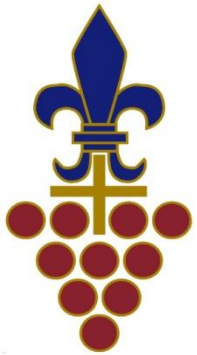
STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT



RECORDS CONTROL SCHEDULE

(Schedule for Records Other than Correspondence Files)

Standing Disposal Authority Number PSS16KW issued 10.6.2013, PSS22KW issued 14.1.2016 and PSS25KW issued 19.9.2016 (1/2027)

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A. GENERAL INSTRUCTIONS

1. Control of schedule

Control of the schedule is assigned to the Records Manager. No alterations and/or additions to the schedule may be made without the approval of this official.

2. Revisions, additions and reporting

All revisions and additions should be submitted regularly to the Western Cape Archives and Records Service for information, approval and issuing of disposal authority.

3. Master copy

The master copy of the schedule must be filed in a separate cover and clearly identified as such. This copy is kept by the above-mentioned official who must ensure that it is kept up to date and that the instructions in par. 2 are implemented.

4. Destruction register

Once standing disposal authority has been issued on the items in the schedule, a destruction register should be implemented and maintained. This register should be arranged in years, e.g. a separate section or page for each year. When an item of other records is closed, a description of it is entered under the year in which it must be destroyed, e.g. when an item with a D3 disposal instruction is closed in 2005, its description is entered under 2009. In this way it can easily be determined which items qualify for destruction in a given year. As it is impossible to determine in advance how many pages will be required for a given year, it is advisable to make use of a loose-leaf register for this purpose.

5. **Destruction**

Items should be disposed of regularly – at least once a year – whereupon the prescribed destruction certificate should be submitted to the Western Cape Archives and Records Service.

6. **Identification**

All items should be identified on the outside cover by means of the number and name as they appear in the schedule as well as the appropriate disposal instruction.

Other records which qualify for permanent preservation in an archives repository, i.e. A20 items, must be clearly identified before transfer to the repository by inscribing the following information prominently on their covers: the descriptions given to them in the Records Control Schedule; and the name of the office/section which used them.

7. **Disposal symbols**

A20 - Transfer to archives repository 20 years after the end of the year in which the records were created.

D - Destroy (body of origin itself determines retention period)

D1 - Destroy 1 year after closure

D2 - Destroy 2 years after closure

D3 - Destroy 3 years after closure

D4 - Destroy 4 years after closure

D5 - Destroy 5 years after closure

D7 - Destroy 7 years after closure

D10 - Destroy 10 years after closure

D55 - Destroy 55 years after closure

AP - Can remain in the custody of the local authority indefinitely. When disposal does take place, e.g. when the office closes or assets are disposed of, it must be transferred to archives repository.

APL - Can remain in the custody of the local authority until functional value has lapsed. Office is required to list and submit the list of these records to the Western Cape Archives and Records Service for selection before the disposal action take place.

DP - Can remain in the custody of the local authority indefinitely. When disposal does take place, it must be destroyed.

DAU - Destroy immediately after auditing is completed.

DAU3 - Destroy 3 years after auditing is completed

DAU7 - Destroy 7 years after auditing is completed.

8. POPIA Notice

We, Stellenbosch Municipality, will not provide your personal information to anyone else unless you consent thereto or one of the following exceptions applies:

(a) You would reasonably expect us to use the information for that purpose;
(b) It is legally required or authorised, such as by a law, or a court or tribunal order;
(c) It is reasonably necessary for an enforcement-related activity;
(d) We reasonably believe that it is necessary to lessen or prevent a serious threat to the life, health or safety of any individual, or a public health or safety;
(e) We have reason to suspect that unlawful activity or misconduct of a serious nature, that relates to our functions or activities has been, is being or may be engaged in and we reasonably believe that it is necessary for us to take appropriate action in relation to the matter;
(f) It is reasonably necessary for the establishment, exercise or defence of a legal or equitable claim; or
(g) The information is used only for historical, statistical or research purposes and is not published in an identifiable form.

When we share your personal information with selected service providers who work on our behalf, for specific identified purposes related to public services we provide, we will ensure that appropriate protections of your personal information are in place with these third parties, in accordance with our obligations under the POPIA.

9. Continuum Model

Although two guiding models are recognised by Stellenbosch Municipality namely the Life Cycle Model, and the Records Continuum Model, this system upholds the Records Continuum Model (RCM).

Life Cycle

The life cycle model is based on the fact that records become less important as time passes.

a) active or current records: used regularly and frequently in day-to-day work of the organisation.
b) semi-active: not is use as frequently as current records, but must be kept for legal, statutory, or financial requirements.
c) inactive records: records no longer required for the work of the organization, subject to appraisal procedures for final disposition.

The Records Continuum Model (RCM) is a conceptual model that helps to understand and explore recordkeeping activities in relation to multiple contexts over space and time. Recordkeeping activities take place from before the records are created by identifying recordkeeping requirements in policies, systems, organizations, processes, laws, social mandates that impact on what is created and how it is managed over space and time. The RCM challenges the traditional view that separates archives and records as distinct entities. A continuum approach therefore highlights that records are both current and archival at the point of creation as it has been realized that records can be used continuously if they are considered to be of value at the time they are created.

According to the RCM, archival principles are applied throughout the life of a record. In the electronic environment, for instance, technical issues involved in keeping electronic records arise at their creation to their disposition. The stages that the records undergo are recurring and fall both within archives and records management. In addition, the model highlights the importance of records and archives management for both managerial and social responsibilities. Adoption of this records management model is thus aimed at facilitating access to records for business and public use as well as integrating and institutionalizing records and archives management with business processes.

According to the RCM, there are four stages of records management, namely;

1.creation or receipts (business activities which generate records as evidence of business transactions)

2. classification (ensuring that the record is given the necessary elements such as file numbers and metadata so that it will be available over time)

3. establishment of retention/disposal schedules and their subsequent implementation, and

4. maintenance and use (use by creators and other stakeholders).

All four stages are interrelated, forming a continuum in which Records Management are involved, to various degrees, in the ongoing management of recorded information. Fundamental to this model is the integration of recordkeeping processes into the organization's business systems and processes and the continuing use of records regardless of media or form for transactional, evidentiary, and memory purposes.

REKORDBEHEERSKEDULE/RECORD CONTROL SCHEDULE
STELLENBOSCH MUNISIPALITEIT/MUNICIPALITY

KATEGORIE/ CATEGORY		BESKRYWING/DESCRIPTION	BESKIKKING/ DISPOSAL
A.		**AGENDAS EN NOTULES / AGENDAS AND MINUTES**	
	1.	**RAADSVERGADERINGS / COUNCIL MEETINGS**	
	1.1	Agendas & Notules / Agendas & Minutes	A20
	1.2	Indekse tot Notules / Indexes to Minutes	A20
	1.3	Verspreidingslyste / Distribution Lists	D2
	2.	**BESTUURSKOMITEES / MANAGEMENT COMMITTEES**	
	2.1	Agendas & Notules / Agendas & Minutes	A20
	2.2	Indekse tot Notules / Indexes to Minutes	A20
	2.3	Verspreidingslyste / Distribution Lists	D2
	3.	**ANDER KOMITEES / OTHER COMMITTEES**	
	3.1	Agendas / Agendas	DAU7
	3.2	Agendas & Notules / Agendas & Minutes	A20
	3.3	Indekse tot Notules / Indexes to Minutes	A20
	3.4	Verspreidingslyste / Distribution Lists	D2

KATEGORIE/ CATEGORY		BESKRYWING/DESCRIPTION	BESKIKKING/ DISPOSAL
B.		**VERSLAE / REPORTS**	
	1	Jaarverslag van Raad / Annual Report of Council	A20
	2	Burgemeestersverslag / Mayor's Report	A20
	3	**JAARVERSLAE VAN AFDELINGS / ANNUAL REPORTS OF SECTIONS**	
	3.1	Munisipale Bestuurder / Municipal Manager	A20
	3.2	Hoof Finansiële Beampte / Chief Financial Officer	A20
	3.3	Direkteur: Gemeenskapsveiligheid (*Vanaf Julie 2012, sien B3.8)* / Director: Public Safety (*From July 2012, see B3.8)*	A20
	3.4	Direkteur: Beplanning, Eiendomme en GMN (*Vanaf Julie 2012, sien B3.9)* / Director: Planning, Property and I H S (*From July 2012, see B3.9)*	A20
	3.5	Direkteur: Strategiese en Korporatiewe Dienste / Director: Strategic and Corporate Services	A20
	3.6	Direkteur: Ingenieursdienste / Director: Engineering Services	A20
	3.6.1	Munisipale Infrastruktuur Toekenning /Municipal Infrastructure Grants (MIG) Reports	D10
	3.7	Direkteur: Gemeenskapsdienste (*Vanaf Julie 2012, sien B3.8)* / Director: Community Services (*From July 2012, see B3.8)*	A20
	3.8	Direkteur: Gemeenskap en Veiligheidsdienste / Director: Community and Protection Services	A20
	3.9	Direkteur: Beplanning en Ekonomiese Ontwikkeling / Director: Planning and Economic Development	A20
	3.10	Direkteur: Menslike Nedersettings en Eiendomsbestuur / Director: Human Settlements and Property Management	A20

KATEGORIE/ CATEGORY		BESKRYWING/DESCRIPTION	BESKIKKING/ DISPOSAL
B.		**VERSLAE / REPORTS**	
	4.	Verslae van eie Kommissies / Komitees van Ondersoek / Reports of own Commissions / Committees of Enquiry	A20
	5.	MFMA (*S71 submissions incl top 10 capital projects. Monthly reporting to Western Cape Government – No grants received for these top 10 projects)*	D5
	6.	Rampbestuurinsident Verslae (*Ingesluit Brandverslag / Rampbestuur-verifikasie / Verifikasie van Informele Nedersetting / Informele Nedersetting Verifikasie-verslag)* / Disaster Management Incident Reports *(Including Fire report / Disaster Management Verification / Verification of Informal Settlement / Informal Settlement Verification Report)*	D2

KATEGORIE/ CATEGORY		BESKRYWING/DESCRIPTION	BESKIKKING/ DISPOSAL
C.		**FINANSIëLE STUKKE / FINANCIAL ITEMS**	
	1.	Begrotingstate / Statement of Estimates	A20
	2.	Begrotingkontroleboek / Estimates Control Book	DAU7
	3.	Finansiële State / Financial Statements	A20
	4.	Hoofgrootboek / Main Ledger	A20
	5.	Hoofkasboek / Main Cash Book	A20
	6.	Hoofjoernaal / Main Journal	A20
	7.	Ondergeskikte Grootboek, -kasboek en –joernaal / Ancilliary Ledger, Cash Book and Journal	DAU7
	8.	Afwagtingsrekening / Suspense Account	DAU3
	9.	Proefbalans / Proof Balance Book	DAU3
	10.	Koeponteenblaaie / Coupon Counterfoils	DAU3
	11.	Kwitansies / Receipts	DAU7
	11.1	Verkeersboetebetalings *(Insluitend Betalings Register / Ook verwys na as Betalingaanvraag)* / Traffic Fine Payments *(Includes Payment Register / Also referred to as Payment Requests)*	DAU7
	12.	Kwitansieboekregisters / Receipt Book Registers	DAU7
	13.	Ouditrolle / Audit Rolls	DAU7
	14.	Kwitansieduplikate (Oorboeking) / Receipt Duplicates (Posting)	DAU
	15.	Kleinkas / Petty Cash	DAU3
	16.	Faktuurboek en Fakture / Invoice Book and Invoices	DAU7

	16.1	Besoldigingsbevele op Munisipale Rekeninge (*Sien E6 vir personeelverhalings /* Emolument orders on Municipal Accounts *(See E6 for staff deductions)*	DAU5
KATEGORIE/ CATEGORY		**BESKRYWING/DESCRIPTION**	**BESKIKKING/ DISPOSAL**
C.		**FINANSIëLE STUKKE / FINANCIAL ITEMS**	
	17.	Tjekteenblaaie en Gekanselleerde Tjeks (*Insluitend rekonsiliasies)* / Cheque Counterfoils and Cancelled Cheques (*Includes reconciliations*)	DAU7
	18.	Bankdepositoboeke/-strokies / Bank Deposit Books/slips	DAU7
	19.	Bankstate/Kassierstate / Bank Statements / Cashier Statements	DAU7
	20.	Bankrekonsiliasiestate / Bank Reconcilliation Statements	DAU7
	21.	Bankrekonsiliasiestate-Register / Bank Reconcilliation Statement Register	DAU7
	22.	Uitgawebewysstukke, Gewisselde Tjeks en Betalingadvieste / Expenditure Vouchers, Cashed Cheques and Remittance Advices	DAU7
	22.1	Maandelikse lys van beoogde krediteurebetalings / Monthly list of expected creditor payment details	D1
	23.	Remissieregister / Remittance Registers	DAU7
	24.	Verbruikerrekeninge (*Joernale en maandelikse heffings)* / Consumer Accounts (*Journals and monthly levies)*	DAU7
	25.	Verbruikeraansuiweringstate / Consumer Adjustment Statements	DAU7
	26.	Debiteureregister: Rekonsiliasie (*Daagliks en Maandeliks)* / Debtors Register: Reconcilliation (*Daily and Monthly)*	DAU7

	26.1	ACB-Dokumentasie (*Elektroniese fondsoorplasing)* / ACB-Records (*Electronic Funds Transfers)*	DAU3
	26.2	ACB-Maandelikse Bankverslae / ACB-Monthly Bank Reports	DAU1

KATEGORIE/ CATEGORY		BESKRYWING/DESCRIPTION	BESKIKKING/ DISPOSAL
C.		**FINANSIëLE STUKKE / FINANCIAL ITEMS**	
	27.	Bates en Beleggings / Assets and Investments	
	27.1	Bateregister / Inventaris *(Vir inventaris van voorrade en toerusting en die Register van Kunswerke – Sien Kategorie F)* / Asset Register / Inventory *(For inventory of Stores and Equipment and the Register of Works of Art – See Category F)*	AP
	27.2	Effekte-/Aandele-/Sekuriteitregister / Stocks/Shares/Securities Register	AP
	28.	Oudit / Audit	
	28.1	Verslae *Vir Stortingterrein ouditverslae, sien I.25)* / Reports *(For Landfill Site Audit Reports, see I.25)*	DAU7
	28.2	Navrae / Enquiries	DAU7
	29.	Navrae-omslae: Rekeningsake / Enquiry Covers: Accounting Matters	DAU3
	29.1	Adresveranderinge / Change of Address	D3
	29.2	Betalingsbewysse / Payment Advices	DAU1
	29.3	Onafgehaalde Posstukke (Verwys na sender) / Uncollected Postal Items (Returned to sender)	D3months
	29.4	Krediteure-ouditinformasie / Creditor's Audit Information	DAU5
	30.	Debiteurskaarte / Debtors Cards	D5
	31.	Lys van Uitstaande Tjeks / List of Outstanding Cheques	D5
	32.	Depositoregister: Water en Elektrisiteit / Register of Deposits paid: Water and Electricity	D5
	33.	Krediteureregister / Creditors Register	D5

KATEGORIE/ CATEGORY		BESKRYWING/DESCRIPTION	BESKIKKING/ DISPOSAL
C.		**FINANSIëLE STUKKE / FINANCIAL ITEMS**	
	33.1	Diensverskaffer/Krediteure-bepunting / Service Provider/Creditor's scoring	D5
	34.	Belasting op toegevoegde waarde – BTW / Value added tax - VAT	DAU5
	35.	Finansiële Staande Instruksie Register / Financial Standing Instruction Register	A20
	36.	Versekeringeise / Insurance Claims	D5
	37.	Eiendomsbelasting (*Korting, vrystelling en vermindering)* / Property Rates (*Rebates, exemption and reduction)*	D3
	38.	Uitklarings: Nie-roerende eiendom / Clearances: Non-moveable property	D10
	39.	Skenkings / Grant-in-Aid	D5

KATEGORIE/ CATEGORY		BESKRYWING/DESCRIPTION	BESKIKKING/ DISPOSAL
D.		**AKTES EN OOREENKOMSTE / DEEDS AND AGREEMENTS**	
	1.	Aktes by die Aktekantoor Gedupliseer / Deeds Duplicated at the Deeds Office	AP
	2.	Aktes nie by Aktekantoor gedupliseer nie / Deeds Not Duplicated at Deeds Office	AP
	3.	Briewe van Onderneming / Letters of Undertaking	A20
	4.	Huurooreenkomste (*Insluitend oorskrydings)* / Lease Agreements (*Including Encroachments)*	D10
	5.	Koopooreenkomste / Purchase Agreements	
	5.1	Grond / Land	A20
	5.2	Roerende Eiendom / Moveable Property	D5
	6.	Polisse / Policies	D5
	7.	Oppervlakteregte / Surface Rights	D5
	8.	Lenings Ooreenkomste / Loan Agreements	D5
	8.1	Wentelfonds / Revolving Funds	D5
	9.	Werkskontrakte / Works Contracts	DP
	10.	Sylyn / Siding	DP
	11.	Ambulansdienste / Ambulance Services	A20
	12.	Elektrisiteitsvoorsiening / Electrcity Supply	A20
	13.	Watervoorsiening / Water Supply	A20
	14.	Weiregte / Grazing Rights	D5

KATEGORIE/ CATEGORY		BESKRYWING/DESCRIPTION	BESKIKKING/ DISPOSAL
D.		**AKTES EN OOREENKOMSTE / DEEDS AND AGREEMENTS**	
	15.	Tenders en Kontrakte (*Sluit Diensstandaardooreenkomste en Formele kwotasies in*) / Tenders and Contracts (*Includes Service Level Agreements and Formal Quotations)*	D5
	15.1	Diensverskaffer Akkreditasiesertifikate / Service Provider Accreditation Certificates	D5
	16.	Oorskrydings / Excess Agreements	D5
	17.	Noodsaaklike Dienste / Essential Services	A20
	18.	Subsidie (*Masakhani ingesluit)* / Subsidy (*Masakhani included)*	D7

KATEGORIE/ CATEGORY		BESKRYWING/DESCRIPTION	BESKIKKING/ DISPOSAL
E.		**PERSONEELSTUKKE / STAFF ITEMS** *(Vir Pensioenfondslenings, sien D8 /For Pension Fund Loans, see D8)*	
	1.	Bywoningsregister / Attendance Register	DAU5
	2.	Salarisregister / Salary Register	DAU7
	3.	Loonregister/-kaarte / Wage Register/cards	DAU7
	4.	Salarisrekords / Salary Records	DAU7
	5.	Onopgeëiste Loneregister/-rekords / Unclaimed Wages Register/ Records	DAU7
	6.	Aftrekstate/-rekords / Deduction Statements/Records	DAU7
	7.	Tydstate *(Insluitend oortyd)* / Time Sheets *(Including overtime)*	DAU3
	8.	Betaalstate/Loonstate / Paysheets/Wage Statements	DAU7
	9.	Oorhandigingsertifikate / Handing Over Statements	DAU7
	10.	Verlofregister en -vorms / Leave Register and - Forms	DAU7
	11.	Ongevallewetregister / Workmen's Compensation Act Register	DAU7
	12.	Fabriekswetregister / Factories Act Register	DAU7
	13.	Diensregister / Service Register	D5
	14.	Mediese Eise / Medical Claims	D5
	15.	Inkomstebelastingsertfikate / Income Tax Certificates	D5
	16.	Klokkaarte/Biometrics-rekords / Clock Cards/Biometric Records	D5
	17.	Salarisadviesstrokies / Salary Advice Slips	D5
	18.	Onsuksesvolle Werkaansoeke / Unsuccessful Job Applications	D1
	18.1	Kortlysdokumentasie van Onsuksesvolle Aplikante / Short List Records on Unsuccessful Applicants	D5

KATEGORIE/ CATEGORY		**BESKRYWING/DESCRIPTION**	**BESKIKKING/ DISPOSAL**
E.		**PERSONEELSTUKKE / STAFF ITEMS**	
	18.2	Onsuksesvolle Werkloosheidregistrasie-databasisaansoeke / Unsuccessful Unemployment Database Registrations	D1
	19.	Ongeluksverslae: Beserings aan Diens / Accident Reports : Injuries on Duty	D7
	20.	Werkloosheidversekering: Eise en Belasting / Unemployment Insurance: Claims and Tax	D5
	21.	Salarisrekonsiliasies / Salary Reconcilliations	DAU7
	22.	Goedgekeurde Organogram / Approved Organogram	A20
	23.	Advertensie Goedkeuring Vakaturelys / Advert Approval Vacancy List	D5
	24.	Pensioenlenings/Pension Loans	D5
	25.	Vaardigheidsontwikkelingrekords *(Ingesluit oudit stawende dokumente, o.a. Leerderondernemingvorm)* / Skills Development Records (*Inclusive of Skills audit supporting records incl Learner Commitment Forms)*	D5
	25.1	Kursusbywoningsregisters / Course Attendance Register	D5
	26.	Posevaluerings / Job evaluations	D5
	27.	Covid-kontrole (*Werksplekgereedheid ingesluit*) / Covid screening (*Including Workplace readyness*)	D1
	28.	Werwingsdokumentasie / Recruitment documentation	D3

KATEGORIE/ CATEGORY		BESKRYWING/DESCRIPTION	BESKIKKING/ DISPOSAL
F.		**VOORRADE ADMINISTRASIE / STORES ADMINISTRATION**	
	1.	Voorraderegisters / Stores Registers	DAU7
	2.	Voorraaduitreikings – en Ontvangsbewysse / Stores Issue and Receipt Vouchers	DAU7
	3.	Rekwisisies en Bestellings / Requisitions and Orders	D5
	4.	Petrol- en Oliegebruikstate / Fuel and Oil Use Statements	D5
	5.	Voorradekaarte / Stock Cards	D5
	6.	Voorraadopnamestate/-rekords / Stocktaking Sheets/Records	DAU7
	7.	Inventaris van Voorrade en Toerusting / Inventory of Stock and Equipment	D5
	8.	Sleutelregister / Key Register	D7
	9.	Register van Ontvlambare en Plofbare Materiaal / Register of Inflammable and Explosive Materials	D5
	10.	Register van Kunswerke / Register of Works of Art	A20
	11.	Voertuigrekwisisies / Vehicle Requisitions	D5
	12.	Voertuigafstandopnames (Ritstate) / Vehicle Distance Returns (Log Books)	D7
	13.	Voertuiginspeksievorms / Vehicle Inspection Forms	D7

KATEGORIE/ CATEGORY		BESKRYWING/DESCRIPTION	BESKIKKING/ DISPOSAL
G.		**KARTOGRAFIESE MATERIAAL / CARTOGRAPHIC MATERIAL** *(Alle Kartografiese Materiaal wat dateer voor 1910 kwalifiseer vir permanente bewaring) / (All cartographic Material prior to 1910 qualities for permanent preservation)*	
	1.	Nasionale Gedenkwaardighede (*Alle Kategorie Planne)* / National Monuments (*All Categories of Plans)*	AP
	2.	Plekke van Aanbidding (*Alle Kategorie Planne)* / Places of Worship (*All Categories of Plans)*	AP
	3.	Aansigte van Spesiale Meublement en Versierings wat Spesiaal vir ‘n Spesifieke Gebou ontwerp is / Views of Special Furnishing and Decorations Specially Designed for a Specific Building	AP
	4.	Detailplanne van bv. Vensterbanke, Deurhandvatsels, ens asook ondergeskikte bouwerke soos vervat in die Wet op Nasionale Bouregulasies en Boustandaarde, 1977 (Wet no 103 van 1977) / Detailed Plans of e.g. Window Sills, Door Handles, etc as well as Subordinate Building Works as defined in the National Building Regulations and Building Standards Act, 1977 (Act no 103 of 1977)	DP
	5.	Fyner Detail van Spesiale Meublement en Versierings wat Spesiaal vir ‘n Spesifieke Gebou ontwerp is / Finer detail of Special Furnishing and Decorations specially designed for a Specific Building	DP

KATEGORIE/ CATEGORY		BESKRYWING/DESCRIPTION	BESKIKKING/ DISPOSAL
G.		**KARTOGRAFIESE MATERIAAL / CARTOGRAPHIC MATERIAL** *(Alle Kartografiese Materiaal wat dateer voor 1910 kwalifiseer vir permanente bewaring) / (All cartographic Material prior to 1910 qualities for permanent preservation)*	
	6.	Alle Ander Kategorieë kaarte, Planne, Bouplanne, Konstruksieplanne en Ingenieurstekeninge (*Insluitend Lugfoto's en Vlugplanne)* wat nie hierbo gespesifiseer is nie. (*Wanneer hierdie stukke nie meer funksioneel benodig word nie, moet u met die Staatsargiefdiens skakel wat dan verder reëlings sal tref t.o.v. die beskikking daaroor*) / All Other Categories of Maps, Plans, Building Plans, Construction Plans and Engineer's Drawings (*including Aerial Photographs and Flight Plans)* not specified here. (*When these items are no longer needed for administrative purposes, you must contact the State Archives Service, which will make further arrangements for their disposal.)*	APL
	7.	Nie-goedgekeurde Bouplanne / Unapproved Building Plans	D1

KATEGORIE/ CATEGORY		BESKRYWING/DESCRIPTION	BESKIKKING/ DISPOSAL
H.		**BELASTING, LISENSIES EN PADVERKEER / TAX, LICENCES AND ROAD TRAFFIC** *(Vir Verkeerbeheer, sien I17 / For Traffic Control, See I17)*	
	1.	Eienaarsbelastingregisters / Owner's Rates Registers	DAU7
	2.	Verbruikersregisters / Consumers Registers	DAU7
	3.	Waardasierolle / Valuation Rolls	A20
	4.	Vandusierolle / Auction Rolls	DAU7
	5.	Hondelisensieregister en -plaatjies / Dog Licence Register and -tags	DAU
	6.	Fietslisensieregister / Bicycle Licence Register	DAU
	7.	Oordrag van Besigheidsregister / Transfer of Business Register	DAU7
	8.	Smous/Straatverkoperpermitte / Hawker/Street Trading Permits	DAU2
	9.	Tydelike Handelspermitte *(Vir Markpermitte, sien H.23)* / Temporary Trading Permits (*For Market Permits, see H.23)*	DAU2
	10.	Handelslisensieregister / Trading Licence Register	DAU5
	11.	Bestuurderlisensieregister / Driver's Licence Register	D55
	12.	Padvaardigheidsertifikaatregister / Roadworthy Certificate Register	DAU7
	13.	Motorvoertuigklaringsbewyskwitansies / Motor Vehicle Clearance Voucher Receipts	DAU7
	14.	Munisipale Waardasies / Municipal Valuations	DAU7
	15.	Waardasies op Munisipale Huurpersele / Valuations on Municipal Lease Properties	DAU7

KATEGORIE/ CATEGORY		BESKRYWING/DESCRIPTION	BESKIKKING/ DISPOSAL
H.		**BELASTING, LISENSIES EN PADVERKEER / TAX, LICENCES AND ROAD TRAFFIC** *(Vir Verkeerbeheer, sien I17 / For Traffic Control, See I17)*	
	16.	Motorvoertuigregistrasie-Owerhede /Motor Vehicle Registration Authority:	
	16.1	Geskiktheidsertifikaatregister / Certificate of Fitness Register	DAU7
	16.2	Aansoek om Duplikaat-Registrasiesertifikate t.o.v. Motorvoertuig / Application for Duplicate Registration Certificates i.r.o. Motor Vehicle	DAU7
	16.3	Leerlinglisensieregisters (*Bevoegdheidsertifikate*) / Learner's Licence Register (*Certificates of Competency*)	DAU7
	16.4	Afkoopboeteregister / Spot Fine Register	DAU7
	16.5	Kontrolesertifikate / Control Certificates	DAU7
	16.6	Verandering van Besonderhede van / Kennisgewing t.o.v. Motorvoertuig / Change of Particulars of / Notice i.r.o. Motor Vehicle	DAU7
	16.7	Aansoek om Spesiale Klassifikasie t.o.v. Lisensiegelde / Vrystelling van Registrasie / Application for Special Classification i.r.o. Licence Fees / Exemption from Registration	DAU7
	16.8	Kennisgewing van Verandering van Adres of Besonderhede van Persoon of Instelling / Notification of Change of Address or Particulars of Person or Organisation	D5
	16.9	Toekenning van Spesiale / Ander Lisensienommer aan Motorvoertuig / Allocation of Special / Other Licence Number to Motor Vehicle	DAU7
	16.10	Aansoek om versoek vir Polisie Identifikasie / Polisieklaringvorm / Application for Request for Police Identification (RPI) / Police Clearance (RPC) Form	DAU7

KATEGORIE/ CATEGORY		BESKRYWING/DESCRIPTION	BESKIKKING/ DISPOSAL
H.		**BELASTING, LISENSIES EN PADVERKEER / TAX, LICENCES AND ROAD TRAFFIC** *(Vir Verkeerbeheer, sien I17 / For Traffic Control, See I17)*	
	16.11	Bevestiging van Informasie deur Ondersoeker van Motorvoertuie / Confirmation of Information by Examiner of Motor Vehicles	DAU7
	16.12	Beëdigde Verklaring t.o.v. Motorvoertuig / Affidavit i.r.o. Motor Vehicle	DAU7
	16.13	Massameetsertifikaat / Mass Measuring Certificate	DAU7
	16.14	Aansoek om NaVIS gebruikernommer onderhoud / Application for NaTIS user number maintenance	A20
	16.15	NaVIS Gebruiker Onderneming / NaTIS User Undertaking	A20
	16.16	Aansoek om aanstelling as NaVIS Gebruiker Administrateur / Application for appointment as NaTIS User Administrator	A20
	16.17	Versoek om bekendstelling van Motorvoertuig / Opdatering van Motorvoertuigbesonderhede / Request to introduce a Motor Vehicle / Update Motor Vehicle Particulars	DAU7
	16.18	eNaVIS Transaksie Toegang Kontrolelys / ENaTIS Transaction Access Checklist	D5
	16.19	Aansoek en Kennisgewing t.o.v. Motorhandelnommer en blanko Tydelike Permitte / Application and Notice i.r.o. Motor Trade Number and Blank Temporary Permits	DAU7
	16.20	Aansoek en Kennisgewing t.o.v. Registrasie van ‘n Vervaardiger / Invoerder / Bouer van Voertuie / Application i.r.o. Registration of a Manufacturer / Importer / Builder of Vehicles	DAU7

KATEGORIE/ CATEGORY		BESKRYWING/DESCRIPTION	BESKIKKING/ DISPOSAL
H.		**BELASTING, LISENSIES EN PADVERKEER / TAX, LICENCES AND ROAD TRAFFIC** *(Vir Verkeerbeheer, sien I17 / For Traffic Control, See I17)*	
	16.21	Aansoek t.o.v. Spesiale Lisensienommer vir Motorvoertuig / Application i.r.o. Special Licence Number for Motor Vehicle	DAU7
	17.	Taxilisensies / Taxi Licences	D5
	18.	Vuurwapenlisensies / Firearm Licences	D5
	19.	Register van Besighede / Register of Businesses	A20
	20.	Waardasiesertifikate / Valuation Certificates	D5
	21.	Veldboeke/-vorms / Field Books/Forms	D5
	22.	Erfbelastingkaarte / Property Tax Cards	D5
	23.	Markpermitte / Market Permits	D5
	24.	Vorms geskep kragtens die Padverkeerswet (Wet 29 van 1989) / Forms Created i.r.o. the Road Traffic Act (Act 29 of 1989)	
	24.1	Aansoek en Kennisgewing t.o.v. Registrasie as Gemagtigde Beampte / Application and Notice i.r.o. Registration as Authorised Officer	D2
	24.2	Aansoek en Kennisgewing t.o.v. Registrasie van Bestuurderslisensie-toetssentrum / Application and Notice i.r.o. Registration of Driver's License Testing Centre	D2
	24.3	Sertifikaat van Registrasie / Certificate of Registration	D5
	24.4	Aansoek om Leerlinglisensie / Application for Learner's License	D2

KATEGORIE/ CATEGORY		BESKRYWING/DESCRIPTION	BESKIKKING/ DISPOSAL
H.		**BELASTING, LISENSIES EN PADVERKEER / TAX, LICENCES AND ROAD TRAFFIC** *(Vir Verkeerbeheer, sien I17 / For Traffic Control, See I17)*	
	24.5	Leerlinglisensie / Learner's License	D2
	24.6	Mediese Sertifikaat / Medical Certificate	D2
	24.7	Aansoek om Bestuurslisensie / Application for Driver's License	D2
	24.8	Magtiging om Bestuurderslisensie uit te reik, Bestuurderslisensie / Authorisation to Issue Driver's Licence, Drivers License	D55
	24.9	Kwitansie t.o.v. Identiteitsdokument / Receipt i.r.o. Identity Document	D3
	24.10	Verklaring t.o.v. Verlore Dokumente / Declaration i.r.o. Lost Documents	D2
	24.11	Bestuurderslisensie nie in Identiteitsdokument vervat nie / Dirver's License not Incorporated in Identity Document	D55
	24.12	Aansoek om 'n Instrukteurssertifikaat / Application for an Instructor's Certificate	D2
	24.13	Mediese Sertifikaat vir 'n Instrukteur / Medical Certificate for an Instructor	D2
	24.14	Instrukteursertifikaat / Instructor's Certificate	DAU7
	24.15	Aansoek om Registrasie as Toetsstasie / Application for Registration as Testing Station	D2
	24.16	Aansoek om Padvaardigheidsertifikaat / Application for Roadworthy Certificate	D2
	24.17	Padvaardigheidsertifikaat / Roadworthy Certificate	D2

KATEGORIE/ CATEGORY		BESKRYWING/DESCRIPTION	BESKIKKING/ DISPOSAL
H.		**BELASTING, LISENSIES EN PADVERKEER / TAX, LICENCES AND ROAD TRAFFIC** *(Vir Verkeerbeheer, sien I17 / For Traffic Control, See I17)*	
	24.18	Aansoek om 'n Geskiktheidsertifikaat / Application for Certificate of Fitness	D2
	24.19	Geskiktheidsertifikaat en Geskiktheidsertifikaatskyf / Certificate of Fitness and Certificate of Fitness Disk	D2
	24.20	Aansoek om Openbare Bestuurspermit / Application for Public Driving Permit	D2
	24.21	Mediese Sertifikaat t.o.v. Openbare Bestuurspermit / Medical Certificate i.r.o. Public Driving Permit	D2
	24.22	Openbare Bestuurspermit / Public Driving Permit	DAU7
	24.23	Kennisgewing om die Gebruik van Motorvoertuig te Staak / Motorvoertuig na Toetsstasie te neem / Notice to Discontinue Operation of Motor Vehicle / Take Motor Vehicle to Testing Station	D2
	24.24	Kennisgewing t.o.v. Operateuridentifikasie / Notice i.r.o. Operator Identification	D2
	24.25	Tydelike Operateurskaart / Temporary Operator Card	D2
	24.26	Operateurskaart / Operator Card	D2
	24.27	Kennisgewing om Operateurskaart af te haal / Notice to Collect Operator Card	D2
	24.28	Kennisgewing t.o.v. Registrasie van Operateur / Notice i.r.o. Registration of Operator	D2
	24.29	Kennisgewing t.o.v. Prestasie van Operateur / Notice i.r.o. Performance of Operator	D2

KATEGORIE/ CATEGORY		BESKRYWING/DESCRIPTION	BESKIKKING/ DISPOSAL
H.		**BELASTING, LISENSIES EN PADVERKEER / TAX, LICENCES AND ROAD TRAFFIC** *(Vir Verkeerbeheer, sien I17 / For Traffic Control, See I17)*	
	24.30	Kennisgewing/Kwitansie t.o.v. Dokument / Notice/Receipt i.r.o. Document	DAU7
	24.31	Aansoek en Kennisgewing t.o.v. Verkeersregisternommer / Application and Notice i.r.o. Traffic Register Number	D2
	24.32	Artikel 341 van die Strafproseswet (No 51 van 1977), Kennisgewing van Parkeer/Spoedoortreding (*Handgeskrewe)* / Section 341 of the Criminal Procedure Act (No 51 of 1977), Notice of Parking/Speeding offence (*Hand written)*	D2
	24.33	Artikel 341 van die Strafproseswet (No 51 van 1977), Kennisgewing van Parkeer/Spoedoortreding (*Rekenaarverwerk)* (Kontrole: Bestuurder anders as voertuigeienaar / Ook verwys na as regstellings) / Section 341 of the Criminal Procedure Act (No 51 of 1977), Notice of Parking/Speeding offence (*Computerized) (Edits done: Driver other than owner of vehicle / Also referred to as Fix Sites)*	D2
	24.34	Artikel 56 van die Strafproseswet (No 51 van 1977), Kennisgewing / Section 56 of the Criminal Procedure Act (No 51 of 1977), Notice	D2
	24.35	Artikel 54 van die Strafproseswet (No 51 van 1977), Dagvaardiging (*Handgeskrewe*) (*J175 dokumente/Onopspoorbares/Geen agente)* / Section 54 of the Criminal Procedure Act (No 51 of 1977), Summons (*Hand written*) (*J175 documents/Untraceables/No Agents)*	D2

KATEGORIE/ CATEGORY		BESKRYWING/DESCRIPTION	BESKIKKING/ DISPOSAL
H.		**BELASTING, LISENSIES EN PADVERKEER / TAX, LICENCES AND ROAD TRAFFIC** *(Vir Verkeerbeheer, sien I17 / For Traffic Control, See I17)*	
	24.36	Artikel 54 van die Strafproseswet (No 51 van 1977), Dagvaardiging (*Rekenaarverwerk*) *(1 klag*) / Section 54 of the Criminal Procedure Act (No 51 of 1977), Summons (*Computerized*) (*1 count)*	D2
	24.37	Artikel 54 van die Strafproseswet (No 51 van 1977), Dagvaardiging (*Rekenaarverwerk)* Meer as 1 klagte, beskuldigde namens regspersoon / Section 54 of the Criminal Procedure Act (No 51 of 1977), Summons (*Computerized)* More than 1 count, accused appears for a legal person	D2
	24.37.1	Boeteverminderingaansoeke / Fine rebate applications (*REP Results – Representation results)*	D6months
	24.38	Aansoek en Kennisgewing t.o.v. Registrasie en Lisensiëring van Motorvoertuig / Application and Notice i.r.o. Registration and Licencing of Motor Vehicle	D20
	24.39	Aansoek om Terugbetaling van Lisensiegeld t.o.v. Motorvoertuig permanent ongeskik vir gebruik / Application for refund of licence fees i.r.o. motor vehicle permanently unfit for use as a motor vehicle	D5
	24.40	Tydelike/Spesiale permit (*Insluitend aansoek)* / Temporary/Special Permit (*Including application)*	DAU3
	24.41	Motorvoertuiglisensie hernuwing / Motor vehicle licence renewal	D3
	24.42	Registrasiesertifikaat en Hernuwing van Motorvoertuiglisensie / Registration Certificate and Renewal of Motor Vehicle License	D20

KATEGORIE/ CATEGORY		**BESKRYWING/DESCRIPTION**	**BESKIKKING/ DISPOSAL**
H.		**BELASTING, LISENSIES EN PADVERKEER / TAX, LICENCES AND ROAD TRAFFIC** *(Vir Verkeerbeheer, sien I17 / For Traffic Control, See I17)*	
	24.43	Kennisgewing van Verandering van Eienaarskap/Verkoop van Motorvoertuig / Notification of Change of Ownership / Sale of Motor Vehicle	D5
	24.44	Aansoek om Deregistrasie van Motorvoertuig / Application for Deregistration of Motor Vehicle	D5
	24.45	Identifikasiekaart / Identification Card	DAU3
	25.	Aansoek en Kennisgewing van Besigheidsnommer / Application and Notice of Business Number	DAU7
	26.	Stortingspermitte / Dumping Permits	DAU2

KATEGORIE/ CATEGORY		BESKRYWING/DESCRIPTION	BESKIKKING/ DISPOSAL
I.		**DIENSTE, WERKE EN BEHEER / SERVICES, WORKS AND CONTROL**	
	1.	Aansoekvorms: Elektrisiteit/Water *(Aan- en afskakelings)* / Application forms: Electricity/Water (*Connections and disconnections)*	DAU5
	2.	Opnames: Vullis- en Sanitasiepunte / Surveys: Refuse and Sanitation Points	DAU
	3.	Opnames: Diere op Meent / Surveys: Animals on Commonage	DAU
	4.	Afsnylyste: Elektrisiteit/Water (*Agterstallige rekeninge/nie-betaling)* / Disconnection List: Electricity/Water *(Overdue accounts/non-payment)*	DAU
	5.	Aansluitingsopdragte / Connection Instructions	DAU
	6.	Heraansluitingsopdragte / Reconnection Instructions	DAU
	7.	Navrae-omslae: Dienste/Werke / Enquiry Covers: Services/Works	DAU
	8.	Diensteregister (Elektrisiteit/Water/Riool) / Services Register (Electricity/Water/Sewerage)	D5
	9.	Oorskrydingsregister / Excess Register	D5
	10.	Skutregister / Pound Register	D5
	11.	Meterlesings: Elektrisiteit/Water / Meter Reading: Electricity/Water	D2
	12.	Register van Meterlesingboeke / Register of Meter Reading Books	D2
	13.	Elektrisiteitlesings en –invorderings (*Vir besoldigingsbeslagbevele t.o.v. munisipale rekeninge, sien C16.1)* / Electricity Reading and Collections (*For emolument orders on municipal accounts, see C16.1)*	D2

KATEGORIE/ CATEGORY		BESKRYWING/DESCRIPTION	BESKIKKING/ DISPOSAL
I.		**DIENSTE, WERKE EN BEHEER / SERVICES, WORKS AND CONTROL**	
	14.	Karavaanparkbesprekingsregister / Caravan Park Booking Register	D2
	15.	Boustatiekregister / Building Statistics Register	A20
	16.	Voorvalleregisters (*Klagtestate ingesluit)* / Occurance Registers *(Including Complaint Sheets)*	D10
	16.1	Maatskaplike Noodhulpverlening/Social relief of Stress	D5
	17.	**Verkeerbeheer:** *(Vir Padverkeer, sien H)* **Traffic Control** (*For Road Traffic, see H)*	
	17.1	Afkoopboetes/Kennisgewings / Spot Fines/Notices	D1
	17.2	Verkeersoortredingsregister / Register of Traffic Violations	D3
	17.3	Dagvaardigings / Summonses	D2
	17.4	Identiteitskaarte / Identity Cards	D5
	17.5	Ongeluksverslae / Accident Reports	D5
	17.6	Dagvaardigingskontrolestate *(Insluitend Hofrolle, Hofregisters, Hofdatums,Gekanselleerde lasbriewe en Kontrole-dokumente)* / Summonses: Control Statements (*Inculding Court Rolls, Court Registers, Court Dates, Cancelled Warrents and Control Documents)*	D3
	18.	**Biblioteekbestuur / Library Management:** (*Elektroniese Stelsels/ Electronic Systems: PAL/Brocade/Slims)*	
	18.1	Lederegister/Kaarte / Members' Register/Cards	D3
	18.2	Register van verlore en beskadigde boeke / Register of lost and damaged books	D1
	18.3	Voorraadregister / Stock Register (*by CPLS)*	D1

	18.4	Register van uitreikings en besprekings / Register of issuing and bookings	D1
KATEGORIE/ CATEGORY		**BESKRYWING/DESCRIPTION**	**BESKIKKING/ DISPOSAL**
I.		**DIENSTE, WERKE EN BEHEER / SERVICES, WORKS AND CONTROL**	
	19.	Register van Advertensietekens / Register of Advertisement Signs	D5
	20.	Aansoekvorms: Behuising / Application Forms: Housing	DP
	21.	Behuising-opnames / Housing Surveys	D5
	22.	Subsidie-aansoeke: Behuisingsprojeke / Subsidy applications: Housing Projects	D5
	23.	Behuisingprojekte: Afhandeling en nakomingsertifikate *(insl Elektries/ Loodgieters/Boustandaarde/Beroepsveiligheid)* / Housing Projects: Completion and compliance certificates *(incl Electrical, Plumbing and Building/Occupational Health & Safety)*	D3
	24.	Vullis- en Herwinningsdromme / Wheelie and Recycling Bins	
	24.1	Aansoekvorms: Vullisdromme / Application Forms: Wheelie Bins	D1
	24.2	Aansoekvorms vir Herwinningsdromme / Application Forms: Recycling Wheelie Bins	D1
	24.3	Beskadigde en Gesteelde Vullisdromme: Damaged and Stolen Wheelie Bins	DAU
	25.	Stortingsterrein Ouditverslae (*Intern en ekstern) /* Landfill Audit Reports *(Internal and external)*	DAU5

KATEGORIE/ CATEGORY		**BESKRYWING/DESCRIPTION**	**BESKIKKING/ DISPOSAL**
J.		**PUBLIKASIES WAT DIE RAAD SELF UITGEE / PUBLICATIONS ISSUED BY COUNCIL ITSELF:** *(Publikasies wat die Raad deur aankoop en/of inskrywing verskry, is nie argiewe nie. / Publications obtained by way of purchase and/or subscription are not archives.)*	
	1.	Reklame-brosjures / Publicity brochures	A20
	2.	Nuusbriewe / News Letters	A20
	3.	Geskiedenis van die dorp / History of the town	A20
	4.	Programme van Feeste, Uitstallings, ens / Programmes of Festivals, Exhibitions, etc.	A20
	5.	Munisipale Kennisgewings / Municipal Notices	D5
	6.	Kieserslyste (*Vir gebruikte verkiesingsmateriaal, sien M10*) / Voters' Lists (*For used election material, see M10)*	A20

KATEGORIE/ CATEGORY		BESKRYWING/DESCRIPTION	BESKIKKING/ DISPOSAL
K.		**FOTO'S, KLANKOPNAMES, CD'S, DVD'S EN VIDEOS / PHOTOGRAPHS, SOUND RECORDINGS, CD'S, DVD'S AND VIDEOS** *(Vir lugfoto's, sien G / For aerial photos, see G)*	
	1.	Burgemeesters en Raadslede / Mayor and Council Members	AP
	2.	Raadsgeboue / Council buildings	AP
	3.	Plaaslike Historiese Geboue / Historical Local Buildings	AP
	4.	Belangrike Plaaslike Funksies/Gebeurtenisse, ens / Important Local Functions, Events, etc	AP
	5.	Raad en personeel, Departemente / Council and staff, Departments	AP

KATEGORIE/ CATEGORY		BESKRYWING/DESCRIPTION	BESKIKKING/ DISPOSAL
L.		**REKORDBESTUUR / RECORD MANAGEMENT**	
	1.	Meesterkopie van Liasseerstelsel / Master Copy of Filing System	A20
	2.	Rekordbeheerskedule / Records Control Schedule	A20
	3.	Register van Geopende Lêers / Register of Files Opened	A20
	4.	Vernietigingsregister / Destruction Register	A20
	5.	Register op Geregistreerde/Gesertifiseerde Pos / Register of Registered/Certified Post	D5
	6.	Inkomende en Uitgaande Posregister / Register of Post Received and Dispatched	D5
	7.	Beskikkingsmagtigingsregister / Register of Disposal Authority	A20
	8.	Seëlregister / Stamp Register	D2
	9.	Faks-versendingsvorms/registers / Fax Transmissions Forms/ Registers	D1
	10.	Oorhoudagboek / Pending Diary	D5
	11.	Roetekaarte: Lêerbewegings (*Lêeruitreikingsregister ingesluit)* / Route Cards: File Movements *(Inclusive of Register of Filies Issued)*	D2
	12.	Algemene Dagboek (*Vir persoonlike gebruik) /* General Diary (*For personal use)*	D1
	13.	Rekordsafleweringsboeke / Records Delivery Books	D5

KATEGORIE/ CATEGORY		BESKRYWING/DESCRIPTION	BESKIKKING/ DISPOSAL
M.		**DIVERSE / MISCELLANEOUS**	
	1.	Begraafplaasregister / Cemetery Register	A20
	2.	Oorhandigingsregister / Delivery Register	D2
	3.	Burgerlike Beskermingslederegister / Civil Defence Membership Register	D5
	4.	Burgerlike Beskermingsnoodplan / Civil Defence Emergency Plan	A20
	5.	Ontvange Omsendbriewe / Circulars Received	D20
	6.	Geboorte-, Huwelik- en Sterfregisters / Birth, Marriage and Death Registers	D1
	7.	Toesprake / Speeches	A20
	8.	Prosedurehandleidings / Procedure Manuals	A20
	9.	Daglêers (*Korrespondensie en Finansieël*) / Daily files (*Correspondence and Financial)*	D2
	10.	Gebruikte Verkiesingmateriaal soos vervat in die onderskeie Provinsiale Ordonnansies (*Vir kieserslyste, sien J6) /* Used Election Material as Specified in the Provincial Ordinances (*For Voter's Lists, see J6)*	D3
	11.	Presensielyste van Vergaderings / Meeting Attendance Lists	D5
	12.	Geskiedenis van die Dorp: Media Artikels/Publikasies / History of the Town: Media Articles/Publications	A20
	13.	Munisipale Prestasiebestuur / Municipal Performance Management	DAU5
	13.1	Proeftyd Prestasiebestuur-beoordeling / Probation period Performance reviews	DAU5
	14.	Besoekersregister / Visitors Register	D2

Standing Disposal Authority Number PSS16KW issued 10.6.2013, PSS22KW issued 14.1.2016 and PSS25KW issued 19.9.2016 (1/2027)

10.3.5	ADOPTION OF AMENDED SYSTEM OF DELEGATIONS

Collaborator No:
IDP KPA Ref No: Good Governance
Meeting Date: Council: 21 October 2026

1. SUBJECT: ADOPTION OF AMENDED SYSTEM OF DELEGATIONS

2. PURPOSE

To submit the amended System of Delegations for adoption by Council in terms of Section 59 of the Local Government: Municipal Systems Act.

3. DELEGATED AUTHORITY

Council to approve.

4. EXECUTIVE SUMMARY

In terms of Section 59 of the Local Government: Municipal Systems Act, 32/2000, 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 such system, may:

(a) delegate appropriate powers, excluding the powers referred to in section 160(2) of the Constitution and the power to set tariffs, to decide to enter into a service delivery agreement in terms of section 76(b) and to approve or amend WKH PXQLFLSDOLW\¶V LQWHJUDWHG GHYHORSPHQW S other political structures, political office bearers, councillors, or staff members;

(b) instruct any such political structure, political office bearer, councillor, or staff PHPEHU WR SHUIRUP DQ\ RI WKH 0XQLFLSDOLW\¶V GX\

(c) withdraw any delegation or instruction.

Section 59(2)(f) provides inter alia that the System of Delegations developed in terms of Section 59(1) by Council must be reviewed when a new council is elected.

The System of Delegations was last adopted by Council on 22 June 2022. Section 59(2)(f) of the Systems Act requires that the System of Delegations be reviewed when a new Council is elected. With elections scheduled for 4 November 2026, the delegations framework has been reviewed to address gaps that could disable administration in a scenario where no Executive Mayor is elected and Council is unable to constitute itself (a hung council). The amendments are confined to those matters that fall within the administration's delegable authority under the Constitution and applicable legislation and do not purport to amend Council's non-delegable functions. The Council should also take note of the Administrative Continuity During Coalition Instability Guidelines (developed by the Dullah Omar Institute, UWC, 2026), endorsed by the Western Cape Department of Local Government, as a reference framework for the municipality's administrative continuity planning.

5. RECOMMENDATIONS

It is recommended that;

(a) Council adopts the attached amended System of Delegations as set out in APPENDIX 1,

(b) Council notes the Administrative Continuity During Coalition Instability Guidelines (Dullah Omar Institute, UWC, 2026), endorsed by the Western Cape Department of Local Government, as a reference framework for the municipality's administrative continuity planning.

6. DISCUSSION / CONTENTS

6.1 Background

In terms of Section 59 of the Local Government: Municipal Systems Act, 32/2000, 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 such system.

6.2 Discussion

In terms of Section 59 of the Local Government: Municipal Systems Act, 32/2000, 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 such system, may:

(a) delegate appropriate powers, excluding the powers referred to in section 160(2) of the Constitution and the power to set tariffs, to decide to enter into a service delivery agreement in terms of section 76(b) and to approve or DPHQG WKH PXQLFLSDOLW\¶V LQWHJUDWHG GHYHORR PXQLFLSDOLW\¶V urtwes,polic aPofficeDbeareEr,Cowncillor, or staff members;

(b) instruct any such political structure, political office bearer, councillor, or staff PHPEHU WR SHUIRUP DQ\ RI WKH 0XQLFLSDOLW\¶V GX\

(c) withdraw any delegation or instruction.

In terms of section 59(2)(f) of the Systems Act, the System of Delegations must be reviewed when a new Council is elected. This review has been brought forward to address identified operational continuity risks that would arise if no Executive Mayor is elected. Amendments are limited to delegable functions and provide for interim Municipal Manager authority where Executive Mayor functions are time-sensitive or carry statutory deadlines, with mandatory reporting to Council once constituted. Non-delegable Council functions under section 160(2) of the Constitution are not affected. This approach is consistent with the Administrative Continuity During Coalition Instability Guidelines (Dullah Omar Institute, UWC, 2026), endorsed by the Western Cape Department of Local Government, which expressly recommends that municipalities review their systems of delegation to address vacancies in senior political office ahead of elections.

The System of Delegations has now been reviewed and amended.

6.3 Financial Implications

The revision of the System of Delegations has no financial implication on Council unless additional staff has to be appointed.

6.4 Legal Implications

Compliance with Section 59(1) of the Systems Act and various other legislative measures as listed in the definitions and interpretations contained in part 1 of the System of Delegations.

6.5 Staff Implications

If any additional staff has to be appointed permanently it will only be done within the framework of a Council approved structure and with the necessary budgetary provisions.

6.6 Previous Council Resolutions

SPECIAL COUNCIL: 22 JUNE 2022: ITEM 9.2.3 RESOLVED that Council adopts the System of Delegations as amended June 2022; and that the System of Delegations be reviewed when a new Council is elected in terms of s59(2)(f) of the Systems Act.

6.7 Risk Implications

Delegations must maximize administrative and operational efficiency and provide for adequate checks and balances.

6.8 Comments from Senior Management

The item was discussed at the ' L U H F meeting and ' L U H F reports have contained in the report.

6.8.1 Chief Financial Officer

Agree with the recommendations.

6.8.2 Municipal Manager

Agree with the recommendations.

ANNEXURES

Appendix 1 : System of Delegations (amended October 2026). (distributed under separate cover)

FOR FURTHER DETAILS CONTACT:

NAME	L Kaywood
POSITION	Acting Director: Corporate Services
DIRECTORATE	Corporate Services
CONTACT NUMBERS	021 807 8018
E-MAIL ADDRESS	Lungelwa.kaywood@stellenbosch.gov.za
REPORT DATE	14 October 2026

10.3.6	RETURN ITEM: POSSIBLE DISPOSAL OF TWO PORTIONS OF LAND IN THE KAYAMANDI NORTHERN EXTENSION

Collaborator No:
IDP KPA Ref No: Good Governance
Meeting Date: 21 OCTOBER 2026

1. SUBJECT: RETURN ITEM: POSSIBLE DISPOSAL OF TWO PORTIONS OF LAND IN THE KAYAMANDI NORTHERN EXTENSION

2. PURPOSE

To provide feedback after public participation after the in-principle approval for the disposal of two portions of land in the Kayamandi Northern Extension for Educational purposes and for Council to consider the final decision on the disposal.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

On 25 October 2025 Council resolved in-principle to, inter alia, dispose of two portions of land in the Kayamandi Northern Extension that has been earmarked for educational purposes. Council further resolved that a valuator be appointed to determine the fair market value and that the land be made available to a Non-Profit Organisation at a percentage of the market related value. Lastly, Council authorised the administration to attend to the public participation proceed whereafter the item had to return to Council for a final decision.

A valuation report has now been received, and a public participation process was followed. Council needs to consider the valuation report and note that no comments were received during the public participation process.

Only one portion (portion 11 of Farm 183 Stellenbosch) has enough services available to it so that it can be sold on auction. Portion 17 of Farm 183 Stellenbosch does not have access to sufficient services, and it is therefore not recommended that this portion be sold on auction at this stage.

5. RECOMMENDATIONS

(a) that Council takes note of public participation process that was followed and that no comments were received;

(b) that Council takes note of the valuation report received;

(c) that Portion 11 of Farm 183 Stellenbosch to be sold to a Non-Profit organisation with the intention of developing a primary school;

(d) that Portion 17 of Farm 183 Stellenbosch return to Council for a final decision once services are available for this site; and

(e) that after the auction an item to return to Council for the consideration and approval of the highest bid received on the day of auction.

6. DISCUSSION / CONTENT

6.1 Background

It is a well-known fact that there is an urgent need for more schools in the Stellenbosch Municipal area. In the Kayamandi area there is currently a crisis in primary school education due to the number of students far outweighing the capacity of the schools in the area and the availability of land to construct new schools. The

Municipality was approached by several non-profit organisations who indicated their willingness to assist in the establishment of new schools in several areas.

On the approved design of the Kayamandi Northern Extension there are two portions of land which are zoned Educational Zone (Portions 11 and 17 of Farm 183 Stellenbosch). Phases 1 and 2 of the Site Development Plan for the Kayamandi Northern Extension has been approved by the Municipal Planning Tribunal. A copy of the Site Development Plan is attached hereto as APPENDIX 1.

Council already gave an in-principle approval for the disposal of the properties pending a valuation report and a public participation process. A valuation report has now been obtained and a public participation process was followed.

6.1.2 Public Participation Process

An Official Notice was published in Die Burger on 14 August 2026 with a closing date for comments on 11 September 2026. A copy of the published Official Notice is attached hereto as APPENDIX 2. No comments were received during the public participation process.

6.1.3 Valuation Report

A valuation report has been obtained to determine the fair market value of the properties. A copy of the valuation report is attached hereto as APPENDIX 3. In terms of the valuation report the market related value for Portion 11 is R1.8 million.

6.2. DISCUSSION

6.2.1 Location and context

The two portions of land are indicated (in light pink) on APPENDIX 1 attached to the item.



Fig 1: Location and context

6.2.2 Ownership

The ownership of the Remainder of Farm 183 Stellenbosch vests with the Stellenbosch Municipality.

6.2.4 Legal Requirements

6.2.4.1 MFMA

In terms of Section 14 of the MFMFA a Municipality may not transfer ownership as a result of a sale or other transaction, or otherwise permanently dispose of a capital asset needed to provide the minimum level of basic services.

Further, in terms of Subsection (2), a municipality may dispose of land not needed to provide the main level of basic municipal services, but only if the Council, in a meeting open to the public, (a) has decided on reasonable grounds that the asset is not needed to provide the minimum level of basic municipal services; and (b) has considered the fair market value of the asset and the economic and community value to be received in exchange for the asset.

6.2.4.2 Asset Transfer Regulation (ATR)

6.2.4.2.1 Transfer or disposal of non -exempted capital assets

In terms of Regulation 5(1)(b) a municipal Council may transfer or dispose of a non-exempted capital asset only after-

a) the accounting officer has in terms of regulation 6 conducted a public participation* process to facilitate the determinations a municipal council must make in terms of Section 14(2)(a) and (b) of the Act; and

b) the municipal council-

i) has made determinations required by section 14(2) (a) and (b)* and

ii) has, as a consequence of those determinations approved in principle that the capital asset may be transferred or disposed of.

*Only applicable to high value properties, i.e. in excess of R50M

6.2.4.2.2 Consideration of proposals to transfer or dispose of non -exempted capital assets

In terms of Regulation 7 the municipal council must, when considering any proposed transfer or disposal of a non-exempted capital asset in terms of regulation 5(1)(b)(i) and (ii), take into account [2]

(a) whether the capital asset may be required for the municipality's own use at a later date;

(b) the expected loss or gain that is expected to result from the proposed transfer or disposal;

(c) the extent to which any compensation to be received in respect of the proposed transfer or disposal will result in a significant economic or financial cost or benefit to the municipality;

(d) the risks and rewards associated with the operation or control of the capital asset that is to be transferred or disposed of in relation to the municipality's interests;

(e) the effect that the proposed transfer or disposal will have on the credit rating of the municipality, its ability to raise long-term or short-term borrowings in the future and its financial position and cash flow;

(f) any limitations or conditions attached to the capital asset or the transfer or disposal of the asset, and the consequences of any potential non-compliance with those conditions;

(g) the estimated cost of the proposed transfer or disposal;

(h) the transfer of any liabilities and reserve funds associated with the capital asset;

(i) any comments or representations on the proposed transfer or disposal received from the local community and other interested persons; (if applicable)

(j) any written views and recommendations on the proposed transfer or disposal by the National Treasury and the relevant provincial treasury; (if applicable)

(k) the interests of any affected organ of state, the municipality's own strategic, legal and economic interests and the interests of the local community; and

(l) compliance with the legislative regime applicable to the proposed transfer or disposal.

6.2.4.2.3 Conditional approval of transfer or disposal of non -exempted capital assets

Further, in terms of Regulation 11, an approval in principle in terms of regulation 5(1)(b)(ii) or 8(1)(b)(ii) that a non-exempted capital asset may be transferred or disposed of, may be given subject to any conditions , including conditions specifying [2]

(a) the way in which the capital asset is to be sold or disposed of;

(b) a floor price or minimum compensation for the capital asset;

(c) whether the capital asset may be transferred or disposed of for less than its fair market value, in which case the municipal council must first consider the criteria set out in regulation 13(2); and

(d) a framework within which direct negotiations for the transfer or disposal of the capital asset must be conducted with another person, if transfer or disposal is subject to direct negotiations.

6.2.4.2.4 Transfer of non -exempted capital asset for less that market value

In terms of Regulation 13(2) a Municipality may, on account of the public interest, in particular in relation to the plight of the poor, intends to transfer for a non-exempted capital asset for less than its fair market the municipality must, when considering the proposed transfer, take into account-

(a) the interest of-

(i) the State; and

(ii) the local community;

(b) the strategic and economic interests of the Municipality or municipal entity, including the longe term effect of the decision on the municipality;

(c) the constitutional rights and legal interests of all affected parties;

(d) whether the interests of the parties to the transfer should carry more weight than the interest of the local community, and how the individual interest is weighed against the collective interest; and

(e) whether the local community would be better served if the capital asset is transferred at less than its fair market value, as opposed to a transfer of the asset at fair market value.

6.2.4.2.5 Transfer or disposal of non -exempted capital assets to be in accordance with disposal management system

In terms of Regulation 12(1); if approval has been given in terms of regulation 5(1)(b)(ii) that a non-exempted capital asset may be transferred or disposed of, the relevant municipality may transfer or dispose of the asset only in accordance with its disposal management system, irrespective of [2]

(a) the value of the capital asset; or

(b) whether the capital asset is to be transferred to a private sector party or an organ of state.

6.2.4.2.6 Transfer agreements

In terms of Regulation 17, a municipality may transfer assets approved for transfer to a private sector party or organ of state, only by way of a written transfer agreement concluded between the transferring municipality and the receiving private sector party or organ of state.

A transfer agreement must set out the terms and conditions of the transfer, including, as a minimum [2]

(a) a sufficient description of the capital asset being transferred in order to identify the asset;

(b) particulars of any subsidiary assets that are transferred with the capital asset;

(c) particulars of any liabilities transferred with the asset;

(d) the amount of compensation payable to the municipality or municipal entity for the transfer of the asset or assets, and the terms and conditions of payment; and

(e) the effective date from which the risk and accountability for the asset or assets is transferred to the receiving private sector party or organ of state.

6.2.5.6 Policy on the management of Council -owned property

6.2.5.6.1 General principles

In terms of paragraph 7.2.1, unless otherwise provided for in the policy, the disposal of Viable Immovable property shall be effected-

a) by means of a process of public competition; and

b) at market value except when the public interest or the plight of the poor demands otherwise.

6.2.5.6.2 Methods of disposal

In terms of paragraph 9 the type of tender may vary, depending on the nature of the transaction. The following options may be considered:

a) outright tender,eg residential erven;

b) auctions; and

c) Call for proposals, e.g social care erven.

6.2.5.4 Fair market value

In terms of par.2 immovable property may be disposed of only at market related prices, except when the plight of the poor or the public intend demands otherwise.

6.2 Financial Implications

In terms of the valuation report the fair market value for Portion 11 of Farm 183 Stellenbosch is R 1.8 million.

The purchaser will be responsible for payment of the transfer fees and there will be no further financial implications for the Municipality.

6.3 Legal Implications

See par. 6.2.5 above.

6.4 Staff Implications

No additional staff implications

6.5 Previous / Relevant Council Resolutions

35TH COUNCIL MEETING: 2025-10-23: ITEM 10.3.1

RESOLVED (nem con)

(a) that Council takes note of the need for schools in the Kayamandi area;

(b) that Council confirms that the two portions of land earmarked for educational purposes on the Site Development Plan for the Kayamandi Northern Extension is not needed to provide the basic minimum municipal services;

(c) that Council approves, in-principle, the disposal of the two portions of land in the Kayamandi Northern Extension that has been earmarked for educational purposes;

(d) that a valuator be appointed to determine the fair market related rental alternatively sales price and that the land be made available at a percentage of the market related price to a Non-Profit Organisation; and

(e) that Council authorises the administration to attend to the public participation process whereafter the item will return to Council for a final decision.

6.6 Risk Implications

Risks are addressed through the content of the report.

6.7 Comments from Senior Management

No comments have been requested yet.

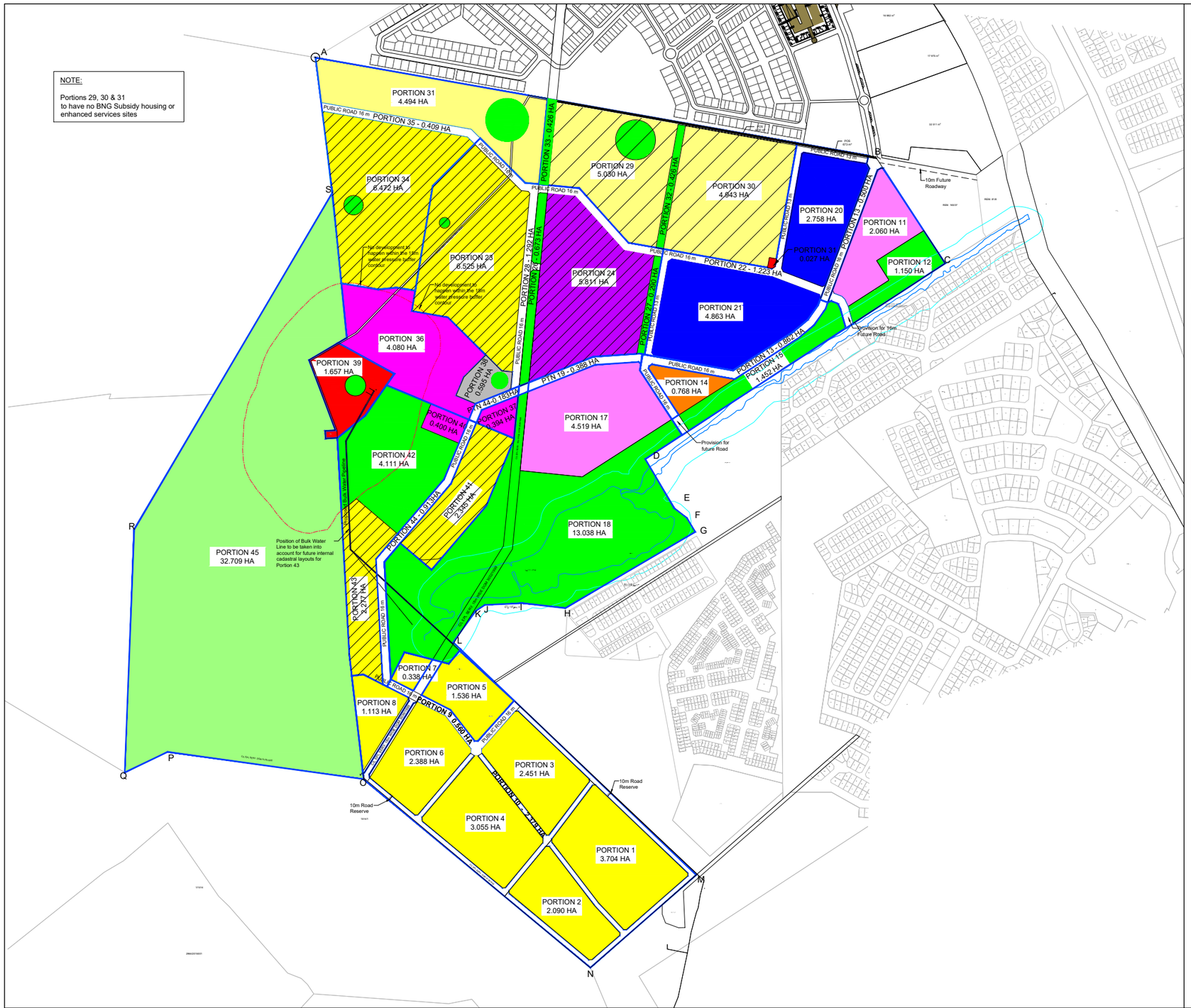
ANNEXURES:

Appendix 1: Site Development Plan: Kayamandi Northern Extension
Appendix 2: Official Notice
Appendix 3: Valuation Report

FOR FURTHER DETAILS CONTACT:

NAME	Yolande van den Berg
POSITION	Head: Contract Management
DIRECTORATE	Contract Management
CONTACT NUMBERS	021-8088073
E-MAIL ADDRESS	Yolande.vandenberg@stellenbosch.gov.za
REPORT DATE	2026/10/14

APPENDIX 1



NUMBER		LEGEND
1		100 Year Floodline
2		Water Coarse Line
3		Servitude
4		15m Water Pressure Buffer Contour
5		Water Pipeline
6		Provision for future Road
7		16m Public Street

	ERF TYPE	ZONING (STB. SCHEME)
	16m Public Street	PUBLIC ROADS & PARKING ZONE
	10m Public Street	PUBLIC ROADS & PARKING ZONE
	Less Formal Res. Stands	LESS FORMAL RES. ZONE
	Education Facility	EDUCATION ZONE
	Apartments	MULTI UNIT RES. ZONE
	Commercial & Apartments	MIXED USE ZONE
	Single Residential	CONVENTIONAL RES. ZONE
	Utility (elec & water)	UTILITY SERVICES ZONE
	Community Facilities	COMMUNITY ZONE
	Single Residential & Less Formal Res. Stands	LESS FORMAL RES. ZONE & CONVENTIONAL RES. ZONE
	Single Residential & Apartments	CONVENTIONAL RES. ZONE & MULTI UNIT RES. ZONE
	Less Formal Res. Stands & Apartments	LESS FORMAL RES. ZONE & MULTI UNIT RES. ZONE
	Public Transport Interchange	TRANSPORT FACILITY ZONE
	Agriculture and Hydroponics	AGRI. & RURAL ZONE
	Soft & Hard POS & Attenuation	PUBLIC OPEN SPACE ZONE

THIS FIGURE REPRESENTS PORTION 23 OF FARM 183, PORTION 36 OF FARM 183, PORTION 1 OF FARM 183, REMAINDER OF PORTION 5 OF FARM 183, PORTION OF THE REMAINDER OF FARM 183, REMAINDER OF FARM 182 AND PORTION 1 OF FARM 182, STELLENBOSCH, IN EXTENT 140.13 HA, WHICH IS TO BE REZONED TO A SUBDIVISIONAL AREA AND DEVELOPED AS INDICATED

N

ZUTARI PROJECT NUMBER: 1001438

CLIENT

ZUTARI
IMPACT. ENGINEERED.

DISCLAIMER

IF CONSTRUCTION DRAWINGS ARE ISSUED UNSIGNED, THE MASTER WITH THE ORIGINAL SIGNATURE OF APPROVAL WILL BE HELD AT THE ZUTARI OFFICE OF THE APPROVER

REV	DATE	REVISION DETAILS	APPROVED
0	15/01/2025	First Draft	R Schröder
1	12/11/2025	Notes and Futue Road Reserve Added	R Schröder
2	20/11/2025	Road Widths Revised	R Schröder

SCALE: AS SHOWN | SIZE: A2

DRAWN: SH

DESIGNED: AFB

REVIEWED: RS

PRELIMINARY
NOT FOR CONSTRUCTION

APPROVED
DATE 15/01/2025
Rudolf Schröder

PROJECT: Portions of Farm 182 and Farm 183, Stellenbosch

TITLE: Northern Extention
Zoning Plan & Subdivision Plan

DRAWING No.: 1001438-ZUT-LL-DRG-TP-NE 000 - 00

REV: 1

APPENDIX 2

STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

OFFICIAL NOTICE

PROPOSED DISPOSAL OF TWO PORTIONS OF LAND IN THE KAYAMANDI NORTHERN EXTENSION FOR EDUCATIONAL PURPOSES

It is a well-known fact that there is an urgent need for more schools in the Stellenbosch Municipal Area. In the Kayamandi area there is currently a crisis in primary school education due to the number of students far outweighing the capacity of schools in the area and the availability of land to construct new schools. The Municipality has been approached by several non-profit organisations indicating their willingness to assist in the establishment of new schools should land be available.

Council considered the matter on 2025-10-23 and resolved:

(a) That Council takes note of the need for schools in the Kayamandi area;

(b) That Council confirms that the two portions of land earmarked for educational purposes on the Site Development Plan for the Kayamandi Northern Extension is not needed to provide the basic minimum municipal services;

(c) That Council approves, in-principle, the disposal of the two portions of land in the Kayamandi Northern Extension that has been earmarked for educational purposes;

(d) That a valuator be appointed to determine the fair market related rental alternatively sales price and that the land be made available at a percentage of the market related price to a Non-Profit Organisation; and

(e) That Council authorises the administration to attend to the public participation process whereafter the item will return to Council for a final decision.

FURTHER INFORMATION

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

INVITATION TO SUBMIT COMMENTS /OBJECTIONS OR ALTERNATIVE PROPOSALS

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

Any such comments /inputs/objections must be in writing and must reach the Office of the Head: Contract Management by no later than close of business **on 11 September 2026** at the address or e-mail listed.

Email: municipal.manager@stellenbosch.gov.za

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

Landline: 021 808 8025

PERSONS WITH DISABILITIES

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

gear GA4232

Geraldine Mettler
Municipal Manager: Stellenbosch Municipality

SWARTLAND
Munisipaliteit
Municipality
Umasipala

TENDERKENNISGEWING: T08/26/27

VOORSIENING EN AFLEWERING VAN VERKEERS- EN WETSTOEPASSINGSUNIFORMS VIR DIE TYDPERK TOT 30 JUNIE 2027

Swartland Munisipaliteit vra hiermee kwotasies aan vir die voorsiening en aflewering van verkeers- en wetstoepassingsuniforms vir die tydperk tot 30 Junie 2027, soos in die amptelike tenderdokumentasie uiteengesit.

Die dokumente kan gedurende kantoorure by Jo-Maré van der Westhuizen by tel. 022 487 9700 of vanderwesthuizenj@swartland.org.za by die Munisipale Kantore, Kerkstraat, Malmesbury, afgehaal word. 'n Nieverhaalbare kontantfooi van **R190,00** is aan Swartland Munisipaliteit betaalbaar by die afhaal van **hardekopieë** van die tenderdokumente. Gratis elektroniese tenderdokumente is op aanvraag beskikbaar.

Kwotasies en alle ander toepaslike dokumente in 'n geseëlde koevert, duidelik gemerk **"TENDER T08/26/27: VOORSIENING EN AFLEWERING VAN VERKEERS- EN WETSTOEPASSINGSUNIFORMS" moet voor 12:00 op Vrydag, 28 Augustus 2026, in die tenderbus by die Munisipale Hoofkantoor, hoek van Kerk- en Voortrekkerstraat, Malmesbury ingedien word. Geen tenders sal laat, elektronies of per faks aanvaar word nie.**

Die tender sal ingevolge die Raad se Voorkeurverkrygingsregulasies en die aangehegte spesifikasies geëvalueer word. Die 80/20-voorkeurpuntstelsel sal gebruik word vir die evaluering van hierdie kontrak. Die Voorkeurverkrygingsbeleid is gedurende normale kantoorure by die munisipale kantore ter insae beskikbaar.

Die Swartland Munisipaliteit onderskryf en ondersteun die Regering se Swart Ekonomiese Bemagtigingsprogram en is daartoe verbind om die ongelykhede van die verlede reg te stel.Tenderaars wat vir die voordele van die B-BBEE-wet wil kwalifiseer met die aangehegte Bylaag MBD 6.1 volledig voltooi. **Daar sal geen voordele wees indien die skedule nie volledig voltooi is nie. Voorkeurpunte MOET ook in paragraaf 6.1 geëis word.** Tenderaars word versoek om **oorspronklike en geldige B-BBEE-statusvlak verifiëringsertifikate of gewaarmerkte afskrifte** daarvan in te dien, ten einde hul B-BBEE-graderingseise te substansieer. **Tenderaars moet ook bewys van ligging indien ten einde punte vir ligging te eis.**

Hierdie tenders is onderhewig aan die Algemene Tendervoorwaardes, en indien van toepassing, enige ander Spesiale Tendervoorwaardes.

Alle **tegniese navrae** rakende hierdie tender kan aan **mnr Perold Baron** by tel. 022 487 9400 gerig word.

Laat tenders sal nie aanvaar word nie en die Munisipaliteit is nie daartoe verbind om die laagste tender te aanvaar nie. Die Munisipaliteit behou die reg voor om enige deel van die projek uit te laat.

Munisipale Kantore
MALMESBURY
14 AUGUSTUS 2026

JJ SCHOLTZ
MUNISIPALE BESTUURDER

www.ayandmbanga.co.za 157423

Theewaterskloof
MUNISIPALITEIT • MUNICIPALITY • UMASIPALA

TENDER NOTICE AND INVITATION TO TENDER

CONTRACT NO. DEV 05/2026/27

SUPPLY, DELIVERY AND OFFLOADING OF EMERGENCY HOUSING MATERIALS ON AN ADHOC BASIS FROM DATE OF APPOINTMENT TO 30 JUNE 2029

Theewaterskloof Municipality, Directorate: Economic Development and Planning Services invites tenders for CONTRACT NO. SUPPLY, DELIVERY AND OFFLOADING OF EMERGENCY HOUSING MATERIALS ON AN ADHOC BASIS FROM DATE OF APPOINTMENT TO 30 JUNE 2029.

Only tenderers who satisfy the eligibility criteria and responsiveness criteria stated in the Tender Conditions and Tender Data are eligible to submit tenders.

All bids received shall be evaluated in terms of the Theewaterskloof Municipality Supply Chain Management Policy, read with the Preferential Procurement Regulations of 2022. It is estimated that the 80/20 preference points system will be applicable. Tenders will be evaluated in terms of price and preference.

The successful tenderer must also be registered on the Centralized Supplier Database (CSD). Tenderers can register on www.csd.gov.za.

A set of tender documents may be obtained from the Theewaterskloof Municipality, Supply Chain Management Department, from **Friday, 14 August 2026** during office hours, Monday to Thursday, 07:45 to 13:00 and 13:45 to 16:45 and Fridays 07:45 to 13:00 and 13:45 to 15:30. Payment of a non-refundable tender participation fee of **R550.00** (VAT inclusive) is applicable. This is an eligibility criterion and is payable by means of electronic transfer or direct deposit only. Proof of payment of the participation fee should accompany your tender document when submitting it. Refer enquiries **only in the aforementioned regard to Miss Annielle Martin** at **anniellema@twk.gov.za**.

All **technical enquiries** must be directed to **Mr Jean-Pierre Shuma**, **jean-pierresh@twk.gov.za**. Please note that no verbal queries will be entertained.

The closing time for receipt of tenders is **12H00** on **Friday, 18 September 2026**, at Theewaterskloof Municipality, 6 Plein Street, Caledon. Tenders, in sealed envelopes, marked **DEV 05/2026/27: SUPPLY,DELIVERY AND OFFLOADING OF EMERGENCY HOUSING MATERIALS ON AN ADHOC BASIS FROM DATE OF APPOINTMENT TO 30 JUNE 2029,** must be placed in Tender Box No. 1, located at the main entrance of Theewaterskloof Municipality, 6 Plein Street, Caledon. Please note that the tender box is open 24/7 and that the deposit slot opening is 5 x 30 cm. Telegraphic, telephonic, telex, facsimile, electronic / email and late tenders will not be accepted. Tenders may only be submitted on the tender documentation that has been issued.

The Municipality reserves the right to accept a tender in full, partially or not at all and is not obliged to accept the lowest tender received.

The **80/20 preference point system** in terms of the Theewaterskloof Municipality's Preferential Procurement Policy will be applicable as follows:

Price (80)
Specific goals: (20)
a) B-BBEE status level of contributor 10
b) promotion of local area enterprises 10
Total points 100

W. Hendricks
Municipal Manager
Theewaterskloof Municipality
P O Box 24
Caledon 7230

157437

Theewaterskloof
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TENDER NOTICE AND INVITATION TO TENDER

CONTRACT NO. DEV 06/2026/27

THE PROVISION OF DEMOLITION AND RELOCATION SERVICES FOR THEEWATERSKLOOF MUNICIPALITY: DEMOLITION AND RELOCATION OF ILLEGAL STRUCTURES FROM DATE OF APPOINTMENT TO 30 JUNE 2029

Theewaterskloof Municipality,The Directorate: Economic Development and Planning, invites tenders for CONTRACT NO. DEV 06/2026/27 – THE PROVISION OF DEMOLITION AND RELOCATION SERVICES FOR THEEWATERSKLOOF MUNICIPALITY: DEMOLITION AND RELOCATION OF ILLEGAL STRUCTURES FROM DATE OF APPOINTMENT TO 30 JUNE 2029.

Only tenderers who satisfy the eligibility criteria and responsiveness criteria stated in the Tender Conditions, Tender Data and Special Conditions of Tender are eligible to submit tenders.

All bids received shall be evaluated in terms of the Theewaterskloof Municipality Supply Chain Management Policy, read with the Preferential Procurement Regulations of 2022. It is estimated that the 80/20 preference points system will be applicable. Tenders will be evaluated in terms of price and preference.

The successful tenderer must also be registered on the Centralized Supplier Database (CSD). Tenderers can register on www.csd.gov.za.

A set of tender documents may be obtained from the Theewaterskloof Municipality, Supply Chain Management Department, from **Friday, 14 August 2026** during office hours, Monday to Thursday, 07:45 to 13:00 and 13:45 to 16:45 and Fridays 07:45 to 13:00 and 13:45 to 15:30. Payment of a non-refundable tender participation fee of **R550.00** (VAT inclusive) is applicable. This is an eligibility criterion and is payable by means of electronic transfer or direct deposit only. Proof of payment of the participation fee must accompany your tender document when submitting it. Refer enquiries **only in the aforementioned regard to Ms Annielle Martin** at **anniellema@twk.gov.za**.

All technical enquiries must be directed to **Jean-Pierre Shuma** at **jean-pierresh@twk.gov.za**. Please note that no verbal queries will be entertained.

The **closing time** for receipt of tenders is **12:00** on **Friday, 18 September 2026**, at Theewaterskloof Municipality, 6 Plein Street, Caledon. Tenders, in sealed envelopes, marked **DEV 06/2026/27 THE PROVISION OF DEMOLITION AND RELOCATION SERVICES FOR THEEWATERSKLOOF MUNICIPALITY: DEMOLITION AND RELOCATION OF ILLEGAL STRUCTURES FROM DATE OF APPOINTMENT TO 30 JUNE 2029,** must be placed in Tender Box No. 1, located at the main entrance of Theewaterskloof Municipality, 6 Plein Street, Caledon. Please note that the tender box is open 24/7 and that the deposit slot opening is 5 x 30 cm. Telegraphic, telephonic, telex, facsimile, electronic / email and late tenders will not be accepted. Tenders may only be submitted on the tender documentation that has been issued.

A compulsory clarification meeting with representatives of the Employer will take place at 06 Plein Street, Caledon, 24 August 2025 at 10:00. Prospective tenderers who arrive later than 10:15 will not be allowed into the Clarification meeting. Tenderers should be represented at the site visit/ clarification meeting by a person who is suitably qualified and experienced to comprehend the implications of the work involved.

The successful tenderer must also be registered on the Centralized Supplier Database (CSD). Tenderers can register on www.csd.gov.za.

Council reserves the right to accept a tender in full, partially or not at all and is not obliged to accept the lowest tender received.

The **80/20 preference point system** in terms of the Theewaterskloof Municipality's Preferential Procurement Policy will be applicable as follows:

Price 80
Specific goals: (20)
a) B-BBEE status level of contributor 10
b) promotion of local area enterprises 10
Total points 100

Walter Hendricks
Municipal Manager
Theewaterskloof Municipality
P O Box 24
Caledon 7230

157438

DIE BURGER

het die advertensies in goeder trou aanvaar. Enige besware teen advertensies kan gerig word aan die koerant se advertensiebestuurder, Bea van der Vyver: beatrix.vandervyver@media24.com, of klagtes kan gestuur word aan die Suid-Afrikaanse Gesagsowerheid vir Advertensiestandaarde by www.saasa.co.za

1 bloedskenking kan tot 3 lewens red.

Vind jou naaste kliniek op www.wcbs.org.za

Western Cape Blood Service
Do something remarkable

Het jy ongebruikte artikels wat net plek in jou huis opneem? Ons help jou graag om dit te verkoop!

Gratis Snuffels word Vrydae geplaas!



SMS die woord SNUFFEL, gevolg deur die artikel, kort beskrywing (kleur, grootte) en kontaknommer na 38218

Reëls: • Slegs artikels met 'n prys onder R3 000 • Slegs EEN artikel per SMS • Standaardkoste vir SMS'e geld – stelsel aanvaar geen gratis SMS'e nie

• Onvolledige SMS'e wat nie die woord SNUFFEL en 'n telefoonnommer bevat nie, sal nie geplaas word nie

• Gratis Snuffels word nie per telefoon of per e-pos aanvaar nie

Gratis Snuffels word gepubliseer op 'n Vrydag soos en wanneer daar spasie beskikbaar is en is nie gewaarborg om in die week gepubliseer te word wat jy die SMS stuur nie.

APPENDIX 3

VALUATION REPORT

KAYAMANDI NORTHERN EXTENSION

PROPOSED EDUCATIONAL PORTIONS 11 & 17

MARKET VALUE AND MARKET-RELATED RENTAL

Property	Two proposed portions of Remainder Farm 183, Stellenbosch RD
Proposed Portion 11	2.130 ha / 21 300 m² - Education Zone
Proposed Portion 17	4.519 ha / 45 190 m² - Education Zone
Combined Extent	6.649 ha / 66 490 m²
Registered Owner	Stellenbosch Municipality (parent property)
Parent Title Deed	STF8-15/1908
Instruction	Determine fair market sales price and monthly market-related rental for both proposed portions
Date of Valuation	1 September 2026
Date of Inspection	16 September 2026 - inspected by Helen Louwrens
Professional Valuer	Hendrik Coenraad Botha - SACPVP No. 5601
Candidate Valuer	Helen Louwrens - SACPVP No. 8720/1

HCB Valuations & Services (Pty) Ltd | 35 Long Street, Moorreesburg, 7310 | Tel: 022 433 2035 | admin@hcb.co.za

LIMITATIONS AND RESTRICTIONS

This valuation report has been prepared subject to the following assumptions and qualifications:

1. No responsibility is assumed for legal interpretation of the title, servitude or planning documents. The report records the information available at the valuation date and should be read with the relevant registered instruments.
2. Information furnished by the client, municipal records, Surveyor-General material and third-party property databases is accepted as reliable unless a discrepancy is expressly noted.
3. No responsibility is assumed for hidden or unapparent soil, environmental, service, geotechnical or engineering conditions that could materially influence value.
4. The property is assumed to comply with applicable statutory requirements except where the available information identifies approvals or processes still outstanding.
5. The subject portions are unregistered proposed portions. The valuation adopts the Northern Extension Zoning Plan & Subdivision Plan, drawing 1001438-ZUT-LL-DRG-TP-NE 000-00, dated 15 January 2025, which depicts Portion 11 at 2.130 ha and Portion 17 at 4.519 ha.
6. The 2025 Council item records that the Site Development Plan / land-use approvals were not yet finally approved at that time and that environmental authorisation and servicing, including a major collector road, were required before transfer. No later final approval instrument was available for review.
7. The Greater Stellenbosch Trust letter refers to an earlier/alternative primary-school site of approximately 3.6436 ha. This report does not adopt that older area; it values the two Education Zone portions shown on the subdivision plan because those are the properties identified by the Council instruction.
8. The values assume the two portions can be lawfully created and used for educational purposes substantially in the configuration shown. Surveying, subdivision, environmental, service, road, conveyancing and registration costs are not deducted unless expressly stated.
9. The market-related rental will be determined as a bare-land ground rental by applying an annual yield in the range of 3% to 7% to the capital value established through comparable sales. Having regard to the educational use, locality and nature of the subject properties, HCB considers a yield of 3% most applicable. Buildings, school improvements and operating costs are excluded.
10. The inspection took place after the valuation date. The land was considered in the physical condition observed on 16 September 2026 and no material change between 1 and 16 September 2026 has been identified from the information available at the valuation date.

LIMITING CONDITIONS

1. The valuation is prepared solely for Stellenbosch Municipality to determine the fair market sales prices and market-related monthly rentals of the two proposed educational portions for the disposal/lease process described in the Council item.
2. Possession of this report does not carry a right of publication. It may be used only for the stated purpose and in its entirety.
3. Neither HCB Valuations & Services (Pty) Ltd nor the valuers accept responsibility to third parties relying on the report without prior written consent.
4. The valuation reflects market conditions as at 1 September 2026. Any material change in planning status, rights, extent, servitude terms or market conditions may require reconsideration.
5. The valuers confirm that they have no disclosed personal interest in the subject transaction and have prepared the report independently within the scope of the instruction.



Helen Louwrens
Candidate Valuer - SACPVP No. 8720/1
Under supervision and control of HC Botha



Hendrik Coenraad Botha
Professional Valuer - SACPVP No. 5601

INDEX

SECTION	DESCRIPTION
1	Introduction and instruction
2	Property identification and parent title information
3	Planning, zoning and statutory context
4	Physical description and inspection
5	Market analysis
6	Methods of valuation
7	Comparable sales and rate analysis
8	Sales values and market-related rentals
9	Certification and caveats
10	Annexures

ANNEXURE INDEX

ANNEXURE	DOCUMENT
1	Current SACPVP registration certificates
2	Client instruction
3	Council Item 7.3.3 - Possible Disposal of Two Portions of Land
4	Greater Stellenbosch Trust application (Appendix 1)
5	Northern Extension Zoning Plan & Subdivision Plan (Appendix 2)
6	Parent Farm 183 property information
7	Valuation Certificate

1. INTRODUCTION

1.1 Instruction

An instruction was received from Stellenbosch Municipality to determine the fair market value of two proposed portions of the Remainder of Farm 183 in the Kayamandi Northern Extension for both a sales price and a monthly market-related rental. The Council item identifies the intended purpose as educational use and contemplates sale or lease through the municipal disposal process.

1.2 Date of Valuation and Inspection

The date of valuation is 1 September 2026. Helen Louwrens inspected the subject land on 16 September 2026. This is therefore a retrospective valuation to 1 September 2026, using the condition observed at inspection insofar as it reasonably reflects the property at the valuation date.

1.3 Valuers

The report was prepared by Helen Louwrens, Candidate Valuer, SACPVP Registration No. 8720/1, under the supervision and control of Hendrik Coenraad Botha, Professional Valuer, SACPVP Registration No. 5601. Current certificates are attached as Annexure 1.

2. PROPERTY IDENTIFICATION AND PARENT TITLE INFORMATION

Parent Property	Farm 183, Stellenbosch Registration Division
Registered Owner	Stellenbosch Municipality
Parent Title Deed	STF8-15/1908
Parent Cadastral Extent	1 534 710 m² recorded in property records
Municipal Valuation	R28 200 000 - 2025, parent property
Subject Portion 11	2.130 ha / 21 300 m²
Subject Portion 17	4.519 ha / 45 190 m²
Combined Subject Extent	6.649 ha / 66 490 m²
Current Physical Use	Vacant / undeveloped land within proposed Northern Extension
Proposed Zoning / Use	Education Zone / educational facility

The two portions are not separate registered cadastral units on the information available at the valuation date. Their extents are taken from the current subdivision plan. Any final Surveyor-General diagrams and deed descriptions should be checked against this report before disposal or registration.

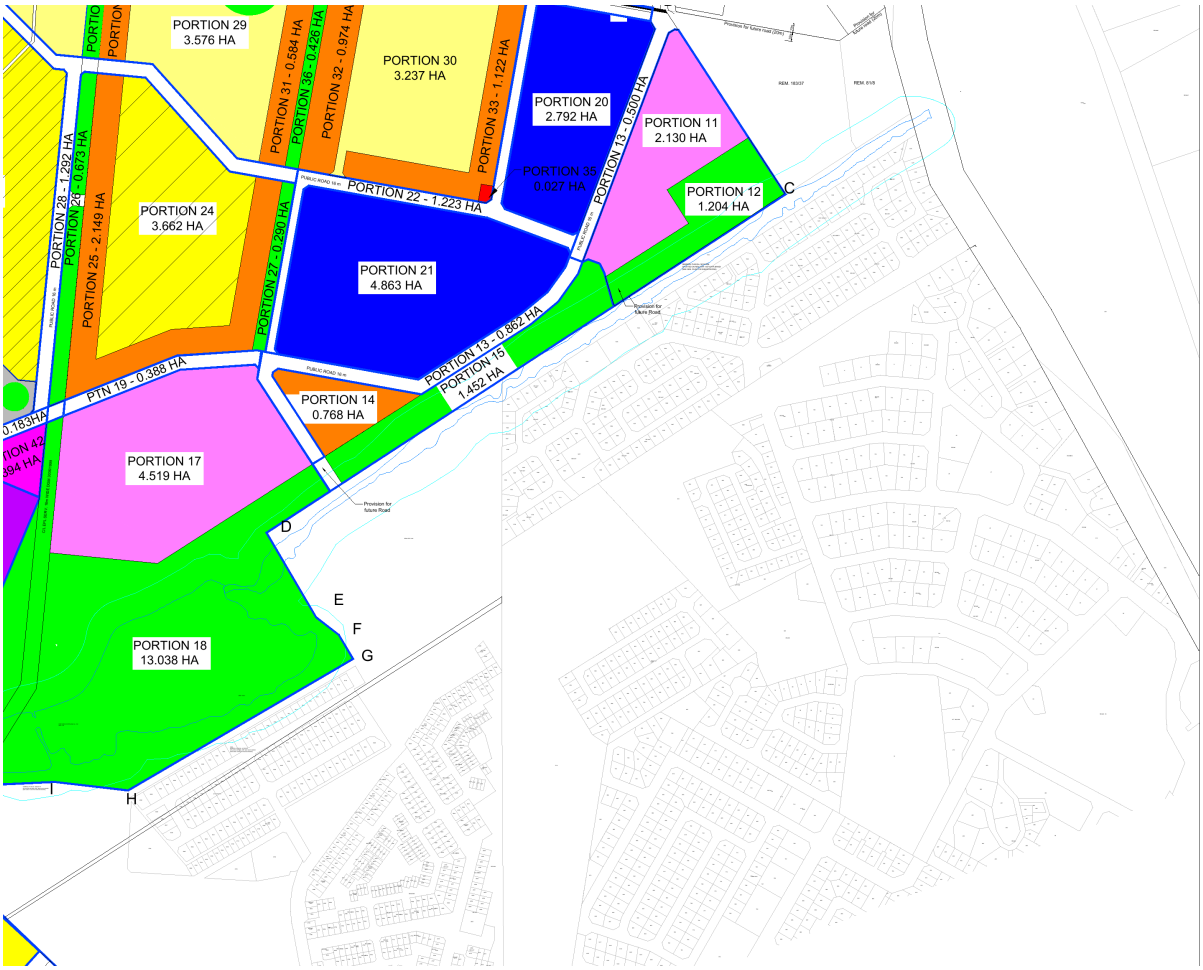
3. PLANNING, ZONING AND STATUTORY CONTEXT

3.1 Council Instruction and Proposed Use

Council Item 7.3.3 records the intended disposal of two portions in the Kayamandi Northern Extension for educational purposes. It further records the need for a valuer to determine the fair market-related rental alternatively sales price. The Council documentation also contemplates that a later policy decision may make the land available to a non-profit organisation at a percentage of market-related price. This valuation determines the unreduced market indications only; any concession or discount is a separate municipal policy decision.

3.2 Portion Identification

The Zoning Plan & Subdivision Plan identifies two Education Zone parcels in light pink: Portion 11 at 2.130 hectares and Portion 17 at 4.519 hectares. These two areas are adopted as the valuation subjects.



Extract from the Northern Extension zoning/subdivision plan showing proposed Education Zone Portions 11 and 17.

3.3 Outstanding Planning and Servicing Matters

The 2025 Council item states that land-use rights had not yet been finally obtained, environmental authorisation was required, and clearance before transfer would require servicing of the subject properties including construction of a major collector road. No later final approval/clearance document was included in the valuation pack. These matters are therefore reflected as risk factors in the adopted market rates.

4. PHYSICAL DESCRIPTION AND INSPECTION

The subject land forms part of the planned northern expansion of Kayamandi, immediately adjoining or close to existing urban development and the existing Apex Secondary School area. Both portions are vacant and intended for institutional/education development within a larger mixed-use subdivision. Portion 11 is the smaller triangular/irregular education parcel on the north-eastern side of the plan; Portion 17 is the larger education parcel further south-west. Access, final road construction, bulk services and internal service connections remain tied to the broader development and must be confirmed before building development.

No completed school buildings or other improvements are included. The valuation is land-only and assumes the purchaser or lessee bears the cost of its own development and improvements, subject to the final disposal or lease agreement.

5. MARKET ANALYSIS

Market research identified five Stellenbosch rural and peri-urban transactions. Sale prices were adjusted at 6% per annum (simple, day-count basis) to 1 September 2026 and assessed on a cadastral rate-per-hectare basis. Parcel-size normalisation was applied to reflect differing property extents. A further combined 20% downward adjustment was applied to the normalised indicators for differences in locality, availability of services, irregular site shape and educational-purpose zoning/use, compared with the sale properties. The 20% adjustment is one overall allowance for these characteristics, not four successive deductions.

Comparable	Sale date	Extent	Sale price	Raw Rm/ha
Erf 18091 Redwood	23/11/2023	1.8400 ha	R 5 750 000	R3.125m
Farm 8/81 Cloetesdal	09/06/2026	0.8040 ha	R 1 265 000	R1.573m
Erf 18982 Stellenbosch	29/04/2024	0.2730 ha	R 9 200 000	R33.700m
Farm 48/74 Nooitgedacht	22/09/2022	38.0309 ha	R 13 500 000	R0.355m
Farm 65/183 Bordeaux	24/04/2025	20.0804 ha	R 10 000 000	R0.498m

Cloetesdal is weighted most heavily as a nearby smaller-land comparison, followed by the Bordeaux and Nooitgedacht bulk-land indications. Redwood receives limited weight due to its estate and locality characteristics. Erf 18982 reflects an exceptional unit rate and materially different market attributes; it is excluded from the weighted conclusion but retained in the transaction schedule for transparency.

6. METHODS OF VALUATION

6.1 Comparable Sales Approach

The Direct Comparable Sales Method is adopted. Transaction prices were time-adjusted at 6% per annum to 1 September 2026 and divided by their cadastral areas. Parcel-size normalisation then applies the supplied market-size factors (0.83 per doubling in extent; 1.10 per halving), interpolated logarithmically for partial intervals. An aggregate 20% reduction is applied to the size-normalised rates to account for location, service provision, configuration/shape and the subject land's designated educational use. The four relevant indications are combined using relevance weights of 40% Cloetesdal, 30% Bordeaux, 25% Nooitgedacht and 5% Redwood.

6.2 Ground-Rental Approach

The market-related lease rental will be determined by applying an annual yield to the capital market value established through the Direct Comparable Sales Method. A yield range of 3% to 7% is considered for bare-land lease determination. In HCB's opinion, the lower yield of 3% is most applicable to these subject properties, taking account of their educational/institutional use, locality and the anticipated nature of occupation. Monthly rental = concluded capital value × 3% ÷ 12. The rental excludes VAT, if applicable, and assumes that the lessee is responsible for development, improvements and operational expenditure.

7. COMPARABLE SALES AND RATE ANALYSIS

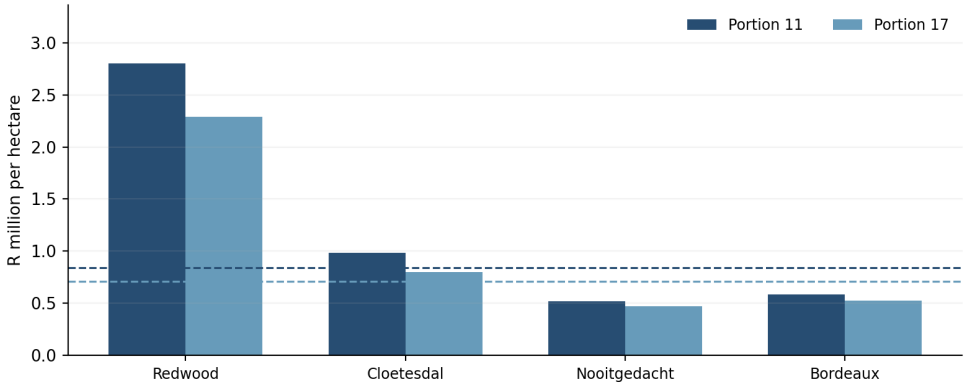
Comparable	Raw Rm/ha	6% Rm/ha	P11 weight	P11 adj. rate	P17 weight	P17 adj. rate
Erf 18091 Redwood	R3.125m	R3.645m	5%	R2.804m	5%	R2.290m
Farm 8/81 Cloetesdal	R1.573m	R1.595m	40%	R0.982m	40%	R0.802m
Erf 18982 Stellenbosch	R33.700m	R38.433m	Excluded	Outlier	Excluded	Outlier
Farm 48/74 Nooitgedacht	R0.355m	R0.439m	25%	R0.522m	25%	R0.471m
Farm 65/183 Bordeaux	R0.498m	R0.538m	30%	R0.586m	30%	R0.529m

To align the sale properties with each subject parcel, the time-adjusted rates were normalised for land extent: each doubling of area carries a 0.83 rate factor, and each halving a 1.10 factor. For fractional size intervals,

N = log2(comparable extent / subject extent); the extent factor is 1.10^N where N is positive, or 0.83^(-N) where N is negative. The resulting hectare rates were multiplied by 0.80 to reflect a combined allowance for locational characteristics, incomplete/uncertain service infrastructure, irregular parcel configuration and educational land-use designation. This latter allowance is applied once to each sale indicator.

The four non-outlier transactions are weighted as follows: Cloetesdal 40%, Bordeaux 30%, Nooitgedacht 25% and Redwood 5%. The adjusted, weighted market indications are approximately R839,424/ha for Portion 11 and R711,743/ha for Portion 17. These imply capital amounts of R1,787,973 and R3,216,365 respectively. Adopted rounded values are R1 800 000 and R3 200 000, reflecting the combined evidence and the planned institutional use.

Comparable market evidence: size-normalised and property-characteristic-adjusted rates per hectare



Graph: *each comparable illustrates the rate after extent normalisation and the combined 20% adjustment for location, services, shape and educational usage. Horizontal reference lines show the weighted rates before market-value rounding.*

Weighted adjusted rates: Portion 11 R0.839m/ha; Portion 17 R0.712m/ha. Weights: Cloetesdal 40%, Bordeaux 30%, Nooitgedacht 25%, Redwood 5%.

8. SALES VALUES AND MARKET-RELATED RENTALS

Subject	Extent	Adopted rate	Indicated value	Rounded market value
Proposed Portion 11	21 300 m²	R0.845m/ha	R 1 800 000	R 1 800 000
Proposed Portion 17	45 190 m²	R0.708m/ha	R 3 200 000	R 3 200 000
Combined	66 490 m²	Weighted: R75.20/m²	R 5 000 000	R 5 000 000

8.1 Market-Related Ground Rental at 3% Yield

Subject	Capital base	3% annual rent	Monthly rent
Portion 11	R 1 800 000	R 54 000	R 4 500
Portion 17	R 3 200 000	R 96 000	R 8 000
Combined	R 5 000 000	R 150 000	R 12 500

Applying the adopted 3% annual ground-rental yield to the concluded capital values produces a rental of R4 500.00 per month for Portion 11 and R8 000.00 per month for Portion 17, excluding VAT if applicable. Concessions granted under municipal policy, contractual escalations and tenant-specific obligations are separate from these market indications.

ANNEXURE 4 - GREATER STELLENBOSCH TRUST APPLICATION - PAGE 6 OF 6

Civic support

The GST houses the server that provides digital access to most homes, businesses, schools and institutions in Kayamandi.

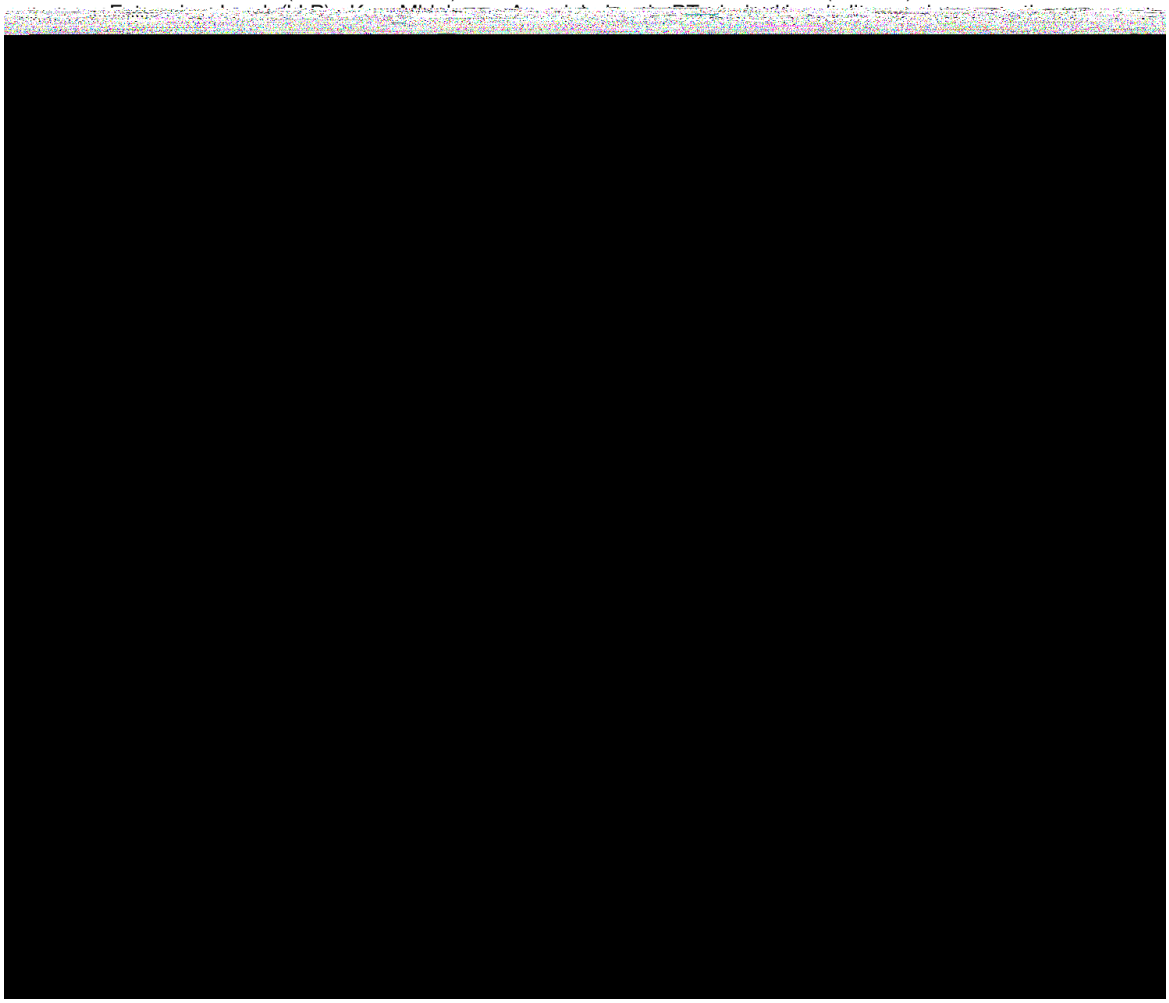
It supports Stellenbosch Municipality's Adam Tas Corridor and its effort to provide a viable, friendly neighbourhood in the Kayamandi North Extension.

General

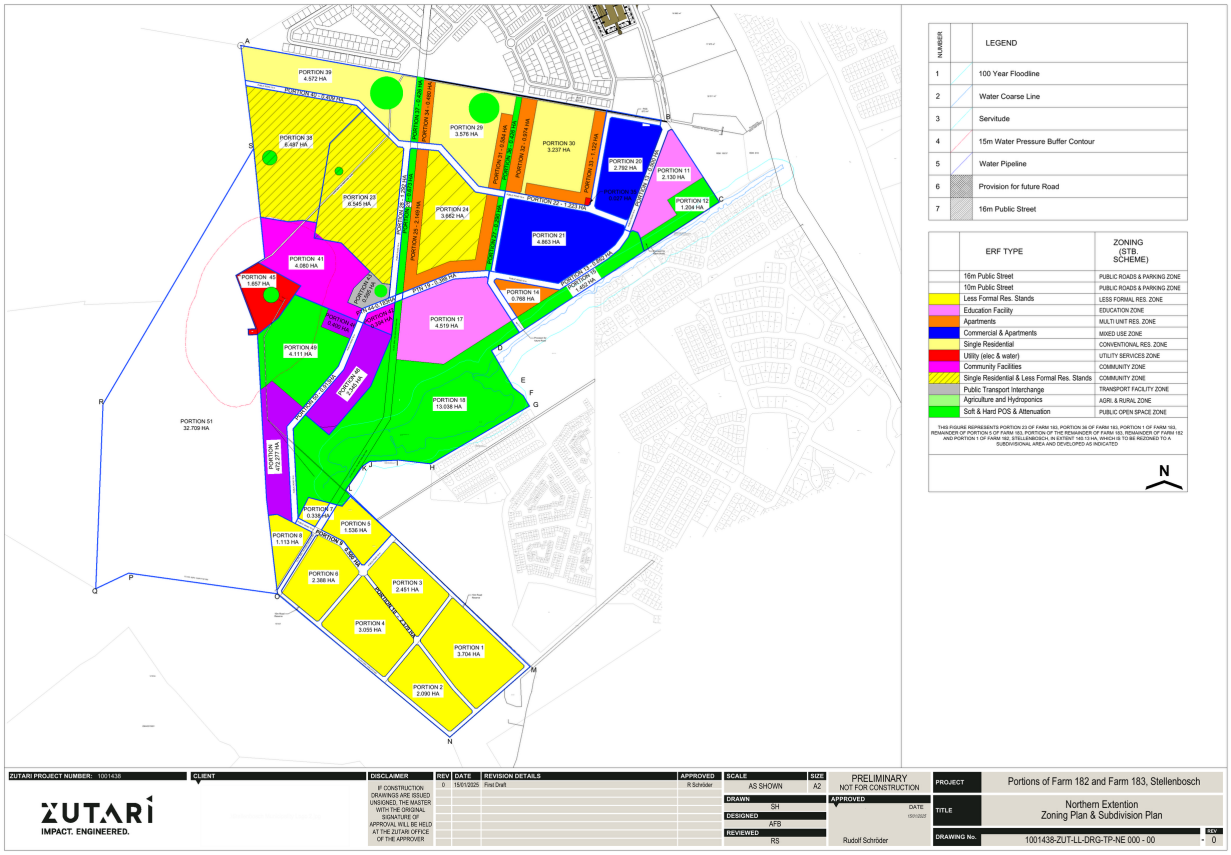
The Trust meets the requirements for good governance and complies with relevant legal and other requirements; it is registered with the Master of the Court (IT23/2002), the Department of Social Development (NPO number 019-824) and the Receiver of Revenue under sections 30 and 18a. Its governance is people-oriented and rights-based.

The trustees are Ilzemarie Knoetze, a lawyer; Charles Ndlebe, a community leader and longtime principal of Makapula High School in Kayamandi; Jan Viviers, a senior partner at ENSafrica; Leslie van Rooi, Director of social impact and transformation at Stellenbosch University; Jan Schliemann, a lawyer; and Hannes van Zyl, chairperson.

Critical staff members include Jean Pierre du Plessis, Programme Manager (LLM Stellenbosch); Lizelle Vos, CFO (Honours B.Com); Dr Puni Mamdoo, Healthcare Lead(MDChB); Leana Kotze,



ANNEXURE 5 - NORTHERN EXTENSION ZONING PLAN & SUBDIVISION PLAN



ANNEXURE 6 - PARENT FARM 183 PROPERTY INFORMATION

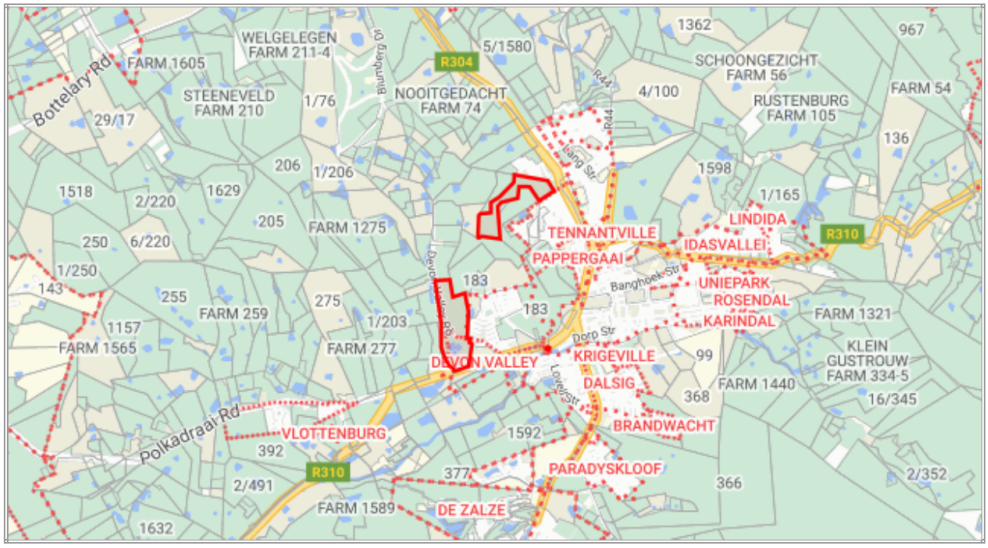
CMA INFO

Hcb Valuations
Moorreesburg
Helen Louwrens

E-mail: helenlowrens@gmail.com
Cell: 081 473 3707

Tel: 022 433 2035

HCB Group
Tel: 022 433 2035
Email: admin@hcb.co.za
PO Box 247, Moorreesburg, 7310



PROPERTY INFORMATION			
Farm no	183	**GPS**	18.834087°E 33.928985°S
Reg Div	STELLENBOSCH RD	**Extent**	2 913 792 m²
Address	183 DEVONVALLEI NO. 183 FARM 183	**Cadastral extent**	1 534 710 m²
Suburb	STELLENBOSCH RURAL	**Usage**	Farm
Municipality	STELLENBOSCH	**Type**	
Province	WESTERN CAPE	**Zoning**	
		Zoning Desc	

MUNICIPAL VALUATION	
Total Value	R 28 200 000
Valuation Year	2025

SALE INFORMATION			
Note: The Sale Price is inclusive of 3 properties on this Title Deed			
Owner	MUN STELLENBOSCH	**Title Deed**	STF8-15/1908
Sale Price	-	**Bond Holder**	-
Sale Date	-	**Bond Amount**	-
Registered	1908/06/22	**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							

ANNEXURE 6 - PARENT FARM 183 PROPERTY INFORMATION

CMA INFO

Hcb Valuations
Moorreesburg
Helen Louwrens

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HCB Group
Tel: 022 433 2035
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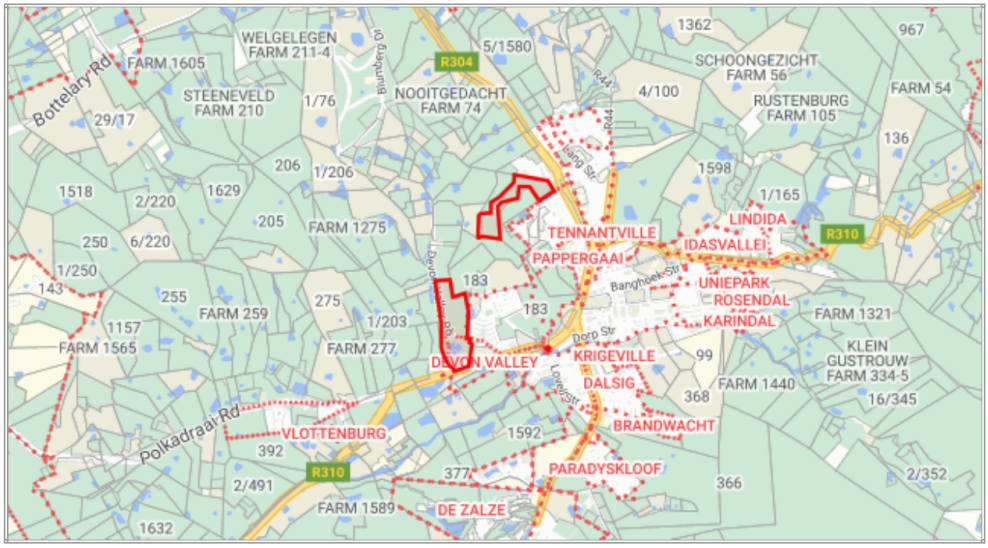

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Province	WESTERN CAPE	**Zoning**	
		Zoning Desc	

MUNICIPAL VALUATION	
Total Value	R 28 200 000
Valuation Year	2025

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 CERTIFICATE

PROPOSED EDUCATION PORTIONS 11 & 17 - KAYAMANDI NORTHERN EXTENSION

Client	Stellenbosch Municipality
Parent Property	Remainder / Farm 183, Stellenbosch RD
Parent Title Deed	STF8-15/1908
Registered Owner	Stellenbosch Municipality
Portion 11	2.130 ha / 21 300 m² - Education Zone
Portion 17	4.519 ha / 45 190 m² - Education Zone
Date of Valuation	1 September 2026
Date of Inspection	16 September 2026 by Helen Louwrens
Purpose	Fair market sales price and market-related monthly rental

VALUATION CONCLUSION

PORTION 11: MARKET VALUE R1 800 000 | MONTHLY RENTAL R4 500.00
PORTION 17: MARKET VALUE R3 200 000 | MONTHLY RENTAL R8 000.00
COMBINED: MARKET VALUE R5 000 000 | MONTHLY RENTAL R12 500.00

ALL FIGURES EXCLUDING VAT, IF APPLICABLE

This certificate must be read together with the complete valuation report and all assumptions, limitations and qualifications contained therein.



Helen Louwrens
Candidate Valuer - SACPVP No. 8720/1
Under supervision and control of HC Botha



Hendrik Coenraad Botha
Professional Valuer - SACPVP No. 5601

10.4	FINANCIAL SERVICES: (PC: ALD JC ANTHONY)

NONE

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

10.5.1	JAMESTOWN PHASES 2 AND 3 MIXED -USE HOUSING PROJECT - CRITERIA FOR THE SELECTION OF BENEFICIARIES

Collaborator No:
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: 21 October 2026

1. SUBJECT: JAMESTOWN PHASES 2 AND 3 MIXED -USE HOUSING PROJECT - CRITERIA FOR THE SELECTION OF BENEFICIARIES

2. PURPOSE

To obtain approval from Council for the criteria for the selection of beneficiaries to participate in Phases 2 and 3 of the Jamestown mixed-use housing project.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The application is for Council to approve the criteria for the selection of beneficiaries to participate in Phases 2 and 3 of the mixed-use Housing Project in Jamestown.

5. RECOMMENDATIONS

(a) that the following allocation criteria be approved in respect of Phases 2 and 3 of the Jamestown mixed-use housing project:

(i) that all identified families evicted through the Blaauwklippen/Kreefgat Eviction Court Order be accommodated in accordance with the specific prescriptions and conditions of the Settlement Agreement set out in the Court Order;

(ii) that identified families evicted from surrounding areas, who in terms of their Settlement Agreements are required to be accommodated within Phase II or III of the Jamestown Housing Project, be accommodated in accordance with the specific prescriptions and conditions of the Settlement Agreement set out in these Court orders;

(iii) that all Military Veterans who have been identified by the Department of Military Veterans as qualifying for Military Veteran subsidy at the time of the project be accommodated within the project. Military Veterans do not have to be registered on the munic L S D O L W \ ¶ V + R X V L Q J ' H P D Q G ' D

(iv) that erven with Top Structures be allocated to potential beneficiaries on the Jamestown and surrounding farms Housing Demand Database, inclusive of residents/back yard dwellers in Jamestown, on surrounding

farms within Ward 21 and evicted families from the Jamestown area currently in TRA accommodation within Mountainview, and that priority be given in the following order:

- x potential beneficiaries over the age of 60 years;
- x households with applicant(s) or dependants with permanent disability, in a registration ordered list and proof of such be obtained from SASSA;
- x potential beneficiaries longest on the waiting list between 40-59 years of age;
- x should all other categories be exhausted and availability still exist, potential beneficiaries between 35 and 39 years of age; and

(v) W K D W D O O R F F X S D Q W V R I 7 5 $ ¶ V L Q 0 R X Q W D L Q Y L H Z the Jamestown area, be accommodated on Enhanced Serviced sites that will be developed into a Temporary Residential Area (TRA), 2 (two) families be placed in each TRA Erf with shared toilet facilities.

6. DISCUSSION / CONTENTS

6.1 Background

Since 2004, IDP discussions with the community identified the need for housing in Jamestown and a site in Jamestown on Farm 527 was earmarked for a housing project that would potentially meet the demands of the community.

A mixed-use housing development consisting of different housing typologies is envisioned for this property. The first phase of the development consisted of a subsidized housing project, which was concluded in 2017. The subsequent Phases 2 and 3 consist of a combined number of 296 opportunities. These opportunities are inclusive of BNG housing, GAP housing, Military Veteran houses, Disability houses and Enhanced Serviced Sites.

Phase 2 will consist of 167 Single residential erven (GAP housing: 19 units), 1 community hall, a Public Open Space in the form of a play space, 1 Transport facility in the form of a taxi rank and a public street. Phase 3 will consist of 129 single residential erven, a Public open space in the form of a play space and a public street.

6.2 Discussion

The Sections Housing Development and Housing Administration held various public meetings with the Jamestown community and Councillor in the lead up to this project. A Housing Beneficiary Committee was elected on 6 February 2025 by the potential beneficiaries on the housing demand database to represent their interests in the project. The committee has been selected from the broader Jamestown housing demand database, the surrounding farms, the Blaauwklippen eviction representatives and the Ward Committee.

The Section: Housing Administration also arranged two respective sessions where the Jamestown community was given an opportunity to update their details on the Housing Demand Database on 25 January 2025 and again on 17 and 18 June 2026.

Names were extracted from the Western Cape Housing Demand Database of persons living in Jamestown and the surrounding farms in Ward 21, who had applied for housing assistance up to and including the year 2026.

This list was published to allow persons who had applied but whose information did not appear on the list to come forward so that the list could be updated. The list was also published to give the community an opportunity to submit objections if there were applicants on the Housing Demand Database who were not residing within the ward or area. The commenting period closed on 10 July 2026.

The Provincial Department of Infrastructure (PDoI) has also identified that some of the larger sites within this project may be allocated to Military Veterans approved by the Department of Military Veterans. The stipulated selection criteria will not apply to the GAP houses in Phase 2 of this development. However, preference will be given to applicants residing within Ward 21 who qualify for GAP housing and/or the First Home Finance Subsidy.

Based on the aforementioned information it is recommended that beneficiary selection for the Jamestown housing project be done from the potential beneficiaries on the Housing Demand Database of applicants who reside within the Broader Jamestown area (within Ward 21) in order of their date of application on the Housing Demand Database and that priority be given to the aged and disabled. All Military Veterans who have been identified by the Department of Military Veterans as qualifying for Military Veteran subsidy at the time of the project be accommodated within the project.

6.3 Financial Implications

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

6.4 Legal Implications

Although not exhaustive, the following legislation and policies apply to this draft submission:

- Constitution of the Republic of South Africa, 1996 (Act No 108 of 1996)
- National Housing Act, 1997 (Act 107 of 1997);
- National Housing Code 2009;
- Stellenbosch Emergency Housing Policy.

6.5 Staff Implications

This report has no staff implications to the Municipality.

6.6 Risk Implications

This report has no risk implications for the Municipality.

FOR FURTHER DETAILS CONTACT:

Name	ANTHONY BARNES
Position	DIRECTOR: PLANNING AND ECONOMIC DEVELOPMENT
Directorate	PLANNING AND ECONOMIC DEVELOPMENT
Contact Numbers	021 808 8943
E-mail Address	Anthony.barnes@stellenbosch.gov.za
Report Date	12 OCTOBER 2026

10.5.2	DONATION OF REMAINDER ERF 64, KYLEMORE FOR INTEGRATED HUMAN SETTLEMENTS DEVELOPMENT

Collaborator No:
IDP KPA Ref No:
Meeting Date: 21 October 2026

1. SUBJECT: DONATION OF REMAINDER ERF 64, KYLEMORE FOR INTEGRATED HUMAN SETTLEMENTS DEVELOPMENT

2. PURPOSE

To obtain Council approval for the acceptance of the donation and transfer of the Remainder of Erf 64, Kylemore, from the National Department of Public Works and Infrastructure (NDPW&I) through the Housing Development Agency (HDA) to Stellenbosch Municipality for integrated human settlements development and tenure upgrading purposes.

3. DELEGATED AUTHORITY

COUNCIL

4. EXECUTIVE SUMMARY

The National Department of Public Works and Infrastructure (NDPW&I I), as custodian of State-owned immovable assets, has identified the Remainder of Erf 64, Kylemore as suitable for release for human settlements development in accordance with Cabinet Memorandum No. 03 of 2019, which promotes the release of State land for housing delivery.

The proposed transaction entails the donation and transfer of the Remainder of Erf 64, Kylemore, measuring approximately 6.9272 hectares, to Stellenbosch Municipality through the Housing Development Agency (HDA) for integrated human settlements development. The property has been identified as strategically located land capable of supporting housing delivery and the formalisation of existing settlement patterns within the Dwars River Valley area.

The release of the property will contribute towards addressing the housing demand within Kylemore and the broader Dwars River Valley communities, while supporting the objectives of the Municipal Spatial Development Framework, Human Settlements Sector Plan, Integrated Development Plan and national priorities relating to land reform and sustainable human settlements.

The transaction is subject to the necessary statutory approvals, including Treasury Regulation 21.3 approvals and authorisation in terms of the applicable State land disposal processes. Council approval is required to enable the Municipality to accept the donation, proceed with the transfer process and undertake the necessary development planning and implementation activities.

5. RECOMMENDATIONS

(a) that Council notes the proposed donation and transfer of the Remainder of Erf 64, Kylemore from the National Department of Public Works and Infrastructure through the Housing Development Agency to Stellenbosch Municipality for integrated human settlements development;

(b) that Council approves the acceptance of the donation of the Remainder of Erf 64, Kylemore for human settlements purposes;

(c) that Council authorises the Municipal Manager to conclude and sign all agreements, deeds, powers of attorney and related documentation necessary to give effect to the donation and transfer of the property;

(d) that Council authorises the Municipal Manager to engage with the National Department of Public Works and Infrastructure, the Housing Development Agency and all relevant stakeholders to facilitate the transfer process;

(e) that Council notes the Municipality will be responsible for all costs associated with the transfer, registration, surveying, subdivision of the proposed development; and

(f) that Council notes that the property shall be utilised exclusively for integrated human settlements development and related tenure upgrading initiatives.

6. DISCUSSION / CONTENTS

6.1 Background

The Remainder of Erf 64, Kylemore is State-owned land under the custodianship of the National Department of Public Works (NDPW&I) and Infrastructure and has been identified as suitable for human settlements development.

In September 2019, Cabinet approved the release of suitable State-owned land for human settlements development through Cabinet Memorandum No. 03 of 2019. The approval introduced a coordinated implementation mechanism whereby the Housing Development Agency facilitates the release and transfer of land to municipalities for housing development.

In support of this national directive, NDPW&I has agreed, subject to the required approvals, to donate the Remainder of Erf 64, Kylemore to Stellenbosch Municipality through the HDA on a gratis basis for integrated human settlements development. The proposed transfer presents a strategic opportunity to secure publicly owned land for housing development within the Dwars River Valley area and to support long-term municipal housing delivery objectives.

6.2 Discussion

The Municipality continues to experience significant demand for housing opportunities within Kylemore and the surrounding settlements of the Dwars River Valley.

The Remainder of Erf 64, Kylemore presents several strategic advantages, including:

- Availability of State-owned land for immediate planning and development processes;
- Strategic location within an existing settlement environment;
- Opportunity to support integrated and sustainable human settlements development;
- Alignment with municipal spatial planning and housing priorities;
- Potential to facilitate tenure upgrading and improved access to basic services; and
- Contribution towards the reduction of the municipal housing demand backlog.

The proposed transfer supports the objectives of the Municipal Spatial Development Framework by promoting compact urban development, efficient utilisation of public land and the creation of sustainable human settlements integrated with existing community infrastructure.

The Housing Development Agency will facilitate the transfer process and monitor implementation milestones in accordance with the approved development programme.

The Municipality will be required to prepare and implement a detailed development programme, including planning approvals, engineering services planning, tenure upgrading initiatives, construction and housing delivery interventions.

The property will remain subject to applicable title deed conditions, servitudes and statutory requirements.

Acceptance of the donation will provide the Municipality with a valuable strategic land asset capable of contributing towards long-term housing delivery and socio-economic development within the Kylemore area.

6.3 Financial Implications

The Municipality will be responsible for all costs associated with:

- Conveyancing and registration of transfer;
- Survey and cadastral processes;
- Subdivision and consolidation processes, where required;
- Statutory approvals and administrative costs; and
- Cost for the transfer and associated expenditure will be funded from Ukey 20250701027274.

6.4 Legal Implications

The proposed donation is subject to:

- Approval in terms of the State Land Disposal Act and related legislation;
- Treasury Regulation 21.3 approval for the donation of immovable State property;
- Registration of transfer through the Deeds Office;
- Compliance with all applicable planning, environmental and housing legislation; and
- Incorporation of use restrictions and development conditions in the title deed where applicable.

6.5 Staff Implications

This report has no staff implications for the Municipality.

ANNEXURES

ANNEXURE A ±Locality Plan
ANNEXURE B ±Title Deed Information
ANNEXURE C ±Draft Memorandum of Agreement
ANNEXURE D ±Cabinet Memorandum No. 03 of 2019 Summary
ANNEXURE E ±Implementation Plan and Milestones
ANNEXURE F ±Property Information Report

FOR FURTHER DETAILS CONTACT:

NAME	Rayan Rughubar
POSITION	Senior Manager: Integrated Human Settlements
DIRECTORATE	Planning and Economic Development
CONTACT NUMBERS	021 808 8476
E-MAIL ADDRESS	Rayan.Rughubar@stellenbosch.gov.za
REPORT DATE	16 September 2026

ANNEXURE A



LEDGEND:

EXISTING SERV.

Erf 64

TITLE:

LOCATION OF ERF 64, KYLEMORE, STELLENBOSCH

NOTE:

ALL SIZES AND DISTANCES ARE SUBJECT TO SURVEY

CREATED BY:

C.K. RUMBOLL & PARTNERS
TOWN & REGIONAL PLANNERS
PROFESSIONAL LAND SURVEYORS
16 RAINIER STREET, MALMESBURY
Tel: 022 – 4821845
Fax: 022 – 4871881
e-mail: plandb@rumboll.co.za

DATE:	SCALE:
FEBRUARY 2010	NTS
REF: 67308	

ANNEXURE B

public works
& infrastructure

Department
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

Special Power of Attorney

Signed at PRETORIA on the 15 day of NOVEMBER 2021 in the presence of the undersigned witnesses.

Signature
Acting Director General-
Department of Public Works &
Infrastructure (DPWI)

AS WITNESSES:

Full Name and Surname:	Signature
1. Molebogeng Maseko	
2. Sarah Mashiane	

Treasury prior to the construction or development of low cost houses on the Remainder of Erf 64 Kylemore,

(v) the DPWI will fulfill or meet all prerequisite legal obligations or requirements specified by and arising from various pertinent legislation (including the Restitution of Land Rights Act, 1994), which may determine the transferability of the property, before transferring the Remainder of Erf 64 Kylemore to the HDA,

(vi) before accepting its specific role in this project, each party involved in the project will consider any financial, legal and other liability or implication associated with this project,

(vii) any prerequisite environmental impact assessment required by law or government policy will be conducted and considered before the formal construction or development of low cost houses on the Remainder of Erf 64 Kylemore, and

(viii) all costs incurred in the holding, transfer and subdivision of the land will be borne by the HDA.

3. The National Treasury remains available to provide any clarification that the DPWI might seek regarding the contents of this letter.

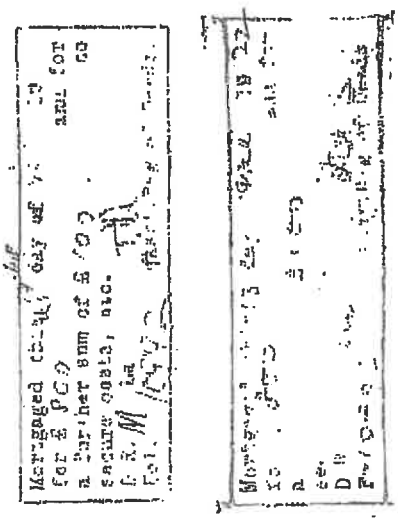
Kind regards



DR MAMPHO MODISE
DEPUTY DIRECTOR-GENERAL: PUBLIC FINANCE
FOR DIRECTOR-GENERAL
Date: 27/10/2021

The numbered lots on this diagram are consistent

Van de Sandt de Villiers Printing Company, Limited, Capetown. (39A) L 6306



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DEED OF TRANSFER.

DEMPERS & VAN RYNEVELD,
Attorneys, Notaries
and Conveyancers,
Kent Chambers, 32, Church
Street,
CAPE TOWN.

Prepared by me

Conveyancer.

Know all Men whom it may concern,

That CORNELIUS NICOLAAS GROENEWALD appeared before me, Registrar of Deeds, in Cape Town, Province of the Cape of Good Hope, he, the said appearer, being duly authorised thereto by a Power of Attorney, dated the 8th day of October 19 20 and drawn up at Stellenbosch and granted to him by

Christoffel Jacobus van Niekerk,

which Power of Attorney was exhibited to me on this day, who declared that his said Constituent

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had truly and legally sold, and that he in his said capacity as Attorney aforesaid, did, by these Presents Cede and Transfer, in full and free Property to and on behalf of

Alfred MacDowall,

his Heirs, Executors, Administrators, or Assigns

Certain piece of quitrent land, situate in the Division of Stellenbosch, being "Rust en Vrede South", a portion of the farm "Rust en Vreede" granted to J. H. de Villiers Jan's son on 7th April 1831 (Stellenbosch Quitrents Vol. 8 No. 53) and lastly transferred to the Appearer's Constituent on the 10th April 1920 No. 4688, Folio 489.

Measuring:- Fifty two morgen, Four hundred and twenty square roods.

Bounded:- N.W. by Eykemore
N.E. " Bethlehem
S. 55.W. " Seven Rivieren
W. "

as will more fully appear from the annexed diagram framed by the Surveyor and further subject to such conditions as are referred to in transfer dated 14th July 1916 No.5252.

the numerical data of this diagram are ... approximate

Certified a true copy of the original filed of record in this Registry in terms of

Reg 66

Deeds Registry
Cape Town
30 NOV 2009

Registrar of Deeds

Wherefore the said Appearer, q.q., renouncing all the Right and Title his said Principal heretofore had to the Premises, on behalf as aforesaid, did in consequence, also acknowledge his said Principal to to be entirely dispossessed of, and disentitled to the same; and that by virtue of these Presents, the said transferee

his Heirs, Executors, Administrators, or Assigns, now and henceforth shall be entitled thereto, conformably to local custom; moreover promising to free and warrant the property thus sold and transferred, as also to clear it from all Encumbrances and Hypothecations according to the Laws respecting the Purchase and Sale of Landed Property;— Government however, reserving its Rights; **And finally**, acknowledging to be satisfactorily paid the whole of the Purchase Money, amounting to a sum of

One thousand one hundred and eighty five pounds fifteen shillings Stg., (£1185.15.0)

In Witness whereof, I the said Registrar, together with the Appearer, q.q. have subscribed to these presents, and have caused the Seal of Office to be affixed thereto.

THUS DONE AND EXECUTED at the Office of the Registrar of Deeds in CAPE TOWN, Province of the Cape of Good Hope, on the ... Day of the Month of ... in the Year of Our Lord One Thousand Nine Hundred and ...

Before me

Registrar of Deeds.

For Inspection, at any, see Deeding of Deed.

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SEELS STAMPS
REG R.....
GELD 95,00
I E R.....

1-3
10

GEREGISTREER
REGISTERED
REGISTRATEUR/REGISTRAR
2002-09-23

7271/2002-09-20

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K 983/2002

Protocol no: 597

NOTARIAL DEED OF SERVITUDE NO.

BE IT HEREBY MADE KNOWN:

THAT on the 22 day of August Two Thousand and Two (2002) before me PENELOPE STEPHANIE PLOUGMANN of Cape Town, Western Cape Province, Notary Public by lawful authority duly sworn and admitted and in the presence of the subscribed witnesses, personally came and appeared:-

CARLENE BASSON

in her capacity as the duly authorised agent of and herein representing:-

BALDRIC FARMS (PROPRIETARY) LIMITED
Registration number: 1971/009440/07

acting under and by virtue of a Special Power of Attorney signed at STELLENBOSCH on the 25TH day of JULY 2002 (which said Power of Attorney now remains filed in my Protocol),

(hereinafter referred to as the "BALDRIC"),

and

CARLENE BASSON

she being duly authorised thereto by a Special Power of Attorney dated at CAPE TOWN on the 22ND day of AUGUST 2002 and granted to her by

PUCUKA PENELOPE MALGAS

in her capacity as Assistant Director, State Property Holdings and Asset Management of the Republic of South Africa and as such the duly authorised representative of the Republic of South Africa acting under and by virtue of Power of Attorney No. PA.139/1989, Annexure 3, 6(b)(i),

(hereinafter referred to as the "STATE")

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AND THE APPLICANT q.q., DECLARED THAT:-

WHEREAS the STATE is the registered owner of :-

REMAINDER ERF 64 KYLEMORE, situate in the Municipality and Division of Stellenbosch RD, Province of the Western Cape

MEASURING 18,7741 (EIGHTEEN COMMA SEVEN SEVEN FOUR ONE) hectares;

HELD BY Deed of Transfer No. T.6822/1949

AND WHEREAS BALDRIC is the registered owner of :-

FARM DWARS RIVIERS HOEK NO 1118
situate in the Municipality and Division of Stellenbosch RD
Province of the Western Cape

EXTENT: 305,3159 (THREE HUNDRED AND FIVE COMMA THREE ONE FIVE NINE) hectares

HELD BY Certificate of Consolidated Title No. T.

AND WHEREAS the said BALDRIC requires a Servitude Right of Way as shown on Diagram SG 3262/1999 to be registered by the STATE in favour of BALDRIC;

AND WHEREAS the STATE has agreed to grant BALDRIC the said Servitude Right of Way;

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NOW THEREFORE THESE PRESENTS WITNESS:

1. The STATE hereby gives and grants to the said BALDRIC a Servitude Right of Way 7,00 metres wide over REMAINDER Erf 64 Kylemore, situate in the Municipality and Division of Stellenbosch RD, Province of the Western Cape, MEASURING 18,7741 (EIGHTEEN COMMA SEVEN SEVEN FOUR ONE) hectares which servitude is 7 metres wide, the middle of which is indicated by the line ab on Diagram S.G.3262/1999 and approved by the Surveyor General on 8 July 1999 in favour of :-

FARM DWARS RIVIERS HOEK NO 1118
situate in the Municipality and Division of Stellenbosch RD
Province of the Western Cape

EXTENT: 305,3159 (THREE HUNDRED AND FIVE COMMA THREE ONE FIVE NINE) hectares

HELD BY Certificate of Consolidated Title No. T.

subject to the following terms and conditions:-

1.1 BALDRIC which terms shall include its employees, agents and contractors, shall have the right of way in perpetuity and the right to lay down, inspect, maintain, repair said servitude right of way as it may consider necessary.

1.2 In consequence of the right conferred in terms of Paragraph 2.1 above, BALDRIC shall at all times have the right of access to the servitude area across the land belonging to the STATE and shall for such purpose be entitled to bring onto the said area, such workmen,

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conveyances, tools, machinery or materials, as it may deem necessary to carry out any or all of the activities referred to in the said Paragraph 1.1.

1.3 BALDRIC in exercising its rights under this Notarial Deed of Servitude, shall at all times maintain the said right of way in good order and condition.

1.4 The STATE shall not be entitled to construct, erect or lay down any building or structure over or in such position or in such manner as to interfere with the said right of way nor do anything which is likely to damage, endanger or destroy same.

1.5 BALDRIC in exercising its rights under this Notarial Deed of Servitude, shall take all reasonable steps to safeguard against damage or injury to any person or property arising from the exercise of such rights.

1.6 Should by mutual agreement, the need for the servitude right of way fall away, BALDRIC shall at its own expense hand the road back to the STATE and cancel the servitude.

1.7 BALDRIC shall take all necessary steps to endeavour to prevent soil erosion on the property within the servitude area.

1.8 BALDRIC must properly fill up all excavations.

1.9 BALDRIC shall be liable for and make good any loss the STATE might suffer directly or indirectly as a result of the use of the servitude area by BALDRIC and indemnifies the STATE against all claims or actions which might be instituted against it by any person whomsoever for loss, injury or damage suffered arising directly or indirectly from the exercise by the owners of the servitude area of its rights and the discharge of its obligations under the servitude conditions.

1.10 BALDRIC shall reimburse the STATE all costs in respect of "party and party" as well as "attorney and client" that it might incur in defending any action or rejecting any claim.

2. The said Appearer further declared that the said BALDRIC shall be liable for all costs connected with the Notarial execution and registration of this Notarial Deed of Servitude.

3. These presents shall bind the parties hereto and their respective Successors in Title or Assigns.

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And the said

CARLENE BASSON

declared in the name and on behalf of the STATE to accept the grant of rights and the servitude hereinbefore set forth agreeing on behalf of the STATE to fulfil all and singular the conditions imposed on the STATE subject to which this servitude is granted.

THUS DONE and EXECUTED at **CAPE TOWN** aforesaid on the day, month and year first aforewritten, in the presence of the undersigned competent witnesses.

AS WITNESSES:-

1. _____

2. _____

q.q.

q.q.

Quod Attestor

NOTARY PUBLIC

Certified a true copy of the original filed of record in this Registry in terms of
Reg 66
Deeds Registry
Cape Town
21 JAN 2010
Registrar of Deeds

ANNEXURE C

MEMORANDUM OF AGREEMENT

(AGREEMENT OF DONATION OF IMMOVABLE PROPERTY: GRATIS RELEASE FOR HUMAN SETTLEMENTS)

ENTERED INTO BY AND BETWEEN:

THE NATIONAL GOVERNMENT OF THE REPUBLIC OF SOUTH AFRICA

(Hereinafter referred to as "the DONOR")

A National Government Department: Department of Public Works and Infrastructure ("DPWI"), established in terms of the Constitution of the Republic of South Africa, 1996, herein represented by SIFISO MDAKANE, in his capacity as Director-General, duly authorized and acting in accordance with applicable law;

AND

THE HOUSING DEVELOPMENT AGENCY

(Hereinafter referred to as "the DONEE" or "HDA")

A public entity established in terms of the Housing Development Agency Act, 2008 (Act 23 of 2008), herein represented by BHEKI KHENISA, in his capacity as Chief Executive Officer, duly authorized;

AND

STELLENBOSCH LOCAL MUNICIPALITY

(Hereinafter referred to as "the TRANSFEREE")

A local municipality established in terms of applicable local government legislation, herein represented by GERALDINE METTLER, in her capacity as Municipal Manager, duly authorized.

(Collectively referred to as "the Parties")

PREAMBLE

A. **WHEREAS** the DONOR is the custodian of certain State-owned immovable property and may, subject to applicable approvals, dispose of such property on terms and conditions determined by law;

B. **WHEREAS** Cabinet Memorandum No. 03 of 2019 approved that State-owned land identified as suitable for human settlements be released through issuing Powers of Attorney to the HDA to enable coordinated development preparation, planning and implementation in collaboration with provinces and municipalities;

C. **WHEREAS** the intended donation and transfer constitute a donation/gratis release of immovable property by the State and accordingly requires the approval/endorsement of the relevant treasury in terms of Treasury Regulation 21.3 (including submission of reasons and the conditions under which the donation is offered and accepted);

D. **WHEREAS** the DONOR has agreed, subject to all Approvals (as defined), to donate the Property on a gratis basis for human settlements development and to authorize the DONEE to implement transfer arrangements consistent with the Cabinet-approved POA mechanism;

E. **WHEREAS** the TRANSFEREE intends to formalize an existing settlement and/or develop the Property for integrated human settlement development purposes;

NOW THEREFORE the Parties agree as follows:

1. **DEFINITIONS AND INTERPRETATION**

1.1. **Definitions**

In this Agreement, unless inconsistent with the context, the following words and expressions bear the meaning assigned to them:

1.1.1 "Agreement" means this Memorandum of Agreement including all annexures and any written addenda signed by all Parties.

1.1.2. "Approvals" means all approvals/endorsements/authorizations required in law and policy to give effect to this transaction, including (without limitation):

1.1.2.1. approval/authority under the State Land Disposal Act, 1961 (Act 48 of 1961) (as applicable); and

1.1.2.2. the relevant treasury's approval/endorsement in terms of Treasury Regulation 21.3 for the donation of immovable property, including approval of the reasons and conditions for the donation.

1.1.3. "Cabinet Memo 03 of 2019" means Cabinet Memorandum No. 03 of 2019 (September 2019) relating to the release of State-owned land for human settlements and the POA mechanism in favour of the HDA.

1.1.4. "Commencement Date" means the date on which the last of the Approvals is obtained and communicated in writing to the Parties.

1.1.5. "Deeds Office" means the relevant Deeds Registry Office in which the Property is registered and/or will be registered upon transfer.

1.1.6. "Development Period" means ten (10) years from the Transfer Date, or such other period as may be stated in the relevant treasury endorsement and/or DPWI approval for this specific Property.

1.1.7. "Milestones" means the measurable project deliverables and timelines set out in the Implementation Plan (Annexure "B"), including (as applicable) township establishment processes, planning approvals, engineering services provision, top-structure delivery and/or tenure upgrading steps.

1.1.8. "POA" means the Power of Attorney to be issued by the DONOR in favour of the DONEE to enable the DONEE to take steps to prepare, plan and implement the transfer and related actions consistent with Cabinet Memo 03 of 2019, and any related mandates required for conveyancing processes.

1.1.9. "Property" means: **Remainder of Erf 64, Kylemore, Province of the Western Cape**, with an extent of approximately 6, 9272 hectares, held by the State under the applicable title deed, together with all improvements thereon, subject to servitudes, conditions and encumbrances of title and subject further to the Exclusions (as defined).

1.1.10. "Transfer Date" means the date on which the Property (or the transferred portion thereof) is registered into the name of the TRANSFEREE in the Deeds Office in terms of the Deeds Registries Act, 1937 (Act 47 of 1937).

1.2. **Interpretation**

1.2.1. Headings are for convenience only and do not affect interpretation.

1.2.2. Words importing one gender include the other; singular includes plural and vice versa.

1.2.3. References to any statute include amendments and re-enactments.

1.2.4. The rule of interpretation that a contract is interpreted against the drafter shall not apply.

2. CONDITION PRECEDENT (APPROVALS)

2.1. This Agreement and all obligations to implement the donation and transfer are subject to fulfilment of the Condition Precedent that all Approvals are obtained.

2.2. No Party shall be obliged to take steps to effect transfer in the Deeds Office, nor shall the DONEE be entitled to act under any POA, unless and until the Condition Precedent in clause 2.1 is fulfilled.

2.3. If the Condition Precedent is not fulfilled within a reasonable period (or within the timeframe stated in any relevant approval process), any Party may terminate this Agreement on written notice to the others, without liability, save for obligations that expressly survive termination.

3. DONATION AND RELEASE MECHANISM

3.1. Subject to clause 2 (Condition Precedent), the DONOR hereby donates the Property to the DONEE on a gratis basis for human settlements development and authorizes the DONEE to implement the transfer arrangements consistent with the Cabinet Memo 03 of 2019 POA model.

3.2. The DONEE accepts the donation for the purpose of performing its role in development preparation, planning, coordination and oversight and for facilitating transfer to the TRANSFEREE for the approved human settlements purpose, subject to the conditions of this Agreement and the registered title conditions.

3.3. The TRANSFEREE accepts that the Property is to be used solely for integrated human settlements development and related tenure upgrading and acknowledges the conditional and purpose-bound nature of the gratis release.

4. PURPOSE AND USE RESTRICTION

4.1. The Property shall be utilized solely for integrated human settlements development, including in-situ upgrading and/or formalization initiatives, and for no other purpose.

4.2. The TRANSFEREE shall not use, permit use, or allow any part of the Property to be used for purposes inconsistent with clause 4.1 without:

4.2.1. the prior written consent of the DONOR; and

4.2.2. where applicable, the relevant treasury approval/endorsement required in terms of Treasury Regulation 21.3.

5. USER DEPARTMENTS / STATE FACILITIES / RESERVED LAND

5.1 In the event that there are State (national and provincial) domestic facilities on the property, the DONEE and/or TRANSFEREE shall be obliged to notify the DONOR and transfer the facilities free of charge to the DONOR, provided that any further sub-divisions required by the DONOR shall be for the latter's' own costs and account.

6. MINERALS

6.1. The Property shall be transferred without mineral rights where applicable, and the deed of transfer shall contain an appropriate reservation of mineral rights to the State, if required.

7. COSTS

7.1. The TRANSFEREE shall be liable for and shall pay all costs relating to:

7.1.1. conveyancing and registration of transfer;

7.1.2. survey, subdivision and/or consolidation;

7.1.3. any statutory and administrative fees required for transfer implementation (excluding transfer duty where exempt by law for State-to-municipality transactions, if applicable).

7.2. The DONOR shall not be liable for any costs or expenditure related to the donation and transfer implementation.

8. OBLIGATIONS OF THE DONOR (DPWI)

8.1. The DONOR undertakes to disclose and make available to the DONEE and/or TRANSFEREE all reasonably required information and documentation pertaining to the Property.

8.2. The DONOR shall, upon fulfilment of clause 2, execute all reasonably required documents (including the POA) to enable implementation of subdivision (where required) and registration of transfer.

8.3. The DONOR may conduct reasonable inspections and compliance checks to verify adherence to the conditions of this Agreement and any conditions required by the relevant treasury endorsement.

9. OBLIGATIONS OF THE DONEE (HDA)

9.1. The DONEE shall:

9.1.1. act under the POA and coordinate conveyancing actions required to effect transfer to the TRANSFEREE;

9.1.2. monitor compliance with the Development Period and Milestones.

10. OBLIGATIONS OF THE TRANSFEREE (MUNICIPALITY)

10.1. **The TRANSFEREE** shall:

101.1. implement the human settlements development and/or tenure upgrading in accordance with Annexure "B" subject to the availability of grant funding from the Provincial and / or National Government or any other donor funding source.

;

10.1.2. maintain the Property from the Transfer Date, including payment of rates and taxes as the registered owner;

10.1.3. facilitate the issuance of a rates clearance exemption certificate (where applicable) in terms of section 118(4)(a) of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) to enable registration without a rates clearance certificate, where legally permissible;

10.1.4. cooperate with the DONEE and DONOR in compliance monitoring;

10.1.5. prepare and maintain the Implementation Plan (Annexure "B") with Milestones and timelines;

10.1.6. ensure survey/subdivision and consolidations, if applicable.

10.2. The TRANSFEREE shall not alienate, sell, donate, lease (save for project-implementation leases consistent with the purpose), encumber, or otherwise dispose of the Property or any portion thereof in a manner inconsistent with clause 4 without the DONOR's prior written consent and any required treasury endorsement.

11. POSSESSION

11.1. The TRANSFEREE shall take possession and ownership upon registration of transfer in the Deeds Office.

11.2. Risk and responsibility for rates, taxes and maintenance shall pass to the TRANSFEREE on the Transfer Date.

12. VOETSTOOTS

12.1. The Property is transferred "voetstoots" (as is), subject to the rights, servitudes, conditions and encumbrances contained in the existing title deed and any unregistered encumbrances.

13. **DEVELOPMENT PERIOD, EXTENSION AND REVERSION (RESOLUTIVE CONDITION)**

13.1. The TRANSFEREE shall initiate and complete development planning and implementation within the Development Period.

13.2. **Extension**

If the TRANSFEREE is unable to complete the project within the Development Period, the DONOR may grant a written extension only where at least sixty percent (60%) of the Milestones have been achieved and verified through reports and/or inspection.

13.3. **Reversion**

13.3.1. Failing an extension in terms of clause 13.2, or failing achievement of the required Milestones, to the extent reasonably practicable, considering the available financial assistance and funding.

13.4. **Registered Title Condition**

13.4.1. The Parties agree that clauses 4 (use restriction), 10.2 (no alienation/encumbrance), and 13 (reversion) shall be incorporated as conditions in the deed of transfer/registered title to ensure enforceability against successors-in-title.

14. **TENURE RIGHTS / BENEFICIARY TRANSFERS**

14.1. This donation is made subject to any existing land tenure rights that occupiers/community members may have in respect of the Property.

14.2. Any transfer of stands to qualifying occupiers/community beneficiaries as part of tenure upgrading shall be effected by the TRANSFEREE free of charge as a tenure upgrading initiative, consistent with the approved human settlements programme and applicable legal requirements.

15. ACCESS AND INSPECTION

15.1. The DONEE and/or TRANSFEREE shall allow officials of the DONOR and/or authorized representatives reasonable access to the Property to conduct inspections and verify compliance with this Agreement.

16. INDEMNITY

16.1. From the Transfer Date, the DONEE and/or TRANSFEREE indemnify the DONOR against liability, loss, damage, claim or proceedings arising from occupation, use, development, or condition of the Property, whether in common law or statute, save to the extent caused by the DONOR's proven willful misconduct.

17. DISPUTE RESOLUTION

17.1. Internal Resolution (Good-Faith Negotiation)

17.1.1. If any dispute arises between any of the Parties concerning the interpretation, implementation, performance, or breach of this Agreement, the Parties shall first attempt in good faith to resolve such dispute through direct negotiations.

17.1.2. A Party raising the dispute must deliver a written notice describing the nature of the dispute to the other Parties.

17.1.3. Within seven (7) days of receipt of such notice, the Parties' authorized senior representatives shall meet (physically or virtually) and attempt to resolve the dispute within fourteen (14) days thereafter.

17.2. Mediation

17.2.1. If the dispute remains unresolved after the period contemplated in clause 17.1.3, the Parties shall participate in mediation.

17.2.1.1. The mediator shall be appointed by agreement between the Parties, failing which the mediator shall be nominated by the Arbitration Foundation of Southern Africa (AFSA) or any successor entity.

17.2.1.2. The Parties shall participate in good faith and share the mediator's costs equally, unless otherwise directed by the mediator.

17.3. **Arbitration (Final & Binding)**

17.3.1. If the Parties remain unable to resolve the dispute within twenty-one (21) days after commencement of mediation, the dispute shall be finally resolved through arbitration, which shall:

17.3.1.1. be conducted in accordance with the rules of AFSA;

17.3.1.2. take place in Stellenbosch, unless the Parties agree otherwise in writing;

17.3.1.3. be presided over by a single arbitrator agreed upon by the Parties, failing which one shall be appointed by AFSA; and

17.3.1.4. result in an award that is final and binding on the Parties and capable of being made an order of court.

17.4. **Urgent Interdictory Relief**

Nothing in this clause shall prevent any Party from approaching a court of competent jurisdiction for urgent interim relief, where such relief is necessary to prevent irreparable harm pending the outcome of the processes outlined in clauses 17.1 to 17.3.

17.5. **Continuity of Obligations**

During the dispute-resolution process, the Parties shall continue performing their obligations in terms of this Agreement to the extent reasonably possible, except for those obligations that are directly contested.

17.6. **Record-Keeping and Transparency**

Each Party shall maintain a full written record of all correspondence, notices, submissions, and reports exchanged during the dispute-resolution process for audit, compliance, and asset-management purposes.

17.7. **Costs**

Unless otherwise directed by the arbitrator, the costs of arbitration shall follow the outcome, meaning the unsuccessful Party shall bear the costs.

18. **NOTICES AND DOMICILIA**

18.1. The Parties choose as their *domicilia citandi et executandi* the addresses set out below:

18.1.1. **DONOR:**

The Office of the Director-General

Department of Public Works and Infrastructure

CGO Building, 256 Madiba Street

Pretoria, 0001

18.1.2. **DONEE:**

Housing Development Agency

4 Kikuyu Road

Sunninghill, Johannesburg

Tel: 011 544 1000

18.1.3. **TRANSFEREE:**

Stellenbosch Local Municipality

17 Plein Street

Stellenbosch

Tel: 021 808 8111

Email: municipal.manager@stellenbosch.gov.za

18.2. Notices shall be valid if delivered by hand, prepaid registered post, or email (if agreed), and deemed received in accordance with the delivery method and reasonable proof of dispatch.

19. WHOLE AGREEMENT

19.1. This Agreement constitutes the whole agreement between the Parties as to the subject matter and supersedes all prior discussions.

20. VARIATION

20.1. No variation, addition, consensual cancellation, novation or waiver shall be valid unless reduced to writing and signed by all Parties.

20.2. No variation affecting the donation conditions (including use restriction, Development Period, reversion, exclusions, alienation restrictions) shall be valid unless consistent with any relevant treasury endorsement under TR 21.3 and any ministerial/DPWI approvals for this transaction.

21. GENERAL

21.1. The Parties do not intend to create an agency or partnership relationship except to the extent of the POA authority granted for implementation purposes.

21.2. The Agreement is subject to the conditions, servitudes and encumbrances contained in the existing title deed and any unregistered encumbrances.

21.3 Governing Law

This Agreement shall be governed by the laws of the Republic of South Africa.

22. **SIGNATURES**

SIGNED at **Pretoria** on this the ____ day of _____ 2026

AS WITNESSES: FOR AND ON BEHALF OF THE DONOR:

1. _____ _____

2. _____ **SIFISO MDAKANE**

Director-General: DPWI

SIGNED at **Sunninghill** on this the ____ day of _____ 2026

AS WITNESSES: FOR AND ON BEHALF OF THE DONEE:

1. _____ _____

2. _____ **BHEKI KHENISA**

Chief Executive Officer: HDA

SIGNED at **Stellenbosch** on this the ____ day of _____ 2026

AS WITNESSES:

FOR AND ON BEHALF OF THE TRANSFEREE:

1. _____

_____

2. _____

GERALDINE METTLER

Municipal Manager

ANNEXURE "A": POWER OF ATTORNEY (POA) – TEMPLATE / TO BE INSERTED

ANNEXURE "B": IMPLEMENTATION PLAN & MILESTONES – TO BE COMPLETED AND ATTACHED

ANNEXURE "C": EXCLUSIONS SCHEDULE (USER DEPARTMENTS / RESERVED LAND / SERVITUDES) – TO BE COMPLETED AND ATTACHED, IF APPLICABLE

ANNEXURE D

MINISTER
AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT
REPUBLIC OF SOUTH AFRICA

Private Bag x250, PRETORIA, 0001. Tel: +27 12 319 7319. Fax 012 319 6681
Private Bag X9087, CAPE TOWN, 8000. Tel.: +27 21 467 4502. Fax: 021 465 6550. Web: www.daff.gov.za

CABINET MEMORANDUM NO : 03 of 2019
DATE : September 2019
FILE NUMBER : IMC on Land Reform & Agriculture

1. SUBJECT

Progress report on accelerating land reform and redistribution through release of State-owned land for human settlements development purposes.

2. PURPOSE

The purpose of this memorandum is to report on the progress of the Inter-Ministerial Committee (IMC) on Land Reform and Agriculture in releasing State-owned land and properties for human settlements development purposes.

3. SUMMARY

3.1 The IMC on Land Reform was established to provide oversight in the implementation of measures to accelerate the land reform programmes and the redistribution of land in urban and rural areas.

3.1.1 The IMC is also focussed on fast-tracking integrated land restitution and redistribution based on the following focus areas:

(i) Oversee progress on policy and legislative reform;
(ii) Ensure productive utilisation of resituated and redistributed land through implementing coherent post settlement support to enhance agricultural production;
(iii) Massifying agricultural production in communal areas through support for farmers;
(iv) Ensuring security of tenure for farm dwellers on land already occupied by these households without negatively affecting production;
(v) Implementing measures to finalise outstanding land claims; and

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4. STRATEGIC FOCUS OF THE MEMORANDUM

4.1 The memorandum seeks to provide a progress report on the oversight role of IMC towards the implementation of measures required ensure rapid land reform and redistribution.

5. DISCUSSION

5.1 Identification of State-owned land that is suitable for Human Settlement Development

5.1.1 Chapter 8 of the National Development Plan envisages functional settlements and efficient urban spaces.

5.1.2 The comprehensive plan for the creation of sustainable settlements advocates as a bold policy choice the location of new settlements in optimal localities to achieve integration and urban efficiency and reverse historical segregation.

5.1.3 Human Settlements Spatial Transformation and Consolidation seeks to overcome apartheid legacy in settlement patterns through intervention programmes that include In-situ Upgrading of Informal Settlements, declared Social Housing Restructuring Zones, Integrated mixed use and income settlement developments and re-development of dilapidated neighbourhoods, as well as revitalisation of distressed mining communities.

5.1.4 Settlements Transformation objectives aim to build inclusive and functional residential markets as well as ensure spatial targeting for human settlements and built environment investments.

5.1.5 Priority Spaces for Human settlements development seek to ramp up spatial transformation efforts as envisioned by the NDP, the National Spatial Development Framework and the Integrated Urban Development Framework. In the prioritised areas, the aim is to confront entrenched spatial patterns across all geographic scales that have historically exacerbated social inequality and economic inefficiency, achieves a balance between spatial equity, economic competitiveness and environmental sustainability and the Implementation of projects to achieve spatial transformation in a manner that supports locally driven spatial governance.

5.1.6 In the period 2019/20 to 2024/25 over 94 Priority Human Settlements Development Areas (PHDAs) have been identified wherein an estimated 1.4 million households reside in nearly 2200 informal settlements. PHDAs include Social Housing Restructuring Zones and all municipalities with distressed mining communities as well as aligning with the Integrated Urban Development Framework (IUDF). All

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priority areas align with areas of economic growth including existing and potential economic hubs and Special Economic Zones.

5.1.7 167 portions of State-owned land measuring 14 105 hectares held by the Department of Public Works and 5.1.6 Infrastructure have been identified (Annexure A) that is suitable for human settlements and require urgent release for purposes of development planning for green-fields or settlement consolidation and transferring title in cases where the land has historically been developed and occupied.

The IMC has agreed that such identified land be released for human settlements through a Power of Attorney in favour of the Housing Development Agency in order to enable the Agency, working in collaboration with municipalities and provinces to speedily realise the objective of human settlement developments thereon. The Agency is governed by a Board which includes persons nominated by Ministers for Public Works and Infrastructure, Cooperative Governance as well Rural Development, Land Reform and Agriculture.

5.1.8 The IMC observed that land and immovable properties owned by State Owned Companies (SOCs) and other public bodies is at risk of being sold and encumbered through leases and/or partnerships that are at variance with government policy outlook on land reform and redistribution. Furthermore, the IMC acknowledges that balance-sheet concerns of some SOCs must be addressed through a coherent framework to be prepared for consideration.

In the meantime, SOCs must be discouraged from selling and/or otherwise encumbering immovable properties without prior approval of Cabinet. Currently, an audit of immovable properties owned by SOCs and other public bodies is being undertaken.

5.2 Further work of the IMC to be reported in the future includes

5.2.1 State land identified for redistribution towards agricultural purposes.

5.2.2 Accelerating the settlement and finalisation of all Land Claims.

5.2.3 Identification of non-core and underutilised land and immovable properties held by State owned companies and other public entities to advance land reform and redistribution.

5.2.4 Legislative reform.

5.2.5 Assessment and implementation of recommendations from the Advisory Panel on Land and Agrarian Reform.

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6. IMPLEMENTATION PLAN

To address challenges related to the slow pace of land reform the IMC continues to work in collaboration with 11 sector departments to identify and implement measures to accelerate land reform.

7. ORGANISATIONAL AND PERSONNEL IMPLICATIONS

None

8. FINANCIAL IMPLICATIONS

None

RISK/RISK MITIGATION

The risk of immovable asset disposal by SOC is mitigated by subjecting all disposals to a Framework to be approved by Cabinet.

9. COMMUNICATION IMPLICATIONS

The GCIS communication strategy is in place to support the work of the IMC.

10. CONSTITUTIONAL IMPLICATIONS

None

11. IMPLICATIONS FOR VULNERABLE GROUPS

Vulnerable groups are direct beneficiaries of the Land Reform Programme.

12. SECURITY IMPLICATIONS

None

13. DEPARTMENTS AND PARTIES CONSULTED AND COMMENTS

The report is the outcome of the meeting and work of the Inter-Ministerial Committee on Land Reform and Agriculture.

14. IT IS RECOMMENDED THAT CABINET

14.1. Notes the progress report of the Inter-Ministerial Committee on Land Reform and Agriculture;

14.2.1 Approves that henceforth, state-owned land identified as suitable be released for human settlements development through issuing Powers of Attorney to the Housing Development Agency to enable the Agency to undertake development preparation, planning and co-ordinated development implementation in collaboration with other spheres and sectors of government;

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14.2.2 Approves that the identified properties measuring 14 105 hectares held by the Department of Public Works and Infrastructure be released to the Housing Development Agency for human settlements development purposes on a gratis basis

14.2.3 Approves that a moratorium on all State-Owned Companies and other public bodies suspending the release, sale and/or otherwise encumbering land and landed properties within their portfolios subject to a Government-wide framework that reconciles, balances and harmonises economic and social mandates with a view to accelerating land reform and redistribution.

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Province	Municipality	Property Description	Extent (ha)	Current Land Use	Urban/ Rural	Proposed Typology						Proposed Density	Potential Yield (Units)
						BNG	Social Housing	FLISP	CRU	Social Amenities	Serviced Sites		
Eastern Cape	Kouga	Portion 97 of farm Ongegunde Vryheid 746, Humansdorp RD	14,5410	Informal Settlement	Rural	200	150		150	x	100	45/ha	600
	Nelson Mandela Bay	Erf 1169 Hunters Retreat	8,1600	Vacant	Urban		200	440				80/ha	640
		Erf 161 Lorraine	1,7300	Vacant	Urban		40		40	x		50/ha	80
		Erf 163 Lorraine	1,5700	Vacant	Urban		40		35			50/ha	75
	Walter Sisulu	Portion 8 of the Farm No. 254 Albert RD	31,0000	62 houses, a school and a community hall, and mostly vacant land	Rural	490				x		20/ha	490
Sub total			57,0010										
Free State	Kopanong	Portion 49 of Farm Bethulie 303, Bethulie RD	8,1521	Informal settlement	Rural	x						20du/ha	163
	Letsemeng	Holding 236 Riet River Settlement East	43,7407	Informal settlement	Rural	x				x	x	20du/ha	874
	Mangaung	Ptn 1 of Farm Waterval No. 1291	285,3351	Agricultural	Rural	x	x	x		x	x	20du/ha	5706
TOTAL			337,2279										
Gauteng	City of Ekurhuleni	Erf 153 South Germiston	0,0878	Existing buildings	Urban		x	x	x			N/A	Existing
		Erf 159 South Germiston	0,1023	Existing buildings	Urban		x	x	x			N/A	Existing
	City of Tshwane	Remainder of Portion 153 of the Farm Elandsfontein No. 352 JR	349,5367	Vacant	Urban/ Rural	x		x			x	250m²/erf	5000
	Emfuleni	A portion of Portion 192 of the Farm Leeuwkuil No. 596 IQ	187,7334	Occupied	Urban	x		x			x	250m²/erf	250
	Rand West	Portion 32 (a Portion of Portion 9) of the Farm Waterpan No. 292 IQ	452,7130	Vacant	Rural	x	x	x	x	x	x	Mixed Use	38 000
Sub total			990,1732										
KwaZulu Natal	City of eThekwini	Portion 891 of Erf 76 Cator Manor	2,1540	Occupied (Informal Settlement)	Urban	x	x					35-60du/ha	129
	Dannhauser	Remainder of the Farm Kopij Aleen No. 8816 HT	196,9016	Occupied	Rural	x							Existing Village
	eNdumeni	Erf 3200 Dundee	8,9998	Vacant	Urban		x				x	35-60du/ha	500
		Portion 2 of the Farm Mooi Spruit No. 2398 GT	66,0360	Vacant	Rural	x						Existing Village	Existing Village
	Mtubatuba	Remainder of the Farm Eldersie No. 14866 GV	2152,0000	Agricultural purposes	Rural	x						Existing Village	Existing Village
		Portion 1 of the Farm Eldersie No. 14866 GV	250,0000	Occupied (residential)	Rural	x						Existing Village	Existing Village
		The Farm Spurwig No. 16839 GV	209,0000	Vacant	Rural	x						Existing Village	Existing Village
		Dukuduku Wetlands No. 17458 GV	5709,0000	Vacant	Rural	x						Existing Village	Existing Village
Sub total			8594,0914										
Limpopo	Makhado	Farm Water Reserve No. 278 LS	150,0000	Agricultural Use	Urban	x					x	31 Site/Ha	287
		Farm Highlands No. 277 LS	50,0000	Agricultural Use	Urban	x						31 Site/Ha	96
	Mogalakwena	Erf 6575 Piet Potgietersrus	1,7869	Vacant Property	Urban		x					64 Units/Ha	399
	Polokwane	Erf 313 (Bendor)	0,1540	Vacant Property	Urban			x				74 Units/Ha	
		Erf 314 (Bendor)	0,1540	Vacant Property	Urban			x				74 Units/Ha	69
		Erf 228 (Bendor)	0,1889	Vacant Property	Urban			x				44 Units/Ha	21
Sub total			202,2838										
Mpumalanga	Emalahleni	Erf 3138 Witbank Extension 16	1,5618		Urban		x					60du/ha	90

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		Erf 696 Del Judor	0,5070										
	Mbombela	Portion of the farm Dingwell 276 JT	244,2896	Informal Settlements	Uban		x					60du/ha	30
Sub total			246,3584		Urban							60du/ha	14000
North West	Madibeng	Ptn of R/E of farm Hartebeestpoort B 410 JQ	347,2604										
		Ptn of Portion 455 of farm Kameeldrift 211 JQ	53,8851	Invaded	Rural	x	x	x	x	x	x	35-60 du/ha	3026
	Mafikeng	Rooigrond 135 JQ	324,0117	Invaded	Rural	x	x			x		35-60 du/ha	472
Sub total			725,1572		Urban	x	x	x	x	x	x	35-60 du/ha	2786
Northern Cape	David Kruger	Erf 456 Olyvenhoutsdrift	74,0000	The site is vacant	Urban	x	x	x	x	x	x	28du/ha	1345
	Ga-Segonyana	Erf 1981 Kuruman	125,4259	North west corner of the property, there is a landing strip and the other portion remains largley vacant.	Urban	x	x	x	x	x	x	28du/ha	2000
	Kgatelopele	Erf 1 Danielskuil	2,9434										
		Erf 584 Danielskuil	5,3282		Urban	x	x	x	x	x	x		
		Erf 585 Danielskuil	5,0689		Urban	x	x	x	x	x	x		
		Erf 586 Danielskuil	5,1314		Urban	x	x	x	x	x	x		
		Erf 587 Danielskuil	5,0906		Urban	x	x	x	x	x	x		
		Erf 588 Danielskuil	5,0128		Urban	x	x	x	x	x	x		
		Erf 589 Danielskuil	5,1179		Urban	x	x	x	x	x	x		
		Erf 590 Danielskuil	4,9710	Large portion of the site is vacant. There is an old golf course on north east of portion of erf 1	Urban	x	x	x	x	x	x		
		Erf 591 Danielskuil	5,0021		Urban	x	x	x	x	x	x		
		Erf 592 Danielskuil	4,9445		Urban	x	x	x	x	x	x		
		Erf 593 Danielskuil	5,3231		Urban	x	x	x	x	x	x	28du/ha	4000
		Erf 594 Danielskuil	5,3500		Urban	x	x	x	x	x	x		
		Erf 595 Danielskuil	5,3262		Urban	x	x	x	x	x	x		
		Erf 595 Danielskuil	5,3908		Urban	x	x	x	x	x	x		
		Erf 597 Danielskuil	5,3856		Urban	x	x	x	x	x	x		
		Erf 598 Danielskuil	5,3203		Urban	x	x	x	x	x	x		
		Erf 599 Danielskuil	5,4392		Urban	x	x	x	x	x	x		
		Erf 611 Danielskuil	4,1800	On erf 612 there is a municipal borehole.	Urban	x	x	x	x	x	x		
		Erf 612 Danielskuil	4,3082		Urban	x	x	x	x	x	x		
		Erf 613 Danielskuil	4,2029		Urban	x	x	x	x	x	x	28du/ha	230
	Pokwane	Portion 174 of the farm Gelidenskat 36	0,9572	The site is vacant	Urban	x	x	x	x	x	x	28du/ha	17
Sub total			299,2202										
Western Cape	City of Cape Town	Erf 81 Tamboerskloof	8,1598	Dwellings/Informal	Urban	x	x	x	x	x	x		243
		Erf 1117 Blaauwbergstrand	277,6009	Mostly vacant, a small portion	Urban	x	x	x	x	x	x		26486
		Erf 21204 Wingfield	195,2090	Defence/Military	Urban	x	x	x	x	x	x		18645
		Erf 90472 Cape Town (Youngfield)	0,8111	Defence/Military	Urban	x	x	x	x	x	x		76
		Erf 90476 Cape Town (Youngfield)	18,9699	Defence/Military	Urban	x	x	x	x	x	x		1721
		Erf 90477 Cape Town (Youngfield)	45,0068	Defence/Military	Urban	x	x	x	x	x	x		4302
		Erf 90478 Cape Town (Youngfield)	3,7926	Defence/Military	Urban	x	x	x	x	x	x		353
		Erf 90479 Cape Town (Youngfield)	11,3097	Defence/Military	Urban	x	x	x	x	x	x		1080
		Erf 177861 Cape Town (Youngsfield)	11,8614	Defence/Military	Urban	x	x	x	x	x	x		1080
		Erf 18002 Cape Town (Ysterplaat)	11,0754	Defence /Military	Urban	x	x	x	x	x	x		1128
		Erf 18817 Cape Town (Ysterplaat)	97,3803	Defence /Military	Urban	x	x	x	x	x	x		9311
		Erf 19753 Cape Town (Ysterplaat)	3,4228	Defence /Military	Urban	x	x	x	x	x	x		325
		Erf 19754 Cape Town (Ysterplaat)	4,0224	Defence /Military	Urban	x	x	x	x	x	x		38
		Erf 19770 Cape Town (Ysterplaat)	50,1011	Defence /Military	Urban	x	x	x	x	x	x		47
		Erf 19775 Cape Town (Ysterplaat)	60,6747	Defence /Military	Urban	x	x	x	x	x	x		58
		Erf 20578 Cape Town (Ysterplaat)	0,1099	Defence /Military	Urban	x	x	x	x	x	x		9

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Erf 20581 Cape Town (Ysterplaat)	0,1732	Defence /Military	Urban	x	x	x	x	x	x		16
Erf 20582 Cape Town (Ysterplaat)	0,9534	Defence /Military	Urban	x	x	x	x	x	x		9
Erf 21205 Cape Town (Ysterplaat)	0,7720	Defence /Military	Urban	x	x	x	x	x	x		73
Erf 21206 Cape Town (Ysterplaat)	0,2518	Defence /Military	Urban	x	x	x	x	x	x		23
Erf 21207Cape Town (Ysterplaat)	0,1029	Defence /Military	Urban	x	x	x	x	x	x		9
Erf 21208 Cape Town (Ysterplaat)	0,2482	Defence /Military	Urban	x	x	x	x	x	x		22
Erf 21209 Cape Town (Ysterplaat)	0,0978	Defence /Military	Urban	x	x	x	x	x	x		4
Erf 21210 Cape Town (Ysterplaat)	0,0501	Defence /Military	Urban	x	x	x	x	x	x		4
Erf 21211 Cape Town (Ysterplaat)	0,0468	Defence /Military	Urban	x	x	x	x	x	x		3
Erf 21212 Cape Town (Ysterplaat)	0,1036	Defence /Military	Urban	x	x	x	x	x	x		9
Erf 21213 Cape Town (Ysterplaat)	0,2103	Defence /Military	Urban	x	x	x	x	x	x		20
Erf 21214 Cape Town (Ysterplaat)	0,2257	Defence /Military	Urban	x	x	x	x	x	x		21
Erf 21215 Cape Town (Ysterplaat)	0,0498	Defence /Military	Urban	x	x	x	x	x	x		21
Erf 21216 Cape Town (Ysterplaat)	0,1016	Defence /Military	Urban	x	x	x	x	x	x		9
Erf 21217 Cape Town (Ysterplaat)	0,1028	Defence /Military	Urban	x	x	x	x	x	x		9
Erf 21218 Cape Town (Ysterplaat)	0,0508	Defence /Military	Urban	x	x	x	x	x	x		4
Erf 21219 Cape Town (Ysterplaat)	0,0914	Defence /Military	Urban	x	x	x	x	x	x		8
Erf 21220 Cape Town (Ysterplaat)	0,1446	Defence /Military	Urban	x	x	x	x	x	x		13
Erf 21221 Cape Town (Ysterplaat)	0,0465	Defence /Military	Urban	x	x	x	x	x	x		3
Erf 21223 Cape Town (Ysterplaat)	0,0475	Defence /Military	Urban	x	x	x	x	x	x		3
Erf 21224 Cape Town (Ysterplaat)	0,1505	Defence /Military	Urban	x	x	x	x	x	x		14
Erf 21225 Cape Town (Ysterplaat)	0,1486	Defence /Military	Urban	x	x	x	x	x	x		13
Erf 21226 Cape Town (Ysterplaat)	0,0595	Defence /Military	Urban	x	x	x	x	x	x		4
Erf 21227 Cape Town (Ysterplaat)	0,2040	Defence /Military	Urban	x	x	x	x	x	x		19
Erf 21228 Cape Town (Ysterplaat)	0,1976	Defence /Military	Urban	x	x	x	x	x	x		18
Erf 21229 Cape Town (Ysterplaat)	0,0826	Defence /Military	Urban	x	x	x	x	x	x		7
Erf 21230 Cape Town (Ysterplaat)	0,2525	Defence /Military	Urban	x	x	x	x	x	x		23
Erf 21232 Cape Town (Ysterplaat)	0,0500	Defence /Military	Urban	x	x	x	x	x	x		4
Erf 21233 Cape Town (Ysterplaat)	0,0502	Defence /Military	Urban	x	x	x	x	x	x		4
Erf 21234 Cape Town (Ysterplaat)	0,0699	Defence /Military	Urban	x	x	x	x	x	x		5
Erf 21235 Cape Town (Ysterplaat)	0,0466	Defence /Military	Urban	x	x	x	x	x	x		3
Erf 21236 Cape Town (Ysterplaat)	0,0510	Defence /Military	Urban	x	x	x	x	x	x		4
Erf 21237 Cape Town (Ysterplaat)	0,0847	Defence /Military	Urban	x	x	x	x	x	x		7
Erf 21253 Cape Town (Ysterplaat)	0,3841	Defence /Military	Urban	x	x	x	x	x	x		36
Erf 21254 Cape Town (Ysterplaat)	0,1728	Defence /Military	Urban	x	x	x	x	x	x		16
Erf 21255 Cape Town (Ysterplaat)	0,6233	Defence /Military	Urban	x	x	x	x	x	x		59
Erf 21257 Cape Town (Ysterplaat)	0,2111	Defence /Military	Urban	x	x	x	x	x	x		20
Erf 21267 Cape Town (Ysterplaat)	0,2627	Defence /Military	Urban	x	x	x	x	x	x		24
Erf 21288 Cape Town (Ysterplaat)	0,0493	Defence /Military	Urban	x	x	x	x	x	x		3
Erf 21289 Cape Town (Ysterplaat)	0,0860	Defence /Military	Urban	x	x	x	x	x	x		7
Erf 21835 Cape Town (Ysterplaat)	0,0685	Defence /Military	Urban	x	x	x	x	x	x		5
Erf 21837 Cape Town (Ysterplaat)	0,0992	Defence /Military	Urban	x	x	x	x	x	x		8
Erf 21838 Cape Town (Ysterplaat)	0,0978	Defence /Military	Urban	x	x	x	x	x	x		8
Erf 21966 Cape Town (Ysterplaat)	0,0489	Defence /Military	Urban	x	x	x	x	x	x		4
Erf 24747 Cape Town (Ysterplaat)	0,0489	Defence /Military	Urban	x	x	x	x	x	x		4
Erf 24748 Cape Town (Ysterplaat)	0,0505	Defence /Military	Urban	x	x	x	x	x	x		4
Erf 24749 Cape Town (Ysterplaat)	0,0507	Defence /Military	Urban	x	x	x	x	x	x		4
Erf 178054 Cape Town (Ysterplaat)	21,0146	Defence /Military	Urban	x	x	x	x	x	x		4
Erf 18625 Cape Town	1,7300	vacant site	Urban	x	x	x	x	x	x		2008
Erf 75420 Cape Town	0,7967	vacant site	Urban	x	x	x	x	x	x		162
Erf 75742 Cape Town	0,8654	vacant site	Urban	x	x	x	x	x	x		6
Erf 1061 Bergvliet	3,8708	vacant site	Urban	x	x	x	x	x	x		363
Erf 2120 Simon's Town	2,1846	vacant site	Urban	x	x	x	x	x	x		200

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		Erf 1274 Camps Bay	0,0874	vacant site	Urban	x	x	x	x	x	x			7
		Erf 1275 Camps Bay	0,0812	vacant site	Urban	x	x	x	x	x	x			7
		Erf 1276 Camps Bay	0,0812	vacant site	Urban	x	x	x	x	x	x			7
		Erf 1277 Camps Bay	0,0754	vacant site	Urban	x	x	x	x	x	x			6
		Erf 1278 Camps Bay	0,0754	vacant site	Urban	x	x	x	x	x	x			6
		Erf 1279 Camps Bay	0,0894	vacant site	Urban	x	x	x	x	x	x			7
		Erf 3035 Constantia	9,5627	vacant site	Urban	x	x	x	x	x	x			908
		Erf 41965 - Blue Downs	1,6435	vacant site	Urban	x	x	x	x	x	x			152
		ST RE/Farm 981	131,7631		Urban	x	x	x	x	x	x			12526
		A portion of Rem CA Farm 544	23,3700		Urban	x	x	x	x	x	x			2227
		A portion of CA-RE/Farm 1499	3,3866		Urban	x	x	x	x	x	x			3,15
		Erf 78053, Southfield	0,7319		Urban	x	x	x	x	x	x			66
		Erf 1027, Tamboerskloof	0,0605	partially occupied	Urban	x	x	x	x	x	x			5
		Erf 279 - Zeekoevlei	0,4104	vacant	Urban	x	x	x	x	x	x			38
		Erf 290 - Zeekoevlei	2,4623	vacant	Urban	x	x	x	x	x	x			229
		Erf 872 - Zeekoevlei	0,8164	vacant	Urban	x	x	x	x	x	x			76
		Erf 873 - Zeekoevlei	0,2138	vacant	Urban	x	x	x	x	x	x			19
	Drakenstein	Erf 6411 - Paarl	0,8614	Occuppied with informal settlement	Urban	x	x	x	x	x	x			76
		Erf 6412 - Paarl	2,6800	Vacant	Urban	x	x	x	x	x	x			248
	Saldanha	Erf 1167 Saldanha Bay	0,4462	Vacant	Urban	x	x	x	x	x	x			
		Erf 1178 Saldanha Bay	0,0991	Vacant	Urban	x	x	x	x	x	x			
		Erf 1227 Saldanha Bay	2,0000	Occupied	Urban	x	x	x	x	x	x			
		Erf 1289 Saldanha Bay	0,1289	Occupied	Urban	x	x	x	x	x	x			400
		Erf 1349 Saldanha Bay	0,1983	Occupied	Urban	x	x	x	x	x	x			
		Erf 1409 Saldanha Bay	0,1983	Vacant	Urban	x	x	x	x	x	x			
		Erf 1459 Saldanha Bay	0,2975	Vacant	Urban	x	x	x	x	x	x			
		Portion of Portion 1 of the Farm Klipvlei No. 284 Saldanha RD	38,9300		Urban	x	x	x	x	x	x			3633
		Erf 3693 Saldanha	2,0000	Vacant	Urban	x	x	x	x	x	x			191
		Erf 3460 Saldanha	2,1201	Vacant	Urban	x	x	x	x	x	x			200
		Erf 5021 Vredenburg	0,7824	Vacant	Urban	x	x	x	x	x	x			66
		Erf 5022 Vredenburg	1,8318	Vacant	Urban	x	x	x	x	x	x			172
	Stellenbosch	Portion 1 of the Farm Keysersdrift No. 1558, Paarl RD	54,7990		Urban	x	x	x	x	x	x			1644
		Portion of Portion 1 of the Farm 1339 No. 1339, Paarl RD	50,0000		Urban	x	x	x	x	x	x			1500
		Erf 64 Kylemore	6,8031	Vacant	Urban	x	x	x	x	x	x			650
		RE/Farm Keysersdrift No. 1158, Paarl RD	77,1294	Partially vacant	Urban	x	x	x	x	x	x			7362
		Farm 1618, Paarl	164,5021		Urban	x	x	x	x	x	x			15681
		RE/Farm 1653, Paarl	17,3991		Urban	x	x	x	x	x	x			1654
		Portions of the Farm No. 1339, Stellenbosch RD	660,7462		Urban	x	x	x	x	x	x			63108
	Theewaterskloof	Erf 4233 Grabouw	132,1686	Vacant	Urban	x	x	x	x	x	x			3965
		Farm 313/4, Caledon	11,7600	Built up	Urban	x	x	x	x	x	x			1124
		RE/Farm 295, Caledon	385,4452	Built up	Urban	x	x	x	x	x	x			
		Erf 4237, Grabouw (consolidated for create Erf 4240 Grabouw)	27,4891		Urban	x	x	x	x	x	x			3965
		Erf 611, Caledon	0,3217	Vacant	Urban	x	x	x	x	x	x			28
Sub total			2653,5909											
GRAND TOTAL			14105,1040											

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ANNEXURE E

ERF 64 KYLEMORE PROJECT IMPLEMENTATION & MILESTONES

Programme commencement aligned to 01 July 2027

ID	Task / Activity	Duration	Start	Finish
1	**Erf 64 Kylemore - Finalisation of planning process & Implementation**	**432 days**	**01 Jul 2027**	**26 Feb 2029**
2	**INCEPTION AND TEAM ESTABLISHMENT**	**5 days**	**01 Jul 2027**	**05 Jul 2027**
3	**1.1. Receive Instruction & confirmation of funding**	**0 days**	**01 Jul 2027**	**01 Jul 2027**
4	1.2. Mobilise Team	2 days	02 Jul 2027	03 Jul 2027
5	1.3. Finalised payment schedule and project programme	2 days	03 Jul 2027	04 Jul 2027
6	1.4. Project Team Inception Meeting	1 day	02 Jul 2027	02 Jul 2027
7	**1.5. Deliverable: Inception Report and Project Plan**	**0 days**	**05 Jul 2027**	**05 Jul 2027**
8	**DESIGN AND IMPLEMENTATION**	**427 days**	**08 Jul 2027**	**23 Feb 2029**
9	**Land Survey**	**45 days**	**08 Jul 2027**	**06 Sep 2027**
10	Calculation and preparation of General Plan	10 days	08 Jul 2027	19 Jul 2027
11	Submission of GP	5 days	22 Jul 2027	26 Jul 2027
12	Approval process of GP	20 days	29 Jul 2027	23 Aug 2027
13	General Plan approved	10 days	26 Aug 2027	06 Sep 2027
14	**Civil Engineering**	**85 days**	**22 Jul 2027**	**15 Nov 2027**
15	Detailed Design	60 days	22 Jul 2027	11 Oct 2027
16	Detailed Design approval	15 days	14 Oct 2027	01 Nov 2027
17	Tender documents and design drawings	20 days	21 Oct 2027	15 Nov 2027
18	**Electrical Engineering**	**85 days**	**22 Jul 2027**	**15 Nov 2027**
19	Detailed Design	60 days	22 Jul 2027	11 Oct 2027
20	Detailed Design approval	15 days	14 Oct 2027	01 Nov 2027
21	Tender documents and design drawings	20 days	21 Oct 2027	15 Nov 2027
22	**Procurement Engineering Services**	**32 days**	**18 Nov 2027**	**31 Dec 2027**
23	Invite contractors from panel to submit quotes (Civil)	15 days	18 Nov 2027	06 Dec 2027
24	Evaluate and recommend contractors (Civil)	10 days	09 Dec 2027	20 Dec 2027
25	Accept recommendations and appoint contractors (Civil)	7 days	23 Dec 2027	31 Dec 2027
26	Invite contractors to submit tenders (Electrical)	15 days	18 Nov 2027	06 Dec 2027
27	Evaluate and recommend contractors (Electrical)	10 days	09 Dec 2027	20 Dec 2027
28	Accept recommendations and appoint contractors (Electrical)	7 days	23 Dec 2027	31 Dec 2027
29	**Construction Engineering Services**	**110 days**	**01 Jan 2028**	**02 Jun 2028**
30	Civil infrastructure construction	90 days	01 Jan 2028	05 May 2028
31	Electrical infrastructure construction	90 days	29 Jan 2028	02 Jun 2028
32	**Section 28 Clearance Certificates**	**40 days**	**03 Jun 2028**	**28 Jul 2028**
33	Prepare and submit Section 28 Clearance Certificate	20 days	03 Jun 2028	29 Jun 2028
34	Circulation of clearance certificate to individual departments	20 days	01 Jul 2028	28 Jul 2028
35	**Approval of Section 28 Clearance Certificate**	**0 days**	**28 Jul 2028**	**28 Jul 2028**
36	**Title Deed Registrations**	**150 days**	**29 Jul 2028**	**23 Feb 2029**
37	Preparation of Title Deeds	90 days	29 Jul 2028	01 Dec 2028
38	Lodging of Deeds at Deeds Office	60 days	02 Dec 2028	23 Feb 2029
39	**Title Deed Registration**	**0 days**	**23 Feb 2029**	**23 Feb 2029**

ANNEXURE F

land reform & rural development
Department:
Land Reform and Rural Development
REPUBLIC OF SOUTH AFRICA

DeedsWEB

Property Report

Property Details

Deeds registry	Western Cape Deeds Registry
Property type	ERF
Township	KYLEMORE
Erf number	64
Portion	0 (REMAINING EXTENT)
Province	WESTERN CAPE
Registration division/Administrative district	NOT AVAILABLE
Local authority	STELLENBOSCH MUN
Previous description	-
Diagram deed number	T16306/1920
Extent	155245 H
LPI Code	C06700140000006400000

Title Deeds Details

Document	Registration date	Purchase date	Amount	Microfilm reference	Document copy?
T6822/1949	19490427	-	SECT 239-200/93	2003 0008 5057	Yes

Owners Details

Document	Full name	Identity Number	Share	Person Enquiry?
T6822/1949	REPUBLIEK VAN SUID-AFRIKA	-	-	Yes
T80735/2002	REPUBLIEK VAN SUID-AFRIKA	-	-	Yes

Endorsements/Encumbrances

Endorsement / Encumbrance	Holder	Amount	Image Scanned reference	Document copy?
I-16042/2002C	-	-	20181130 11:14:19	Yes
K739/1980S	-	-	-	Not available
FMLY-ST RD 124/33	-	-	-	Not available
NOW SUBDIVISION	TOWN KYLEMORE ,ERF 199 ,PRETN	-	-	Not available

History

Document	Holder	Amount	Microfilm reference	Document copy?
T6822/1949	REPUBLIEK VAN SUID-AFRIKA	-	2003 0008 5057	Yes

Disclaimer: The Office of the Chief Registrar of Deeds hereby confirms that, on the basis of information at the Deeds Office's disposal, the contents of this report accurately reflect property information held in our records. Photocopies of this report are not valid. Valid for 7 days. Fee schedule: http://deeds.gov.za/fees.php

10.6	INFRASTRUCTURE SERVICES : (PC : R PHEIFFER)

10.6.1	APPROVAL OF THE BULK WATER SUPPLY AGREEMENT BETWEEN THE CITY OF CAPE TOWN AND STELLENBOSCH MUNICIPALITY

Collaborator No :
IDP KPA Ref No : Good Governance & Compliance
Meeting Date : 21 October 2026

1. SUBJECT: APPROVAL OF THE BULK WATER SUPPLY AGREEMENT BETWEEN THE CITY OF CAPE TOWN AND STELLENBOSCH MUNICIPALITY

2. PURPOSE

For Council to approve the new Bulk Water Supply Agreement between City of Cape Town and Stellenbosch Municipality for a period of 10 (ten) years from commencement date of 01 July 2027 to 30 June 2037 and to authorise the Accounting Officer to conclude the Agreement on behalf of Stellenbosch Municipality.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

Stellenbosch Municipality (SM) is the Water Services Authority (WSA) and is responsible for supplying potable water to its residents, as well as to ensure the future water security of the Municipality and the Province.

An interim 18-month Addendum agreement was approved by Council in November 2025 to ensure continuity of supply and legal compliance, until such time that the new 10-year agreement would be negotiated and entered into by both parties, which is the purpose of this Item.

Stellenbosch Municipality has three water treatment plants, namely Paradyskloof WTW, Idas Valley WTW and Franschhoek package WTW. The three treatment works supply approximately 40% of the total Stellenbosch Municipality water demand, of which the remaining 60% is supplied through bulk water purchase from the City of Cape Town, via Wemmershoek water treatment works, WHP reservoirs, pumpstations and bulk pipelines that supplies drinking water to Stellenbosch Municipality.

The Water Services Act, 1997 (Act No 108 of 1997), requires a Water Services Provider to enter into a contract with the Water Services Authority. In the case of this Bulk Water Supply Agreement, the City of Cape Town is the Water Services Provider, and Stellenbosch Municipality is the Water Services Authority. While the Agreement is primarily required to comply with legislation, the Agreement will also serve to consolidate and replace any past or existing agreements that were entered into between previous administrations on bulk water supply by the City of Cape Town within the Stellenbosch municipal area.

The City of Cape Town and Stellenbosch Municipality's respective Water and Wastewater departments have jointly prepared this Bulk Water Supply Agreement, to comply with the requirements of the legislation. The duration of the agreement shall be the period of 10 years from date of commencement of 01 July 2027 to 30 June 2037.

5. RECOMMENDATION

It is recommended that:

(a) that Council approves the Bulk Water Supply Agreement between the City of Cape Town and Stellenbosch Municipality for a period of ten years, from 01 July 2027 to 30 June 2037;

(b) that Council authorises the Municipal Manager or delegated authority to sign the Water Supply Agreement between the City of Cape Town and Stellenbosch Municipality; and

(c) that Council mandates the Municipality to manage the Bulk Water Supply Agreement between the City of Cape Town and Stellenbosch Municipality to ensure effective service delivery and adherence to conditions of the agreement by both parties.

6. Discussion

As stated in item 4. Above, approximately 60% of the Stellenbosch Municipality water is supplied by City of Cape Town through bulk purchase under the council approved Water Supply Agreement of 2016 and further extended in January 2026. The current agreement will expire on 30 June 2027, whereby it necessitated the early engagement between Stellenbosch Municipality and City of Cape Town to start with the negotiations of the new 10-year agreement.

Several meetings were held by both City of Cape Town and Stellenbosch representatives to discuss the new agreement terms and conditions. Both Municipalities representatives eventually agreed on the final Water Supply Agreement attached to this report as Annexure A which was vetted by the legal section of the Stellenbosch Municipality.

The report therefore seeks to obtain Council approval of the Water Supply Agreement between the City of Cape Town and Stellenbosch Municipality for a further 10 years from 01 July 2027 to 30 June 2037.

6.1 Background

The City of Cape Town through correspondence issued earlier in 2025, requested Stellenbosch Municipality to confirm its intentions regarding renewal or termination of the agreement. In response, Stellenbosch Municipality formally expressed its interest to enter into a new long-term (10-year) water supply agreement with the City of Cape Town.

An interim 18-month agreement was approved by Council in November 2025 to ensure continuity of supply and legal compliance until such time that the new 10-year agreement would be entered into by both parties.

The City of Cape Town currently provides bulk treated water to Stellenbosch Municipality in terms of the 2016 agreement which was extended by 18 months from date of expiry 07 January 2026 to 30 June 2027. The 2016 Water Supply Agreement extension was entered into by both the City and Stellenbosch Municipality to avoid the lapse of contractual authority to continue supply.

The now proposed 10-year extension from 01 July 2027 to 30 June 2037 extension will:

- Maintain lawful continuity of bulk water supply;
- (Q V X U H D O L J Q P H Q W R I E R W K P X Q L F L S D O L W L H V ¶ Z D W H U processes.

All tariffs and payment provisions during the agreement period will remain, subject to W K H & L W \ ¶ V D Q Q X D O \ D S S U R Y H G tariffs and Z D W H U W D U L I I V communicated to Stellenbosch Municipality accordingly.

6.2 Legal and Financial Implications:

This Water Supply Agreement between City and Stellenbosch Municipality has been vetted by Legal Services of both parties and confirmed to be in line with Council policies and all other applicable legislation.

6.3 Financial Implications

Stellenbosch Municipality purchases bulk water from the City of Cape Town, for supply to certain communities and water use to our area of responsibility. The bulk tariff, payable by Stellenbosch Municipality for water supplied by the City, is approved by Council annually as part of its budget. The method of calculating the tariff is stipulated in the Bulk Water Supply Agreement.

6.4 Legal Implications

The Agreement ensures compliance with the Water Services Act, 1997 (Act No 108 of 1997) and the Municipal Finance Management Act, and all applicable legislation.

6.5 Previous / Relevant Council Resolutions

3 TH COUNCIL MEETING: 2025-11-26: ITEM 12.6

RESOLVED (majority vote with 1 abstention)

(a) that Council notes the formal communication to the City of Cape Town expressing interest in entering into a new 10-year water supply agreement with the City;

(b) that Council approves the extension of the existing 2016 Water Supply Agreement between the City and Stellenbosch Municipality for a period of eighteen (18) months, from 08 January 2026 to 30 June 2027;

(c) that Council authorises the Municipal Manager or delegated authority to sign the necessary addendum to the 2016 agreement to give effect to the extension; and

(d) that Council mandates the Directorate: Infrastructure Services to finalise negotiations and submit the new long-term agreement for Council approval within the two- \ H D U H [W H Q V L R Q S H U L R G ´

6.6 Risk Implications

The risks for approving and/or not approving the recommendations are listed below:

- An immediate, critical water supply cut-off by City at the end of the current 2016 Water Supply Agreement on the 30th of June 2027,

- Contravening section 3 of the Water Services Act (No. 108 of 1997): Rights of access to basic water supply.

6.7 Comments from Senior Management

6.7.1 Director: Infrastructure Services

Author of item.

6.7.2 Director: Planning and Economic Development

No comment

6.7.3 Director: Community and Protection Services

No comment

6.7.4 Acting Director: Corporate Services

No comment

6.7.5 Chief Financial Officer

Supported

6.7.6 Municipal Manager:

Supported

ANNEXURE 1 Bulk Water Supply Agreement between City of Cape Town and Stellenbosch Municipality (01 July 2027 ±30 June 2037)

FOR FURTHER DETAILS CONTACT:

NAME	Oupa Dumisane Selowe
POSITION	Senior Manager: Water and Wastewater Services
DIRECTORATE	Infrastructure Services
CONTACT NUMBERS	021 808 8240
E-MAIL ADDRESS	Oupa.Selowe@stellenbosch.gov.za
REPORT DATE	08 October 2026

8.5. Stellenbosch Municipality shall make timeous application for any connection required and must take cognisance of the fact that installation times for connections to certain bulk water mains may be limited to periods of low water demand, normally during the year from May to September.

8.6. In approving the application, the City of Cape Town may impose conditions on Stellenbosch Municipality.

9. POINT OF WATER SUPPLY

9.1. The City of Cape Town shall supply water through a head meter on a connection situated off and immediately adjacent to a service reservoir or trunk pipeline belonging to it or under its control.

9.2. The point at which the connection mentioned in sub clause 9.1 is made, is hereinafter referred to as “the point of connection” and the head meter shall be deemed to be “the point of supply”.

9.3. Stellenbosch Municipality shall pay the cost of making the connection, all works beyond the point of such connection and of the installation of the head meter.

9.4. The head meter chamber, pipework, check valve (if required) and isolating valve upstream of the head meter shall be owned, operated and maintained by the Bulk Water Branch.

9.5. Stellenbosch Municipality is to provide a valve immediately downstream of the infrastructure referred to in sub clause 9.4. This valve will be owned, operated and maintained by Stellenbosch Municipality. Upstream of this chamber will denote the end of the Bulk Supply System.

9.6. The Bulk Water Branch shall, upon request from Stellenbosch Municipality, provide Stellenbosch Municipality with a provisional cost estimate with respect to the expenditure referred to in sub clause 9.3.

9.7. Upon receipt of all the information requested in clause 8.3, the Bulk Water Branch shall within a reasonable timeframe, and subject to it having obtained

withdrawals from the Bulk Supply System are constant over periods of at least 24 hours.

14.6. Where in the opinion of the Bulk Water Branch, a service reservoir and appurtenant works of Stellenbosch Municipality are not being operated as set out in sub clause 14.5, the Manager: Bulk Water may, in writing, notify Stellenbosch Municipality of the situation. Such notice shall clearly state the problem to be rectified.

14.7. Stellenbosch Municipality shall, upon receipt of such notice, forthwith take reasonable measures to rectify the problem. If it is not possible to rectify it within a reasonable time, Stellenbosch Municipality shall inform the Manager: Bulk Water in writing stating the reasons therefore. If the problem has not been rectified within 14 days of dispatch of such notice (or any further notice), and no written explanation has been received from Stellenbosch Municipality, the City of Cape Town may declare a dispute in terms of clause 30.

15. BULK WATER SUPPLY CAPACITY

15.1. Stellenbosch Municipality shall provide a minimum of 72 hours emergency storage based on the Annual Average Daily Demand (AADD) within their own reticulation system.

15.2. If the required storage if not available at the time of signing this Agreement, provision of storage should form part of the Stellenbosch Municipality Master Plan.

16. FLOW RATES AND FORECAST OF DEMAND

16.1. The annual average daily demand at each existing point of supply and the projected annual demand and maximum planned abstraction flowrate are as recorded in Annexure C.

16.2. The Bulk Water Branch shall every 2 (two) years provide Stellenbosch Municipality with a list of all Stellenbosch Municipality's connections as well as

the annual average daily demand of the last full year of supply at each of the points of supply.

16.3. Stellenbosch Municipality must within 2 (two) months of the receipt of the list referred to above, provide the Bulk Water Branch projected AADD's and Peak Week Demands at set intervals, for each point of supply, based on the expected growth in water demand at that point of supply.

16.4. The City of Cape Town shall be entitled to query any of the demand projections supplied by Stellenbosch Municipality. It should do so in writing and give reasons for the query. Stellenbosch Municipality shall respond in writing.

16.5. Should Stellenbosch Municipality fail to provide the information as required in terms of sub clause 16.3, the City of Cape Town may determine the projected growth rates at each point of supply. In such event, the City of Cape Town shall not be held accountable for the planning implications of the projections.

16.6. The City of Cape Town shall endeavour to ensure that the Bulk Water Supply System can supply the annual average daily demand projections and peak week demand projections up to the maximum planned abstraction flowrate at each point of supply as set out in sub clause 16.1 and sub clause 16.3. Stellenbosch Municipality shall be responsible for meeting the diurnal fluctuations in water demand by providing sufficient storage capacity in their distribution system.

16.7. The Parties may by mutual agreement deviate from the demands as set out in Annexure C. Such deviation may be necessitated by operational constraints placed on the Bulk Supply System, the local reticulation system or both systems.

16.8. If Stellenbosch Municipality intends to undertake any work which may entail a large increase in water consumption on the bulk water system, it shall do the following:

16.8.1. Submit new estimates of future consumption and indicate which points of supply are affected;

23.2.5. water wastage and pollution of water supplies are prevented as far as possible; and

23.2.6. provision for adequate corrosion protection is made.

24. DISTRIBUTION INFRASTRUCTURE REQUIRED BY STELLENBOSCH MUNICIPALITY

The Bulk Water Branch may, at the request of Stellenbosch Municipality, provide certain supply works beyond the point of connection referred to in clause 9 of this Agreement. All the expenditure, including charges for supervision and administration, capital outlay, depreciation, maintenance and repairs and any other expenditure related thereto shall be paid by Stellenbosch Municipality.

25. INSPECTIONS

Stellenbosch Municipality shall permit officials of the Bulk Water Branch, after notice to Stellenbosch Municipality where feasible, to make whatever inspections that may be desired by the Branch of the water supply system of Stellenbosch Municipality and its construction, operation and maintenance. Such inspections shall, as far as possible, be carried out in the presence of a responsible officer of Stellenbosch Municipality. This shall also apply to officials of Stellenbosch Municipality wishing to inspect the Bulk Supply System.

26. WATER CONSERVATION AND WATER DEMAND MANAGEMENT MEASURES

26.1. The City of Cape Town and Stellenbosch Municipality must at all times, ensure that water is being used efficiently within their respective jurisdictional areas and must promote the efficient use of water to their respective customers.

26.2. The City of Cape Town has developed a long term Water Conservation and Water Demand Management (WC/WDM) Strategy which is periodically reviewed. The City shall forward an annual progress report to the Stellenbosch Municipality.

26.3. Stellenbosch Municipality shall develop their own WC/WDM Strategy. A copy of this strategy must be forwarded to the City for their comment. This strategy is to include all programs related to the WC/WDM initiatives and an annual report on the progress shall be forwarded to the City of Cape Town.

26.4. By prior arrangement, Stellenbosch Municipality shall allow an authorised official access to any water meter installation, for the purpose of reading, logging or testing the meter. On such an occasion Stellenbosch Municipality shall ensure that a member of its Civil Engineering Services Department (Water Services Division) accompanies and assists such official.

27. WATER MASTER PLAN

27.1. The City of Cape Town has developed a long term Water Master Plan which is periodically reviewed and which will be made available to the Stellenbosch Municipality on request.

27.2. Stellenbosch Municipality shall develop their own Water Master Plan and a copy of this plan must be forwarded to the City for their comment. This plan is to include all projects related to the provision of water over the medium and long term and an annual report on the progress shall be forwarded to the City of Cape Town.

27.3. The City of Cape Town and Stellenbosch Municipality shall meet biennially (once every two years) to discuss the progress of the implementation of and changes to their respective master plans.

28. ACCESS TO INFORMATION

28.1. Stellenbosch Municipality shall provide all reasonably required information, such as their Water Services Development Plan (WSDP), Annual Updates, Annual Reports, as may be required by the City of Cape Town in order for them to perform their function as a regional water service provider.

28.2. The City of Cape Town shall also provide all reasonably required information, such as their WSDP's, Annual Updates, Annual Reports, as may be required by Stellenbosch Municipality in order for them to perform their function as local water service provider.

29. COMMUNICATION CO-ORDINATION

29.1. A protocol to deal with communication procedures during planned and emergency shutdowns of portions of the Bulk Water System is contained in Annexure D of this Agreement. The respective roles and responsibilities of both parties in respect of this clause are also contained in this Annexure.

29.2. Representatives from the Bulk Water Branch and from Stellenbosch Municipality shall endeavour to meet at least twice a year in order to discuss operational and planning issues.

29.3. Both parties may update the information in this Annexure by exchange of electronic mail.

30. DISPUTE RESOLUTION

30.1. Any dispute, which may arise between the Parties, shall be resolved amicable through consultation and negotiation.

30.2. Should any dispute contemplated in this clause remain unresolved, the provisions of section 41 to 45 of the Intergovernmental Relations Framework Act, 2005 (Act No. 13 of 2005), shall apply.

31. FORCE MAJEURE

No party shall be liable for any failure to fulfil its duties and obligations in terms of this contract where such failure is caused by any event, occurrence, circumstance or condition beyond the reasonable control of such party (including, but not limited to casus fortuitus, landslides, lightning, earthquakes, tornados, floods, other acts of God, acts of military or third-party civil authorities or public enemies, war blockade, sabotage, fire, explosion, bombing, insurrection, riot or civil disobedience), the occurrence of which

could not have been reasonably foreseen and which, despite the exercise of diligent efforts could not have been prevented, limited or minimised, that affects the powers, rights, duties or obligations of the parties under this contract. It is specifically recorded that failure, for any reason whatsoever, by the City of Cape Town to effectively manage water resources constitutes an event, occurrence, circumstance or condition for purposes of this clause.

32. AMENDMENT

32.1. Any amendment to this agreement shall only be in writing and by mutual agreement of the Parties. A Party wishing to amend the Agreement shall give the other Party 30 days' notice in writing, unless such notice is extended by agreement. The notice shall specifically set out reasons and motivation for the proposed amendment.

32.2. No extension of time or other indulgence granted by either party to the other in respect of either of the parties' obligations will constitute a waiver of either of the parties' rights to enforce compliance with the terms of this Agreement neither shall it constitute an amendment of this Agreement.

32.3. The Agreement will be reviewed and amended based on updated legislation as and when required.

33. TERMINATION

When a party has reached a stage where it has decided that the breach committed by the other party warrants a termination of this Agreement, it shall observe and comply with the following steps:

33.1. The aggrieved party shall give written notice to the other party of the nature of the alleged breach.

33.2. The notice shall call upon the other party to remove the cause of the alleged breach within 30 days, or any other period agreed upon by the parties.

$V SDUW RI WKH :DWHU 2SHUDWRQV-funded research project NEU-Water, representatives from Stellenbosch were invited to visit the German project partner, Hamburger Stadtentwässerung (HSE) - HAMBURG WASSER. The goal of the study visit was to gain deep insights into the work processes of HAMBURG WASSER through direct peer-to-peer exchange, site visits and technical workshops. The focus was on the planning, implementation, management, and operation of water-sensitive urban development infrastructure measures.

Through the personal exchange and the participatory programme, the participants were able to familiarise themselves with innovative approaches in Hamburg and gather inspiration for sustainable solutions for Stellenbosch. In addition, there was an exchange on the joint topics and activities under the NEU-Water project partnership. The visit also provided further impetus for strengthening the partnership and sustainable project implementation.

Participants: Four officials from Stellenbosch Municipality, with representatives from the following areas:

- Water treatment;
- Stormwater management
- Project and Contract Management
- Strategic management in Infrastructure services

Topics:

a) WSUD (Water Sensitive Urban Design): Vision and Implementation

b) Institutional Frameworks

a) WSUD Vision and Implementation (Water Sensitive Urban Design): The first topic was to familiarize participants with the principles and strategies of water-sensitive urban development (WSUD), which is implemented in Hamburg under the name RISA (Rainwater Infrastructure Adaptations), and to acquaint them with urban development processes in Hamburg. The schedule began with a theoretical introduction explaining the concepts and approaches of RISA. Participants then visited various sites where WSUD projects have been successfully implemented, such as the Hein-Klink Stadium as a multifunctional stormwater retention facility for heavy rainfall prevention and the WSUD project on school grounds. In addition to practical implementation, the challenges and solutions in the operation and maintenance of rainwater infrastructure were discussed.

b) Institutional Frameworks: The second topic delved into the organizational and legal foundations essential for implementing infrastructure projects. The session provided a detailed explanation of how the collaboration between HAMBURG WASSER and other municipal actors, are structured. Participants gained insights into different funding mechanisms, including the introduction of stormwater fees in Hamburg. Additionally, the collaboration with various stakeholders, such as Schulbau Hamburg (school construction) or housing association e.g. SAGA were thoroughly discussed.

Another sub-topic focussed on how incentive programs in Hamburg are utilized to promote RISA measures. Furthermore, planning processes, such as the establishment of zoning plans and approaches to urban development areas, are addressed.

Site Visits Undertaken during the Study Visit:

- Water-sensitive schoolyards:
- Stormwater treatment facilities (e.g., retention soil filters at Manshardstr. and Volksparkstr.)
- Flood prevention measures (e.g., Hein-Klink Stadium and Neue Mitte Altona)
- Water-sensitive urban neighbourhoods (e.g., Trabrennbahn Farmsen/Weißenberge)
- Waste water treatment plant of Hamburg ±Köhlbrandhöft

Achieved Outcomes: Through detailed presentations, site visits, and interactive discussions in each topic area, participants not only gained theoretical knowledge but also practical experiences and insights into the RISA process at HAMBURG WASSER. The content of the study visit was further explored within the WOP NEU-Water project, allowing the lessons learned from the visit to be applied in Stellenbosch.

Itinerary of the Study Visit:

Sunday ±05 October 25		
Morning		Arrival
Afternoon	2 pm	Tour of the HafenCity - (X U R S H ¶ V O D-Ly Hrbaw L development project (duration ~ 2 hours)

Monday ±06 October 25		
Morning Location: HAMBURG WASSER HQ (WW Altenwerder)	9:00 am ~ 09:30 am ~10:45 am ~11:15 am 12:00 pm	Welcome and introductions Thematic presentations: x Introduction to HAMBURG WASSER / Stormwater Management ±A Utility Perspective Dr. Franziska Meinzinger (HW) x Integration of Hamburg Wasser in urban planning procedures of public spaces and neighbourhood development Linnea Fölster (HW) Coffee break ±World Café: Expectations x Stakeholder Collaboration in Practice: schools Bo Willem Friedrichsen (HW) Welcome by Hamburg Wasser Managing Director Dr Michael Beckereit
Lunch	~ 12:30 pm	HW canteen
Afternoon	~ 1:45 pm ~ 4 pm	Thematic discussions: x + : ¶ V , Q W H U Q D W L R Q D O (Q J D J H P H Dr. Claudia Wendland (HW) x Heavy rainfall prevention and cloudburst management Camilo Alberto Salamanca Lopez (HW) Reception at Hamburg City Hall & Tour of City Hall

Tuesday ±07 October 25		
Morning Location: BUKEA + D P E X U J ¶ V governmental authority for environmental protection, climate policy, energy, and agricultural affairs (Room: F.EG 409)	8:30 am 10 am	Pick up from hotel / public transport to BUKEA Thematic discussions at BUKEA x RISA (RainInfraStructurAdaptation): a joint effort between HAMBURG WASSER and Hamburg Municipality Dr. Sonja Schlipf (HW) and Meike Hamester (BUKEA) x + D P E X U J ¶ V : D W H U D Q G : D V W H Z D W H Hermann Paulenz (BUKEA) x Incentive programmes for RISA measures
Lunch	~ 12:00 pm	Location: BUKEA Canteen
Afternoon Königstraße, Altona Location: Schule Wegenkamp, Albrecht-Thaer-Gymnasium	 ~ 2:00 pm ~ 3:30 pm	 Site Visit: Blue-Green Streets in Hamburg Ajith Edathoot (HCU) / Dr Michael Richter (HCU) Site visits: RISA in schools (transport: MOIA) Bo Willem Friedrichsen (HW)
Wednesday ±08 October 25		
Morning Location: Various site visits	~ 7:20 am	Pick up from hotel (public transport) Site visits: x Eco-settlement Braamwisch and Gut Karlshöhe (tbc) Topics: Sustainable urban residential quarters, rainwater management, environmental education, nature-based greywater treatment Jürgen Forkel-Schubert (Braamwisch / formerly BUKEA) / Magdalena Kitzberger (Umweltzentrum) x Rainwater retention soil filter Manshardstraße: Nature-based rainwater retention and treatment in an area with high traffic pollution Julia Döring / Sophie Krüger (HW) x Hein Klink Stadion: integration of rainwater management / flood mitigation into a multifunctional sports facility Julia Döring (HW)
Lunch	~ 12:30 pm	HCU Canteen
Afternoon Location: HafenCity GmbH ±Raum 3: Science City Location: HafenCity University Hamburg (Room: HVP-2.108)	 1:45 pm ~ 4 pm	Thematic discussion: HafenCity GmbH: Blue-green urban infrastructure: A G H Y H O R S H U ¶ V S H U V S H F W L Y H Nizzan Kobi (HafenCity GmbH) Financing Models for Rainwater Infrastructure: Stormwater charge Franziska Meinzinger (HW)

Thursday ±09 October 25		
Morning Location: Various site visits	~ 8:00 am	Pick up from hotel / public transport to site visits Site visits: WSUD in residential quarters x Am Weißenberge: Green roofs, Rainwater retention basin, swale trench, permeable pavements x Kleiner Horst: Decentralised rainwater management - swales, retention, infiltration, constructed wetland Ajith Edathoot (HCU) / Dr Michael Richter (HCU)
Lunch	~ 12:00 pm	HCU Canteen
Afternoon Location: HafenCity University Hambur	~ 1 pm ~ 3:30 pm	Site visits: Greywater and rainwater reuse at HCU building Thematic discussions: Project insights: Integration of Blue-Green Infrastructure in neighbourhoods Use of digital tools: experiences from Hamburg and Southern Africa ±City Science Lab and United Nations Innovation Technology Accelerator for Cities (UNITAC) HCU Workshop on exchange / synergies between municipalities Prof Kirsty Carden
Friday ±10 October 25		
Morning Location: WWTP Köhlbrandhöft	~ 8 am ~ 9:30 am	Pick up from hotel public transport (ferry) to WWTP Köhlbrandhöft Study Visit Tour of Wastewater Treatment Plant Köhlbrandhöft
Lunch	11:45 am	Canteen Köhlbrandhöft
Afternoon Location: Meeting room WWTP Köhlbrandhöft (Room: Z02&Z03)	1 pm	Workshop Feedback, discussion, and outlook on NEU-Water: Review of joint activities and planning of next steps
Saturday ±11 Oct		
Afternoon	~2:30 pm	Pick up from hotel / public transport to airport
End of the study visit		

The progress of the Partnership to date:

(a) The Municipality and HafenCity University are scoping a nature-based stormwater filtration installation pilot project in Langrug. Scoping sessions were held with the community and the Hafencity University has appointed consultants at their own cost, to assist with the design of the facility.

The design is almost complete and approvals are currently being sought from the Western Cape Education Department; and the Department of Environmental Affairs and Development Planning has expressed their interest and support for the project.

(b) Hamburg Wasser officials and experts have visited the Municipality in January and September 2026 and have contributed immensely towards the draft Stormwater Management Plan of the Municipality.

(c) The Hamburg officials have also held multiple sessions with the Housing Administration officials regarding the stormwater plan and urban design of the Northern Extension Housing project, among others.

(d) Officials have visited the River restoration sites and flood rehabilitation sites for review and engineering input from all parties.

(e) Officials from the partnership have provided input into the draft Climate Change Adaption Strategy of the Municipality.

6.3 Financial Implications

7KH UHVHDUFK SURMHFW Water Nature Engineered Urban Design for Water Recycling and Re-XVH´ LV IXQGHG E\ WKH *HUPDQ)HGHUDO 0LQL Research. At this stage the only financial implications on the Municipality were the daily allowances as per the Cost Containment policy. Future projects emanating from WKH SDUWQHUVKLS¶V GHVLJQ SHUVSHFWLYH ZLOO EH LQF cycle if applicable. The Hamburg Wasser-Hafencity University partnership will make available their design and professional advisory services free of charge to the Municipality, for the duration of the partnership.

6.4 Legal Implications

7KH UHFRPPHQGDWLRQV LQ WKLV UHSRUW FRPSO\ ZLWK & legislation. In terms of Clause 9.2 of the Cost Containment Policy 2019, only the Municipal Council in a Council Meeting can approve the international travel for any official or political bearer.

6.5 Staff Implications

The Item has no staff implications for the partnership at present.

6.6 Previous / Relevant Council Resolutions:

33RD COUNCIL MEETING: 2025-07-30: ITEM 10.6.1

RESOLVED (nem con)

(a) that Council notes the invitation received from Hafencity University Hamburg;

(b) that Council notes the updated itinerary for the officials over the period of 3 to 11 October 2025 (Invitation letters attached as ANNEXURE B);

(c) that Council approves the participation of the following 4 (four) municipal officials on the study tour:

- Water Treatment Specialist ±Manager Water Quality: Nico-Ben Janse van Rensburg
- Stormwater Management Specialist ± Senior Manager Roads, Transport and Engineering: Johan Fullard
- Project Co-ordination and Contract Management ± Director Infrastructure Services: Preshane Chandaka
- Strategic Management in Infrastructure Services ±Mayoral Committee Portfolio Chairperson: Councillor Reginald Pheiffer; and

(d) that Council approves the daily allowance for the duration of the tour.

6.7 Risk Implications

This report has no risk implications for the Municipality.

6.8 Comments from Senior Management :

6.8.1 Director: Infrastructure Services

Author of report.

6.8.2 Director: Planning and Economic Development :

No comment

6.8.3 Director: Community and Protection Services:

No comment

6.8.4 Director: Corporate Services:

No comment.

6.8.5 Chief Financial Officer :

No comment

6.8.6 Municipal Manager:

Supported.

Annexure A: Memorandum of Understanding

FOR FURTHER DETAILS CONTACT:

NAME	Shane Chandaka
POSITION	Director Infrastructure Services
DIRECTORATE	Infrastructure Services
CONTACT NUMBERS	021808 8213
E-MAIL ADDRESS	shane.chandaka@stellenbosch.gov.za
REPORT DATE	08 September 2026

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

NONE

10.8	PLANNING AND LOCAL ECONOMIC DEVELOPMENT AND TOURISM: (PC: CLLR T KUMM)

10.8.1	FINAL DRAFT STELLENBOSCH MUNICIPALITY ZONING SCHEME BY-LAW 2026: REPORT ON PUBLIC PARTICIPATION PROCESS AND FINAL ADOPTION

Collaborator No:
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: 21 October 2026

1. SUBJECT: FINAL DRAFT STELLENBOSCH MUNICIPALITY ZONING SCHEME BY-LAW 2026: REPORT ON PUBLIC PARTICIPATION PROCESS AND FINAL ADOPTION

2. PURPOSE

The purpose of this report is to present to Council for consideration:

- Report on the 2ND round of public participation on the Draft Stellenbosch Municipality Zoning Scheme By-Law 2025 with the public inputs, responding comments and recommendations for the updating and amendment to the final Draft By-Law.
- Updated and amended Draft Stellenbosch Municipality Zoning Scheme By-Law 2026 that is based on the recommendations of the Public Participation Report.
- The adoption of the Draft Stellenbosch Municipality: Draft Zoning Scheme By-Law 2026 (SMZSB) for the purpose of a final round of public participation.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

Following the internal review of the Stellenbosch Municipality: Zoning Scheme By-Law 2019 and a report submitted on same, Council vide Item 11.8.1 on 26 April 2023 authorised the development of a revised and updated zoning scheme By-Law.

The proposed draft amended zoning scheme By-Law was submitted to Council who sanctioned its adoption vide Item 10.8.1 on 23 August 2024 for the purpose of a public participation process.

Following an initial consultation process with targeted key stakeholder groups, the draft amended zoning scheme By-Law was advertised to the general public over the period December 2024 to January 2025. All the inputs that were received on the public participation process was considered and the draft amended zoning scheme

By-Law was updated and amended in accordance with the recommendations contained in the subject report on the public participation process.
The resulting updated and amended Stellenbosch Municipality: Proposed Draft Zoning Scheme By-Law 2025 was again presented to Council for consideration. Council resolved vide Item 10.8.1 on 30 July 2025 to adopt the revised and updated zoning scheme By-Law 2025 and sanction that a second public participation process be conducted.

The second public participation process has been concluded and the report on the public participation process with inputs, responding comments from the Department and proposed amendments to the Draft Stellenbosch Municipal Zoning Scheme By-Law is attached for consideration in $ 1 1 (; 8 5 (³ $ The updated Draft Stellenbosch Zoning Scheme By-Law 2026 is attached as $ 1 1 (; 8 5 (³ % ´

Due to the extent of the amendments that resulted from the public participation process, it would be proper that this final version also be advertised prior to its adoption and implementation. In accordance with Schedule 4 of the adopted Draft ZSB the zoning register and map will also be finalised and published during this public participation process.

5. RECOMMENDATIONS

5.1 that the Report on the 2nd round of public participation on the Draft Stellenbosch Municipal Zoning Scheme By-Law 2025, attached as $ 1 1 (; 8 5 (³ $ BE NOTED.

5.2 that the updated Draft Stellenbosch Municipal Zoning Scheme By-Law 2026 attached as $ 1 1 (; 8 5 (³ % BE ADOPTED for the purpose of a final round of public participation.

6. DISCUSSION / CONTENTS

6.1 Background

A comprehensive overview of the review process of the current Stellenbosch Municipality Zoning Scheme By-Law (2019) was provided in the previous Item on the matter to Council vide Item 11.8.1 on 26 April 2023 . The report on the first public participation and consultation process was provided in the Item to Council vide Item 10.8.1 on 30 July 2025.

The inputs with responding comments and outcome with proposed recommendations and amendments to the Draft Zoning Scheme 2025 are fully recorded in the attached report attached as $ 1 1 (; 8 5 (³ $ ´

The Draft Zoning Scheme By-Law 2025 was consequently duly updated and amended in accordance with the recommendations in the report of the 2nd public participation process. The resulting final Draft Stellenbosch Municipal Zoning Scheme By-Law 2026 that is being proposed for final approval is attached as $ 1 1 (; 8 5 (³ % ´

To provide insight to Council on these changes or additions in the updated and amended Draft Stellenbosch Municipal Zoning Scheme By-Law 2026, the subject text in the subject By-Law indicates these amendments in red coloured underlined text and any omissions are indicated with red coloured strikethrough text.

The proposed amendments in this 3rd Draft By-Law mostly relate to clarifications of existing provisions or additions that expand land use rights to avert any ambiguity and otherwise improve the application and management of the zoning scheme. These amendments and changes are not deemed material in that it would have a negative impact on any properties or existing rights. The changes would however warrant that this final Draft Stellenbosch Municipal Zoning Scheme By-Law 2026 be advertised

again before adoption and implementation. It will also be necessary to finalise the zoning register and maps in accordance with the adopted Transitional Table in Schedule 4 and which will also be advertised.

6.2 Financial Implications

The development of the subject By-Law was undertaken in-house by the Department of Development Management with no cost to Council.

6.3 Legal Implications

The amendment of By-Law is governed in terms of the provisions of Section 12 of the Municipal Systems Act, 2000 (Act 32 of 2000) which needs to be satisfied. The required public consultation processes are being conducted, and the inputs are considered and addressed adequately.

6.4 Staff Implications

There are no staff implication associated with the adoption of the final Draft Stellenbosch Municipal Zoning Scheme By-Law 2026.

6.5 Previous / Relevant Council Resolutions

6.5.1 Council sanctioned vide Item 11.8.1 on 26 April 2023 that a new Stellenbosch Municipality Zoning Scheme By-Law be developed.

6.5.2 Council adopted vide Item 10.8.1 on 23 August 2024 the Draft Zoning Scheme By-Law 2024 for the purpose to release same for stakeholder consultation and public participation.

6.5.3 Council adopted vide Item 10.8.1 on 30 July 2025 the updated and amended Draft Zoning Scheme By-Law 2025 for the purpose to release same for a 2nd round of public participation.

6.6 Risk Implications

A Municipal Zoning Scheme By-Law for the purpose of effective land use management is a requirement prescribed in Section 24(1) of the National Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013) (SPLUMA), and must in terms of Section 27(1) of said Act review its Zoning Scheme every 5 years to achieve consistency with its Municipal Spatial Development Framework and accordingly amend its Zoning Scheme in terms of Section 26(5) of said Act. The review and subsequent amendment of the Stellenbosch Municipal Zoning Scheme By-law (2019) will avert to the risk of not complying with these requirements and not having an updated zoning scheme which is in the interest of the public.

6.7 Comments from Senior Management

6.7.1 Director: Infrastructure Services

The Department has had extensive engagements with Planning during the compilation of the By-law, and have no further inputs.

6.7.2 Director: Planning and Economic Development

Report and recommendations are supported.

6.7.3 Director: Community and Protection Services

No comments.

6.7.4 Director: Corporate Services

No comments.

6.7.5 Chief Financial Officer

No comments.

6.7.6 Municipal Manager

Report and recommendations are supported.

ANNEXURES

$ 1 1 (; 8 5 (³ $ ´	Report on 2nd round of Public Participation for the Draft Stellenbosch Municipal Zoning Scheme By-Law 2025
$ 1 1 (; 8 5 (³ % ´	Draft Stellenbosch Municipal Zoning Scheme By-Law 2026.

FOR FURTHER DETAILS CONTACT:

NAME	Stiaan Carstens
POSITION	Senior Manager: Development Management
DIRECTORATE	Planning and Economic Development
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REPORT DATE	12 October 2026

10.8.2	REQUEST FOR THE APPROVAL AND ADOPTION OF THE REVIEWED STELLENBOSCH MUNICIPALITY EVENTS BY -LAW, 2026

Collaborator No:
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: 21 October 2026

1. SUBJECT: REQUEST FOR THE APPROVAL AND ADOPTION OF THE REVIEWED STELLENBOSCH MUNICIPALITY EVENTS BY -LAW, 2026

2. PURPOSE

To provide Council with the pertinent facts to consider the approval and adoption of the final draft of the reviewed Stellenbosch Municipality Events By-Law, 2026.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The Stellenbosch Municipality Events By-Law was adopted and promulgated in June 2024. Following the promulgation, concerns arose from the Directorate: Community and Protection Services regarding the misinterpretation of certain provisions by members of the public. This necessitated a review to improve clarity and ensure that the By-Law is understood and applied as intended. The review process commenced during January 2025, and since then the reviewed By-Law has been advertised for public participation on three (3) occasions (29 January 2025, 30 July 2025 and 29 July 2026). In addition, further revisions were made following benchmarking workshops between Stellenbosch Municipality and the City of Cape Town as well as engagements with local schools. Comments received during the most recent public participation process (PPP) are submitted to Council for consideration alongside the final draft By-Law.

The reviewed 2026 Events By-Law aims to provide a clear, relevant and effective regulatory framework for events in the municipal area. It seeks to balance public safety, appropriate risk management and the efficient use of municipal resources with the economic, tourism cultural, sporting, academic and social benefits of events, including proportionate requirements for micro and community fitness events.

5. RECOMMENDATIONS

(a) that Council takes note of the final Draft Stellenbosch Municipality Events By-Law which was advertised for a period of thirty (30) days and that copies of the proposed By-Law were placed at the venues as indicated in the advertisement, copy attached as Appendix 2 to this report; and

(b) that Council approves and adopts the final Draft Events By-Law, attached as Appendix 1.

6. DISCUSSION / CONTENTS

6.1 Background

Stellenbosch is widely recognised as a prominent tourism, cultural and academic hub within the Western Cape. The area attracts a wide range of activities including festivals, sporting events, cultural gatherings, markets, University Events and tourism-related functions. The increasing number and scale of events within the municipal area necessitate a clear and updated regulatory framework to guide event management.

The Stellenbosch Municipality Events By-Law was approved by Council and promulgated in June 2024. Following the promulgation, it became apparent that certain provisions were being misinterpreted by members of the public. In order to address the misunderstanding, improve the clarity of the regulatory framework and ensure that the By-Law is applied consistently and proportionately, the Municipality initiated a review process in January 2025. Since the review commenced, the By-Law has been advertised for public participation on three (3) occasions (29 January 2025, 30 July 2025 and 29 July 2026) allowing interested and affected parties repeated opportunities to provide input. The comments and stakeholder inputs received through these processes informed the amendments contained in the final draft submitted to Council for approval and adoption.

A key objective of the updated Events By-Law is to ensure that events taking place within the municipal area are organised and managed in a manner that prioritises public and risk mitigation. Events, particularly large gatherings present potential risks relating to crowd management, traffic congestion, emergency response and public health considerations. An updated By-Law will provide clearer regulatory mechanisms requiring event organisers to submit appropriate safety, security, medical and traffic management plans prior to the approval of an event. This will enable the Municipality to assess potential risks and ensure that adequate measures are in place.

Public Participation Process

On 29 July 2026, Council resolved that the user Department re-advertises the reviewed Events By-Law for public comment due to the substantial amendments made following the previous PPP, benchmarking workshops with the City of Cape Town and further engagements with local schools.

The advert was placed in the Eikestad News on 06 August 2026 and closed for public comments on 07 September 2026. The following comments were received:

General Public	Response
1. The Municipality must consider a basic and simplified approval process for small, low-risk community events	This has been considered in the reviewed By-Law.
2. The appointment of an accredited Waste Management Service Provider for more than 500 attendees is unnecessary	This is required to maintain reasonable environmental and public-health standards
3. Comments in support of the draft by-law and new inclusions were received from the following participants:	Noted

- Margie Jenkins; - Liz Senior; - Meike Bond; - Dirk Brockman; - Georg van Husen; - Ingrid Kemp; - Dawie Krige; - Lloyd Marshall; - Ina Marie Killian; - Friederike Bellstedt; - Simon Cornish; - Ronny van der Sluys; - Francois Grobler; - Errard Sullivan; - Johann Beytell; - Frieda Schips; - Andries Geldenhuys; - Wendy Risi; - Edith Mandebvu; - Kiara Jansen van Vuuren; - Ann and Rob Campbell Atkins; - Peter Pedersen; - Joubert Barry; - Tessa West; and - Grant Schuleman	
4. Please ensure that all events are hosted away from the centre of town, as the layout of the town does not make provision for congested traffic and additional parking requirements.	Comment is noted
<u>Internal Departments</u>	
Land Use Management	Response
1. How is occasional filming dealt with?	Refer to Filming By-Law
2. Rephrase clause 6 as follows: whether the proposed use of the land is permitted in accordance with the applicable zoning of the property of a land use approval and any requirements or conditions applicable thereunder.	Amendment is incorporated.
3. Proposal: Amend parkrun event to parkrun - type event - to ensure other	Amendment is incorporated.

events not necessary called a ³S D U N U X Q´ L V D O V R L Q F C	
4. Amend as follows: A parkrun event is defined as a low-risk, recurring, non-competitive community-based physically activity event conducted in an appropriately zoned public place	Amendment has been incorporated Comment is noted.
5. Reoccurring sporting events on public land such as properties zoned Public Road and Parking Zone (most roads), Community Zone (Van De Stell Sportsgrounds) and Public Open Space (Jan Marais Park) is permitted in terms of the Chapter 29 Zoning Scheme By-law Overlay Zone This however is not the case with Agriculture and Rural Zone, Education Zone, Private Open Space Zone and Natural Environment Zone properties. Land use approval is required for reoccurring Parkruns on the latter properties	Comment is noted.
6. Liquor licence applications are also circulated to LUM and in some cases can only be supported if an events permit is obtained. In our understanding and opinion, Municipal approval (irrespective of the By-Law) should perhaps be a prerequisite for the approval of a liquor licence, rather than the other way around.	
7. Amend as follows: In such instances, the time frames for a very large event and timeframes stipulated in the Land Use Planning By-law will apply.	Comment is noted.
8. Zoning confirmation is normally a zoning certificate issued at a fee by the LUM office. However, if prior confirmation is required the assumption is that an email or screenshot from the zoning map will suffice as the LUM office will also be commenting on the application during circulation. Landuse.Enquiries@stellenbosch.gov.za can be contacted for any general zoning enquiries. Requesting a zoning certificate for each application will be an unnecessary burden on the applicant and our office.	Comment is noted. Comment is noted.

(Please see comments attached as Appendix 3).

6.2 Discussion

Events are established occurrences within the Cape Winelands and contribute significantly to the attractiveness of the Stellenbosch Municipal area as a tourism, cultural, sporting and academic destination. The hosting of events within the

Stellenbosch Municipality stimulates local economic activity by attracting visitors who utilise accommodation establishments, restaurants, transport services, retail outlets and other local businesses. These activities support employment creation, investment and broader economic development within the municipal area.

While events generate substantial economic and social benefits, they also place demands on municipal infrastructure and services, including traffic management, fire and rescue services, environmental health and law enforcement, waste management and public open spaces. An effective regulatory framework is therefore required to ensure that events are planned and managed responsibly, with due consideration for public safety, environmental sustainability and the efficient utilisation of municipal resources. The revised Events By-Law seeks to provide greater clarity regarding the respective roles and responsibilities of event organisers and the Municipality, thereby improving coordination, compliance and risk management.

During the review process, the Municipality undertook extensive stakeholder engagements and public participation to ensure that the By-Law remains practical, relevant and responsive to the needs of the community. The final draft By-Law incorporates several amendments aimed at improving regulatory certainty while ensuring that appropriate safety and operational standards are maintained. Streamlined approvals were introduced for recurring low-risk fitness activities that do not present the same operational demands as larger commercial events. In addition, the Municipality has introduced a dedicated category for Micro (school sports events, particularly for public and rural schools) and Community Fitness Events. These amendments make provision for more proportionate regulatory framework by reducing unnecessary administrative requirements while maintaining appropriate oversight and compliance with the SASREA Act, 2010.

6.3 Financial Implications

None. The By-Law has been drafted using the resources within the Municipality.

6.4 Legal Implications

7KH UHFRPPHQGDWLRQV LQ WKLV UHSRUW FRPSO\ ZLWK & legislation.

6.5 Staff Implications

This report has no additional staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions:

28TH COUNCIL MEETING: 2025-01-29: ITEM 10.8.2

RESOLVED (majority vote with 1 abstention)

(a) that Council take note of the amendments to the Stellenbosch Municipality Events By-Law promulgated on 24 June 2024, attached as APPENDIX 1 to this report;

(b) that Council approves that the Amended Stellenbosch Municipality Events By-Law, be advertised for public comment for a period of thirty (30) days; and

(c) that the Item return to Council after the public participation process for consideration

33RD COUNCIL MEETING: 2025-07-30: ITEM 10.8.2

RESOLVED (majority vote with 1 abstention)

a) that Council takes note of the reviewed Stellenbosch Municipality Events By-Law which was advertised for a period of twenty-one (21) working days and that copies of the proposed By-Law were placed at the venues as indicated in the advertisement, copy attached as Appendix 2 to this report;

(b) that Council takes note that the reviewed Events By-Law incorporates significant changes based on public and internal inputs; and

(c) that Council approves the re-advertisement of the reviewed Stellenbosch Municipality Event By-Law for public comment for a period of thirty (30) days, due to extensive amendments made following the initial round of public participation.

42nd COUNCIL MEETING: 2026-07-29: ITEM 10.8.3

RESOLVED (majority vote with 2 abstentions)

(a) that Council takes note that substantial amendments have been made to the reviewed Stellenbosch Municipality Events By-Law, 2026 following the previous public participation process, benchmarking workshops conducted with the City of Cape Town and further engagements with local schools; and

(b) that Council approves the re-advertisement of the reviewed Stellenbosch Municipality Events By-Law, 2026 for a period of thirty (30) days due to the extensive amendments made following the previous public participation process.

6.7 Risk Implications

The risks are addressed through the content of the report.

APPENDICES

Appendix 1: Final Draft Stellenbosch Municipality Events By-Law,2026.
Appendix 2: Advertisement
Appendix 3: Comments received during the Public Participation Process.

FOR FURTHER DETAILS CONTACT:

NAME	Joh-ne Jansen
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DIRECTORATE	Planning and Economic Development
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REPORT DATE	12 October 2026

10.8.3	APPROVAL OF THE CORE FESTIVE PERIOD AND ARRANGEMENTS FOR THE PROCESSING OF LAND USE AND BUILDING PLAN APPLICATIONS AND ASSOCIATED PUBLIC PARTICIPATION

Collaborator No:
IDP KPA Ref No:
Meeting Date: 21 October 2026

1. SUBJECT: APPROVAL OF THE CORE FESTIVE PERIOD AND ARRANGEMENTS FOR THE PROCESSING OF LAND USE AND BUILDING PLAN APPLICATIONS AND ASSOCIATED PUBLIC PARTICIPATION

2. PURPOSE

To seek approval for arrangements for the processing and associated public participation pertaining to land use planning and building plan applications over the festive period.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

Land use and building development applications are subject to prescribed legislative timeframes and associated public participation processes. During the festive season most families undertake extended holiday breaks away from home, which presents a challenge when most staff are also on holiday breaks and during which notices are not received by potential interested and affected parties on land use applications. For this purpose, it has become a practice to determine a core festive period during which public participation is not permitted or, alternatively, that such periods are disregarded with the extension of notice periods, and that such core festive period is also not taken into account in the prescribed timeframes for the processing for such applications. It is consequently proposed to adopt these arrangements to ensure ongoing compliance with legislative prescripts on timeframes as well as fair administrative processes regarding public participation for any potential interested and affected parties.

5. RECOMMENDATIONS

5.1 that the core festive season will start on 12 December 2026 and end on the close of 10 January 2027.

Accordingly, the following arrangements will apply regarding the submission and processing of any applications for land use and building development management:

(a) The final day for the submission of any applications will be 11 December 2026 at 16h00. The portal for the submission of all applications will be closed from the 12th of December 2026 and will reopen on the morning of 11 January 2027.

(b) The last day for any request for building inspections and certificates of occupancy will be 8 December 2026, after which new request for building inspections and certificates of occupancy will only be entertained from the 11 January 2027.

(c) The final day on which any land use and land development decision will be communicated is 24 November 2026, which will permit a fair opportunity for the submission of any appeal within the stipulated 21-day period before the start of the holidays and the closing of businesses. Any decision on a land use and land development application that is taken after this date will only be communicated when the core festive period ends on 11 January 2027.

(d) If the period of any advertisement for a land use and land development application coincides with the core festive period, the period of the core festive season will be disregarded and the advertisement period accordingly extended in order to permit a fair opportunity for any interested and affected party to consider and submit inputs on the subject application.

(e) The core festive period will also be disregarded for the purpose of the calculation of any prescribed period in the processing of a subject application.

6. DISCUSSION / CONTENTS

6.1 Background

Sections 45 and 46 of the Stellenbosch Municipal Land Use Planning By-law, 2023 regulates the manner in which public notices must be given and served. In terms of Section 47(h) the period which must be allowed for the submission of comments on an application may not be less than 30 days for interested and affected parties, and in terms of Section 51(2) an organ of state must submit its comments within 30 days of receipt of the notice.

Most families break for the festive season, and many depart on extensive out of town holidays during the festive period. It is consequently probable that an interested and affected party to a land use planning application may not be in a position to either receive such notice or deal with same and provide inputs timeously if the advertisement period falls within the core festive period.

For the purpose of fair administrative action, it is deemed reasonable and justifiable in the circumstances for a directive by the Department of Development Management that the core period during the festive holiday period must not be taken into account for the purpose of calculating the number of days for the public consultation processes.

6.2 Discussion

It is thus proposed that no serving or publishing of notices be undertaken in the core festive season to be determined as 12 December 2026 to 10 January 2027. Alternatively, any notices which are published or served prior to this core period, and will consequently run into this period, must be extended accordingly to disregard the stated festive period from the required minimum number of days for the submission of such comments.

During the festive season most staff will also be on extended vacation breaks. There will consequently not be adequate staff capacity, and during some periods, no staff, to deal with the administration of applications which will have a detrimental effect on compliance to the expected timeframes and performance standards.

For this purpose, a notice will be placed on the electronic application submission systems (TPAMS & BPAMS) to notify applicants that the system will be closed, and that no administrative processing of the applications will take place during the core festive period.

The core festive period between 12 December 2026 to 10 January 2027 will also not be taken into account for the purpose of calculating any of the legislative prescribed timeframes for the processing of land use and building plan applications.

A person whose rights are affected by a decision of an authorised employee or the Tribunal in terms of Section 79 of Stellenbosch Municipal Land Use Planning By-law, 2023 may appeal within 21 days of notification of the decision. Accordingly, no appeal period can commence which will be affected by the core festive period of 12 December 2026 to 10 January 2027. No notifications of decision will therefore be communicated after 24 November 2026 and will only be communicated from 11 January 2027.

The above arrangements will be published on the Planning Portal of the Municipal Website and communicated to listed consultants.

6.3 Financial Implications

No financial implications

6.4 Legal Implications

Recommendation to ensure ongoing compliance with legislative prescripts on timeframes as well as fair administrative processes regarding public participation for any potential interested and affected parties.

6.5 Staff Implications

No staff implications

6.6 Previous / Relevant Council Resolutions:

None

6.7 Risk Implications

Recommendation to avert any possible claim for unfair administrative action and judicial review with time delays on development applications.

6.8 Comments from Senior Management:

6.8.1 Director: Infrastructure Services

No comments solicited

6.8.2 Director: Planning and Economic Development

No comments solicited

6.8.3 Director: Community and Protection Services

No comments solicited

6.8.4 Director: Strategic and Corporate Services

No comments solicited

6.8.5 Director Human Settlements and Property Management

No comments solicited

6.8.6 Chief Financial Officer

No comments solicited

6.8.7 Municipal Manager

Recommendation supported

ANNEXURES

None

FOR FURTHER DETAILS CONTACT:

NAME	Stiaan Carstens
POSITION	Senior Manager: Development Management
DIRECTORATE	Planning and Economic Development
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REPORT DATE	13 October 2026

10.8.4	APPROVAL AND ADOPTION OF THE FINAL KOELENHOF LOCAL SPATIAL '(9(/230(17)5$0(:25. ³/6')´ $1' /2&$/ $5($ 29(=21(³/$2=´

Collaborator No:
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: Council: 21 October 2026

1. SUBJECT: APPROVAL AND ADOPTION OF THE FINAL KOELENHOF LOCAL 63$7,$/ '(9(/230(17)5$0(:25. ³/6')´ $1' /2&$/ $5($ 29(5/$< =21(³/$2=´

2. PURPOSE

To request Council approval and adoption for the updated and Final Koelenhof Local 6SDWLDO 'HYHORSPHQW)UDPHZRUN ³/6')´ DQG /RFDO $UH

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The purpose of the report is to provide Council with the pertinent facts to approve the XSGDWHG DQG)LQDO .RHOHQKRI /RFDO 6SDWLDO 'HYHORS WKH DFFRPSDQ\LQJ /RFDO $UHD 2YHUOD\ =RQH ³/$2=´ DV

- x Sections 9 and 10 of the Stellenbosch Municipality: By-law on Municipal Land Use Planning, 2023 (SMLUPB); and -
- x Sections 12 and 13 of the Municipal Systems Act (Act 32 of 2000) (MSA).

5. RECOMMENDATIONS

(a) that the Comment and Responses Table on the public participation process on the draft Koelenhof Development Framework / LSDF and the Overlay Zone attached as Appendix 1 be noted;

(b) that Council approves the updated and Final Koelenhof Local Spatial 'HYHORSPHQW)UDPHZRUN ³/6')´ DQG WKH /RFDO $UH attached as Appendix 2 to this report; and

(c) that Council approve s the placement of the public notice in the Provincial Gazette for the adoption of the LSDF and LAOZ.

6. DISCUSSION / CONTENTS

6.1 <u>BACKGROUND</u>

The development of LSDFs are identified in the Municipal Spatial Development)UDPHZRUN ³06')´ DQG WKH ,QWHJUDWHG 'HYHORSPHQW spatial planning initiatives which requires public, and private landowners in key priority development areas to plan and coordinate collectively (beyond individual property boundaries and interests) and to ensure appropriate infrastructure arrangements, the provision of inclusionary housing, public facilities, and so on. Considering the MSDF settlement hierarchy, and based on intra-departmental - and public consultations, including the number of land use applications being submitted, one of the current top SULRULW\ /6')¶V ZHUH LGHQWLILHG DV .RHOH of the development of a LSDF were presented and supported by Council in the second annual review for the 2025/26 cycle of the MSDF on 30 October 2024.

6.2 DISCUSSION

Koelenhof is identified as an emerging node in the MSDF with key preconditions necessary highlighted to transform this node and to categorize it as a priority GHYHORSPHQW DUHD ³3'$´ ZKLFK ZLOO DFKLHYH DQG DO of the MSDF. The municipality have in this instance proactively engaged with the private property developers, and key provincial stakeholders to enable the development of the emerging node and to proceed with work to detail the broader development plan and implementation programme. This will support and allow the alignment of municipal infrastructure (including provincial infrastructure) and social services planning to support the development of Koelenhof into an inclusive, appropriately serviced community, negotiated through formalised public and non-PRWRULVHG WUDQVSRUW ³107´ QHWZRUNV ZLWK D S surrounding natural and agricultural land.

The purpose of the Koelenhof LSDF is to provide the detailed spatial planning guidelines for the PDA in alignment with the municipal spatial development framework; the detailed policy and development parameters for land use planning; and the detailed infrastructure demand requirements over the 10 ±20 year planning horizon. The spatial planning initiative is further supported by a Local Area Overlay Zone, which purpose is to pro- DFWLYH]RQHX SDQG SURYLGH PRUH SH development parameters to achieve the spatial vision contained in the LSDF (and by extension the MSDF) with more streamlined and reduced land use planning legislative timeframes and requirements.

The draft Koelenhof LSDF and LAOZ was advertised for public participation in line with the Council approved Public Participation Process plan. The public participation took place formally over a 60-day period and included the following:

- Advertisements were placed in the local newspapers, municipal website, and the libraries and Ward Committee offices;
- Focus group sessions were scheduled and held in-person or online with the Landowners, Councillors and Technical working groups (Transport & Infrastructure Services) and -
- The documents and relevant official were represented at the IDP Public Participation Open Day ±Ward 19.

The closing date for the public participation on the draft documents closed on 11 May 2026. The inputs with responding comments and outcome with proposed recommendations and amendments to the draft Koelenhof LSDF) and the LAOZ are recorded in the Comment and Responses Table attached as Appendix 1 .

The draft Koelenhof LSDF and LAOZ was consequently duly updated and amended in accordance with the recommendations in the applicable table. The resulting Final Koelenhof LSDF and LAOZ that is being proposed for final approval and adoption is attached as Appendix 2 .

The proposed amendments in the Final Koelenhof LSDF and LAOZ mostly relate to the transport related inputs received from the Western Cape Government: Department of Infrastructure (also referred to as the Provincial Roads Authority). The inputs received necessitated a review and update on Part 4 of the LSDF, including transport related prescripts contained in the LAOZ, and Appendix E which is the Koelenhof Transport Master Plan. These amendments and changes are not deemed material in that it further enables and strengthens the implementation of the preferred transport strategy contained in the LSDF for the Koelenhof node in agreement with the Provincial Roads Authority.

6.3 FINANCIAL IMPLICATIONS

There is sufficient budget available for the publication of the advertisements as required by the applicable legislation.

6.4 LEGAL IMPLICATIONS

The recommendation in this report complies with the requirements of the legislation on the compilation and adoption of local spatial development frameworks and establishing local area overlay zones as part of the zoning scheme by-law.

6.5 STAFF IMPLICATIONS

No additional staff implications.

6.6 PREVIOUS / RELEVANT COUNCIL RESOLUTIONS

26TH COUNCIL MEETING: 2024-10-30: ITEM 8.5

RESOLVED (majority vote with 11 abstentions)

(a) Council adopts the second annual review report of the Amended MSDF/CEF (2023)

38TH COUNCIL MEETING: 2026-02-25: ITEM 10.8.2

RESOLVED (majority vote with 2 abstentions)

a) That Council approves the commencement of the Public Participation Process ³333´ IRU D SHULRG RI VL[W\ in respect of the Draft Koelenhof Development Framework / LSDF and the Overlay Zone, attached as APPENDIX 1 and APPENDIX 2 to this report.
b) That Council approves the process plan for the adoption of the Draft Koelenhof Development Framework / LSDF and the Overlay Zone, attached as APPENDIX 3; and
c) That Council approves the Public Participation Process Plan, attached as APPENDIX 4.

6.7 RISK IMPLICATIONS

The risks are addressed in the item content.

6.8 COMMENTS FROM SENIOR MANAGEMENT

6.8.1 Director: Infrastructure Services

Comments submitted and considered. Report and recommendations are supported.

6.8.2 Director: Planning and Economic Development

Report and recommendations are supported.

6.8.3 Director: Community and Protection Services

No comments received during public participation process.

6.8.4 Director: Corporate Services

No comments received during public participation process.

6.8.5 Chief Financial Officer

No comments received during public participation process.

6.8.6 Municipal Manager

Report and recommendations are supported.

APPENDICES

Appendix 1: Comment and Responses Table
Appendix 2: Final Koelenhof Local Spatial Development Framework and Local Area Overlay Zone

FOR FURTHER DETAILS CONTACT:

NAME	Chantel Hauptfleisch
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DIRECTORATE	Planning and Economic Development
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REPORT DATE	12 October 2026

10.8.5	REQUEST FOR COUNCIL TO APPROVE THE APPOINTMENT OF A NEW MEMBER TO THE STELLENBOSCH MUNICIPALITY CONSERVATION ADVISORY COMMITTEE (SMCAC)

Collaborator No:
IDP KPA Ref No:
Meeting Date: 21 October 2026

1. SUBJECT: REQUEST FOR COUNCIL TO APPROVE THE APPOINTMENT OF A NEW MEMBER TO THE STELLENBOSCH MUNICIPALITY CONSERVATION ADVISORY COMMITTEE (SMCAC)

   To provide the Council with the pertinent facts to appoint a new seventh (7th) member for the Stellenbosch Municipality Conservation Advisory Committee (SMCAC) to serve for one term that equates to three (3) years.

2. PURPOSE OF REPORT

   To request Council's approval to appoint a new member to be added to the committee, which currently consists of six (6) members. The Terms of Reference, dated 29 January 2025, as approved by the Council at the 30th Council Meeting, 2025-03-31, indicated that the maximum number of members that the committee can consist of is seven (7).

3. DELEGATED AUTHORITY

   Council

4. EXECUTIVE SUMMARY

   In terms of Section 249(1) of the Stellenbosch Zoning Scheme By-Law, 2024, the Municipality shall establish a Stellenbosch Municipality Conservation Advisory Committee (SMCAC) to make recommendations on planning applications in Urban and Rural Conservation Overlay Zones.

   The approved Terms of Reference Revision 1, dated 29 January 2025 (Appendix 1) , stipulates that the following was approved:

   - A committee must consist of a minimum of five (5) members and a maximum of seven (7) members appointed by the Council who are not employees of the Municipality or Councillors.
   - A member holds office for a term of three (3) years.

5. RECOMMENDATIONS

   It is recommended that Council:

   a) Approve the appointment of Riccardo Antonio , a nominated candidate, to become the seventh member of the Stellenbosch Municipality Conservation Advisory Committee for three (3) years.

6. DISCUSSION / CONTENTS

6.1. Background

In terms of Section 249(1) of the Stellenbosch Zoning Scheme By-Law, 2024, the Municipality shall establish a Conservation Advisory Committee to make recommendations on planning applications in Urban and Rural Conservation Overlay Zones.

At the 30th Council Meeting 2025-03-31, the revised Terms of Reference, Revision 1, dated 29 January 2025, were approved.

At the 42nd Council Meeting on 2026-07-29, Council approved that Council extends the appointment of the current six (6) members for three (3) years and that the Directorate: Planning and Economic Development commence the process to place an advertisement that will invite suitably qualified and experienced individuals to become the seventh member of the Stellenbosch Municipality Conservation Advisory Committee. (Appendix 2)

2Q $XJXVW DGYHUWLVHPHQWV ZHUH SODFHG LQ 'L ³(LNHVWDGLQHXQXWVHVWLQJQRPLQDWLRQV WR VHUYH DV D PH Municipality Conservation Advisory Committee with a closing date of 25 September 2026. (Appendix 3)

Three (3) nominations were received.

6.2 Discussion

It is important to take into account that the functions of the Stellenbosch Municipality Conservation Advisory Committee are to manage Urban environments in a manner that accommodates the needs of all the residents of the Stellenbosch Municipal Area.

The functions of the Stellenbosch Municipality Conservation Advisory Committee are as follows:

1.	To advise Council on the aesthetic, functional, architectural, cultural, and historical aspects of any new development or contemplated development, and with respect to any proposed alterations or additions to existing buildings, structures, and elements of the built environment within all declared heritage areas.
2.	To advise Council on the aesthetic, functional, architectural, cultural, and historical aspects with respect to any proposed alterations or additions to existing buildings or structures that are specified in terms of Sections 27 & 34 of the National Heritage Resources Act of 1999.
3.	To advise Council on any application received for the demolition or partial demolition of any building or structure within any declared Heritage Area or to any structure that is specified in terms of Sections 27 & 34 of the National Heritage Resources Act of 1999.
4.	To advise the Council on any applications received in terms of Section 38 of the National Heritage Resources Act of 1999.
5.	To provide the Council with comments and input on Outdoor Advertising and Signage applications.
6.	To advise Council on the compilation of a heritage register and demarcation of heritage areas as specified in sections 30 or 31 of the National Heritage Resources Act of 1999. of all heritage resources within the greater Stellenbosch.
7.	To evaluate and advise the Council on any application for signage as per the approved Outdoor Advertising Signage Policy or Bylaw.

8.	Provide input to the Directorate: Planning and Economic Development with the development of specific development strategies, guidelines, regulations, and procedures pertaining to the preservation and appropriate development of individual declared Heritage Areas.
9.	To provide advice on applications that require approval by the South African Heritage Resources Agency (SAHRA) and Heritage Western Cape (HWC) in terms of Section 27 & 34 of the National Heritage Resources Act of 1999.
10.	Should Council be assessed by Heritage Western Cape (HWC) and be deemed a competent authority in terms of Section 26, read together with Section 8 of the Heritage Resources Act, the Committee is to advise Council on the identification and management of Grade III heritage resources.

The Terms of Reference make allowance for a maximum of seven (7) members on the Stellenbosch Municipality Conservation Advisory Committee.

2Q $XJXVW DGYHUWLVHPHQWV ZHUH SODFHG LQ ³'L ³(LNHVWDGQXXV´ IRU QRPLQDWLRQV WR VHUYH DV D P Municipality Conservation Advisory Committee with a closing date of 25 September 2026.

Three (3) nominations were received; please refer to Table 1.

Table 1: Nominations Received

Nominee	SA ID or Permanent Residence	Residence or Work Address	Qualification	Application	Compliant
Jennifer Todd Mackintosh	Yes	Welgelegen Stellenbosch	Town & Regional Planner	Appendix 4	Yes
Riccardo Antonio	Yes	Devon Valley, Stellenbosch	Architect & Urban Design	Appendix 5	Yes
Rochelle Derksen	Yes	Stellenbosch	Architect	Appendix 6	Yes

All three (3) nominations received are architects and are compliant; however, in light of the increasing number of applications for larger developments along the scenic routes and within the Urban and Rural Conservation Overlay Zones that have been submitted to the Stellenbosch Municipality Conservation Advisory Committee (SMCAC), it is recommended that Riccardo Antonio be appointed, as he is also experienced in Urban Design, so he would prove to be a valuable addition to the SMCAC when making recommendations to the various decision-making authorities.

6.3 Financial Implications

The Committee members are remunerated at an hourly rate of R1325.

Meeting procedures are limited to three (3) hours per meeting, and should the meetings require an extension of such hours, prior approval must be obtained from the delegated authority.

The current budgetary provision was made for one (1) meeting per month within the 2026/2027 approved operational budget, Ukey Number: 20220630077838.

6.4 Legal Implications

None

6.5 Previous / Relevant Council Resolutions :

42ND COUNCIL MEETING: 2026-07-29: ITEM 10.8.2

RESOLVED (nem con)

(a) that Council extends the appointment of the current six (6) members for three (3) years ±refer to Table 1. Existing SMCAC members

Table 1: Existing SMCAC members

SMCAC member	Residence or Work Address	1st Appointment date	No. years appointed
Petrus Jakobus Kruger Dekker	Stellenbosch	14 March 2023	3 Years
Jan Raymond Dirk Bouma	Jonkershoek, Stellenbosch	14 March 2023	3 Years
Brian Henry Howard	Franschhoek	14 March 2023	3 Years
Rudia Pool-Stanvliet	Mostertsdrift, Stellenbosch	14 March 2023	3 Years
Cornelia Hendrika Smart	Devon Park, Stellenbosch	14 March 2023	3 Years
Pedri Lotz	Shop 11A, Woodmill Centre, Stellenbosch	6 August 2025	1 Year

(b) that Council approves the request to advertise for nominations to be submitted to the Municipality to consider a suitably qualified person to become the seventh member of the Stellenbosch Municipality Conservation Advisory Committee;

(c) that the members are to be remunerated at an hourly rate of R1325; and

(d) that the chairperson, elected at the 1st Committee meeting, is remunerated at an hourly rate of R1460.

6.6 Risk Implications

There are currently no risk implications.

APPENDIX LIST

Appendix 1: Terms of Reference for the Establishment of a Stellenbosch Municipality Conservation Advisory Committee

Appendix 2: Council Minutes: 42nd Council Meeting: 2026-07-29: Item 10.8.2

Appendix 3: Newspaper advert published 27 August 2026

Appendix 4: Jennifer Todd Mackintosh nomination pack

Appendix 5: Riccardo Antonio nomination pack

Appendix 6: Rochelle Derksen nomination pack

FOR FURTHER DETAILS, CONTACT:

NAME	Katherine Robinson
POSITION	Senior Heritage Planner
DIRECTORATE	Planning & Economic Development
CONTACT NUMBERS	021 808 8608
E-MAIL ADDRESS	Katherine.Robinson@stellenbosch.gov.za
REPORT DATE	08 October 2026

10.9	RURAL MANAGEMENT: (PC: CLLR C MANUEL)

NONE

10.10	MUNICIPAL MANAGER (G METTLER)

NONE

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

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

NONE

12.	REPORTS BY THE MUNICIPAL MANAGER (G METTLER)

12.1	COMBINED ASSURANCE FRAMEWORK 2026/27

Collaborator No:
File No:
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: 21 October 2026

1. COMBINED ASSURANCE FRAMEWORK

2. PURPOSE

To adopt the Combined Assurance Framework as recommended by the Audit and Performance Audit Committee (APAC).

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

The APAC serves as the custodian of Combined Assurance, as outlined in the approved APAC Charter.

At its meeting held on 28 August 2026, the APAC considered and approved the Draft Combined Assurance Framework for the 2026/2027 financial year, attached hereto as APPENDIX 1, and resolved to recommend it to the Council for adoption.

5. RECOMMENDATION

That Council adopt the Stellenbosch Municipality Combined Assurance Framework for 2026/2027 financial year.

6. DISCUSSION / CONTENTS

6.1 Background

Stellenbosch Municipality has various assurance providers that either directly or indirectly provide certain assurances over the effectiveness of the internal controls that mitigate the risks identified during the risk assessments.

The concept of combined assurance is supported by the King V Code on Corporate Governance for South Africa, 2025; principle 12 which states that ³W K H J R Y H U Q L Q J E R G ensures that assurance functions and services promote an effective internal control environment and safeguard the integrity of external reports issued by the R U J D Q L V D W L R Q ´

In terms of paragraph 13.10.1 of the approved APAC Charter, the APAC is delegated by Council to oversee the Municipal Combined Assurance processes.

6.2 Discussion

The Combined Assurance can be defined as ³, Q W H J U D W L Q J F R R U G L Q D W L Q J the risk management and assurance processes within the Municipality to optimise and maximise the level of risk, governance and control oversight over the 0 X Q L F L S D O L W \ ¶ V U L V N Unrecognised text Evaluating the External X F adequacy of assurance coverage over key organisational risks and reporting the outcomes to the Ethics, Risk and Fraud Management Committee (ERFMC), APAC D Q G W K H 0 X Q L F L S D O &R X Q F L O ´

The Chief Audit Executive (CAE) submitted the Reviewed Combined Assurance Framework to the APAC, at its meeting convened on 28 August 2026 for approval. The Committee approved the framework and resolved to recommend it to Council for adoption.

6.3 Financial Implications

N/A

6.4 Legal Implications

Section 166 (1)(2)(3) and (4) of the Local Government: Municipal Finance Management Act (MFMA) No. 56 of 2003 sets out the following:

[3](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 [2]

(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 [2]

(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 [2]

(a) has access to the financial records and other relevant information of the municipality or municipal entity; and

(b) must liaise with [2]

(i) the internal audit unit of the municipality; and

(ii) the person designated by the Auditor-General to audit the financial statements of the municipality or municipal entity.

(4) An audit committee must [2]

(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 \H D U ´

Reference is made to principle 12: Assurance of the King V Code, which recommends that:

[3] 3 U L Q F L S O H 7K H J R Y H U Q L Q J E R G \ H Q V X U H V W K D W D V V promote an effective internal control environment and safeguard the integrity of external reports issued by the organisation.

RECOMMENDED PRACTICES

Combined assurance

Steering and setting direction

119. The governing body should provide the strategic direction and be accountable for effective combined assurance arrangements subject thereto that the statutory audit committee, if in place, must assume accountability for its statutory duties.

120. The governing body may, at its discretion, delegate its assurance-related responsibilities as outlined below to the audit committee, if in place, and in addition to any statutory duties that the committee may have.

Policy and planning

121. The governing body should satisfy itself that a combined assurance model is developed that incorporates and optimises the assurance-related activities of line management, specialist functions and assurance service providers so that, taken as a whole, these promote an effective internal control environment and safeguard the integrity of external reports issued by the organisation.

122. The governing body should oversee that the combined assurance model is G H V L J Q H G W R H I I H F W L Y H O \ F R Y H U W K H R U J D Q L V D W L R combination of the following assurance-related activities, as is appropriate for the organisation:

a. Line management of the organisation responsible for the design and implementation of management controls.
b. Specialist risk and compliance functions of the organisation.
c. Internal auditors.
d. External auditors.
e. Specialist service providers such as sustainability and environmental assurance providers, actuaries, safety and process assessors, as well as forensic fraud examiners and auditors.
f. 5 H J X O D W R U \ L Q V S H F W R U V ´

Paragraph 13.10 of 2026/27 APAC Charter approved by Council indicates that:

[3] 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 LQWHUQDO DQG H[WHUQDO DXGLWRUV WR HQVXUH HII

6.5 Staff Implications

The Combined Assurance Forum is tasked with the implementation of the Combined Assurance Framework.

6.6 Previous / Relevant Council Resolutions

In its 33rd meeting held on 30 July 2025, the Council resolved (nem con):

³WKDW &RXQFLO DGRSWV WKH &RPELQHG $VVXUDQFH 6WHHOOHQERVFK 0XQLFLSDOLW\´

6.7 Risk Implications

Lack of submission of the reviewed Combined Assurance Framework to Council may attract negative audit findings and may compromise governance principles.

6.8 Comments from Senior Management

The Municipal Manager and Senior Managers are in support of this item.

APPENDICES

Appendix 1 - Draft Combined Assurance Framework 2026-27

FOR FURTHER DETAILS CONTACT:

NAME	Lunga Mvandedwa, CIA, CRMA
POSITION	Chief Audit Executive
DIRECTORATE	0XQLFLSDO 0DQDJHU¶V 2IILFH ,QWHUQ
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REPORT DATE	07 October 2026

12.2	QUARTERLY REPORT OF THE AUDIT AND PERFORMANCE AUDIT COMMITTEE OF STELLENBOSCH MUNICIPALITY FOR THE PERIOD 20 JUNE 2026 TILL 30 SEPTEMBER 2026

Collaborator No:
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: Council: 21 October 2026

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1. SUBJECT: QUARTERLY REPORT OF THE AUDIT AND PERFORMANCE AUDIT COMMITTEE OF STELLENBOSCH MUNICIPALITY FOR THE PERIOD 20 JUNE 2026 TILL 30 SEPTEMBER 2026

2. PURPOSE

To inform Council of the activities of the Audit and Performance Audit Committee (APAC) for the period 20 June 2026 till 30 September 2026. The APAC Report with recommendations outlining the items considered by the Committee during this reporting period is herewith attached as APPENDIX 1.

3. DELEGATED AUTHORITY

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 APAC has executed its duties and responsibilities during the period under review LQ DFFRUGDQFH ZLWK LWV &KDUWHU) relating to the PV RI 5HI 0XQLFLSDOLW\¶V JRYHUQDQFH UlVN PDQDJHPHQW FRP auditing, internal control, financial and non-financial reporting practices.

5. RECOMMENDATIONS

that Council takes note of the report of the APAC for the period 20 June 2026 till 30 September 2026.

6. DISCUSSION / CONTENTS

6.1 Background

6.1.1 In terms of Section 166 (2) of the MFMA, the APAC must advise Municipal Council, the Political Office-Bearers, the Accounting Officer and the Management staff of the Municipality on matters relating to:

- internal financial control and internal audit;
- risk management;
- accounting policies;
- the adequacy, reliability and accuracy of financial reporting and information;
- performance management;
- effective governance;
- performance evaluation;

- compliance with the MFMA, the annual Division of Revenue Act, and any other applicable legislation; and
- any issues referred to it by the Municipality.

6.1.2 The APAC must also:

- Review the Annual Financial Statements (AFS) to advise the Council whether its finances are managed efficiently and effectively.
- Respond to the Council on issues raised by the Auditor General South Africa (AGSA) in the audit report.
- Carry out investigations into the financial affairs of the municipality if requested to do so by the Council.
- Perform such other functions as may be prescribed.

6.7.1 To execute its responsibilities effectively, the APAC has access to the financial records and all other relevant information on the municipality.

6.8 Discussion

6.2.1. During the reporting period, the APAC convened three (3) meetings as follows:

- Special meeting of 20 August 2026.
- Quarter four (4) Ordinary meeting of 28 August 2026.
- Special meeting of 07 September 2026 (continuation meeting of 28 August 2026).

6.2.2. The APAC Report with recommendations outlining the items considered by the Committee during this reporting period is herewith attached as APPENDIX 1.

6.3. Financial Implications

The Chairperson and ordinary members are paid a stipend of R6825 and R5775 per meeting respectively. The Municipality budgets on an annual basis for the remuneration of APAC members.

6.4 Legal Implications

Section 166 (1)(2)(3) and (4) of the Local Government: Municipal Finance Management Act (MFMA) No. 56 of 2003 sets out the following:

[3](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 [2]

(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 [2]

(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 [2]

(a) has access to the financial records and other relevant information of the municipality or municipal entity; and

(b) must liaise with [2]

(i) the internal audit unit of the municipality; and

(ii) the person designated by the Auditor-General to audit the financial statements of the municipality or municipal entity.

(4) An audit committee must [2]

(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 WLPHV D \HDU´

Reference is made to paragraph 4.1, page 69 of the National Treasury Municipal Audit
Committee Tool Kit of 2023 which states that:

[3] 7KH $XGLW &RPPLWWHH DQG WKH &RXQFLO %RDUG
The Audit Committee has been legislated in to provide independent advice and oversight in terms of financial and non-financial matters in order to improve the effective functioning of organs of state. In addition, many audit findings can be prevented or mitigated through proper oversight by the Audit Committee.
The Audit Committee is a key contributor to good governance. It plays a crucial role in
assisting the relevant Council/Board in discharging its responsibilities in overseeing financial and performance management, compliance with legal and other regulatory requirements and internal controls.
Key concerns identified by the Audit Committee that affect the effective functioning of WKH 0XQLFLSDOLW\ 0XQLFLSDO (QWLW\ VKRXOG EH HVFDO

Paragraph 10.1 of the APAC Charter for 2026/27 financial year state that:

[3]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) 7KH FRPPLWWHH¶V DVVHVVPHQW RI WKH PXQLFLSDOV 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) 2WKHU PDWWHUV UHTXHVWHG RI WKH ,$) DQG 3& ´

6.5 Staff Implications

No additional staff implications

6.6 Previous / Relevant Council Resolutions:

N/A

6.7 Risk Implications

Lack of submission of the APAC report may attract negative audit findings and may compromise governance principles.

6.8 Comments from Senior Management:

The item was not circulated to Senior Management; however, the Municipal Manager is in support of this item.

APPENDICES

Appendix 1 ±Quarterly Report of the APAC of Stellenbosch Municipality for the period 20 June 2026 till 30 September 2026.

FOR FURTHER DETAILS CONTACT:

NAME	Lunga Mvandedwa, CIA, CRMA
POSITION	Chief Audit Executive
DIRECTORATE	Municipal Manager, Internal Audit
CONTACT NUMBERS	021 808 8555
E-MAIL ADDRESS	Lunga.Mvandedwa@stellenbosch.gov.za
REPORT DATE	07 October 2026

12.3	CONFERMENT OF CIVIC HONOURS: ALDERMANSHIP ON COUNCILLORS

Collaborator No:
IDP KPA Ref No: Good governance and Compliance
Meeting Date: 21 October 2026

1. CONFERMENT OF CIVIC HONOURS: ALDERMANSHIP ON COUNCILLORS

2. PURPOSE OF REPORT

7R REWDLQ &RXQFLO¶V DSSURYDO WR FRQIHU $OGHUPDQ Crawley, Councillor Rozette du Toit, Councillor Quintin Smit and Councillor Nokuthula Mananga-Gugushe in terms of the Stellenbosch Municipal Honours By-Law (November 2025).

3. DELEGATED AUTHORITY

Municipal Council.

4. EXECUTIVE SUMMARY

In terms of the guidelines and criteria reflected in the Stellenbosch Municipal Honours By-Law (November 2025), Council may decide to bestow municipal honours on individuals.

Councillors were invited to submit applications requesting that the title of Aldermanship be conferred on them as they qualify for such honours in terms of the Stellenbosch Municipal Honours By-Law (November 2025). The closing date for applications was 11 September 2026.

By the closing date, five (5) applications were received (see applications attached as Appendix 1) from the following Councillors:

1. Councillor Nokuthula Mananga-Gugushe
2. Councillor Patricia Rose Crawley
3. Councillor Rozette du Toit
4. Councillor Quintin Smit
5. Councillor Wilfred Frederick Pietersen.

$FFRUGLQJ WR &RXQFLO¶V UHFRUGV DQG WKH DVVHVVPH SUHVFULEHG FULWHULD FRQWDLQHG LQ WKH 6WHOOH By-Law (2025), four (4) Councillors were found to have met the requirements for the conferral of Aldermanship.

Furthermore, by virtue of the Executive Mayor holding the office of Executive Mayor, he automatically qualifies for the honour of Aldermanship, in recognition of the office held and the contribution to municipal governance and service delivery.

5. RECOMMENDATIONS:

(a) that Council notes the applications received from the Councillors requesting that the title of Aldermanship be conferred on them;

(b) tKDW LQ WHUPV RI 6HFWLRQ F RI WKH 6WHOOHQ By-Law (2025), promulgated in the Western Cape Provincial Gazette No. 9160 of 7 November 2025, the title of Aldermanship be conferred upon the following Councillors:

- Councillor Nokuthula Mananga-Gugushe;
- Councillor Patricia Rose Crawley;
- Councillor Rozette du Toit; and
- Councillor Quintin Smit.

(c) That, following approval by Council, the Executive Mayor, as Patron of the Stellenbosch Municipal Honours, confers the honour of Aldermanship upon the respective Councillors.

6. DISCUSSION / CONTENTS

6.1 Background

Section 6(4)(c) of the Stellenbosch Municipal Honours By-Law (November 2025) makes provision for Aldermanship to be conferred on a serving Councillor of the Stellenbosch Municipality who obtains a minimum of 20 points, as set out in the By-Law.

In terms of sub-section (5), any current serving Councillor who is of the view that he/she qualifies for Aldermanship, should notify the Municipal Manager in writing, together with the necessary detail to enable the Municipal Manager to verify the allocation of points, as per the By-Law. The By-Law is attached as Appendix 3 .

6.2 Discussion

On 19 August 2026, the Stellenbosch Municipality invited Councillors to submit applications requesting that the title of Aldermanship be conferred on them as they qualify for such honours in terms of the Stellenbosch Municipal Honours By-Law (November 2025). By the closing date, five (5) applications were received.

Based on the assessment of the applications against the prescribed criteria F R Q W D L Q H G L Q W K H 6 W H O O H Q E R V-Law (2025), four (4) Councillors were found to have met the requirements for the conferral of Aldermanship.

One (1) Councillor did not meet the prescribed points requirement for Aldermanship. It should, however, be noted that the Councillor has served as Chairperson of the Municipal Public Accounts Committee (MPAC) since 2016. The current Honours By-Law (2025) does not make provision for service as MPAC Chairperson to be recognised or allocated points for purposes of determining eligibility for Aldermanship.

Pursuant to the above applications, a memorandum was submitted to the Municipal 0 D Q D J H U F R Q I L U P L Q J W K D W D F F R U G L Q J W R & R X Q F L O ¶ V indeed qualify for Aldermanship and that the awarding of points was in accordance with the prescribed criteria. The memorandum is attached as Appendix 2.

6.3. Financial Implications

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

6.4 Legal Implications

The recommendations in this report comply with section 6(4)(c) of the Stellenbosch Municipal Honours By-Law (2025).

6.5 Staff Implications

This report has no staff implications for the Municipality.

6.6 Previous / Relevant Council Resolutions:

30th Meeting of Council: 2025-03-31: Item: 10.3.1

6.7 Risk Implications

The report has no risk implications for the Municipality.

6.8 Comments from Senior Management:

The item was not circulated for comment.

Annexures

Appendix 1: Application received from Councillors
Appendix 2: Memorandum: Calculation of points
Appendix 3: Stellenbosch Municipal Honours By-Law (November 2025)

FOR FURTHER DETAILS CONTACT:

NAME	Geraldine Mettler
POSITION	Municipal Manager
DIRECTORATE	Office of the Municipal Manager
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E-MAIL ADDRESS	municipal.manager@stellenbosch.gov.za
REPORT DATE	13 October 2026

12.4	ADOPTION OF THE REVISED STRATEGIC AND OPERATIONAL RISK REGISTER FOR THE 2026/2027 FINANCIAL YEAR

Collaborator No:
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: 21 October 2026

1. SUBJECT: ADOPTION OF THE REVISED STRATEGIC AND OPERATIONAL RISK REGISTER FOR THE 2026/2027 FINANCIAL YEAR

2. PURPOSE

To submit the Revised Strategic and Operational Risk Register for the 2026/2027 ILQDQFLDO \HDU IRU &RXQFLO¶V DSSURYDO

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

The revision of the Strategic and Operational Risk Register was necessary to include the ongoing conflict in the Middle East, rising fuel prices, the growing use of artificial intelligence (AI) and the expected effects of the El Niño weather phenomenon. These developments create uncertainties that may affect the 0XQLFLSDOLW\¶V DELOLW\ WR DFKLHYH LWV VWUDWHJLF operations effectively.

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

5. RECOMMENDATIONS

that Council approves the Strategic and Operational Risk Register (Annexure A) for the 2026/2027 financial year.

6. DISCUSSION

The Municipal Finance Management Act (MFMA), Act 56 of 2003, and best practices for municipal governance both mandate that municipalities maintain an efficient risk management system in order to stay on top of emerging threats and assess risk appetite. A municipality must concentrate its resources and attention on the areas where stakeholders are most concerned and at risk in order to achieve effectiveness. In order to achieve this, the Stellenbosch Municipality has implemented a Strategic Risk Register, which identifies operational and strategic risks at the corporate level. This process makes sure that risks that could impair service delivery and the strategic objectives are recognized and connected to the necessary steps to reduce them.

In order to accomplish the municipality's vision, service delivery, and strategic goals and to guarantee suitable results for the community, the Stellenbosch Municipality is dedicated to efficient risk management.

To guarantee that the municipality continues to be suitably responsive to the risk environment, changes to the Strategic Risk Register were required due to the shifting external environment dynamics that affect municipal services.

Risk assessments were carried out in accordance with the law throughout the financial year. These are done to make sure the Council is aware of the dangers that need to be reduced and that the risk register accurately reflects those risks.

Fuel prices and the cost of goods and services may continue to rise as a result of the Middle East crisis. Municipal spending on waste collection, road upkeep, water and sanitation services, vehicle operations, infrastructure upkeep and capital projects may rise as a result. Increased living expenses may also put more strain on households, especially low-income ones, and make it more difficult for locals to pay their municipal accounts.

Depending on regional weather patterns, the Municipality may also be impacted by the anticipated El Niño conditions. Reduced rainfall, water scarcity, elevated temperatures and an elevated danger of veld fires in susceptible regions are all potential effects. These hazards emphasize the necessity of strengthening water conservation, maintaining vital infrastructure, reviewing strategies for disaster management and making sure that communities are informed in a timely manner about possible problems.

Artificial Intelligence (AI) offers possibilities to enhance municipal operations, lessen administrative burdens, address citizen inquiries and promptly detect infrastructure issues. However, there are hazards associated with data protection, cybersecurity, erroneous information and the requirement for appropriate human monitoring. As a result, the Municipality needs to evaluate how AI can impact its operations and determine the best ways to mitigate these risks.

These and other risks are addressed in the revised Strategic and Operational Risk Register.

Stellenbosch Municipality is committed to effective risk management in order to DFKLHYH WKH PXQLFLSDOLW\¶V YLVLRQ VHUYLFH GHOLY ensure appropriate outcomes for the community.

6.1 Background

In terms of Section 60 of the MFMA the Municipal Manager must take reasonable steps to ensure that the municipality maintains effective financial and risk management as well as internal controls.

The principal aim of the risk assessment process is to:

- ,GHQWLI\ WKH ULVNV WKUHDWHQLQJ WKH DFKLHYHPHQ directorate;
- Assess the key risks facing each directorate; and
- Identify the processes/functions/directorates/persons the municipality and top management rely upon to manage the identified risks.
- Align the mentioned risk management process with processes as established by provincial and national government (as communicated to the municipality).

6.2 Financial Implications

The financial impact will be quantified as part of the 2026/2027 approved budget and adjustment budget.

6.3 Legal Implications

Section 62 of the MFMA

General Financial Management Functions

(1) The accounting officer of a municipality is responsible for the managing of financial administration of the municipality, and must for this purpose take all reasonable steps to ensure ±
   (a) that the resources of the municipality are used effectively, efficient and economically;

(b) that full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards;
(c) that the municipality has and maintains effective, efficient and transparent systems ±
    (i) of financial and risk management and internal control.

6.4 Staff Implications

None.

6.5 Risk Implications

As indicated in the annexed Strategic and Operational Risk Register.

6.6 Comments from Senior Management :

6.6.1 Director: Infrastructure Services

Supported.

6.6.2 Director: Planning and Economic Development

Supported.

6.6.3 Director: Community and Protection Services

Supported.

6.6.4 Director: Corporate Services

Supported.

6.6.5 Director: Planning and Economic development

Supported.

6.6.6 Chief Financial Officer :

Supported.

6.6.7 Municipal Manager:

Supported.

ANNEXURES

Annexure A: Strategic and Operational Risk Register for the 2026/2027 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	16 October 202 6

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

13.1	NOTICE OF A QUESTION BY CLLR M VAN STADE OF THE GOOD PARTY

A Notice of a Question, dated 2026-09-10, was received from Councillor M van Stade regarding reinstatement works: Bird & Du Toit Streets.

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

13.2	NOTICE OF A QUESTION BY CLLR M VAN STADE OF THE GOOD PARTY: DAMAGED SEWER INFRASTRUCTURE

A Notice of a Question, dated 2026-09-10, was received from Councillor M van Stade regarding damaged sewer infrastructure.

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

14.	CONSIDERATION OF URGENT MOTIONS

15.	URGENT MATTERS SUBMITTED BY THE MUNICIPAL MANAGER

16.	REPORTS SUBMITTED BY THE SPEAKER

16.1	QUARTERLY REPORT ± WARD COMMITTEE FUNCTIONING 1st QUARTER OF 2026/2027 FINANCIAL YEAR

Collaborator No:
IDP KPA Ref No: Good Governance
Meeting Date: 21 October 2026

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1. SUBJECT: QUARTERLY REPORT ± WARD COMMITTEE FUNCTIONING 1st QUARTER OF 2026/2027 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 D Q G & R X Q F L O ¶ V Sa bl Sh Lm en t o fW a rd C om m itte e s.

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

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

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

5. RECOMMENDATIONS

(a) that Council note the functioning of Ward Committees in all 23 wards; and

(b) that Council take note of the number of Ward Committee and Sector meetings held to date in all 23 wards from July - September 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 S D U D J U D S K V D Q G D Q G R I &R X Q F L O ¶V 3R O L F \ Committees.

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

6.2 Discussion

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

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

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

6.9 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:

42nd COUNCIL MEETING: 2026-07-29: ITEM 16.1

6.7 Risk Implications

This report addresses the risk implications for the Municipality.

6.8 Comments from Senior Management :

The report was not circulated for comment.

ANNEXURES

Annexure A: Summary of Ward Committee and Public Meetings held: July - September 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 October 2026

16.2	REPORT TO COUNCIL BY THE SPEAKER: REPAYMENT ARRANGEMENT OF PROPOSED SANCTIONS BY THE DISCIPLINARY COMMITTEE: CASE NUMBER 220422/02/01: CLLR EP MASIMINI

Collaborator No:
IDP KPA Ref No: Good Governance
Meeting Date: 21 October 2026

1. SUBJECT: REPORT TO COUNCIL BY THE SPEAKER: REPAYMENT ARRANGEMENT OF PROPOSED SANCTIONS BY THE DISCIPLINARY COMMITTEE: CASE NUMBER 220422/02/01 : CLLR EP MASIMINI

2. PURPOSE

To inform Council about the progress on repayment as per the agreement to settle the total amount fined by the Disciplinary Committee.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

This is to inform Council of the pay back arrangement between Cllr E Masimini and the Stellenbosch Municipality, after the recommendation by Council on 29 November 2023. The last payment will be in October 2026, as per the information provided by Finance department (Annexure B).

5. RECOMMENDATIONS

that Council notes the report.

6. BACKGROUND

According to the Council resolution item 17.1, Council meeting 29 November 2023 Council accepted the recommendation by the Disciplinary Committee that Councillor Elliot Masimini, be fined 50 % of the total cost to company of a Ward Administrator, for a period of four (4) months to Stellenbosch Municipality. Cllr Masimini must pay back these costs to the Municipality between January 2024 ±October 2026, before this term of offices comes to an end.

7.1 Financial Implications

None to Municipality.

7.2 Legal Implications

The recommendations of sanction to Council are in accordance with Schedule 7, Section 16(2)(d) of the Municipal Structures Act No.117 of 1198.

7.3 Staff Implications

None.

7.4 Previous / Relevant Council Resolutions :

Item 16.2 - Council meeting 2025-11-26.

7.5 Risk Implications

Risk is addressed in the content of the item.

7.6 Comments from Senior Management :

The report was not circulated for comment.

ANNEXURES

Annexure A : Agreement of repayment.

Annexure B: Total amount deduction from August 2024 until September 2026.

FOR FURTHER DETAILS CONTACT:

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	30 September 2026

16.3	REPORT TO COUNCIL BY THE SPEAKER: REPAYMENT ARRANGEMENT OF PROPROSED SANCTIONS BY THE DISCIPLINARY COMMITTEE: CASE NUMBER 220422/01: CLLR A TOMOSE

Collaborator No:
IDP KPA Ref No: Good Governance
Meeting Date: 21 October 2026

1. SUBJECT: REPORT TO COUNCIL BY THE SPEAKER: REPAYMENT ARRANGEMENT OF PROPROSED SANCTIONS BY THE DISCIPLINARY COMMITTEE: CASE NUMBER 220422/01

2. PURPOSE

To inform Council about the progress on repayment as per the agreement to settle the total amount fined by the Disciplinary Committee.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

This is to inform Council of the pay back arrangement between Cllr A Tomose and the Stellenbosch Municipality, after the recommendation by Council on 29 November 2023. The last payment will be in October 2026, as per the information provided by Finance department (Annexure B).

5. RECOMMENDATIONS

that Council notes the report.

6. BACKGROUND

According to the Council resolution item 17.1, Council meeting 29 November 2023 Council accepted the recommendation by the Disciplinary Committee that Councillor Ayanda Tomose, be fined 75 % of the total cost to company of a Ward Administrator, for a period of four (4) months to Stellenbosch Municipality. Cllr Tomose must pay back these costs to the Municipality between January 2024 ±October 2026, before this term of office comes to an end.

7.1 Financial Implications

None to Municipality.

7.2 Legal Implications

The recommendations of sanction to Council are in accordance with Schedule 7, Section 16(2)(d) of the Municipal Structures Act No.117 of 1198.

7.3 Staff Implications

None.

7.4 Previous / Relevant Council Resolutions :

Item 16.1, Council meeting 2025-11-26.

7.5 Risk Implications

Risk is addressed in the content of the item.

7.6 Comments from Senior Management :

The report was not circulated for comment.

ANNEXURES

Annexure A : Agreement of repayment.

Annexure B: Total amount deduction from August 2024 until September 2026.

FOR FURTHER DETAILS CONTACT:

NAME	Donovan Muller
POSITION	Manager: Council Support
DIRECTORATE	Corporate Services
CONTACT NUMBERS	021 808 8341
E-MAIL ADDRESS	Donovan.Muller@stellenbosch.gov.za
REPORT DATE	30 September 2026

17.	REPORTS SUBMITTED BY THE EXECUTIVE MAYOR

NONE

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(SEE PINK DOCUMENTATION)

THE AGENDA HAS BEEN DISCUSSED WITH THE SPEAKER, CLLR Q SMIT AND HE AGREES WITH THE CONTENT.