuring;
- (ii) die voorstelle ten opsigte van watervoorsiening, riool en elektrisiteit is onderworpe aan die Raad se goedkeuring;
- (iii) alle afmaak van bestaande bome is onderworpe aan die Hoofbosboubeampte se goedkeuring; en
- (iv) dat die verhuuringskontrak gewysig word deur die invoeging van "hoogstens" voor getal "200" in paragraaf 4.1 van die kontrak.

U is welkom tot enige verdere navrae.

Die uwe

n G.M. STRYDOM
STADSKLERK

GCDEK/js

Ben J
Reg Afgesig op 12/4/85 asb. *(initials)*

UITTREKSEL UIT DIE NOTULE VAN STADSBEPLANNING- EN BOUBEHEER-
VERGADERING GEHOU OP 3-4-85

B.8 UITLEGPLAN VIR KARAVANPARK BY LOUWSBOS (PLAAS 528) (12/4/113)

Mnr D. Malan, huurder van die gedeelte grond waarop die Stadsraad die nuwe karavaanpark goedgekeur het, het nou die voorgestelde uitlegplan, opgestel deur sy konsultant, ingedien vir oorweging deur die Stadsraad. Die uitlegplan sal vir bespreking ter tafel gelê word.

Die uitleg maak voorsiening 130 staanplekke teenoor die 200 wat die Raad as vereiste gestel het. Dit het egter duidelik geword dat as gevolg van die groot aantal dennebome dit nie prakties moontlik is om soveel staanplekke op die perseel te akkommodeer nie en kan dit aanbeveel word dat 130 as die minimum aantal aanvaar word.

Verder word voorsiening gemaak vir 32 mobiele huise (Park Homes) wat wel toelaatbaar is volgens die huurooreenkoms, asook ontspanningsgeriewe soos 'n swembad, tennisbane, ontspanningssaal ens.

AANBEVEEL dat die uitlegplan, soos voorgelê, aanvaar word onderworpe aan die volgende voorwaardes:

- (i) alle strukture soos die toilette, ontspanningssale, wonings ens. is onderworpe aan die Raad se goedkeuring;
- (ii) die voorstelle ten opsigte van watervoorsiening, riool en elektrisiteit is onderworpe aan die Raad se goedkeuring; en
- (iii) alle afmaak van bestaande bome is onderworpe aan die Hoofbosboubeampte se goedkeuring.

B.8 AANBEVEEL dat die uitlegplan, soos voorgelê, aanvaar word onderworpe aan die volgende voorwaardes:

- (i) alle strukture soos die toilette, ontspanningssale, wonings ensovoorts is onderworpe aan die Raad se goedkeuring;
- (ii) die voorstelle ten opsigte van watervoorsiening, riool en elektrisiteit is onderworpe aan die Raad se goedkeuring;
- (iii) alle afmaak van bestaande bome is onderworpe aan die Hoofbosboubeampte se goedkeuring; en
- (iv) dat die verhuringskontrak gewysig word deur die invoeging van "hoogstens" voor getal "200" in paragraaf 4.1 van die kontrak.

(12/4/113)
(HBB + ASK)



Beie



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

ANNEXURE B

STELLENBOSCH MUNICIPALITY ZONING SCHEME BY-LAW

May 2019

CHAPTER 20: AGRICULTURE AND RURAL ZONE

CHAPTER 20: AGRICULTURE AND RURAL ZONE**199. Zone name and designation on map**

- (1) The Agriculture and Rural zone may be referred to by the code (AR) and shall be indicated on the zoning map in pale green (Colour code 211,255,191).

200. Purpose of the zone

- (1) The purpose of this zone is to make provision for:
- the protection and preservation of agricultural land, rural landscapes and biodiversity;
 - use of land for purposes of bona fide agricultural production or conservation;
 - buildings and structures which may be erected for reasonable and normal agricultural purposes;
 - a limited range of other ancillary uses which may take place on agricultural land units, either as additional rights or with the consent of the Municipality and which provides for more intensive agricultural use, agricultural industry or tourism which has the objective of creating variety, ensuring sustainability and providing diversified income to land owners, without adversely impacting on the primary use of the land unit for agricultural purposes.

201. Land use within this zone

- (1) The following land uses are permitted in this zone:

Primary Uses	Additional Uses (not exceeding threshold in this chapter and subject to technical approval)	Consent Uses (Application required)
<ul style="list-style-type: none"> • Agricultural building ($\leq 2000\text{m}^2$) • Agriculture • Dwelling house • Forestry • Natural environment • Occasional use (one event/year) • Private road • Polytunnel ($\leq 2000\text{m}^2$) • Second dwelling • Employee housing (one unit) 	<ul style="list-style-type: none"> • Agricultural building ($> 2000\text{m}^2$) • Agricultural industry ($< 2000\text{m}^2$) • Bed and breakfast establishment • Employee housing (exceeding one unit) • Guest house • Home day care centre • Home occupation practice • Polytunnel ($\geq 2001\text{m}^2$ and $\leq 5000\text{m}^2$) • Rooftop base telecommunication station • Tourist dwelling units • Tourist facility (existing buildings) 	<ul style="list-style-type: none"> • Abattoir • Additional dwelling units (max 4) • Airfield • Airstrip • Agricultural industry ($\geq 2000\text{m}^2$) • Camping site • Day care centre • Freestanding base telecommunication station • Helicopter landing pad • Intensive feed farming • Kennel • Market • Occasional use ($> one event/year$) • Plant nursery • Polytunnel ($> 5000\text{m}^2$) • Renewable energy structure • Service trade • Tourist accommodation establishment • Tourist facility (new buildings or exceeding threshold) • Any additional use exceeding the threshold set out in this chapter

- (2) One or more of the abovementioned primary uses are permitted on a land unit at the same time.

STELLENBOSCH MUNICIPALITY ZONING SCHEME BY-LAW

May 2019

CHAPTER 20: AGRICULTURE AND RURAL ZONE

- (3) After the commencement of this Scheme, and prior to the erection of any new buildings or alterations to existing buildings or the conversion of any existing buildings to a new land use, a site development plan shall be submitted in accordance with section 216 for a land unit.
- (4) A technical approval for an additional use shall not be issued in terms of section 13(8)(f) unless all the applicable parameters for that use in the relevant section is complied with. Any deviation from these parameters requires a consent use application in terms of Planning Law.
- (5) Portions of buildings or land in this zone may not be registered separately by sectional title.

202. Agricultural buildings

- (1) Agricultural buildings which are directly related to the agricultural activities on a land unit may be erected, provided that where the coverage of any one building exceeds 2000m², an application for technical approval for an additional use shall be made in terms of section 13.
- (2) The number of agricultural buildings on a land unit is not limited provided that all buildings are reasonably connected to the main farming activity.
- (3) Should agricultural buildings on one land unit serve a farm which consists of more than one land unit, the Municipality may, in their sole opinion, require that land units be notarially tied to prevent the separate sale thereof, before approving the building plan on a specific land unit.

203. Agricultural industry

- (1) At least 50% of the produce used in an agricultural industry shall be grown or produced on the particular farm on which the agricultural industry is located.
- (2) Where the total area used for the agricultural industry on a land unit, including all storage, parking, loading and associated circulation space for the activity, is less than 2000m²⁷, agricultural industry buildings may be erected provided that the Municipality has granted an application for technical approval for an additional use in terms of section 13.
- (3) A consent use application is required where the total area used for the agricultural industry on a land unit, including all storage, parking, loading and associated circulation space exceeds 2000m².
- (4) The Municipality may require information about produce, yields and production capacity to confirm the scale of the proposed building is commensurate with the farming activities on the land unit or farm concerned.
- (5) The agricultural industry shall remain subservient to the agricultural activities on the land unit or farm.
- (6) Other farm owners in the surrounding area may supply produce to the agricultural industry provided that the definition is complied with.
- (7) An agricultural industry may not be subdivided, alienated via a registered lease, or sectionalised.
- (8) Should agricultural industry buildings on one land unit serve a farm which consists of more than one land unit, the Municipality may, in their sole opinion, require that land units be notarially tied to prevent the separate sale thereof, before approving the building plan on a specific land unit.

204. Dwelling house, second dwelling and additional dwellings

- (1) One dwelling house and one second dwelling shall be permitted on any land unit as a primary right.

⁷ It should be noted that NEMA requires a basic assessment for agricultural industries of **2000m² or more** in extent which are located outside industrial areas (refer Regulations 327 Reg 8 April 2017).

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- (2) On land units exceeding 20ha in size, the Municipality may grant its consent for additional dwelling units at a rate of one additional dwelling unit per every 10ha exceeding the 20ha threshold, up to a maximum of four additional dwelling units, as set out in the definitions. This parameter may not be deviated or departed from.
- (3) Each dwelling house, second dwelling or additional dwelling unit may be occupied by no more than one family as defined or may be used in a manner permitted as additional uses or consent uses if approved by the Municipality, and the same conditions as set out in Chapter 7 for bed and breakfast establishment, home day care centre and home occupation practice shall apply.
- (4) The maximum building development parameters are indicated in section (7): a main dwelling and second dwelling may not exceed a coverage of 600m² each whilst any additional dwelling is limited to a coverage of 120m² each. Coverage excludes garage, carport or outbuildings which are ordinarily associated to a dwelling house for one family.

205. Employee housing unit

- (1) One employee housing dwelling unit shall be permitted on a land unit as a primary right.
- (2) The Municipality may grant its further technical approval for additional employee housing units, provided that it is satisfied that the owner has provided sufficient proof that the additional employee housing units are for *bona fide* employees associated with activities on the land unit.
- (3) An employee housing unit may only be used for the accommodation of one family as defined, unless another use thereof has been approved by the Municipality.
- (4) One of the occupants of each of the employee housing units shall be permanently employed in connection with the farming activities on the farm concerned.
- (5) The maximum building development parameters are indicated in section (7): each employee housing unit may not exceed a coverage of 120 m². Coverage excludes garage, carport or outbuildings which are ordinarily associated to a dwelling house for one family
- (6) Construction of new employee housing units shall be refused where employee housing units on the land unit were, in the past, converted to other land uses, unless the Municipality is satisfied that such approval will not result in creeping development footprint which exceed the overall development extent intended for a land unit or will lead to an erosion of agriculture as the primary land use on the property.
- (7) Should employee housing on one land unit serve a farm which consists of more than one land unit, the Municipality may, in their sole opinion, require that land units be notarially tied to prevent the separate sale thereof, before approving the building plan on a specific land unit.

206. Home occupation and home day care as additional uses

- (1) A home occupation or home day care establishment may only be conducted from the approved main dwelling house or the second dwelling on the land unit and the proprietor shall reside in a main dwelling or second dwelling on the land unit. The same parameters as set out in section 51 shall apply to a home occupation or home day care establishment in this zone.

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209. Tourist facilities in this zone

- (1) The parameters in this section shall apply to all tourist facilities on a land unit which are conducted as an additional use in this zone.
- (2) A technical approval for additional uses shall not be issued in terms of section 13(8)(f) unless all the applicable parameters in this section are complied with. Any deviation from these parameters requires a consent use application in terms of Planning Law.
- (3) Tourist facilities in this zone may only be undertaken from a land unit where the primary use of the land unit is *bona fide* agriculture or natural environment or a combination of these uses and where the proposed activity is subservient to the primary land use on the farm.
- (4) Tourist facilities which are additional uses, and which require buildings to operate from, may only be undertaken from existing approved buildings on the land unit which are no longer utilised for their original purpose, provided the Municipality may approve internal alterations and minor additions to these buildings within the parameters of this Scheme. Building plans must be submitted and approved prior to converting existing buildings to tourist facilities.
- (5) New buildings for tourist facilities require a consent use application in terms of Planning Law.
- (6) The total coverage of all buildings plus any external use areas which are used for tourist facilities (excluding parking areas) as an additional use, including the area which is used for manufacturing as envisaged in subsection (8), shall not exceed 250m² for the entire land unit, of which:
 - (a) the total coverage of buildings plus external use areas of all shops in a tourist facility as provided for in subsection (7) may not exceed a total of 120m² and this is a sub-limit of the overall limit for tourist facilities;
 - (b) the coverage plus external use areas used for the making and manufacturing of products as provided for in subsection (8) may not exceed a total of 50m² and this is a sub-limit of the overall limit for tourist facilities. This sub-limit may not be exceeded through application for consent use, nor may it be departed from;
 - (c) the total land area for market stalls may not exceed 120m² and this is a sub-limit of the overall limit for tourist facilities.
- (7) Shops in a tourist facility, which may include a market, farm stall, farm shop, point of sale, deli, may sell goods which are produced or grown on the farm, or goods from elsewhere, provided that at least 50% of the floor space of the shop shall be dedicated to the display and sale of goods produced or grown on the farm.
- (8) Tourist facilities may include an area for the brewing or manufacturing of beverages, cooking or baking of food, making of arts, craft, clothing or articles, where the raw materials used in such activity is not necessarily grown or farmed on the land unit concerned, provided the following conditions are adhered:
 - (a) the activity shall be undertaken or managed by the owner of the farm or one of their relatives, or a full-time employee of the farm or one of their relatives;
 - (b) such goods may be sold in the tourist facility on the property, or elsewhere.
- (7) The site development plan together with any conditions as approved by the Municipality shall constitute the development rules for the activity and any expansion, alteration or relocation will require a further application in terms of this Scheme.
- (8) The Municipality may impose any conditions required to mitigate the potential impact.
- (9) Tourist facilities may not have an adverse impact on surrounding properties, in respect of, but not limited to, noise, traffic congestion, pollution, emissions or the gathering of large numbers of people, or the presence of people hindering agriculture e.g. during spraying season, nor may the tourist activities have an adverse impact on any *bona fide* agricultural activities on the farm itself or on neighbouring properties.

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- (10) The Municipality may, at any time after the commencement of the activity impose additional conditions to mitigate adverse impacts or it may instruct the owner that the activity shall cease, and the Municipality shall issue a compliance notice in accordance with the Municipal Planning By-law.
- (11) Tourist facilities which exceed the maximum thresholds or any of the conditions or provisions in this section shall require a consent use application, unless the specifically prohibited in this section, and the Municipality may only grant such consent if it is satisfied that the objectives of the Agriculture and Rural zone will not be undermined by such approval.

210. Polytunnels in this zone

- (1) For polytunnels, which for the purposes of this section also include agricultural shade netting, the following provisions apply: -
 - (a) up to 2000m² coverage per land unit are permitted as a primary use provided that it is indicated on an overall site development plan for the farm submitted to the Municipality in accordance with section 216 prior to erection thereof;
 - (b) between 2001m² and 5000m² coverage per land unit is permitted with the technical approval of the Municipality, subject to a more detailed and location-specific site development plan, as may be required by the Municipality;
 - (c) exceeding 5000m² coverage on a land unit requires a consent use application to be submitted and approved by the Municipality.
- (2) When assessing an application for technical approval or consent use for polytunnels, the Municipality shall take cognisance of the importance of agriculture and food security and strive to approve applications forthwith if proposals address concerns of adverse impacts on visual, cultural and heritage amenity and addresses all technical requirements.
- (3) The Municipality may require proposals to be amended, in the form of repositioning, screening and any other measures which may address negative adverse impacts.
- (4) The Municipality may also impose measures and conditions related to decommissioning as set out in section 24 of this Scheme.

211. Mining as a temporary departure in Agriculture and Rural Zone

- (1) The Municipality may grant a departure in this zone to use land for the purposes of mining on a temporary basis.
- (2) Notwithstanding section 18(1)(b) of the Stellenbosch Land Use Planning By-law, the period for which a mine may operate shall be linked to the life expectancy of the mine and may exceed a period of 5 years.
- (3) The Municipality shall impose conditions relating to the period of validity, other operational requirements, as well as future rehabilitation of the mine after closure, as provided for in section 24 of this Scheme.

212. Rooftop and freestanding base telecommunication stations

- (1) A rooftop base telecommunication station in this zone is an additional use and a freestanding base telecommunication station may only be erected if consent use is approved by the Municipality.
- (2) A rooftop base telecommunication station antennae may not extend more than 3 meters in height above the part of the building that it is attached to unless otherwise approved by the Municipality when granting a technical approval.

⁹ It must be noted that The National Heritage Resources Act (no 25 of 1999) requires a NID to be submitted for any activity that will change the character of a site exceeding 5000m² in area.

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- (3) Any base station attached to the antennae shall be accommodated within the envelope of the building itself or inside its roof structure and shall not be visible from a public road, unless otherwise approved by the Municipality when granting a technical approval.
- (4) The mast of a freestanding base telecommunication station may not extend more than 30 meters in height above existing ground level.
- (5) The height of any structures and buildings associated with a freestanding base telecommunication station (excluding the masts) may not exceed 1 storey unless otherwise approved by the Municipality when granting its consent.
- (6) The Municipality may request that a pre-electromagnetic radiation test be commissioned to accompany the application.
- (7) The Municipality may require appropriate context-specific screening to mitigate the impact of such infrastructure.

213. Consent uses in Agriculture and Rural Zone

- (1) Prior to approving a consent use application for the conversion of any existing buildings on a land unit in this zone, the Municipality shall require a site development plan to be submitted in accordance with the requirements in section 216.
- (2) When approving new consent uses the Municipality shall have regard for the objectives of the zone namely the preservation of agricultural land and the continued use of farm land for agriculture.
- (3) The scale of the individual buildings used for consent uses shall remain in keeping with the character of buildings on the land unit, the character of the area and non-agricultural land uses may not dominate the farm activities or buildings form.
- (4) A consent use application for an abattoir, airstrip, meeting facilities associated with a guest house, day care centre, helicopter landing pad, hotel, outdoor sport, tourist accommodation establishment and tourist facilities which exceed the threshold may only be approved if the Municipality is satisfied that the use is subservient to the primary use of bona fide agriculture or natural environment or combination of these two primary uses.
- (5) These consent uses may only be undertaken from a land unit where the primary use of the land unit is bona fide agriculture/and or natural environment and where the proposed activity is subservient to these two primary land use activities on the land unit.
- (6) If agriculture or natural environment use is not conducted from the farm, or if agriculture or natural environment use ceases to be practiced on the land unit, a rezoning is required before non-agricultural consent uses may be exercised.
- (7) As far as possible, the consent uses should be undertaken from existing buildings on the property which are no longer utilised for their original purpose, and the Municipality may approve internal alterations and additions to these buildings within the parameters of this Scheme.
- (8) New buildings may only be approved if the Municipality is satisfied that there are no other suitable unused buildings on the land unit which can be used for this purpose, or where the location or configuration of existing buildings are obviously unsuitable or undesirable for the proposed use, or where the proposed new buildings are significantly more desirable given the purpose of the Agriculture and Rural zone.
- (9) The coverage or floor area of each approved consent use on the land unit shall be recorded on the farm's site development plan, and the Municipality may limit the floor area or coverage of each particular land use or the total floor area or coverage that may be used for consent uses.

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214. Building development parameters in this zone

- (1) The following building lines, height, and floor area or coverage thresholds shall apply to buildings and activities within this zone:

Building type	BUILDING LINES (m) Street & common boundaries (incl. ROW servitudes)	HEIGHT (Storeys)	PRIMARY USE Maximum Coverage Threshold	ADDITIONAL USE (SDP) Maximum Coverage Threshold	CONSENT USE Maximum Coverage
Accommodation and dwellings in this zone					
Dwelling house and second dwelling-house (excluding outbuildings, carport or garage)	5m	2 storeys	600m ² each		
Additional dwelling houses (excluding outbuildings, carport or garage): Max 4 dwelling units (1 unit/10ha for land units larger than 20ha)	5m	1 storey			120m ² each
Guest house, bed & breakfast & tourist dwelling units: in existing approved dwellings	In existing approved dwelling houses (as per above)			Max 7 bedrooms	As approved by Municipality
Tourist facilities					
Tourist facilities: overall max limit including outdoor areas used but excluding parking.	5m	1 storey		250m ²	As approved by Municipality
-Shop in tourist facility sub-limit				120m ²	
-Manufacture and craft workshop sub-limit				50m ²	
Other Agricultural buildings					
Employee housing unit (excluding outbuildings, carport or garage)	5m	1 storey	120m ²	As approved by Municipality	
Agricultural buildings	5m	3 storeys	No overall limit on land unit	Any one building > 2000m ²	
Agricultural industry, including outdoor parking and loading areas	5m	3 storeys	n/a	<2000m ²	≥2000m ²
Polytunnels; including shade netting	5m	1 storey	≤2000m ²	≤2001m ² to 5000m ²	>5000m ²

- (2) The general development parameters as set out in Chapter 5 of this Scheme, shall, where applicable, be complied with.

215. Boundary walls and fences parameters

- The height of any masonry wall, excluding the entrance structure and columns, may not exceed 1 meter.
- A fence comprising of only wire or steel palisade (painted charcoal, black or dark green) may not exceed 2,1 meters.
- No brick piers shall be permitted in wire or steel palisade fences and only the entrance gate structure may be of solid brick structures which shall not be higher than 3,5 meters for a maximum distance of 10 meters on both sides of the entrance gate.
- The general development parameters relating to boundary walls and fences in section 23 shall also apply.

216. Site development plan

- (1) A site development plan shall be required by the Municipality for any new development or change of land uses in existing buildings in this zone.

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- (2) An owner of land zoned Agriculture and Rural may submit a site development plan for a farm, as described in subsection (2) even if no new development is intended, at any time after the commencement of this Scheme, and shall do so prior to, or at the same time as, an application is submitted in terms of this Scheme or when a building plan for new buildings is submitted to the Municipality, or when an existing building is converted to another use.
- (3) The purpose of the farm site development plan submitted in terms of subsection (1) and (2) is to indicate all existing buildings and their land uses, cultivated areas, grazing areas, uncultivated areas, dams, rivers, natural veld and critical biodiversity areas on a plan to provide an overview of the extent of land use activities on the land unit, and to enable the Municipality to evaluate the compliance of any new land use or building proposals.
- (4) Any existing activity which is indicated on the overall farm site development plan shall be clearly marked as either an existing primary use, a non-conforming land use/building or previously approved consent use or departure, as the case may be, and the proof of such approval or lawfulness (application number, building plan number or letter of approval, or any other relevant documentary proof) may be requested by the Municipality and must then be supplied by the applicant.
- (5) The plan may also show future intended activities which shall be clearly marked as future primary, additional or consent uses. The plan can either be accompanied by the necessary planning application for the additional or consent uses, or these shall be clearly marked as un-approved uses for future application.
- (6) None of the future activities which require approval in terms of this Scheme are approved by their inclusion on this plan until the relevant planning application is concluded.
- (7) The plan may be updated and amended by the owner from time to time, when the need arises, and shall be updated each time a new building plan or application in terms of Planning Law or this Scheme is submitted.
- (8) The farm site development plan does not require notification to neighbours, unless it accompanies an application in terms of Planning Law, in which case the required procedures will apply.
- (9) An amended farm site development plan shall accompany any application for an additional or consent use indicating the extent and location of the proposed activity in relation to the overall farm land uses.
- (10) Apart from the farm site development plan the Municipality shall also require a more detailed site development plan for the specific additional use or consent use which will serve as the development parameters for the approved use, once approved.
- (11) An approved overall farm site development plan shall not lapse unless replaced by a new farm site development plan.

217. Construction environmental management plan

- (1) The Municipality may require that a construction environmental management plan is submitted for approval prior to building plan approval for the construction of new buildings in this zone.

218. Engineering services

- (1) At building plan approval, the Municipality may impose conditions related to the provision of off-the-grid engineering services in instances where municipal engineering services are not available to a proposed development. Such services shall be provided at the cost of the owner and to the satisfaction of the Municipality.

219. Development charges in this zone

- (1) A development charge is payable in terms of section 20 in instances where a building plan is submitted to utilise intensified primary development rights which came into operation as a result of this Scheme.
- (2) The Municipality shall, prior to approval of such a building plan, determine the extent of such additional rights and calculate the required levy, which shall be paid by the land owner prior to the approval of said building plan.
- (3) The Municipality may impose development charges for any additional use or consent use application in accordance with Planning Law.

APPENDIX 14

MARKET VALUE & PORTIONED RENTAL VALUATION REPORT

REMAINDERS OF FARMS 528 & 529
STELLENBOSCH RD
MOUNTAIN BREEZE CARAVAN PARK



HCB Property Valuations

35 Long Street
Moorreesburg
7310

Tel: 022 433 2035

Email: admin@hcb.co.za

LIMITATIONS AND RESTRICTIONS

This valuation report has been made with the following general assumptions:

1. No responsibility is assumed for the legal description or for matters including legal or title considerations. Title to the property is assumed to be good and marketable unless otherwise stated.
2. The property is valued free and clear of any or all liens or encumbrances unless otherwise stated.
3. Responsible ownership and competent property management are assumed.
4. The information furnished by others is believed to be reliable. However, no warranty is given for its accuracy.
5. All engineering information is assumed to be correct. The plans and illustrative material in this report are included only to assist the reader in visualizing the property.
6. It is assumed that there are no hidden or unapparent conditions of the property, subsoil, or structures that render it valuable. No responsibility is assumed for such conditions or for arranging for engineering studies that may be required to discover them.
7. It is assumed that there is full compliance with all applicable state and local environmental regulations and laws unless non-compliance is stated, defined, and considered in the valuation report.
8. It is assumed that all applicable zoning and use regulations and restrictions have been complied with, unless non-compliance is stated, defined, and considered in the valuation report.
9. It is assumed that all required licenses, certificates of occupancy, consents or other legislative or administrative authority from any local or national government or private entity or organization have been or can be obtained or renewed for any use on which the value estimate contained in this report is based.
10. It is assumed that the utilization of the land and improvements is within the boundaries or property lines of the property described and that there is no encroachment or trespassing unless noted in this report.



Signature

LIMITATIONS AND RESTRICTIONS

This valuation report has been made with the following general limiting conditions.

1. The apportionment, if any, of the total valuation figure in this report between land and improvements applies only under the stated client instructions and is hypothetical. The separate allocations for land and buildings must not be used in conjunction with any other valuation and are invalid if so used.
2. Possession of this report, or a copy thereof, does not carry with it the right of publication. It may not be used for any purpose by any person other than the party to whom it is addressed without the written consent of the valuer, and in any event only with proper written qualification and only in its entirety.
3. The valuer herein by reason of this valuation is not required to give further consultation, testimony, or be in attendance in court with reference to the property in question unless arrangements have been previously made.
4. Neither all nor part of the contents of this report (especially conclusions as the value, the identity of the valuer, or the firm with which the valuer is connected) shall be disseminated to the public through advertising, public relations, news, sales, or other media without the prior written consent and approval of the valuer.
5. Neither the whole nor any part of this valuation report or certificate or any reference thereto may be included in any published document, circular or statement, or published in any way without the valuer's written approval of the form and context in which it may appear. The publication shall deem to include references in company accounts and/or director's reports or any other company statement or circular.
6. The valuation is prepared on the basis that full disclosure of all information and facts which may affect the valuation, has been made to the valuer and no liability or responsibility will be accepted whatsoever for the valuation unless such full disclosure has been made.
7. This valuation is solely for the use of the party to whom it is addressed in accordance with the instructions. Reliance on it by any third party cannot be regarded as reasonable and no responsibility to any third party is or will be accepted for the whole or any part of the valuation.
8. The valuer has no personal interest in the property.
9. In the unlikely event of the client incurring any losses due to negligence of the valuers, valuers in training and assistants, the aggregate amount of the damages recoverable against the valuer shall not exceed the fee for providing the service.



Signature

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1. **INTRODUCTION**

I, Coenraad Botha, registered as a Professional Valuer in terms of the Property Valuers Profession Act 47 of 2000, do hereby certify that I have identified the subject property referred to in this report and have obtained all the necessary information to determine the market value thereof as well as portioned rental value.

➤ *See Annexure 1 for Valuer Certificates*

1.1 **Instruction**

An instruction was received from Mrs Yolande van den Berg of Stellenbosch Municipality to attend to the market value and portioned rental valuation of the properties being more commonly known as Remainder Farms 528 & 529, Stellenbosch RD. The purpose of the valuation is to determine the open market value and portioned rental value of the property, as on 1 February 2025.

Note: Lease is for a telecommunication base station on the portion.

➤ *See Annexure 2 for Instruction*

1.2 **Date of Valuation**

The date of valuation as instructed by the client is 1 February 2025.

1.3 **Date of Inspection**

Property was inspected on 18 February 2025 by Helen Louwrens & Coenraad Botha.

2. **TITLE DEED DESCRIPTION**

2.1 **Title Deed**

The property reports indicate title deed numbers as:

- RE Farm 528: ST FH 6-6/1891
- RE Farm 529: ST FH 6-4/1890

2.2 **Description**

The property can be described as “Remainder Farms 528 & 529, Stellenbosch RD, Western Cape”. Hereafter in the report we will refer to these farms as the “subject properties”.

2.3 **Owner**

The property is registered in the name of Mun Stellenbosch.

2.4 **Extent**

- RE Farm 528: 82 790m²
- RE Farm 529: 153 210m²

2.5 Purchase Price

Not relevant to this report, because it will not have an impact on Market Value.

2.6 Surveyor General Information

HCB could not find any discrepancies regarding the ground layout with the Surveyor General Information.

2.7 Title Deed Conditions

HCB did not have sight of the Title Deed; thus, we cannot comment on any restrictive conditions it may hold.

3. LOCAL, PROVINCIAL AND CENTRAL GOVERNMENT INFORMATION

3.1 Local Authority

This property falls under the jurisdiction of the Stellenbosch Municipality, situated in the Western Cape.

3.2 Zoning

The following Zoning was found on the Stellenbosch Municipal Website (February 2025).

Zoned: **Agricultural**

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199. Zone name and designation on map

- (1) The Agriculture and Rural zone may be referred to by the code (AR) and shall be indicated on the zoning map in pale green (Colour code 211,255,191).

200. Purpose of the zone

- (1) The purpose of this zone is to make provision for:
- the protection and preservation of agricultural land, rural landscapes, and biodiversity.
 - use of land for purposes of bona fide agricultural production or conservation.
 - buildings and structures which may be erected for reasonable and normal agricultural purposes.
 - a limited range of other ancillary uses which may take place on agricultural land units, either as additional rights or with the consent of the Municipality and which provides for more intensive agricultural use, agricultural industry or tourism which has the objective of creating variety, ensuring sustainability, and providing diversified income to landowners, without adversely impacting on the primary use of the land unit for agricultural purposes.

201. Land use within this zone

- (1) The following land uses are permitted in this zone:

Primary Uses	Additional Uses (not exceeding threshold in this chapter and subject to technical approval)	Consent Uses (Application required)
<ul style="list-style-type: none"> Agricultural building (<2000m²) Agriculture Dwelling house Forestry Natural environment Occasional use (one event/year) Private road Polytunnel (<2000m²) Second dwelling Employee housing (one unit) 	<ul style="list-style-type: none"> Agricultural building (>2000m²) Agricultural industry (<2000m²) Bed and breakfast establishment Employee housing (exceeding one unit) Guest house Home day care Centre Home occupation practice Polytunnel (w/2001m² and <45000m²) Rooftop base telecommunication station Tourist dwelling units Tourist facility (existing buildings) 	<ul style="list-style-type: none"> Abattoir Additional dwelling units (max 4) Airfield Airstrip Agricultural industry (w/2000m²) Camping site Day care Centre Freestanding base telecommunication station Helicopter landing pad Intensive feed farming Kenel Market Occasional use (> one event/year) Plant nursery Polytunnel (>5000m²) Renewable energy structure Service trade Tourist accommodation establishment Tourist facility (new buildings or exceeding threshold) Any additional use exceeding the threshold set out in this chapter

Please Note: HCB Valuations & Services (Pty) Ltd retrieved this information of the Stellenbosch Municipal Website, should it be incorrect, we reserve the right to amend this document and adjust our valuation if needed.

Camping Ablution Facility**320m²**

- Camping ablution is used by permanent “tenants” who have erected their own structures which are not valued in this valuation report.
- The camping ablution is functioning, but in need of maintenance regarding water drainage and general items.

2x Labourers Cottages**75m² + 75m²**

- Cottage 1 is a nutec dwelling with corrugated iron roofing occupied by the caretaker of the premises. It is well-maintained and in average condition with a carport.
- Cottage 2 is occupied by a tenant and is in below average condition. Nutec dwelling with corrugated iron roofing. This dwelling is extended, but it is our opinion to not place a value on the extension due to the condition.

Rental:

The area isolated for leasing purposes houses a telecommunication base station.

5. MARKET ANALYSIS**Market Rental:**

Rent is a system of payment for the temporary use of something owned by someone else; the payments for such use are typically referred to as “rent”. In the open market, rent is a product; it does not occur naturally, as in, ‘this is the rent for the premises. To value rent, all the terms and conditions of the tenancy must be known, stated in advance, or defined. However, because the rent at a new letting is often agreed before the lease is drafted and/or approved; it is possible for a completed lease to contain terms and conditions that could produce a different rent to what was agreed.

Market Value:

The definition “Market Value” as laid down by the International Valuation Standards Committee is: *“The estimated amount for which an asset should exchange, on the date of valuation, between a willing buyer and a willing seller, in an arms-length transaction, after proper marketing, wherein the parties had each acted knowledgeably, prudently and without compulsion.”*

6. METHOD OF VALUATION**Rental:**

The Comparable Rental Method of valuation is the most suitable method to apply to establish the market rental of the subject property. In applying the Comparable Rental Method, it is necessary to investigate the sales of similar type properties that have been rented as well as returns required by the holders of such land.

The above information is compared to the subject property, which involves judgments as to the degree of similarity regarding value factors such as location, shape of erf and use to which the subject property can be put.

Market Value:

To determine an accurate Market valuation, the following method is used:

The Comparable Method of valuation is the most suitable method to apply to establish the market value of the subject property. In applying the Comparable Method, it is necessary to investigate the sales of similar types of properties that have been sold.

The below information (see 7.2) is compared to the subject property, which involves judgments as to the degree of similarity regarding value factors such as:

- Location
- Shape of erf
- Use to which the subject property can be put
- Extent of Improvements
- Features (swimming pool, garage, etc)
- Condition of Improvements

7. ESTABLISHMENT OF COMPARABLE RENTALS & SALES**7.1 Highest and Best use**

Definition: *“The most probable use of a property which is physically possible, appropriately justified, legally permissible, financially feasible and which result in the highest value of the property being valued”.*

Therefore, it could be argued that the highest and best use of a property is, which is physically possible, appropriately justified, legal permissible, financially feasible and which result in the best value of the property to be valued.

I believe highest and best use is Agriculture, as it complies with the zoning of the subject properties.

7.2 Valuation Method**Rental:**

The market was surveyed for current leases, rates of return and leasing practices. Information was sourced from local estate agents, local property professionals, as well as our property info database. The information that was obtained was verified and adjustments were made for time, use, layout, and location.

Our findings for similar rentals in other areas are as follows:

Area	Usage	Current Rate
Canal Walk	Vodacom	R14 490
Tyger Valley	Vodacom Base Station	R14 150
Bayside Mall	Rain (Pty) Ltd	R9 915

Market Value:**Comparable Factors:**

No two properties are ever 100% comparable. Comparable properties give an indication that there is not a lack of interest by buyers in the property market for specific areas for the type of property if the price is right and acceptable.

VALUATION REPORT – MARKET VALUE AND PORTIONED RENTAL VALUATION OF REMAINDER FARMS 528 & 529 STELLENBOSCH RD
--

Factors to consider when finding comparable sales:

- Sales should be within a reasonable distance of the subject property
- Sale date should be recent
- The extent of the comparable properties should be in relation to the subject property
- The age of comparable properties should be in relation to subject property
- The construction type, design, layout, and finishing should be in relation to the subject property

Should any of these factors not be comparable with the subject property, adjustments can be made by the valuer as deem fit. Adjustments are often made for size, use, location, construction type, age, condition, and zoning of properties.

The following sales were noted and used to arrive at an Open Market Valuation of the Subject Property on 1 February 2025.

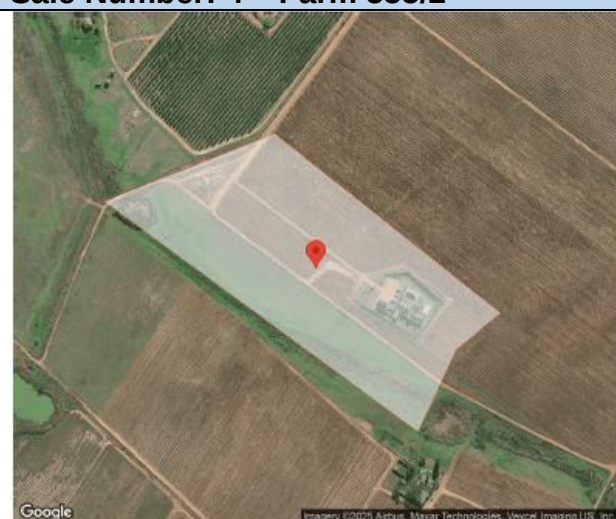
Sale Number: 1 – Farm 578/3		
	Purchase Date:	1 March 2024
	Purchase Price:	R9 000 000
	Farm Extent:	2.1193ha
	Location:	Stellenbosch RD
Comment on Comparable:		
Sales Analysis indicate that the value of the improvements on this farm calculates to R2 535 000-00, and agricultural land sold for R3 200 000-00/ha. This sale has better agricultural locality, i.e. not against a main road as the subject property, and land is much smaller in extent.		

VALUATION REPORT – MARKET VALUE AND PORTIONED RENTAL VALUATION OF REMAINDER FARMS 528 & 529 STELLENBSOCH RD
--

Sale Number: 2 – Farm 577/8		
	Purchase Date:	26 June 2023
	Purchase Price:	R23 000 000
	Farm Extent:	4.8788ha
	Location:	Stellenbosch RD
Comment on Comparable:		
<p>Sales Analysis indicate that the value of the improvements on this farm calculates to R3 500 000-00, and agricultural land sold for R4 000 000-00/ha. This sale has better agricultural locality, i.e. not against a main road as the subject property, and land is much smaller in extent.</p>		

Sale Number: 3 – Farm 566/1		
	Purchase Date:	29 July 2024
	Purchase Price:	R25 000 000
	Farm Extent:	9.4317ha
	Location:	Stellenbosch RD
Comment on Comparable:		
<p>Sales Analysis indicate that the value of the improvements on this farm calculates to R5 000000-00, and agricultural land sold for R2 100 000-00/ha.</p>		

VALUATION REPORT – MARKET VALUE AND PORTIONED RENTAL VALUATION OF REMAINDER FARMS 528 & 529 STELLENBOSCH RD
--

Sale Number: 4 – Farm 555/2**Purchase Date:****14 august 2023****Purchase Price:****R18 500 000****Farm Extent:****5.484ha****Location:****Stellenbosch RD****Comment on Comparable:**

Sales Analysis indicate that the value of the improvements on this farm calculates to R7 000 000-00, and agricultural land sold for R1 700 000-00/ha. This sale has better agricultural locality, i.e. not against a main road as the subject property, and land is much smaller in extent.

Note: Sale number 4 is most comparable in land extent, the other sales yielded higher rates/ha for land, as they are more lifestyle orientated due to extent.



VALUATION REPORT – MARKET VALUE AND PORTIONED RENTAL VALUATION OF REMAINDER FARMS 528 & 529 STELLENBSOCH RD
--

Conclusion**Rental:**

The rate for lease of a telecommunication base station ranges from R10 000-00 to R14 500.

It is my opinion to apply a lowest tariff, due to the location of the subject property.

It is my opinion that the Open Market Value of the subject property on 1 February 2025 is R9 850-00 per month, taking into consideration sales and after adjusting for time, location, zoning, and usage.

Market Value:

Due to the condition of the improvements on the subject properties, it is our opinion to use replacement cost calculations and depreciation factors to calculate the value of the improvements:

Description	Extent	Rate/m ² or Unit	Replacement Cost	Professional Fees	Physical Depreciation:	Functional Depreciation:	Economic Depreciation:	Value:
Main House/ administration Building	155	R 8 500,00	R 1 317 500,00	10%	50,00%	30,00%	20,00%	R 405 790,00
Covered stoep	60		R -	10%				R -
Laundry & Storage Area	24	R 5 500,00	R 132 000,00	10%	50,00%	30,00%	30,00%	R 35 574,00
Carpport	56	R 500,00	R 28 000,00	10%	50,00%	20,00%	20,00%	R 9 856,00
Security Hut	9	R 550,00	R 4 950,00	10%	50,00%	20,00%	20,00%	R 1 742,40
7x Individual Houses	144	R 5 500,00	R 792 000,00	10%	80,00%	30,00%	30,00%	R 85 377,60
Covered Stoep (7)	23		R -	10%				R -
2x Linked Chalets	352	R 5 500,00	R 1 936 000,00	10%	60,00%	40,00%	40,00%	R 306 662,40
2x Covered Stoeps	136		R -	10%				R -
Swimming Pool	72	R 2 000,00	R 144 000,00	10%	20,00%	10,00%	10,00%	R 102 643,20
Pool ablution Facility	79	R 5 500,00	R 434 500,00	10%	60,00%	30,00%	30,00%	R 93 678,20
Communal Hall	568	R 6 500,00	R 3 692 000,00	10%	80,00%	20,00%	30,00%	R 454 854,40
Covered Stoep	194		R -	10%				R -
Camping ablution Facility	320	R 4 500,00	R 1 440 000,00	10%	50,00%	40,00%	30,00%	R 332 640,00
2x Labourers Cottages	150	R 6 000,00	R 900 000,00	10%	60,00%	20,00%	30,00%	R 221 760,00
Total								R 2 050 578,20
Rounded								R 2 050 000,00

From the sales we derived that vacant agricultural land of this nature will sell for R1 250 000-00 per hectar, considering the extent of the farms.

Farm 528:	8,2790ha	@R1 250 000-00/ha	= R10 348 750-00
Farm 529:	15,3210ha	@R1 250 000-00/ha	= R19 151 250-00

Total Land: = R29 500 000-00

8 CERTIFYING OF VALUE

I hereby certify that I have identified the subject property and obtained all the necessary information to determine the market rental thereof.

Rental:

Accordingly, I hereby certify that in my opinion, to the best of my knowledge, skill and expertise, the monthly rental of the subject portion of 1 February 2025 to be R9 850-00 (nine thousand eight hundred and fifty rand per month) VAT Excluded

Market Value:

Accordingly, I hereby certify that in my opinion, to the best of my knowledge, skill and expertise, the Market Value of the subject property on 1 February 2025 to be R31 550 000-00 (thirty-one million five hundred and fifty thousand rand).



Hendrik Coenraad Botha
Professional Valuer
Registration Number: 5601

17 February 2025
Date of Signature

9 CAVEATS

This valuation has been prepared on the basis that full disclosure of all Information and factors which may affect the valuation have been made to Ourselves and we cannot accept any liability or responsibility whatsoever for the Valuation unless such full disclosure has been made.

9.1 Valuation Standard

This valuation has been prepared in accordance with the guidelines of the South African Institute of Valuers for valuation reports.

9.2 Statutory Notices and Unlawful Use

We have assumed that the property and its value are unaffected by any statutory notice or condition of Title where Title Deeds have not been inspected, and that neither the property nor its condition, nor its use, nor its intended use, is or will be unlawful.

9.3 Confidentiality

This valuation is produced exclusively for the Stellenbosch Municipality and for the specific purpose to which it refers. It may be disclosed to your other professional advisers assisting you in respect of that purpose. We accept no responsibility whatsoever to any parties other than yourselves who make use of this valuation.

9.4 Non-Publication

Kindly note that neither the whole nor any part of this report, nor any reference thereto maybe included in any published document, circular or statement, nor published in any way without our prior written approval at to the form or context in which it may appear.

10 ANNEXURES**10.1 Annexure 1 – Valuer Certificate**

SOUTH AFRICAN COUNCIL FOR THE
**PROPERTY VALUERS
PROFESSION**

This is to certify that

HENDRIK COENRAAD BOTHA

is registered as

Professional Valuer

In terms of section 20(2)(a) of the
Property Valuers Profession Act, 2000

DATE OF REGISTRATION AS: Professional Valuer: 28 January 2020

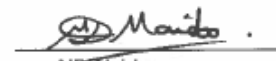
DATE OF ISSUE: 25 July 2024

PERIOD OF VALIDITY: 1 July 2024 - 30 June 2029


JF Cloete
President



REGISTRATION No: 5601


ND Naidoo
Registrar

10.2 Annexure 2 – Instructions

Dear Helen,

Please see attached an extremely urgent new instruction.

This portion of land is better known as the Mountain Breeze Caravan Park. We want to determine the market value to sell the property on auction.

We also need to determine a fair rental amount as there is a cellphone tower on the property that we need to lease on a monthly basis.

Can you please provide me with a quote?

I trust you find this to be in order and look forward to hearing from you.



Kind regards,

Yolande van den Berg

Head: Contract Management

Corporate Services

T: +27 21 808 8073 | Fax 021-886 7319

Plein Street, Stellenbosch, 7600

www.stellenbosch.gov.za

**VALUATION REPORT – MARKET VALUE AND PORTIONED RENTAL VALUATION OF REMAINDER
FARMS 528 & 529 STELLENBSOCH RD**



HCB

Valuations and Services (Pty) Ltd

HEAD OFFICE

38 Long Street, Moorreesburg, 7310

T: +27(0)22 433 2035 M: +27(0)83 663 2140 E: admin@hcb.co.za

HCB would like to assist with your valuation request.

Kindly complete below to the best of your ability in order for us to provide you with a quotation and subsequent valuation report.

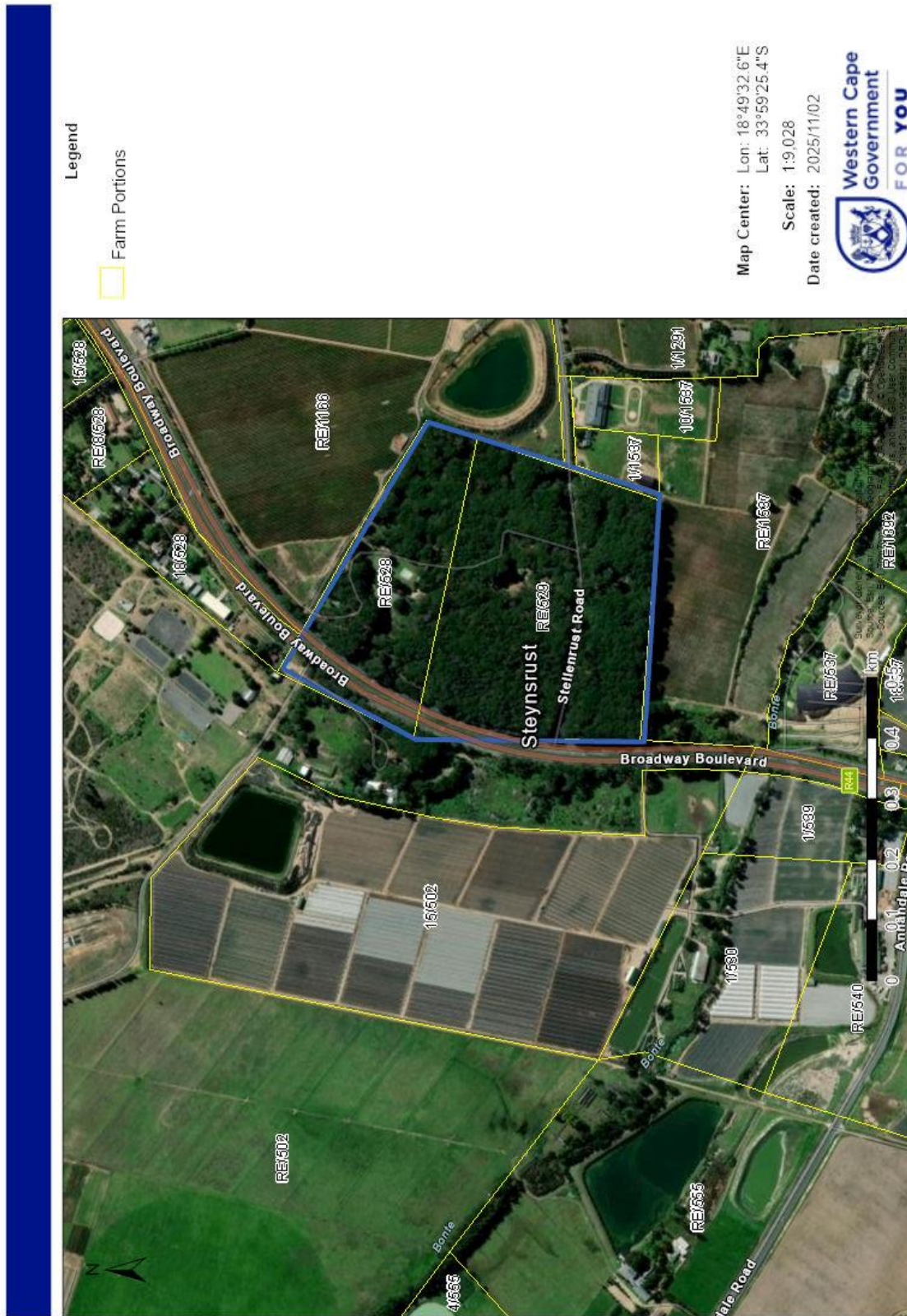
Erf/Farm Number:	Farm 528 + 529 Remainders
Town/Region:	Stellenbosch
Owner:	Stellenbosch Municipality
Zoning and Usage:	Agricultural
Date of Valuation:	11/02/2025
Reason for valuation:	To determine Market Related value for: — sale — lease (per square meter)
Any other information you feel is pertinent to the valuation:	Please include portion on the other side of Stellenrust Road
Expected Delivery Date:	Extremely Urgent.

Should you have any questions or concerns contact:

Helen: 081 4733 707 / helen@hcbval.co.za

Coenraad: 083 663 2140 / coenraad@hcb.co.za

10.3 Annexure 3 – Locality Map / Aerial Photo



**VALUATION REPORT – MARKET VALUE AND PORTIONED RENTAL VALUATION OF REMAINDER
FARMS 528 & 529 STELLENBOSCH RD**

10.3 Annexure 4 – Property report



Hcb Valuations
Moorreesburg
Helen Louwrens

E-mail: helenlouwrens@gmail.com
Cell: 081 473 3707

Tel: 022 433 2035



Tel: 022 433 2035
Email: admin@hcb.co.za
PO Box 247, Moorreesburg, 7310



PROPERTY INFORMATION			
Farm no	528	GPS	18.829975°E 33.989205°S
Reg Div	STELLENBOSCH RD	Extent	48 639 m²
Address	STRAND ROAD FARM 528	Cadastral extent	82 790 m²
Suburb	STELLENBOSCH RURAL	Usage	Business
Municipality	STELLENBOSCH	Type	
Province	WESTERN CAPE	Zoning	
		Zoning Desc	

MUNICIPAL VALUATION	
Total Value	R 11 600 000
Valuation Year	2021

SALE INFORMATION			
Owner	MUN STELLENBOSCH	Title Deed	ST FH 6-6/1891
Sale Price	-	Bond Holder	-
Sale Date	-	Bond Amount	-
Registered	1891/06/29	Sale Type	-

**VALUATION REPORT – MARKET VALUE AND PORTIONED RENTAL VALUATION OF REMAINDER
FARMS 528 & 529 STELLENBOSCH RD**



Hcb Valuations
Moorreesburg
Helen Louwrens

E-mail: helenlouwrens@gmail.com
Cell: 081 473 3707

Tel: 022 433 2035



Tel: 022 453 2035
Email: admin@hcb.co.za
PO Box 247, Moorreesburg, 7310



PROPERTY INFORMATION			
Farm no	529	GPS	18.829497°E 33.990999°S
Reg Div	STELLENBOSCH RD	Extent	867 292 m²
Address	529 FARM NO. 529 FARM 529	Cadastral extent	153 210 m²
Suburb	STELLENBOSCH RURAL	Usage	Farm
Municipality	STELLENBOSCH	Type	
Province	WESTERN CAPE	Zoning	
		Zoning Desc	

MUNICIPAL VALUATION	
Total Value	-
Valuation Year	-

SALE INFORMATION			
Note: The Sale Price is inclusive of 2 properties on this Title Deed			
Owner	MUN STELLENBOSCH	Title Deed	ST FH 6-4/1890
Sale Price	-	Bond Holder	-
Sale Date	-	Bond Amount	-
Registered	1890/12/12	Sale Type	-

ACCOMMODATION							
Condition	-	Age		Building Extent	-		
Bed Rooms	-	Reception Rooms	-	Alarm	-	Perim Security	-
Bath Rooms	-	En Suite	-	Pool	-	Tennis Court	-
Study	-	Domestic Accom.	-	Garden	-	Sprinkler System	-
Garages	-	P Bays/C Ports	-	Borehole	-	Outside Accom.	-
Special Features							

**VALUATION REPORT – MARKET VALUE AND PORTIONED RENTAL VALUATION OF REMAINDER
FARMS 528 & 529 STELLENBOSCH RD**

SERVITUDE DQM.

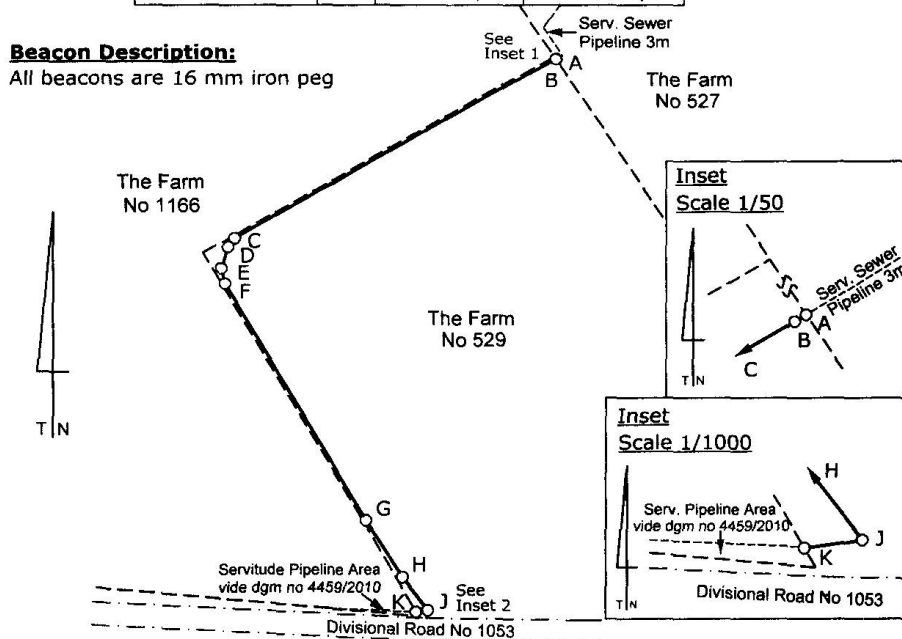
OFFICE COPY

DAVID HELLIG & ABRAHAMSE, LAND SURVEYORS

SIDES Metres	ANGLES OF DIRECTION	CO-ORDINATES Y System WG 19° X			S.G. No. 2473/2011 Approved <i>[Signature]</i> for Surveyor-General 22-07-2011
		Constant	±	0,00 +3 700 000,00	
AB	0,12	59 02 10	A	+14 480,77 + 62 226,56	
BC	318,35	60 08 50	B	+14 480,87 + 62 226,62	
CD	9,40	33 38 20	C	+14 756,98 + 62 385,09	
DE	19,57	17 36 40	D	+14 762,19 + 62 392,92	
EF	13,69	347 43 50	E	+14 768,11 + 62 411,57	
FG	242,68	329 56 50	F	+14 765,20 + 62 424,95	
GH	58,71	327 09 40	G	+14 643,67 + 62 635,01	
HJ	36,29	322 54 20	H	+14 611,83 + 62 684,34	
JK	10,22	82 10 50	J	+14 589,94 + 62 713,29	
			K	+14 600,06 + 62 714,68	
		9 Helderberg	Δ	+11 049,63 + 67 146,93	
		148 Held West	Δ	+12 058,73 + 67 943,05	

Beacon Description:

All beacons are 16 mm iron peg



Scale 1: 5000

The line **ABCDEFGHIJK**
represents **Centre Line of a Servitude Sewer Pipeline 3m wide, as shown**
over **the Remainder of the Farm No 529**
situate in **the Municipality and**

Administrative District of **Stellenbosch**

Province of the Western Cape

Surveyed in **June 2011**

by me

[Signature]
S G DREYER
Professional Land Surveyor
(PLS1028)

This diagram is annexed to
No: **K325/2018**
dated
i.f.o.

Registrar of Deeds

The original diagram is
No. 463/1890 annexed to
Transfer No. Stel.F.6-4
dated 12/12/1890

File No. **Stel.529**
S.R. No. **919/2011**
Comp. BH-8DCD (3785)

LPI C0670000

SERVITUDE DQM.

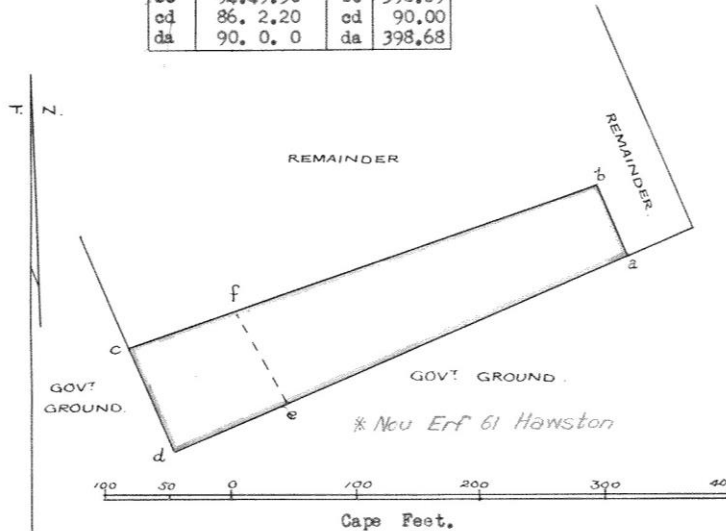
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**VALUATION REPORT – MARKET VALUE AND PORTIONED RENTAL VALUATION OF REMAINDER
FARMS 528 & 529 STELLENBOSCH RD**

S. G. DGM. NO. 463/1890.

The numerical data of this diagram are sufficiently consistent.
No. 463/1890. (Sgd.) Max Jurisch,
Examiner.

Angles.		Sides.	
	o ' "		
ab	89. 7.50	ab	62.47
bc	94.49.50	bc	398.69
cd	86. 2.20	cd	90.00
da	90. 0. 0	da	398.68



The above diagram a. b. c. d. bordered green represents 210 Square Rods 109.1 Square Feet of ground being part of the Remainder of the Land granted in Freehold to Samson Deyer on the 25th of March, 1839 last transferred to P.D. Swart on the 19th April, 1853, situate in the vicinity of the Bot River Lake Division of Caledon Fieldcometcy of Palmiet & Bot Rivers.

Bounded Northwards & Eastwards by Remainder
Southwards & Westwards " Government Ground

Taken from Original Diagrams framed from Survey
by the late Surveyor J.A. Kuys, by me,

(Sgd.) T. Risler,
Govt. Surveyor.
Cape Town.
2nd June, 1890.

Note. The figure cdef represents 57
S.R. 21.5 S.Ft. The Fig. abfe represents
153 S.R. 87.6 S.Ft. Total - 210
S.R. 109.1 Sq.Ft.

Transfer xxxxx 351

23rd June, 1890.

Est. of late W.H. Theunissen.

(Int.) T.R.

NACESI: *PH 26/7/60*
GEO. W. NACESIEN

A I - 3 CB/W!!

27.8.1956

P.B./R.B.

**VALUATION REPORT – MARKET VALUE AND PORTIONED RENTAL VALUATION OF REMAINDER
FARMS 528 & 529 STELLENBSOCH RD**

SERWITUUTKAART				KANTOORAFSKRIF	
SYE Meter		RIGTINGS -HOEKE	KOÖRDINATE Stelsel Lo 19°		
		Konstantes	Y	X	
			0,00	+3 700 000,00	
AB	7,69	144 22 00	A	+ 14 365,31	+ 62 553,37
BC	9,58	131 54 40	B	+ 14 369,79	+ 62 547,12
CD	135,30	134 55 20	C	+ 14 376,92	+ 62 540,72
DE	552,35	92 43 50	D	+ 14 472,72	+ 62 445,18
			E	+ 15 024,45	+ 62 418,87
EF	21,64	176 50 10	F	+ 15 025,64	+ 62 397,26
		(68) Stel 6	Δ	+ 18 771,96	+ 63 742,58
		(65) Stel 7	Δ	+ 14 377,22	+ 62 509,37

BAKENBESKRYWINGS:

A, B, C, E 16mm Ysterpen
D 100mm Asbespyp gevul met beton
F Ysterpaalpen

Die figuurlyne ABC en CDE stel voor die middellyn van 'n Pyplynserswituut, 6,00m en 3,00m wyd, grond-synde onderskeidelik, soos aangetoon oor die RESTANT VAN PLAAS No. 529 geleë in Administratiewe Distrik STELLENBOSCH Provinsie Wes-Kaap ~~Provinsie Kaap die Goeie Hoop.~~ Opgemeet in Junie 1995 deur my, N. Loubser 0892 Landmeter

Hierdie kaart is gehëg aan No. gedateer t.g.v. Registrateur van Aktes	Die oorspronklike kaart is. No. 463 / 1890 gehëg aan Transport/Grondbrief No. Stel.F. 6-4	Lëer No. Stel 529 M.S. No. E2604/95 Komp. BH-8DCD (3785)
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10.6 Annexure 6 – Photos of Subject Properties

Main house, Administration, Carport, Security hut, Laundry & Storage



VALUATION REPORT – MARKET VALUE AND PORTIONED RENTAL VALUATION OF REMAINDER
FARMS 528 & 529 STELLENBSOCH RD

6x Chalets



7x Dwellings



**VALUATION REPORT – MARKET VALUE AND PORTIONED RENTAL VALUATION OF REMAINDER
FARMS 528 & 529 STELLENBSOCH RD**



Swimming pool & Ablution Facility



Communal Hall:



Labourers Cottages:



10.7 Annexure 7 - Rental Valuation Certificate**HCB****Valuations and Services (Pty) Ltd****HEAD OFFICE**

35 Long Street, Moorreesburg, 7310

T: +27(0)22 433 2035 M: +27(0)83 663 2140 E: admin@hcb.co.za***Valuation Certificate***

Client:	Stellenbosch Municipality
Farm Number:	Remainder Farms 528 & 529
Title Deed Number:	
	<i>RE Farm 528:</i> ST FH 6-6/1891
	<i>RE Farm 529:</i> ST FH 6-4/1890
Area/Town:	Stellenbosch RD
Owner:	Mun Stellenbosch
Date of Valuation:	1 February 2025
Reference Number:	STEL/RD/RE/528/529
Portioned Rental Valuation Amount:	R9 850-00/Month VAT Excluded
Valuation Amount:	R31 550 000-00
Zoning:	Agricultural

Comments:

This Valuation Certificate must be read in conjunction with the attached Valuation Report.
The rental valuation is only applicable to the portion where telecommunication tower is erected and leased by the municipality.

Hendrik Coenraad Botha
Professional Valuer
Registration Number: 5601

AGENDA

40TH MEETING OF THE COUNCIL
OF STELLENBOSCH MUNICIPALITY

2026-04-22

10.4	FINANCIAL SERVICES: (PC: ALD JC ANTHONY)
------	--

NONE

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

10.5.1	EVICCTIONS STATUS QUO AND PROPOSED TEMPORARY RELOCATION TO IDENTIFIED AREAS WITHIN THE STELLENBOSCH MUNICIPAL AREA (WC024)
--------	--

Collaborator No:

IDP KPA Ref No: Good Governance and Compliance

Meeting Date: 22 April 2026

1. SUBJECT: EVICCTIONS STATUS QUO AND PROPOSED TEMPORARY RELOCATION TO IDENTIFIED AREAS WITHIN THE STELLENBOSCH MUNICIPAL AREA (WC 024)

2. PURPOSE:

- 2.1.1. To provide Council of progressive case law with respect to evictions in terms of PIE and ESTA.
- 2.1.2. To provide an overview of Stellenbosch Municipality's attempts over several years to address Court ordered evictions.
- 2.1.3. To provide Council with an overview of vacant land studies that were undertaken overtime.
- 2.1.4. To provide a way forward in addressing emergency housing at various locations throughout the Municipality.
- 2.1.5. To obtain a formal resolution and guidance on the placement strategy for households currently under, or pending, judicial eviction orders.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

Stellenbosch Municipality is currently grappling with a severe emergency housing shortage while under a Constitutional mandate to prevent homelessness following court-ordered evictions. Central to resolving this crisis is meaningful engagement, a legal requirement for early negotiation between the Municipality and evictees to investigate feasible outcomes and mitigate the trauma of displacement.

Furthermore, the *Bromwell* judgment necessitates providing alternative accommodation in a meaningful location, ensuring proximity to original livelihoods, schools, and social networks. Prioritising these locations is essential for achieving spatial and social justice, as it counteracts the historical trend of pushing the poor to the urban periphery. However, relocating families to distant areas often severs their sense of place and community connection, resulting in educational interruptions and increased financial strain.

However, these efforts face intense community resistance driven by seemingly nimbyism, where residents across all classes oppose the placement of temporary relocation areas (TRAs) near their neighbourhoods. This socio-political pressure, coupled with emergency sites, has forced the Municipality into a reactive mode. Consequently, the pool of potential, available land has plummeted from twenty (20) potential sites to only six (6) suitable, unearmarked parcels as land is consumed by formal developments.

To break this planning inertia, the Municipality proposes an urgent identification and finalisation of vacant land sites for emergency housing, as well as the update of the Emergency Housing Assistance Policy (EHAP), the introduction of an Emergency Housing Overlay Zone (EHOZ), the finalisation and adoption of the EHP Framework and the implementation of the proposals of the Emergency Housing Assistance document. Proactive intervention is critical, as failure to meet imminent Court-ordered deadlines risks immediate legal implications and findings of contempt of court.

Ultimately, the Municipality must immediately identify and confirm vacant land for dedicated emergency housing sites and integrate all reports and documents on the matter into its long-term spatial vision to ensure dignified living, safe human settlements and legal compliance.

5. RECOMMENDATIONS

- (a) that Council take note that 90 eviction matters were received since August 2025;
- (b) that Council take note that 16 households have been evicted since 15 January 2026;
- (c) that Council take note that the current relocation sites are at capacity;
- (d) that Council take note of the previous vacant land studies that were undertaken; and
- (e) that Council take note of the two (2) ways in which emergency housing sites are identified.
- (f) that Council approve the following sites as dedicated emergency housing site

Table 1: Proposed area-based dedicated sites (DR) for emergency housing

	Vacant Site	Area (Settlement)	Previous / Current Use	Ownership	Strategy (S#)
1	Erf 2	La Motte	Decommissioned sewerage works	Stellenbosch Municipality	S2
2	Farm 736/5 & 737/8	Klapmuts	Invaded by small farmers	Stellenbosch Municipality	S2/S1
3	Portion of Farm 1024/3	Wemmershoek	Riemvasmaak informal settlement	Stellenbosch Municipality	S2
4	Erf RE/6846	Cloetesville	Vacant erf	Stellenbosch Municipality	S2
5	Farm RE 527	Jamestown	Mountainview (TRA)	Stellenbosch Municipality	S1
6	Erf 11452 – 11463	Idas Valley	Vacant erven	Stellenbosch Municipality	S3

6. DISCUSSION / CONTENTS**6.1 DEFINITIONS AND ABBREVIATIONS****6.1.1 Meaningful Engagement**

Meaningful engagement is the process where the municipality and residents talk openly and work together to find housing solutions that prevent homelessness while considering the specific needs and legal rights of the community.

6.1.2 Meaningful Location

A meaningful location is an area for alternative housing that is geographically close to an evictee's current school, workplace, and social support network to ensure their daily life and ability to earn a living are not unfairly disrupted.

6.1.3 Personal Circumstances Assessment (PCA)

Personal circumstances assessment is the formal evaluation of an individual's specific life situation—including their income levels, age, and health—to determine their eligibility for emergency accommodation based on legal standards.

6.1.4 EHAP - Emergency Housing Assistance Policy

6.1.5 EHOZ - Emergency Housing Overlay Zone

6.1.6 EHP - Emergency Housing Programme

6.1.7 TRA - Temporary Relocation Area

6.1.8 TRU - Temporary Relocation Unit

6.1.9 ABT - Alternative Building Technologies

6.1.10 PIE - Prevention of Illegal Eviction from and Unlawful Occupation of Land Act 19 of 1998

6.1.11 ESTA - Extension of Security of Tenure Act 62 of 1997

6.2 BACKGROUND:

The background to this document is structured in the following way:

6.2.1 A review of the most current and cogent case law with respect to evictions

6.2.2 A desktop study of various municipalities' responses to judicial requirements to progressive case law

6.2.3 Localised response by the Stellenbosch Magistrate's Court to evictions in the area

6.2.4 Stellenbosch Municipality's response to date with respect to evictions.

6.3 PROGRESSIVE CASE LAW:

Progressive case law¹ with respect to evictions dictates that a municipality must provide alternative accommodation in cases where a Court ordered eviction might lead to homelessness. For ease of reference the major cases in eviction matters, as well as the main outcome/requirement of the particular case have been highlighted in Table 2, hereunder.

¹ Case law that has developed in an evolving, forward-moving way, often expanding or clarifying rights over time.

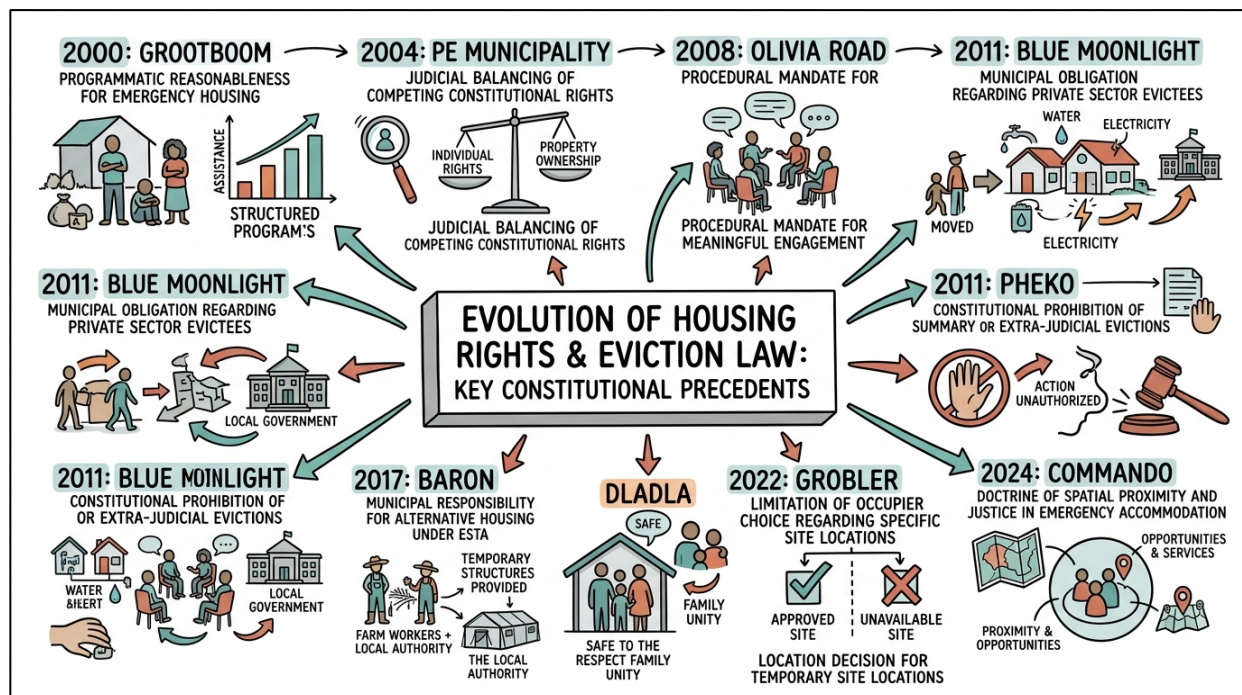
Table 2: Progressive Case Law

Common case reference		Key Logis
2000: Grootboom	<i>Government of the Republic of South Africa and Others v Grootboom and Others</i> 2001 (1) SA 46 (CC)	Programmatic reasonableness for emergency housing.
2004: PE Municipality	<i>Port Elizabeth Municipality v Various Occupiers</i> 2005 (1) SA 217 (CC)	Judicial balancing of competing constitutional rights.
2008: Olivia Road	<i>Occupiers of 51 Olivia Road, Berea Township and 197 Main Street Johannesburg v City of Johannesburg and Others</i> 2008 (3) SA 208 (CC)	Procedural mandate for meaningful engagement.
2009: Joe Slovo	<i>Residents of Joe Slovo Community, Western Cape v Thubelisha Homes and Others</i> 2009 (9) BCLR 847 (CC)	Substantive standards for relocation site adequacy.
2011: Blue Moonlight	<i>City of Johannesburg Metropolitan Municipality v Blue Moonlight Properties 39 (Pty) Ltd and Another</i> 2012 (2) SA 104 (CC)	Municipal obligation regarding private sector evictees.
2011: Pheko	<i>Pheko and Others v Ekurhuleni Metropolitan Municipality</i> 2012 (2) SA 598 (CC)	Constitutional prohibition of summary or extra-judicial evictions.
2012; Changing Tides	<i>City of Johannesburg v Changing Tides 74 (Pty) Ltd and Others</i> 2012 (6) SA 294 (SCA)	A report filed by municipalities (confirmed under oath by an official) in evictions proceedings must specify 1) details of the <u>building</u> from which the occupiers are being evicted. 2) <u>information on the occupiers</u> : numbers, personal circumstances, whether there are children and/or the elderly and/or disabled living in the building and whether appears to be households led by women 3) whether eviction will likely result in <u>homelessness</u> 4) If there will be homelessness, <u>steps put in place by the municipality</u> to prevent such 5) the implications on owners if there is a <u>delay</u> in evictions; 6) <u>details of the engagements</u> the municipality has had with the occupiers 7) whether the municipality believes there is room for <u>mediation</u> in terms of section 7 of PIE or
2017: Baron	<i>Baron and Others v Claytile (Pty) Limited and Another</i> 2017 (5) SA 329 (CC)	Municipal responsibility for alternative housing under ESTA.
2017: Dladla	<i>Dladla and Others v City of Johannesburg and Another</i> 2018 (2) SA 327 (CC)	Right to dignity and family life in temporary shelter regimes.
2022: Grobler	<i>Grobler v Phillips and Others</i> 2023 (1) SA 321 (CC)	Limitation of occupier choice regarding specific site locations.
2024: Commando	<i>Commando and Others v City of Cape Town</i> [2024] ZACC 12	Doctrine of spatial proximity and justice in emergency accommodation (Geographical location)

Source: Various matters and websites

The Courts have been very clear in its progressive judgements, as to how municipalities must respond in these matters, as illustrated in the infographic hereunder as Image 1.

Image 1: Illustration of progressive case law timeline



Source: Adaptation of Case Law - Stellenbosch Municipality

6.4 DESKTOP STUDY

Overview of Judicial requirements and municipal responses to SCA and Constitutional Court judgements. In analysing the recent judicial trends regarding the notion of emergency housing proximity. Modern jurisprudence, particularly from high-level constitutional and appellate courts, has shifted from simply requiring "shelter" to mandating "meaningful location."

Below are a highly simplified progressive timeline of key judicial rulings and the resulting legal requirements for emergency housing proximity.

Table 3: Progressive timeline for emergency housing proximity

Judicial Timeline	Rulings	Context	Ruling	Proximity Impact / Key Logic
1. City of Johannesburg v. Blue Moonlight Properties (2011)		Context: Established that the state's duty to provide emergency housing is distinct from the progressive realization of permanent housing.	Ruling: <u>Municipalities cannot claim a lack of resources</u> to exclude "private evictees" from emergency housing programs.	Proximity Impact: Established the principle that emergency housing must be accessible and cannot be perpetually delayed, setting the stage for location-based challenges.
2. City of Cape Town v. Commando & Others (SCA, Feb 2023)		Context: Residents of Bromwell Street challenged their relocation to Wolwerivier (29km away), arguing it disrupted livelihoods and schooling.	Ruling: The Supreme Court of Appeal (SCA) set aside a High Court order that demanded housing specifically in the "inner city." However, it replaced it with a <u>mandate that the City provide accommodation "in a location as near as possible" to the original site.</u>	Key Logic: While residents do not have a right to a <i>specific</i> address, the state must treat them with dignity, considering proximity to employment and schools.
3. Commando & Others v. City of Cape Town (ConCourt, 2024/2025)		Context: An appeal of the SCA decision to South Africa's highest court.	Ruling: The Constitutional Court (CC) <u>declared the City's implementation of its housing program unconstitutional to the extent that it categorically excluded emergency housing from well-located areas</u> (like the inner city).	Proximity Impact: The court ordered the City to develop a <u>new Temporary Emergency Accommodation Policy</u> that actively considers proximity to livelihoods rather than defaulting to "far-flung" relocation camps.
4. Westonaria Land Claims Court Rulings (LCC 161/2024, Jan 2025)		Context: Focuses on constructive evictions and the restoration of residence.	Ruling: The court reinforced that moving individuals to locations that render their lives "intolerable" (due to distance from water, electricity, or social networks) constitutes a violation of housing rights.	Key Logic: Proximity is not just about meters; it is about the <u>viability of the relocation to sustain the occupant's existing human rights.</u>

6.5. POSITION OF THE LOCAL MAGISTRATE COURT

6.5.1 Stellenbosch Municipality was summoned to appear at the Stellenbosch Magistrate's Court on 4 September 2025.

6.5.2 The Court required the Municipality to revisit the following and return to Court on 30 October 2025.

Table 4: Requirement by Stellenbosch Municipality's Court

I.	Revision of the EHAP: Revisiting the 10% provision for emergency housing in any municipal project (subsidised housing) and revising the allocation upwards.
II.	Land Identification: Identifying land for emergency housing (EHOZ & Vacant Land Study).
III.	Implementation Plan: Detailing how the Municipality will deal with the matter at hand and all outstanding matters currently before the Court.

6.5.3 The Court further indicated that all other outstanding matters where Stellenbosch Municipality is a respondent will be finalised, and eviction orders will be granted.

6.6 STELLENBOSCH MUNICIPALITY'S RESPONSE IN EVICTION MATTERS:

Stellenbosch Municipality has a long history of attempts to address and avoid the current *impasse* that it is experiencing in fulfilling its constitutional obligations in terms of Section 26 of the Constitution of the Republic of South Africa, 1996 (RSA 1996) (Refer **Annexure 1**). These efforts have been informed by the jurisprudence developed under the Prevention of Illegal Eviction from and Unlawful Occupation of Land Act 19 of 1998 (PIE) and the Extension of Security of Tenure Act 62 of 1997 (ESTA), as well as broader principles of spatial and social justice (RSA 1998; RSA 1997). This history is portrait here below, not necessarily in chronological order.

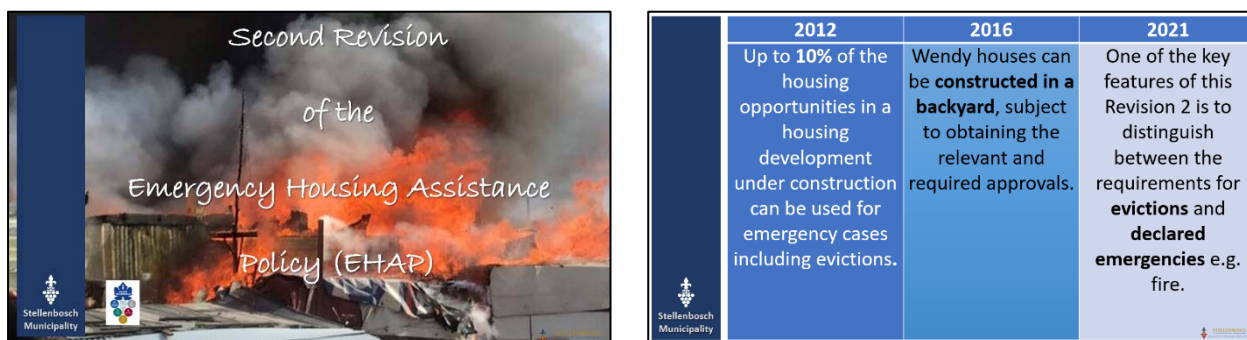
Image 2 cover page Eikestadnuus (26/03/2026)



Stellenbosch Municipality has as far as possible adhered to the judgements with respect to eviction case law. Stellenbosch Municipality is however, currently experiencing significant challenges in managing and executing eviction-related matters, as envisaged through the progressive judgements.

The Municipality has, as prescribed through the judgements, a plan to deal with evictions. This plan is called the Emergency Housing Assistance Policy (EHAP), which in essence provides the policy framework, as well as an implementation strategy for dealing with evictions. This policy is currently under review. Image 3 hereunder is a confirmation of the reviews of the EHAP over time.

Image 3: EHAP Evolution



Source: Stellenbosch Municipality

6.6.1 ALTERNATIVE ACCOMMODATION (EHAP)

Stellenbosch Municipality, has in terms of its EHAP provided alternative accommodation in the following manner (Refer Table 5):

Table 5: Current Municipal 5 point strategic framework with respect to evictions:

Strategy	Desired outcome
S1	Ensure that each Housing Project has a 10% allocation for emergency cases. This specifically done to foster and enhance integration of evictees into the general urban fabric.
S2	- Identify and develop dedicated emergency housing sites. This done in high traffic eviction areas and where a housing project is not envisaged in the immediate future and to meet the requirement in the Commando matter (see p. <i>supra</i>).
S3	Create an Emergency Housing Overlay Zone (EHOZ) to enable the provision of emergency housing in existing urban areas, where high eviction rates are observed. More commonly, this aspect refers to emergency housing in backyards ² .
S4	A portion of a development site where a large-scale eviction is about to occur in order to enable the development (if approved).
S5	The evictor and the evictee to find their own solution independent of the Municipality.

Historically, the Municipality provided alternative accommodation to evicted households in accordance with its EHAP, which allows for up to ten percent (10%) of any municipal housing project under construction to be allocated for emergency housing. In a more recent update of the policy, provision of alternative accommodation in the backyard of family and/or friends was implemented to alleviate the stress and strain of ever-increasing evictions.

6.6.2 POLICY GAPS

As mentioned, one of the main problems that the Municipality is currently experiencing with respect to evictions is access to suitable well-located land for emergency housing.

To date evicted households have been relocated to dedicated relocation sites linked to a housing project (10% rule) or relocated to a backyard of family and friends.

A clear and distinct gap in this policy is the dedicated sites for emergency housing. These sites in terms of Bromwell should be geographically well located to or in close proximity to where people are evicted (as far as possible allows).

² Accessed 23 March 2026, Available at <https://resource.capetown.gov.za/documentcentre/Documents/Procedures,%20guidelines%20and%20regulations/LPS-Booklet-3-Cantbuildaffordablerentalfatsonmyproperty.pdf>

6.6.3 CHALLENGES IN REALISING MANDATE WITH RESPECT TO EVICTIONS:

The Stellenbosch Municipality faces significant challenges to delivering on its Constitutional mandate regarding court order evictions. In the paragraphs below, some of the challenges are highlighted.

CHALLENGE 1:Subsidised Housing Projects:

There are no active housing projects currently under construction, which means that the Municipality cannot provide in the 10% allocation of emergency opportunities as envisaged in the EHAP.

³Any municipal housing project takes on average 10 - 20 from conception to implementation. The main drivers of these delays are *inter alia* bureaucratic delays⁴, driven by amongst others:

- i. Departmental differences;
- ii. Objections to housing related applications and/or pressure from abutting landowner; and
- iii. Land invasions of developable areas, etc...

CHALLENGE 2:Community Resistance:

⁵The Municipality is also faced with increasing resistance from communities where it has attempted to relocate evicted households. Recent confrontations with communities in some instances have escalated to levels of alleged violent interaction between community members and the law enforcement personnel of the Municipality. Notably, recent incidents of resistance have occurred in La Rochelle (Klapmuts), Mountainview (Jamestown), Mountain Breeze Caravan Park (Jamestown), Idas Valley and Cloetesville.

Table 6 hereunder is a summary of the most recent eviction cases (from December 2025) that the Municipality had to deal with where the local community obstructed the implementation of the Court Orders and denied alternative accommodation to the evictees.

Image 4: Cover page: Mini Review article

MINI REVIEW article
Front. Sustain. Cities, 29 April 2025
Sec. Cities in the Global South
Volume 7 - 2025 | <https://doi.org/10.3389/frsc.2025.1468965>

Planning approval of housing developments: case study of the city of Johannesburg and Tshwane metropolitan municipalities of South Africa

Table 6: Recent eviction matters

Eviction Matter	Area Evicted from	Number of Evictees	Medical Conditions / Disabilities	Relocation success
Osman v February, Dickson and Andreas	Idas Valley	16 individuals, including 6 minor children 3 households	3 with medical conditions	No
Fortuin Family	Jonkershoek	11 Individuals 10 Female, 1 Male 2 Households	2 Disabled	No
Edmund	Idas Valley	3 Families	N/A	Yes
Denysen	Jamestown	3 Families	N/A	Yes

³ Available at: <https://www.frontiersin.org/journals/sustainable-cities/articles/10.3389/frsc.2025.1468965/full> Accessed 28 March 2026

⁴ Available at: <https://www.frontiersin.org/journals/sustainable-cities/articles/10.3389/frsc.2025.1468965/full> Accessed 28 March 2026

⁵ Images from various social media

A group of people, including police officers, are standing in a line in a grassy area. In the background, a large mountain is visible under a blue sky with some clouds. The scene appears to be outdoors, possibly in a park or a public area.

2014 Urban Study

- Suburban Estates
- Green Area (Unimproved)
- Urban Agriculture and Open Space
- Mixed Use (Community and Business)
- Strategic City, Project and/or Work Area
- Water (Unimproved)
- Water (Improved)
- Areas where Space Needs/Project Area
- Proposed Light Rail Station
- Highway 101
- Highway 1
- Highway 2
- San Diego River

CHALLENGE 4:Perceived lack of communication by the Municipality:

A challenge faced by the Municipality is the constant accusation of lack of communication by the Municipality in eviction matters. One of the accusers indicated that eviction proceedings take long to conclude and this time lapse should provide municipalities ample time to do “proper” communication.

Historically the Municipality communicated evictions through the respective Ward Office where evictees will be relocated to.

CHALLENGE 5:Historical Relocation sites:

In accordance with the implementation of the EHAP the Klapmuts area and Mountainview Jamestown were the most used relocation suites because there were construction projects in the area. Klapmuts accommodated a diverse grouping of evictees, whilst in Mountainview more than 80%⁶ of evictees came from the surrounding farming areas or from Ward 21 in general. These evictees are usually people that had some or no connection to the farms or were regarded as problematic in some form or fashion. A few came from the Jamestown urban area and the Blaauwklippen area.

Both relocation sites are at capacity, and the Municipality is therefore in desperate need to provide, identify and develop new emergency sites either as part of a project or purposed developed area.

CHALLENGE 6:Perceived Political inertia:

Political inertia with respect to emergency housing sites. Most notable attempts⁷ at avoiding the current position that Council finds itself in are highlighted in the table 7 below:

Image 7: Cover page: Workshop 11 December 2025



⁶ Final verification of this percentage has not been completed and this therefore a best guesstimate.

⁷ This list is not exhaustive and is only a summary of the attempts (i.e. documents that were readily available to be sourced). The list excludes documents by the Human Settlements Departments (in general), the Planning departments, the Engineering departments or any other department.

Table 7: Documentary evidence of attempts to identify emergency housing sites

Council	Proposal/Recommendation	Key Action
1. 13th Council Meeting Minutes / Appendix 1 (2017-10-25)	To hold a workshop with relevant municipal directorates and Ward Councillors to determine criteria for selecting suitable emergency housing sites and formulate responses to uncertainties regarding the Emergency Housing Assistance Policy (EHAP).	Mandated the Director: Planning & Economic Development to coordinate the workshop and resubmit the item to Council for further consideration.
2. Identification of Land for Emergency Housing: Mayco Report (2018-02-14)	Recommended that the 20 sites originally identified in October 2017 be formally included in the Municipal Spatial Development Framework (MSDF) for emergency housing purposes.	Mandated the Directorate to determine the magnitude of need and proceed with rezoning the identified properties.
3. 16th Council Meeting Minutes: Item 7.3.1 (2018-03-28)	Formally resolved to include the land identified in "Appendix 1" for emergency housing in the MSDF.	Instructed that Klipmuts and other potential areas be investigated for suitability and that zoning be prepared if found available.
4. Site Selection: Cloetesville Underutilised Land (2019-01-09)	Proposed a shortlist of 8 potential sites in Cloetesville for emergency housing.	Specifically recommended Sites 1 and 6 as the most feasible for Phase 1 based on ownership, size, and potential unit yield.
5. Housing Project Status Report (Circa June 2020)	Detailed a "block approach" for the Kayamandi Town Centre redevelopment, requiring temporary relocation of residents to the Northern Extension.	Reported on feasibility studies for Erf 7001 (Cloetesville), Erf 64 (Kylemore), and Farm 34 (Vaaldraai) for infill and residential development.
6. Spatial Profile: EHP Stellenbosch Area (Post-2021)	Recommended the evaluation of a master list of government-owned land for potential Temporary Relocation Areas (TRAs).	Established "bare minimum" standards for temporary units, including a minimum size of 24m², Nutec construction, and proximity to economic opportunities.
7. JRKP Evict Item Annotated Council Agenda (2024-11-05)	Urged an immediate review of all relocation sites to accommodate 25 households facing court-ordered relocation by January 2026.	Noted that the Jamestown Mountainview TRA is at capacity and proposed the Emergency Housing Overlay Zone (EHOZ) to alleviate future placement issues.
8. EHOZ Item: Developing an Emergency Housing Framework (2025-04-02 – draft internal discussion document)	Proposed the establishment of the Emergency Housing Overlay Zone (EHOZ) to provide swift, adaptable land-use rights for emergency housing.	Identified that only 3 sites remain (Erf 2, La Motte; Farm 1024/3, Paarl; Erf 6887, Cloetesville) out of the original 19.
9. Draft Layout: Newman Street, Idas Valley (2025-11-28 - Draft)	A technical site layout proposal for a subdivision in Idas Valley.	Identified a total yield of 33 potential housing opportunities on this specific site.
10. Emergency Housing Presentation – MAYCO (2025-12-11)	Outlined the critical shortfall in available land and presented unit pricing options (Wendy Houses vs. ABTs).	Highlighted current active projects in Kylemore, Adam Tas Precinct 10, and Jamestown Phases 2 & 3.

6.7 EVICTION STATUS QUO / STATS

Stellenbosch Municipality has since August 2025 attempted to find alternative accommodation for 16 households in various areas. Most of these attempts were unsuccessful. Hereunder is a list of the most recent eviction matters since 2025.

Table 8: Municipal Attempts to Provide Alternative Accommodation since December 2025

Eviction Matter	Area Evicted From	Proposed Relocation Settlement	Number of Evictees	Medical Conditions / Disabilities	Relocation Success
Claytile	Bottelary Road	La Rochelle, Klipmuts	11 households	—	No
Fortuin Family	Jonkershoek	Mountainview, Jamestown	10 women, 1 man	2 disabled	No
Osman v February, Dickson & Andreas	Idas Valley	Idas Valley	16 individuals, including 6 children	3 with medical conditions	No
Fortuin Family	Jonkershoek	Cloetesville	10 women, 1 man	2 disabled	No

6.8 VACANT LAND STUDIES

Stellenbosch Municipality has a long history of identifying land for emergency housing. As far as can be recalled, between twenty (20) sites have been identified. There are a number of issues and actions that influence site identification. Most notable of the issues is the access to basic services and housing projects that were completed over time. Through the years the number of possible sites has changed from 19, to 20 to the current proposal of six (6). These evolution of the site selection must be read with table 7.

Furthermore, it must be read with the criteria as per the current implementation strategy, as well as the lists of possible emergency housing sites compiled over time.

Thus, the following erven highlighted in Table 9 hereunder has at various periods been identified as possible sites for emergency housing. These erven fell in and out of favour, for various reasons. The table gives a historic overview of identified sites and the possibility of implementation of historic reasons for falling out of favour are reviewed against current circumstances and the legal framework in terms of evictions.

Table 9: Identified possible sites for emergency housing

Site No.	Property Description	Location	Status/Note	Source / Council Document	Reason for ineligibility / Eligibility
1	Erf RE/6846	Cloetesville	Undeveloped	Housing Pipeline,	Eligible
2	Erf 2	La Motte	Undeveloped	Item 2017, Housing Pipeline,	Eligible
3	Farm No. 1024/3, Paarl Division	Wemmershoek	Undeveloped (Environmental issues)	Item 2017, Housing Pipeline,	Eligible
4	Erf 2183	Klapmuts	Partially occupied	Item 2017, Housing Pipeline, Spatial Profile EHP,	Eligible
5	Erf 64	Kylemore	Undeveloped state land	Item 2017	Eligible (Once transferred)
6	Farm 1006, Paarl Division	Meerlust	State land under transfer	Item 2017, Housing Pipeline, Draft EHP, Spatial Profile EHP	Eligible (Once transferred)
7	Farm 527	Jamestown	Partially developed	Item 2017, Housing Pipeline, Spatial Profile EHP	Eligible
18	Farm 182 & 183	Kaya Mandi	Partially developed	Item 2017, Spatial Profile EHP	Eligible once developed
	Farm 737 & 736/5	Klapmuts	Undeveloped		Eligible (Partially invaded by small farmers)
8	Erf 6301	Cloetesville	Undeveloped	Item 2017, Housing Pipeline,	Ineligible
9	Farm No. 744/3, Paarl Division	Klapmuts	Fully developed since	Item 2017, Housing Pipeline,	Ineligible (Project completed)
11	Farms 393/11, 1307/2 & 1307	Vlottenburg	Approved for but not yet developed private land	Item 2017, Housing Pipeline,	Ineligible (Project completed)
17	Langrug's existing informal areas	Franschhoek	Fully occupied	Item 2017	Ineligible (Totally invaded)
19	Erf 7272 and road reserve	Cloetesville	Undeveloped land	Item 2017	Ineligible
13	Erf 11330	Idas Valley	Approved for development	Item 2017	Ineligible (Project completed)

AGENDA

40TH MEETING OF THE COUNCIL
OF STELLENBOSCH MUNICIPALITY

2026-04-22

10	Farm No. 66/9, 74/3, 74/23	Koelenhof	Private land; partially developed since	Item 2017, Housing Pipeline,	Privately owned land
12	Farm 468/28	Lynedoch	Undeveloped private land	Item 2017, Housing Pipeline,	Privately owned land
14	Farm 183 (Vredenburg Road sites)	Devon Valley	Undeveloped; not suitable due to safety concerns	Item 2017	Ineligible
16	Farm 616, Erf 151, 154	Raithby	Partially developed private land	Item 2017	Privately owned land
15	Farms 281, 281 & 283/8	Vredenburg Farm	Undeveloped state land	Item 2017	

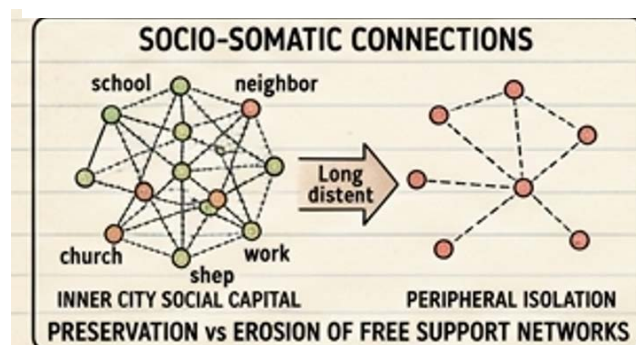
6.7.1 DECONSTRUCTION OF IDENTIFIED SITES VACANT LAND

6.7.1.1 BROMWELL REVISITED: (IN CONTEXT OF STELLENBOSCH MUNICIPALITY)

The concept "meaningful location" was introduced or re-affirmed in the Bromwell matter. In essence the concept means to include sense of place, sense of meaning and sense of history. Thus, in the context of the Bromwell judgement, "meaningful location" is no longer just a geographical coordinate; it is a functional requirement.

- Proximity to Livelihood: Accommodation must be "as near as feasibly possible" to the original site to prevent the severance of employment and educational ties.

Image 8: Impact of meaningful location



- Spatial Justice: The court rejected the "blanket policy" of relocating residents to the periphery (e.g., La Rochelle or Mountainview). In terms of the Bromwell judgement it is regarded or deemed to perpetuate apartheid-era spatial planning.
- Constitutional Standard: The location must preserve the dignity of the residents, acknowledging inter-generational ties to an area.

Image 9: Long term impact of meaningful on society and evictees

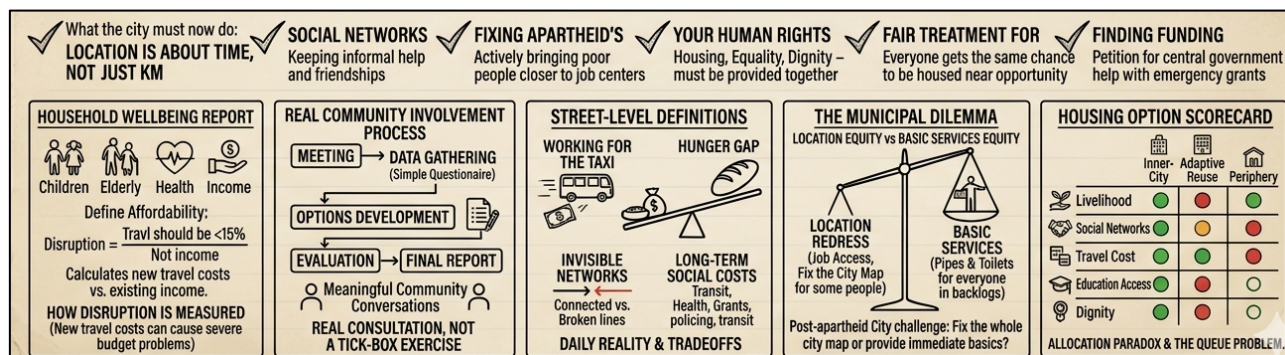


Image 9:

Thus, Bromwell necessitates an urgent revisit of Council's policy on emergency housing sites.

6.13 EMERGENCY HOUSING PROVISION

A deconstruction of the emergency housing provision, indicates that Council has provided two types of emergency housing sites, i.e. project related emergency housing sites and dedicated emergency housing sites. Project related (PR) emergency housing sites refers to sites identified as a part of a subsidised housing project. Refer to Table Dedicated (DR) emergency housing sites refers to sites identified for the exclusive purpose of providing emergency housing.

One of the key drivers for the identification of DR site is an areas propensity for Court ordered evictions. Table 10 hereunder is a draft list of possible sites that could potentially be used as dedicated emergency housing sites.

Image 10: Cover page: Housing**Table 10:** Current proposed DR emergency housing sites

	Vacant Site	Area (Settlement)	Previous / Current Use	Ownership	Strategy (S#)
1	Erf 2	La Motte	Decommissioned sewerage works	Stellenbosch Municipality	S2
2	Farm 736/5 & 737/8	Klapmuts	Invaded by small farmers	Stellenbosch Municipality	S2/S1
3	Portion of Farm 1024/3	Wemmershoek	Riemvasmaak informal settlement	Stellenbosch Municipality	S2
4	Erf RE/6846,	Cloetesville	Vacant erf	Stellenbosch Municipality	S2
5	Farm RE 527	Jamestown	Mountainview (TRA)	Stellenbosch Municipality	S1
6	Erf 11452 – 11463,	Idas Valley	Vacant erven	Stellenbosch Municipality	S3

S1 = Housing project with TRA, S2 = Purpose built emergency housing area, S3 = EHOZ implementation

An example of where such a site is urgently required is in Franschhoek valley and Idas Valley. Furthermore, the Housing Pipeline was investigated to look into specifically related (PR) sites that allow for emergency housing. Table 11 below is an extract from the Housing Pipeline of imminent projects. Table 11 is in accordance with the Housing Pipeline sites that can be used for emergency housing.

Table 11: Current proposed PR emergency housing sites and potential yields

No	Housing Pipeline project (2025-2028)	Projected opportunities	EHAP (10% rule)
1.	La Rochelle	109	10
2.	Erf 64	420	42
3.	Mountain View	284	28
4.	North Extension / Precinct 10	3500	350
5.	Meerlust	200	20
6.	Idas Valley	33	4
	TOTAL	4537	454

Table 12 hereunder is an indication of possible yields that dedicated emergency housing sites could produce.

Table 12: Current proposed DR emergency housing sites and possible yields

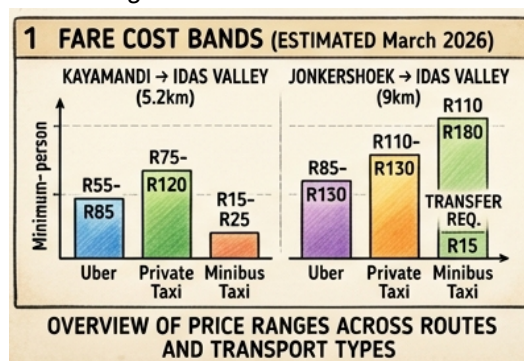
Proposed	Site	Projected opportunities	EHAP (10% rule)
Erf 2	Franschhoek	50	50
Farm 736/5	Klapmuts	1000	100
Phase 4 MV	Jamestown	800	80
Erf RE/6846	Cloetesville	50	50

6.14 Personal Circumstances Assessment:

One of the by-products of the Bromwell judgement is a personal circumstances assessment (PCA). The PCA measures amongst others household composition & stability, livelihood & economic interconnectedness, educational & social anchors of the evictees. The PCA is to measure if a relocation to a different area would increase the costs for food and transport of the family. If this combined increase is more than 15%, then it is not sensible to move the household to another area.

6.15. WAY FORWARD

Given the ever-increasing resistance of communities and the increase in the number of evictions matters received by the Municipality, it is proposed that Council approve sites as per the table for dedicated emergency housing sites in order for the Administration to apply for the appropriate and required land use rights and budget accordingly to achieve same.

Image 11: Scenarios of financial impact of meaningful location

	Vacant Site	Area (Settlement)	Previous / Current Use	Ownership	Strategy (S#)
1	Erf 2	La Motte	Decommissioned sewerage works	Stellenbosch Municipality	S2
2	Farm 736/5 & 737/8	Klapmuts	Invaded by small farmers	Stellenbosch Municipality	S2/S1
3	Portion of Farm 1024/3	Wemmershoek	Riemvasmaak informal settlement	Stellenbosch Municipality	S2
4	Erf RE/6846	Cloetesville	Vacant erf	Stellenbosch Municipality	S2
5	Farm RE 527	Jamestown	Mountainview (TRA)	Stellenbosch Municipality	S1
6	Erf 11452 – 11463	Idas Valley	Vacant erven	Stellenbosch Municipality	S3

7. FINANCIAL IMPLICATIONS

- 7.1 Significant financial implications will arise from the requirement to install new bulk and/or communal services (electricity, water, sanitation).
- 7.2 Increased operational costs (waste management, security, etc.) will occur if relocation to Jamestown TRA is approved.
- 7.3 The specific quantum will be reported once a decision on the site/strategy is made.

8. LEGAL IMPLICATIONS

- 8.1 The requirement to provide emergency accommodation is driven by court orders and constitutional obligations.
- 8.2 Failure to comply with court orders, will result in immediate legal implications for the Municipality.

9. STAFF IMPLICATIONS

- 9.1 Increased demand on the Informal Settlements, Infrastructure Services, and Community Development directorates.

10. RISK IMPLICATIONS10.1 Failure to comply with Court Orders:

The most immediate and serious risk is the failure to comply with court orders to provide alternative accommodation. This will likely result in a finding of contempt of court and failure to meet Constitutional obligations (the *Blue Moonlight* judgment). Alternatively, the applicants can appoint the Sheriff of the Court to evict the respondents with the assistance of the South African Police Services (SAPS).

10.2 Significant unplanned financial costs will be incurred for:

- Installing new bulk services (electricity, water, sanitation) and upgrading existing infrastructure.
- Increased operational costs (waste management, security).

10.3 Social Conflict Risk:

- Relocation to anywhere in the municipality is likely to cause significant resistance from current residents ("queue jumping" concerns) and the surrounding community.

10.4 Jurisdictional Overload:

- The Municipality's jurisdiction spans multiple magisterial districts and High Courts, meaning it faces a continuing and multi-front legal threat to provide alternative accommodation for an undefined number of future evictions.

11. COMMENTS FROM SENIOR MANAGEMENT**11.1 DIRECTOR: INFRASTRUCTURE SERVICES**

1. The Infrastructure Directorate confirms that the proposed allocated areas for emergency housing, are in close proximity to the planned formalized housing developments.
2. When the Planning Directorate would like to start with the Emergency Housing projects, that all relevant approvals such as engineering services and development rights would need to be in place.
3. If the Planning Directorate requires services such as Water, sanitation, roads, electricity etc, then these services need to be budgeted for prior to the construction of the emergency units.

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-
4. It is difficult to construct services for houses on land that has already been occupied, at which point the options available are both limited and very costly.
 5. We recommend installing basic services prior to construction of any top structures. (E.g. Completed Serviced sites).
 6. We confirm that Waste Management Services are available at the sites. However, Waste requires that the sites be designed in a way that a 19 m3 refuse compactor can enter and empty the bins. Housing Department to please co-ordinate the wheelie bin application process.

12. PREVIOUS / RELEVANT COUNCIL RESOLUTIONS16th Council Meeting: 2018/03/28**ANNEXURES**ANNEXURE 1 - 16th Council Meeting: 2018/03/28

ANNEXURE 2 - Desk top Study: Overview of Judicial requirements and Municipal response to SCA and Constitutional Judgements

FOR FURTHER DETAILS CONTACT:

NAME	<i>Johru Robyn</i>
POSITION	<i>Manager: Informal Settlements Development</i>
DIRECTORATE	<i>Planning and Economic Development</i>
CONTACT NUMBERS	<i>021- 808 8460</i>
E-MAIL ADDRESS	Johru.Robyn@ Stellenbosch.gov.za
REPORT DATE	<i>2026-03-30</i>

ANNEXURE 1

7.	CONSIDERATION OF ITEMS BY THE EXECUTIVE MAYOR: (ALD G VAN DEVENTER (MS))
----	---

7.1	COMMUNITY DEVELOPMENT AND COMMUNITY SERVICES: (PC: CLLR AR FRAZENBURG)
-----	---

NONE

7.2	CORPORATE AND STRATEGIC SERVICES: (PC: CLLR E GROENEWALD (MS))
-----	--

NONE

7.3	ECONOMIC DEVELOPMENT AND PLANNING: (PC: ALD JP SERDYN (MS))
-----	---

7.3.1	IDENTIFICATION OF LAND FOR EMERGENCY HOUSING
-------	--

Collaborator No:

IDP KPA Ref No:

D496

Meeting Date:

Mayco Meeting - 2018-02-14

1. SUBJECT: IDENTIFICATION OF LAND FOR EMERGENCY HOUSING

2. PURPOSE

A report identifying land for emergency housing served before Council on 2017-10-25: ITEM 7.3.2. The item is attached for reference purposes as **APPENDIX 1**.

At the meeting it was resolved to arrange for a special workshop to discuss the issues contained in the report.

The purpose of this report is to provide feedback of the workshop, to resubmit the agenda item as per paragraph (c) of the decision and to propose a way forward.

3. DELEGATED AUTHORITY

Municipal Council.

4. EXECUTIVE SUMMARY:

WORKSHOP RE EMERGENCY HOUSING

Council resolved at the meeting of 2017-10-25: ITEM 7.3.2

- (a) that in order to understand and agree on the uncertainties (as listed in paragraph 7 of the report), it is proposed that a workshop be held amongst the relevant municipal directorates and Ward Councillors, to:

FILE NR:

SCAN NR:

COLLABORATOR NR:

17/4/12

-
- (i) discuss, agree and formulate a response to the questions listed in paragraph 7;
 - (ii) determine criteria for the selection of suitable emergency housing sites;
 - (b) That the Director: Planning & Economic Development be mandated to coordinate the aforementioned workshop; and
 - (c) That after the workshop envisaged in (a) above, the item be resubmitted to Council for consideration.

Subsequent to the above resolution a workshop was held on Monday 13 November 2017 in Council Chambers. At the workshop it was agreed that councillors, and particularly ward councillors, will identify suitable land for emergency housing within their wards and that the land so identified will be brought under the attention in writing to the Speaker within 14 days of the workshop.

No proposal was received during this period or since the workshop. Hence no new land for emergency housing was included in this report.

16TH COUNCIL MEETING: 2018-03-28: ITEM 7.3.1

RESOLVED (majority vote)

- (a) that the land identified in the report attached as **APPENDIX 1** be included for emergency housing purposes in the Municipal Spatial Development Framework (MSDF);
- (b) that the Directorate: Planning and Economic Development continues with the process to determine the magnitude of, and need for, emergency housing and subsequently the extent of land required to provide an adequate response to emergency housing;
- (c) that other possible appropriate sites also be included in the Municipal Spatial Development Framework (MSDF); and
- (d) that Klapmuts and any other possible areas be investigated as to its suitability and availability for emergency housing, and that zoning be prepared if found suitable and available for the above purposes.

7.3

**ECONOMIC DEVELOPMENT
AND PLANNING**

ALD JP SERDYN (MS)

AGENDA

16TH COUNCIL MEETING OF THE COUNCIL
OF STELLENBOSCH MUNICIPALITY

2018-03-28

7.	CONSIDERATION OF ITEMS BY THE EXECUTIVE MAYOR: (ALD G VAN DEVENTER (MS))
----	---

7.1	COMMUNITY DEVELOPMENT AND COMMUNITY SERVICES: (PC: CLLR AR FRAZENBURG)
-----	---

NONE

7.2	CORPORATE AND STRATEGIC SERVICES: (PC: CLLR E GROENEWALD (MS))
-----	--

NONE

7.3	ECONOMIC DEVELOPMENT AND PLANNING: (PC: ALD JP SERDYN (MS))
-----	---

7.3.1	IDENTIFICATION OF LAND FOR EMERGENCY HOUSING
-------	--

Collaborator No:

IDP KPA Ref No:

Meeting Date:

D496

Mayco Meeting - 2018-02-14

1. SUBJECT: IDENTIFICATION OF LAND FOR EMERGENCY HOUSING

2. PURPOSE

A report identifying land for emergency housing served before Council on 2017-10-25: ITEM 7.3.2. The item is attached for reference purposes as **APPENDIX 1**.

At the meeting it was resolved to arrange for a special workshop to discuss the issues contained in the report.

The purpose of this report is to provide feedback of the workshop, to resubmit the agenda item as per paragraph (c) of the decision and to propose a way forward.

3. DELEGATED AUTHORITY

Municipal Council.

4. EXECUTIVE SUMMARY:

WORKSHOP RE EMERGENCY HOUSING

Council resolved at the meeting of 2017-10-25: ITEM 7.3.2

- (a) that in order to understand and agree on the uncertainties (as listed in paragraph 7 of the report), it is proposed that a workshop be held amongst the relevant municipal directorates and Ward Councillors, to:

AGENDA

16TH COUNCIL MEETING OF THE COUNCIL
OF STELLENBOSCH MUNICIPALITY

2018-03-28

-
- (i) discuss, agree and formulate a response to the questions listed in paragraph 7;
 - (ii) determine criteria for the selection of suitable emergency housing sites;
 - (b) That the Director: Planning & Economic Development be mandated to coordinate the aforementioned workshop; and
 - (c) That after the workshop envisaged in (a) above, the item be resubmitted to Council for consideration.

Subsequent to the above resolution a workshop was held on Monday 13 November 2017 in Council Chambers. At the workshop it was agreed that councillors, and particularly ward councillors, will identify suitable land for emergency housing within their wards and that the land so identified will be brought under the attention in writing to the Speaker within 14 days of the workshop.

No proposal was received during this period or since the workshop. Hence no new land for emergency housing was included in this report.

5. **RECOMMENDATIONS****MAYORAL COMMITTEE MEETING: 2018-02-14: ITEM 5.3.2****RESOLVED****That it be recommended to Council:**

- (a) that the land identified in the report attached as **APPENDIX 1** be included for emergency housing purposes in the Municipal Spatial Development Framework (MSDF);
- (b) that the Directorate: Planning and Economic Development continues with the process to determine the magnitude of, and need for, emergency housing and subsequently the extent of land required to provide an adequate response to emergency housing;
- (c) that other possible appropriate sites also be included in the Municipal Spatial Development Framework (MSDF); and
- (d) that Klappmuts and any other possible areas be investigated as to its suitability and availability for emergency housing, and that zoning be prepared if found suitable and available for the above purposes.

6. **DISCUSSION / CONTENTS**6.1 **FINANCIAL IMPLICATIONS**

Obtaining the appropriate land use rights for identified land will have a financial impact as the land has to be rezoned and serviced to an agreeable standard. Depending on the size, location and state of the land identified, this process will entail obtaining environmental and/or heritage authorization and vigorous public participation.

No funds are currently available to undertake such applications. Financial implications will need to be dealt with in the upcoming financial cycle.

6.2 LEGAL IMPLICATIONS

The municipality is under an obligation to provide housing opportunities for the community and particularly to address emergency housing needs.

Planning legislation makes provision for a local authority to rezone and service land for the required use. The Spatial Planning and Land Use Management Act prescribe the legal process to be followed in order to obtain the appropriate land use rights which Council will have to adhere to during the process.

6.3 CONCLUSION

Dealing with emergency housing effectively is complex and difficult due to conflicting and often incommensurable development imperatives required of local governments grappling with addressing the emergency needs (of mostly poor people) and the long-term development of sustainable human settlements. The responsibility to build efficient and investment-friendly cities and to address other very relevant developmental concerns may result in a lack of alignment of urban policy.

Including and integrating emergency housing as part of the Spatial Development Framework will go a long way to achieve a proactive approach to providing such assistance.

However, to enable the inclusion of emergency housing and in order to make it an integral part of urban policy it is necessary to fully understand what constitutes "emergency housing" and what the response of the municipality should be planning for it. Agreement amongst all role-players, including the broader community, is essential to obtain a focused approach in dealing with the matter once and for all.

7. ANNEXURES

Appendix 1: Identification of land for Emergency Housing Assistance Policy:
ITEM 7.3.2, 2017-10-25

Appendix 1

IDENTIFICATION OF LAND FOR EMERGENCY HOUSING: ITEM 7.3.2, 2017-10-25

7.3.2	IDENTIFICATION OF LAND FOR EMERGENCY HOUSING: PHASE 1
--------------	--

1. PURPOSE OF REPORT

To inform Council on the processes followed to date with the identification of land for emergency housing in the WC024 municipal area; to propose a way forward to finalise the process for identifying appropriate land; and to gain authorisation for a workshop with Council regarding the matter.

2. BACKGROUND

Evictions in terms of the Extension of Security of Tenure Act, No. 62 of 1997 (ESTA) and other relevant legislation have increased over the past few years. Stellenbosch Municipality has received a significant number of notices for eviction. Council has a constitutional obligation to provide temporary relief to people in urban and rural areas who find themselves in emergency situations.

As was recently evident from the devastating fires in the Southern Cape and flooding on the Cape Peninsula it is clear that the term "emergency housing" does not relate only to evictions of the poor in communities, but a variety of mostly unforeseen incidents can create an unplanned need for emergency housing. It is predicted that climate change will contribute to a significant increase in the likelihood that disasters such as veld fires, flooding, droughts, tornadoes, hailstorms, extreme heat etc. will occur more frequently and potentially with greater vigour.

For the municipality to be in a position to render assistance effectively it has to plan for such eventualities (proactive) and be ready to assist once the need was identified (reactive). At the moment appropriate located land, zoned correctly and serviced to an acceptable standard is lacking and hampers the process of assisting those in need speedily. Notwithstanding the aforementioned the municipality, when and where possible, should seek to take preventative measures and should avoid using policies indiscriminately or in a manner that may incentivise negligence.

Section 26 (1) and (2) of the Constitution of the Republic of South Africa, (Act 108 of 1996) compels the municipality to provide for adequate housing or take reasonable legislative and other measures within its available resources to achieve the progressive realisation of the right to have access to adequate housing.

13TH COUNCIL MEETING: 2017-10-25: ITEM 7.3.2**RESOLVED** (majority vote)

- (a) that in order to understand and agree on the uncertainties (as listed in paragraph 7 of the report), it is proposed that a workshop be held amongst the relevant municipal directorates and Ward Councillors, to:
 - (i) discuss, agree and formulate a response to the questions listed in paragraph 7;
 - (ii) determine criteria for the selection of suitable emergency housing sites;

MINUTES

13TH COUNCIL MEETING OF THE COUNCIL
OF STELLENBOSCH MUNICIPALITY

2017-10-25

-
- (b) that the Director: Planning & Economic Development be mandated to coordinate the aforementioned workshop; and
- (c) that after the workshop envisaged in (a) above, the item be resubmitted to Council for consideration.

Councillor F Adams requested that his vote of dissent be minuted.

Meeting:	13 th Council: 2017-10-25	Submitted by Directorate:	Economic Development & Planning Services
Ref No:	17/P/4 & 17/4/3	Author:	Manager: Spatial Planning
Collab:	544596	Referred from:	Mayco:2017-10-11

APPENDIX 1

APPENDIX 1

**STELLENBOSCH MUNICIPALITY REVISED EMERGENCY HOUSING
ASSISTANCE POLICY**

1. INTRODUCTION

The Municipality recognises that it has a shared obligation in terms of, among others, section 26(2) of the Constitution of the Republic of South Africa, 1996, Act 108 of 1996 (the Constitution) to take reasonable legislative and other measures, within its available resources, to achieve the progressive realisation of the right to have access to adequate housing.

The Municipality further recognises its shared obligation to assist persons who are destitute, in desperate need and crisis situations.

In fulfilment of these obligations the Municipality must endeavour to have a coherent program or policy in place within its available resources to assist persons who are destitute, in desperate need and crisis situations.

This Policy is implemented in furtherance and fulfilment of the Municipality's shared obligations in terms of the Constitution, other relevant legislation, related statutory instruments and case law to provide temporary assistance to persons who are destitute and in desperate need and/or crisis situations and to lay down guidelines in this regard.

The principles outlined in this Policy will be incorporated into the housing strategy/plan of the Municipality.

The Municipality in terms of this Policy aims to express itself on only emergency housing assistance which is a facet of the Housing Plan of Stellenbosch Municipal Council. It is thus clear that this policy of the National Housing Code only governs provision of housing in emergency circumstances described in Chapter 12, which is not tantamount to the progressive realisation of housing for all inhabitants.

2. AIMS OF THE POLICY

This Policy seeks to establish a basis for the implementation of all relevant and applicable legislation case law and statutory instruments which is utilised in the decision making process on the provision of emergency housing.

The aim is to provide temporary aid and assistance in the form of basic municipal engineering services and/or shelter in emergency situations as elaborated upon hereunder to persons who are destitute and in desperate need and/or crisis situations.

Note that the provision of this type of assistance does not detract from the municipality's overall objectives in terms of section 26 of the "Constitution," and does not promote queue jumping in that the provision of this type of temporary assistance is limited to emergencies.

3. DEFINITIONS

In this Policy, the following words shall, unless otherwise stated or inconsistent with the context in which they appear, bear the following meanings¹:

- | | |
|--|--|
| 3.1 Basic municipal engineering services | Limited to potable water services, sanitation services, access roads and open lined storm water systems provided on a shared base in a dense settlement pattern; |
| 3.2 Beneficiaries / Victims | Persons who are resident in the jurisdiction of the municipality and find themselves in an emergency and who are desperately poor, homeless and unable to address their housing emergency from own resources or from other resources such as willing relatives or friends; |
| 3.3 Budget | The allocation of funds for emergency housing in any given financial year. These funds may differ from year to year; |
| 3.4 Emergency sites | Pieces of land in municipal ownership identified by Council from time to time for the provision of emergency housing. |
| 3.5 Emergency / Disaster | Disaster as contemplated under the Disaster Management Act (57 of 2002); Emergency as contemplated under the Disaster Management Act and called by the Disaster Management Department of Stellenbosch Municipality; |

¹ All definitions obtained and where necessary modified from WordWeb <http://wordweb.info/free/>

3.6 Eviction / (Orders)	An order granted by competent Court for an eviction. This document distinguishes between a formal eviction and an informal eviction, as explained in clause 3.9 and 3.10 hereunder;
3.7 Evictee	Person expelled or ejected without recourse to legal process or forced to move out by a legal process;
3.8 Evictor	Person expelling or ejecting another without recourse to legal process or forces another to move out by a legal process;
3.9 Formal eviction	Eviction in accordance with an eviction order from a competent Court;
3.10 Informal eviction	Persons are put out on the street without any Court proceedings or a judgement or an eviction order from a competent Court. (These evictions usually occur over weekends or at night)
3.11 Informal dwelling ²	A structure that is constructed with wood, iron, plastic or a combination of these materials, which does not meet the standards of safety in building and does not comply with the National Building Regulations. These structures can be found in backyards or in informal settlements;
3.12 Municipality	Stellenbosch Municipality;
3.13 Meaningful engagement	Municipality and representatives from both parties in the eviction matter negotiate the terms under

² Modified. Original defu available at www.capetown.gov.za/eu/stats/documents/informal%20Dwellings.htm. Accessed 8 March 2015

- which the court judgement must be executed;
- 3.14 **Mediation**
- The act of intervening for the purpose of bringing about a settlement.
- 3.15 **Policy**
- The policy set out in this document as amended from time to time;
- 3.16 **Prescribed form**
- The application form/affidavit attached to this Policy for emergency housing assistance
APPENDIX 1;
- 3.17 **Professionally declared**
- The professional opinion and recommendation of a consultant or an official of Council who specialise in that field of expertise;
- 3.18 **Relocation**
- The removal of people by the municipality from their place of residence to a suitable location in accordance with the prescribe(s) of various Court judgements;
- 3.19 **Report(s) to Court**
- Municipality prepares a report for Court setting out the terms for meaningful engagement / mediation and/or the provision of alternative accommodation;
- 3.20 **Settlement Agreement**
- Settlement Agreement is the agreement reached between the parties and is submitted as part of the Court proceedings;
- 3.21 **"Surprise" Eviction**
- Where the evictee fails to inform the Municipality timeously of a formal eviction or when an informal eviction occurs over night or during a weekend without prior knowledge by the Municipality of said eviction;
- 3.22 **Temporary Relocation Area**
- An area identified by Council where the persons affected by emergencies can be

accommodated on a temporary basis.

In this Policy words importing the masculine gender include the feminine and neuter genders and *vice versa*; the singular includes the plural and *vice versa*; and natural persons include artificial persons and *vice versa*.

4. SCOPE, APPLICATION AND CRITERIA

This Policy will only apply to persons who are destitute and who find themselves in desperate need and/or crisis situations, such situations being referred to and defined below as "Emergencies", and only these persons will qualify for temporary emergency housing assistance (TEPA) under this Policy.

In the event of persons facing eviction, an eviction order must first be obtained from a competent Court before such persons will be assisted under this Policy.

The purpose of this Policy is ***not to:***

- assist landowners, in the absence of legal eviction proceedings, with the provision of alternative accommodation for occupiers of their properties;
- provide alternative accommodation to occupiers where such responsibility is on the landowners;
- Promote or foster queue-jumping by persons not listed on the Municipality's ordinary waiting list for housing.

Assistance provided under this Policy will only be of a temporary nature, and is not intended to provide a permanent solution and should not be considered as such.

4.1 Emergencies

An emergency exists when the Municipality, after application by the affected persons on the prescribed form, has confirmed that the persons affected qualify as a "Beneficiary". Table 1 (below) is a non-exhaustive list of possible categories of emergency.

Table 1: Categories of Emergency

Categories of Emergency		Competent Authority / Department / Directorate
4.1.1	Destitute and homeless as a result of a declared state of disaster , where assistance is required, including cases where initial remedial measures have been taken in terms of the Disaster Management Act, 2002 (Act No. 57 of 2002) by government, to alleviate the immediate crisis situation;	1. Disaster Management
4.1.2	Destitute and homeless as a result of a situation which is not declared as a disaster / emergency, but destitution is caused by extraordinary occurrences such as floods, strong winds, severe rainstorms and/or hail, snow, devastating fires, earthquakes and/or sinkholes or large disastrous industrial incidents;	2. Disaster Management
4.1.3	Or live in professionally declared dangerous conditions such as on land being prone to dangerous flooding, or land which is dolomitic, undermined at shallow depth, or prone to sinkholes or an a landfill site;	1. Planning & Economic Development 2. Engineering Services
4.1.4	Or live in the way of engineering services or proposed services such as those for water, sewerage, power, roads or railways, or in reserves established for any such purposes;	1. Engineering Services
4.1.5	Or are legally evicted or threatened with imminent eviction in accordance with a final eviction order from a competent Court from land or from unsafe buildings, or are in unsafe situations where based on professional advice warrants proactive steps ought to be taken to forestall such consequences;	1. Human Settlements in consultation with Legal Services
4.1.6	Or whose homes are demolished , or who are in situations where proactive steps ought to be taken to forestall such consequences;	1. Planning & Economic Development 2. Disaster Management 3. Law Enforcement
4.1.7	Or are displaced or threatened with imminent displacements as a result	1. Law Enforcement 2. Disaster Management

	of a state of civil conflict or unrest, or are in situations where pro-active steps ought to be taken to forestall such consequences;	3. Planning & Economic Development 4. Human Settlements in consultation with Legal Services
4.1.8	Or live in professionally declared conditions that pose immediate threats to life, health and safety and require emergency assistance; or	1. Engineering Services 2. Planning & Economic Development 3. Disaster Management

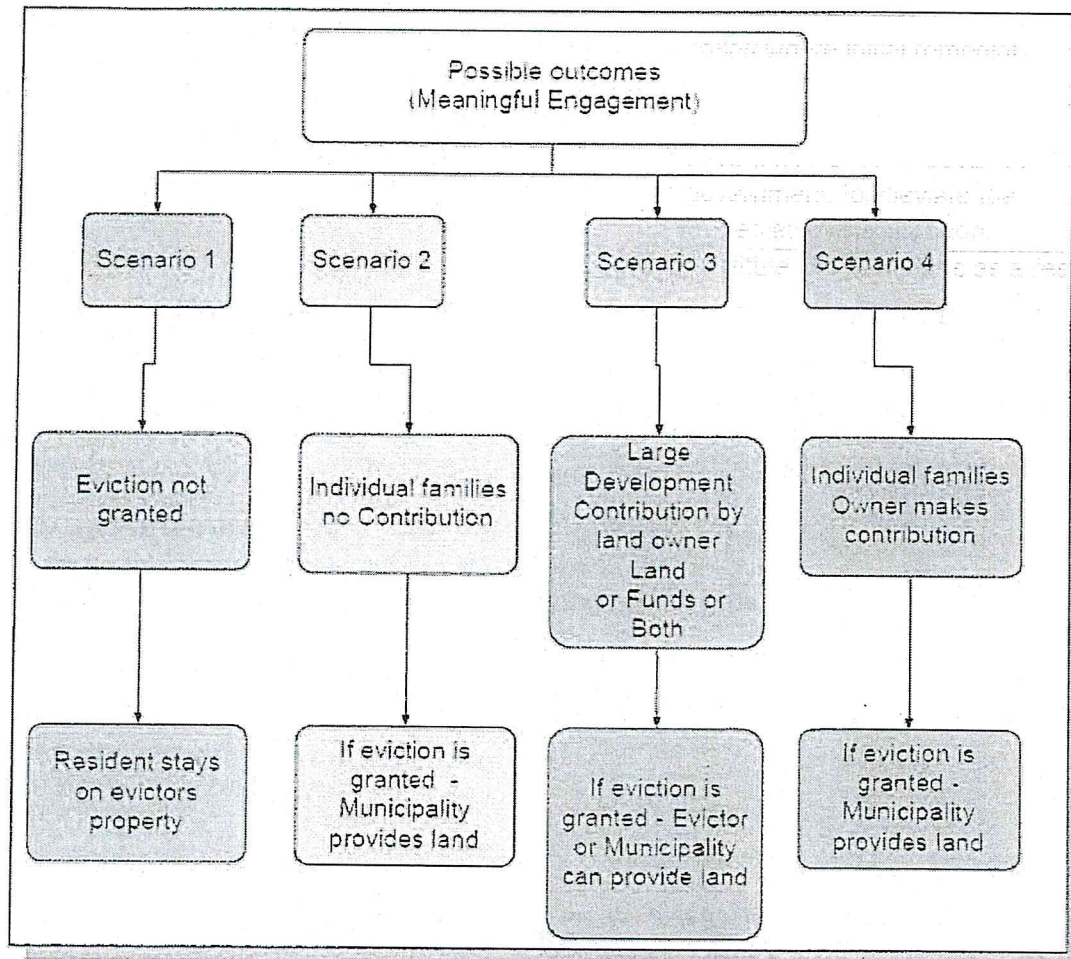
4.2 Meaningful engagement

The process of meaningful engagement was developed over time by various Court judgments to ensure that Municipalities are involved in the eviction process from an early stage. Therefore the purpose of the meaningful engagement process is to reduce the number of incidences where the municipality is "surprised" by a formal or informal eviction.

Effectively all parties negotiate the terms under which an eviction can occur and these terms eventually become the order of the court. In accordance with this process 4 scenarios are investigated, discussed and negotiated. The outcome of the meaningful engagement process becomes the order of the court.

Fig 1: Meaningful Engagement (scenarios)

5.



5. FUNDING / BUDGET

- 5.1 The Municipality recognises that it has a shared obligation, within its available resources, to implement this Policy and will, within its available resources and insofar as is possible, assist those persons who require immediate assistance, in terms of this policy.
- 5.2 The Municipality will also apply for any/all possible funding available from outside sources.
- 5.3 An emergency revolving fund will be established in which all funds including funds obtained from the relevant National/Provincial department in terms of the relevant application; funds from other sources of the Municipality as well as external funding contributions received will be deposited in order to address the objectives of this Policy.

6. CATEGORIES OF ASSISTANCE

Once an emergency has been declared by the relevant authority / Department / Directorate the Municipality provides various types and levels of assistance. Table 2 hereunder provides a non-exhaustive list of assistance. The list is compiled from observations by the ISD of assistance over the last 5 years.

Table 2: Categories of Assistance

Circumstance (category of emergency)	Type of assistance		By Whom / order of ascendancy (delegation)	Example	
Minimal structural damage (at most)	Emergency Kit	Materials	1. Disaster Management	Vehicle accidents all areas ³	Fire / Flood
Declared Emergency by Disaster Management Department in accordance with the Disaster Management Act Total destruction of structure	Enhanced Emergency Kit Refer also clause 6.1 to clause 6.4 hereunder	Materials	1. Disaster Management 2. JOC 3. Council	Langrug Fire	Fire
Eviction Order	Wendy House	3x3, 6x3 or 9x3 structure, depending on family size Note: 3 x 3 for single or couples with no dependents 3 x 6 families up to and including 5 individuals 3 x 9 families up to and including 10 individuals Specifications determined from time to time.	1. Human Settlements in consultation with Legal Services 2. MM 3. Council	Kreefgat, Jamestown Zone A, Kayamandi Landfill	Fire Fire Eviction order
Relocation by Municipality	Wendy House	3x3, 6x3 or 9x3 structure, depending on family size Note: 3 x 3 for single or couples with no dependents 3 x 6 families up to and including 5 individuals 3 x 9 families up to and including 10 individuals	1. JOC 2. Council 3. Legal Section	Kreefgat / 7de Laan, Jamestown Zone A, Kayamandi Landfill	Fire Fire Eviction order

³ Taxis on a regular basis drive into informal structures

		Specifications determined from time to time.			
Evicted over weekend or at night	Community Halls		1. Disaster Management 2. Law Enforcement 3. Council		

The level of assistance by the municipality depends on various cases highlighted above and elaborated in above mentioned table.

The various categories of assistance provided under this Policy depend on the specific circumstances and are dictated by the specific situation, as the case may be. The various categories are the following:

6.1 Accommodation kept in reserve for possible disasters / emergencies

- This entails the accommodation of persons in community halls or other buildings designated for this purpose as a temporary measure.

6.2 Temporary accommodation that is readily available

- This entails the temporary accommodation of persons at any place as decided by Council from time to time.
- Persons assisted will be provided with a temporary residential unit of a dignified nature and have access to services, which may be communal.

6.3 Transitional accommodation

- This form of accommodation will be established under the relevant housing programme of national and provincial government by setting aside a minimum of 10% of the total number of sites for formal housing in human settlement projects, as identified and earmarked by the Municipality from time to time, or sites identified by the Municipality for emergency accommodation and applying for funding in this regard, depending on the need that may exist.
- Persons assisted will be provided with a structure that meets the requirements of the relevant chapter of the National Housing Code and have access to services, which may be communal.

6.4 Shelters

- This entails the temporary accommodation of persons at one of the shelters operated or funded by the Municipality; as showed in the above mentioned table.

It is in the discretion of the Municipality to determine which categories of assistance apply to specific persons and which category of assistance to use in a specific situation, depending on, and with reference and having regard to, the specific circumstances of particular persons.

The assistance is only of a temporary nature and should not be considered as a permanent measure.

The Municipality can and reserves the right to, in its discretion, temporarily move persons to another suitable site.

Any person assisted under this Policy will be required to enter into an agreement with the Municipality in order to regulate the terms and conditions of such person's accommodation, in particular the temporary nature thereof and any ancillary and/or related obligations.

7. SHORT TITLE AND COMMENCEMENT

This policy is the only document of Council/Municipality that regulates Emergency Housing needs and shall be called **Emergency Housing Assistance Policy (EHAP)** and shall come into operation on the date of the final adoption by Council.

APPENDIX 2

1. Erf 6887, Stellenbosch (Cloetesville) & Abutting Road Reserve - *undeveloped*



Wemmershoek

Farm No. 1024/3, Paarl Division

RE3/1615

1615

Google Earth

[illegible]

5 Erf 64, Kylemore – undeveloped state land



6. Farm 1006, Paarl Division (Meerlust) – state land under transfer.



7. Jamestown (Farm 527, Stellenbosch) – *partially developed*.



8. Erf 6301, Stellenbosch (Cloetesville) - *undeveloped*



9. Klapmuts (Farm No. 744/3, Paarl Division) – *Fully development since.*



10. Koelenhof (Farm No. 66/9, 74/3, 74/23, Stellenbosch) – *private land which is partially developed since*



11. Vlottenburg (Farms 393/11, 1307/2 & 1307, Stellenbosch) – approved for but not yet developed private land



12. Lynedoch (Farm 468/28, Stellenbosch) – undeveloped private land



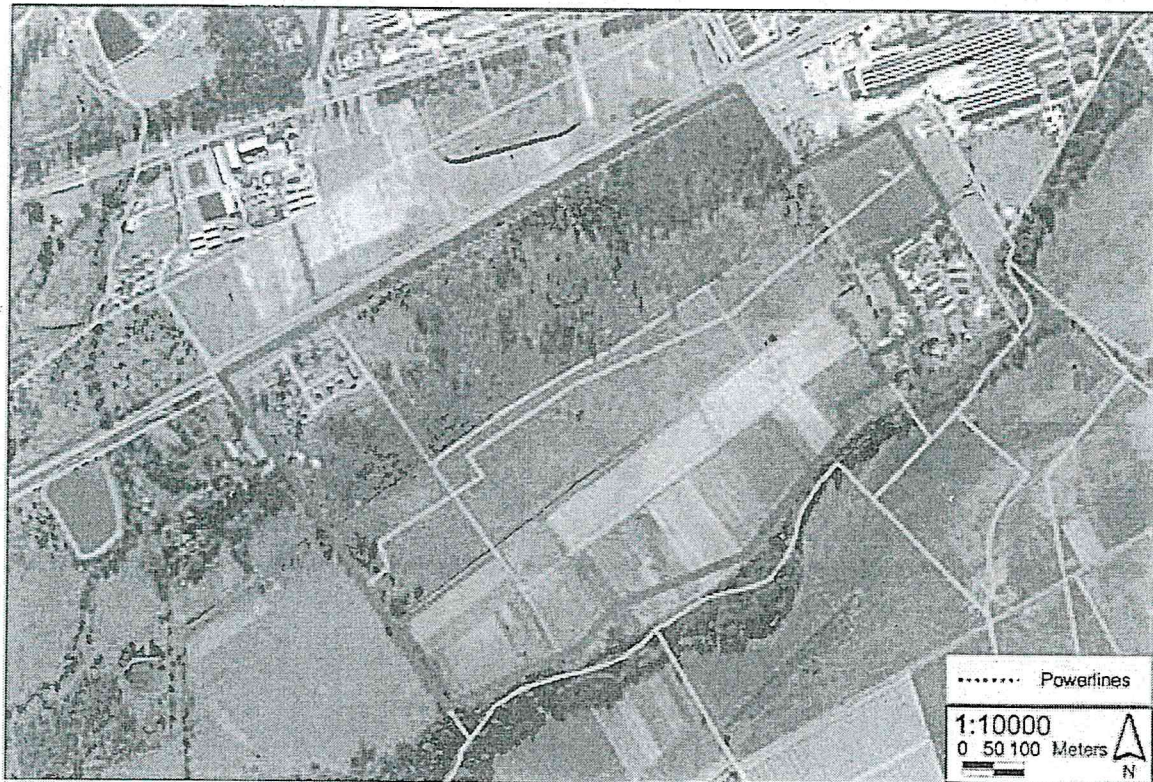
13. Idas Valley (Erf 11330, Stellenbosch) – *approved for development.*



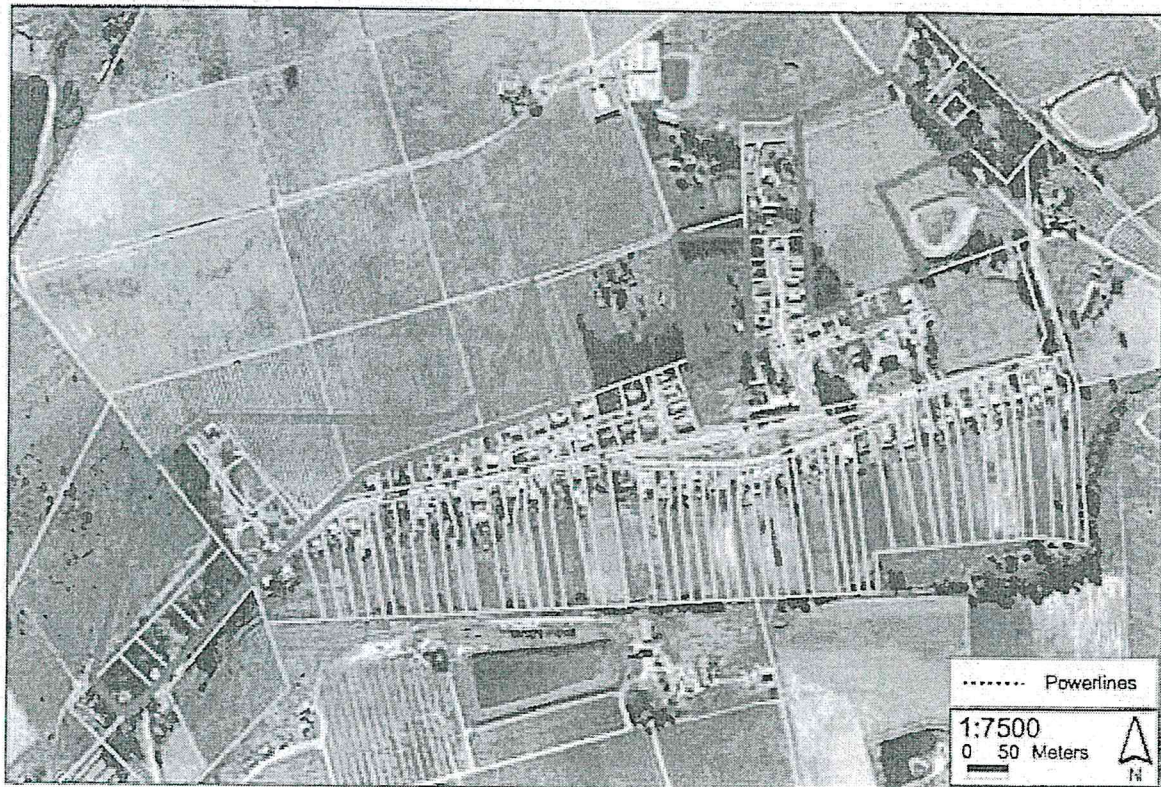
14. Devon Valley, Vredenburg Road sites (Farm 183, Stellenbosch) – *undeveloped but not suitable due to safety concerns.*



15. Vredenburg Farm (Farms 281, 281 & 283/8, Stellenbosch) – undeveloped state land



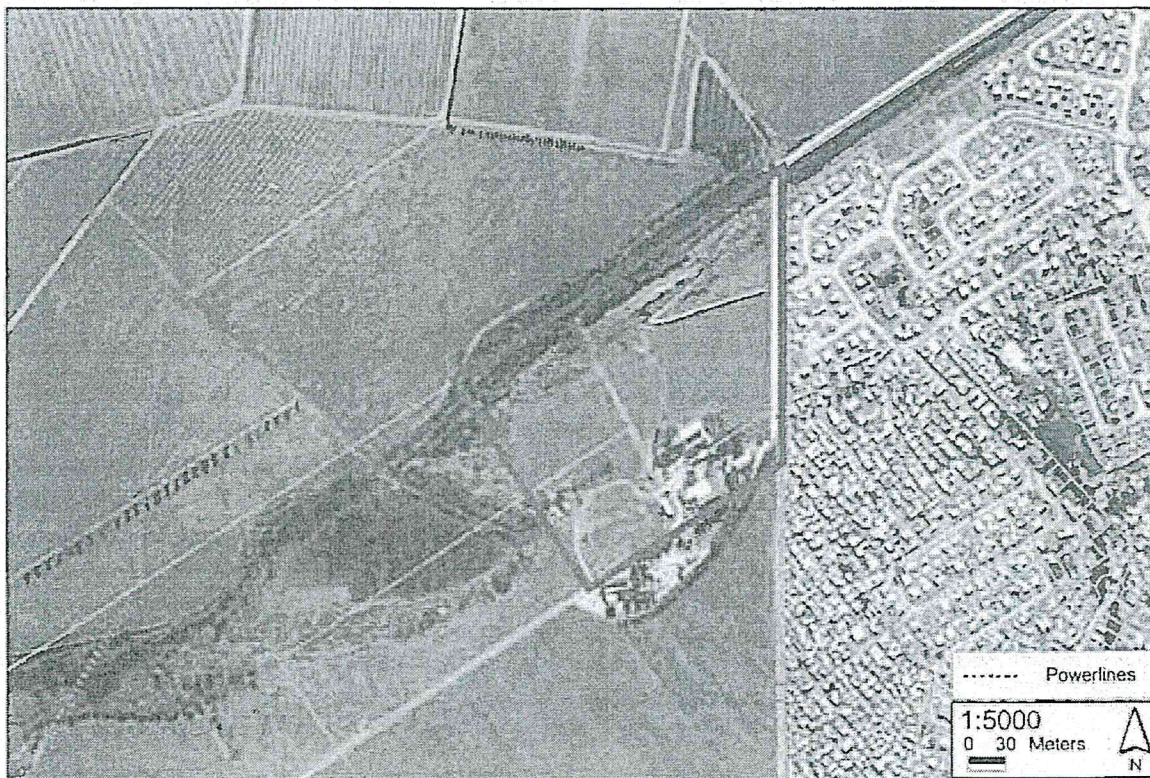
16. Raithby (Farm 616, Erf 151, 154) – partially developed private land.

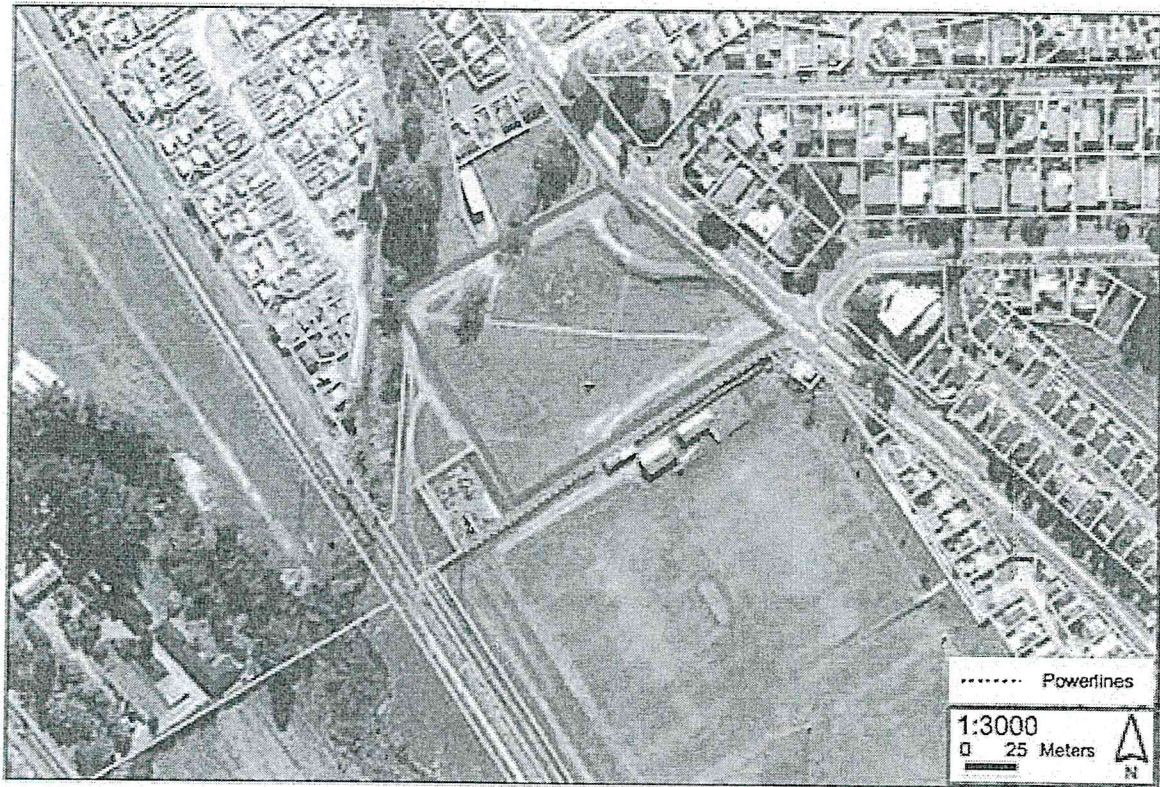


17. Franschhoek (Langrug's existing informal residential areas was identified) – *fully occupied*.



18. Kaya Mandi (Farm 182 & 183, Stellenbosch) – *partially developed*.





20. Farm 527, Stellenbosch (Jamestown) – partially developed.



APPENDIX 3

Appendix 3

Comments from the Department Human Settlements & Property Management:

FURTHER COMMENTS

1. The item should also draw Council's attention to the temporary structures which are needed to relocate families in these proposed developments. The material used should be of a more durable nature e.g. Nu-tec and Council should budget for this.
2. The item should also (if possible) provide a comment on the availability of electricity in these areas.

POSSIBLE DISCUSSION POINTS

- 1.1 Access to electricity in these areas;
- 1.2 The leasing of these properties (rental agreements);
- 1.3 Water saving methods (pre-paid water meters, water tanks, etc.).

ANNEXURE 2

APPENDIX 2

DESKTOP STUDY: In accordance with recent judicial mandates—specifically the 2024 Constitutional Court ruling against the City of Cape Town—municipalities have fundamentally revised their zoning bylaws and planning frameworks in 2026. These updates shift from a "shelter-only" model to one of "spatial justice," integrating emergency housing into the core urban fabric rather than peripheral "relocation camps."

The following is an analysis of the specific regulatory mechanisms updated as of early 2026.

1. The "Incentive Overlay Zone" (IOZ) Expansion

To meet proximity mandates, cities have moved beyond static zoning to dynamic "Overlay Zones." These allow for higher density and mixed-use rights specifically for affordable and emergency housing in well-located areas.

- **The Update:** New IOZs have been established in transit-oriented corridors (e.g., Maitland, Parow, and Bellville in Cape Town).
- **Proximity Mechanism:** Property owners within these zones receive **enhanced development rights** (increased floor space index and reduced parking requirements) if a percentage of the units are allocated for affordable or temporary emergency accommodation.
- **Source:** *City of Cape Town Municipal Planning Amendment By-law, 2025; Property Wheel (June 2025/Feb 2026).*

2. Residential Zone III (R1/R3) Reclassification

Bylaws have been amended to allow for "Micro-developer" rights as a primary use, rather than requiring expensive and lengthy rezoning applications.

- **The Update:** Single Residential zoning (now often unified as **Residential Zoning R1**) now includes "additional use rights" for up to 8–12 affordable rental units or temporary structures on a single erf.
- **Proximity Mechanism:** By "legalizing" densification in existing suburbs, the state can house evictees within their current neighborhoods (backyard dwellings) rather than relocating them kilometers away.
- **Source:** *George Municipality Backyard Housing Strategy (February 2025); CCT Municipal Planning Amendment By-law (October 2025).*

3. Section 68: "Temporary Disaster Housing" Exemptions

A critical legal pivot in 2025/2026 was the streamlining of land use for emergencies to bypass the bureaucratic delays that previously justified distant relocations.

- **The Update:** Amendments to **Section 68 of the Municipal Planning By-law (MPBL)** now empower the City to deploy temporary housing on land *not* specifically zoned for it for up to 12 months without a prior public participation process.
- **Proximity Mechanism:** This allows the city to utilize vacant municipal land (e.g., parking lots or unused school fields) in high-value areas for immediate, short-term relief near the site of eviction.
- **Source:** *City of Cape Town Council Proceedings (June 2025); Draft Temporary Emergency Accommodation Policy (February 2026).*

4. Personal Circumstances Assessment (PCA) Integration

Following the *Commando v. City of Cape Town* ruling, the 2026 bylaws now mandate a "Meaningful Engagement" phase that is codified into the land-use application.

- **The Update:** The **Draft Temporary Emergency Accommodation Policy (Feb 2026)** requires a case-by-case assessment of "Functional Proximity."
- **Proximity Mechanism:** Decision-makers are legally barred from offering a relocation site if the "Proximity Score" (distance to current school/workplace) exceeds a certain threshold, unless no other land is available within the municipal fiscus.
- **Source:** *City of Cape Town Draft TEA Policy (Public Participation Process, February 2026).*

AGENDA

40TH MEETING OF THE COUNCIL
OF STELLENBOSCH MUNICIPALITY

2026-04-22

10.6	INFRASTRUCTURE SERVICES : (PC : R PHEIFFER)
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NONE

10.7	PARKS, OPEN SPACES AND ENVIRONMENT: (PC: CLLR J WILLIAMS)
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NONE

10.8	PLANNING AND LOCAL ECONOMIC DEVELOPMENT AND TOURISM: (PC: CLLR T KUMM)
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10.8.1	ADAM TAS CORRIDOR (ATC): APPROVAL OF THE TERMS OF REFERENCES FOR THE ADAM TAS CORRIDOR STEERING COMMITTEE AND THE DEVELOPMENT FACILITATION UNIT (DFU)
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Collaborator No: 803524
 IDP KPA Ref No: Valley of Opportunity
 Meeting Date: 15 April 2026

1. SUBJECT: ADAM TAS CORRIDOR (ATC): APPROVAL OF THE TERMS OF REFERENCES FOR THE ADAM TAS CORRIDOR STEERING COMMITTEE AND THE DEVELOPMENT FACILITATION UNIT (DFU)

2. PURPOSE

To request Council to approve the Terms of References (ToRs) for the Adam Tas Corridor Steering Committee and the Adam Tas Corridor Development Facilitation Unit (DFU) as part of the institutional arrangements required to support the implementation of the Adam Tas Corridor Local Spatial Development Framework (LSDF) and the ATC Overlay Zone.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

The Adam Tas Corridor (ATC) is one of the most significant catalytic spatial transformation projects within Stellenbosch Municipality. The project area covers approximately 375 hectares of largely underutilised industrial and agricultural land along Adam Tas Road, connecting Kayamandi, Cloetesville, and the Stellenbosch town centre.

To realise the vision of transforming this corridor into a mixed-use, inclusive, and integrated urban development area, Council approved the ATC Local Spatial Development Framework (LSDF) and associated development guidelines in October 2022. To enable implementation, Council subsequently approved the ATC Overlay Zone (promulgated in November 2023), which allocates development rights and conditions to facilitate coordinated development.

The Zoning Scheme stipulates that dedicated institutional arrangements must be established to coordinate the corridor's implementation and support collaboration between the Municipality, landowners, and other stakeholders. To support this requirement, Stellenbosch Municipality appointed the Western Cape Economic Development Partnership (EDP) to assist with the establishment of governance arrangements.

Following extensive collaboration between the Municipality, the EDP, and key stakeholders, draft Terms of Reference have been prepared. The **Steering Committee will provide strategic governance and oversight, while the Development Facilitation Unit (DFU) will provide technical coordination and facilitation support. Council's approval of both Terms of Reference is therefore required to formalise the governance structure and operational implementation mechanisms for the ATC project.**

5. RECOMMENDATIONS

- (a) that Council Approve the Terms of Reference for the Adam Tas Corridor Steering Committee, attached as **APPENDIX 1**;
- (b) That Council Approve the Terms of Reference for the Adam Tas Corridor Development Facilitation Unit (DFU), attached as **APPENDIX 2**; and
- (c) that Council Support the implementation of the institutional arrangements required to advance the implementation of the Adam Tas Corridor Local Spatial Development Framework and Development Guidelines.

6. DISCUSSION / CONTENTS

6.1 BACKGROUND

The Adam Tas Corridor has been identified as a strategic spatial transformation initiative aimed at unlocking development opportunities within underutilised land along the western edge of Stellenbosch. The corridor extends along the R310 and R44 transport routes, comprising a series of privately and publicly owned land parcels transitioning from historical industrial and agricultural functions toward mixed-use development.

The ATC is envisaged as a long-term spatial transformation initiative that will contribute to inclusive economic growth and spatial integration. The collaborative vision for the ATC includes:

- The development of approximately 10,000 – 12,000 new housing opportunities, including affordable and inclusionary housing.
- Mixed-use development with residential, commercial, and institutional components.
- The spatial integration of Kayamandi, Cloetesville, and the Stellenbosch town center.
- The rehabilitation of ecological systems, including the Plankenbrug River and Papegaaiberg.
- Improved mobility through enhanced public transport and non-motorised transport networks.

Chronology of Planning and Policy Milestones

The planning framework for the ATC has evolved sequentially through collaborative planning between the Municipality, Western Cape Government, landowners, and other stakeholders:

- May 2019: Council authorized the Municipal Manager to explore a Public-Private Partnership for the Adam Tas Project, and the ATC was identified as a catalytic project in the Municipal Spatial Development Framework (MSDF).
- 2020 – 2022: The Municipality commissioned the preparation of the ATC Local Spatial Development Framework (LSDF).
- August 2022: To lay the foundation for project governance, Council endorsed the Memorandum of Understanding establishing the ATC Landowners Collective. This enabled formal collaboration between major public and private landowners and the Municipality.
- October 2022: Council approved the ATC LSDF and Development Guidelines, solidifying the long-term spatial vision.
- May 2023: Council approved the ATC Overlay Zone, enabling the allocation of development rights to individual properties.
- November 2023: The ATC Overlay Zone was officially promulgated in the Provincial Gazette as part of the Stellenbosch Zoning Scheme By-law.

To transition from planning to implementation, Stellenbosch Municipality appointed the Western Cape Economic Development Partnership (EDP). The EDP has been instrumental in facilitating the creation of the ATC Landowners Collective and has been tasked with designing the necessary institutional arrangements, specifically the Steering Committee and an implementation mechanism (DFU), to execute the corridor's development.

6.2 DISCUSSION:

To enable effective implementation of the Adam Tas Corridor, two key institutional mechanisms are proposed:

1. Adam Tas Corridor Steering Committee

The Steering Committee will provide strategic oversight and governance for the implementation of the ATC. The Terms of Reference attached to this item provide the governance framework for its functioning. Its responsibilities include:

1. Providing strategic oversight of the ATC implementation programme.
2. Ensuring alignment with municipal and provincial planning frameworks.
3. Facilitating collaboration between the Municipality, landowners, and other stakeholders.
4. Monitoring implementation progress and public benefit outcomes.
5. Providing structured oversight of the Development Facilitation Unit.

The Steering Committee will comprise representatives from Stellenbosch Municipality, the ATC Landowners Collective, Western Cape Government, Stellenbosch University / STIAS, Civil society representatives, Passenger Rail Agency of South Africa (PRASA), and the Western Cape EDP (serving as secretariat).

2. Development Facilitation Unit (DFU)

The DFU will serve as the technical implementation support mechanism for the ATC project. It will operate on a three-year contract basis, with an initial focus on the priority precincts identified within Phase 1 of the ATC implementation programme. The DFU will be responsible for:

1. Coordinating development processes within the corridor.
2. Supporting precinct planning and project preparation.
3. Facilitating stakeholder engagement.
4. Mobilising funding and financial mechanisms.
5. Monitoring development progress and public benefit outcomes.

While the DFU will provide crucial coordination and facilitation services, statutory decision-making authorities will remain strict with Stellenbosch Municipality. Following Council's approval, the next phase of implementation will focus on formally establishing these governance structures and procuring the DFU service provider.

6.3 FINANCIAL IMPLICATIONS

The establishment of the DFU will be funded through the municipal budgeting process.

6.4 LEGAL IMPLICATIONS

The recommendation in this report complies with the legal advice received. The proposed institutional arrangements are aligned with the provisions of the Stellenbosch Zoning Scheme By-law and the ATC Overlay Zone, which require the establishment of institutional mechanisms to support implementation of the ATC development framework.

6.5 STAFF IMPLICATIONS

No additional staff implications.

6.6 PREVIOUS / RELEVANT COUNCIL RESOLUTIONS

Approval of the ATC LSDF and Development Guidelines (October 2022).

- a) *That Council approves the Final Draft Adams Tas Local Spatial Development Framework. 2019 attached as Appendix 3; and*
- b) *That Council approves the Adam Tas Corridor Development Guidelines attached as Appendix 4 to this report.*

Approval of the ATC Overlay Zone (May 2023).

That Council approves the draft Adam Tas Corridor Overlay Zone attached as Appendix 1 to the agenda for incorporation in the Stellenbosch Zoning Scheme By-law, 2019.

Endorsement of the ATC Landowners Collective Memorandum of Understanding (August 2022)

- a) *That Council take note that at the 27th Council Meeting dated 29 May 2019, the Municipal Manager was authorized to by Council to explore a Public Private Partnership for the Adam Tas Project: and*

- b) *That Council endorse that the Municipal Manager be a signatory to the Memorandum of Understanding ("MOU") for the Establishment of the Adam Tas Corridor Landowners Collective, attached as Appendix 1 to the report.*

6.7 **RISK IMPLICATIONS**

The risks are addressed in the item content.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2026-04-15: ITEM 7.8.1

- (a) that Council Approve the Terms of Reference for the Adam Tas Corridor Steering Committee, attached as **APPENDIX 1**;
- (b) that Council Approve the Terms of Reference for the Adam Tas Corridor Development Facilitation Unit (DFU), attached as **APPENDIX 2**; and
- (c) that Council Support the implementation of the institutional arrangements required to advance the implementation of the Adam Tas Corridor Local Spatial Development Framework and Development Guideline.

APPENDICES

Appendix 1: Draft ATC Steering Committee Terms of Reference

Appendix 2: Draft ATC Development Facilitation Unit (DFU) Terms of Reference

FOR FURTHER DETAILS CONTACT:

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DIRECTORATE	Planning and Economic Development
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REPORT DATE	7 April 2026

APPENDIX 1

Terms of Reference:

Adam Tas Corridor Steering Committee

15 April 2026

Author: Economic Development Partnership, on behalf of Stellenbosch Municipality

This document is set out to enable implementation in the short term and may be revised during or immediately following the initial three-year period, in alignment with the long-term institutional arrangements agreed upon at that time.

1. Introduction

The Adam Tas Corridor (ATC) is a catalytic urban development initiative in Stellenbosch, involving public and private stakeholders. The ATC Steering Committee (SteerCo) is established to provide strategic oversight, coordination, and decision-making support to ensure the successful implementation of the ATC vision and institutional arrangements.

2. Purpose of the Steering Committee

The primary purpose of the ATC SteerCo is to facilitate and oversee the collaborative efforts between landowners, Stellenbosch Municipality, and other key stakeholders. The SteerCo will guide the governance, funding, and implementation processes required for sustainable and integrated development in the corridor, in line with the implementation programme of the ATC LSDF.

3. Functions and Responsibilities

3.1 Overview of responsibilities

The ATC SteerCo will:

- 3.1.1 Oversee and anchor the ATC's long-term vision, providing continuity as projects and institutional arrangements evolve.
- 3.1.2 Provide strategic oversight on the governance and institutional arrangements for ATC implementation.

- 3.1.3 Ensure alignment with municipal policies, including the MSDF, LSDF, Comprehensive Integrated Transport Plan (CITP), ATC Transport Study and climate change adaptation strategy.
- 3.1.4 Facilitate collaboration between public and private stakeholders, including the Landowners Collective.
- 3.1.5 Provide advice and oversight to the ATC Development Facilitation Unit (DFU). The DFU is contractually accountable to Stellenbosch Municipality. The ATC Steering Committee exercises structured performance oversight over the DFU and will provide formal performance recommendations to the Municipal Manager in accordance with section 3.2 below. The SteerCo may also provide advice to the DFU on an ad hoc basis. Finally, the SteerCo will review the DFU's Risk Register on a quarterly basis and advise on mitigation of political, financial, operational, or environmental risks.
- 3.1.6 Guide funding and financial mechanisms, including exploring Special Ratings Areas (SRA) and land value capture (LVC) approaches.
- 3.1.7 Monitor progress on key infrastructure enablement projects.
- 3.1.8 Provide guidance on legal, regulatory, and institutional considerations, ensuring compliance with relevant legislation.
- 3.1.9 Advocate for public benefit initiatives, ensuring inclusive development and environmental sustainability.

3.2 Structured Oversight of the DFU

The ATC Steering Committee will:

- 3.2.1 Review quarterly DFU progress reports and risk registers.
- 3.2.2 Adopt a formal quarterly and annual oversight resolution reflecting the following. Each component is dependent on the context and progress of the project at the time of reporting.
 - 3.2.2.1 Performance against agreed deliverables
 - 3.2.2.2 Risk management adequacy;
 - 3.2.2.3 Public benefit delivery progress;
 - 3.2.2.4 Resource mobilisation performance;

- 3.2.2.5 Stakeholder engagement effectiveness.
- 3.2.3 Submit its oversight resolution to the Municipal Manager within 10 working days of adoption.
- 3.2.4 Receive a formal written response from the Municipal Manager within 20 working days outlining:
 - 3.2.4.1 Acceptance of recommendations; or
 - 3.2.4.2 Reasons for non-acceptance; and
 - 3.2.4.3 Corrective measures where applicable.
- 3.2.5 Provide a formal recommendation to Stellenbosch Municipality prior to any contract renewal or extension.
- 3.3 Note: Final contractual authority remains with Stellenbosch Municipality in accordance with applicable legislation.

4. Composition and Representation

- 4.1 The ATC SteerCo will comprise of 9 members, with representation from the following entities:
 - 4.1.1 Stellenbosch Municipality (3 representatives)
 - 4.1.1.1 Municipal Manager
 - 4.1.1.2 Executive Director: Planning and Development
 - 4.1.1.3 Executive Director: Infrastructure Services
 - 4.1.2 Landowners' Collective (3 representatives, election and duration of term decided by the Landowners' Collective in accordance with the LoC MoU)
 - 4.1.3 Stellenbosch University (1 representative)
 - 4.1.4 Economic Development Partnership (EDP) (1 representative)
 - 4.1.4.1 Performing the secretariat function and acting as a neutral facilitator and initial chair. Non-voting
 - 4.1.5 Representative from the Western Cape Government (1 representative):
 - 4.1.5.1 Department of Infrastructure

4.2 The Steering Committee Chairperson will be elected by SC member consensus, or, failing which, member vote, once the Steering Committee has been constituted. Proxies may be selected, preferably on a long-term basis, otherwise per meeting.

4.3 Regular attendees (non-voting) may comprise of:

4.3.1 Development Facilitation Unit (DFU)

4.3.1.1 Lead DFU Coordinator

4.3.2 Experts (ad hoc i.e. non-permanent)

4.3.2.1 Independent legal, financial or other expert as required

4.3.3 Western Cape Government – Mobility

4.3.4 Landowners Collective

4.3.5 Stellenbosch Municipality

4.3.5.1 Chief Financial Officer (CFO)

4.3.5.2 Senior Manager: Development Planning/Management

4.4 The SteerCo will maintain flexibility to include additional experts or observers as required.

5. Decision-Making and Governance

5.1 Decision-making

5.1.1 The SteerCo will operate on a consensus-based decision-making model, ensuring alignment with all stakeholders. Where not possible to achieve consensus, the matter will be put to vote.

5.1.2 Oversight resolutions concerning DFU performance shall require quorum as per Section 5.3 and be adopted by consensus where possible, failing which by majority vote. The DFU representative shall recuse themselves from such decisions.

5.1.3 Decisions requiring municipal or provincial approval will be formally submitted through the appropriate governance structures.

5.2 Governance

- 5.2.1 A chairperson will be elected from the members, serving a one-year renewable term.
- 5.2.2 Members will serve two-year terms, with the possibility of reappointment according to the standard nomination process.
- 5.2.3 Representatives will be nominated by their respective entities and confirmed by a majority vote within the SteerCo.
- 5.2.4 In the event of a vacancy, the relevant entity must nominate a replacement within 30 days.
- 5.2.5 The SteerCo will meet quarterly, with additional meetings as required for urgent matters.

5.3 Quorum

- 5.3.1 A quorum for any meeting of the ATC Steering Committee shall consist of:
 - 5.3.1.1 At least fifty percent (50%) of appointed voting members, rounded up to the nearest whole number; and
 - 5.3.1.2 At least two (2) representatives from Stellenbosch Municipality, one of whom must be either the Municipal Manager or a duly authorised delegate.
- 5.3.2 No resolution shall be validly adopted unless quorum is present at the time the decision is taken.
- 5.3.3 Where quorum is not achieved within fifteen (15) minutes of the scheduled start time, the meeting shall be adjourned and reconvened at a date determined by the Chairperson. Decisions taken at a properly reconvened meeting shall be valid provided quorum requirements are met.
- 5.3.4 Members may participate via electronic means, provided that such participation allows full engagement in deliberation and voting.

6. Institutional Arrangements

- 6.1 To ensure the effective governance and implementation of the ATC, the following institutional structures will be established and coordinated.

6.2 The SteerCo:

- 6.2.1 Provides high-level strategic oversight and decision-making.
- 6.2.2 Ensures institutional alignment and stakeholder coordination.
- 6.2.3 Approves the DFU's work plans, monitors performance and provides key recommendations based on the work of the DFU.

6.3 The DFU:

- 6.3.1 Responsible for day-to-day project facilitation and coordination.
- 6.3.2 Reports quarterly and annually to the SteerCo and Stellenbosch Municipality on progress, risks, and financial management.
- 6.3.3 Engages with stakeholders to consult on activities and guide collaborative implementation
- 6.3.4 Oversees specific infrastructure and governance projects.
- 6.3.5 Engages technical specialists and consultants as required.
- 6.3.6 The DFU is a facilitation and coordination mechanism and does not hold statutory authority to approve land use or development applications. These remain the sole responsibility of Stellenbosch Municipality.

6.4 The ATC Landowners Collective:

- 6.4.1 Represents large-scale property owners within the ATC.
- 6.4.2 Collaborates with the DFU on planning and investment coordination.
- 6.4.3 May contribute financially through an SRA or other cost-sharing mechanisms.

6.5 Municipal Oversight and Public Sector Engagement:

- 6.5.1 Stellenbosch Municipality maintains regulatory and statutory oversight.
- 6.5.2 Western Cape Government may provide additional funding or policy guidance and ensure regulatory compliance.
- 6.5.3 Collaboration with PRASA and other agencies for transport and infrastructure integration.
- 6.6 This institutional framework ensures that responsibilities are clearly defined and that all stakeholders contribute effectively to the ATC's development.

7. Relationship Between the ATC Steering Committee and Stellenbosch Municipality

7.1 The relationship between the ATC Steering Committee (SteerCo) and Stellenbosch Municipality is structured to ensure effective collaboration while respecting the regulatory and governance responsibilities of the municipality. Based on legal guidance, this relationship is defined as follows:

7.2 Governance and Oversight

7.2.1 Stellenbosch Municipality retains ultimate statutory authority over planning, infrastructure, and land use approvals within the Adam Tas Corridor.

7.2.2 The SteerCo acts as an advisory, coordinating and accountability body, guiding project implementation but not assuming municipal regulatory functions.

7.2.3 The ATC SteerCo provides strategic oversight to the ATC DFU.

7.2.4 The municipality is responsible for ensuring that all actions comply with the Municipal Systems Act (MSA) and the Municipal Finance Management Act (MFMA).

7.3 Decision-Making and Delegation

7.3.1 The SteerCo does not have executive powers over municipal functions but provides strategic recommendations for municipal decision-making.

7.3.2 Decisions relevant to realising the vision of ATC outside of the authority of municipal decision-making may be made by the SteerCo, in alignment with other authorities and entities legally responsible in the matter at hand.

7.3.3 The municipality may delegate specific operational functions to the DFU, provided these remain within the legal framework governing municipal partnerships.

7.3.4 Decisions requiring municipal approval (e.g., land use changes, public funding commitments) must be formally submitted through municipal governance structures.

7.4 Financial and Institutional Responsibilities

7.4.1 The municipality remains responsible for municipal infrastructure investments, aligning them with approved Integrated Development Plans (IDP) and budget allocations.

- 7.4.2 Any funding model requiring private-sector contributions, such as a SRA or land value capture mechanism, must be legally structured and approved by the municipality.
- 7.4.3 The SteerCo may facilitate resource mobilisation and partnerships but cannot commit municipal funds or enter into binding agreements on behalf of the municipality.

7.5 Project Implementation and Monitoring

- 7.5.1 The DFU, at first set up through a three-year tendered contract, will coordinate and facilitate project and precinct planning and implementation, provide technical assistance, mediate between stakeholders, and track progress through quarterly and annual reports submitted to Stellenbosch Municipality and the SteerCo for review.
- 7.5.2 The municipality, through representation and observer roles on the SteerCo, provides technical oversight and ensures that all planning and development activities comply with municipal policies and legal requirements.

7.6 Institutional Safeguards

- 7.6.1 The SteerCo must avoid any structure that compromises municipal autonomy or creates a dual governance structure.
- 7.6.2 The municipality retains control over land-use decisions, while the SteerCo serves to align multi-stakeholder needs and contributions.
- 7.6.3 Any role of the SteerCo in municipal staffing decisions must comply with public sector employment regulations.
- 7.7 This relationship ensures that the ATC SteerCo functions as a **strategic facilitator** while maintaining clear distinctions between municipal authority and stakeholder collaboration.

8. Reporting and Accountability

- 8.1 The SteerCo will feed back to the Stellenbosch Municipality and key stakeholder representatives, through the relevant SteerCo members.
- 8.2 The DFU will provide quarterly progress reports and annual review reports to the SteerCo, detailing achievements, challenges, and next steps.

8.3 The SteerCo provides quarterly progress reports to Council, ensuring transparency and accountability.

9. Key Deliverables

9.1 Ongoing advice and support to Adam Tas DFU.

9.2 Review and advise on DFU deliverables, including the inception report, demonstration precinct plan, progress on 2–3 priority projects, stakeholder engagement and communications plan, quarterly reports, annual review reports, and final handover report.

9.3 Securing of sustainable funding mechanisms, including an SRA and/or other land value capture models.

9.4 Implementation of priority projects, including the NMT link and Plankenbrug River rehabilitation.

9.5 Institutionalisation of a long-term governance framework for the ATC.

10. Review and Amendments

The ToR will be reviewed annually to ensure they remain relevant to the evolving needs of the ATC project. Any amendments will be proposed and adopted through a consensus-based decision-making process within the SteerCo. In alignment with a ‘learning by doing’ approach and the evolving nature of the initial institutional arrangements, significant changes are to be expected over the first three years as well as following the conclusion of the first contract period of the DFU.

11. Conclusion

The ATC SteerCo serves as the central coordination body for guiding and implementing the Adam Tas Corridor development. By fostering collaboration, ensuring financial sustainability, and overseeing strategic projects, the SteerCo will play a critical role in realising the long-term vision for inclusive and integrated urban development in Stellenbosch.

APPENDIX 2

DFU Terms of Reference

15 April 2026

Appointment of a Service Provider to Establish and Operate a Development Facilitation Unit for the Adam Tas Corridor

1. Project Description

The primary objective of the DFU will be to improve development coordination within the ATC by providing technical assistance and ensuring that projects are implemented in support of the development agenda set out in the ATC Local Spatial Development Framework (LSDF) and related municipal policies. The initial focus of the DFU will be ATC Phase 1 (Precincts 2–6 and a portion of Precinct 10), as prioritised by Stellenbosch Municipality and the ATC Landowners' Collective (see Addendum 1 for a map of ATC showing the Precincts). The agreed phasing scenario and precinct prioritisation will be confirmed during the inception phase.

The secondary objectives of the DFU will be to build local capacity, manage and strengthen stakeholder relationships, advocate for inclusive and sustainable development, and mobilise funding to enable efficient, effective, and long-term implementation.

In fulfilling these objectives, the DFU will facilitate and coordinate development processes, promote collaboration among stakeholders, and ensure transparent knowledge transfer throughout the three-year contract period.

2. Guiding Principles

The DFU will operate according to the following principles:

- Public benefit and transformative potential: driving social and economic inclusion, with specific attention to affordable housing, public facilities, non-motorised transport (NMT), and job creation.
- Integration: supporting spatial, social, and economic integration across Stellenbosch.
- Collaboration: fostering joint design and implementation across public, private, and community stakeholders.
- Capacity and sustainability: strengthening institutional and local capacity, and enabling access to resources for long-term, sustainable implementation.

- Trust building and social cohesion: creating confidence in the development process and building a receptive culture for mixed-use, mixed-income developments.
- Transparency and accountability: ensuring open reporting and stakeholder access to information.
- Environmental sustainability: protecting and enhancing the ecological assets of Stellenbosch and the ATC.
- Innovation: testing new approaches to precinct planning, financing, and facilitation.

3. Background

3.1. The Adam Tas Corridor

The Adam Tas Corridor (ATC) covers approximately 375 hectares flanking Adam Tas Road (R310 and R44) between Kayamandi, Cloetesville, Stellenbosch town centre and towards Cape Town. Historically characterised by underutilised agricultural and industrial land, the ATC has been prioritised in the Municipal Spatial Development Framework (MSDF), Local Spatial Development Framework (LSDF), Development Guidelines, and the ATC Overlay Zone.

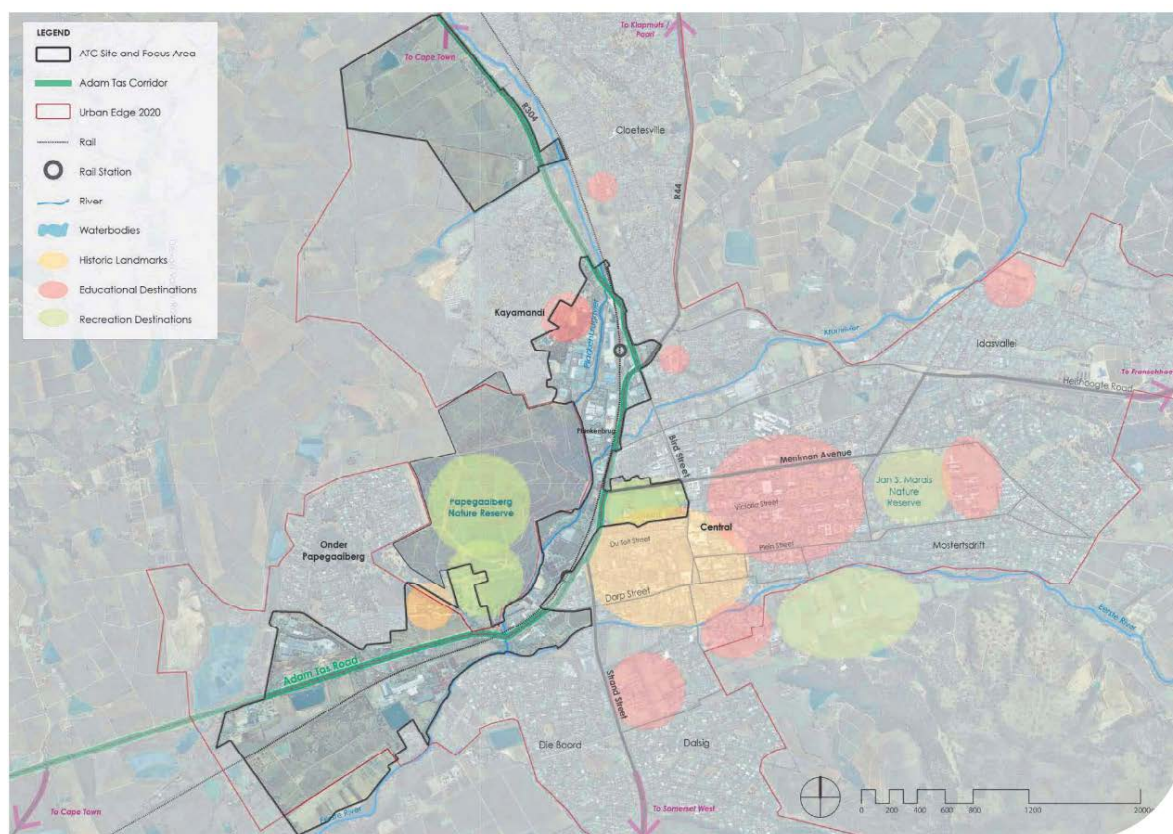


Figure 1. ATC LSDF area map, delineating the corridor focus area and indicating key route and landmarks

3.2. Vision and Potential

The LSDF envisages the ATC as a transformative project with:

- 10,000–12,000 new housing opportunities, including inclusionary and affordable housing.
- A mixed-use corridor with significant commercial and institutional development potential.
- Integration of Kayamandi, Cloetesville, central Stellenbosch and underutilised land along Adam Tas Road towards Cape Town.
- Expanded public facilities, open spaces, and a NMT network.
- Rehabilitation of key natural assets, including the Plankenburg River and Papegaaiberg.

4. Purpose

The purpose of the DFU is to:

- Facilitate coordinated implementation of development within the ATC.
- Advance agreed public benefit outcomes in line with the LSDF and Overlay Zone.
- Improve project readiness, sequencing, and delivery efficiency;
- Strengthen collaboration across public, private, and community stakeholders.
- Mobilise financial and institutional resources to support sustainable implementation.
- Build institutional capacity and ensure effective knowledge transfer.

5. Nature and Scope of Services

5.1. Key Activities / Core Functions

In support of the purpose, the DFU shall undertake the following core functions:

1. Development coordination, facilitation and stakeholder engagement.
2. Project planning and management, including precinct design and implementation, and provision of technical assistance.
3. Financial management, including resource mobilisation and funding facilitation in line with the agreed beneficiation framework per precinct.
4. Monitoring, evaluation and reporting to internal and external stakeholders and accounting officers/decision-makers.

5. Knowledge management, policy advocacy, capacity building and communications.

5.2. Planning

5.2.1. Priority plans

Three overarching plans are to be prioritised to enable project implementation to commence (see section 5.2):

1. ATC Open Space Systems Plan, including the Plankenbrug and Eerste River rehabilitation and public amenity development
2. ATC NMT Plan, including university-town linkages, in alignment with the CITP and ATC transport study (which will also inform the realisation of rights set out in the Overlay Zone)

Other plans identified at this point include those covering:

- Papegaaiberg Park integration, conservation, and recreation enhancement, developing further the Papegaaiberg Environmental Management Framework
- Inclusionary and affordable housing provision frameworks
- Public facility provision, including schools and community centres
- Mobility and transport integration initiatives, such as station upgrades, interchange planning, and the expansion of NMT networks.

Each plan must:

- Align with the ATC LSDF and Overlay Zone, giving spatial and implementation detail to the corridor's development objectives
- Be developed through a collaborative, multi-stakeholder process, engaging landowners, municipal departments, and relevant external partners
- Identify and coordinate public and private investments, infrastructure requirements, and public benefit obligations within the precinct
- Integrate technical inputs (e.g., transport, environmental, and engineering assessments) to ensure implementability
- Be submitted to the ATC Steering Committee for input, and to Stellenbosch Municipality for statutory review and approval

5.2.2. Projects

Facilitate the development of two to three priority projects, to be identified during the inception phase of the contract and reviewed periodically in

alignment with the Adam Tas Corridor (ATC) development objectives and the plans indicated above.

In addition, the DFU will assist in coordinating the uptake of approved development rights across the corridor, helping landowners and municipal departments to align sequencing, address procedural constraints, and ensure efficient implementation where such rights are exercised. Ensure that development uptake is synchronised with infrastructure availability and aligned with the agreed municipal phasing scenario, infrastructure masterplans and capital investment frameworks. The DFU will facilitate negotiations between landowners regarding the allocation, division and sequencing of land use and development rights where joint infrastructure provision or phasing dependencies arise. This will also include facilitating the drafting, negotiation and conclusion of development agreements between the Municipality and relevant stakeholders, where required to enable coordinated implementation.

Specific projects may include, but are not limited to:

- Plankenburg River and Eerste River remediation and development as part of NMT network and as a public amenity, including water use authorisations and updating of flood lines and hydrology assessments
- Papegaaiberg biodiversity conservation, management arrangements and recreation integration.
- Green infrastructure projects, promoting sustainable urban drainage systems, energy efficiency, and indigenous landscaping as part of climate adaptation efforts
- Mobility and transport network projects, including NMT linkages, public transport planning, and strategic access and interchange design
- Public facility and social infrastructure projects, exploring alternative provision standards and the potential reuse of underutilised public sites
- Housing projects focused on affordable, inclusionary, and student housing frameworks, as well as institutional arrangements for their implementation
- Economic and employment-related projects, such as updating economic impact studies and facilitating local enterprise development
- Heritage projects, supporting integration of heritage assets into precinct planning and establishing advisory mechanisms
- Institutional, land, and financial projects, including developing land release strategies, development agreements, and funding facilitation through fiscal incentives and partnerships
- Knowledge management and communication projects, such as establishing accessible digital information platforms and stakeholder engagement mechanisms.

These projects will be identified, scoped, packaged, and implemented through technical assistance, coordination, and stakeholder facilitation by the Development Facilitation Unit (DFU). Where projects require joint implementation by multiple stakeholders, the DFU will play an active facilitation and mediation role to align interests, resolve conflicts, and coordinate delivery across different properties and mandates.

5.2.3. Technical Support

The DFU may be required to provide technical support in relation to:

- Incorporation of the ATC as an Urban Development Zone (UDZ).
- Detailed title deed restriction review per precinct.
- Remediation of contamination from industrial uses and asbestos clearance certification.
- Submission support for Environmental Authorisations (EA) affecting multiple parcels.
- Preparation and support of Notices of Intent to Develop (NID) and Heritage Impact Assessments (HIA).
- Establishment of a Heritage Advisory Panel for the ATC.
- Feasibility studies for public-private partnerships relating to rail, mobility integration and station upgrades.
- Definition of central transport interchange points per precinct.
- Updating economic impact studies.
- Redefining restructuring zones and institutional mechanisms for affordable housing implementation.
- Identification and structuring of fiscal instruments including development charges ring-fencing, rates incentives, UDZ incentives and other lawful financial mechanisms.

5.2.4. Financial Management, Infrastructure Finance and Resource Mobilisation

The DFU shall:

- Assist with development packaging and project structuring per precinct.
- Facilitate infrastructure agreements between landowners and authorities.
- Support infrastructure budgeting and prioritisation aligned with municipal infrastructure masterplans and capital investment frameworks.
- Identify infrastructure constraints and propose solutions.
- Conduct development feasibility analyses, including financial modelling and infrastructure finance modelling.

- Prepare business cases for innovative or alternative infrastructure and financing solutions.
- Explore blended finance mechanisms and external funding sources.
- Facilitate engagement with financial institutions to secure favourable lending terms where aligned with public objectives.

5.3 Public Safeguarding and Beneficiation Framework

5.3.1 Overarching principles

- Track and report on delivery of agreed public benefit outcomes, including inclusionary housing, public facilities, and open space, in accordance with the parameters set out in the ATC LSDF and Overlay Zone.
- Monitor and evaluate the uptake of development rights and the delivery of obligations attached to approvals.
- Actively promote opportunities for inclusionary housing, local economic development, NMT, and social facilities, and other activities for public benefit.

5.3.2 Beneficiation Framework

The DFU shall support the structured realisation of public benefit arising from development rights granted within the Adam Tas Corridor. In this context, “beneficiation” refers to the translation of development uplift into measurable public, environmental and socio-economic value consistent with the ATC LSDF, Overlay Zone and applicable municipal policies.

The DFU will:

1. Develop and maintain a Public Benefit Matrix that tracks at minimum:
 - a. Inclusionary housing commitments
 - b. Infrastructure and bulk service contributions
 - c. Public realm and open space delivery
 - d. Ecological rehabilitation measures
 - e. Social and community facility provision
 - f. Local economic participation and job creation (where applicable)
2. Track the uptake of development rights against corresponding public benefit obligations.

3. Facilitate alignment between landowner phasing plans and agreed public benefit commitments to ensure sequencing integrity, including the Bergkelder and Van Der Stel sites.
4. Identify opportunities for collective funding or shared delivery mechanisms, including potential area-based cost-sharing instruments where appropriate. Explore blended finance and external resourcing opportunities, including operational costs. This explorational work should focus on priority projects but may also include linked projects such as the Town Centre City Improvement District, to be agreed as part of the workplan finalisation process.
5. Include a quarterly Public Benefit Dashboard as part of the report submitted to the Steering Committee and Stellenbosch Municipality, reflecting:
 - a. Commitments approved
 - b. Commitments delivered
 - c. Commitments pending
 - d. Risks to delivery
6. Flag material non-alignment between development uplift and public benefit delivery to the Municipal Manager and Steering Committee for consideration.

The DFU shall not exercise statutory enforcement authority. Regulatory compliance and enforcement remain the responsibility of Stellenbosch Municipality.

5.4 Monitoring and Evaluation

The monitoring and evaluation of project implementation along the ATC will be overseen by an independent body, to be appointed by Stellenbosch Municipality. The DFU will provide full and transparent cooperation to this process by:

- Collecting, organising, and submitting all required data, documentation, and evidence of progress to the independent M&E body in the prescribed formats and timeframes.
- Maintaining accurate internal tracking systems, including a live risk register capturing political, financial, operational, and environmental risks, with quarterly registers to be shared with Stellenbosch Municipality, the independent M&E body, and the ATC Steering Committee.
- Facilitating access to relevant stakeholders, project information, and project sites for the independent M&E body, as required.
- Incorporating recommendations from the independent M&E process into ongoing work plans and implementation processes.

5.5 Knowledge Management and Communications

- Design and implement a communications strategy focused on maintaining transparency and building trust and social cohesion.
- Maintain a stakeholder information platform, providing feedback and updates to stakeholders and investors.
- Capture institutional knowledge for a comprehensive handover at the end of the 3-year contract, documented in a final handover report.

5.6 Stakeholder Engagement and facilitation

The DFU will prepare and implement a stakeholder engagement plan, including:

- Regular communication with landowners and developers.
- Constitute public forums in which to share updates and receive input on progress and public benefit outcomes.
- Facilitation of collaborative planning and implementation processes.
- Document stakeholder engagement and mediation processes undertaken as part of precinct and project planning, in the form of engagement reports.

6.Deliverables

The following deliverables are expected over the 3-year project period and will be reviewed in accordance with the reporting and oversight arrangements set out below.

- Inception report and work plan.
- At least three precinct plans.
- Preparation packages for 2–3 priority projects.
- Stakeholder engagement and communications plan.
- Documentation of facilitation and mediation processes (engagement reports).
- Quarterly progress reports.
- Annual review reports.
- Live risk register (submitted quarterly)
- Final handover report.
- Risk register updated quarterly.

7. Reporting and Oversight

The DFU will submit all key deliverables to Stellenbosch Municipality for review and approval, with copies provided to the ATC Steering Committee for advisory review and comment.

Quarterly progress reports will also be submitted to Stellenbosch Municipality (SM) and the ATC Steering Committee. Reports will cover all activities in the quarter, including:

- Precinct planning status.
- Project preparation progress.
- Progress on the delivery of public benefits outcomes
- Risk registers and mitigation.
- Resource mobilisation updates.
- Communications and stakeholder engagement.

The DFU will also submit an annual review report to the SM Council, the Stellenbosch Municipal Manager, and the ATC Steering Committee, capturing progress towards review criteria defined in the project inception phase.

The DFU is contractually accountable to Stellenbosch Municipality through the Municipal Manager, who acts as the accounting officer for purposes of contractual oversight. The DFU is subject to structured performance oversight by the ATC Steering Committee, which will conduct reviews of the quarterly and reports from DFU and provide formal performance recommendations to the Municipal Manager.

If the ATC Steering Committee identifies material underperformance, it may:

- Request a remedial action plan from the DFU;
- Recommend specific corrective measures to the Municipal Manager;
- Request a special performance review meeting.

8. Personnel and Competencies

8.1 Individual Role Requirements

8.1.1 DFU Lead / Programme Director

Minimum academic qualification

Postgraduate degree (NQF Level 8 or higher) in Urban and Regional Planning, Development Planning, Project Management, or related discipline.

Professional Registration

Registered as Professional Planner (Pr Pln) with SACPLAN or Professional Registration with Project Management South Africa (PR PM).

Professional Experience

- A minimum of ten (10) years' post-qualification experience in project or programme management related to urban development, infrastructure coordination, or comparable development programmes
- Demonstrated experience working within municipal or broader public sector systems, including familiarity with statutory planning processes, infrastructure coordination and governance requirements
- Proven experience managing multi-stakeholder development processes involving public authorities, private landowners, consultants and community stakeholders.
- Experience in corridor-scale or precinct-level development initiatives will be advantageous
- Experience in heritage applications

Functional and Professional Competencies

The candidate must demonstrate proven experience in discipline-specific professional competencies, including:

- Financial management and oversight
- People management
- Planning and organising complex programmes
- Monitoring and control of programme performance
- Organisational awareness
- Attention to detail
- Strategic direction setting
- Dispute resolution
- Problem solving
- Negotiation

Leadership and Management Competencies

Proven experience in management and leadership roles, including leading teams and coordinating multi-disciplinary inputs within complex project or programme environments.

8.1.2 Spatial Planning and Urban Design Specialist

The DFU must include a registered Spatial Planning and Urban Design Specialist responsible for leading spatial planning, urban design and precinct-level technical inputs within the ATC programme.

Professional Role and Responsibilities

The appointed specialist must demonstrate experience and capability in:

- Undertaking research and problem-solving functions, including design development and the setting of planning and urban design standards;
- Participating in, planning and leading projects within multi-disciplinary environments;
- Drafting urban design and localised spatial plans, including the proficient use of relevant planning and design software;
- Facilitating and coordinating implementation programmes, processes and systems;
- Preparing specialist reports and providing expert advice and recommendations;
- Evaluating plans and technical studies and providing specialist inputs and recommendations for further specialist investigations where required; and
- Acting as a high-level specialist or consultant, including supervising and managing other specialists or technical consultants.

Minimum Academic Qualification

- A relevant tertiary qualification in Spatial Planning, Urban Design, or a related discipline, preferably at Master's degree level in Urban Design or an equivalent Planning qualification.

Professional Registration

- Registration as a Professional Planner (Pr Pln) with SACPLAN is compulsory.
- Relevant professional urban design registration (where applicable) is required.

Minimum Experience and Competencies

The specialist must demonstrate:

- At least eight (8) years' relevant post-qualification experience in spatial planning and/or urban design.
- Proven experience in core professional competencies, including:
 - Monitoring and control;
 - Negotiation;
 - Planning and organising.
- Proven experience in functional competencies related to:
 - Spatial planning;
 - Urban design;
 - Land use management;
 - Information management;
 - Research, information analysis and policy development;
 - Knowledge management;
 - Public consultation processes;
 - Socio-economic and socio-political awareness; and
 - Policy conceptualisation.

8.1.3 Property Development and Infrastructure Finance Specialist

The DFU must include a Property Development and Infrastructure Finance Specialist with demonstrated expertise in development economics, infrastructure finance and project structuring within urban development contexts.

Professional Role and Responsibilities

The appointed specialist must demonstrate experience and capability in:

- Development feasibility analysis for precinct- or corridor-scale projects;
- Infrastructure finance modelling and financial structuring;
- Structuring and assessing public-private partnerships (PPPs);
- Identifying and evaluating blended or innovative finance mechanisms;
- Supporting the financial packaging of development projects, including alignment with municipal infrastructure planning and capital frameworks.

Minimum Academic Qualification

- A Degree (NQF Level 7 or higher) in Property Studies, Development Finance, Economics, Finance, Engineering, or a related discipline.

- A postgraduate qualification in Development Finance, Property Development, or an MBA will be advantageous.

Professional Registration

Registration with a relevant professional body (where applicable) will be advantageous.

Minimum Experience

At least seven (7) years' experience in

- Development feasibility analysis
- Infrastructure finance modelling
- Public-private partnership structuring
- Blended or innovative finance mechanisms

8.1.4 Heritage Planning and Advisory Capacity

Given the heritage sensitivity of portions of the Adam Tas Corridor and the need to ensure alignment with statutory heritage requirements, the DFU must demonstrate access to specialist heritage planning and advisory expertise, either within the core team or through short-term specialist appointments.

Such expertise must include demonstrated experience in:

- Navigating heritage compliance processes in terms of the National Heritage Resources Act;
- Supporting the preparation and submission of Notices of Intent to Develop (NID) and Heritage Impact Assessments (HIA);
- Engaging with Heritage Western Cape (HWC) and other relevant heritage authorities;
- Advising on heritage considerations at precinct plan and Site Development Plan (SDP) level;
- Facilitating discussions between landowners, municipal planning officials, and heritage bodies;
- Supporting the establishment or coordination of heritage advisory mechanisms where required.

8.2 Supporting Capacity Requirements

In addition to the core team, the DFU must demonstrate access to the following competencies, either within the proposed team structure or through clearly defined short-term specialist appointments:

- Monitoring and Evaluation capability

- Financial Management and Governance Compliance expertise;
- Communications and Digital Strategy capacity;
- Infrastructure Engineering expertise, including access to an ECSA-registered professional;
- Legal advisory support in municipal planning and land use planning law; and
- Transport planning expertise (including transport economics), where required.

The DFU shall clearly indicate:

- Whether these competencies are provided within the core team or through specialist appointments;
- The mechanism through which such specialist services will be procured or contracted;
- How such specialists will be managed; and
- How their inputs will be integrated into the DFU's overall programme delivery and reporting structures.

8.3 Collective Competency Requirement

The DFU must demonstrate that the proposed team, taken collectively, possesses the full range of competencies required to deliver the DFU mandate, including:

- Project management and leadership capability;
- Stakeholder engagement and mediation expertise;
- Spatial planning and development control competence;
- Knowledge of municipal administrative and budgeting systems;
- Development economics and infrastructure financing expertise;
- Monitoring and evaluation capability;
- Financial governance and reporting capacity;
- Communication and trust-building capability; and
- Innovation and adaptability in complex development environments.

9 Contract Duration and Timeframe

The terms of reference will run for three years. This work will be structured into the following phases:

1. Inception phase (2–3 months post project kick-off): producing a detailed work plan, confirmation of demonstration precinct(s) for precinct planning, and confirmation of priority projects, through appropriate engagement with SM and Adam Tas Corridor Steering Committee.

2. Implementation phase: precinct planning, project preparation, facilitation, and delivery.
3. Closure and evaluation phase (the final 2–3 months of the project period): handover, final reporting, impact evaluation, and knowledge transfer.

This terms of reference will be subject to annual reviews, based on review criteria co-defined in the project inception phase.

10 Risk Management

The DFU must identify, assess, and manage risks associated with ATC implementation, including political, financial, operational, and environmental risks in a live Risk Register. This Risk register must be included in quarterly reports. It must explicitly capture infrastructure financing risks, statutory approval risks, phasing risks, political risks, environmental compliance risks and inter-property coordination risks.

11 Review and Amendments

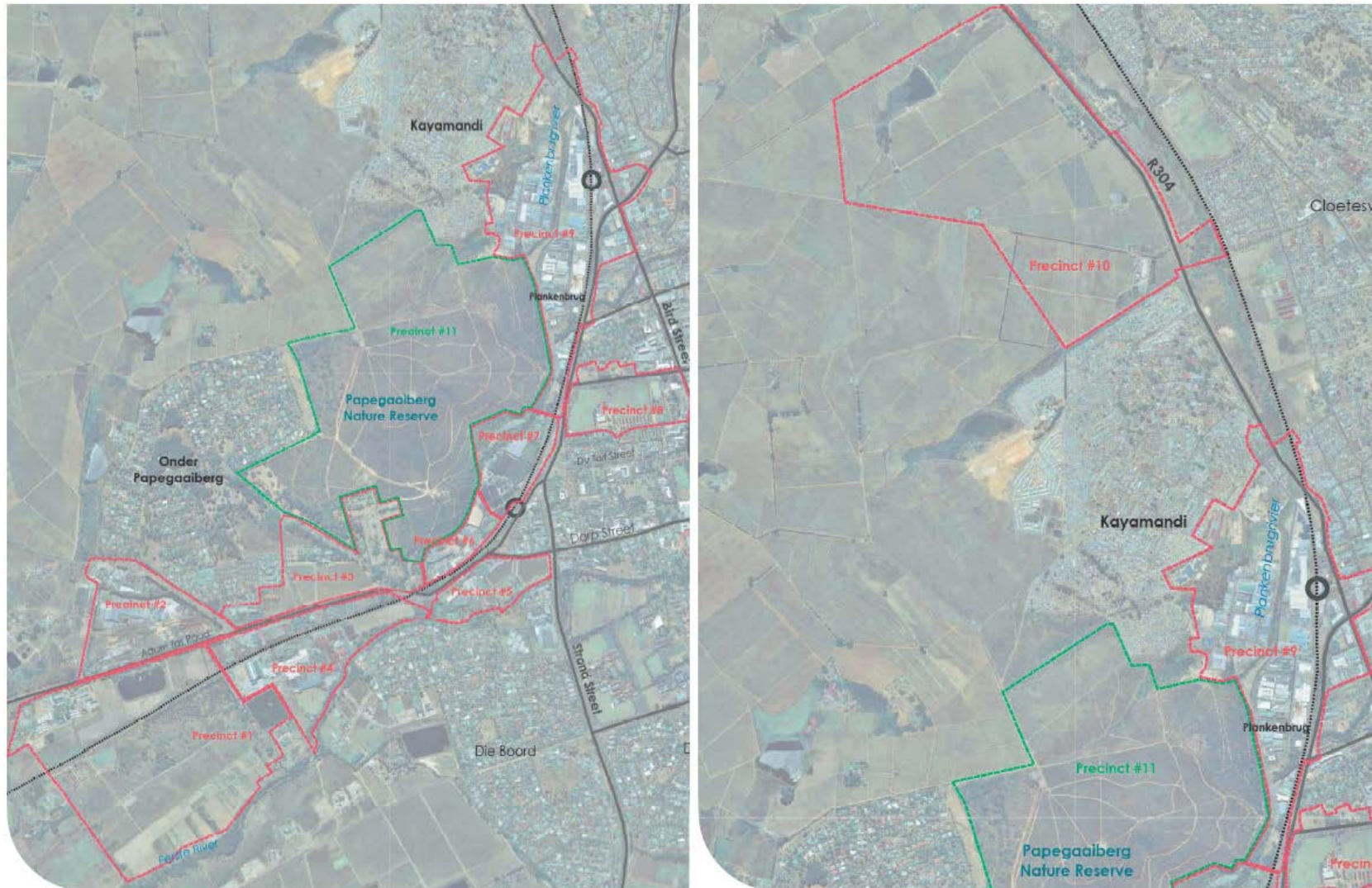
These Terms of Reference may be reviewed and amended by SM in consultation with the ATC Steering Committee to ensure continued alignment with municipal objectives and the ATC LSDF.

12 Dispute Resolution

Any dispute arising from the interpretation, implementation or performance of these Terms of Reference shall be addressed as follows:

1. The parties shall first attempt to resolve the dispute through good faith discussions between the DFU Lead and the designated representative of Stellenbosch Municipality.
2. If the dispute is not resolved within fourteen (14) days, it shall be escalated to the Municipal Manager (or delegated official) for resolution.
3. If the dispute remains unresolved, the parties may agree to refer the matter to mediation by a mutually appointed independent mediator.
4. Failing resolution through mediation, the dispute shall be resolved in accordance with the dispute resolution provisions contained in the formal Service Level Agreement concluded pursuant to this appointment.
5. Nothing in this section prevents either party from approaching a competent court for urgent interim relief.

Addendum 1: Map of ATC showing Precincts



10.8.2	RENAMING OF THE NPK BUILDING
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Collaborator No:

IDP KPA Ref No: Valley of Opportunity

Meeting Date: 15 April 2026

1. SUBJECT: RENAMING OF THE NPK BUILDING

2. PURPOSE

To obtain approval from Council to rename the NPK Building in terms of clause 12 of the Stellenbosch Municipality Policy for the Naming and Renaming of Streets, Public places, Natural areas, Artefacts and Council-owned building and Facilities, 2022 (**ANNEXURE A**).

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

The Municipality, following the acquisition of the NPK building as a new municipal office facility and client service walk-in centre, initiated a collaborative public participation process to invite residents to submit name suggestions for the building. All submissions received were collated with a full list of proposed names (**ANNEXURE C**). This necessitated the Municipal Manager to establish a Municipal Renaming Committee to assess all the proposals received, against the criteria and rules as set out in the Policy in order to make recommendations to Council.

5. RECOMMENDATION

that the Municipal Renaming Committee proposes the following 2 (two) names for the NPK Building:

- (i) S.M.A.R.T. Centre – (Stellenbosch Municipal Assistance & Resource Terminal); and
- (ii) Die Hoeksteen – (The building also resembles a giant cornerstone, and Stellenbosch is the cornerstone of the wine industry in our region and the country as a whole).

6. DISCUSSION / CONTENTS

6.1 Background

The Stellenbosch Municipal Council, in 2022, promulgated the Policy for the Naming and Renaming of Streets, Public places, Natural areas, Artefacts and Council-owned building and Facilities in terms of which Council can name and rename public streets, public places, natural areas artefacts and council-owned buildings.

The Municipality, following the acquisition of the NPK building as a new municipal office facility and client service walk-in centre, initiated a collaborative public participation process to invite residents to submit name suggestions for the building. All submissions received were collated with a full list of proposed names.

The Municipal Manager established a Municipal Renaming Committee which consisted of the Municipal Manager, the Chief Financial Officer, the Director Planning and Economic Development, the Director Community and Protection Services and the Director Infrastructure Services. The Renaming Committee convened on 3 February 2026 to assess all the proposals received, in order to make recommendations to Council.

6.2 Discussion

The Stellenbosch Municipality, following the acquisition of the NPK building as a new municipal office facility and client service walk-in centre, initiated a collaborative public participation process to invite residents to submit name suggestions for the building. The aim was to identify a name that reflects the Municipality's identity, culture and vision, while actively involving the community in shaping this new municipal asset.

The naming initiative was open to all residents, with the first public call for submissions launched in July 2023 (**ANNEXURE B**). Residents were given until 18 August 2023 to submit their suggestions through the various available channels.

The initiative was promoted via the Municipality's Facebook page, which feeds through to the municipal website and the official X (Twitter) account. Although the level of public input received during this initial phase was limited, the Municipality reaffirmed its commitment to public engagement by re-opening the competition in 2025.

A short promotional video was produced and shared across social media platforms as well as the municipal WhatsApp channel to further encourage participation. All submissions received were collated with a full list of proposed names. This process reflects the Municipality's ongoing commitment to collaboration and meaningful community involvement.

This necessitated the Municipal Manager to establish a Municipal Renaming Committee to assess all the proposals received, against the criteria and rules as set out in the Policy in order to make recommendations to Council. The Renaming Committee convened on 3 February 2026 to assess the proposals. Patent checks were conducted to search for existing and published applications thereby ensuring that the proposed names are new and eligible for patent protection. The only name that reflected as a duplication was *The Midde-Bosch Building* due to the housing development project in Dorp Street. Therefore, this proposed name could not be assessed and had to be eliminated from the list.

6.3 Financial Implications

Budget must be made available to redesign the name of the building.

6.4 Legal Implications

The recommendations are in line with the provisions of the Stellenbosch Municipality Policy for the Naming and Renaming of Streets, Public places, Natural areas, Artefacts and Council-owned building and Facilities, 2022.

6.5 Staff Implications

None.

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

None required.

**RECOMMENDATION FROM THE PLANNING, LED & TOURISM COMMITTEE:
2025-11-04: ITEM 6.1 TO MAYCO**

that the Municipal Renaming Committee proposes the following 2 (two) names for the NPK Building:

- (iii) S.M.A.R.T. Centre – (Stellenbosch Municipal Assistance & Resource Terminal); and
- (iv) Die Hoeksteen – (The building also resembles a giant cornerstone, and Stellenbosch is the cornerstone of the wine industry in our region and the country as a whole).

**RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE
EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2026-04-15: ITEM 7.8.2**

- (a) that the renaming of the NPK building be re-advertised for proposals for new names in line with the Renaming Policy of Council, clear guidelines to be included in the advert; and
- (b) that the re-advertisement be in the form of a competition and the administration be task with seeking sponsored prices.

ANNEXURES

Annexure A: Stellenbosch Municipality Policy for the Naming and Renaming of Streets, Public places, Natural areas, Artefacts and Council-owned building and Facilities, 2022.

Annexure B: Call for proposals

Annexure C: Proposals – Renaming the NPK Building

NAME	Geraldine Mettler
POSITION	Municipal Manager
DIRECTORATE	Office of the Municipal Manager
CONTACT NUMBERS	021 808 8025
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REPORT DATE	9 April 2026

ANNEXURE A



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

POLICY FOR THE NAMING AND RENAMING OF STREETS, PUBLIC PLACES, NATURAL AREAS, ARTEFACTS AND COUNCIL-OWNED BUILDINGS AND FACILITIES

STELLENBOSCH MUNICIPALITY (WC024)

APPROVED BY COUNCIL: DATE 27/07/2022

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PART I: INTRODUCTION AND BACKGROUND

1. PREAMBLE

The naming and renaming of streets and other public places are recognized as being an integral part of place making. This includes, but is not limited to the creation of places that residents and users can relate to and take pride in.

The naming of streets and public places after memorable events is a way of etching the country's history, both pleasant and unpleasant in people's memory. The allocation of names of people is recognized as being a way of honouring certain individuals for their contribution to the development of the Country, and this Municipality, and should therefore be done with careful consideration.

2. POLICY STATEMENT

The Municipality should designate the names of public streets, public places, natural areas, artefacts and Council-owned buildings and facilities (hereafter referred to as features) by resolution. In all cases, the Municipality shall have the prerogative of accepting or rejecting any proposal received. Names must comply with the general criteria and rules as set out in this Policy.

3. REASONS FOR THE POLICY

3.1 The naming and numbering of streets in a timeous and effective manner is important for the following reasons:

- a) the completion of the registration of ownership in new subdivisions;
- b) the provision of municipal services;
- c) the billing for rates and municipal services used;
- d) the provision of emergency services;
- e) postal delivery;
- f) policing;
- g) data integrity; and
- h) to ensure that property owners can be contacted for public participation
- i) purposes.

Any delay in the provision of street naming and numbering can cause inconvenience with regard to these aspects, a loss in revenue to Council and delays in property transfers.

3.2 The renaming, in certain instances, of streets, public places, natural areas, artefacts and Council-owned buildings and facilities are important due to the following reasons:

- a) names create a 'sense of place';
- b) names are place markers and focal points through symbolism, association and remembrance;
- c) names are the beginnings and ends of journeys or destinations;
- d) names have powerful positive or negative meanings for people; and
- e) names provide opportunities to promote community harmony or perpetuate hurt and division.

- 3.3 Currently there is no standard consistent process dealing with the areas covered in this Policy and there is also no clarity on the distribution of responsibility among the different functional areas.

4. OBJECTS OF THE POLICY

The objectives of the Policy are to establish a process that:

- a) seeks to inform and influence the types of names that are chosen for various features as well as spell out the procedures that should be followed in the naming and renaming processes;
- b) provide a standard and consistent Policy framework which outlines effective administrative and decision-making procedures to deal with matters related to this Policy;
- c) prescribe an inclusive, consultative and clear process that can be followed;
- d) enjoys public and political support and which will stand the test of time;
- e) is transparent;
- f) community-driven; and
- g) sets out the responsibilities of the relevant stakeholders involved.

This Policy covers the naming of unnamed features and the renaming of currently named (or unnamed in certain instances) features, as well as the numbering of streets.

5. SCOPE

The Policy replaces the current procedures previously followed by the Municipality and shall be applicable to the entire municipal area.

The general term "street" used in this Policy, includes all classes of streets which serve as a public right-of-way, the naming of which, is the responsibility of the relevant authority.

All decisions made in terms of this Policy at any specific time shall be in accordance with the applicable delegation of powers relating to the numbering, naming and renaming of streets, public places, natural areas, artefacts and Council-owned buildings and facilities as approved by the Council.

6. LEGAL FRAMEWORK

The Municipality has jurisdiction over the naming of features that are under the control of the local authority. With regards to the naming of private features, the Policy will guide this, in as far as these names comply with the naming criteria and rules, as indicated below.

The naming and renaming ("geographical names") of features falling within the "national competence" to do so, is subject to approval by the National Minister (responsible for arts and culture) and should be undertaken in terms of the provisions of the National Geographical Names Council Act (Act 118 of 1998) and the Regulations thereof as well as the "Handbook on Geographical Names" (hereinafter referred to as the Handbook).

To determine whether the "competence" to allocate names to features falls under another sphere of government (Provincial or National) the Regulations, Handbook and the relevant department (Provincial and National) should be consulted. The naming of features falling under Provincial and National "competence" is therefore excluded from this Policy.

The Municipality should however, continue to function in accordance with the provisions of the Act (including Regulations and policies) in the allocation of geographical names that fall within the municipal area.

In instances where the naming or renaming process of the feature is the responsibility of another sphere of government or is owned by another sphere of government, then permission of that sphere of government to proceed with the naming or renaming process, should be sought in writing, prior to the process being commenced with. The said authority should also indicate if there are any procedures that the Municipality should comply with in managing the process.

7. DEFINITIONS

Responsible body - this shall mean the body responsible for maintenance and management of the specific asset. In the case of public open spaces and community facilities, this shall be the Community Services Directorate, with regards to Council-owned buildings and facilities, this shall be the Corporate Services Directorate and with regards to civil engineering infrastructure, this shall be the Infrastructure Directorate.

Act - refers to the South African Geographical Names Council Act of 1998 (Act 118 of 1998).

Authorised Employee – refers to the official which has delegated authority to consider certain land use planning applications in terms of the Stellenbosch Municipal Land Use Planning Bylaw.

Committee - refers to the Renaming Committee consisting of the Municipal Manager and Executive Managers or their delegates in terms of this Policy.

Delegated Functionary – refers to the official which has delegated authority to make decisions in terms of this Policy in accordance with the applicable delegation of powers as approved by Council.

Features - shall refer to streets, public places, natural areas, artefacts and Council-owned buildings and facilities.

Geographical names - the national legislation governing the allocation of geographical names, the South African Geographical Names Council Act, 1998 (Act 118 of 1998) defines geographic names as the names of features on the earth that are natural or man-made and adapted. These features can be populated or unpopulated.

Mayoral Committee - refers to the Executive Mayor and Mayoral Committee.

Municipal Planning Tribunal - refers to the body constituted in terms of the Stellenbosch Municipal Land Use Planning Bylaw to consider certain land use planning applications.

Naming - refers to features in new developments and subdivisions.

Panel - refers to the Panel of Experts which may be established in terms of this Policy by the Renaming committee.

Portfolio Committee - refers to the Portfolio Committee for Planning matters, as decided by the Executive Mayor.

Private - feature which are privately owned and managed.

Public - features which is open to the public and owned by the Municipality.

Regulations - refers to the regulations promulgated in terms of the South African Geographical Names Council Act, 1998 (Act 118 of 1998).

Renaming - refers to existing features, whether named or unnamed.

Road Traffic Act - refers to the National Road Traffic Act (Act No. 93 of 1996).

Signs manual - refers to the most recent version of the Southern African Development Community Road Traffic Signs Manual.

Streets - all reference to streets shall also apply to those variations (Afrikaans and with adjuncts/suffixes) as listed in the table below, owned by the Municipality and therefore falling within the Municipality's jurisdiction to name and rename as contemplated in the Act.

ENGLISH	AFRIKAANS	DEFINITION
Avenue (Ave)	Laan (Ln)	A street usually with significant horticultural features.
Boulevard (Blvd)	Boulevard (Blvd)	A wide, pretentious street, usually with horticultural or landmark features.
Bypass	Verbypad	Usually a wide road which takes traffic around a development.
Circle	Sirkel	A road which roughly forms a circle and carries low to moderate volumes
Close (Cl)	Slot	A short street or minor "dead-end" street or cul-de-sac
Court (Crt)	Hof	A Square, but normally surrounded by residential buildings.
Crescent (Crest)	Singel (Sng)	A relatively short street which forms part of a circle.
Cul-de-sac	Blinde steeg	See definition for Close (Cl) and Place (Place)
Drive (Dr)	Ryiaan (Rln)	A relatively long, usually meandering, recreational or scenic route.
Expressway	Snelweg	A dual carriageway with limited, signal controlled or interchange access.

Freeway	Deurpad	Usually a dual carriageway road with access limited to interchanges.
Highway	Snelweg	See definition for Expressway
Lane	Steeg	A narrow street or passageway, usually short.
Mall	Wandelhal	A major road mainly for pedestrian use, serving only the properties in the road.
Parkway (PW)	Parkweg (PW)	A dual carriageway with limited signal controlled or interchange access.
Path	Voetpad	Surface road for walking.
Place (Place)	Plek / Oord	A short street or a minor “dead end” street or cul de sac.
Road (Rd)	Weg	General term for streets usually in developed areas used to give access to the properties in the development.
Square (Sq)	Plein (Pln)	A road or a portion of road the shape of which resembles a square.
Steps	Trappe	Street with steps, for pedestrians use only.
Street (St)	Straat (Str)	General term for street usually in a developed area used to give access to the properties in the development.
Terrace (Tce)	Terras (Ter)	A road normally for pedestrian use, through mountainous or rough terrain.
Trail	Wandelpad	Unsurfaced road used by pedestrians only.
Walk	Voetpad	Narrow street normally for pedestrian use only.
Way	Weg	General term for street in a developed area.

(NOTE: Above-mentioned adjuncts/suffixes were referred for translation into Xhosa, but it was confirmed that it is not possible to translate the adjuncts/suffixes as no equivalent terms exist in Xhosa. In Xhosa a 'blanket' word is however used when referring to any of the terms in above-mentioned table, namely 'indlela').

PART II: NAMING AND RENAMING - CRITERIA AND RULES

8. NAMING AND RENAMING: CRITERIA FOR EVALUATION

The following criteria in ranked order are to be used to assist in determining the suitability of a name (of a new street) or the desirability of the proposed renaming of a feature. Any submission for a name change or new name must therefore make a strong case, which motivation should be based on the following:

- a) Must not be offensive or insensitive;
- b) Must promote goodwill and reconciliation;
- c) Will assist in building a sense of ownership, identity and community in a changing society;
- d) Where there is a strong degree of community participation and support;

- e) Should increase the marketing potential and investment attractiveness of an area;
- f) Honour and commemorate noteworthy persons associated with the municipal area and any such submission or petition to name a feature after people must be accompanied by a detailed motivation, profile of the person and indication why the specific person is worthy of the honour;
- g) Commemorate local, national or international history, places, events, memories or culture of relevance to the people within the municipal area;
- h) Recognize indigenous and international flora, fauna and natural environment relevant to the municipal area;
- i) Recognize the cultural diversity of the municipal area; and
- j) Promote improved place orientation and recognition.

9. NAMING AND RENAMING: RULES FOR SELECTION

The following rules (along with the criteria contained under Section 8 above) shall apply for the selection of names for features:

9.1 GENERAL

- a) There must be no duplication of names, similarly spelled or phonetically similar names within the previous municipal boundary of the town in which the feature is located as well as within a 5-kilometre radius of the feature;
- b) The length of a name should preferably be limited to what can be practically accommodated on a name board and maps, which are no more than 20 characters including spaces;
- c) No names should be used which could be construed as commercial advertising; and
- d) Names that would generally improve the Municipality's administration and provision of essential services are preferred.

9.2 STREETS

- a) Street names should be in keeping with the theme of the surrounding street names when falling within an established township;
- b) Street names should remain in the language in which it was given;
- c) Definitions of the street name adjuncts/suffixes are to be used to determine the appropriate adjunct/suffix to be applied to any street;
- d) Where a street is interrupted by a natural or man-made barrier, the resulting portions of that street may be named in the appropriate language by the addition of an appropriate identifier to one or both portions, such as North, South, East, West, Lower, Upper, Central, Extension;
- e) A continuous street should maintain its name throughout its length, except in cases where it is considered to be confusing;
- f) In Afrikaans, adjuncts/suffixes to short names other than proper nouns shall form one word with the name, while when in English these are written separately; and

- g) The provision of street name signage should comply with the requirements as prescribed in municipal guidelines and be approved by a delegated official of the Infrastructure Services Department.

PART III: NAMING PROCESS - PUBLIC AND PRIVATE STREETS

10. NAMING AND NUMBERING PROCEDURE

The naming and numbering (including renumbering) process of public and private streets in developments or subdivisions shall be as follows:

- 10.1 Subdivision plans submitted in terms of the Stellenbosch Municipal Land Use Planning Bylaw shall include street naming and numbering. The Municipality may initiate the renumbering process of public and private streets if circumstances so require.
- 10.2 Land use applications (i.e., new developments) in terms of the Stellenbosch Municipal Land Use Planning Bylaw shall include as a condition of approval, that all subdivision plan applications, submitted subsequent to the approval of the land use rights, shall include street names and numbering.
- 10.3 Paragraph 10.2 does not preclude the applicant from submitting street names and numbering as part of the land use application.
- 10.4 Applicants shall be encouraged, in terms of 10.1 and 10.3, to discuss the details of the proposed street names with the Development Management Department prior to submission thereof.
- 10.5 It shall be the responsibility of the applicant to scrutinize the municipal street index list and confirm that there are no duplicate or similar names within previous municipal boundaries of towns and a 5-kilometre radius.
- 10.6 Street numbers must also be reflected on plans in accordance with the rules for street numbering (see Section 13).
- 10.7 The Development Management Department will evaluate the proposed street names and numbering against the criteria and rules contained in this Policy (including names for streets in municipal housing projects).
- 10.8 If, the street names and numbering conform to the criteria and rules contained in this Policy, the delegated functionary can:
 - a) approve the names and numbering; or
 - b) in the case of a municipal housing project, inform the Integrated Human Settlements Department of its suitability. The Integrated Human Settlements Department will be responsible for the submission of the street names as part of their housing project approval process to Council via the Portfolio Committee.

- 10.9 If, the street names do not conform to the criteria and rules contained in this Policy, the Development Management Department will:
- a) inform the applicant thereof; or
 - b) in the case of streets for a housing project the Development Management Department will inform the Integrated Human Settlements Department of its suitability. (The Integrated Human Settlements Department will be responsible for the submission of the street names as part of their housing project approval process to Council via the Portfolio Committee).
- 10.10 If, the Development Management Department deems the street names as problematic or contentious, then the Director: Planning and Economic Development can refer the proposed street names to the Panel of Experts (see paragraph 12.2), hereafter referred to as the Panel, for evaluation and consideration.
- 10.11 The Panel then makes a recommendation to the Development Management Department on the proposed street names after which:
- a) the Director: Planning and Economic Development can make a decision; or
 - b) in the case of streets for a housing project the Development Management Department may provide alternative street names to the Integrated Human Settlements Department. (The Integrated Human Settlements Department will be responsible for the submission of the street names as part of their housing project approval process to Council via the Portfolio Committee).
- 10.12 The procedures as set out in this Policy is applicable to the naming and numbering of features only and is dealt with separately from decision-making on land use applications, which is delegated to the Authorised Employee or the Municipal Planning Tribunal in terms of the Stellenbosch Municipal Land Use Planning Bylaw.
- 10.13 If the street names are not supported by the delegated functionary, the Municipality will inform the applicant, with reasons.
- 10.14 Any decision taken in terms of 10.13 above, shall be subject to applicable right of appeal in terms of the relevant legislation.
- 10.15 On approval by the Municipality, the Development Management Department notifies all relevant stakeholders of the new street names and numbers.

PART IV: RENAMING PROCESS

11. RENAMING PRINCIPLES

The principles detailed below should be adhered to in considering all submissions and petition for renaming of features:

- a) Renaming is the responsibility of Council. The decision to proceed with the process of renaming must therefore be taken by Council before the process may commence;

- b) The renaming of features should only be done where there is a need and in such a way as to curb unnecessary expenses; and
- c) The process of renaming must be undertaken in a consultative manner and this must be clearly demonstrated before a final decision can be taken.

12. RENAMING STRUCTURES

12.1 RENAMING COMMITTEE

- 12.1.1 The Municipal Manager shall establish a Municipal Renaming Committee, hereafter referred to as the Committee.
- 12.1.2 The Committee shall be made up of the Municipal Manager and Directors of the following Directorates: Planning and Economic Development, Community Services, Infrastructure Services, Corporate Services and Financial Services, or their delegated officials.
- 12.1.3 The responsibility of the Committee will be to assess all renaming proposals received against the criteria and rules as set out in this Policy and to make recommendations to the Mayoral Committee via the Planning Department and Portfolio Committee.

12.2 PANEL OF EXPERTS

- 12.2.1 The Committee may appoint a Panel of Experts (hereafter referred to as the Panel) to assist with the evaluation of proposals, if the expertise required, falls outside that held by the appointed officials.
- 12.2.2 The Panel shall consist of not more than 5 members and not less than 3 members.
- 12.2.3 The Committee can itself nominate or, advertise a request for nominations from the general public, for members to serve on the Panel.
- 12.2.4 Councillors or municipal officials may be nominated to serve on the Panel.
- 12.2.5 Nominations for the Panel should include the agreement or permission of the nominee, full particulars of the nominee (including contact details), relevant experience, qualifications and motivation.
- 12.2.6 The Panel should have expertise and/or experience and/or qualifications in two or more of the following fields:
 - a) History;
 - b) Culture;
 - c) Linguistics;
 - d) Reconciliation;
 - e) Religion;
 - f) Civil engineering;
 - g) Town planning;

- h) Onomastics (or onomatology is the study of the origin, history, and use of proper names); and
- i) Toponymy (study of place names [toponyms], their origins, meanings, use and typology).

12.2.7 The expertise, referred to in the previous paragraph, must be detailed in the nomination document.

12.2.8 In addition, care should be taken to ensure that the Panel is as representative of the demographics and cultural composition of the municipal area as possible.

12.2.9 The members to serve on the Panel shall be submitted via the Portfolio Committee to the Mayoral Committee, by the Municipal Manager, for approval.

12.2.10 The Panel members (excluding any Councillor or official) shall be remunerated in accordance with the approved tariffs of Council for advisory committees.

12.3 RENAMING PROCEDURE

12.3.1 Application fees for a renaming application are to be determined by the tariff structure of Council.

12.3.2 Council can, at any time, decide to process a renaming request, if determined to have sufficient merit.

12.3.3 Any person, community or organization which live or operate within the boundaries of the Municipality shall be entitled to propose the renaming of a feature.

12.3.4 Council can on its own initiative initiate a renaming process.

12.3.5 Renaming proposals shall be in writing and shall include full details:

- a) of the affected feature;
- b) the proposer of the name change;
- c) the proposed name change and its meaning;
- d) fully motivated reasons for the change;
- e) evidence of professional and community support; and
- f) evidence of research.

12.3.6 Proposals may include the results of referenda or similar consultation/s within communities by way of evidence of support or opposition.

12.3.7 Persons who are unable to read or write, must be able to submit their comments verbally at the Stellenbosch Municipality; where they will be assisted by a staff member, to put their comments in writing.

12.3.8 The Development Management Department shall receive, process and evaluate the proposals against the criteria and rules contained in this Policy.

- 12.3.9 If a proposal does not contain all the required information or the street names do not conform to the criteria and rules contained in this Policy, the proposal shall be returned to the applicant within 30 days, by the Development Management Department, with a request for submission of the necessary information within 30 days from the receipt of the request, failure of which the renaming proposal shall lapse.
- 12.3.10 A report containing all names received, with a summary of relevant information, comments and evaluation in terms of the criteria and rules for renaming, will be prepared by the Development Management Department for submission to the Committee.
- 12.3.11 The Committee will consider and deliberate the name change proposal.
- 12.3.12 The Committee can at this stage refer a proposal to the Panel for evaluation and consideration.
- 12.3.13 The Panel will make recommendations to the Committee.
- 12.3.14 The Committee will submit its comments and the Panel recommendations to the Development Management Department.
- 12.2.15 The Development Management Department will submit the proposal and all relevant comments to the Mayoral Committee via the Portfolio Committee.
- 12.3.16 If the proposal is not supported by Mayoral Committee, the applicant must be informed of this, with reasons.
- 12.3.17 If the proposal is supported then the proposal will be advertised for comment by interested and affected parties and surrounding property owners.
- 12.3.18 The Development Management Department will simultaneously circulate the supported proposal to the relevant internal Directorates (Planning and Economic Development, Community Services, Infrastructure Services, Corporate Services and Financial Services Directorates) and relevant external organisations for comment (e.g., District Roads Engineer, Ward Councillor/s, Western Cape Provincial Geographical Names Committee, etc.)
- 12.3.19 If Council deems it necessary, it can conduct a public meeting with the relevant stakeholders at any stage of the process.
- 12.3.20 A report containing all comments received will be prepared by the Development Management Department for submission to the Committee. The report should also include the financial implications for Council for the proposal.
- 12.3.21 Comments received on the supported proposal will be considered by the Committee.

- 12.3.22 The Committee can again refer the comments received to the Panel for further recommendations.
- 12.3.23 The Committee will submit its final comments and the Panel recommendations to the Development Management Department.
- 12.3.24 The Development Management Department will submit the Committee comments and the Panel recommendations to the Mayoral Committee via the Portfolio Committee.
- 12.3.25 Once the name change is supported by the Mayoral Committee, its recommendation is submitted to the Council for approval.
- 12.3.26 Once the name change is approved by the Council, this must be published in a local newspaper.
- 12.3.27 Any decision taken in terms of paragraph 12.3.26 above, shall be subject to applicable right of appeal in terms of the relevant legislation.
- 12.3.28 The municipal budget should make provision for capital funds as well as operating funds to implement the proposal/s as per the responsible department.
- 12.3.29 On approval by the Mayoral Committee, the Development Management Department notifies all relevant stakeholders of the new street names and numbers.
- 12.3.30 A Council initiated renaming process must follow the same renaming procedures as set out in this Policy.
- 12.3.31 Administrative errors and/or incorrect spelling of names may be rectified without going through the process contained in this Policy.

PART V: OTHER PROVISIONS

13. RULES FOR STREET NUMBERING

Street numbering should be allocated as follows:

13.1 STREETS -WEST TO EAST (HORIZONTAL)

Horizontal: indicates the street is running generally speaking in a Western/Eastern direction or <45°.

Numbering must be done from left to right, West to East, with even numbers on the Northern side of the street, and the odd numbers on the Southern side of the street.

13.2 STREETS - SOUTH TO NORTH (VERTICAL)

Vertical: indicates the street is running generally speaking in a Northern/Southern direction or $>45^\circ$.

Start by numbering from South to North, with the even numbers on the Eastern side of the street, and the odd numbers on the Western side of the street.

13.3 CORNER ERF (TWO STREETS)

Two street numbers must be provided for a corner Erf, with one street number bordering each street. The street number of a property will be determined by the direction of the front door of the new or existing structure.

13.4 CORNER ERF (THREE STREETS)

Three street numbers must be provided for a corner Erf. One street number bordering each street is required. The direction of the building/front door/entrance will determine which street number shall be used.

13.5 CUL-DE-SAC

Scenario 1:

If there are fewer than seven properties on the same side of the road in a cul-de-sac with no possibility of development on the other side of the road, numbering is then to be sequential

Scenario 2:

The street numbering, if there are more than seven properties and these are located on both sides of the road, should start at the entrance of the cul-de-sac (at the corner Erf). Odd numbers must start on the Southern side, if the cul-de-sac is running in an East/West direction (i.e., $<45^\circ$) or on the Western side, if the cul-de-sac is running in a South/North direction (i.e., $>45^\circ$).

The island in the middle, if applicable must be numbered with even numbers with the smallest even number at the entrance to the circle.

13.6 PUBLIC OPEN SPACE

A public open space must also be numbered. Numbering should be done on both sides of the Erf if the Erf borders on two streets. The lowest value street number allocated to the Erf will be used for administrative purposes.

13.7 EXISTING STREET NUMBERS

In cases where an existing street is already numbered, the existing numbers must be taken into account when a subdivision application is submitted to the Municipality. The street numbering must also fit into the General Plan of the area.

On completion of any building on a property, it shall be the duty of the property owner/s to obtain and install suitable address numerals in accordance with the provisions of the Signs manual.

14. FINANCIAL CONSIDERATIONS

The following financial aspects shall be taken into account:

- 14.1 All costs relating to street naming in new subdivisions shall be borne by the developer, or where the developer is Council, the costs shall be borne by Council.
- 14.2 The costs of erecting or changing name boards and signs, resulting from the renaming process, shall be borne by the successful applicant (whether this is a person, group, company, organization, institution, etc.), except if initiated by Council.
- 14.3 Council shall not be liable for costs incurred by property owners, which could ensue as a result of the renaming and renumbering process (i.e., changing of address for various institutions, websites, business signage, etc.).

ANNEXURE B



*Get
Involved*



NAME OUR NEW BUILDING & WIN AN AMAZING PRIZE!

The Municipality's new building, that will house various offices and a state-of-the-art Customer Service Centre, is nearing completion.

The historic NPK-building has undergone a complete transformation. The next step is to pick a new name for the building and that's where you come in!

Submit your proposal for a new name that captures the spirit of Stellenbosch Municipality and our values of integrity, innovation, responsiveness, excellence, accountability, and transformation.

Submit your proposal in writing by emailing
contact.stellenbosch@stellenbosch.gov.za on or before 18 August 2023 and





Help Us Rename the NPK-Building



21



19



6



Stellenbosch Municipality

Final touches are underway! Stellenbosch Municipality is getting ready to officially announce more...

ANNEXURE C

Help Us Rename the NPK-Building

Below are the name suggestions received from the public in no particular order:

- **Anastasia Building:**

The miracle iris, *Moraea anastasia*, was discovered on Botmaskop, near the Helshoogte Pass. The discovery is considered a botanical wonder, because it emerged on an old pine plantation. Its name comes from the Greek meaning “resurrection”.

- **S.M.A.R.T. Centre:**

Stellenbosch Municipal Assistance & Resource Terminal

- **Die Wynpoort:**

“The Wine Gateway” — celebrates Stellenbosch’s heritage as the heart of SA’s wine country and welcomes residents into a space of service and support.

- **Die Midde-Bosch gebou / The Midde-Bosch building:**

The building is located in central Stellenbosch

- **Die Suikerklont(jie) / The Sugarcube:**

From an aerial view, the building resembles a giant sugar cube in terms of its cube shape and off-white colour.

- **Die Hoeksteen:**

The building also resembles a giant cornerstone and Stellenbosch is the cornerstone of the wine industry in our region and the country as a whole.



- **Intelligence Hub**

- **Ubuntu**

- **Service Delivery Centre**

- **Public Link**

- **Community Connect**

- **Public Service Centre**

- **Stellenbosch Municipality Gateway**

- **Stellenbosch Community Support Centre**

- **White House @ Pleinstreet**

- **Die Rynpleintuin gebou**

- **Wynland Poort**

- **Hartebaan Sentrum**

- **Die Baken**

- **Die Eikhuis**

- **Stellenkring**

- **The white house**

- **Eike Huis**

- **Stellenbosch municipality community Hub**

- **Stadsraad**

AGENDA

40TH MEETING OF THE COUNCIL
OF STELLENBOSCH MUNICIPALITY

2026-04-22

10.9	RURAL MANAGEMENT: (PC: CLLR C MANUEL)
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NONE

10.10	MUNICIPAL MANAGER (G METTLER)
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NONE

11.	CONSIDERATION OF ITEMS, REPORTS, COMMUNICATIONS, PETITIONS AND APPLICATIONS SUBMITTED VIA THE OFFICE OF THE MUNICIPAL MANAGER
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11.1	MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC): [CLLR WF PIETERSEN]
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NONE

12.	REPORTS BY THE MUNICIPAL MANAGER (G METTLER)
12.1	RECRUITMENT OF AN ADDITIONAL AUDIT AND PERFORMANCE AUDIT COMMITTEE (APAC) MEMBER

Collaborator No:

IDP KPA Ref No: Good Governance and Compliance

Meeting Date: Council: 22 April 2026

1. RECRUITMENT OF AN ADDITIONAL APAC MEMBER WITH ICT EXPERTISE

2. PURPOSE

To obtain Council's approval to initiate the recruitment of an additional APAC member with expertise in Information and Communication Technology (ICT).

3. DELEGATED AUTHORITY

The delegated authority for the appointment of APAC members is Council.

4. EXECUTIVE SUMMARY

In terms of Section 166 of the Municipal Finance Act (MFMA), Act No 56 of 2003, each municipality must have an Audit Committee. The Audit Committee is an independent advisory body which must advise Council, the political office bearers, the accounting officer, the management and staff of the municipality. The Act requires the Council to appoint the Audit Committee members and the Chairperson.

Stellenbosch Municipality (SBM) currently has an established APAC composed of four (4) independent external members appointed by the Council. However, none of the current members is an expert in ICT governance.

5. RECOMMENDATIONS

- (a) that Council approves the Municipal Manager to initiate the recruitment and appointment processes for one (1) additional APAC member with expertise in ICT; and
- (b) that Council appoints members from the Council to serve on the Nominations and Selection Committee responsible for overseeing the recruitment of APAC members and making recommendations to Council for appointment.

6. DISCUSSION / CONTENTS

6.1 Background

The current SBM APAC consists of four (4) independent external members with their expertise highlighted in the table below:

Member Details	Capacity	Appointment Date	Expertise
Mr. LC Nene	Chairperson	01-Jun-22 <i>(Extended for second term, effective 1 June 2025)</i>	Operational Excellence, Audit, Corporate Governance, Business Resilience Programmes, Risk, Ethics, Forensics Management and Regulatory Compliance.
Dr. L Mortimer	Member	01-May-24	Local Governance, Strategic Management, Training Development, Supply and Chain Management, Governance and Policymaking, Public Sector Finance and Compliance.
Ms. R Ghani	Member	27-Sept-23	Financial Management, Accounting, Auditing, Performance Management, Risk Management and Legal Services (Corporate Governance).
Mr. M Burton	Member	01-Mar-25	Ethical Corporate Governance, Financial Management, General Management, Risk Management, Finance, Performance Management, Strategy including IT Strategic Management.

Though the current APAC members demonstrate basic understanding and appreciation of the ICT principles, however; based on their expertise as outlined in the table above, it is evident that none of the members possess ICT expertise.

Paragraphs 3.2 and 3.3 of the 2025/26 APAC Charter approved by Council requires that:

“3. Composition

3.2. The APAC shall comprise of at least three (3) independent members but not more than five (5), of which at least one person has expertise in performance management. Working knowledge of business is required, i.e., financial management, legal, auditing, performance management, risk management and ICT.

3.3. In terms of best practice, the number and/or size of the APAC can be increased to address the requirements, characteristics and needs of the municipality, which will also be guided by the approved charter.”

6.2 Discussion

In terms of paragraph 13.8 of the 2025/26 APAC Charter, the APAC is delegated by the Council to provide oversight on ICT Governance. ICT is a business enabler and with the growing use of Artificial Intelligence (AI) including its associated risks and security risks (cyber-attacks), it is critical for Council to ensure improved oversight on ICT. Paragraph 13.8 of the 2025/26 APAC Charter states that:

“13.8. ICT Governance

13.8.1. The APAC need to provide advice on ICT governance, controls, access, safeguarding of information in the municipality. Annually review the functioning of the ICT Steering Committee and review its minutes.

13.8.2. Specific expertise may be required from within or outside the municipality from time to time, to assist the IAF and APAC to formulate recommendations on systems and controls. The committee may have to advise on the appropriateness of disaster recovery and business continuity plans supporting IT risks, regular testing and evaluation of plans, systems and processes.”

Furthermore, Municipalities including SBM are currently in the process of implementing Municipal Standard Chart of Accounts (mSCOA) in line with the Municipal Regulations on Standard Chart of Accounts (mSCOA) that came into effect on 22 April 2014, gazetted by the Minister of Cooperative Governance and Traditional Affairs.

The appointment of an additional APAC member with ICT expertise will ensure that the APAC collectively has the required skills, experience and expertise to effectively provide oversight into ICT systems and control processes. This will empower APAC to effectively advise the Council, Political Office bearers, the Municipal Manager and management on ICT governance.

6.3 Financial Implications

The appointed member will be paid a stipend of R5500 per meeting. The Municipality budgets on an annual basis for the remuneration of APAC members.

6.4 Legal Implications

Section 166 (1), (2), (3), (4) and (5) of the MFMA sets out the following:

“(1) Each municipality and each municipal entity must have an audit committee. subject to subsection (6).

(2) An audit committee is an independent advisory body which must-

(a) advise the municipal council, the political office-bearers. the accounting officer and the management staff of the municipality, or the board of directors. the accounting officer and the management staff of the municipal entity. on matters relating to-

- (i) internal financial control and internal audits;*
- (ii) risk management;*
- (iii) accounting policies;*
- (iv) the adequacy, reliability and accuracy of financial reporting and information;*
- (v) performance management;*
- (vi) effective governance;*
- (vii) compliance with this Act, the annual Division of Revenue Act and any other applicable legislation;*
- (viii) performance evaluation; and*
- (ix) any other issues referred to it by the municipality or municipal entity;*

- (b) review the annual financial statements to provide the council of the municipality or, in the case of a municipal entity, the council of the parent municipality and the board of directors of the entity, with an authoritative and credible view of the financial position of the municipality or municipal entity, its efficiency and effectiveness and its overall level of compliance with this Act, the annual Division of Revenue Act and any other applicable legislation;
- (c) respond to the council on any issues raised by the Auditor-General in the audit report;
- (d) carry out such investigations into the financial affairs of the municipality or municipal entity as the council of the municipality or in the case of a municipal entity, the council of the parent municipality or the board of directors of the entity, may request and
- (e) perform such other functions as may be prescribed.
- (3) In performing its functions, an audit committee-
- (a) has access to the financial records and other relevant information municipality or municipal entity; and
- (b) must liaise with-
- (i) the internal audit unit of the municipality; and
- (ii) the person designated by the Auditor-General to of the audit the financial statements of the municipality or municipal entity.
- 4) An audit committee must-
- (a) consist of at least three persons with appropriate experience, of whom the majority may not be in the employ of the municipality or municipal entity, as the case may be; and
- (b) meet as often as is required to perform its functions, but at least four times a year.
- (5) The members of an audit committee must be appointed by the council of the municipality or, in the case of a municipal entity, by the council of the parent municipality. One of the members who is not in the employ of the municipality or municipal entity, must be appointed as the chairperson of the committee. No councillor may be a member of an audit committee."

SBM System of Delegations confer to Council the appointment of APAC members:

POWERS/DUTIES CONFERRED ON COUNCIL						
Item Number	Legislative Mandate	Description of Power or Duty	Responsibility/ Delegated From	Delegated To	Sub-Delegated To	Conditions/Limitations/ Instruction to Assist
C132	Section 166(5), MFMA	Appointing the members of the audit committee of the municipality and of a municipal entity of which the municipality is a parent municipality; Appointing from amongst the members of an audit committee who is not in the employ of the municipality or municipal entity a chairperson	Council			

Reference is made to paragraph 3.4, pages 59 and 60 of the National Treasury Municipal Audit Committee Tool Kit of 2023 which recommends that:

“3.4 Knowledge and expertise of Audit Committee members

Given the nature of the responsibilities of the Audit Committee, the Council/Board should appoint members who collectively possess broad business, financial management and public sector experience, and general knowledge of most or all of the areas listed below:

- *the main activities of the Municipality/Municipal Entity including amounts others:*
 - o *Engineering expertise*
 - o *Event management understanding*
 - o *Legal background*
 - o *Environmental, Social and Governance (ESG) systems and reporting;*
- *risk identification, evaluation, and management;*
- *project and program management;*
- *information management and security;*
- *the operations of government and the public sector including information technology systems and controls;*
- *the roles of internal and external audit;*
- *the application of accounting, auditing and assurance standards;*
- *relevant legislative and other policy requirements of the Municipality/Municipal Entity;*
- *public sector and council structures including reporting requirements, financial and performance reporting;*
- *Corporate governance, internal control, compliance activities and fraud control; and*
- *Sustainability and business continuity.*

Additionally, there are other areas of Municipal operations that are specialized in nature, where the Audit Committee would benefit from having a member(s) with skills and experience in the specific business operation to assist the committee to meet its responsibilities. For example, where information technology systems have an important role in a Municipality's/Municipal Entity's business, it would be preferable for one member of the committee to have comprehensive information technology management experience and/or qualifications.

The table below provides further guidance on the skills and experience of members that would enhance the Audit Committee representation and its performance to offer objective and quality advice.

Skill Required	Metro	District with Services	District without Services	Local with Services	Local without Services
Financial Management	✓	✓	✓	✓	✓
Legal	✓	✓	✓	✓	✓
Admin and Governance (i.e. Internal Audit, Risk Management, IT, Human Resources, Planning, etc.	✓	✓	✓	✓	✓
Performance Management	✓	✓	✓	✓	✓
Medical practitioner, Engineers (i.e. Civil, Electrical, Environment	✓	✓		✓	

Principle 10: Data, information and technology of King V Code on Corporate Governance for South Africa 2025 recommends that:

“The governing body governs data, information and technology in a way that enables the organisation to sustain and optimise its strategy and objectives.

Data and information

Steering and setting direction

100. The governing body should provide the strategic direction and be accountable for the effective, compliant and ethical management and control (including acquisition, creation, use, dissemination and disposal) of data and information.

101. The governing body may, at its discretion, delegate its information-related responsibilities as outlined below to the committee responsible for risk governance or to another committee, as is appropriate for the organisation.

Technology

Steering and setting direction

105. The governing body should provide the strategic direction and be accountable for the effective, compliant and ethical acquisition, development, use and distribution of technology within and by the organisation.

106. The governing body may, at its discretion, delegate its technology-related responsibilities as outlined below to the committee responsible for risk governance or to another committee, as is appropriate for the organisation.”

Principle 6: of King V Code on Corporate Governance for South Africa 2025 recommends that:

“The governing body ensures that arrangements for delegation to committees and individuals within its own structures promote the objective and effective discharge of its obligations.

Committee responsible for nomination governance

Steering and setting direction

63. The governing body should delegate the oversight of nomination-related responsibilities to a dedicated committee or add it to the responsibilities of another committee, as is appropriate for the organisation.

Policy and planning

64. The delegated role of the committee responsible for nomination governance should comprise oversight of the following:

- a. The composition of the governing body and its committees.*
- b. The process for nominating, electing and appointing members of the governing body and its committees.”*

Paragraphs 3.2 and 3.3 of the 2025/26 APAC Charter approved by Council requires that:

“3. Composition

3.2. The APAC shall comprise of at least three (3) independent members but not more than five (5), of which at least one person has expertise in performance management. Working knowledge of business is required, i.e., financial management, legal, auditing, performance management, risk management and ICT.

3.3. In terms of best practice, the number and/or size of the APAC can be increased to address the requirements, characteristics and needs of the municipality, which will also be guided by the approved charter.”

6.5 Staff Implications

No additional staff implications

6.6 Previous / Relevant Council Resolutions:

N/A

6.7 Risk Implications

Lack of an APAC member with expertise in ICT may lead to ineffective oversight on ICT governance and processes.

6.8 Comments from Senior Management

6.8.1 Chief Financial Officer

The Municipality budgets on an annual basis for the remuneration of APAC members.

6.8.2 Municipal Manager

The Municipal Manager is in support of this item.

6.8.3 APAC Chairperson

The APAC Chairperson is in support of this item.

APPENDICES

Appendix 1 –APAC Charter 2025/ 2026

FOR FURTHER DETAILS CONTACT:

NAME	Lunga Mvandedwa, CIA
POSITION	Chief Audit Executive
DIRECTORATE	Municipal Manager
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REPORT DATE	14 April 2026

APPENDIX 1



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Audit and Performance Audit Committee (APAC) Charter

2025/2026

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1. Introduction

1. The charter is used to guide the activities of the APAC on an ongoing basis. The APAC charter sets out the objectives, roles and responsibilities, composition, structure and membership requirements, relationships with other stakeholders, authority for the committee to conduct enquiries and access municipality records and personnel, outlines procedures for meetings, addresses the confidentiality and independence of committee members, and provides for ethical conduct and reporting.
2. The charter should be used as a basis for:
 - a) Preparing the APAC's annual work plan.
 - b) Setting the agenda for meetings.
 - c) Requesting skills and expertise.
 - d) Making recommendations to the Municipal Manager (MM) and Municipal Council.
 - e) Assessing the APAC's performance by its members, Municipal Council, management, Auditor-General South Africa (AGSA) and Internal auditors.
 - f) Contributions and participation at meetings.

2. Authority

- 2.1. The APAC operates as a committee of the Council. The APAC performs the responsibilities assigned to it by the Municipal Finance Management Act, No. 56 of 2003 (the MFMA), Municipal Systems Act, No. 32 of 2000 (the MSA), Municipal Planning and Performance Management Regulations, and the corporate governance responsibilities delegated to it under this charter by Council.
- 2.2. A charter is the written Terms of Reference (ToR) approved by Council which outlines the mandate and authority of the APAC. The charter becomes the ToR of the Committee which then informs the contracts of the APAC members.
- 2.3. The APAC shall have the authority to perform functions, and to obtain any information and advice, from within or outside the municipality, to perform its functions as legislated. Appropriate resources will be made available to the APAC to perform its functions as agreed in its charter.
- 2.4. The APAC may:
 - a) Communicate with the Council, MM or the internal and external auditors of the municipality.
 - b) Have access to municipal records containing information that is needed to perform its duties or exercise its powers.
 - c) Request any relevant person to attend any of its meetings, and, if necessary, to provide information requested by the committee.
 - d) Conduct investigations into the affairs of the municipality, as requested by the Council of the municipality.

3. Composition

- 3.1. Section 166 of the MFMA provides for a minimum requirement for the composition of an APAC.
- 3.2. The APAC shall comprise of at least three (3) independent members but not more than five (5), of which at least one person has expertise in performance management. Working knowledge of business is required i.e., financial management, legal, auditing, performance management, risk management and ICT.
- 3.3. In terms of best practice, the number and/or size of the APAC can be increased to address the requirements, characteristics and needs of the municipality, which will also be guided by the approved charter.
- 3.4. These requirements apply to all municipalities regardless of whether the APAC is established in-house or through a shared service.

4. Appointment of Members

- 4.1. Section 166(5) of the MFMA requires that the members of an APAC must be appointed by the Council of the municipality. All members shall be independent non-executives, and none shall be in the employ of the Municipality. Councillors are not allowed to be members of the APAC. The appointed members should enter into a contract with the municipality according to the approved charter.
- 4.2. The Council shall appoint the Chairperson from the members of the Committee. The Chairperson shall be an independent person, knowledgeable of the status of the position, has the requisite business, financial and leadership skills and must not be a political office bearer.
- 4.3. Except in the case of shared APAC, the Council must ensure that APAC members do not serve on more than three (3) local government APAC's simultaneously as the practice of serving on too many committees may impact negatively on the performance of the APAC compromising to their effectiveness.

5. Attributes of Members

- 5.1. The Chairperson of the APAC should be appointed after the following factors have been considered.
- 5.2. The Chairperson should:
 - a) Have a good standing and ability to lead discussions.
 - b) Create vision and provide direction at meetings.
 - c) Build municipal capabilities by guiding management based on expert knowledge and skills.
 - d) Promote and achieve quality outcomes at meetings.
 - e) Can speedily and effectively advise the Council of any impending non-compliance with the legislative framework.
 - f) Can encourage other members to participate in APAC meetings.
 - g) Conduct meetings in a manner that demonstrates a desire to establish effective communication with all stakeholders.

- h) Demonstrate ethical and effective leadership and act in the best interest of the municipality.
- 5.3. In determining suitable candidates for an APAC and maintaining a balanced composition, the Council should seek to appoint candidates that have ability to:
- a) Perform the role of advisor to management.
 - b) Communicate effectively with management.
 - c) Carefully review the information received and obtain clarification from management as and when appropriate.
 - d) Raise relevant questions, evaluate responses and follow up on any matter that is unclear.
 - e) Conduct responsibilities in the context of the municipality's strategic objectives and overall corporate governance of the Council.
 - f) Act independently and be proactive in advising the MM regarding issues that require further management attention.
 - g) Encourage openness and transparency.
 - h) Build relations with management.
 - i) Have a professional approach to performing duties, including commitment of time and effort.
 - j) Each committee member must be ethical, independent and appropriately skilled.
 - k) Each member must be capable of making a valuable contribution to the Committee.

6. Skills and Experience

- 6.1. Members should be selected from different areas of expertise to enhance the APAC's overall knowledge of the municipality and the ability to discharge its obligations and provide appropriate recommendations to the Council.
- 6.2. The roles and responsibilities of an APAC can be used as a baseline to obtain relevant skills that members must possess. This will ensure that appointed members are competent to carry out their responsibilities as set out in the APAC's charter.
- 6.3. The appointed members should collectively possess the following skills and experience:
- a) Private and public sector experience.
 - b) An understanding of service delivery priorities.
 - c) Good governance and/ or financial management experience (keep abreast of latest GRAP standards and Annual Financial Statements (AFS) requirements).
 - d) An understanding of the role of Council and Councillors.
 - e) An understanding of the operations of the municipality.
 - f) Familiarity with risk management practices.
 - g) An understanding of roles and responsibilities of internal and external audits including internal controls.
 - h) An understanding of major accounting practices and public sector reporting requirements
 - i) An understanding of public sector reforms.
 - j) Familiar with legislation applicable to municipalities.

- k) An understanding of the treatment of allegations and investigations.
- l) An understanding of the performance management system.
- m) ICT expertise.

7. Membership and Independence

- 7.1. The APAC must be independent and safeguarded from undue influence in exercising its responsibilities objectively. To enhance the APAC function, the following is required:
- a) The APAC Chairperson and members should be independent of the municipality and declare any ongoing conflict of interest.
 - b) The APAC Chairperson and members should not be biased but exhibit an independent mental attitude during deliberations.
 - c) All APAC members should declare private and business interests at every meeting.
 - d) Members should not conduct any business with the municipality.

8. Term of Office

- 8.1. To enhance the independence of the APAC, the term of office for members must be strictly adhered to. The Chairperson should be appointed for a minimum of three (3) years to ensure that he/she contributes most effectively and provides stability to the APAC.
- 8.2. Other APAC members should serve at least a minimum of three (3) years with an option to renew for another three (3) years, based on performance. Recruitment of members should be staggered to prevent a loss of knowledge and skills in the committee. The recruitment process of new members should be concluded at least three (3) months in advance of the expiry of existing members' term. The Chief Audit Executive (CAE) and the MM must maintain records of the APAC member contracts and ensure recruitment is undertaken as mentioned above.
- 8.3. Rotation of members is encouraged as it enhances the independence of the APAC. Members of the APAC should not be contracted continuously for a period exceeding six years. After serving consecutively for six years, a cooling-off period of two years should be provided for, before appointing the same member to the APAC.
- 8.4. Members should be encouraged not to end their contracts until they have shared their knowledge with new members. A committee member should give two (2) months' notice prior to resignation.
- 8.5. The committee members should have the opportunity to have an exit meeting with the Council to discuss the reason for leaving and to provide feedback on their experience on the APAC as well as any other issues. The date of resignation should be minuted by the secretariat of the APAC or Council.
- 8.6. Committee members can be dismissed by the Municipal Council under certain circumstances. The municipal Council should consult the charter when dismissing members of the committee. Reasons for dismissal, amongst other things, would normally be detailed in the letter of appointment and contract agreement, such as:

- a) Where an ongoing conflict of interest exists.
 - b) Where a member has not performed to expectations.
 - c) Convicted of criminal offense involving fraud and corruption.
 - d) Fails to effectively execute his or her responsibilities, including failure to attend at least three (3) consecutive ordinary/planned meetings of the Committee without an apology/leave of absence.
 - e) Is incapable due to ill health.
 - f) Resigns.
 - g) Is in breach of the duty of confidentiality.
 - h) Is proven to be unethical.
- 8.7. The official dismissal process as it relates to the municipality should be adhered to by the MM and Municipal Council when an APAC member is being dismissed.
- 8.8. Where appropriate, the dismissal process is linked to the charter and member's performance assessment process. The dismissal of a member should be performed by the Municipal Council, and the outcome of the dismissal process should be in writing. The date of dismissal should be minuted by the secretariat of the APAC and or Council.

9. Induction of Members

- 9.1. A formal process of induction must be facilitated by the CAE in consultation with the MM. During the induction of members, the roles and responsibilities of the APAC must be clarified. The induction process should entail sufficient briefings and information on their roles, responsibilities, accountability and management's expectations. Induction of members can also be facilitated by Provincial Treasury or National Treasury, upon request.
- 9.2. New members should meet and be briefed by the MM, Chief Financial Officer (CFO), Chairperson of the APAC and the CAE. New members should also be introduced to the external auditors. The information to be provided to new members should include:
- a) The municipality's governance and operational structures and how the APAC operate within this structure.
 - b) Copy of the APAC's charter, including any policies, recent APAC minutes, audit management letter, audit report, including details of outstanding issues, Council resolutions and recommendations presented to the Municipal Council.
 - c) Copies of the relevant legislation.
 - d) Copies of the latest municipality's annual report, AFS, Integrated Development Plan (IDP), budgets, Service Delivery and Budget Implementation Plans (SDBIP), in-year reports, code of conduct, performance agreements, risk register and risk management plans.
 - e) Information from management and the internal audit on the risk profile, status of internal controls and system of delegation.
 - f) A copy of the Internal Audit charter and annual work plans, among others.

10. Reporting

- 10.1. The Chairperson of the APAC will report twice a year, or more frequently if required, to the Municipal Council on the operations of the APAC. The report should include:
- a) A summary of the work performed by the Internal Audit Function (IAF) and the APAC against the annual work plan.
 - b) Effectiveness of risk management processes and internal controls and additional measures that must be implemented to address identified risks.
 - c) The committee's assessment of the municipality's performance management system.
 - d) A summary of key issues dealt with, such as significant internal and external audit findings, recommendations and updated status thereof.
 - e) Progress with any investigations and their outcomes in relation to the mandate.
 - f) Details of meetings and the number of meetings attended by each member.
 - g) Other matters requested of the IAF and APAC.
- 10.2. The APAC shall prepare an APAC annual report which will be incorporated into the municipality's annual report. This includes the following:
- a) The functions performed by the Committee and meetings attended.
 - b) Resolutions taken by Council and implementation status of recommendations made.
 - c) Other relevant comments that may enhance governance and accountability.

11. Remuneration of Members

- 11.1. Remuneration will be in accordance with a tariff as approved by the Council. Remuneration shall be based on a fixed rate per meeting. This rate will include preparation time utilised by members for meetings. The rate per meeting for ordinary members is R5 500, 00 (five thousand five hundred rand) per meeting and R6 500, 00 (six thousand five hundred rand) per meeting for the Chairperson of the Committee. The municipality may utilize the rates provided by the National Treasury. Should the MM deem it necessary, he or she can, in consultation with the Municipal Council, determine other remuneration, provided that the APAC charter properly define the time and cost.
- 11.2. Remuneration of committee members are calculated based on the various types of meetings attended, taking into consideration the tariff approved by Council. In calculating the remuneration due there is distinguished between two types of meetings:
- 11.2.1. APAC meetings:
 - a) Remuneration is calculated on a full day tariff.
 - 11.2.2. Other meetings including but not limited to attendance of Council meetings, CAE interviews, meetings with AGSA, IAF and other assurance providers outside APAC meetings:
 - a) One to two (1-2) hours = half a day tariff.
 - b) More than two (2) hours = a full day tariff.

- 11.3. The reimbursement of all members for travel expenditure must be determined under the approved Council policy or the rate per kilometre as published and updated by the National Department of Transport.
- 11.4. The MM, in consultation with the CAE, is required to approve the reimbursement of all travel expenditure for members of the APAC based on the above mentioned or make alternative arrangements to pay for modes of travel to such meetings, in terms of Council policy.
- 11.5. The Chairperson and members of the APAC will be required to complete particulars of their respective travel to and from the venue of the APAC meetings.

12. Performance Assessments

- 12.1. The APAC should assess its performance and achievements against its charter on an annual basis. The assessment should be conducted within the first quarter of the new financial year. The assessment would cover the performance of the individual member as part of the overall APAC reference to the particular skills the member has brought to the APAC as a whole.
- 12.2. The aim of the self-assessment is to ensure that the APAC is meeting its objectives efficiently and effectively. The outcomes of the self-assessment should be presented by the Chairperson to the MM and Municipal Council.
- 12.3. Where the self-assessment highlights a need for enhancements to the role, operational processes or membership of the committee, the Chairperson should take action to ensure that such enhancements are implemented. The Chairperson may need to consult with the MM and Municipal Council to obtain appropriate support to ensure all enhancements are implemented.
- 12.4. It may be beneficial for the APAC to use an external facilitator to aid with, or to supervise the self-assessment process. It is up to the APAC to decide whether the services of an external facilitator are required.
- 12.5. An external facilitator can provide an impartial and objective view and can approach the evaluation process without bias or preconceived ideas. The Chairperson and external facilitator should provide feedback to the APAC members and present the results of the evaluation to the MM and Municipal Council.
- 12.6. Where the APAC is not performing in accordance with its charter and this has been observed by various stakeholders such as for example, internal audit, external audit or management, it would be appropriate for this or other issues to be brought to the attention of the MM and Municipal Council.
- 12.7. If an individual APAC member is not performing, then the Chairperson of APAC should be given an opportunity to address the poor performance with the member. If still not resolved, the member must be given an opportunity to address such with the Municipal Council. If it is considered necessary to terminate the services of an APAC member prior to the end of the term of appointment, proper procedures should be followed.

13. Roles and Responsibilities

The APAC responsibilities in relation to other functional areas are highlighted below.

13.1. Internal Audit Function (IAF)

13.1.1. The APAC responsibilities relating to internal audit, which evaluates and contributes to the improvement of governance, risk management and control processes, are to:

- a) Ensure that the IAF charter, independence and activities of the IAF are clearly understood and respond to the objectives of the municipality and the legal framework.
- b) Meet separately with the CAE to discuss any matters that the committee or IAF believe should be discussed privately.
- c) Review the annual IAF budget and final fees and recommend to Council for adoption.
- d) Regularly review the functional and administrative reporting lines of the CAE to ensure that the organisational structure is consistent with the principles of independence and accountability.
- e) Review and approve the IAF charter, three-year rolling plan and one-year operational internal audit plan and any significant changes to the plan.
- f) Confirm that the annual audit plan makes provision for critical risk areas in the municipality.
- g) Advise the municipality on resources allocated to give effect to the work outputs of the IAF.
- h) Reviewing the capacity building and training strategy within the IAF.
- i) Consider and advise on the co-operation and co-ordination between IAF and the Auditor-General.
- j) Ensure that there is sufficient support for the IAF and external auditors from senior management.
- k) Confirm with management that the IAF findings are submitted to the APAC on a quarterly basis.
- l) Confirm actions taken by management in relation to the implementation of IAF recommendations to address IAF findings.
- m) Consider and review reports relating to difficulties encountered during the audit engagement, including any scope limitation or access to information reported to the MM that remain unresolved.
- n) Evaluate the performance of the IAF in terms of the agreed goals and objectives as captured in the internal audit plan.
- o) Ensure that the CAE has unrestricted access to the Chairperson of the APAC.
- p) Conduct a high-level review of IAF on an annual basis, to ascertain whether the IAF adheres to the mandatory elements of The Institute of Internal Auditor's International Professional Practices Framework, which are the Global Internal Audit Standards and Topical requirements.
- q) Participate in the appointment, reassignment and dismissal of the CAE.

- r) Is responsible for the performance evaluation of the CAE and recommends the level of appointment of the CAE.
- s) Oversee the IAF Quality Assurance and Improvement Program (QAIP).
- t) Monitoring the appropriateness of the Combined Assurance Framework, which will include inter alia, co-ordination and co-operation between AGSA, internal audit and other assurance providers to minimise duplication of effort, promote reliance on each other's work, and to ensure all significant risk areas are addressed.
- u) Confirm that a Combined Assurance Framework is applied, the implementation of which is facilitated by internal audit.
- v) Reviews and approves the Internal Audit Strategy.
- w) Consider differences of opinion between management and the IAF, and their resolution.

13.1.2. The IAF is accountable to the APAC as follows:

- a) Maintain open and effective communication with the APAC.
- b) Develop a three-year rolling plan and one-year operational internal audit plan using a risk-based methodology, addressing any weaknesses in risks or controls identified.
- c) Implementation of Internal Audit Policies and Plans i.e. IAF Strategy, IAF Plan, IAF Methodology, Combined Assurance Framework, QAIP.
- d) Annually submit the internal audit plan to the APAC for review and approval.
- e) Report on the implementation and results of the annual audit plan including special tasks requested by management and the APAC.
- f) Assist in drafting the agenda and documentation and facilitate the distribution thereof to the APAC in advance of meetings.
- g) Meet periodically with the Chairperson of the APAC to discuss whether the material and information furnished meets the requirements of the APAC.
- h) Obtain advice from the APAC whether the frequency and time allocated to the committee is sufficient to attend effectively to all matters.
- i) Cooperate with the APAC as they conduct annual reviews of the performance of the IAF.
- j) Submit the Internal Audit charter to the APAC for review and approval on an annual basis and/ or as necessary.

13.2. **External Audit (AGSA)**

13.2.1. The APAC must in relation to external audit:

- a) Take cognizance of the scope of work undertaken by the external auditor and the extent of co-ordination with the IAF.
- b) Review annual external audit plans, audit fees and other compensation.
- c) Review reports and monitor management's implementation of audit recommendations and Municipal Council resolutions with a view to ensuring satisfactory responses and corrective actions, where necessary.

- d) Review the report on the financial statements and matters raised therein for reasonability and accuracy.
- e) Obtain assurance from the AGSA that the annual performance information is a fair reflection of the municipality's performance and that adequate records are being maintained.
- f) Review any interim reports issued to take cognizance of the issues raised in determining the follow up work for the IAF.
- g) Conduct a review of the extent to which previously reported findings by the external auditor have been addressed by the Municipal Council.
- h) Provide advice to the MM on actions taken relating to significant matters raised in external audit reports.
- i) Liaise with the external auditors on any matter that the APAC consider appropriate.
- j) Ensure that the external auditors have reasonable access to management and the Chairperson of the APAC.
- k) Address any potential restrictions or limitations with the MM and Council.
- l) Address outstanding matters raised by the external auditors and ensure that findings are dealt with conclusively in an expeditious manner.

13.3. Financial Performance and AFS

- 13.3.1. The APAC shall consider the Quarterly Financial Performance Reports i.e. Section 52 (d) reports including Supply Chain Management Reports.
- 13.3.2. The MM must prepare AFS of the municipality within two months after the end of the financial year to which those statements relate, submit the statements to the AGSA for auditing (This should be linked to the MFMA calendar).
- 13.3.3. The APAC should review the AFS at least one (1) week before submission to the AGSA. The process and timelines for APAC meetings should be changed accordingly. The AGSA and auditee should plan this process carefully to meet the determined timelines.
- 13.3.4. The APAC must review the AFS to provide the Council of the municipality assurance on the financial position of the municipality by:
 - a) Confirming if the municipal audit file is prepared in line with the applicable standards and guidance contained in MFMA Circular 50, or as updated.
 - b) Reviewing the unaudited AFS of the municipality to ensure that the quality, integrity and content is consistent with applicable standards and compliant with the legal framework.
 - c) Evaluating the AFS of the municipality for reasonableness, completeness and accuracy, and provide comment thereon, on a timely basis.
 - d) Considering the AGSA's opinion on the quality and appropriateness of the municipality's accounting policies.
 - e) Reviewing efficiency and effectiveness of internal controls over AFS preparation and reporting.

13.3.5. Specifically, with regards to AFS, the APAC should review and challenge where necessary:

- a) Arithmetical accuracy and consistency.
- b) Review the appropriateness of accounting policies applied and disclosed in the AFS. Methods used to account for significant or unusual transactions where different approaches are possible.
- c) Whether the municipality has followed appropriate accounting standards and made appropriate estimates and judgements, considering previous audit outcomes.
- d) The quality of disclosure in the municipality's financial reports and the context in which statements are made.
- e) All material information presented with the AFS, such as the operating and financial review and the corporate governance statement (insofar as it relates to the audit and risk management).
- f) All material issues in prior reports by the AGSA have been appropriately accounted for, resulting in fair presentation.
- g) Conduct analysis of trends and other financial ratio calculations e.g., year-on-year comparisons and composition of primary group e.g., salaries as a component of operations, whether operations are undertaken on a sustainable basis, operations at surplus or deficit, efficiency and solvency ratios, etc.
- h) Able to question management rationale for judgement and estimates.
- i) Review the adequacy of the skills within the finance unit.
- j) The APAC should annually assess the performance, including staffing and skills of the finance unit.

13.4. Risk Management Activities

13.4.1. The MM is responsible for the establishment of effective risk management within the municipality.

13.4.2. The responsibilities of the APAC with respect to risk management:

- a) Oversee the development, implementation and review of the Municipal risk management framework, including the risk management policy and plan, and recommend these to Council for approval.
- b) Provide an independent and objective view of the effectiveness of the municipality's risk management.
- c) Review of the high-level risk register, including the report of significant changes to the Municipality's risk register.
- d) Review of the report on risk management culture of the Municipality.
- e) Evaluate whether risk management is carried out in a manner that benefits the Municipality.
- f) Assess and contribute to the internal audit planning processes relating to the risks of the Municipality.
- g) Review and recommend disclosures on matters of risk in the AFS.

- h) Review and recommend disclosures on matters of risk and risk management in the annual report.
- i) Consider Ethics, Risk and Fraud Management Committee quarterly reports and recommendations made in line with the APAC Charter.
- j) The APAC must advise the MM and Municipal Council on the adequacy and effectiveness of risk management in the municipality.

13.5. **Compliance with laws, regulations, ethics policies and procedures**

- 13.5.1. The APAC as part of its risk management and internal control responsibilities should ensure the management of the municipality has the necessary mechanisms in place to ensure compliance with pertinent laws and regulations and is conducting its affairs ethically. This include maintaining effective controls against conflict of interest, fraud and corrupt practices.
- 13.5.2. The APAC must review and monitor compliance with policy documents that should incorporate compliance with laws, regulations, ethics policies and rules regarding conflict of interest.
- 13.5.3. The APAC must monitor the control processes and the adequacy of internal control by viewing Ethics, Risk and Fraud Management Committee documentation and internal and external audit reports.
- 13.5.4. The APAC should communicate with the Ethics, Risk and Fraud Management Committee, internal and external auditors on:
 - a) Any fraudulent activities, suspected fraud or fraud investigations being conducted which they are aware of.
 - b) Any concerns about the nature, extent and frequency of management assessment of the accounting and control systems in place, to prevent and detect fraud.
- 13.5.5. Notify the Municipal Council when the MM has been implicated in fraud, corruption or gross negligence.
- 13.5.6. Monitor developments and changes in law relating to the responsibility and accountability of management and review the extent to which management is meeting its obligations.
- 13.5.7. Ensure legal counsel regarding compliance where necessary.
- 13.5.8. Once each year within the first month of the start of each financial year, members of the APAC must provide written declarations to the IAF Office declaring any potential or actual conflicts of interest they may have in relation to their responsibilities. The Committee members should consider past employment, consultancy arrangements and related party issues in making these declarations and the Chairperson should be satisfied that there are sufficient processes in place to manage any real or perceived conflict.

13.6. **Control Environment**

- 13.6.1. The APAC members need to have a good understanding of the control environment, in fulfilling this responsibility the committee should:

- a) Ensure that management follows a sound process to draw conclusions on the adequacy and effectiveness of the system of internal control.
- b) Establish whether management has relevant policies and procedures in place and that these are adequate, effective and regularly updated.
- c) Determine whether appropriate processes are followed and complied with on a regular basis.
- d) Consider measures applied on any required changes to the design or implementation of internal controls.
- e) Assess steps taken by management to encourage ethical and lawful behaviour, financial discipline and accountability for use of public resources.

13.7. Performance Management

13.7.1. Part of the responsibilities of the APAC includes the review of the performance management system. The municipality has reviewed its committees to ensure that in cases where there is an APAC, that these are combined into one committee for effective management, oversight and reporting, as envisaged by section 166 of the MFMA.

13.7.2. The APAC members need to have a good understanding of the performance of the municipality. These include:

- a) Review and comment on compliance with statutory requirements, performance management best practices and standards.
- b) Review and comment on the alignment of the IDP, the budget, SDBIP and performance agreements of Directors.
- c) Review and comment on relevance of indicators to ensure they are measurable and relate to services performed by the municipality and its entities.
- d) Review compliance with in-year reporting requirements.
- e) Advise on the effectiveness of the system for monitoring compliance with applicable laws and regulations.
- f) Advise on the effectiveness of corporate policies relating to performance management.
- g) Review the quarterly performance reports submitted by the IAF.
- h) Annually review and comment on municipality's Annual Performance Report (APR) and timely submission to the AGSA by 31 August.
- i) Obtain assurance from management with respect to the accuracy, completeness and validity of the performance information.
- j) Review and comment on the municipality's annual report within the stipulated timeframes.
- k) Review and comment on the municipality's performance management system and make recommendations for its improvement to Council. In reviewing the municipality's performance management system, the committee must focus on economy, efficiency,

effectiveness and impact in so far as the key performance indicators and performance targets set by the municipality are concerned.

- l) Review the audited annual performance information and AGSA's Audit Report, prior to submission to and approval by the Council, focusing particularly on:
- i. Providing an authoritative and credible view on whether the municipality's goals and objectives as per the IDP, by the business unit under review have been achieved.
 - ii. The municipality's performance management system.
 - iii. Compliance with statutory requirements.

13.8. **ICT Governance**

13.8.1. The APAC need to provide advice on ICT governance, controls, access, safeguarding of information in the municipality. Annually review the functioning of the ICT Steering Committee and review its minutes.

13.8.2. Specific expertise may be required from within or outside the municipality from time to time, to assist the IAF and APAC to formulate recommendations on systems and controls. The committee may have to advise on the appropriateness of disaster recovery and business continuity plans supporting IT risks, regular testing and evaluation of plans, systems and processes.

13.9. **Relationship with Stakeholders**

13.9.1. The APAC are required to maintain good relationships with key stakeholders, such as:

- a) Municipal Council.
- b) MM.
- c) Management and staff.
- d) Internal Auditors and External Auditors.
- e) Western Cape Provincial Treasury.
- f) National Treasury.
- g) Western Cape Department of Local Government.

13.10. **Combined Assurance Model**

13.10.1 The Committee should ensure that a combined assurance model is developed and applied, to provide a coordinated approach towards assuring that relevant assurance activities are effective and efficient. In particular, the Committee must:

- a) Ensure that the combined assurance is appropriate to address all significant risks facing the Municipality and that management is adequately mitigating these risks.
- b) Monitor the relationship between all assurance providers, particularly between internal and external auditors to ensure efficiency of assurance provision.

14. Meetings

- 14.1. The APAC should meet as often as required to perform its functions, but at least four (4) times a year.
- 14.2. The APAC shall protect and maintain the confidentiality of all information provided to it, in accordance with applicable laws.
- 14.3. The responsibilities of the secretariat shall be carried out by the Council's administration department, including providing all administrative support to the APAC meetings, sending invitations and documentation to members, coordinating and compiling APAC meeting documentation, taking minutes at APAC meetings. The IAF is responsible for preparing all logistical arrangements relating to APAC meetings, including arrangement for the prompt payment of claims and fees, etc.
- 14.4. The CAE, in consultation with the APAC secretariat of the municipality, must ensure that the required preparation for the meeting of the APAC is finalized at least seven (7) days before the commencement of the meeting and that substantive work would be undertaken for the duration of the meeting.
- 14.5. Any person attending the meeting may add items to the agenda three (3) days before the agenda is finalized. Such items should be provided to the Chairperson or the CAE.
- 14.6. Special meetings of the APAC may be convened with the Chairperson's approval. Any member of the APAC, the MM, the internal or external auditors may request a special meeting if they consider it necessary.
- 14.7. The majority of the members will form a quorum, and if the Chairperson is absent, the members that are present will elect one of the members as Chairperson for that meeting. If there is no quorum, the meeting will be adjourned to a new date and time not exceeding two (2) weeks.
- 14.8. The members are the only people with voting rights. Voting shall be by a show of hands unless decided by all members that it be by ballot. The Chairperson shall have a casting vote. If a member wants to dissent or protest a decision, he or she may request that it is recorded in the minutes.
- 14.9. The following people have a standing invitation to the APAC and attend all meetings:
 - a) The Executive Mayor.
 - b) The Municipal Public Accounts Committee (MPAC) Chairperson.
 - c) MM.
 - d) CAE.
 - e) CFO.
 - f) All Directors.
 - g) Chief Risk Officer (CRO).
 - h) External Auditors (AGSA)
 - i) Representative from Western Cape Provincial Treasury
 - j) Any other person on invitation by the APAC Chairperson.

- 14.10. The CAE, in consultation with the Chairperson of the APAC, must determine the time frames of all meetings. Considering the financial implications, the MM in consultation with the Chairperson of the APAC must agree, if meetings go beyond a one day sitting.

15. Review Period

- 15.1. This charter will be reviewed annually and updated to ensure relevance and consistency with the MFMA, MSA and other related legislation, guides and best practice, and submitted to Council for approval.
- 15.2. Following approval, the APAC charter will be published on the municipal website to promote awareness to all stakeholders.

MM's Signature : 

Initials and Surname : G.L. Mettler

Date : 29/8/25

APAC Chairperson Signature:

Initials and Surname :

Date :

Executive Mayor's Signature: 

Initials and Surname : J.S. Fasser

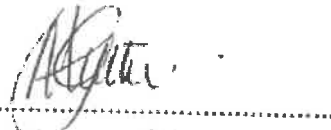
Date: 3/09/2025

- 14.10. The CAE, in consultation with the Chairperson of the APAC, must determine the time frames of all meetings. Considering the financial implications, the MM in consultation with the Chairperson of the APAC must agree, if meetings go beyond a one day sitting.

15. Review Period

- 15.1. This charter will be reviewed annually and updated to ensure relevance and consistency with the MFMA, MSA and other related legislation, guides and best practice, and submitted to Council for approval.
- 15.2. Following approval, the APAC charter will be published on the municipal website to promote awareness to all stakeholders.

MM's Signature :



Initials and Surname :

G.L. Mettler

Date :

29/8/25

APAC Chairperson Signature:



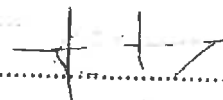
Initials and Surname :

LC NENE

Date :

05/09/25

Executive Mayor's Signature:



Initials and Surname :

J.S. Fasser

Date:

3/09/2025

12.2	SUBMISSION OF ADJUSTED AND REVISED HUMAN RESOURCE MANAGEMENT POLICIES TO COUNCIL FOR APPROVAL – TASK JOB EVALUATION AND EMPLOYEE ASSISTANCE PROGRAMME
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Collaborator No:

IDP KPA Ref No: Good Governance and Compliance

Meeting Date: 22 April 2026

1. SUBJECT: SUBMISSION OF ADJUSTED AND REVISED HUMAN RESOURCE MANAGEMENT POLICIES TO COUNCIL FOR APPROVAL – TASK JOB EVALUATION AND EMPLOYEE ASSISTANCE PROGRAMME

2 PURPOSE

To formally submit the following adjusted and/or revised Human Resource Management policies to Council for consideration and approval, following the completion of the prescribed collective consultation processes:

2.1 Task Job Evaluation Policy; and

2.2 Employee Assistance Programme (EAP) Policy.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

The Municipality is legally obliged to ensure that its Human Resource Management policies remain current, legally compliant, operationally effective and aligned with applicable labour legislation, collective agreements and good governance principles. In pursuit of this obligation, the aforementioned policies were reviewed and/or adjusted to address operational requirements, legislative developments, organisational alignment and best practice within local government.

In compliance with section 23 of the Constitution of the Republic of South Africa, 1996, the Labour Relations Act 66 of 1995, the applicable collective agreements of the South African Local Government Bargaining Council (SALGBC), and the Municipality's consultative framework, the draft policies were referred to the Local Labour Forum (LLF) for consultation.

The LLF, exercising its consultative mandate, in turn referred the policies to the Human Resources Development Sub-Committee for detailed engagement and consultation. The Human Resources Development Sub-Committee convened on various dates since August 2025, during which the policies were substantively considered, debated and refined. The consultative process in respect of the aforementioned policies was finalised on 28 January 2026, whereafter the policies were confirmed as consultatively concluded and suitable for submission to Council for approval.

Council is accordingly requested to consider and approve the policies as consultatively finalised.

5. RECOMMENDATIONS

(a) that Council approves the Task Job Evaluation Policy; and

(b) that Council approves the Employee Assistance Programme (EAP) Policy

as consulted and finalised through the Local Labour Forum and the Human Resources Development Sub-Committee on 28 January 2026 and 12 March 2026 respectively.

6. DISCUSSION / CONTENTS**6.1 Background**

- 6.1.1 Human Resource Management policies constitute a core governance instrument through which the Municipality gives effect to its constitutional and statutory obligations as an employer. In order to remain legally compliant, operationally effective and aligned with good governance principles, such policies require periodic review and adjustment.
- 6.1.2 The Adjustment of the Task Job Evaluation Policy and the Employee Assistance Programme (EAP) Policy were identified for review to ensure alignment with applicable labour legislation, collective agreements, organisational requirements and evolving best practice within the local government sphere.
- 6.1.3 In accordance with the Municipality's labour relations framework, the draft policies were referred to the Local Labour Forum for consultation. The Local Labour Forum, exercising its consultative mandate, referred the policies to the Human Resources Development Sub-Committee for further engagement.
- 6.1.4 The Human Resources Development Sub-Committee convened on various dates since August 2025 to consider the policies. The consultative process was concluded on 28 January 2026, at which point the policies were confirmed as consultatively finalised and suitable for submission to Council for approval.

6.2 Discussion

- 6.2.1 The approval of the consulted policies will give effect to the Municipality's constitutional obligation, as contemplated in sections 23 and 195 of the Constitution of the Republic of South Africa, 1996, to ensure fair labour practices and accountable, efficient public administration.
- 6.2.2 The consultation process undertaken through the Local Labour Forum and the Human Resources Development Sub-Committee satisfies the procedural fairness requirements prescribed by the Labour Relations Act 66 of 1995, the applicable collective agreements of the South African Local Government Bargaining Council, and established labour relations principles.
- 6.2.3 The adjusted and revised policies provide clarity, consistency and legal certainty in the regulation of employment-related matters, thereby promoting sound labour relations, employee well-being and organisational effectiveness.
- 6.2.4 Failure to approve the policies may result in the continued application of outdated or misaligned policy instruments, which may expose the Municipality to operational inefficiencies, inconsistent decision-making and avoidable labour relations disputes.

6.3 Financial Implications

Any financial implications arising from the implementation of the approved policies will be managed within the confines of the approved municipal budget and applicable financial controls, unless otherwise provided for through Council-approved budgetary processes.

6.4 Legal Implications

The policies have been reviewed to ensure consistency with applicable legislation, collective agreements and jurisprudence. Approval thereof will enhance legal certainty, promote uniform application, and mitigate the risk of labour disputes arising from outdated or misaligned policy instruments.

6.5 Staff Implications

The approved policies will provide clarity, predictability and fairness in the regulation of employment-related matters, thereby promoting sound labour relations, employee well-being, organisational efficiency and performance.

6.6 Previous / Relevant Council Resolutions:

The previous Council decisions in respect of the policies were as follows:

6.6.1 Task Job Evaluation Policy (2020-02-26);and

6.6.2 Employee Assistance Programme (EAP) Policy (2014-09-23).

6.7 Risk Implications

Failure to approve updated and consultatively concluded policies may expose the Municipality to operational inefficiencies, inconsistent decision-making and increased labour relations risk. Approval of the policies will mitigate such risks and strengthen governance and compliance.

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

Agree with the recommendations

6.8.2 Director: Planning and Economic Development

Agree with the recommendations

6.8.3 Director: Community and Protection Services:

Agree with the recommendations

6.8.4 Director: Corporate Services:

Agree with the recommendations

6.8.5 Chief Financial Officer:

Agree with the recommendations

6.8.6 Municipal Manager:

Agree with the recommendations

ANNEXURES

Annexure A: Task Job Evaluation Policy

Annexure B: Employee Assistance Programme (EAP) Policy

FOR FURTHER DETAILS CONTACT:

NAME	Alexander Kannemeyer
POSITION	Senior Manager Human Resources
DIRECTORATE	Corporate Services
CONTACT NUMBERS	021 – 808 8751
E-MAIL ADDRESS	Alexander.Kannemeyer@ Stellenbosch.gov.za
REPORT DATE	10 APRIL 2026

ANNEXURE A

T.A.S.K. JE POLICY WESTERN CAPE

2025

JOB EVALUATION POLICY FOR WESTERN CAPE MUNICIPALITIES

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1. PREAMBLE

- 1.1 Job evaluation is a systematic process for defining the relative worth or size of jobs within an organisation to establish internal relativities and provide the basis for designing an equitable grade and pay structure, grading jobs in the structure and managing relativities.
- 1.2 T.A.S.K has been identified as the recognized Job Evaluation Methodology within the local government sector as approved by the National Executive Committee (NEC) of SALGA. Uniformity is essential for a variety of sector processes such as wage bargaining, comparative understanding of workforce establishment levels and organisational development, sector skills planning, employment equity, and the organisation of education and training.
- 1.3 This policy must be read in the context of the T.A.S.K Job Evaluation Methodology, Municipal Staff Regulations, Job Evaluation Master List, and previously audited posts for the local government sector.

2. SCOPE OF APPLICATION

- 2.1 The terms of this policy are applicable to all posts within municipalities in the Western Cape, except Municipal Managers and managers directly accountable to Municipal Managers in terms of 54A and Section 56 of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000 as amended).

3. DEFINITIONS

All expressions used in this Policy, which are defined in the Labour Relations Act, 1995 (Act No 66 of 1995), shall bear the same meaning as in the Act and unless the contrary intention appears, words importing the masculine gender shall include the feminine.

- 3.1 “**Auditing**” shall mean a technical exercise which includes benchmarking in verifying that the T.A.S.K. Methodology is being consistently applied in terms of its own rules and any other rules on implementation.
- 3.2 “**Benchmarking**” is the systematic process of evaluating and comparing the responsibilities, requirements and competencies outlined in the job description against established local government sector standards or best practices in terms of the T.A.S.K. done by the District JE Units and audited by the PAC.
- 3.3 “**Designated Job Evaluation Manager**” shall mean an employee at least at a Manager level within the Human Resources Department, appointed by the Municipal Manager to manage the job evaluation implementation process in the municipality.
- 3.4 “**District/Regional**” where District is stated in the policy it will refer to regional as well.

- 3.5 **“Effective Date”** The effective date of implementation shall be the first day of the month following the publication date of the Final Outcomes Report recorded on the report issued by the Provincial Audit Committee (PAC), subject to approval by the Municipal Manager.
- 3.6 **“Factors”** shall mean the four T.A.S.K. factors of Complexity, Knowledge, Influence and Pressure.
- 3.7 **“JEU”** means a committee created at a district or regional level tasked with the evaluation / benchmarking of Job descriptions utilizing the T.A.S.K. Job Evaluation Methodology.
- 3.8 **“Job Description”** shall mean a description of the content and duties of a post in terms of criteria and guidelines determined and employees are required to perform duties therein and in the format as required by the Municipal Staff Regulations.
- 3.9 **“Objection”** shall mean an application by a municipal manager / nominee against the job evaluation audit outcome as contained in the PAC Provisional Outcome Report (POR).
- 3.10 **“PAC”** shall mean a Provincial Audit Committee.
- 3.11 **“Post”** shall mean a designated unique identification through a job title and post identification number.
- 3.12 **“Review”** Shall mean an application by a municipal manager/nominee or an employee or group of employees who are aggrieved with their Final Job Grade Outcome as contained in the PAC Final Outcome Report (FOR) based on an inconsistent application of the T.A.S.K. System / benchmarking for a similar post in structure, content, and requirements being graded at a different grade.
- 3.13 **“Review Procedure”** shall mean the process adopted by the PAC to conduct the grading reviews as published in the Final Outcomes report.
- 3.14 **“Skill Level”** shall mean the Basic, Discretionary, Specialised, Tactical, and Strategic Levels as per the T.A.S.K. Methodology.
- 3.15 **“Sub-factors”** shall mean the fine-tuning elements of the factors stated in terms of 3.6 above in the T.A.S.K. Methodology. ie influence and pressure.
- 3.16 **“T.A.S.K.”** shall mean Tuned Assessment of Skills and Knowledge.
- 3.17 **“T.A.S.K. System”** shall mean the T.A.S.K. Job Evaluation System in terms of its rules, application, definition, and terminology.
- 3.18 **“Unique Jobs”** shall mean those jobs that are municipality specific and do not exist in the SALGA JE Master List.

4. PURPOSE

- 4.1 To implement the T.A.S.K. Job Evaluation System within the local government sector in the Western Cape to achieve uniform norms and standards in the description of similar jobs and their grading across the municipal sector.
- 4.2 To provide for the necessary structures, institutional arrangements, and procedures for the evaluation and auditing of jobs in municipalities.
- 4.3 To ensure that a single job evaluation system is implemented to avoid remuneration and grading disparities for similar categories of municipalities within the Local Government Sector in the Western Cape.
- 4.4 To ensure the necessary objectivity and consistency in the outcomes of the job evaluation, either through the process using the T.A.S.K. Job Evaluation System, or through benchmarking by the JEU's and audited by the PAC.

5. KEY PRINCIPLES

- 5.1 The wage curves for the different categories of municipalities as applicable at the time as adopted by the SALGBC / SALGA shall be utilized to determine the salaries of T.A.S.K. graded jobs.
- 5.2 All positions shall be subjected to Job Evaluation / Benchmarking in terms of the T.A.S.K. Job Evaluation System and as per the Municipal Staff Regulations.
- 5.3 Any post which undergoes a permanent substantial authorized change in job content shall be re-evaluated / benchmarked by the JEU within 6 months after the change in job content or job requirements.
- 5.4 No post in the local government sector shall be advertised and filled without having been subjected to T.A.S.K. Job Evaluation / benchmarking and auditing process as provided for herein.
- 5.5 The compilation of the job description shall be in the prescribed T.A.S.K. format (annexure B) clearly stating the WHAT, the HOW and WHY, and ensure that the Job descriptions are duly signed by the incumbents, immediate superior, and the Head of department. The JE Master List may be used to guide the JEU.
- 5.6 In the event of no consensus reached on the Job description, the Municipal Manager or his/her nominee will determine the content of the job description as provided for in the Municipal Systems Act and will be final and binding.

- 5.7 To check the accuracy of the content of the Job descriptions to ensure that the job specifications are appropriate in accordance with the minimum requirements as stated in the Municipal Staff Regulations or per proclamation in the event of changes to the minimum requirements.

6. ROLE AND RESPONSIBILITIES OF THE MUNICIPAL MANAGER

- 6.1 The Municipal Manager is responsible for ensuring the implementation of the T.A.S.K. Job Evaluation in the Municipality.
- 6.2 The Municipal Manager must ensure that the designated JE Manager takes full responsibility for supporting and directing the job evaluation implementation and maintenance process.
- 6.3 The Municipal Manager shall ensure that sufficient staff and resources are allocated to support the process.
- 6.4 The Municipal Manager or his delegated authority shall in terms of Section 66 of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000 as amended) ensure that there is a job description for each post on the staff establishment of the municipality.
- 6.5 The Municipal Manager must ensure that the municipality keeps custody of the official job descriptions for all posts.
- 6.6 The Municipal Manager shall incorporate the responsibility for the compilation of the job description in the performance contract of every Manager.
- 6.7 The Municipal Manager shall ensure that all staff are informed of the objectives of the T.A.S.K. JE System as required in terms of Section 67 of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000 as amended).
- 6.8 The respective Municipal Managers for the cluster of municipalities who are responsible for job evaluation at the district / regional level shall appoint qualified / t rained employees to serve on the District Job Evaluation Unit.
- 6.9 Municipal Managers shall ensure that Job Evaluation Units are established and are functional.
- 6.10 The Municipal Manager shall ensure that the integrity, objectivity, and independence of the Job Evaluation Unit is maintained at all times.
- 6.11 The Municipal Manager shall ensure that job descriptions submitted to the Job Evaluation Unit shall comply with the following requirements:

- 6.11.1 Ensure that JDs correspond with the functional structure of the municipality. Do not copy and paste from JDs from other municipalities.
- 6.11.2 The purpose of a post must be in line with the job content and organogram.
- 6.11.3 The correct JD format as per the Municipal Staff Regulations and as approved by SALGA's Western Cape must be used for all job descriptions. The PAC and JEUs will not accept any other templates.
- 6.11.4 Ensure that the current T.A.S.K. grading of the post is reflected on the JD, and if it is a new post, indicate as NEW.
- 6.11.5 Ensure that the superior and subordinate posts' T.A.S.K. grading is reflected on the JD.
- 6.11.6 Ensure that there is no duplication of functions in the JDs of posts reporting to each other.
- 6.11.7 Job titles on JDs must correspond with job titles on the approved organogram.
- 6.11.8 No handwritten comments must be made on the JD.
- 6.11.9 Signatures of the Departmental Head, Immediate Superior, and incumbent (if post is not vacant) must appear on the JD. If the employee refuses to sign, the reason for the refusal must be indicated on the signature page by the employee / superior.
- 6.11.10 An extract of the approved organogram where the post is reflected must be attached to the JD as the last page.
- 6.11.11 The approved organogram (for all departments) must be submitted as a separate document.
- 6.11.12 Generic posts must be corrected internally after the Final Outcome Report is received. There is no need to submit the same post, if only the incumbents differ.
- 6.11.13 JDs and organograms should be amended where applicable with new T-grade and job titles.
- 6.11.14 JDs must be amended with the comments from the JEU and PAC and signed. This is important when a municipality advertises a post.
- 6.11.15 Posts must as far as possible be submitted at least per section, but not one-by-one.

- 6.11.16 When a post is submitted for re-evaluation, highlight the changes in the JD, in **bold**, *italics* or red (if using colour scanner), indicating changes to the job content.
 - 6.11.17 When scanning job descriptions to submit to the JEU, the size of the scanned file must not exceed 3MB. Files exceeding 3MB cannot be uploaded onto the T.A.S.K. web-based system.
- 7 Scanned JDs should be named as follows: Organogram number and job title (e.g. TSR15 General Assistant Roads).

8 JOB EVALUATION UNITS

8.1 Establishment and Composition

- 8.1.1 Job Evaluation Units must be established at a District / regional level as agreed provincially by municipalities.
- 8.1.2 The Job Evaluation Unit established at a District / regional level shall comprise of members from the relevant local municipalities.
- 8.1.3 The composition (quorum) of the JE Unit shall comprise of at least the following T.A.S.K. JE trained members:
 - 8.1.3.1 Head of JE Unit / Chairperson (or his/her nominee), elected by the JEU.
 - 8.1.3.2 Two (2), additional members to undertake the grading / benchmarking of jobs; and/ or
 - 8.1.3.3 Administrative / secretarial support. (Not part of quorum).

8.2 Trade Union Representation

- 8.2.1 One trained Trade Union representative from each of the recognized trade unions may participate as observers in the Job Evaluation Unit.

8.3 Training of Job Evaluation Unit Members

- 8.3.1 All nominees to JE Unit must have undergone T.A.S.K. Job Evaluation System training prior to participating in the JE Unit.

8.4 Roles and Responsibilities

- 8.4.1 The JE Unit shall conduct the evaluation / benchmarking of all jobs within the municipalities falling under its jurisdiction or as mandated by SALGA and present the outcomes for auditing by the Provincial Audit Committee (PAC).

- 8.4.2 The responsibility of a JE Unit is both administrative (planning, prioritizing grading programs, quality control, receiving checking, and filing job descriptions) and the grading of jobs prior to submission to the Provincial Audit Committee (PAC), with reference to the process flow (Annexure A).
- 8.4.3 For purposes of grading, a quorum shall consist of three (3) JEU members, including the Head/Chairperson or his/her nominee of the JE Unit.
- 8.4.4 The JEU may invite both the incumbent/s of the job, as well as his/her immediate superior or nominee by the Head of department, for input to confirm if the full particulars of the job were correctly and appropriately reflected/ recorded in the job description.
- 8.4.5 The JEU unit may conduct meetings / evaluations in-person or virtually.
- 8.4.6 The JEU must return JDs that do not comply with clause 6.11 to the municipality.

9 **PROVINCIAL AUDIT COMMITTEE (PAC)**

9.1 **Composition**

- 9.1.1 The provincial structure of SALGA in the Western Cape shall establish a PAC to audit the outcomes of the JE results from the JE Unit(s).
- 9.1.2 The PAC shall consist of at least four (4) members who are trained and experienced in the T.A.S.K. Job Evaluation System.
- 9.1.3 A quorum of a PAC audit meeting shall consist of at least two (2) members and the Chairperson or his/her nominee of the PAC
- 9.1.4 Secretarial / administrative services will be provided by the provincial office of SALGA.
- 9.1.5 Members of the PAC shall serve on the panel for at least three (3) years.
- 9.1.6 One Trade Union representative from each of the recognized trade unions may participate as observers in the T.A.S.K. Job Evaluation Auditing Process.
- 9.1.7 The PAC shall be convened on a regular basis in-person or virtually depending on the outcomes to be audited.

- 9.1.8 All PAC members may undergo additional training on how to conduct the T.A.S.K. Job Evaluation Auditing Process.

9.2 Responsibilities and Powers

- 9.2.1 It is the responsibility of every member of a PAC to:
- 9.2.1.1 Conduct auditing with due regard to the integrity of the T.A.S.K. Job Evaluation Methodology, its accepted rules, applications, definitions, and terminology.
 - 9.2.1.2 Request any information relevant to the T.A.S.K. which the PAC must perform.
 - 9.2.1.3 Decide on the outcome of the evaluation (T-grade) and issue a Final Outcome Report (FOR), which outcome will be final and binding, subject to possible review application as per Clause 13.

9.3 Audit Process

- 9.3.1 The PAC receives job evaluation results from the JEU.
- 9.3.2 The PAC scrutinizes and discusses the job content of each JD.
- 9.3.3 The PAC confirms the result if in agreement with the outcome of JEU.
- 9.3.4 The PAC, if not in agreement, will:
- 9.3.4.1 change the outcome in line with the sector norm;
 - or
 - 9.3.4.2 evaluate the post on system and change the outcome where necessary.
- 9.3.5 SALGA issues a Provisional Outcome Report (POR) to the JE District Committee who submit it to the Municipal Manager.
- 9.3.6 The Municipal Manager then has 45 working days to object in writing on the outcomes in the POR. The Municipal Manager may request an interview with the PAC.
- 9.3.7 The Objection Committee as appointed by the PAC, then considers the comments received from the Municipal Manager.
- 9.3.8 The PAC confirms or changes the outcome.
- 9.3.9 SALGA issues a Final Outcome Report (FOR) to the JEU who submits it to the Municipal Manager.

9.3.10 The Municipal Manager and Incumbent then have 60 working days to submit a review application to the Review Committee, as appointed by the PAC. The Review Committee consists of members who were not part of the PAC or Objection Committee.

9.3.11 The Review Committee outcome which is final will be communicated in a Final Outcome Report.

10 IMPLEMENTATION REQUIREMENTS

- 10.1 The critical elements required to implement the Job Evaluation System in a municipality are as follows:
- (a) A Council approved staff establishment recording the position of all jobs and their designation.
 - (b) Job Descriptions written in the prescribed format (What, How, and Why).
 - (c) That (a) and (b) at minimum have been used to evaluate the job using the T.A.S.K. Methodology to determine a T.A.S.K. Grade.
- 10.2 The T.A.S.K. Job Evaluation Policy shall be strictly adhered to by all concerned to ensure both consistency and adequate implementation.
- 10.3 SALGA Western Cape shall develop and maintain the JE Master List of jobs for standardized jobs.

11 JOB EVALUATION/RE-EVALUATION PROCESS

- 11.1 If a job has changed materially and permanently, a job incumbent or the relevant authorized manager may make an application through the Departmental Head to ensure that the job be re-evaluated, provided that such functions were performed for more than 6 months on a continuous basis.
- 11.2 Where an employee is utilized or acting in another position higher than his / her position, such functions cannot serve as grounds for re-evaluation.
- 11.3 The Job Evaluation Process shall be done on a continuous basis by the JE Unit for as long as there are new / major changes or posts being added to the staff establishment of the municipality as per Section 66 of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000 as amended).
- 11.4 The JEU may perform a due diligence process and consult accordingly to ensure that the functioning of the position is understood. This can include

an interview with the relevant authorised manager or Head of Department and incumbent or a site visit.

- 11.5 A compilation of a job description for new posts can be preceded by a proper job analysis in conjunction with the Human Resources Department.
- 11.6 The incumbent of the post as well as the relevant manager and the Head of Department shall be required to sign off the job description prior to the JE Unit grading the job with the T.A.S.K. Job Evaluation Methodology.
- 11.7 In the event of no consensus being reached, the Municipal Manager or his / her nominee will determine the content of the job description.
- 11.8 The evaluation takes place by:
 - (a) Determination of the *skill level* of the post.
 - (b) The s c o r i n g of the *factors* relating to Complexity, Knowledge, Influence, and Pressure.
 - (c) The scoring of the sub-factors relating to Complexity, Knowledge, Influence, and Pressure.
- 11.9 The JE Unit shall then compile a JE Provisional Outcome Report (POR) for the PAC with relevant audit trail, including notes, job descriptions, and organogram. The PAC shall be furnished with all relevant documentation within fourteen (14) working days prior to the date of the PAC meeting to ensure sufficient time for preparation.
- 11.10 A representative of the JE Unit may be required to present the results to the PAC.
- 11.11 The Chairperson / Deputy Chairperson of the PAC shall sign off the results of the job evaluation process prior to the JE Unit communicating same to the Municipal Manager for implementation on the effective date.
- 11.12 The effective date for implementation shall be the first day of the month following the publication date of the Final Outcomes Report recorded on the report issued by the PAC, subject to approval by the Municipal Manager.

12 MEETING RULES OF THE JE UNITS AND PAC

- 12.1 The JE Units and the PAC shall appoint a chairperson.
- 12.2 The JE Units and PAC shall function in terms of normally understood rules of meeting procedures.
- 12.3 An agenda must be prepared for every meeting,
- 12.4 The proceedings of all meetings must be recorded with particular reference to all prescribed administrative requirements.
- 12.5 Any member of a JEU/PAC will recuse himself / herself from the

committee when their immediate superior/subordinate job is evaluated/audited.

13 COSTS

- 13.1 Municipalities shall bear the proportional costs associated with T.A.S.K. Job Evaluation license and related costs.

14 T.A.S.K. REVIEW PROCESS

- 14.1 All employees shall be furnished with the T.A.S.K. grades for the positions they occupy as reflected in the Final Outcome Report
- 14.2 The Municipal Manager and / or immediate superior or employee may lodge a review application no later than 60 working days from receiving the JE Results. The onus shall be on the Municipal Manager or employee to prove that the T.A.S.K. System was inconsistently applied when the post was graded.
- 14.3 The outcome of the review application will be final and binding.
- 14.4 Review applications shall be referred to the Administrator of the JEU (convenor) for compilation and onward submission to the PAC for consideration.
- 14.5 The District JEU and PAC shall ensure effective “benchmarking” where necessary is done for consistency and uniformity purposes.

15. CONFIDENTIALITY

- 15.1 Members of the JE Unit and the PAC, as well as observers shall maintain confidentiality on all scores and grading *outcomes* prior to formal notification of the final outcome and shall not disclose information obtained in the process of job evaluation in a manner that may prejudice effective implementation.
- 15.2 The provisional results in the POR must be treated as confidential by the relevant municipal representatives until a FOR has been received.
- 15.3 All members must sign a declaration of confidentiality.

16. ROLE OF SALGA

- 16.1 Establish a Provincial Audit Committee (PAC) to deal with auditing of JEU Results comprising of JE specialists.
- 16.2 Responsible for monitoring the implementation and maintenance of the T.A.S.K. Job Evaluation System and/or benchmarking process.
- 16.3 With respect to issues of the establishment of standards for the content

and quality of job descriptions and uniform national job designations, SALGA shall:

16.3.1 Develop guidelines and criteria for job description writing and collect and promote the use of sample job descriptions reflective of the spectrum of jobs in the local government sector.

16.3.2 Develop a JE Master list for the designation and identification of jobs in the local government sector.

17. ADMINISTRATIVE ARRANGEMENTS

The following conditions apply when placing staff on a new T.A.S.K. grade and salary scale:

- 17.1 Employees will be placed on the salary notch on the new pay scale for the applicable T.A.S.K. grade which is the closest higher salary notch to their existing salary notch.
- 17.2 Employees whose current salary notch is lower than the minimum of the applicable salary scale will be placed on the minimum of the applicable new salary scale.
- 17.3 Employees whose existing basic salary is higher than the new T.A.S.K. grade maximum will retain their existing basic salary on a *personal to holder* basis.
- 17.4 In the event of Clause 16.3 above, annual cost of living adjustments as determined by the South African Local Government Bargaining Council will be applied to the salary rate as retained by employee from the date on which such an adjustment is applicable.

END

ANNEXURE B



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

EMPLOYEE ASSISTANCE PROGRAMME

2026

1. DEFINITIONS

In this policy, unless the context indicates otherwise, these words or phrases have the following meaning

“Counsellor” - refers to a Wellness Counsellor

“EAP” - refers to the Employee Assistance Programme

“Employer” - refers to the Stellenbosch Municipality

“Employee” – refers to a permanent and fixed term contract employees

2. PURPOSE OF THE POLICY

2.1 The Employer acknowledges the value of its Employees and admits that their well-being is to the benefit of the Employees and Employer.

2.2 It is the intention of the Employer to provide reasonable assistance to those Employees who may be in need of professional guidance, coaching, treatment and the like in order to promote their personal well-being and to ensure that Employees are able to continue delivering a quality service to the Employer.

2.3 This Policy deals with the resolution of personal problems as well as work-related problems of the Employee, both of which may have a negative effect on service delivery by the Employer.

2.4 The Employer shall within the approved budget procure the service of a professional service provider to perform a counselling service and to address and resolve matters where Employees' conduct justify or necessitate professional interference where possible.

2.5 This Policy provides a framework and guidelines to the Employer to deal with Employees' behavior and incapacity in order to create an environment that promotes the wellness of its Employees.

2.6 The Policy also serves as a guide for supervisors to identify and deal appropriately and in a confidential manner with Employees behavior and incapacity in the workplace.

2.7 Employees who experience problems relating to behavior at home or work, of whatever nature it may be, and which may have a negative impact on their ability to perform the required standard of work, are encouraged to seek assistance to

deal with those issues.

2.8 This Policy sets out the procedures that Employees and supervisors must follow to invoke the provisions of the Employee Assistance Programme (EAP).

2.9 Any participation by an Employee in the programme shall be voluntary.

3. STATUTORY FRAMEWORK

- Constitution of the Republic of South Africa Act, No. 108 of 1996;
- Labour Relations Act, No. 66 of 1995 (Schedule 8);
- Basic Conditions of Employment Act, No. 75 of 1997, Section 8(1) j;
- Occupational Health and Safety Act, No. 85 of 1993;
- Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993;
- Municipal Finance Management Act, No. 56 of 2003
- Workmen's Compensation Act 30 of 1941;
- Any relevant Collective Agreement(s);
- Prevention and Treatment of Drug Dependency Act 20 of 1992

4. SCOPE OF APPLICATION

4.1 This Policy applies to all Employees permanently appointed by the Employer who have been in service for more than four months.

4.2 Employees appointed on fixed-term contracts and interns are also included in this Policy.

5. SERVICE PROVIDER FOR COUNSELLING SERVICES

The Employer may outsource this function to a suitable and professional service provider provided that all Supply Chain Management processes have been followed.

6. VARIOUS CONDITIONS THAT MAY QUALIFY FOR INVOKING THE EAP

- Treatment of substance abuse;
- Mental Health;
- HIV/AIDS;
- occupational injuries and illnesses;
- victim of a serious incident (accident or crime);
- Prevention & Treatment of Drug Dependency Act 20 of 1992
- Any other appropriate incident may be approved by the Manager Human Resources.

7. UTILIZATION OF EAP

- 7.1 In order to minimize the negative impact on operational requirements, the utilization of EAP shall as far as possible be limited to lunchtime and after work.
- 7.2 Under special circumstances, the Director for a specific Department may approve the utilization of such a service during normal working hours. It should, however, not exceed two half-hour sessions a week and should be arranged as far as possible during the lunch breaks. The Employee's supervisor must be notified of any appointment that an Employee may need to attend to during official working hours and whether the Director of that Department has granted permission for such consultation to take place during official working hours.
- 7.3 The EAP provides professional and confidential assistance to the Employee by means of a referral and counselling service.
- 7.4 The main objective of the EAP is to provide support and assistance to Employees to deal with matters identified in clause 6 and to Endeavor to resolve those matters which can negatively affect job performance, whether from a misconduct or incapacity point of view.

8 COSTS MANAGEMENT

- 8.1 From a cost perspective, the EAP Policy Guidelines seek to balance the responsibilities of the Employer versus the responsibilities of the Employee for his/her own well-being.
- 8.2 The Employer will budget for a fund called the EAP Vote. All expenditure relating to EAP will be paid from this fund and will be administered by the Head of Human Resources.
- 8.3 The Employer may be liable for financial support to a maximum amount of R5000,00 per Employee per incident provided that funds are available. This amount includes all costs, for example transport costs, to attend a rehabilitation centre.
- 8.4 If the counsellor is of the opinion that the Employee needs further counselling/treatment, such treatment is for the Employee's own account.

- 8.5 If circumstances warrant, the Employee or counsellor may motivate, why the Employer should assist with further costs for consultation/treatment. The relevant Director must liaise with the Head of Human Resources and then consider the merits of such motivation when approving or not approving the matter in his/her submission to the Municipal Manager. The financial implications and allocation for the EAP must be taken into consideration by the Municipal Manager.
- 8.6 The decision to approve further financial assistance will be influenced by each individual circumstance, the costs involved, availability of funds and the individual Employee's personal financial position. Cognizance must also be taken of the stipulation in clause 19.4.

9 EMPLOYEES' LIABILITY FOR COSTS OF TREATMENT

- 9.1 As a general rule, the Employee is personally responsible for the payment of expenditure for hospitalization and specialized long-term treatment/assistance. Employees are therefore responsible for submitting medical claims for payment via their individual medical aid schemes.
- 9.2 If an Employee requires further assistance/treatment over and above those financed by the Employer in terms of clauses 8.3 and 8.4, Employees are expected to claim such costs from their medical aid schemes.
- 9.3 If an Employee's medical aid scheme does not provide for the payment of such (further) treatment, or if the Employee does not belong to a medical aid scheme, or if the Employee's medical provision is exhausted, the Employee or counsellor may motivate to the Employer in terms of clauses 8.5 and 8.6 to consider assisting the Employee in that regard. However, the Employer is under no obligation to pay any additional costs whatsoever.

10. INJURY ON DUTY

- 10.1 Injury on duty may take many forms, such as emotional trauma following a robbery or assault, a traffic officer injured in the performance of duties, an electrician shocked by power cables, sexual harassment by a colleague and many other incidents that may happen in the work situation and that may affect the Employee physically or emotionally.
- 10.2 Section 8(1) of the Occupational Health and Safety Act, 1993 stipulates that it is the Employer's duty to provide and maintain a working environment that is safe and without risk to the health of its Employees.

- 10.3 Any injury or diseases sustained in the execution of an Employee's daily tasks will be dealt with in terms of the Occupational Health and Safety Act and the Workman's Compensation Act.
- 10.4 If the need to invoke the EAP stems from a work-related incident/Trauma such as an injury on duty, work stress, sexual harassment, operational requirement interventions (such as redundancy, restructuring or relocation), the Employer may provide reasonable financial support for counselling/treatment, provided that funds are available.

11. TREATMENT FOR SUBSTANCE ABUSE

- 11.1 Employees who report for duty whilst being under the influence of a substance (alcohol or drugs) present significant risk for the Municipality, colleagues and themselves.
- 11.2 Being under the influence of a substance leads to serious workplace incidents such as accidents and excessive absenteeism.
- 11.3 The EAP aims to offer assistance to Employees who have problems with the use of alcohol etcetera, whilst addiction to drugs is also covered.
- 11.4 If Employees experience a problem with or addiction to alcohol or drugs etcetera, the counsellor will investigate the problem and decide whether treatment in the form of rehabilitation or counselling is required.
- 11.5 If treatment in the form of rehabilitation is recommended, the Employee may be referred to a medical practitioner for a diagnosis with a view to considering the granting of sick leave and to invoking the medical benefits provided for by the Employee's medical aid. The medical practitioner must also provide guidance on the period that may be required for rehabilitation and the kind of rehabilitation treatment required.
- 11.6 The costs for specialized treatment, in-patient or long-term therapeutic services for the Employees must first be submitted to the applicable medical aid scheme for payment.
- 11.7 The financial support provided by the Employer shall not exceed the amount of R5000,00 per person per annum, provided that funds are available. Any excess will therefore be for the account of the Employee. The Employer will not pay for more than two incidents per Employee during his/her period of employment.

- 11.8 For the purpose of treatment for alcohol or drug dependency, the provisions of the applicable Policy must also be applied jointly with this Policy, especially as far as treatment and aftercare are concerned.

12. EMPLOYER'S CONTRIBUTION TO THE PROMOTION OF EMPLOYEE WELLNESS

- 12.1 One of the Employer's primary objectives of this policy is to make a significant contribution to the enhancement of Employees' physical health and health care. The provision of a health care service will contribute to the Employee's health and simultaneously enhance regular attendance at work.
- 12.2 As part of the approved wellness event, the Employer will arrange for free and voluntary HIV/AIDS rapid tests which Employees may utilize to check their status. These tests will be performed by an external institution, for example District Council Health Services, and the results will be confidential. It will only be disclosed to the Manager Human Resources with the consent of the affected Employee. For statistical purposes, the Employer will only be informed of the number of Employees who tested positively. Professional counselling will also be available to all Employees undergoing such tests.
- 12.3 Smoking is known for impacting negatively on Employees' health and for the loss of valuable production time, either as a result of the amount of time spent on smoke breaks or by taking time off due to illnesses resulting from the smoking habit. The Employer is willing to contribute 50% to the purchase of a quit smoking programme which may assist Employees to smoking. This provision will be made available once off.
- 12.4 The Employer may assist in negotiating a reduced fee with fitness institutions, such as gymnasiums, to afford Employees the opportunity to join a gym at a special discounted rate. The Employer wishes to promote this special offer with earnest as scientific results have shown that fit Employees have a healthier lifestyle and that healthy Employees tend to render better service.

13. ALLOCATION OF LEAVE OR SICK LEAVE

- 13.1 If a medical practitioner diagnoses an Employee as being addicted to alcohol or drugs and recommend specialized treatment in the form of rehabilitation, the Employee may apply for the allocation of sick leave for the purpose of attending a rehabilitation center for treatment purposes.
- 13.2 If the medical practitioner does not diagnose an Employee as being addicted to a substance, such an Employee will need to utilize normal vacation leave if leave of absence is required for treatment.

14. HIV / AIDS TESTING

14.1 It is the intention of this Employer to provide as may be possible support to Employees affected by HIV and Aids and related diseases. The following serve as examples of the Employer's supportive attitude:

- elimination of unfair discrimination based on an Employee's HIV status;
- encouraging and providing voluntary counselling and testing;
- implementing awareness programmes, education and prevention programmes on HIV/Aids;
- provision of counselling services by a registered counsellor contracted by the Employer for EAP purposes;
- involvement of the Department of Health to provide information sessions on promoting health-seeking behavior.

15. PRESCRIBED PROCEDURE FOR INVOKING THE EAP

15.1 The provisions of the EAP can be invoked by the following persons:

- by the Employee requiring assistance
- the supervisor in consultation with the Head of the Division
- the relevant Director
- the Municipal Manager
- by agreement between Employee and Employer as a consequence of remedying a misconduct or incapacity shortcoming.

15.2 It is the duty of supervisors and Heads of Divisions to be cognizant of behavioral changes, for example poor work performance after a period of satisfactory work performance. This problem should first be dealt with in terms of the Incapacity Procedure and if it requires specialized interventions, the EAP should be recommended to an Employee.

15.3 Poor behavior, for example regular absenteeism or sick leave on Mondays or Fridays, also require urgent intervention by supervisors in terms of the prescribed Disciplinary procedure. If the problem seems to be related to matters for which the EAP has been intended, supervisors should not hesitate to recommend to the Employee to utilize the provisions available in terms of the EAP.

15.4 In the above regard, liaison with the Occupational Health & Safety Officer (see clause 16) may assist in the timeout identification of any matter that the Employee may benefit from, if the provisions of the EAP are invoked in time.

15.5 It is important that any of the above persons shall treat any communication between an Employee and themselves in absolute confidence.

- 15.6 If an Employee reports the need for counselling to his/her supervisor, the supervisor in consultation with the Head of the Division should urgently liaise with the relevant Director. If the Director approves the use of the provisions of the EAP Policy, the matter must be referred to by the EAP Coordinator without delay.
- 15.7 The EAP Coordinator will facilitate the referral process with the service provider contracted for the rendering of counselling services.
- 15.8 Employees may elect to contact the EAP Coordinator or Manager Human Resources directly, instead of through his/her supervisor. The EAP Coordinator must then liaise with the Employee's Director and determine if the provisions of the EAP should be invoked.
- 15.9 The provisions of the EAP may be invoked for any of the conditions listed in clause 16.

16. EAP COORDINATOR

- 16.1 The Senior Human Resources Manager (SMHR) will be responsible for the management of the EAP Policy.
- 16.2 The SMHR may identify an Employee in the Human Resources Division to act as Coordinator between the Employer and the service provider appointed to render counselling services.
- 16.3 The EAP Coordinator will liaise with the service provider to arrange for consultations to take place as far as possible during Lunch hour breaks. Time off for attending such counselling sessions will be provided to enable the Employee to be on time for the counselling session and for a late return to Office after completing the counselling session.

17. CONFIDENTIALITY

- 17.1 It is of utmost importance that all role players should respect the confidentiality of the counselling process.
- 17.2 This includes any confidential information or communication by the Employee, especially that of a personal nature. Records and documentation must also be treated confidentially.
- 17.3 No information obtained as part of the EAP process may be revealed to any third party without the written consent of the Employee concerned. The use of this service will not jeopardize an employee's job security, limit promotional opportunities or relieve the Employee of his/her responsibility to meet accepted job performance and attendance standard.

- 17.4 The records of Stellenbosch Municipal Employees as may be compiled by a service provider shall be ceded to Stellenbosch Municipality upon the termination of such service providers with the Municipality.
- 17.5 The personal case records of an employee's counselling will be held in strict confidentiality by the EAP counselling service provider and may not be placed on an Employee's personal file.

18. MISUSE/ABUSE OF THIS POLICY

- 18.1 The implementation of this Policy is to enhance Employees' wellness. The Employer provides special provision in terms of budgeting for the operation of this Policy as far as possible and to monitor the sound execution and utilization of this Policy.
- 18.2 Disciplinary procedures will also be invoked if any Employee is found to have breached the confidentiality clauses contained in this Policy.
- 18.3 This Policy must not be used to circumvent disciplinary action.
- 18.4 Where Employees are guilty of gross misconduct or repeatedly transgressing the Code of Conduct for Municipal Staff Members as contained in the Local Government Municipal Systems Act 32 of 2000 as well as the South African Local Government Bargaining Council's (SALGBC) Disciplinary Procedure and Code Collective Agreement, disciplinary action will follow, and the Employer is not obliged to permit the Employee to invoke the EAP process.

19. Financial Implications

- 19.1 The Employer will budget for EAP purposes according to the financial ability of the Municipality.
- 19.2 The amount for counselling services and treatment will not exceed R5000,00 per Employee per annum.
- 19.3 All specialized treatments and treatments over and above R5000,00 per Employee will be for the Employee's own account, unless the Employee's medical aid scheme is responsible for the account.
- 19.4 The limit of R5000,00 may only be exceeded if the Municipal Manager approves such payment in excess.

This policy was adopted by Council on _____

13.	CONSIDERATION OF NOTICES OF QUESTIONS AND NOTICES OF MOTIONS RECEIVED BY THE SPEAKER
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NONE

14.	CONSIDERATION OF URGENT MOTIONS
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15.	URGENT MATTERS SUBMITTED BY THE MUNICIPAL MANAGER
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16.	REPORTS SUBMITTED BY THE SPEAKER
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17.	REPORTS SUBMITTED BY THE EXECUTIVE MAYOR
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NONE

18.	MATTERS TO BE CONSIDERED IN-COMMITTEE
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(SEE PINK DOCUMENTATION)

THE AGENDA HAS BEEN DISCUSSED WITH THE SPEAKER, CLLR Q SMIT AND HE AGREES WITH THE CONTENT.
